

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION TO DIRECT THE CITY CLERK TO PREPARE SUMMARY MINUTES IN LIEU OF VERBATIM MINUTES FOR ALL PUBLIC MEETINGS OF THE CITY COUNCIL**

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, O.C.G.A. § 50-14-1 (the “Open Meetings Act”) requires that most meetings of the City Council be open to the public;

WHEREAS, the Open Meetings Act further requires that minutes of such Council meetings be available for public inspection;

WHEREAS, verbatim minutes are not required under the Open Meetings Act;

WHEREAS, instead the Open Meetings Act provides that the minutes “*shall be promptly recorded and such records shall be open to public inspection once approved as official by the agency or its committee, but in no case later than immediately following its next regular meeting*” and that such minutes “*shall, at a minimum, include the names of the members present at the meeting, a description of each motion or other proposal made, the identity of the persons making and seconding the motion or other proposal, and a record of all votes. The name of each person voting for or against a proposal shall be recorded;*” and

WHEREAS, it is proposed that the City of Forest Park discontinue the preparation of verbatim minutes of its public meetings and begin to utilize summary or action minutes meeting the minimum requirements of the Open Meetings Act;

WHEREAS, City Council meetings will continue to be audio and/or video recorded;

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

**SECTION 1. Authorization of Intergovernmental Agreement.** The City Clerk is hereby instructed to prepare summary action minutes for City Council meetings in lieu of verbatim minutes.

**SECTION 2. Public Record.** This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

**SECTION 3. Authorization of Execution.** The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

**SECTION 4. Attestation.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

**SECTION 5. Effective Date.** This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

**[Remainder of Page Left Intentionally Blank]**

SO RESOLVED this 5<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Mayor Angelyne Butler

ATTEST:

\_\_\_\_\_  
City Clerk (SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

EXHIBIT A  
INTERGOVERNMENTAL AGREEMENT