



## CITY OF STONECREST, GEORGIA

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### CITY COUNCIL PLANNING RETREAT

8000 Capps Ferry Road, Douglasville, Georgia 30134

Saturday, February 24, 2024 and Sunday, February 25, 2024

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### MEETING MINUTES

#### Saturday, February 24, 2024 @ 9:00am

- Agenda Overview & Ice Breaker

The meeting began at 9:03am with an introduction by Pam Helton and Terrell Jacobs of GMA. There was a review of the agenda, as well as the mission, which is to help improve the community. There were introductions, an ice breaker and check in of where we are now.

Attendees were Mayor Jazzmin Cobble, Mayor Pro Tem George Turner, Councilmember Tara Graves, Councilmember Terry Fye, Councilmember Alecia Washington, and Councilmember Tammy Grimes.

- Charter Review Process Overview

There was a review of the City's Charter by City Attorney Denmark. The Charter Commission makes recommendations for amendments to the General Assembly. Stonecrest will get on the next legislative calendar for charter amendments.

- Year in Review

City Manager Scruggs spoke on the number of items on the meeting agendas, as well as the length of council meetings, which is contributed to the ask of staff by council, important information, as well as comp plan recommendations. It was noted that Planning Commission items are moved to the council meetings.

- Strategic Plan Goals Update

There was a discussion of strategic plan goals including the Economic Development Master Plan, Parks and Recreation Master Plan, transportation improvements, internal operations and future development.

- Public Safety Discussion

There was a discussion of public safety, including a Public Safety Advisory Committee and a new Public Safety Liaison position. Stonecrest currently pays the county public safety tax for eight services. There is also monies designated from ARPA funds for police augmentation.

- Public Works Discussion

There was discussion about goals and an update on action items. Public Works currently covers roads, right of way maintenance, drainage and storm water, and are provided by DeKalb County. There was discussion of a stormwater maintenance plan, which would lay out issues. Council will review the Public Works study and can submit questions to the City Clerk's office by March 25<sup>th</sup>.

- Adjournment

## **Sunday, February 25, 2024 @ 9:00am**

- Roles & Responsibilities of City Officials & Staff

Terrell Jacobs opened the meeting by reviewing the Mayor, Council, City Manager, and staff roles and responsibilities. Discussion was held on performance evaluations and expectations of staff. The personnel policy was discussed, and Gia reported the personnel policy is currently going through a revision. All policies are reviewed periodically to make sure policies comply and reflect the process of the city.

Council expressed concern with the new process of receiving reimbursement checks aligning with the monthly payroll and the importance of vendors getting paid in a timely manner. Discussion was held on the reasons for the change and the City Manager will provide council with the IRS information and policy that governs the decision. The City Manager assured council that protocols are in place for processing accounts payable checks and will soon improve by the ACH functionality in the new accounting system. Council requested a checklist be created to give to vendors with the information needed and payment terms.

- Goals and Work Plan for the Future

Councilmember Grimes asked if it was possible to have an email list of constituents in her district. Contacting the county registrar and obtaining a voter registration list was suggested to begin building this database. Gia explained that the city is trying to build a database through registrations from parks and recreation programs and once the new website is available, it will have an app associated with it to obtain contact information.

Council discussed agenda packet information which is submitted before each meeting. It was suggested that on P&Z items instead of copying each page as an attachment to include the link from the P&Z meeting which would take you to the information on the website. After much discussion on the lengthy agenda packets, the council feels the permit applicant should receive a checklist of items needed before submitting the application to the city. The checklist should include the dates of the P&Z meeting and the Council Meeting so the applicant will be aware of submittal deadlines.

The council suggested a policy be developed outlining the agenda packet content so everyone will be aware of where the information will be posted. Mayor and Council agreed to plan for another retreat in June, before the GMA Convention, as a follow up meeting.

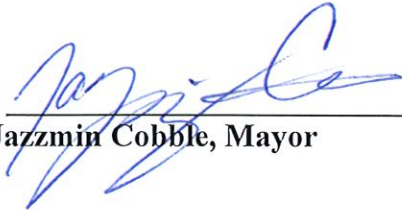
- Adjournment

The meeting adjourned at 12:45pm.

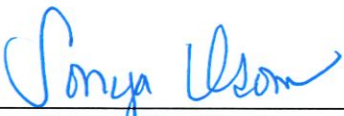
[SIGNATURES ON FOLLOWING PAGE]

As approved on the 25<sup>th</sup> day of March, 2024

**CITY OF STONECREST, GEORGIA**

  
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**Jazzmin Cobble, Mayor**

**ATTEST:**

  
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**Sonya Isom, City Clerk**