

MONTHLY

REPORT

April 2026



where possibilities grow

CHAQUIAS MILLER-THORNTON

City Manager

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City Manager’s Report April 2026

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TO: Mayor and Council

FROM: ChaQuias Miller-Thornton, City Manager

DATE: May 5, 2026

RE: City Manager's Report – April 2026

EXECUTIVE OFFICE

Chief Executive Officer – City Manager

The City Manager serves as the Chief Executive and Administrative Officer of the City and is responsible for the day-to-day operations. As City Manager, Ms. Miller-Thornton ensures that legislative decisions are translated into the administrative and operational execution of city services. Many of the departmental activities and initiatives that are found in this report are accomplished and/or performed subject to collaboration with, guidance by, and/or oversight of the City Manager.

Contracts:

- 04/01/2026 BADGEPASS ONE contract for \$5,210.00. This contract is for the identification badges distributed by the Clarkston Police Department with the issuance of Adult Entertainment Permits. The annual recurring fee is \$800.00 in operational maintenance costs for hardware support.
- 04/28/2026 Memorandum of Understanding (MOU) BY and BETWEEN GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY AND CITY OF CLARKSTON, GEORGIA. The agreement is part of the referenced Subgrantee's application and profile record in the Georgia EM Grants Manager system and will become effective and binding upon approval by GEMA/Homeland Security;

Responsibilities of the Subgrantee

- The Subgrantee is primarily responsible for compliance with and agrees to obtain a working knowledge of the Homeland Security Act and all applicable DHS FEMA regulations as provided in all applicable Subparts of 2 Code of Federal Regulations (CFR) Part 200 and 44 CFR that govern the Department of Homeland Security grant programs and shall adhere to the application of the Homeland Security Act of 2002 and those applicable regulations and policies as a condition for acceptance of and expenditure of said DHS FEMA funding.
- Use gema.ga.gov and ga.emgrants.com, as applicable to access forms, request time extensions, and submit requests for reimbursements with supporting documentation.
- The Subgrantee shall assure that all project documents are made available to GEMA/HS, DHS FEMA, Office of Inspector General (OIG), or to any state or federal agency as determined by GEMA/Homeland Security, including but not limited to procurement policies, accounting policies, and all other documentation substantiating eligible costs.
- All records, reports, documents and other materials delivered or transmitted to GEMA/HS by the Subgrantee shall become the property of GEMA/HS.

- The Subgrantee agrees to monitor gema.ga.gov and ga.emgrants.com for any changes in law, regulations, policy, or procedure which affect the Subgrantee's grant requirements.

Project Initiatives:

The City Manager participates in project initiatives to offer connectivity between high-level policy and organizational vision and day-to-day operations. The goal is to ensure that the vision set by the elected officials is translated into project results that benefit the community.

- The City Manager participated in the following as related to current and/or upcoming project and plan initiatives:
 - The City Manager continues with bi-weekly/regular Project Management Team meetings for:
 - Phase I of the City's Safe Streets for All (SS4A) – Safety Action Plan
 - Safety Action Plan – PMT Meeting 04/01/2026
 - Safety Action Plan – PMT Meeting 04/15/2026
 - Phase I of the City's Greenway Trail Project – Conceptual Design
 - Trail Design – PMT Meeting 04/01/2026
 - Trail Design – PMT Meeting 04/15/2026
 - Clarkston's Annexation Study
 - Clarkston's 2046 Comprehensive Plan Rewrite
 - Clarkston's Norman Road Dam Rehabilitation Project
 - Public Engagement Meeting – 04/13/2026
 - Clarkston's Parks and Recreation Master Plan
 - Meeting to discuss 04/28/2026 presentation to Council – 04/16/2026
 - Economic Mobility Initiative – ICMA
 - The City Manager is continuing to engage with VC3 (the City's 3-party IT and Managed IT Services provider) regarding transition to an alternative managed IT platform that reduces productivity challenges for employees and allows for the implementation of advanced cyber security tools. Meeting was held on-site with VC3 representatives on 04/16/2026 to discuss the initiative. The initiative may also include transition of the City of Clarkston's domain from .com to .gov.

ADMINISTRATION

Chief Administrative Officer – City Manager

Administrative Initiatives:

- Quarterly reporting completed for the Police Department's OPEB Grant. The grant is administered by the Governor's Office of Planning and Budget and was awarded for the installment and annual cost of FUSCUS cameras for the City's Police Department.
- City of Clarkston account setup and registration completed for the Georgia EM Grants

Manager System through Georgia Emergency Management and Homeland Security Agency.

Meetings:

- Bi-weekly Executive Leadership Team meetings continue to be held. The City Manager provides for these meetings as a way to maintain connectivity across departments, to aid in continuity of process in front-office to back-office systems, and to engage in project specific initiatives that require the Team's involvement to ensure success of the initiative.
 - Meetings held 04/01/2026 and 04/29/2026
- The City Manager conducts periodic meetings during each month with department staff to brief regarding department specific operations and/or concerns. Meetings are also held to discuss department specific plans and initiatives, service updates, etc.

In addition to scheduled and real-time meetings attended and/or held relative to the day -to-day administrative and operational affairs of the city, the City Manager also attended and/or participated in the following meetings.

- On 04/15/2026 the City Manager met with the Downtown Development Authority's Treasurer Michelle Maserjian to discuss DDA and City partnership/relationship, DDA financials, and staff expectations.
- On 04/20/2026 the City Manager met with other DeKalb City Managers to discuss topics such as SB33, annexation and proposed mapping, local legislation being considered by cities, and issues impacting local jurisdictions. DeKalb Municipal Association Executive Director Rashida Cloud was a guest during the manager's meeting session.
- On 04/22/2026 the City Manager met Jonathan Ellis (representative of the Governor's Office of Planning and Budget to discuss reporting and upcoming closeout of the City's OPEB grant. The City's was awarded funding for installation and maintenance of Fuscus cameras managed by the Clarkston Police Department.
- On 04/24/2026 the City Manager and City Clerk participated in the DeKalb Tax Commissioners Office 2026 Tax Digest Seminar. The Administration will be providing the Mayor and Council and the public with the official digest calendar for consideration and adoption of the 2026 ad valorem millage rate.
- On 04/24/2026 the City Manager attended the Georgia Municipal Association District 3 listening session at GMA Office in downtown Atlanta. The session included topics surrounding State and Federal Legislation Updates and Municipal Training Updates.
- On 04/28/2026 the City Manager and Human Resources Director participated in Human Resources Training with topics including Labor Standards updates, FMLA considerations, and safe termination practices.
- On 04/30/2026 the City Manager participated in 5K Race planning with representatives of Refuge Coffee and other city employees of the City's Planning and Economic Development Department.
- 04/30/2026 the City Manager, along with Finance Staff, meet with a representative of the TRUIST banking institution to discuss treasury services.

Legislative Considerations:

- **State Legislation** City Manager Thornton continues to track SB 33. **SB (Senate Bill) 33** is the primary property tax measure sent to Gov. Kemp’s desk after a debate consumed much of the 2026 legislative session. This bill is significantly scaled down from previous versions passed through SB 382 and HB 1116 and changes state law to mandate cities, counties and school districts to cap annual increases to homestead assessments to the rate of inflation. Previously, under HB 581 as passed in 2024, local governments were allowed to decide whether to opt out of implementing this assessment cap. When given this option, 68% of school districts and 30% of counties opted out, citing funding concerns. While the legislation still includes options for cities and counties to repurpose optional sales taxes for property tax cuts, it does allow for opt out of HB 581.
- **Local Legislation** During the Spring 2026 Retreat of Council and Staff, the Mayor and City Council discussed revisions to local legislation regarding the requirement of a resolution to set rules for consideration of ordinances that amend city code. Ordinance and associated resolution has been drafted by the City’s Legal Administration and is expected to be presented to Council for consideration during the May 2026 work session meeting.
 - AN ORDINANCE BY THE CITY OF CLARKSTON TO AMEND CHAPTER 2, ARTICLE 2 OF THE CITY CODE CONCERNING COUNCIL MEETINGS; TO ESTABLISH A PROCESS BY WHICH THE CITY COUNCIL, BY ANNUAL RESOLUTION, WILL SET FORTH THE REQUIREMENTS FOR COUNCILMEMBER-INITIATED ORDINANCES THAT WOULD AMEND THE CITY CODE TO APPEAR ON WORK SESSION AND REGULAR MEETING AGENDAS.
 - A RESOLUTION BY THE CLARKSTON CITY COUNCIL TO ESTABLISH PROCEDURAL RULES AND REQUIREMENTS FOR COUNCILMEMBER-INITIATED ORDINANCES THAT PROPOSE TO AMEND THE CITY’S CODE OF ORDINANCES.

Events

- 04/23/2026 Georgia Cities Celebration (Meet the City Manager Ice Cream Social. This event welcomed a number of residents, business owners, and other stakeholders to the Clarkston Women’s Center for fellowship over ice cream and conversation with City Manager Miller-Thornton. Elected Officials in attendance were Vice Mayor Deborah Johnson, Councilwoman Sharifa Adde and Councilman Dean Moore. Several City Staff members attended as well.

Upcoming Events

Event: Clarkston Safety Action Plan and Phase 1 Greenway Trails Project Open House
Date: May 6, 2026
Location: Clarkston Community Center
Time: 4pm – 6pm

Event: Milam Park Pool Opening
Date: Friday, May 29, 2026
Location: Milam Park, Norman Road
Time: 11am

Event: Juneteenth Celebration
Date: Friday, June 19, 2026
Location: Market Street
Time: 5pm – 8pm

Event: Norman Road Dam Rehabilitation Project - Public Meeting #1
Date: May 28, 2026
Location: Milam Park, Norman Road
Time: 6pm – 7:30pm

City Clerk's Office

Cindy Hanson, Interim City Clerk

Executive Summary/Highlights:

During the month of April, the Office of the City Clerk continued efforts to process 2026 business license applications.

Staff met with a prospective vendor to discuss the digitization of records and collaborated with other departments to assess the overall need for such services.

The City Clerk met with CivicPlus and Ikon Film Works to address and resolve issues related to the automatic upload of Zoom recordings for public meetings.

The City Clerk also participated in interviews for the open Permit Technician position.

On April 24, the City Manager and City Clerk participated in the DeKalb County 2026 Tax Digest Virtual Seminar. Following the seminar, a schedule was established to set the 2026 millage rate and ensure all required deadlines for Clayton County are met.

Key Performance Indicators (KPIs) & Metrics:

Business Licenses:

- Business license applications for new and renewed businesses are continually being processed. During the month of April sixty-four (64) applications have been issued including business, coin operated amusement machines, hookah, and alcohol, with another sixty (60) applications currently being processed.

Open Records Requests:

- Number of requests (YTD): 402
- Number of requests received this month: 120

Project Updates/Status:

- Application needs for the licensing software are in the process of being entered for Sages to build the program. Implementation of the licensing portion of the software will be determined later.
- Met with Civic Plus to implement approval feature for future agendas in Agenda and Meeting Management software. Feature is activated for use.

Upcoming Goals/Projects:

- Met with Starpoint USA to get quote regarding digitization of city records. Visited the City Hall Annex, as well as the old Police Department and Public Works to assess the number of records that may be scanned. Quote will be forthcoming.

Staffing/Personnel Updates:

- No updates at this time.

Photos or Infographics:

- None

Equity, Diversity & Inclusion

Yolanda McGee Equity, Diversity & Inclusion Officer

Executive Summary / Highlights

The Office of Equity, Diversity & Inclusion (EDI) continues to advance the mission and values of the City of Clarkston by promoting inclusive practices, equitable access, and meaningful community representation. The department remains committed to maintaining high standards that reflect the city's diverse population while fostering a culture of engagement, respect, and collaboration.

Key Performance Indicators (KPIs) & Metrics

The Office of Equity, Diversity & Inclusion continues to strengthen the City's visibility and presence throughout DeKalb County. During this reporting period, the EDI Officer participated in multiple countywide meetings and engaged with key members of the DeKalb County leadership team. These efforts have enhanced relationship-building, increased intergovernmental collaboration, and further positioned the City of Clarkston as a proactive partner in advancing equity-focused initiatives.

Project Updates / Status

Planning for the City's Juneteenth Festival is actively underway. Key components, including vendor coordination and performance confirmations, have been secured. Overall, preparations remain on schedule and aligned for a successful and well-attended community event.

Major Accomplishments

- Successfully participated in Idlewood Elementary School Career Day, engaging with students and promoting community awareness.
- Attended the DeKalb County Continuum of Care (CoC) monthly meeting, contributing to regional discussions on housing and support services.
- Participated in the Clarkston Safety Action Plan Stakeholder Steering Committee, supporting public safety and community engagement initiatives.

Upcoming Goals / Projects

- Execute the City of Clarkston's Annual Juneteenth Festival on June 19, 2026. This event will provide a family-friendly environment with inclusive activities designed to engage residents of all ages, backgrounds, and communities.

Photos or Infographics

- None.

Finance

The City Administration/Finance Departments continue to work towards completion of the City's 2024 audit. As of 04/30/2026 67% of audit items were completed (submitted and reviewed), 27% of audit items were submitted and under review. A total of 94% of audit items have been submitted to the City's Auditors. This total is an increase of 22% of audit items recorded as submitted at the beginning of April 2026.

The Administration/Finance Departments and Finance Support are also engaged in reconciliation of FY2025 revenue and expenditures/expenses – all funds. FY2025 audit will begin immediately upon completion of the FY2024 audit.

Required American Rescue Plan Act Fund reporting has been completed in advance of the April 30th, 2026 deadline.

Human Resources & Risk Management – April 2026

Dr. Dwight Baker, Human Resources and Risk Management Director

Executive Summary/Highlights

The Office of Human Resources and Risk Management maintained strong operational momentum throughout April, with a continued focus on public safety recruitment, administrative investigations, policy development, and workforce engagement.

Key highlights include the successful coordination and execution of the Police Department Sergeant interview process, advancement and completion of an administrative review of promotional practices, and continued progress on policy updates and compliance initiatives.

The department supported citywide priorities through recruitment, employee engagement, and leadership development initiatives, aligned with the City's *Commitment to Action* HR framework: *People | Protection | Performance*.

Key Accomplishments/Performance Indicators (KPIs) & Metrics

- Conducted 6 Sergeant candidate interviews for the Police Department
- Conducted 3 Permit Technician interviews; extended offer with start date of May 4, 2026
- Posted multiple vacancies, including Planning & Economic Development Director and Assistant Public Works Director
- Managed Employee of the Month nomination and selection process
- Conducted Police Department Administrative Review interviews with command staff and personnel
- Initiated audit preparation and personnel file reviews
- Distributed and implemented updated Dress Code Policy

Project Updates / Status

- Police Department Promotional Process Review – Completed; implementation phase underway
- Sergeant Selection Process – On track; candidate evaluations and background processes ongoing

- Policy & Compliance Updates – On track; continued refinement of SOPs and employment policies
- Recruitment & Workforce Planning – Active; aligned with departmental and organizational needs

Major Accomplishments

- Successfully executed a structured and competitive Sergeant interview process
- Completed administrative investigation and issued findings report with recommended actions
- Implemented and communicated updated Dress Code Policy
- Conducted a comprehensive review and organization of personnel files, ensuring accuracy, completeness, and audit readiness

Upcoming Goals / Projects

- Continue refinement and implementation of the Police Department Promotional SOP
- Advance Police Chief recruitment and onboarding coordination
- HRIS evaluation and system integration planning
- Launch Leadership Training for Directors, Managers, and Supervisors to strengthen leadership capacity and operational effectiveness

Special Projects Management

Keisha Dixon, Special Projects Manager

Executive Summary/Highlights:

Over the past month, the Special Projects function has been focused on clearing this role of responsibilities that lie within another department/section. Key accomplishments include transitioning duties related to VC3 and building management to the new Communications and Technology and Public Works Department. Weekly meetings with VC3 continue as we move towards a new agreement with the company (more details will follow as the project progresses). Participated in various meetings regarding operational initiatives and future planning for events.

Key Performance Indicators (KPIs) & Metrics

N/A

These efforts have already resulted in freeing up time to focus on special projects held in the city manager's office to include Requests for Proposals and Event Planning and Management. The renewed focus will ensure that events are planned in a timely manner and communication is done in enough time for our residents and visitors can plan accordingly.

Project Updates / Status

The following projects are currently underway:

- **Earth Day 2026:** In support of Earth Day 2026, worked with distributed air cleaning plates to residents. This year, we created a sign up sheet. We had over 45 registered, but after verifying residency, we had a total of 39 people eligible. Residents picked up on plants on Earth Day. We still a few that need to be distributed.

- **Milam Park Pool Opening.** The Parks and Recreation Department has assumed full responsibility for this event. The Special Projects office is only responsible for securing the DJ for the event. This will be finalized by Friday, May 8, 2026. The budget detail information has been requested with the deadline due date of May 8 for City Manager’s review. Advertisement of the event has already begun.
- **Planning for the City’s Juneteenth Festival.** All entertainment has been confirmed. Ancillary items such as stage rental, MC confirmation and children’s activities vendors have also been secured. Food truck and other vendors are still being sought for participation. Public Works will secure the golf cart, industrial fans, and portable toilets. They will also ensure all electricity is working and generators are available for back ups. Overall,
 - preparations are on schedule to be completed within 30 days of the event. Information regarding the event has been placed on the City’s website and social media pages. Constant contact reminders will be sent during the second week of May and then reminders sent once a week beginning June 1, 2026. This project is being spearheaded, jointly, with the Equity, Diversity and Inclusion Officer.
- **Request for Proposals (RFPs).** Currently, RFPs for Janitorial Services, Grant Writing Services, and Food Supply Services are being created and reviewed. The goal is to have all solicitations reviewed and posted by May 15, 2026.
- **IT and Other Communications Activities.** Responsibility for managing the VC3 account has been turned over the Christin Taylor, Communications and Technology Officer. She is now listed as the main point of contact for VC3. She will also be responsible for computer inventory, assigning of devices, retrieval of devices when an employee leaves as well as ticket management. The management of the AT&T landline account is being transitioned as well.
- **VC3 related items.** Assigned Mayor and Council laptops, which, along with assigning city phones, completes the IT equipment needs for elected officials. Additionally, all things VC3 (new employee set ups, disabling former employee accounts, ticket monitoring and bill reconciliations) have been transitioned to the Communications and Technology Officer.
- **Miscellaneous.** Celebrated Georgia Cities Week with a “Sweet Treat and Meet with the City Manager” event. Secured catering for the upcoming Dekalb Chief’s Meeting. Attended a Leadership Training “Bootcamp for New Managers and Supervisors: Develop These Essential Leadership Skills and Be a Better Boss:.

Upcoming Goals/Projects: Began pre-planning for the Back-to-School, Veterans’ Day Breakfast and Winter Wonderland 2026.

Staffing/Personnel Updates: N/A

Photos or Infographics: N/A

Technology and Communications

Christin Taylor, Technology and Communications Officer

Executive Summary/Highlights:

Over the past month, the Communications and Technology function has made measurable progress

in strengthening the City's digital presence, improving internal coordination, and identifying critical infrastructure needs. Key accomplishments include streamlining cross-departmental communications, advancing website modernization efforts, and initiating a comprehensive IT and cybersecurity assessment.

These efforts have already resulted in improved public engagement, more timely and consistent messaging, and enhanced internal alignment across departments. At the same time, several critical issues require continued attention, including aging technology systems, the need for formalized cybersecurity protocols, and resource constraints impacting the pace of implementation.

Overall, the past month has established a strong operational and strategic foundation for long-term improvements. Focus within the coming months will center on executing a phased technology modernization plan, strengthening cybersecurity readiness, and continuing to enhance transparency and service delivery through more effective communication tools and practices.

Key Performance Indicators (KPIs) & Metrics:

The VC3 support ticket report as of April 24, 2026, reflects a very low volume of outstanding issues and strong resolution performance. At the time of reporting, there is 1 open ticket compared to 26 closed tickets, indicating that most reported issues have been successfully resolved.

This distribution suggests that IT support operations are functioning efficiently, with a high closure rate and minimal backlog. The low number of open tickets points to effective response times and issue management, while the volume of closed tickets demonstrates consistent service activity over the reporting period.

Overall, the data reflects a stable technology support environment with no significant accumulation of unresolved issues requiring escalation.

Monthly Achievements and Milestones:

This month marked significant foundational progress, particularly in standardizing communications, improving digital presence, and identifying key technology needs. The following achievements will put the department for more strategic, data-driven improvements in the coming months.

- **Website Modernization Milestone:** Completed a full audit of the City's website, including accessibility, structure, and content gaps—establishing the foundation for a more user-friendly and compliant digital platform.
- **Content Coordination Breakthrough:** Introduced and operationalized a citywide content calendar, aligning messaging across social media, website updates, and public outreach efforts for the first time.
- **Increased and Cleaned Up Public Engagement:** Achieved measurable growth in digital engagement, including increased website visits and higher interaction rates on social media platforms, reflecting stronger community reach.
- **Transparency & Timeliness Gains:** Increased the consistency and frequency of public updates, enhancing transparency and ensuring residents receive more timely and accurate information.

Project Updates/Status:

- **Website Modernization Initiative – In Progress (On Track)**
Key improvements to site navigation, accessibility, and content structure are underway. Initial updates have been deployed, with continued enhancements planned to improve user

experience and access to city services.

- **IT Infrastructure Assessment – In Progress (On Track)**
A comprehensive review of current systems, hardware, and network environment has been finalized. Findings have identified priorities for lifecycle replacement, system standardization, and risk mitigation.
- **Cybersecurity Enhancement Program – In Progress**
Initial gaps have been identified, including the need for formal policies, staff training, and stronger endpoint protections. Progress is ongoing; however, resource and budget constraints may impact the timeline for full implementation. Application for the SLCGP Grant will help with the resources needed and the budget constraints. Grant application deadline Tuesday, April 28th
- **Communications Standardization Project – In Progress (On Track)**
Development of a centralized communications workflow and content calendar is improving message consistency and coordination across departments. Early adoption has shown positive internal alignment.
- **Digital Engagement Expansion (social media & Outreach) – In Progress (On Track)**
Increased activity and more strategic content planning have led to improved engagement metrics. Continued focus will be placed on audience growth and real-time communication.
- **Technology Modernization Roadmap – Planned**
Using insights from the infrastructure assessment, a phased roadmap is being developed to guide future investments in systems, security, and digital services.

Staffing/Personnel Updates: N/A.

Photos or Infographics: N/A

COURTS

Lillian Triplett, Chief Court Clerk

Executive Summary/Highlights:

Effective March 1, 2026, Municipal Court staff began utilizing the interpretation services provided by Lionbridge. This transition resulted in a significant monthly cost savings of \$2,891.80. Interpretation expenses decreased from \$2,956.01 in February 2026 to just \$64.21 in March 2026.

In addition to the financial benefits, the new service is expected to improve court efficiency by reducing case backlogs. Previously, cases were often reset due to the unavailability of interpreters. With more reliable and accessible interpretation services now in place, delays related to interpreter shortages should be substantially minimized.

Court Sessions

Court was held five (5) times this month.

- Code Enforcement - April 1st, 2026 at 4:00pm
Total Case Count: 87 Total Defendants: 15
All defendants appeared = 100% appearance rate
- Bench Trials – April 1st, 2026 at 5:00pm

Total Case Count: 28 Total Defendant Count: 15 Two interpreter cases

Two (2) defendants failed to appear = 92.86% appearance rate

- Plea and Arraignment - April 13th, 2026 at 10:00am

Total Case Count: 30 Total Defendant Count: 18 One interpreter case

Five (5) defendants failed to appear = 83.3% appearance rate

- Plea and Arraignment - April 14th, 2026 at 10:00am

Total Case Count: 64 Total Defendant Count: 40 Two interpreter cases

Three (3) defendants failed to appear = 95.31% appearance rate

- Plea and Arraignment - April 16th, 2026 at 10:00am

Total Case Count: 43 Total Defendants: 28

One interpreter case

Nine (9) defendants failed to appear = 79.07% appearance rate

Project Updates/Status

- **Public Defender Contract**

After a thorough review and comparative research of the current compensation paid to our Public Defender, findings indicate that our rate falls below the standard within sister cities and throughout the Metro Atlanta region.

Data shows that the average compensation for Public Defenders in comparable jurisdictions is approximately \$750.00 per court session. This suggests that our current payment structure may be under market and could impact our ability to attract and retain qualified legal representation.

Additionally, there is currently no formal contract in place for the existing Public Defender. Since January, the City has requested that Judge Will or Attorney Chambers provide proposed terms for a contract; however, no terms have been submitted to date. The absence of a formal agreement presents potential operational and legal concerns, particularly regarding scope of services, compensation structure, and accountability.

- **JusticeOne Case Management System**

The Municipal Court and Clarkston Police Department are currently in negotiations with JusticeOne (formerly known as CourtWare) to serve as the new vendor for a case management and Records Management System (RMS), including ticket writing capabilities for the Police Department.

This transition is intended to modernize operations, streamline case processing, and improve overall efficiency across both departments.

Staffing/Personnel Updates:

- No updates at this time.

Photos or Infographics:

- None

PARKS AND RECREATION

Michael Duncan, Parks and Recreation Director

Executive Summary/Highlights

The Parks & Recreation Department has removed the seasonal cover from the Milam Park Pool and begun cleaning and preparing the facility for opening during Memorial Day weekend. As part of preseason readiness, staff are completing several minor facility upgrades, including improvements to restroom fixtures such as toilet paper dispensers, as well as other small enhancements to ensure a clean and comfortable environment for visitors.

Additional seating will be added to the pool deck to better accommodate families and increase overall capacity during peak hours. A targeted marketing campaign will be launched in early May to promote the pool season, highlight available amenities, and increase community awareness. The department's goal is to boost attendance and encourage greater use of the facility throughout the summer.

A concession stand will operate daily during pool hours, offering snacks, beverages, and ice cream for patrons to enjoy during their visit. These combined efforts aim to enhance the overall guest experience and support a successful and well-attended pool season for the Clarkston community.

Key Performance Indicators (KPIs) & Metrics

- The City of Clarkston Parks & Recreation Department facilitated 7 rentals of the Clarkston Women's Club during April 2026. These rentals supported a variety of community activities, including private events, meetings, and small gatherings, demonstrating continued interest in the facility as an accessible community space.
- The Milam Park Pavilion was rented 12 times in April 2026. Pavilion usage remains consistently high, reflecting strong community demand for outdoor gathering spaces for celebrations, family events, and recreational activities.

These rental metrics highlight steady utilization of City facilities and continued engagement from residents and community organizations. The department will continue monitoring monthly trends to support planning, maintenance scheduling, and future programming needs.

Project Updates/Status

- **Perez Design & Planning, Inc.** presented an update to the City Council on April 28, 2026, summarizing the findings from the Parks & Recreation Master Plan Vision Workshop held on March 24, 2026. The presentation provided an in-depth review of community feedback, priority needs, and long-term opportunities identified during the workshop.

The consultants highlighted a comprehensive vision for the future of both Milam Park and Forty Oaks Park, including potential improvements to recreational amenities, expanded programming opportunities, and strategies to enhance accessibility, safety, and overall user experience. Key themes included modernizing park infrastructure, increasing multi-generational programming, improving athletic facilities, and strengthening community gathering spaces.

The presentation also outlined preliminary design concepts and programmatic recommendations that will guide the department's planning efforts for years to come. These insights will be incorporated into the draft Parks & Recreation Master Plan, which will serve

as a roadmap for capital improvements, operational planning, and future investment.

The next phase of the project includes refining the draft plan, integrating council and community feedback, and preparing for the formal adoption process later this year. The department will continue working closely with Perez Design & Planning, Inc. to ensure the final plan reflects community priorities and supports the City's long-term vision for high-quality, accessible recreational spaces.

Major Accomplishments

- **The Spring Youth Soccer** season officially began on Saturday, March 28, 2026. Registration has now closed, and as of April 28, 2026, a total of 120 participants have enrolled across multiple age divisions. This represents a strong turnout and continued community interest in the City's youth athletic programs. Teams are currently practicing on Tuesdays, Wednesdays, and Thursdays. Attendance has been consistently high each week, and families have expressed enthusiasm for the program as well as appreciation for the City's ongoing investment in youth recreation.

Coaches have reported positive engagement from players, noting improvements in teamwork, communication, and skill development. Parks & Recreation staff have been on-site during practice sessions to assist with logistics, distribute equipment, coordinate field setup, and ensure that all facilities remain safe and well-maintained. The Parks & Recreation Department anticipates a successful season with an emphasis on player development, sportsmanship, and community building. The strong participation numbers reflect both the value residents place on accessible recreational opportunities and the City's commitment to providing high-quality programming for youth and families.

Upcoming Goals/Projects

- **Engineering Services RFP for Milam Park Field Conversion**
The Parks & Recreation Department will begin soliciting bids in May for the conversion of the Milam Park multipurpose field from natural grass to synthetic turf. This project is a key component of the City's long-term strategy to improve field durability, expand year-round usability, and reduce maintenance demands.

The City Engineer is currently finalizing the Request for Proposals (RFP) for civil engineering services, which will allow the project to move into the competitive bidding phase. Once the RFP is released, staff will coordinate vendor outreach, conduct site visits as needed, and evaluate proposals in accordance with City procurement standards.

The project timeline remains on track, with the goal of completing construction by September 2026. Meeting this deadline will ensure the field is available for fall programming and community use. The department is confident in its progress and will continue to provide updates as milestones are reached.

Staffing/Personnel Updates

- **Seasonal Staff for Pool Season**
The Parks & Recreation Department is currently in the process of hiring four seasonal staff members to support operations at the Milam Park Pool during the upcoming summer season.

These positions will assist with daily facility operations, including customer service, pool deck support, and concession stand duties. Seasonal staff will also help maintain a clean and safe environment for patrons, assist with crowd management during peak hours, and provide general support to full-time Parks & Recreation personnel. Recruitment is underway, and onboarding is expected to be completed prior to the pool's opening on Memorial Day weekend.

These additional personnel will help ensure efficient operations and enhance the overall visitor experience throughout the summer.

PLANNING AND ECONOMIC DEVELOPMENT

Richard Edwards, Planning & Economic Development Director

Project Updates/Status

- Staff is working to complete a Historic Resources Survey – we are compiling the report now and plans to present a draft at the May 21st HPC meeting
- Staff has submitted for a CDAP application to complete a Housing Assessment and ARC will be announcing the selected participants in May.
- The GSU student working on The Sutton House assessment is finalizing the report for her graduate studies class and plans to present at the May 21st HPC meeting.
- Georgia Tech will be meeting with the DDA at their regularly scheduled meeting on May 11th to establish the board's priorities for the Strategic Plan.
- Staff is meeting with Pond & Co on May 1st to discuss the progress of the Comprehensive Plan. Pond has received all feedback on the existing conditions report.
- Staff is meeting with KB Advisory Group the week of May 4th to discuss the progress on the Annexation Study

Zoning Cases:

- 3635 Church Street – CUP to allow for self-service laundry facility. There was a self-service laundry facility at this location but it has been shut down for more than 6 months so a CUP is required to re-open the facility.

Permitting:

- 18 permit reviews submitted from 4/1/26 – 4/30/26
- 27 permits issued from 4/1/26 – 4/30/26
- 21 permits pending review/denied

Code Compliance:

- Warning Notices – 34
- Court Summons Issued – 17
- Open Records Requests Completed – 5
- Multi-family Inspections – 4
- Re-inspections - 25

Upcoming Public Engagement Events:

- Norman Road Dam Rehab Project Public Meeting #1 – May 28th at 6pm

PUBLIC SAFETY – POLICE

Xavier Todd, Assistant Chief of Police

Part I – Crime Statistics

Reporting Period: March 24, 2026 - April 28, 2026

Offense Type	Number of Incidents
Homicide	1
Rape	0
Robbery	1
Assault	18
Burglary	4
Theft	24
Motor Vehicle Theft	5

Part II – Patrol Statistics

Reporting Period: March 24, 2026 - April 28, 2026

Activity	Number
Citations Issued	222
Accident Reports	48
Incident Reports	163
Arrest	48

Note: Officers conducted proactive patrols on Norman Road in response to citizen complaints about careless driving and speeding. During this period, officers conducted 31 traffic stops and issued the following citations: 8 for window tint violations, 2 for driving with a suspended license, 2 for no tag, and 2 for unregistered vehicles. These enforcement efforts resulted in 2 arrests and 2 vehicle impounds.

Training and Professional Development:

- Officer D. Patterson attended 24-hours of in-person Crime Scene Processing training at Carrollton Police Department.
- Officer Earle attended 16-hours of in-person Evidence and Property Room Management at Georgia Public Safety Training Center.
- Officer Walter attended the 76-hour Leadership in Public Safety: Theory and Practice Course at Georgia Public Safety Training Center.
- Officer Walter attended the 24-Advanced Traffic Law Course at Georgia Public Safety Training Center.
- Officer Earle attended the 40-hour Sexual Assault Investigations Course at Georgia Public Safety Training Center.
- Officer D. Patterson attended the 40-hour Officer Survival Training Course at Georgia Public Safety Training Center.
- Officer Walter attended the 24-hour Crime Scene Processing Course at Georgia Public Safety Training Center.

Staffing/Personnel Updates:

- Interim Chief Orrin Hamilton last day of employment was on April 9, 2026.

Photos or Infographics: None

- None

PUBLIC WORKS

Marcus Seaton, Public Works Director

Overview

This memorandum provides an update on the City’s MS4 program status, stormwater maintenance activities, facility safety improvements, and sanitation/stormwater assessment updates.

MS4 Program Update

The MS4 Annual Report is approximately 95% complete and ahead of schedule.

Industrial Facility Inspections:

- Sprocket & Gear, Inc.
- 3M Technical Ceramics, Inc.

Both facilities were in full compliance with BMPs.

Municipal Facility Inspections:

All municipal facilities were inspected and found compliant.





Stormwater Maintenance Activities

Smith Street: Cleared vegetation and debris from headwall.

Sam's Road: Removed trash, limbs, and vines restoring flow to Peachtree Creek.



Safety Improvements Facilities

Installed first aid kit at Woman’s Club. Fire extinguisher to be installed.

Sanitation Tax Digest & Stormwater Assessment

Updates completed and submitted to DeKalb County reflecting new occupancies at Cottage Court off East Avenue.

Milam Park Maintenance

Public Works pressure washed and stained the boardwalk at the entrance to preserve structural integrity and appearance. Damaged top caps were removed from cylinder poles to mitigate safety risks. Damaged benches near the upper soccer field at Armstead Field were removed due to protruding metal components.

