

**City of Guyton, Georgia
City Council Meeting
March 12, 2024 at 7:00 P.M.**



**Guyton City Hall
310 Central Boulevard
Guyton, GA 31312**

AGENDA

- 1. Call to Order**
- 2. Invocation and Pledge of Allegiance**
- 3. Consideration to Approve the Agenda**
- 4. Consideration to Approve the Minutes**
 - ⊙ 02/13/24 Regular Meeting
- 5. Reports from Staff and Committees**

⊙ Police Department	Joseph Coppola
⊙ Fire Department	Clint Hodges
⊙ Public Works/Water/Sewer	EOM
⊙ Planning and Zoning	Lon Harden
⊙ Industrial Development	Lon Harden
⊙ Historical Commission	Lucy Powell
⊙ Leisure Services	Lula Seabrooks
⊙ Library Board	Jim Odum
⊙ Downtown Development Authority	Miller Bargeron, Jr.
- 6. New Business**
 - A. First reading of Ordinance 2024-01 establishing a downtown overlay district
 - B. Consideration to approve Resolution 2024-12 establishing the “Travel Expenditure Policy”
 - C. Consideration to approve the 2024 City of Guyton Calendar of Events
 - D. Consideration to update and approve the Guyton Police Department Chief of Police job description
 - E. Discussion of proposal to accept dedication of roads within Summer Place subdivision

- F. Consideration to approve the expenditure of \$8,744.43 for Christmas decorations
- G. Consideration to approve an agreement with 120Water to develop a preliminary service line inventory for \$6,500.00
- H. Consideration to engage vendor for portable restroom services for city-sponsored events for the 2024 calendar year

7. Dates to Remember

- ④ Wednesday, March 20, 2024, Downtown Development Authority (DDA) Meeting at 10:00 A.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312
- ④ Thursday, March 21, 2024, Bingo at 11:00 A.M. — Leisure Services Room, 505 Magnolia Street, Guyton, GA 31312
- ④ Thursday, March 21, 2024, Guyton DDA and Effingham County Chamber of Commerce Business After Hours from 5:30 P.M. until 7:30 P.M. — Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312
- ④ Tuesday, March 26, 2024, Planning and Zoning Meeting at 7:00 P.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312
- ④ Thursday, April 4, 2024, Bingo at 11:00 A.M. — Leisure Services Room, 505 Magnolia Street, Guyton, GA 31312
- ④ Tuesday, April 9, 2024, Guyton City Council Meeting at 7:00 P.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312

8. Consideration to Adjourn

Rules of Decorum for All Meetings

The purpose of the Rules of Decorum is to foster an atmosphere of civil and courteous discourse, even and especially when discussing contentious topics, at all meetings held by the City of Guyton.

(A) General rules applicable to all (Mayor and City Council, Staff, Members of the Public)

- 1) Each speaker should refrain from personal attacks, foul or abusive language, and will maintain a civil and courteous manner and tone.
- 2) During designated times for members of the public to speak, members of the public will be permitted 10 minutes to discuss topics. After 10 minutes of discussion on a topic, members of the public will be limited to 3:00 minutes speaking time. The Mayor or presiding officer shall have the authority to grant additional speaking time. Notwithstanding the foregoing, during public hearings involving zoning decisions, members of the public will have no less than 10 minutes to speak in favor, and no less than 10 minutes to speak in opposition.
- 3) Members of the audience will respect the rights of others and will not create noise or other disturbances that will disrupt or disturb persons who are addressing the Mayor and Council or Committee or Board or Commission, or members of those bodies who are speaking, or otherwise impede the orderly conduct of the meeting.

(B) Additional Rules for Mayor and City Council, Committees, Boards or Commissions

1. The Mayor and City Council, Committees, Boards, Authorities, or Commissions will conduct themselves in a professional and respectful manner at all meetings.
2. Questions for staff or individuals or other Council, Committee, Board or Commission members will be directed to the appropriate person to answer. Members of the Mayor and City Council, Committees, Boards, Authorities, or Commissions will attempt to answer or address questions presented one at a time without attempting to talk over another member.
3. Members of the Mayor and City Council, Committees, Boards, Authorities, or Commissions are always free to criticize or question policies, positions, data, or information presented. However, members of the Mayor and City Council, Committees, Boards, Authorities, or Commissions will not attack or impugn the person presenting.

(C) Enforcement

The Mayor or presiding officer has the authority to enforce each of the Rules of Decorum regarding members of the public. If any Rule is violated, the Mayor or presiding officer will give the speaker a warning, citing the Rule being violated, and telling the speaker that a second violation will result in a forfeiture of the right to speak further. The Mayor or presiding officer also may have the offending speaker removed from the meeting if the misconduct persists. The Mayor or presiding officer shall not have any power under this provision regarding a Council, Committee, Board or Commission member.



**City of Guyton
City Council Meeting
February 13, 2024 — 7:00 PM**

MINUTES OF MEETING

Call to Order — The City of Guyton Council held a City Council Meeting on February 13, 2024, at the City of Guyton City Hall, 310 Central Boulevard in Guyton. The meeting was called to order by Mayor Andy Harville at approximately 7:00 PM. Mayor Andy Harville, Mayor Pro Tem Michael Johnson, Councilmember Jeremiah Chancey, Councilmember Theodore Hamby, and Councilmember Joseph Lee were present at this meeting.

Additional Administrative Staff Present — City Manager Meketa Brown, City Clerk Fabian Mann, and City Attorney Ben Perkins were present.

Guest Present — The guest sign-in sheets are filed in the Office of the City Clerk.

Invocation — The invocation was led by **Johnson**.

Pledge of Allegiance — The Pledge of Allegiance was led by **Johnson**.

Consideration to Approve the Agenda — **Chancey** made a motion to approve the agenda with the following amendments. **Lee** seconded the motion. **Motion passed unanimously.**

- ④ Omitting Item 7, Letter D: Consideration to approve the 2024 City of Guyton Calendar of Events
- ④ Omitting Item 7, Letter G: Consideration to approve the expenditure of \$121,541.00 for a Caterpillar (CAT) 416 Backhoe

Consideration to Approve the Minutes — **Johnson** made a motion to approve the minutes of the following meeting. **Chancey** seconded the motion. **Motion passed unanimously.**

- ④ 01/10/24 Regular Meeting (Rescheduled)
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Reports from Staff or Committees

- | | |
|----------------------------|----------------|
| ④ Police Department | Joseph Coppola |
| ④ Fire Department | Clint Hodges |
| ④ Public Works/Water/Sewer | EOM |
| ④ Planning and Zoning | Lon Harden |
| ④ Industrial Development | Lon Harden |
| ④ Historical Commission | Lucy Powell |



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|----------------------------------|--------------------|
| ④ Leisure Services | Lula Seabrooks |
| ④ Library Board | Jim Odum |
| ④ Downtown Development Authority | Miller Barger, Jr. |
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General Government

- ④ New Hope A.M.E Church, Guyton, GA
Church member, Wilbert Green, spoke regarding the existence of a sewer tap.
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New Business

Consideration to approve an intergovernmental contract with Effingham County concerning the transportation special purpose local option sales tax (TSPLOST) bond proceeds — Johnson made a motion to approve the intergovernmental contract with Effingham County. **Lee** seconded the motion. **Motion passed unanimously.**

Consideration to approve the 2024 Statewide Mutual Aid and Assistance Agreement — Chancey made a motion to approve the agreement. **Johnson** seconded the motion. **Motion passed unanimously.**

Consideration to approve and advertise the Guyton Police Department Chief of Police job description including the responsibility of overseeing the Code Enforcement Department— Lee made a motion to approve and advertise the job description. **Johnson** seconded the motion. **Motion passed unanimously.**

Consideration to approve the issuance of City of Guyton credit cards to the Guyton City Council — Johnson made a motion to approve the issuance of credit cards to city council. **Lee** seconded the motion. **Motion passed unanimously.**

Consideration to engage and accept DPR Architecture’s proposal to administer the Guyton Gymnasium re-roofing project for \$7,600.00 — Johnson made a motion to engage DPR Architecture and accept the proposal. **Hamby** seconded the motion. **Motion passed unanimously.**

Consideration to approve the expenditure of \$1,842.95 (SPLOST) for a Kubota Excavator Ditch Cleaning Bucket — Lee made a motion to approve the expenditure. **Johnson** seconded the motion. **Motion passed unanimously.**

Consideration to approve Resolution 2024-04 updating the City of Guyton’s pay plan — Johnson made a motion to approve Resolution 2024-04. **Hamby** seconded the motion. **Motion passed unanimously.**



Consideration to approve Resolution 2024-05 amending the City of Guyton’s fee schedule — Johnson made a motion to approve Resolution 2024-05. Lee seconded the motion. Motion passed unanimously.

Consideration to approve Resolution 2024-06 extending support to the City of Springfield, Georgia — Chancey made a motion to approve Resolution 2024-06. Lee seconded the motion. Motion passed unanimously.

Consideration to approve Resolution 2024-07 authorizing the submission of a FY 2024 Community Development Block Grant (CDBG) — Hamby recused himself from the discussion and vote due to a conflict of interest. Johnson made a motion to approve Resolution 2024-07. Chancey seconded the motion. Motion passed unanimously.

Consideration to approve Resolution 2024-08 encouraging equal opportunity in housing in the City of Guyton — Hamby recused himself from the discussion and vote due to a conflict of interest. Lee made a motion to approve Resolution 2024-08. Chancey seconded the motion. Motion passed unanimously.

Consideration to approve Resolution 2024-09 engaging Associates in Local Government Assistance, Inc. for grant writing and administrative services for federally funded projects related to community and economic development — Hamby recused himself from the discussion and vote due to a conflict of interest. Lee made a motion to approve Resolution 2024-09. Johnson seconded the motion. Motion passed unanimously.

Consideration to approve Resolution 2024-10 engaging Parker Engineering, LLC for engineering services related to drainage projects funded by FY 2024 CDBG — Hamby recused himself from the discussion and vote due to a conflict of interest. Johnson made a motion to approve Resolution 2024-10. Lee seconded the motion. Motion passed the motion.

Consideration to approve Resolution 2024-11 regarding an agreement with Parker Engineering, LLC for engineering services related to the construction of spray fields at the cost of \$179,320.00 to be paid for with American Rescue Plan Act (ARPA) funds — Johnson made a motion to approve Resolution 2024-11. Hamby seconded the motion. Motion passed unanimously.



Dates to Remember

Monday, February 19, 2024, Guyton City Hall closed in observance of Presidents’ Day

Wednesday, February 21, 2024, Downtown Development Authority Meeting at 10:00 A.M. — Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312

Thursday, February 22, 2024, Bingo at 11:00 A.M. — Leisure Services Room, 505 Magnolia Street, Guyton, GA 31312

Tuesday, February 27, 2024, Planning and Zoning Public Hearing and Meeting at 7:00 P.M. — Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312

Tuesday, March 5, 2024, “Seniors in the Know” from 9:00 A.M. until 1:00 P.M. — Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312

Tuesday, March 5, 2024, Special Called Planning and Zoning Public Hearing and Meeting at 7:00 P.M. — Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312

Wednesday, March 6, 2024, American Red Cross Blood Drive from 8:00 A.M. until 12:00 P.M. — Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312

Thursday, March 7, 2024, Bingo at 11:00 A.M. — Leisure Services Room, 505 Magnolia Street, Guyton, GA 31312

Tuesday, March 12, 2024, Guyton City Council Meeting at 7:00 P.M. — Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312

Consideration to Adjourn — **Johnson** made a motion to adjourn. **Hamby** seconded the motion. **Motion passed unanimously.** The meeting was adjourned at approximately 7:55 P.M.

City of Guyton

Andy Harville, Mayor

Attest:

Fabian M. Mann, Jr., City Clerk

**CITY OF GUYTON
STATE OF GEORGIA**

ORDINANCE NUMBER 2024-01

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF GUYTON, GEORGIA; TO ESTABLISH A DOWNTOWN OVERLAY DISTRICT; TO PROVIDE STANDARDS FOR THE DOWNTOWN OVERLAY DISTRICT; TO ESTABLISH A DOWNTOWN OVERLAY DISTRICT COMMISSION; TO PROVIDE FOR SEVERABILITY; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH; AND TO PROVIDE AN EFFECTIVE DATE.

WHEREAS, the duly elected governing authority of the City of Guyton, Georgia (the “City”) is authorized by O.C.G.A. § 36-35-3 to adopt ordinances and resolutions relating to its property, affairs, and local government;

WHEREAS, the City has an interest in regulating the commercial and residential growth that is anticipated to occur along the main entrance corridors of the City to ensure cohesive infill development within the traditional historic areas of the City;

WHEREAS, the Mayor and City Council have authority to amend the City of Guyton, Georgia Zoning Ordinance from time to time and where necessary to maintain adequate regulations;

WHEREAS, the duly elected governing authority of the City of Guyton, Georgia hereby resolves to amend the City of Guyton, Georgia Zoning Ordinance;

NOW THEREFORE, IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF GUYTON, GEORGIA in a regular meeting assembled and pursuant to lawful authority thereof, as follows:

SECTION 1. That Article 6 of the City of Guyton, Georgia Zoning Ordinance be amended to add Section 617 – DO, Downtown Overlay District, which is attached hereto as Exhibit A and incorporated by reference as if set forth verbatim herein.

SECTION 2. If any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 3. All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 4. This Ordinance shall become effective immediately upon the date of adoption by the City Council.

APPROVED AND ADOPTED this ___ day of _____, 2024 by the duly elected governing authority of the City of Guyton, Georgia.

CITY OF GUYTON

ANDY HARVILLE, Mayor

ATTEST:

FABIAN MANN, City Clerk

EXHIBIT A

Section 617 – DO, Downtown Overlay District

A. District Intent and Purpose

This district is established to regulate the commercial and residential growth that is anticipated to occur along the main entrance corridors of the city and to insure cohesive infill development within the traditional historic areas of Guyton, Georgia. Primary goals of the Downtown Overlay District are to:

(a) preserve the character of existing historic sites and buildings while accommodating renovation and infill development; and

(b) regulate new outward commercial development in a consistent manner as the city continues to grow.

The City of Guyton is bisected by Georgia Highway 119 and Georgia Highway 17. The Downtown Overlay District seeks to respond to both being high volume commuter roads and assert that both should be protected from poor site planning that could negatively impact current and future traffic circulation and pedestrian accessibility. As gateway entrances to the city, building design should be regulated along these corridors to prevent infill development from contributing to a loss of sense of place.

While the following development regulations should have the primary objective of regulating commercial property, it will also address residential properties located within the Downtown Overlay District. Existing historic residential property converted to commercial uses will be supported, provided that the residential character of the building is maintained and that the underlying zoning district requirements are observed. Review of infill residential within the Downtown Overlay District will ensure the building character and property planning will be complimentary to surrounding historic structures and developments and not detract from the overall character of the designated and recognized Guyton Historic District or the Downtown Overlay District.

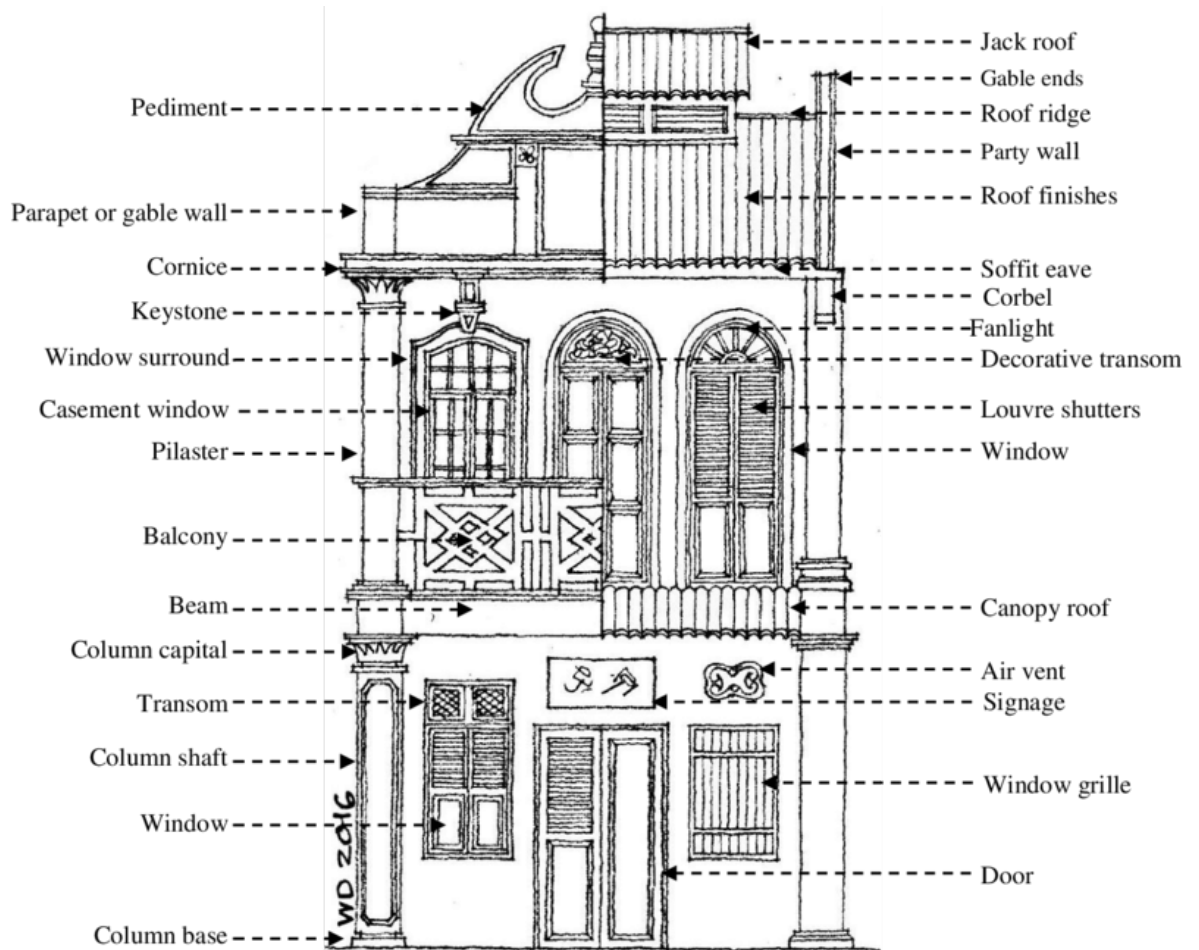
B. Definitions

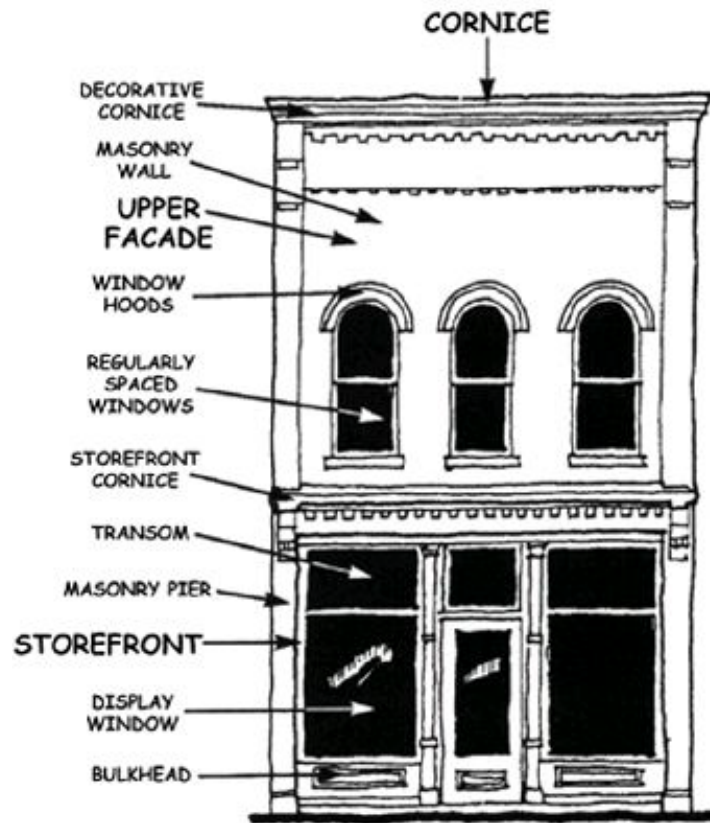
- 1) BUFFER: Landscape area which forms a linear stretch abutting a property line, pavement or structures.
- 2) BUILD LINE: The line indicating vertical structural improvement on the property closest to the property line. The Build line shall be drawn parallel to the property line.
- 3) CERTIFICATE OF APPROPRIATENESS (COA): A document, required prior to a building permit, approving an application to make an alteration or a material change in the appearance of a property or of a structure, site, or work of art located in the Downtown Overlay District.
- 4) COMMISSION: Means the Guyton Downtown Overlay District Commission. A board or selection of individuals appointed by City Council to review applications to make

alterations to property and issue Certificates of Appropriateness granting approval of proposed changes if acceptable.

- 5) EXTERIOR ARCHITECTURAL FEATURE: The architectural style, general design, and general arrangement of the exterior of a structure, including, but not limited to, the texture of the building material, the type and style of all windows, doors, and signs, and other related architectural fixtures, features, details, or elements.
- 6) FENESTRATION: The spatial definition of the walls of a building. The facade of a building establishes a wall surface or plane. The degree to which that plane is visually segmented by bays and punctured by entrances and windows is fenestration. For example, historic commercial buildings have a high degree of fenestration and large, modern "big-box" sprawl stores have an extremely low degree of fenestration.

Common Fenestration Terms:





- 7) GATEWAY: Distinct corners, formed by the intersections of major streets, arteries, and highways, which mark the established edge of the community and distinguish the route entering the heart of the community.
- 8) LANDSCAPE ISLAND: An interior landscaping area surrounded by pavement or structures.
- 9) LANDSCAPE, FRONTAGE: Landscape areas between the front of the principal building(s) and adjacent street(s).
- 10) LANDSCAPE, PERIMETER: Landscape area located between the side(s) and rear of the primary building(s) and adjacent property line(s).
- 11) MATERIAL CHANGE IN APPEARANCE: The construction of a new structure, or a change that will affect the exterior architectural features of any structure, site, or work of art. Ordinary maintenance or repair of any exterior architectural feature in or on a structure that does not involve a change in design not a "material change in appearance." Material change in appearance includes without limitation any one or more of the following:
 - a. a reconstruction or alteration of the size, shape, or facade of a structure, including without limitation relocation of any doors or windows, or removal or alteration of any architectural features, details, or elements;
 - b. demolition of a structure;

- c. relocation of a structure within the district or from a location outside the district to a location within the district;
 - d. commencement of excavation;
 - e. a change in the location of advertising visible from the public way on the property; or
 - f. the erection, alteration, restoration, or removal of any structure within the DO district, including walls, fences, steps, and pavements, or other related features.
- 12) ORNAMENTATION: Decorative elements applied to a structure.
- 13) ORIENTATION: The direction a building's primary elevation (also known as façade) faces.
- 14) OUTPARCELS: A lot within a planned center or portion of a larger parcel that is reserved during development for sale and/or future development. In commercial areas, these lots are generally reserved along the frontage road for smaller business development.
- 15) SETBACK: The distance from the property line to the building (this includes roof overhangs, porches, foundations, etc.). The front setback may encompass landscape areas, paved areas, building appurtenances, etc.
- 16) SPACING: The distance between buildings located on adjoining parcels (thus including both side setbacks).

C. District Boundary

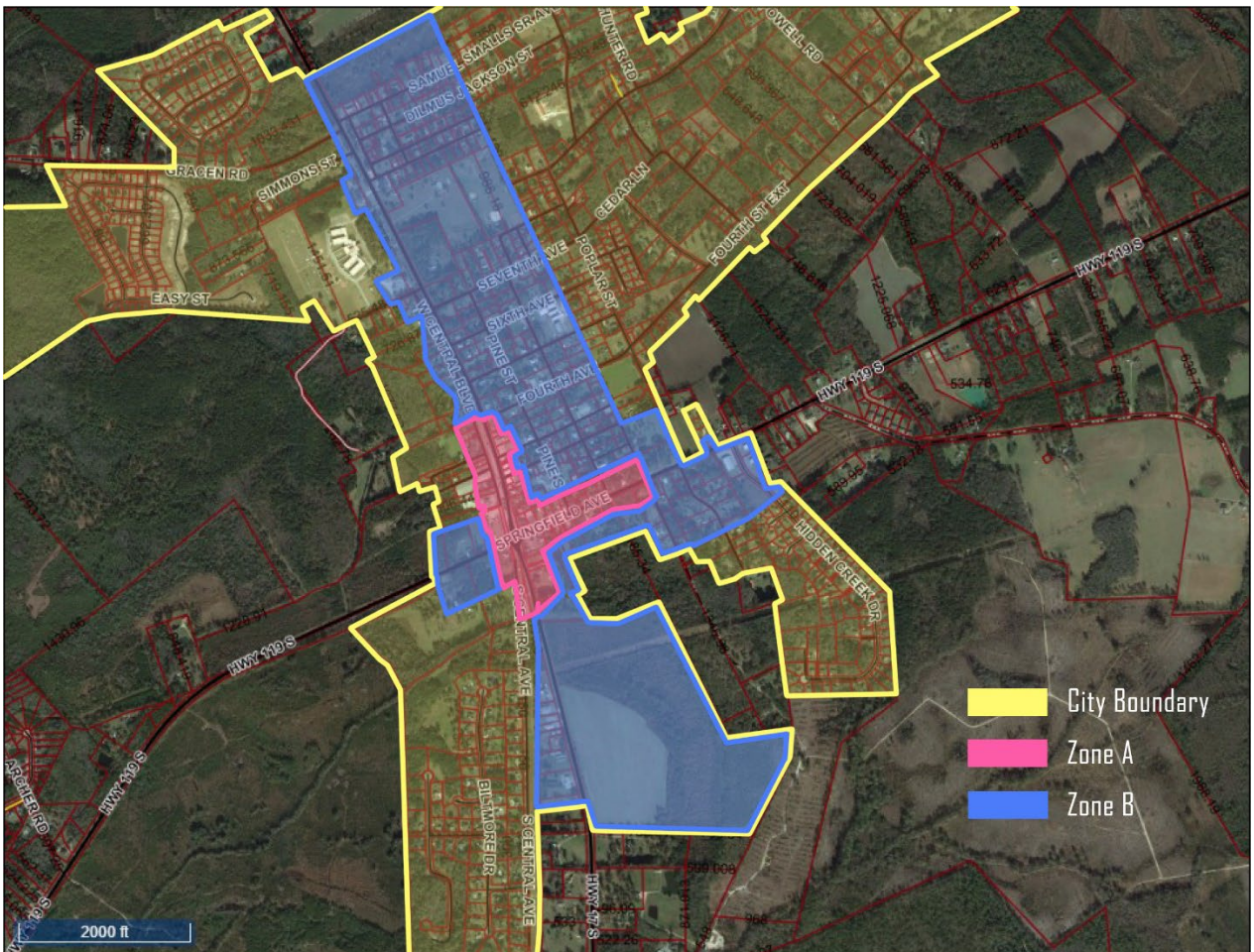
The Downtown Overlay District is superimposed over existing zoning districts. The special requirements of this district shall apply in addition to the requirements of the zoning district within which a specific property is located. Uses permitted within the Downtown Overlay District are those permitted in the underlying zoning district. If there is any conflict between this Downtown Overlay District and other parts of this Ordinance, the more stringent requirement shall govern. The Downtown Overlay District will not invalidate any current zoning requirement, but only provide additional requirements for those properties within it.

The boundary of the Downtown Overlay District shall be considered the area currently known as the Guyton Downtown Development Authority District. This area shall be separated into two Character Area Zones, briefly described below:

- 1) Zone A: Shall refer to the Historic City Center where there is a concentration of historic commercial structures built prior to 1960. This area consists of mixed-use masonry buildings with decorative fenestration elements and minimal front setbacks as well as historic wood frame structures such as homes, churches and warehouses. New infill construction in this area should be complimentary to these existing structures and strive to blend seamlessly by making all efforts to match existing structures in scale, style and detail.

2) **Zone B:** Shall refer to Commercial Downtown areas just outside of the historic city center where new development has occurred in recent decades and will continue to occur as the city grows. Commercial development in this area should be cohesive and complimentary to the established aesthetic of new commercial development in Guyton to further establish the sense of place while entering the city through the established gateway corridors. Infill Residential Development in this area should be complimentary to those properties within the vicinity and new residential development should be designed in such a way that pedestrian and vehicular connectivity are encouraged in ways that will not negatively impact existing traffic or circulation patterns.

3) Illustration of Zone A and Zone B:



D. Certificate of Appropriateness

- 1) Within the district, no Material Change in Appearance shall be made and no building permit shall be issued unless a Certificate of Appropriateness (COA) has been approved by the Commission. Such material changes shall conform to all the requirements specified in this section. All construction shall conform to the district in all ways possible. Work not in compliance with a COA is prohibited.
- 2) Exceptions. The provisions of this Article shall not apply to the following:
 - a. Completion of work subject to site development plans, construction plans, building permits, or other permits approved prior to the effective date of this ordinance.
 - b. Improvements and additions that are made to a single-family residence previously permitted and built on a lot of record prior to enactment of this ordinance.
 - c. Construction of a single-family dwelling on an existing lot of record within a single-family residential subdivision with preliminary plat approved prior to enactment of this ordinance provided that the new construction shall be of a similar floor area, materials and design as the single-family dwellings on adjacent lots in the same subdivision.
 - d. Construction, rehabilitation, restoration, repair of a non-residential structure, interior renovations or interior finishes within an existing structure, or addition to an existing non-residential structure that was permitted prior to the enactment of this ordinance provided that such construction is on a lot of record and does not affect a change to more than 50 percent of the existing permitted structure (or site). If greater than the above, compliance with the requirements herein shall be required.
 - i. If more than 50 percent of the site is affected with the addition of new facilities or buildings, compliance with the requirements of this ordinance shall be required.
 - ii. If more than 50 percent of the area of the front facade of a building is undergoing renovation, restoration or repair, compliance with the requirements of this ordinance shall be required.

E. Downtown Overlay District Commission

- 1) City Council shall select a Board of five to eight individuals to act as the Downtown Overlay District Commission. Council may also choose to appoint a current board serving within the City of Guyton to take on the role of the

Commission. Board members shall be qualified to serve on the Commission if they meet any of the following criteria:

- (a) be a tax paying resident of the City of Guyton
 - (b) be a tax paying resident of Effingham County who own a property or business located in the Downtown Overlay District
 - (c) be a tax paying resident of Effingham County who manages a business located in the Downtown Overlay District.
 - (d) Be a qualified member of the Downtown Development Authority of the City of Guyton.
- 2) Commission members shall serve two-year terms once appointed.
 - 3) Commission shall meet regularly each month, or call meetings as needed.
 - 4) City Council shall have the right to remove and appoint members of the Commission.

F. Review Procedures

Review Procedure. The procedure for review and approval of a Downtown Overlay District construction project shall be as follows:

- 1) General Site and Building Plan Application.
 - i. All site and building plans submitted pursuant to an application for a building permit should clearly indicate all proposed building materials and colors for each facade as described in this ordinance.
 - ii. The plans should clearly show the location and calculate the amount/percentages of all specific requirements or standards.
 - iii. Groups of buildings on the same parcel of land may be reviewed and permitted as a single project rather than individual buildings.
- 2) Pre-Design submission. All projects shall be required to submit a conceptual and/or preliminary design for review by the city staff. The developer will receive comments regarding the design submitted. The purpose of this submission is to offer guidance on ordinance interpretation of the conceptual site plan, landscape plan, and building design prior to formal submission to the Commission. Submitted drawings may vary but should provide enough information to make determinations and provide feedback on the following:
 - i. Entrance and Egress from adjacent Streets
 - ii. Number, Size and Location of Buildings

- iii. Location and number of parking spaces
- iv. Architectural Style
- v. Building Finish Materials
- vi. Fence/Wall Materials and Finishes
- vii. Landscaping concept
- viii. Expected setbacks
- ix. Buffer locations and types
- x. Draft Subdivision plan

3) Review by Commission. The developer shall submit a project for review to the Commission. After confirmed receipt of the plans, the Commission shall call a meeting to review the submission. The Commission may seek expertise from qualified professionals regarding design submissions and criteria prior to the scheduled meeting.

If the project is found to meet the standards of the Downtown Overlay District and fulfill the purpose and intent of the ordinance, A Certificate of Appropriateness (COA) shall be issued by the Commission. An approved COA shall become void unless construction is commenced within twelve (12) months of date of issuance. A new application must be submitted, and a new COA issued by the Commission prior to any construction or modification after expiration of a COA.

The approval of the site and design elements of a proposed project by the Commission does not override any other specific requirements set forth in the remainder of the zoning ordinance. Any use-related actions, such as Rezoning, Annexations, Conditional Uses, Special Exemptions or Variances should be applied for separately to be approved by the City of Guyton. As appropriate any zoning approvals necessary to approve the project shall take place prior to a project's review by the Commission.

4) Appeals. Any party dissatisfied with a decision of the Commission may appeal in writing to the City Council. The appeal must clearly explain the basis for the appeal and must be filed with the City Clerk's office within thirty (30) days after the Commission's decision is rendered. After a public hearing by the Council pursuant to Section 1205 of the Zoning Ordinance, the Council may approve the decision, or modify or reject the decision, if it finds that the Commission abused its discretion by acting arbitrarily and/or in violation of constitutional rights in reaching its decision. Appeals from decisions of the Council may be taken to the Superior Court of Effingham County, Georgia, and must be filed within thirty (30) days of the Council's decision.

- 5) Site Preparation. After all applicable approvals are issued, non-vertical construction may begin. The site construction will be overseen by the Building Official and inspections will be scheduled as needed. Any deviations or changes from plans previously approved by the Commission may be reviewed by City Staff to determine if the changes require re-submission to the Commission. If necessary, a meeting of the Commission will be called to consider the proposed amendments to the original plan.
- 6) Building Construction. All new vertical construction must apply for and receive a building permit prior to starting construction.
- 7) Sign Approval. All signage will require approval before installation or alteration. All signage must comply with the City's signage ordinance and adhere to any specific conditions required by the Commission during project review and approval.
- 8) Certificate of Occupancy. The Certificate of Occupancy will not be granted until approval by the Commission. All landscape, site and design requirements must be met before issuance of a Certificate of Occupancy.
- 9) Enforcement: The Commission will enforce the regulations within these standards to the best of its ability. These standards are intended to guide cohesive development of new buildings while still allowing property and business owners to have unique buildings with individual character. Penalties for violations will be imposed as provided in Section 1008 of the Zoning Ordinance.

G. Site Planning Guidelines

Zone A: The Historic City Center

- 1) Setback Considerations:
 - i. Buildings will be oriented to adjacent streets with build line being between 0 and 5 feet.
 - ii. Recessed entry is encouraged. Corner entry is encouraged.
 - iii. Build line can be increased to accommodate courtyards, patios or outdoor seating.
 - iv. Front Parking will be prohibited, unless it is parallel street parking.
- 2) Landscaping Considerations
 - i. 12-24" of landscaping is encouraged within the setback.
 - ii. Parking lots will be required to have landscaping islands and trees. No more than 10 spaces in a row without a landscape island with a

minimum of one medium canopy tree. Understory trees may be used where there is a conflict with an overhead utility.

- iii. Rear Yards and service areas will require buffering to be shielded from view from the public right of way, or areas of outdoor seating and/or recreation.

3) Pedestrian Access Required

- i. Sidewalk approaches are required. Existing sidewalks will be extended to the property if needed.
- ii. A path from the public or adjacent sidewalks to the building entrance is required.
- iii. A path from parking lots or designated parking to the building is required.
- iv. ADA accommodation is required.

4) Parking Considerations

- i. Onsite or Offsite parking is allowed.
- ii. The Commission will have the authority to reduce the required number of parking spaces to encourage use of shared or city-owned parking and walking.
- iii. Parking Lot locations should be limited to the rear and side of the building.

Zone B: Commercial Downtown

5) Setback Considerations:

- i. The side setback shall be a minimum of 15' to allow for landscaping breaks between buildings.
- ii. The front setback shall be a maximum of 60' to discourage excessive parking in front of buildings and encourage side and rear parking lots.
- iii. Side Patios, Courtyards, Outdoor Seating are encouraged.

6) Landscaping Considerations

- i. A minimum landscaping strip of 5ft shall be required between parking lots and vehicular access roads and right of ways. This landscape strip shall be planted with both ground cover and shrubs at regular intervals. Pedestrian access ways between properties are encouraged.
- ii. Parking lots will be required to have interior landscaping and trees. No more than 10 spaces in a row without a landscape island with a minimum of one medium canopy tree. Understory trees may be used where there is a conflict with an overhead utility.
- iii. Rear Yards and service areas will require buffering to be shielded from view from the public right of way, or areas of outdoor seating and/or recreation.

- iv. Buffers shall be required where residential and commercial uses meet. Buffer width and planting requirements shall depend on the commercial use and the density of residential use.
- v. Areas between buildings shall have understory trees or shrubs planted at regular intervals. The Commission shall have the authority to determine the number and spacing of the trees based on the scale of the proposed buildings.

7) Pedestrian Area Considerations

- i. New developments should tie into and extend existing sidewalks into the property.
- ii. A path from the sidewalk to the building entrances are required.
- iii. A path from the parking lot to the building entrances shall be designated by sidewalks or hatched crosswalks.
- iv. ADA accommodation is required.

8) Parking Considerations

- i. Onsite parking is allowed. The number of parking spaces required shall be set by the property zoning and use.
- ii. Front Parking will be limited to the area within the maximum building setback. A maximum of two rows of parking between the road and the building will be allowed.
- iii. Shared parking with interconnected pedestrian pathways between properties is encouraged.
- iv. Rear and side parking is encouraged, but not required.

H. Building Characteristics

Architectural styles will be regulated with the purpose of supporting the unique character of the City and fostering sense of place when entering the city.

Zone A: The Historic City Center

Buildings in Zone A should reflect the architectural style of historic downtown Guyton.

Residential properties seeking building permits for new construction or renovation will require review and shall not be issued COA unless they meet the following guidelines: New construction shall be of a similar architectural style to the home previously located on the property, if applicable, or be an architectural style similar to those homes within a one block radius.

Commercial properties seeking building permits for new construction or renovation will be required to meet the following standards:

1) Total Building Size and Placement

- i. Minimum or maximum lot coverage and/or Floor Area Ratio will be determined by the property zoning.
- ii. Multistory, mixed-use building should be encouraged when allowed by property zoning.

2) Fenestration

- i. The top of building fronts should terminate in a decorative cornice or pediment.
- ii. Pediments can be used to provide interest to the top of building fronts, but should be limited to only 60% of the façade width.
- iii. Walls of building fronts should extend above the roof pitch or slope so that the roof line is not visible from the front or sides of the building.
- iv. Tiered or stepped wall heights are encouraged along the building sides.

3) Building Materials

- i. Masonry as a primary exterior building material is required.

4) Building Design Elements

- i. Required Elements. Each new commercial building in Zone A shall have the following Fenestration elements:
 - A. Buildings shall be oriented to the street. A building is "oriented to the street" when principal entrances to buildings face a street or open to a square, plaza, or sidewalk. The principal entrance shall not open onto an off-street parking lot. All street level uses with sidewalk frontage shall be furnished with an individual entrance, direct access to the sidewalk, in addition to any other access that may be provided, and shall be aligned with the finish grade of the sidewalk.
 - B. Storefront windows at the ground level and windows in each story above the ground level.
 - C. Masonry details around doors and windows such as window hoods or decorative transom detailing or trim.
 - D. Architectural treatment to provide horizontal separations and to articulate the difference between the ground floor and upper levels.
 - E. Architectural treatment to provide vertical separation between storefront entrances, or articulations of depth or height in the building front to provide visual separation between store front spaces.
 - F. Required cornice or pediment details shall be a minimum of 2ft in height.

- ii. Suggested/Preferred Elements. Each new commercial building in Zone A shall be encouraged to include the following:
 - A. Recessed or Corner Entry.
 - B. Sign band designated by architectural details.
 - C. Fabric or Metal awnings over windows and doors. Shingle covered awnings are discouraged.
 - D. Continuous awnings that cover the entire building frontage are discouraged.
 - E. Exterior sconce lighting adjacent to doors or over wall mounted signage.
 - F. Transom Windows above doors.
 - G. Glazed entry doors.

Zone B: Commercial Downtown

Buildings in Zone B should reflect the architectural style of traditional wood structures in Guyton. Commercial property in Zone B is predominantly located along highway corridors and provides a gateway into the city. It is important that architecture in this area elicits a unique sense of place and highlights the charm of Guyton.

Residential development in this area will inevitably trend toward higher densities located behind commercial development. The city should strive to provide pedestrian connections between these uses to promote pleasant, walkable, integrated neighborhoods.

Commercial development may attract national brands and franchises. These developments shall be required to conform with the standards of this ordinance while still maintaining corporate branding and recognition.

5) Total Building Size and Placement

- i. Minimum or maximum lot coverage and/or Floor Area Ratio will be determined by the property zoning.
- ii. Commercial should be limited to two stories only, mixed use buildings should be allowed in areas between commercial and residential uses.

6) Fenestration

Design of buildings should strive to include as many of the features listed below. The Commission may deny projects that do not incorporate any of the following.

- i. Visible hipped and gabled roof structures or roof accents.
- ii. Wooden corbels or struts as corner accents are preferred.

- iii. Protruding porches with wood columns should be encouraged.
- iv. Square or “Small box” construction with little to no variations to height, depth, or material on the façade shall be prohibited.
- v. Material accents such as stone, brick, wooden siding or lattice are encouraged.

7) Building Materials

- i. Horizontal wood siding will be allowed. Brick or stone accents are encouraged.
- ii. Brick skirting around the building base will be allowed.
- iii. Roofing materials such as metal are encouraged. Roof accents such as gables are encouraged over entrances ways and exterior porches.

8) Building Design Elements

- i. Required Elements: All building designs must include at least three of the following elements.
 - A. Glazed entry doors. Wood trim is preferred.
 - B. Rectangular windows with vertical orientation. Exclusions will be made for storefront windows connected to the buildings main entry.
 - C. Horizontal siding with corner and window trims.
 - D. Entry marked with porch or gable.
 - E. 12-14” eaves with exposed rafter tails, struts or corbels.
- ii. Suggested/Preferred Elements
 - A. Arched doors or windows.
 - B. Signage areas located within front facing gables.
 - C. Gable vents using slats or lattice.
 - D. Exterior gooseneck lighting over signs, doors and windows.
 - E. Transom windows above doors.

I. Signs

Signs within the Downtown Overlay District shall comply with all applicable sign regulations within the City Code and Zoning Ordinance. The following additional restrictions on sign type in each Zone of the Downtown Overlay District shall apply:

Sign Types/Features	Zone A: Historic City Center	Zone B: Commercial Downtown
Billboards	Not allowed	Discouraged
Free Standing	Not allowed	Allowed with Decorative Base
Monument	Allowed if 5ft from sidewalks only	Allowed
Wall Mounted	Encouraged	Allowed
Window Signs	Encouraged	Allowed
Hanging Signs	Encouraged	Allowed
Awning Signs	Discouraged	Allowed
Internal Illumination	Discouraged	Discouraged
LED/Digital	Discouraged	Allowed within monument only
Neon	Discouraged	Discouraged
Backlit	Encouraged	Encouraged
Ground lit	Discouraged	Encouraged for monuments
Wall Lit	Encouraged	Encouraged

J. Miscellaneous Considerations

- i. Nonconforming Buildings: When the building renovations exceed 50% of the square footage, or 50% of the current value, they must make all reasonable efforts to comply with the standards listed in this ordinance.
- ii. HVAC/Utility Meters should be hidden from view whenever possible.
- iii. Dumpsters in Zone A are discouraged. All dumpsters must be concealed from view with enclosures constructed of materials similar in nature or complimentary to the principle building.
- iv. Accessory Buildings will be allowed provided they are constructed to match the primary building located on the lot.

**CITY OF GUYTON
STATE OF GEORGIA**

RESOLUTION NUMBER 2024-12

A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF GUYTON, GEORGIA TO ADOPT THE CITY OF GUYTON TRAVEL EXPENDITURE POLICY; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND RESOLUTIONS AND PARTS THEREOF IN CONFLICT HERewith; AND FOR OTHER PURPOSES.

WHEREAS, the duly elected governing authority of the City of Guyton, Georgia (the “City”) is authorized by O.C.G.A. § 36-35-3 to adopt ordinances and resolutions relating to its property, affairs, and local government; and

WHEREAS, the City recognizes travel is necessary to conduct official City business;

WHEREAS, the Charter of the City of Guyton authorizes the City to provide for the compensation and reimbursement of actual and necessary expenses incurred by its officers, employees, and members of any board, commission, or authority;

WHEREAS, pursuant to O.C.G.A. § 36-35-4, the City seeks to adopt a travel expenditure policy to reimburse municipal employees and members of its governing authority for actual and necessary travel expenses incurred in carrying out their official duties;

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE GOVERNING AUTHORITY OF THE CITY OF GUYTON, GEORGIA IN A REGULAR MEETING ASSEMBLED AND PURSUANT TO LAWFUL AUTHORITY THEREOF, AS FOLLOWS:

Section 1. Adoption of the City of Guyton Travel Expenditure Policy. The Mayor and Council for the City of Guyton hereby adopt the City of Guyton Travel Expenditure Policy attached hereto as Exhibit A and incorporated by reference as if set forth verbatim herein.

Section 2. Severability. If any section, clause, sentence or phrase of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this resolution.

Section 3. Repealer. All ordinances and resolutions and parts thereof in conflict with this resolution are hereby repealed.

Section 4. Effective Date. This resolution shall become effective immediately upon its adoption by the City Council.

SO RESOLVED this ____ day of _____, 2024.

CITY OF GUYTON

ANDY HARVILLE, Mayor

ATTEST:

FABIAN MANN, City Clerk

EXHIBIT A

City of Guyton

Travel Expenditure Policy

The City of Guyton (the “City”) understands the need to travel will arise while conducting official City business. The City adopts this Travel Expenditure Policy (the “Policy”) to comply with the requirements set forth in federal law and in O.C.G.A. § 36-35-4 regarding expenses of municipal employees and members of its governing authority.

Purpose

The intent of the Policy is to provide a framework to direct the administration of City-sponsored travel. The City shall pay and/or reimburse expenses incurred by employees for travel related to official City business. The City has a responsibility to manage travel in an efficient, cost-effective manner, thus resulting in the best value for the City.

Definitions

Travel — Travel encompasses lodging, transportation, and meal expenses.

Employee — For purposes of the Policy, an employee shall mean regular personnel, elected officials, and appointed board members.

Administration

- I. Employees shall locate the most reasonably priced arrangements for their travel event while taking into consideration their personal safety and a reasonable level of comfort and dignity.
- II. Travel arrangements should be made as far in advance as possible, preferably at least 30 days prior to the travel event, to ensure the most economical arrangements.
- III. The Travel Request Form (Exhibit A) must be submitted to the city clerk and approved by the city manager prior to the expenditure of any funds for travel arrangements.
- IV. The Expense Report (Exhibit B) must be submitted to the city clerk and approved by the city manager prior to the reimbursement of any travel related expenses. The Expense Report must be submitted within 10 days of returning from a travel event.

Travel

The City shall pay expenses incurred by employees for travel related to official City business. Employees shall be reimbursed for reasonable and necessary expenses incurred while traveling on official City business. A signed and approved expense report is required for reimbursement of travel expenses.

I. Lodging

The City will not provide lodging when the travel destination is less than a 50-mile radius from Guyton City Hall. Employees shall minimize lodging expenses by procuring a government rate, if available. When traveling in the State of Georgia, employees must use the hotel/motel tax-exempt status form.

II. Transportation

Authorization of the mode of travel shall be by the most economical means. The approved modes of transportation include vehicle, air, rail, or taxi/ride share and public transportation. The method selected by the traveler shall be reasonable and economically feasible, taking into consideration the value of time. The City will not reimburse for the use of a personal vehicle driven to a travel destination within 10 miles of an employee's official headquarters and/or residence.

1. Mileage — Miles traveled in personal vehicles shall be reimbursed at the rate designated by the Internal Revenue Service for the current year. Mileage shall be calculated using the employee's place of work as the origination point, so long as the employee reported to work prior to departing to the destination. In the event the employee does not report to work prior to traveling to the destination, mileage shall be reimbursed from the employee's origin, less their normal commute to the workplace. Excess mileage will not be reimbursed. Expenses associated with employee's vehicles such as fuel, oil, tires, etc. (deemed normal wear and tear) shall not be subject to reimbursement and will be the responsibility of the employee. Miles traveled in City-owned vehicles shall not be subject to reimbursement to the employee.
2. Rental Cars — Expenses associated with rental cars will be paid at cost to the employee, with receipts provided. Employees shall rent mid-size or smaller vehicles, or an appropriate vehicle size based upon the number of employees and/or equipment needing transportation. Expenses associated with exceeding this car class will be the responsibility of the employee.
3. Air/Rail — Transportation provided by major airlines or railroads shall be paid at cost to the employee. Travel will be limited to coach/economy classes of service. In the event the employee chooses a class higher than coach/economy (business or first class) or to extend the trip and change departure or arrival dates, the difference of the expense shall be the responsibility of the employee.
4. Taxi/Shuttle/Ride Share/Public Transportation — Expenses associated with such transportation will be deemed eligible for reimbursements as long as receipts are provided with point-to-point explanations.
5. Tolls/Parking — Employees shall be reimbursed for toll and parking charges as long as receipts are provided.

III. Meals

Expenses associated with meals — breakfast, lunch, and dinner — shall be administered on a per diem basis. Per diem amounts shall be derived from the U.S. General Services Administration (GSA), which can be found at www.gsa.gov/travel/plan-book/per-diem-rates. Receipts are required for meal expenses. Overages of meal expenses shall be the responsibility of the employee, and any savings shall be retained by the City.

Submission of Expenses

Employees who do not have a City-issued credit card shall pay for expenses associated with travel on a personal card, apart from lodging accommodations, rental car transportation, and air/rail transportation which must be paid for in advance using a City-issued credit card. Employees with a City-issued credit card shall use it to pay for all expenses associated with approved travel. Upon return, within 10 days, all employees must submit an expense report to the city clerk and must provide receipts for each expense.

Exhibit A

TRAVEL REQUISITION FORM

Date Requested: _____

Date(s) of Travel: _____ until _____

Destination: _____

Purpose of Trip: _____

Registration \$ _____ Lodging \$ _____ Miscellaneous \$ _____

Total Estimated Expense \$ _____

Name: _____ Title: _____

Signature: _____ Date: _____

Approved by: _____ Date: _____

Exhibit B

EXPENSE REPORT

Employee/Council Member: _____

Department: _____

Purpose of Expense: _____

Date	Description	Mileage	Lodging	Meals	Other	Total
Column Total						
Subtotal:						

Employee/Council Member

Date

Approved by: _____

Date

Submit signed report along with receipts to the City Clerk

City of Guyton 2024 Calendar of Events & Holidays

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 01 New Year's Day
- 15 Martin Luther King Jr.

- 04 Independence Day
- 20 Community Picnic
- 27 Sale Along the Trail

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 19 Presidents' Day

- 14 Blood Drive

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 05 Seniors in the Know
- 06 Blood Drive

- 02 Labor Day

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 20 Sale Along the Trail
- 20 Earth Day Festival
- 24 Blood Drive
- 27 Trash Amnesty Day

- 12 Soul to Sole Walk & 5K
- 14 Indigenous Peoples' Day
- 19 Sale Along the Trail
- 23 Blood Drive
- 26 CASA Superhero Run
- 26 Trick or Trail

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 27 Memorial Day

- 11 Veterans Day
- 28 Thanksgiving Day
- 29 Thanksgiving Holiday

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 08 Summer Social
- 19 Juneteenth
- 19 Blood Drive

- 01 Christmas Tree Lighting
- 07 Sale Along the Trail
- 10 Luminary Service
- 14 Christmas Parade
- 14 Tour of Churches
- 18 Blood Drive
- 24 Christmas Holiday
- 25 Christmas Day

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

City of Guyton 2024 List of Events

Date	Event	Time	Location
03/05/24	Seniors in the Know	09:00 AM-01:00 PM	Guyton Gymnasium
03/06/24	Blood Drive	08:00 AM-12:00 PM	Guyton Gymnasium
04/20/24	Sale Along the Trail	08:00 AM-02:00 PM	Guyton Walking Trail
04/20/24	Earth Day Festival	08:00 AM-02:00 PM	Guyton Walking Trail
04/24/24	Blood Drive	01:00 PM-06:00 PM	Guyton Gymnasium
04/27/24	Trash Amnesty Day	08:00 AM-01:00 PM	Guyton Gymnasium
06/08/24	Summer Social	05:00 PM-07:00 PM	Guyton Walking Trail
06/19/24	Blood Drive	01:00 PM-06:00 PM	Guyton Gymnasium
07/20/24	Community Picnic	12:00 PM-Until	Guyton Gymnasium
07/27/24	Sale Along the Trail	08:00 AM-02:00 PM	Guyton Walking Trail
08/14/24	Blood Drive	01:00 PM-06:00 PM	Guyton Gymnasium
10/12/24	Soul to Sole Walk & 5K	08:00 AM-Until	Guyton Gymnasium
10/19/24	Sale Along the Trail	08:00 AM-02:00 PM	Guyton Walking Trail
10/23/24	Blood Drive	01:00 PM-06:00 PM	Guyton Gymnasium
10/26/24	CASA Superhero Run	08:00 AM-Until	Guyton Gymnasium
10/26/24	Trick or Trail	05:00 PM-07:00 PM	Guyton Walking Trail
12/01/24	Christmas Tree Lighting	06:00 PM-Until	Guyton Walking Trail
12/07/24	Sale Along the Trail	08:00 AM-02:00 PM	Guyton Walking Trail
12/10/24	Luminary Service	05:30 PM-Until	Guyton Cemeteries
12/14/24	Christmas Parade	11:00 AM-Until	Guyton Elementary
12/14/24	Tour of Churches	04:00 PM-07:00 PM	Guyton Gymnasium
12/18/24	Blood Drive	01:00 PM-06:00 PM	Guyton Gymnasium

Addresses

- 📍 Guyton Gymnasium: 505 Magnolia Street, Guyton, GA 31312
- 📍 Guyton Walking Trail: 310 Central Boulevard., Guyton, GA 31312
- 📍 Guyton Elementary School: 719 Central Boulevard., Guyton, GA 31312
- 📍 Guyton Cemeteries: Cemetery Road, Guyton, GA 31312



City of Guyton

PO Box 99 Guyton, Georgia 31312
 Telephone – 912.772.3353 • Fax – 912.772.3152

www.cityofguyton.com

Working Together to Make a Difference

POSITION DESCRIPTION			
Title	Chief of Police	Department	Administration – Police Department
Reports To	City Manager	Status	Exempt
Summary	<p>The Chief of Police focuses on the administrative, professional, and managerial work responsible for directing the operations of the Guyton Police Department. The purpose of the position is to implement goals for the Guyton Police Department and establish priorities for improving law enforcement services. Daily duties involve overseeing the planning, development, and direction of all law enforcement personnel, programs, and policies. Effective performance in this position is measured by the quality of police services delivered to citizens.</p>		
Employee Expectations	<p>All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the City of Guyton and its residents, businesses, and guests.</p>		
Position Requirements/Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in criminal justice, political science, public administration, or related field; or equivalent experience • Minimum of ten (10) years POST Certified Police Officer experience, including three (3) years in a supervisory role • Demonstrated advancement in police leadership and management • Advanced knowledge of local, state, and federal criminal and civil law • Comprehensive knowledge of principles, practices, and procedures involved in the administration and management of a small scale municipal police department 		
Essential Job Responsibilities	<ul style="list-style-type: none"> • Plans, directs, and supervises the work of the Department; schedules and assigns work; establishes priorities; ensures the training of officers in correct methods and procedures; oversees Code Enforcement Department • Develops and implements departmental rules and regulations and work methods and procedures; ensures departmental work methods and procedures are followed; enforces disciplinary measures as necessary • Prepares the annual departmental operating budget; monitors expenditures throughout the year; operates the department within the approved budget and ensures expenditures are made in strict compliance with City purchasing policies • Reviews activities and reports of subordinate personnel; ensures the proper preparation and maintenance of departmental records, documents, reports, etc. • Communicates and cooperates with other municipal, county, state, and federal agencies in the accomplishment of criminal justice objectives • Performs public relations duties; answers questions, addresses concerns, and gives information to the public; attends meetings as necessary 		



City of Guyton

PO Box 99 Guyton, Georgia 31312

Telephone – 912.772.3353 • Fax – 912.772.3152

www.cityofguyton.com

Working Together to Make a Difference

Traits/ Distinguishing Characteristics	<ul style="list-style-type: none">• Maintains exceptionally high standards of integrity and confidentiality• Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions• Ability to react quickly and calmly under emergency conditions• Ability to understand, analyze, and interpret a wide variety of complex written information• Ability to establish and maintain a good working relationship with City officials, other legal authorities, governmental agencies, the media, business owners and the public
Physical Demands	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none">• Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds)• Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments



36 Courland Street
Suite B, Statesboro GA 30458
Phone: 912-764-7722
Email: wesley@parker-engineering.com

February 7, 2024

Meketa Brown
City of Guyton
310 Central Boulevard
Guyton, GA 31312

RE: Summer Place Subdivision Street Evaluation (PE18171)

Dear Ms. Brown,

I met Councilmembers Hamby and Lee at Summer Place Subdivision for a street inspection. The Developer has repaired all areas that were discussed at the meeting last year in City Hall including the following:

1. Persimmon Court.
2. Honeysuckle Court.
3. Sealed cracks greater than ¼-inch wide except for a few cracks on Persimmon that were overlooked.

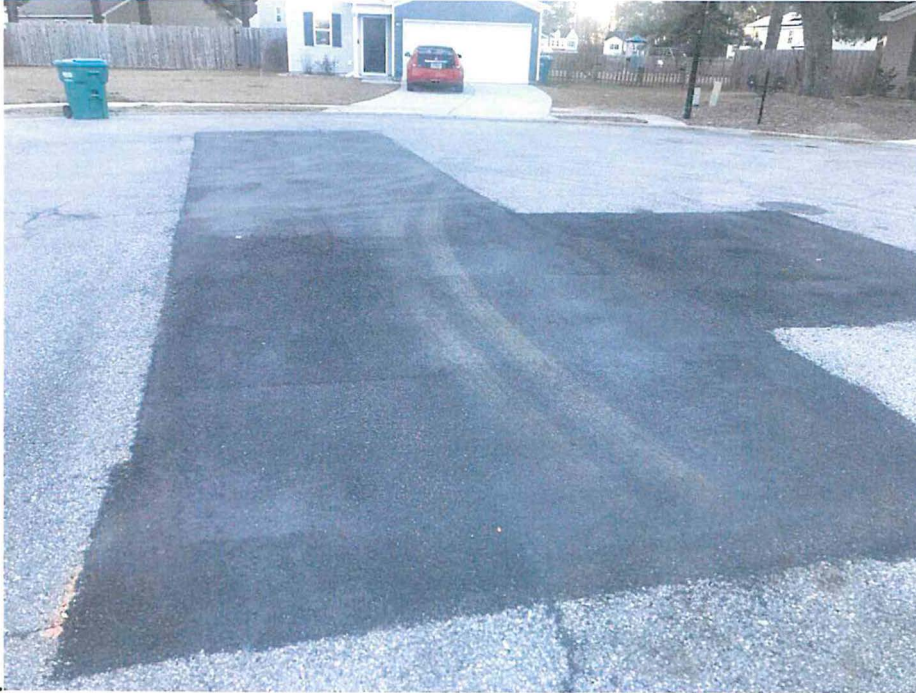
Councilman Lee showed me an area of pavement at the first intersection closest to Gracen Road that he has concerns with. This area has alligator cracking and will eventually become a pothole. Since this area was not discussed at the City Hall meeting with the Developer, and since this area is not large, I recommend repairing this section of pavement during the next round of TSPLOST.

Overall, the streets are in good condition considering their age. I recommend that the City of Guyton accept the streets in Summer Place Subdivision.

Sincerely,

A handwritten signature in blue ink that reads "Wesley Parker". The signature is written in a cursive, flowing style.

Wesley Parker, PE



Pavement repair on Persimmon Court.



Pavement repair on Honeysuckle Court



Crack sealing has been completed.

UNIVERSAL CONCEPTS

Estimate

www.christmasdecorandmore.com



ADDRESS
CITY OF GUYTON 310 CENTRAL BLVD. GUYTON, GA 31312

SHIP TO
CITY OF GUYTON 310 CENTRAL BLVD. GUYTON, GA 31312

ESTIMATE #	DATE
12322	02/08/2024

ACTIVITY	QTY	RATE	AMOUNT
SHATTERPROOF ORNAMENTS, 4" CASE OF SONIC RED SMOOTH OUTDOOR ORNAMENTS	1	150.00	150.00
SHATTERPROOF ORNAMENTS, 4" CASE OF GILDED GOLD SMOOTH OUTDOOR ORNAMENTS	1	150.00	150.00
MISC. WIRE HARNESS FOR 18' PANEL TREE	1	785.00	785.00
FREIGHT SHIPPING/HANDLING NOT INCLUDED	1	0.00	0.00

NOTE: PLEASE TEST YOUR PRODUCT BEFORE INSTALLING!

TOTAL

\$1,085.00








IF YOU APPROVE THIS ESTIMATE, PLEASE SIGN AND SEND BACK.
THANK YOU.

Accepted By

Accepted Date

www.christmasdecoandmore.com 800.522.0718

FAX 770.844.9972 sales@universalconcepts.info

	C7 LED Bulbs - Orange - 25 Pack	\$24.00	19	UPDATE	\$456.00	X
	C7 LED Bulbs - Green - 25 Pack	\$33.00	42	UPDATE	\$1,476.64	X
	1000 Bulk Wire Spool - White Wire - SPT-2	\$229.00	2	UPDATE	\$470.98	X
	Electrical Tape - White	\$2.85	15	UPDATE	\$42.75	X
	Quick Connect Plugs - Female - SPT-2 12 Pack / White	\$16.50	3	UPDATE	\$49.50	X
	Quick Connect Plugs - Male - SPT-2 12 Pack / White	\$16.50	3	UPDATE	\$49.50	X
	C7 Replacement Sockets - White - SPT-2 100 Pack	\$40.00	39	UPDATE	\$1,560.00	X
CONTINUE SHOPPING		UPDATE SHOPPING CART		CLEAR SHOPPING CART		

Additional Comments

Order Summary

Subtotal: **\$7,659.43**

[PROCEED TO CHECKOUT](#)



C7 LED Bulbs - Red - 25 Pack

UPDATE



C7 LED Bulbs - Orange - 25 Pack

\$32.81

29

\$931.19

X

UPDATE



C7 LED Bulbs - Green - 25 Pack

\$33.50

26

\$881.92

X

UPDATE



Electrical Tape - White

\$2.85

10

\$28.50

X

UPDATE



Quick Connect Plugs - Female - SPT-2
12 Pack / White

\$36.50

3

\$49.50

X

UPDATE



Quick Connect Plugs - Male - SPT-2
12 Pack / White

\$36.50

3

\$49.50

X

UPDATE



C7 Replacement Sockets - White - SPT-2
100 Pack

\$40.00

12

\$480.00

X

UPDATE



1000 Bulk Wire Spool - White Wire - SPT-2

\$229.99

1

\$229.99

X

UPDATE

CONTINUE SHOPPING

UPDATE SHOPPING CART

CLEAR SHOPPING CART



120Water

City of Guyton - Parker Engineering - GA

Guyton - GA

310 Central Blvd
Guyton, GA 31312

Reference: 20240108-151002877

Quote created: January 8, 2024

Quote expires: February 7, 2024

Quote created by: Brenden Klenke

brenden.klenke@120water.com

Comments from Brenden Klenke

Contract Start Date is Time of Signature.

Products & Services

Item Name & Description	Unit Price	Quantity	Term (months)
PWS Basic PWS Basic - Access to Inventory Module of 120Water PWS Software	\$4,000.00 /year	1	12
LCRR Managed Services LCRR Coaching & guidance through Inventory Building, Verification, on-going management, Sampling and Communication. Our team will provide assistance in Inventory Building through the normalization of CSV & Excel data exports to create a concise list of service locations and the asset records to coincide. Material Classifications are the responsibility of the water system but we will work together to identify best practices for identifying those materials.	\$2,500.00 /year	1	12
Annual subtotal			\$6,500.00
Total			\$6,500.00

Purchase terms

Net 30 billing.

Invoice Terms:

Billing Street Address:

Billing City:

Billing State:

Billing Zip Code:

Billing Country:

Billing Notes (if applicable):

This Order Form, together with the Master Services Agreement available at <https://120water.com/master-services-agreement/> (the "MSA"), shall become a legally binding contract upon the earlier of (a) the date both parties execute the Order Form or (b) the date Customer initially began using the Services. Any capitalized word not otherwise defined in this Order Form shall have the same meaning as set forth in the MSA.

120Water may reject this Order Form if: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are non-cancelable before their end of the Term.

Signature

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name

Questions? Contact me



Brenden Klenke
brenden.klenke@120water.com

120Water
250 S Elm St
Zionsville, IN 46077
US



120Water™

City of Guyton - GA

Proposal: Service Line Inventory

Submission To:

City of Guyton
310 Central Blvd.
Guyton, GA
31312

Response Submitted By:

120Water
250 S Elm Street
Zionsville, IN 46077
120Water.com

Primary Contact:

Brenden Klenke
Account Executive
Brenden.Klenke@120Water.com
317.496.2773

Service Line Inventory

Introduction:

Service line inventories are the foundation from which water systems take action to address a significant source of lead in drinking water - lead service lines (LSLs). Establishing an inventory of service line materials and identifying the location of LSLs is a key step in getting them replaced and protecting public health.

A comprehensive and accurate inventory has many additional benefits beyond regulatory compliance. Inventorying service line material permits notification to consumers about potential lead risks affecting them, which can facilitate customer actions to reduce lead in drinking water, including flushing, use of filters certified to reduce lead, and customer-initiated LSLR. Inventories allow water systems to publicly track their progress on LSL identification and replacement, engaging the community and enhancing transparency. Inventories can also help water systems and consumers determine the source of high lead levels in drinking water at a home or building and the possible solutions for reducing exposure. Inventories can also make LSLR programs more efficient. Even incomplete inventories may create cost-saving opportunities for water systems by better targeting locations served by LSLs, stretching the value of internal or external funding that water systems receive, such as from the BIL. In addition, service line inventories can help inform decisions for other drinking water rules and could inform future needs surveys and potential future costs.

Objectives:

The LCRR requires CWSs and NTNCWSs to develop a publicly available service line inventory that includes material classifications (Lead, Galvanized Requiring Replacement (GRR), Non-Lead, or Lead status unknown) of all service lines connected to a public water distribution system (40 CFR §141.84(a)(2)). This inventory must define service line ownership, and where dual ownership applies, materials must be defined on both the PWS and customer portion of the line to accurately provide a single classification per service line.

The City of Guyton and 120Water are entering into an agreement to collaborate and develop a Preliminary Service Line Inventory. A Preliminary Service Line Inventory or *Records Based Inventory*, is an initial evaluation of all records that are publically available and widely available within the Utility. Establishing a Preliminary Service Line Inventory is the first step in achieving compliance with Revised Lead and Copper Rule. The objective of this scope of work is to establish a Preliminary Service Line Inventory within the defined term duration.

Scope of Work:

Developing a preliminary inventory is Phase I of the LSLI process. The goal is to identify, gather, organize, clean and categorize the data appropriately for Implementation into the 120Water Platform. Here is the process describing the various sections for Phase I of the LSLI process.

- The *Implementation* section outlines the steps that begin once the 120Water Platform has been provisioned and distributed to the PWS
- The *Consider* section outlines the steps that follow once we work with the client to identify data sources and receive the data from the client
- The *Clean* section details steps for bringing the data into a coding environment and preparing the data so that it can be combined
- The *Combine* section details steps for merging data from different sources into a centralized LSLI data source. It is likely that the clean and combine processes will overlap when interacting with the data
- The *Verify* section outlines the steps for organizing the data so that Verify can be budgeted and prioritized
- The *Report* section outlines the steps for reporting the inputs that are auto populated and efficiently reported to the State.

Implementation

120Water will implement a proprietary software built specifically for water systems to manage compliance with the revised Lead and Copper Rule to serve as the foundation to digitize, track, report, and manage all aspects of the development of the Lead Service Line Inventories, and any subsequent compliance requirements.

Consider

The first step is to determine the best way to pull together the data set by leveraging some unique combination of the data sources that were previously identified. The goal is to consider "combine potential" by taking a closer look at the data. When developing a records-based LSLI, the current LCRR language permits the following as records:

- (i) All construction and plumbing codes, permits, and existing records or other documentation which indicates the service line materials used to connect structures to the distribution system.
- (ii) All water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures.
- (iii) All inspections and records of the distribution system that indicate the material composition of the service connections that connect a structure to the distribution system.

(iv) Any resource, information, or identification method provided or required by the State to assess service line materials.

It should be noted that the State may approve other sources of information not listed below for a system to use in their preliminary inventory. As states come up with their own policies, more information around these additional, acceptable sources will come to light. EPA is in the process of drafting and releasing Lead Service Line Inventory Improvements, as those are released, the Preliminary Inventory may be adjusted.

Data Variable / Dataset	What to Look For
<i>GIS Shapefiles</i>	
Customer Locations	Includes street addresses or latitude/longitude data
Service Lines	Where the service lines are located, material type, pipe size
Meter Locations	Where the water meters are located
Meter Type	The type of water meter installed, type of customer served detected through meter size (residential versus commercial)
Tax Parcels	Building age and building assessed value
Water Mains	Where water mains are located, material type, pipe size
Zones/Neighborhoods/Wards	Map of how the city/community is organized, helps with LSLI prioritization
<i>Work Order System</i>	
Service Line Repairs	Looking for material installed, date installed to cross-reference with Ban Dates (1988-1990), pipe size
Service Line Replacements	Looking for material installed, date installed to cross-reference with Ban Dates (1988-1990), pipe size
Meter Repairs	Pipe materials on either side of meter location, date installed, pipe size

Meter Replacements	Pipe materials on either side of meter location, date installed, pipe size
Customer Billing System	
Unique Customer ID	Such as a unique account number or other code used to identify that specific customer
Unique Location ID	Location code, street address, or latitude/longitude
Customer Type	<p>Residential, Commercial, Industrial Customer Types</p> <p>All customer type SLs have to be inventoried but PWS might want to narrow in on residential first</p> <p>Commercial and industrial user SLs are typically larger and pump a lot of water through. Lead is not ideal for larger pipes, lead is better for smaller pipes because of malleability. Can help prioritize. If the pipe is > 2 inches, then they <i>likely</i> do not have lead</p>
Meter ID	
Tax Parcel Data / Records	
Tax Parcel Identification Number (PIN)	Provides a unique identifier to support data merge
Home Year Built	<p>Right now we cannot use home built date as a justification for classifying materials type. As-built year can be used as a cross comparison point.</p> <p>You can cross check as-built with home built date from the tax parcel data BUT it does not count/ is not accepted as proof from the EPA (unknown really if they will accept it/not clear right now) that an LSL doesn't exist.</p> <p>One example for where As Builts will be helpful is for <i>neighborhoods established/constructed dates</i>. With the City of Guyton if we can prove if a neighborhood was built after the state's lead ban date, then EPA is fine with that as proof.</p>
Lot Size	Smaller lot is more likely to be associated

	with higher levels of lead, correlation with assessed value
Property Type	Fallback if we do not get this data on Residential, Commercial, and Industrial from the client
Latitude/longitude	Location identifier (If client cannot provide this data)
Street Address	Location identifier (If client cannot provide this data)
Home Assessed Value	Correlation between home value and probability of lead in SL and internal plumbing (the lower the home value, the higher the SL probability) Useful for environmental justice considerations
Tier Sites Data	
Street addresses	Can use street addresses to connect tier site sample results to specific addresses in our baseline file
Subdivisions or neighborhoods	Can use this as supplemental information to help us understand whether or specific subdivision or neighborhood has a lot of lead exceedances
Lead concentrations from sample results (ppb or ug/L)	Use this information to help us understand the probability of a lead service line
LCR event months and year	Use this longitudinal data to understand how lead concentrations have evolved over time and helps us understand the probability of a lead service line

***** IMPORTANT - As-Built and Tap Card Records *****

As-Built, TAP Card(s) or other paper based records can be a very important and viable source of data when developing a service line inventory. 120Water Program Consultants will work with you to identify the existence, completeness and impact of these records, however there will be an additional cost for the **digitization** (collection and scanning) and **transcription** (data processing and interpretation) of these data sources to be applied to your inventory.

120Water will present the fee for the implementation of these services and the process of transporting hard copy records to our possession.

Clean & Combine

Cleaning and combining the data means to modify, reorganize, and adjust the data in a way that prepares it for more in-depth analysis. Cleaning and combining data happen simultaneously and the process used is contingent on the type of data sources provided and how the data is organized.

120Water Program Consultants will review and analyze all records to determine which locations in the City of Guyton's service area are known to be Lead, Non-Lead, GRR or Unknown which permits identifying areas where LSL's are most likely to exist.

Verify

At this point in the process, a compliant Service Line Inventory has been reached. The goal of this stage is to understand the inventory findings and evaluate what the future holds. Through the Verification Workshop, 120Water will provide a detailed summary with the recommendations of how to verify lead status unknown given the various methods approved by the EPA but also the State Agency. Within this report, 120Water will provide a cost analysis for the verification efforts.

Report

At this point in the process, the initial data has been collected, assimilated, and placed in a state compliant inventory format. This initial inventory will merely be the starting point for each utility in their quest to identify all of their system service line material compositions.

Deliverables:

- 120Water Platform
 - Preliminary Service Line Inventory
 - Locations Based
 - Inventory Classification Report
 - Public Transparency Dashboard
- Verification of Lead Status Unknown Report
 - Draft Budget for Verification
 - Recommendation of Verification Methods

Project Milestones/Schedule:

Milestone 1 - Client Kick-off Meeting and Platform Delivery

Host: 120Water Client Success Team

Description: The Client and 120Water have hosted and completed the Project Kick-off meeting. In this meeting, the 120Water Platform is shown to the Client with invitations being received by the Client from Client Success. The goal of this meeting is to begin the Client Onboarding Process and establish the External Knowledge Transfer from the Client to 120Water's Client Success and Program Consulting Teams.

Result: Project Kick-off Meeting Complete - Timelines and Expectations Established - Platform Invitation and Delivery

Deliverable: 120Water Platform

Milestone 2 - Data Investigation Call Complete

Host: 120Water Program Consultant

Description: The most important component of 120Water developing a Preliminary Inventory begins with the external knowledge transfer with an investigation of all of the various data sources that exist within the utility. It is critically important that the 120Water Program Consultant identify and familiarize themselves with these data sources so we can begin developing the Methodology Document as well as internalize the application of organizing, cleaning and merging these various data sources.

Result: Data Investigation Call is complete and a path forward for transferring identified data sources to the 120Water Program Consultant.

Milestone 3 - Inventory Evolution through Tax Parcel Data

Host: 120Water Program Consultant

Description: Tax Parcel Data plays a pivotal role in creating a Lead Service Line. Within this data set includes Home Age, which is an initial source for identifying lead status unknown per various state regulations.

Result: First evolution of Inventory Status from unknowns to classified know or likely known materials

Milestone 4 - Platform Training - Verification Workshop + Workflow

Host: 120Water Client Success

Description: Now that locations and services are loaded into the 120Water Platform, the client needs to be trained on how to access the platform and how to document any verification efforts that take place during the preliminary inventory development phase. This is critical for ensuring all information and data are most up to date.

Result: Client is enabled on how to track information through the platform and directly through the logbook (offline).

Deliverable: Excel Logbook for Field Services if Platform Access is unavailable

Milestone 5 - Incorporation of Batch 1 of Client Data

Host: 120Water Program Consultant

Description: Applying Batch 1 of Client Data to the Preliminary Inventory inclusive of Tax Parcel Data. Customer Billing is mandatory to be included in Batch 1 of Client Data.

Result: Tax Parcels overlaid with Customer Billing Locations equate to a robust starting point for establishing a Lead Service Line Inventory.

Milestone 6 - Baseline Compliant Inventory

Host: 120Water Program Consultant + Client

Description: All Customer Billing Locations have been identified and service lines tied to each location. Service Line materials may be documented as non-lead or likely non-lead (based on home age) and unknown. Unknown service line materials are allowed for the initial preliminary inventory submission.

Result: A preliminary inventory has been established and a plan for further verifying various records continues.

Milestone 7 - Incorporation of Batch 2 of Client Data

Host: 120Water Program Consultant

Description: All remaining data sources have been identified and evaluated for the effectiveness of signifying service line material. All records have been cleaned, joined and imported into the 120Water Platform.

Result: Preliminary Inventory has been completed with the evaluation of all service line records.

Milestone 8 - Preliminary Inventory Delivery & Verification Recommendation

Host: 120Water Program Consultant

Description: The Preliminary Inventory has been finalized with all data imported into the 120Water Platform. Initial findings with a recommended verification plan have been documented and are ready to be presented to the client.

Result: Client has received the Preliminary Inventory and Verification plan for mitigating lead status unknown. The template released in the EPA's August 2022 LSLI guidance will be the default format for delivery of your Preliminary Inventory. If and or when a state specific template is released your Preliminary Inventory will be formatted to meet the EPD specific template requirement.

Deliverable: Completed Preliminary Service Line Inventory & Verification of Lead Status Unknown Report

Milestone 9 - Public Transparency Dashboard Created

Host: 120Water Program Consultant

Description: The Public Transparency Dashboard functionality has been turned on in Backoffice and is ready to be presented to the client.

Result: Given the clients plans for the sharing the service line inventory, location, timing, etc - this functionality is ready for the client to implement.

Milestone 10 - Verification Go-Live

Host: 120Water Program Consultant + Client

Description: Verification Recommendation has been presented and the client has agreed to implement a method of verifying lead status unknown.

Result: A method of verification is being implemented by the client for verification.



CITY OF GUYTON

PO Box 99, Guyton, Georgia 31312
Telephone – 912.772.3353 . Fax – 912.772.3152
www.cityofguyton.com
Working Together to Make a Difference

Mayor
Andy W. Harville
City Manager
Meketa H. Brown
City Clerk
Fabian M. Mann, Jr.

Request for Proposals: Portable Restroom Services

Purpose:

The City of Guyton (the “City”) is soliciting proposals from qualified entities to provide portable restrooms for city-sponsored events for the 2024 calendar year. The entity shall provide the necessary personnel for the set-up, maintenance, and dismantlement of the portable restrooms. The City requests three (3) — one men’s room and two women’s rooms — private half restroom units per event. The portable restrooms must be Americans with Disabilities Act (ADA) compliant.

Questions concerning this request should be directed to Fabian Mann, City Clerk, at Fabian.Mann@cityofguyton.com.

City-Sponsored Events:

The selected entity shall provide portable restroom services at the following events.

☉ Sale Along The Trail

04/20/24 | 8:00 AM-2:00 PM | Guyton Walking Trail, 310 Central Blvd., Guyton, GA 31312
07/27/24 | 8:00 AM-2:00 PM | Guyton Walking Trail, 310 Central Blvd., Guyton, GA 31312
10/19/24 | 8:00 AM-2:00 PM | Guyton Walking Trail, 310 Central Blvd., Guyton, GA 31312
12/07/24 | 8:00 AM-2:00 PM | Guyton Walking Trail, 310 Central Blvd., Guyton, GA 31312

Proposal Submittal & Requirements:

Sealed proposals must be received by the City no later than March 11, 2024, at 12:00 PM. The City assumes no responsibility for delays caused by any delivery service. Postmarks will not be accepted as proof of receipt. Failure to submit a proposal as required before the deadline may cause the proposal to be disqualified.



CITY OF GUYTON

PO Box 99, Guyton, Georgia 31312
Telephone – 912.772.3353 • Fax – 912.772.3152
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Working Together to Make a Difference

Mayor
Andy W. Harville
City Manager
Meketa H. Brown
City Clerk
Fabian M. Mann, Jr.

Proposal packages must include three (3) hard copies of the proposal. The proposal package must be clearly marked as “Portable Restroom Services.” A description of the entity’s familiarity with providing portable restroom services on a routine basis must be included in the proposal package. Entities must also prepare and submit a cost proposal for the provision of portable restroom services. Proposers should also provide a minimum of three (3) references from similar contracts. Additionally, since entities are required to maintain insurance coverage and list the City as an additional insured, an insurance certificate must also be included with the submitted proposal package. The proposal package must be mailed, couriered, or hand delivered to the City at the following address:

Attn: Fabian Mann, City Clerk
City of Guyton
310 Central Boulevard
Guyton, GA 31312

Selection Process:

Immediately following the closing of the request at 12:00 PM on March 11, 2024, the city clerk will publicly hold a bid opening at Guyton City Hall — 310 Central Boulevard, Guyton, GA 31312. Following the bid opening, the city manager will evaluate and rank each proposal submitted and make a recommendation to the Guyton City Council. The announcement of the selected proposal will take place at the Guyton City Council Meeting on March 12, 2024, at 7:00 PM at Guyton City Hall.

Cancellation of Invitation:

The solicitation of proposals may be cancelled, and any bid or proposal may be rejected in whole or in part at the City’s discretion with or without a showing of good cause. The City has the right to reject any or all bids if doing so is in the best interest of the City.