

**CITY OF PINE LAKE  
PLANNING RETREAT - SUMMARY REPORT  
October 2, 2022, 9:00 AM – 4:00 PM**

**342 South McDonough Street, Decatur, GA**

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**PLANNING RETREAT -**

**Call to Order - Mayor Melanie Hammet**

**Agenda Overview, Introductions**

**Strategic Priorities**

**Break**

**Discussion of Strategic Priorities/Goal Setting**

**Lunch**

**Discussion of Strategic Priorities/Goal Setting**

**Break**

**Wrap Up and Report**

## **SUMMARY REPORT**

### **Call to Order**

**Mayor Melanie Hammet called the session to order at 9:30am.**

**Attendees present were:**

**Melanie Hammet – Mayor  
Jean Bordeaux – Mayor pro tem  
Tracey Brantley – Councilmember  
Nivea Castro – Councilmember  
Augusta Woods – Councilmember  
Sarai Y-Hudah-Green – Chief of Police  
ChaQuias M. Thornton – City Administrator**

**City Administrator Thornton served as session facilitator.**

### **Agenda Overview, Introductions**

Each attendee provided a summary of personal/professional backgrounds and motivations for public service. Each attendee presented one short-term goal and one long-term goal for the City.

- **Short-term**
  - Review of Organizational Structure
  - Rockbridge Road Completion
  - Code Enforcement -
  - Poplar Park
  - Equitable Dinner
  - Written Policies
  - Review of Elected Official Pay/Term Limits
  
- **Long-term**
  - Potential Annexation
  - Continued Community Growth
  - Financial Growth/Stability
  - Communication

### **Strategic Priorities**

Priorities were shaped by the short-term goals and long-term goals presented during introductions. All attendees agreed on the list of goals as presented.

## **Review of Organizational Structure – December 2022**

Council and the Administration considered the current organizational structure and manner of operations in comparison to the City's form of government, as codified. The City's Administration is to present recommendations for ordinance language/amendments to Council for review no later than November 2022, for Council consideration no later than December 2022.

Recommended amendments are to consider current manner of operations, performance of duties currently retained by the position of Mayor, performance of duties currently delegated to and/or performed by the Director of Administration, etc. Recommended amendments are to also consider future sustainability and stability of city operations and initiatives.

## **Rockbridge Road Completion – August 2023**

Community growth and development, and financial growth/stability have been stagnated by extensive delay of the Rockbridge Road transportation/ utility project. Current business along the corridor has been severely and adversely impacted and it is believed that new business and property development has been compromised.

- Council and the Administration considers the completion of the Rockbridge Road project a top priority for the City. Mayor Hammet continues to communicate with DeKalb County officials, project managers, etc. to push the initiative. Administrative personnel (Chief Green and Administrator Thornton) are engaged in the initiative as well. At present, it has been communicated to the City that pipe material necessary to resume project construction is scheduled for delivery on 10/17/2022.

## **Code Enforcement – Evolving into a Code Compliance Narrative – December 2022**

A major factor in community growth and development will hinge upon Code Compliance (property management and maintenance) of properties both in the commercial and transition districts of the City and in the residential district.

- Council and the Administration have committed to a presentation of revised ordinance relative to property maintenance and management requirements to Council for review and consideration no later than December 2022.
- Council and the Administration have committed to review and consider part-time or contract Code Compliance scenarios. Recommendation of scenario is to be presented to Council for review and consideration no later than December 2022.

## **Poplar Park – June 2023**

- Council and the Administration have committed to the completion of a 3-phase development plan for Poplar Park.

- Phase 1 – Fencing to define north and south boundaries.
- Phase 2 – Selection of design and artist for two murals at Rockbridge and along Poplar. Mayor Hammet is to engage a muralist to offer initial perspective on the project.
- Phase 3 – Lighting plan for the park.

- Initial funding sources have been identified as \$25,000 commitment from DeKalb County Commissioner Lorraine Cochran-Johnson and \$5,000 grant from Georgia Power.

### **Equitable Dinners – February 2023**

Equitable dinners are an initiative presented by Out of Hand Theaters in conjunction with the Center for Human Rights. There are dinners that set the table for racial equity. The vision is to inspire Anti-Racism action through art and courageous conversation. Mayor and Council engaged in planning related to the City's hosting of a public Equitable Dinner. Mayor pro tem Jean Bordeaux and Councilmember Augusta Woods are planning leads for the initiative. The event is planned to be held no later than February 2023.

### **Written Policies – Review and Updates – December 2022**

Mayor and Council engaged in planning discussion regarding the importance of written policies of the City's rules and procedures.

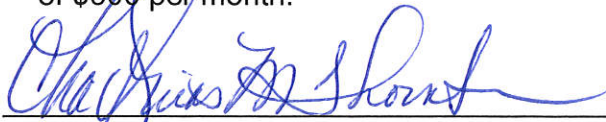
Policies identified for review and necessary updates:

- Personnel Policy and Procedures
- Purchasing Policy
  - Financial Policy Manual
- Communications Policy

Draft form of the personnel policy and procedures and the purchasing policy are currently in review and under revision by the Administration.

### **Review of Elected Officials Pay - December 2022**

- Council to consider proposed amendment to the salary of elected officials in conjunction with consideration of the FY2023 budget appropriations. The FY2023 is to be adopted by year-end 2022. Currently Council is paid a gross salary of \$50 per month. The position of Mayor is currently paid a gross salary of \$300 per month.




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ChaQuias M. Thornton, City Admin./Clerk

Presented to Mayor and Council: 10/25/2022