

**STATE OF GEORGIA
CITY OF JONESBORO
COUNTY OF CLAYTON**

RESOLUTION NO. 2026 - ____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF JONESBORO, GEORGIA, CREATING THE CITY OF JONESBORO CHARTER REVIEW COMMITTEE; ESTABLISHING ITS MEMBERSHIP, APPOINTMENT PROCESS, POWERS, DUTIES, PROCEDURES AND REPORTING REQUIREMENTS; AUTHORIZING ACCESS TO CITY RECORDS AND INFORMATION; REQUIRING VERBATIM TRANSCRIPTS AND OFFICIAL MINUTES OF ALL COMMITTEE MEETINGS; PROVIDING FOR PUBLIC PARTICIPATION; AND FOR OTHER RELATED PURPOSES.

WHEREAS, Section 2.10 of the Charter of the City of Jonesboro provides that the legislative authority of the City is vested in a City Council composed of the Mayor and six Councilmembers; and

WHEREAS, Section 2.15 of the Charter authorizes the City Council to make inquiries and investigations into the affairs of the City and the conduct of its departments, offices and agencies; and

WHEREAS, Section 2.16 of the Charter vests the City Council with the governmental powers of the City except as otherwise provided by the Charter; and

WHEREAS, Section 2.19(b) of the Charter provides that all committees and committee chairpersons of the City Council shall be appointed by the Mayor, shall serve at the Mayor's pleasure and may be replaced by the Mayor at any time; and

WHEREAS, Section 2.26 of the Charter designates the Mayor as the chief executive officer of the City and vests the Mayor with the executive and administrative powers granted to the City under the Constitution and laws of the State of Georgia and under the Charter; and

WHEREAS, Section 2.27 of the Charter assigns to the Mayor responsibility for supervising executive and administrative work, coordinating administrative activities and recommending measures concerning the affairs of the City, improvement of City government and promotion of the welfare of the City's inhabitants; and

WHEREAS, the Charter contains provisions adopted and amended at different times and should be reviewed comprehensively to identify provisions that may be inconsistent, duplicative, obsolete, ambiguous or no longer suited to the City's present and future governmental needs; and

WHEREAS, the City's population, municipal responsibilities, administrative operations, financial obligations and development needs warrant an objective review of whether the present form and structure of City government provide clear authority, effective administration, representative government and public accountability; and

WHEREAS, a comprehensive Charter review should examine whether the present strong mayor form of government should be retained, clarified or modified and whether another form of government would better serve the City; and

WHEREAS, the review should examine whether the present number, composition and method of election of the City Council are appropriate for a municipality of Jonesboro's population, geographic size, municipal responsibilities, financial resources, projected growth and community interests; and

WHEREAS, Ordinance No. 2017-08 established the office of City Manager and assigned to that office responsibilities involving administration of City departments, personnel recommendations, enforcement of laws, budget preparation, financial reporting and other municipal operations; and

WHEREAS, questions have arisen concerning whether the powers and duties assigned to the City Manager by Ordinance No. 2017-08 are consistent with, subordinate to, duplicative of or in conflict with the powers and duties assigned to the Mayor and City Council by the Charter; and

WHEREAS, the existing Charter and City Manager ordinance do not contain a fully developed statement of the chain of authority among the Mayor, City Council and City Manager, which may create uncertainty concerning responsibility for personnel, departmental supervision, budgeting, procurement, contracts, financial reporting and daily administration; and

WHEREAS, the City would benefit from an objective advisory determination regarding whether the Charter and Ordinance No. 2017-08 can be harmonized or whether amendments to the Charter, the ordinance or both are needed to establish a clear and effective governmental structure; and

WHEREAS, a meaningful review should include examination of comparable Georgia municipalities and should provide residents, elected officials, City officers, employees, businesses and community organizations with reasonable opportunities to present information and recommendations; and

WHEREAS, certain changes affecting the form, composition or method of election of the municipal governing authority may require action by the Georgia General Assembly or another procedure prescribed by law; and

WHEREAS, participation by a member of the local legislative delegation will assist the Committee in understanding the legislative process and evaluating which recommendations may require local legislation; and

WHEREAS, the Committee must have reasonable access to City records and information necessary to perform its responsibilities, subject to applicable law, legal privileges and lawful confidentiality requirements; and

WHEREAS, verbatim transcripts, accurate minutes and a complete public record will promote transparency, institutional accountability and informed public participation; and

WHEREAS, the Mayor and City Council find that the creation of a temporary Charter Review Committee is in the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Jonesboro, Georgia, as follows:

SECTION 1. CREATION OF THE COMMITTEE.

There is hereby created a temporary committee of the City Council to be known as the City of Jonesboro Charter Review Committee, referred to in this Resolution as the “Committee.”

The Committee shall conduct a comprehensive review of the Charter, the City’s form of government and related ordinances. The Committee shall make written findings and recommendations to the Mayor and City Council.

The Committee is created by this Resolution as a committee of the City Council. All members and committee chairpersons shall be appointed by the Mayor as required by Section 2.19(b) of the Charter.

SECTION 2. ADVISORY STATUS AND LIMITATIONS.

The Committee is an advisory body.

The Committee may conduct research, receive information, hold public meetings, hear presentations and make findings and recommendations consistent with its purpose and mission.

The Committee shall not be authorized to:

- Exercise legislative, executive, administrative or regulatory authority.
- Amend the Charter or Code of Ordinances.
- Direct or supervise City officers or employees.
- Bind the City by contract or agreement.
- Incur financial obligations on behalf of the City.
- Implement or transmit a proposed Charter amendment except as provided herein.
- Represent that a Charter amendment recommendation has been approved by the City unless the Mayor and City Council have taken formal action approving it.
- Exercise subpoena power.

The Committee's findings concerning legal questions shall be advisory and shall not constitute a binding legal adjudication.

SECTION 3. MEMBERSHIP AND APPOINTMENT.

A. Number of Members.

The Committee shall consist of seven (7) members.

All seven members shall be appointed by the Mayor by written appointment filed with the City Clerk.

B. Method of Selection.

The members shall be selected as follows:

1. Mayoral Selections. Three members shall be selected and appointed directly by the Mayor.
2. City Council Nominees. Three members shall be nominated by the City Council through formal action taken at a public meeting. The three Council nominees shall thereafter be formally appointed by the Mayor.
3. Legislative Delegation Member. One member shall be selected and appointed by the Mayor from among the members of the Georgia House of Representatives or Georgia Senate whose legislative district includes all or any portion of the City of Jonesboro. The Mayor shall consult with the local legislative delegation before making the appointment.

The Council's nomination authority under this Resolution does not displace or diminish the Mayor's appointment authority under Section 2.19(b) of the Charter.

C. Submission of Council Nominees.

The City Council shall submit its three nominees to the Mayor within thirty calendar days after adoption of this Resolution.

Each Council nominee must be eligible, willing and able to perform the duties established by this Resolution.

If a nominee declines to serve, is ineligible or has a conflict that would materially impair the nominee's service, the Mayor shall request that the City Council submit a replacement nominee.

If the City Council does not submit a list of three nominees within the prescribed period, the Mayor may appoint a qualified person to the position so that the Committee's work is not unreasonably delayed.

D. Eligibility requirements.

Of the six members selected by the Mayor and City Council, at least four shall be residents of the City of Jonesboro at the time of appointment and shall remain residents throughout their service.

Up to two of the six members may be persons who do not reside within the City but who possess a substantial and continuing connection to the Jonesboro community. A qualifying nonresident member must satisfy at least one of the following criteria:

1. Own and actively operate a business located within the City.
2. Own real property located within the City.
3. Serve in a senior leadership or management position with a business, nonprofit organization, educational institution, civic organization or faith based institution located within the City.
4. Have substantial professional, governmental or community experience directly connected to the City and its residents.

A nonresident member shall maintain the qualifying connection throughout the member's service on the Committee.

In making appointments and nominations, the Mayor and City Council shall give preference to persons whose connection to the City demonstrates familiarity with its governmental operations, neighborhoods, business community, development needs or public services.

The legislative delegation member shall not be required to reside within the City, provided that the member's legislative district includes all or any portion of the City.

E. Qualifications and Community Representation.

In selecting and nominating members, the Mayor and City Council should seek a fair cross-section of the community.

Consideration should be given to persons with experience or demonstrated knowledge in one or more of the following areas:

- Municipal government.
- Public administration.
- Law or legislative affairs.

- Finance, accounting or budgeting.
- Planning, zoning or economic development.
- Business or organizational management.
- Neighborhood, civic or community leadership.
- Public safety or municipal service delivery.
- Elections, voting systems or community representation.
- Organizational governance or human resources.

Members should be able to evaluate the Charter objectively and consider differing views regarding the appropriate structure of City government.

F. Exclusions.

Except for the legislative delegation member, no current elected official of the City and no current City employee shall serve as a voting member of the Committee.

A member shall disclose any financial, professional or personal interest that could reasonably be expected to affect the member's impartial consideration of a matter before the Committee.

SECTION 4. CHAIRPERSON, VICE CHAIRPERSON AND SECRETARY.

The Committee shall elect a Chairperson and Vice Chairperson from among the members.

The Chairperson shall:

- Convene and preside over meetings.
- Approve proposed agendas.
- Coordinate the Committee's work.
- Maintain orderly proceedings.
- Coordinate the work of any subcommittee.
- Serve as the principal liaison with the Mayor, City Council and local legislative delegation.
- Submit requests for City records and information.
- Ensure compliance with the work plan and reporting deadlines.

The Vice Chairperson shall perform the Chairperson's duties during the Chairperson's absence or inability to serve. The Committee shall elect a Secretary to the Committee or shall designate a qualified City employee to perform that function. The Secretary shall coordinate meeting notices, agendas, minutes, records, transcripts and public access to Committee materials directly with the City Clerk or designee.

SECTION 5. TERMS, REMOVAL AND VACANCIES.

Members shall serve without compensation and at the pleasure of the Mayor until the Committee completes its work or is dissolved.

The Mayor may remove or replace any member as authorized by Section 2.19 (b) of the Charter.

When a member is removed or replaced, the Mayor shall provide written notice to the City Clerk and City Council.

A member who, without good cause, fails to attend three consecutive regular meetings may be considered to have resigned. The Chairperson shall report such an attendance failure to the Mayor.

A vacancy shall be filled in the same general manner as the original selection.

If a vacancy involves a City Council nominee, the City Council shall be requested to submit a replacement nominee within twenty calendar days.

If the City Council does not submit a replacement nominee within that period, the Mayor may appoint a qualified person so that the work of the Committee is not unreasonably delayed.

A vacancy shall not prevent the Committee from continuing its work, provided that a quorum remains in office.

SECTION 6. ORGANIZATIONAL MEETING, QUORUM AND VOTING.

The Chairperson shall call the organizational meeting within thirty days after members have been appointed.

Four members shall constitute a quorum.

Except as otherwise provided in this Resolution, action may be taken by the affirmative vote of a majority of the members present.

A final recommendation to amend, delete or add a substantive provision of the Charter shall require at least five (5) affirmative votes.

A final recommendation concerning the City's form of government, the number or composition of the governing authority or the status of the office of City Manager shall require at least five affirmative votes.

The final report shall identify the vote on each material recommendation.

A member who disagrees with a recommendation may submit a written minority statement for inclusion in the final report.

The Committee may adopt procedural rules governing its operations, provided that no rule conflicts with this Resolution, the Charter or applicable law. In the absence of such rules, Robert's

The Committee may establish subcommittees. No subcommittee may take final action on behalf of the Committee.

SECTION 7. REQUIRED SCOPE OF REVIEW.

The Committee shall conduct a comprehensive review of the Charter and shall address each of the following subjects.

A. Existing Charter and Legislative History.

The Committee shall:

1. Compile and review the current Charter.
2. Review all known local Acts amending the Charter.
3. Review all known municipal home rule Charter amendments.
4. With the assistance of the City Attorney, identify provisions that have been superseded, impliedly repealed or materially affected by subsequent state law.
5. Identify inconsistent, duplicative, ambiguous or obsolete provisions.
6. Identify conflicts between the Charter and ordinances concerning the structure or operation of City government.
7. Identify provisions that do not accurately reflect current governmental operations.
8. Identify Charter amendments or ordinances for which the City cannot locate sufficient adoption or legislative history.
9. Prepare an issue matrix identifying the Charter section involved, the issue presented, the Committee's proposed disposition and the legal method required to implement any recommended change.

B. Form of Government.

The Committee shall independently evaluate the form of government that will best serve the present and future needs of the City.

The Committee shall not presume that the current form of government or any alternative form should be retained or adopted.

The Committee shall:

- Determine the legal and practical characteristics of the City's current form of government.
- Determine whether the Charter establishes a strong mayor form of government and the extent of the executive and administrative authority assigned to the Mayor.
- Evaluate whether the existing form of government should be retained, clarified or modified.
- Evaluate whether a council-manager form of government, a modified strong mayor form or another municipal structure would better serve the City.
- Examine the allocation of executive, administrative and legislative authority.
- Examine the Mayor's role as chief executive officer.
- Examine the Mayor's role as a voting member of the governing authority.

- Examine the relationship between the Mayor and City Council.
- Examine responsibility for appointment, supervision, discipline and removal of officers, department heads and employees.
- Examine the role of the City Manager, a city administrator or another professional management position.
- Determine whether the Charter should expressly authorize, require, limit or eliminate a professional administrative position.
- Determine whether the division of authority for budgeting, procurement, contracts, personnel and daily administration is sufficiently clear.
- Determine whether the Charter provides adequate continuity of government during the absence, incapacity, disqualification or vacancy of the Mayor or City Manager.
- Recommend a governmental structure that clearly assigns authority, responsibility and accountability.

C. City Manager Ordinance and Administrative Structure.

The Committee shall conduct a detailed review of Ordinance No. 2017-08 and any later amendment concerning the office or authority of the City Manager.

The Committee shall specifically examine:

- Whether designating the City Manager as chief administrative officer is consistent with the Mayor's designation as chief executive officer possessing executive and administrative power.
- Whether the City Manager's authority to supervise City departments is consistent with the Mayor's Charter responsibility to supervise executive and administrative work and coordinate administrative activities.
- Whether the City Manager's authority concerning appointment, suspension or removal of officers, department heads or employees is consistent with the appointment and removal process established by the Charter.
- Whether the City Manager's responsibility to ensure execution of laws, Charter provisions and Council actions is consistent with the Mayor's duty to ensure faithful execution of City laws and ordinances.
- Whether the requirement that the City Manager prepare the budget with the Mayor is consistent with the Mayor's Charter responsibility to prepare and submit recommended operating and capital budgets.
- Whether the City Manager's financial reporting duties are consistent with the Mayor's Charter duties concerning the financial condition of the City.
- Whether the City Manager's obligation to provide operational reports to the City Council is consistent with the respective legislative, investigative and executive roles established by the Charter.

- Whether the City Manager's authority to make recommendations concerning City affairs is consistent with the Mayor's Charter authority to recommend measures concerning governmental improvement and public welfare.
- Whether the City Manager's purchasing responsibilities should be established in the Charter, by ordinance or through administrative delegation.
- Whether the City Council's authority to assign additional duties to the City Manager should be limited by executive and administrative powers assigned to the Mayor.
- Whether existing or future City Manager contracts may lawfully expand, limit or redefine powers assigned by the Charter or ordinance.
- Whether prior administrative practices have contributed to uncertainty and whether those practices are consistent with the Charter and applicable law.

D. Makeup and Composition of the City Council.

The Committee shall evaluate whether a governing authority composed of the Mayor and six Councilmembers remains appropriate for a municipality of Jonesboro's population, geographic size and governmental responsibilities.

The review shall include:

1. The appropriate number of Councilmembers based on the geographic size and population of the City.
2. Whether the Mayor should remain a voting member of the governing authority.
3. Whether Councilmembers should be elected at large, by districts, through a mixed system or through designated posts.
4. Whether the existing election method provides effective and equitable representation.
5. Whether districts would improve geographic representation or constituent access.
6. Whether term limits should be considered.
7. Whether the procedures for filling vacancies remain appropriate.
8. Whether the Charter should require periodic review of Council districts or governmental structure following each decennial census.
9. Whether the present number of elected officials is appropriate in light of the City's population, constituent service demands, municipal workload and administrative structure.

E. Comparative Municipal Analysis.

The Committee shall examine no fewer than six Georgia municipalities that are reasonably comparable to Jonesboro in population, geographic size, municipal services, budget, development activity or governmental responsibilities.

The comparison shall identify for each municipality:

1. Its population.
2. Its geographic size.
3. Its form of government.
4. The number of governing authority members.
5. Whether the mayor votes.
6. Whether councilmembers are elected at large, by district or through a mixed system.
7. The length and staggering of elected terms.
8. The method for appointing and removing department heads and principal officers.
9. Whether the municipality uses a city manager, city administrator or similar professional position.
10. The reporting relationship of the city manager or administrator.
11. The allocation of budget, procurement and contracting authority.
12. Any periodic Charter review requirement.

The Committee shall explain why each comparator was selected and shall include a comparative chart in its final report.

F. Allocation of Governmental Authority.

The Committee shall recommend a governmental structure that clearly allocates authority and responsibility among the Mayor, City Council and City Manager.

The Committee shall determine:

1. Who possesses ultimate executive authority.
2. Who possesses legislative and policy making authority.
3. Who is responsible for daily municipal administration.
4. Who supervises the City Manager.
5. Who supervises department heads and employees.
6. Who may issue administrative directives.
7. Who may require reports from departments and City officers.
8. Who prepares the proposed annual operating and capital budgets.
9. Who administers the budget after adoption.
10. Who negotiates, approves and executes contracts.

11. Who serves as the City's purchasing authority.
12. Who recommends, appoints, confirms, suspends and removes principal officers and department heads.
13. Who evaluates the City Manager and principal officers.
14. Who determines the organizational structure of City departments.
15. How the City Council may obtain information necessary for its legislative, budgetary and investigative duties without assuming daily administrative control.
16. How disagreements concerning administrative authority should be resolved.
17. What authority applies during the absence, incapacity, disqualification or vacancy of the Mayor or City Manager.

The Committee's recommendations should avoid divided authority, overlapping chains of command and provisions that assign responsibility without corresponding authority.

H. Financial Governance and Accountability.

The Committee shall evaluate whether the Charter adequately addresses:

1. Preparation, adoption and administration of the annual budget.
2. Capital budgeting and long term financial planning.
3. Audits and financial reporting.
4. Procurement and contracting authority.
5. Expenditure controls.
6. Emergency expenditures.
7. Internal financial controls.
8. Public reporting and transparency.
9. The respective financial responsibilities of the Mayor, City Council and administrative officers.
10. Procedures for addressing material audit findings or financial irregularities.

I. Ethics, Transparency and Public Accountability.

The Committee shall consider whether the Charter should more clearly address:

1. Conflicts of interest.
2. Financial disclosure.
3. Nepotism.
4. Incompatible offices or employment.

5. Standards of conduct for elected officials and appointed officers.
6. Removal, discipline or forfeiture procedures.
7. Public access to governmental records and meetings.
8. Periodic reporting by principal City officers.
9. Independent review of ethics complaints.
10. Regular future review of the Charter.

K. Charter Modernization.

The Committee shall identify and recommend corrections for:

1. Outdated terminology.
2. Gender specific terminology.
3. Inconsistent definitions.
4. Incorrect internal references.
5. Duplicated provisions.
6. Provisions that conflict with current general law.
7. Provisions that should be relocated to the Code of Ordinances.
8. Subjects presently addressed only by ordinance that should instead be addressed in the Charter.

Modernization recommendations shall not be used to make substantive changes without clearly identifying those changes as substantive.

SECTION 8. REQUIRED DETERMINATION CONCERNING THE CITY MANAGER ORDINANCE.

The Committee's final report shall contain a separate part titled "Form of Government and City Manager Ordinance Determination."

The report shall:

1. State whether the Committee finds an actual legal conflict, an ambiguity, an overlap of authority or no material inconsistency between the Charter and Ordinance No. 2017-08.
2. Identify each Charter and ordinance provision supporting the Committee's determination.
3. Explain whether the existing provisions can reasonably and lawfully be harmonized through interpretation.
4. Explain whether an ordinance amendment, home rule Charter amendment, local Act of the Georgia General Assembly or another action is required.

5. State whether the Committee recommends retaining, modifying, replacing or eliminating the office of City Manager.
6. Recommend the precise reporting relationship and chain of authority among the Mayor, City Council and City Manager.
7. Include proposed Charter language and proposed ordinance language.
8. Describe the operational, financial and personnel consequences of the recommendation.
9. Provide a transition plan for implementing the recommended governmental structure.
10. Identify any minority position supported by one or more Committee members.

The Committee shall make this advisory determination independently based on the Charter, applicable ordinances, governing law, comparative municipal research, public input and the operational needs of the City.

SECTION 9. ACCESS TO CITY RECORDS AND INFORMATION.

A. Access to Relevant Information.

The Committee shall have reasonable access to City records, documents and information that are relevant and reasonably necessary to perform the duties assigned by this Resolution.

The City shall cooperate in good faith with reasonable requests submitted by the Committee.

Relevant materials may include:

1. Minutes of the Mayor and City Council.
2. Ordinances and resolutions.
3. Local Acts and Charter amendments.
4. Administrative policies and procedures.
5. Organizational charts.
6. Current and prior budgets.
7. Audited financial statements.
8. Financial reports.
9. Procurement policies and records.
10. Employment agreements for principal City officers.
11. Job descriptions.
12. Departmental reports.

13. Prior governmental studies or reviews.

14. Election and district information.

15. Other records reasonably related to the Committee's assignment.

B. Procedure for Requests.

A request for City records, documents or information must first be approved by a majority vote of the Committee at a duly noticed public meeting.

The proposed request shall identify the records, documents or information sought with reasonable specificity and shall briefly explain their relevance to the Committee's assigned work.

After approval by a majority of the Committee, the Chairperson shall submit the request in writing to the City Clerk. The request shall indicate the date of Committee approval. The Chairperson may clarify the wording or scope of an approved request when necessary to facilitate a response, provided that the clarification does not materially enlarge the request.

The City Clerk shall transmit the request to the appropriate City officer, department or records custodian. City officers, departments and employees shall cooperate in good faith and shall provide responsive records or information within a reasonable period.

The City may satisfy a request by providing electronic access, copies, inspection access or a written response containing the requested information.

When responsive records are voluminous or require legal review, the City Clerk shall provide the Chairperson and Committee with a reasonable production schedule.

C. Limitations and Protected Information.

Nothing in this Resolution shall:

1. Waive the attorney-client privilege, attorney work product protection or another legal privilege.
2. Require disclosure of information prohibited from disclosure by federal or state law.
3. Require public disclosure of confidential personnel, medical, tax, security or law enforcement information.
4. Require creation of a record that does not exist, except that an officer or department may be requested to provide a reasonable written explanation or factual summary when necessary.
5. Permit the Committee to interfere with pending litigation, an active investigation, a personnel proceeding or an active procurement process.
6. Authorize a Committee member to direct or supervise a City employee.
7. Require public release of a record merely because the record has been reviewed by the Committee.

If a request is denied or limited, the City shall provide the Chairperson with a written explanation identifying the general legal or practical basis for the denial or limitation.

The Committee may request that the City Attorney review a disputed request and advise the Mayor and City Council concerning the Committee's access to the requested material.

If the Committee determines that material information remains unavailable, it may identify that fact and its effect on the Committee's work in an interim or final report.

D. Interviews and Presentations.

The Committee may request that elected officials, City officers, department heads, employees, former officials or other persons appear voluntarily to provide relevant information.

Participation by current City employees shall be coordinated through the Mayor or the Mayor's administrative designee to avoid unreasonable interference with City operations.

The Committee shall not compel attendance or testimony.

If the Committee believes compulsory process is necessary, it may submit a written request to the City Council for consideration under Section 2.15 of the Charter.

SECTION 10. OPEN MEETINGS, COURT REPORTING AND OFFICIAL VERBATIM MINUTES.

A. Open Meetings Compliance.

All meetings of the Committee and any subcommittee shall be conducted in accordance with the Georgia Open Meetings Act.

Meeting notices and agendas shall be prepared and posted as required by law.

All votes shall be taken in public.

An opportunity for public comment shall be provided at each regular Committee meeting, subject to reasonable rules concerning time, place and manner.

The Committee shall not enter executive session except when expressly authorized by law and upon advice of the City Attorney.

B. Court Reporter or Comparable Transcription Professional.

A certified court reporter or another qualified transcription professional shall attend every meeting of the Committee and every meeting of a subcommittee.

The court reporter or transcription professional shall create a verbatim record of the proceedings and shall prepare a written transcript of each meeting.

The City shall arrange for court reporting or comparable transcription services through an applicable procurement process and within funds lawfully appropriated for that purpose.

C. Transcript to Constitute Official Minutes.

The verbatim written transcript shall serve as the minutes of the meeting.

The transcript shall be supplemented by any agenda, written presentation, report, exhibit or other document formally received by the Committee during the meeting. Each such document shall be identified in the transcript and maintained with the official meeting record.

D. Preparation and Certification.

The certified transcript shall be provided to the Chairperson, Committee Secretary and City Clerk as soon as reasonably practicable.

Unless the length or complexity of the meeting reasonably requires additional time, the certified transcript should be completed within ten business days after the meeting.

E. Approval as Official Minutes.

The certified transcript shall be placed on the agenda for approval at the Committee's next regular meeting or as soon thereafter as reasonably practicable.

The transcript shall constitute draft minutes until approved by the Committee.

The Committee may approve the transcript as submitted or may approve corrections necessary to accurately reflect the proceedings.

Any approved correction shall be identified in an addendum attached to the transcript. The original certified transcript shall not be altered or destroyed.

Upon approval, the transcript and any approved addendum shall constitute the official minutes of the meeting.

The Chairperson and Committee Secretary shall sign or otherwise authenticate the approved transcript as the official minutes.

Approved transcripts shall be filed with the City Clerk and maintained as official public records.

F. Summary of Actions Pending Completion of Transcript.

Within two business days after adjournment of each meeting, the Committee Secretary shall prepare and make available for public inspection a written summary of:

- The subjects acted upon.
- The members present.
- Each formal action taken.
- The result of each vote.

The summary is a temporary public record prepared to satisfy applicable law while the verbatim transcript is being completed and approved. It shall not replace the official minutes.

G. Public Availability.

Draft transcripts shall be made available for public inspection upon completion, subject to any lawful redaction or withholding requirement.

Approved transcripts, approved addenda, meeting summaries, agendas, exhibits and related meeting records shall be made reasonably available through the City's website or another publicly accessible method.

The City Clerk shall maintain the official meeting record in accordance with applicable records retention requirements.

H. Audio or Video Recording.

When facilities and resources permit, the City shall make an audio or video recording of each Committee meeting.

Any audio or video recording shall supplement the official verbatim minutes and shall be preserved in accordance with applicable records retention requirements.

The absence or failure of an audio or video recording shall not affect the validity of a certified transcript or action lawfully taken by the Committee.

SECTION 11. PUBLIC PARTICIPATION.

The Committee may invite elected officials, City officers, employees, former officials, subject matter experts, residents, business owners, community organizations and other persons to provide information or assistance relevant to the Committee's work.

Invited persons may participate through presentations, written submissions, interviews or responses to questions from the Committee.

The Committee may provide an opportunity for public comment at any regular meeting, subject to reasonable rules established by the Committee concerning the time, manner and length of comments.

The Committee may also conduct a public forum or listening session when it determines that additional public input would assist its review.

Written comments submitted to the Committee shall be maintained as part of the Committee's records. The Committee may use public questionnaires, surveys or written issue forms to obtain additional input.

SECTION 12. CITY SUPPORT AND PROFESSIONAL ASSISTANCE.

The City Clerk shall provide or coordinate reasonable administrative support, including meeting notices, agendas, minutes, records, transcripts and public access to Committee materials.

The City Attorney shall provide legal guidance concerning the Charter, municipal home rule, local legislation, election law, open government requirements and lawful implementation of recommendations.

The Committee may request legal guidance concerning a matter within its assignment.

The Committee may recommend that the Mayor and City Council obtain an independent legal opinion concerning a disputed or specialized legal issue. The Committee shall not retain independent counsel without prior authorization from the Mayor and City Council and a lawful appropriation.

The Mayor may designate an administrative liaison to coordinate requests for City documents, interviews, presentations and employee participation.

The Committee shall direct requests for City employee assistance through the City Clerk or Mayor's administrative designee.

Subject to available appropriations and required authorization, the Committee may receive educational or technical assistance from the Georgia Municipal Association, the University of Georgia Carl Vinson Institute of Government or another qualified governmental or professional organization.

The Committee may not retain consultants, incur expenses or obligate City funds without prior authorization and a lawful appropriation.

SECTION 13. REQUIRED DELIVERABLES AND SCHEDULE.

A. Draft Recommendations.

Within one hundred fifty days after the organizational meeting, the Committee shall publish draft recommendations for public review and comment.

B. Final Report.

Within one two hundred seventy days after the organizational meeting, unless extended by resolution of the Mayor and City Council, the Committee shall submit its final written report to:

1. The Mayor.
2. Each member of the City Council.
3. Each member of the local legislative delegation whose district includes any portion of the City.

C. Public Presentation.

The Committee shall present its final report at a public meeting of the Mayor and City Council.

SECTION 14. CONTENTS OF FINAL REPORT.

The final report shall include:

1. An executive summary.
2. A description of the Committee's process.
3. The Committee's findings.
4. The comparative municipal analysis.
5. The vote on each material recommendation.
6. Any minority statement.
7. Proposed Charter language for each recommended amendment.
8. Proposed ordinance language when appropriate.
9. The required method of implementation.
10. Anticipated fiscal and operational effects.

11. A recommended transition and implementation schedule.
12. The Form of Government and City Manager Ordinance Determination required by Section 8.
13. An appendix identifying public comments, source materials and supporting information.
14. An index of Committee minutes and transcripts.
15. A list of material records requested but not received.
16. Any limitation that materially affected the Committee's analysis.

SECTION 15. LEGISLATIVE TRANSMITTAL.

The Committee may recommend proposed local legislation. It shall not submit proposed local legislation to members of the delegation. It shall not represent that proposed legislation has been approved by the City unless the Mayor and City Council have formally approved it.

Following receipt of the final report, the Mayor and Council may consider recommended Charter amendments. Upon majority vote, Mayor and Council may request that the local legislative delegation introduce appropriate local legislation.

SECTION 16. INDEPENDENT JUDGMENT AND NONINTERFERENCE.

Members of the committee shall be apolitical.

Each member shall exercise independent judgment and shall evaluate the Charter based on the public interest, applicable law, documented information and the present and future needs of the City.

No member shall be required to support a recommendation favored by the Mayor, a Councilmember, the legislative delegation or another nominating or appointing authority.

No elected official, City officer or employee shall knowingly interfere with the Committee's lawful deliberations or prevent the Committee from receiving information to which it is entitled under this Resolution.

Nothing in this section prohibits an elected official, officer, employee or other person from presenting evidence, legal analysis, policy recommendations or public comments to the Committee.

SECTION 17. COMPENSATION AND EXPENSES.

Members shall serve without compensation.

A member may be reimbursed for a necessary and reasonable expense only if the expense is approved in advance, supported by appropriate documentation and authorized under the City's budget and financial policies.

SECTION 18. FUNDING AND PROCUREMENT.

The Mayor and City Council authorize reasonable expenditures necessary to carry out this Resolution, including expenditures for court reporting, transcription, copying, public notices, meeting materials and authorized professional assistance, subject to lawful appropriations and applicable procurement requirements.

The City's finance and procurement officials shall identify available appropriated funds and shall process authorized expenditures in accordance with applicable law and City policy.

Nothing in this Resolution authorizes expenditure exceeding funds lawfully appropriated for the purpose.

SECTION 19. DISSOLUTION AND CUSTODY OF RECORDS.

The Committee shall dissolve automatically upon the later date of:

1. Submission and public presentation of its final report.
2. Completion of any additional task assigned by resolution of the Mayor and City Council.

Upon dissolution, all Committee records shall be delivered to the City Clerk for preservation and public access as required by law.

Committee records shall include minutes, transcripts, recordings, reports, correspondence, public comments, research materials, presentations and records received from the City.

SECTION 20. SEVERABILITY.

If any section, subsection, sentence, clause or provision of this Resolution is determined to be invalid or unenforceable, the remaining provisions shall remain effective to the fullest extent permitted by law.

SECTION 21. EFFECTIVE DATE.

This Resolution shall become effective immediately upon adoption.

IT IS SO RESOLVED this ____ day of _____, 2026.

CITY OF JONESBORO, GEORGIA

DONYA L. SARTOR, MAYOR

ATTEST:

SHANDRELLA JEWETT, CITY CLERK

APPROVED AS TO FORM:

LATONYA NIX WILEY, CITY ATTORNEY