

City of Guyton, Georgia
CITY COUNCIL SPECIAL CALLED MEETING
August 15, 2023 at 7:00 P.M.



C.D. Dean, Jr. Public Safety Complex
GUYTON GYMNASIUM
505 Magnolia Street
Guyton, GA 31312

AGENDA

1. **Call to Order**
 2. **Consideration to Approve the Agenda**
 3. **Public Comments (will be limited to Agenda Items only)**
 4. **Old Business**
 - a. Second reading and consideration of Ordinance 2023-08 levying a Net Tax to meet the ordinary current and extraordinary expenses of the City of Guyton, Georgia for the Tax Year 2023
 - b. Second reading and consideration of Ordinance 2023-09 creating the positions of Finance Clerk, Code Enforcement Officer, and Receptionist
 5. **New Business**
 - a. Consideration to approve Resolution 2023-11 approving the Pay Plan
 6. **Dates to Remember**
 - a. Tuesday, August 22, 2023 at 7:00pm – Planning and Zoning Public Hearing and Meeting, Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312
 - b. August 22, 23, and 24 from 8:30am to 4:30pm – Qualifying for the 2023 City Election, Guyton City Hall, 310 Central Boulevard, Guyton GA 31312
 - c. City Hall will be closed September 4, 2023 for Labor Day
 - d. Tuesday, September 12, 2023 at 7:00pm – Guyton City Council Meeting, Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312
 7. **Consideration to move from the Regular Meeting into an Executive Session referencing Litigation**
 8. **Consideration to take any action needed arising from Executive Session**
 9. **Public Comments (will be limited to Agenda Items only)**
 10. **Consideration to adjourn this meeting**
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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 Council, Staff, Members of the Public)

1. Each speaker will direct his or her comments to the Mayor and or presiding officer and not to any other individual present.
2. Each speaker will refrain from personal attacks, foul or abusive language, and will maintain a civil and courteous manner and tone.
3. Each speaker will speak only about agenda items. Members of the public will be limited to 3:00 minutes speaking time.
4. 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 Members of Mayor and Council, Committees, Boards or Commissions

1. Members of Mayor and Council, Committees, Boards or Commissions will conduct themselves in a professional and respectful manner at all meetings.
2. Members of Mayor and Council, Committees, Boards or Commissions will not speak until recognized by the Mayor or presiding officer.
3. Remarks by members of Mayor and Council, Committees, Boards or Commissions will be directed to the Mayor or presiding officer and not to individuals, other Council, Committee, Board or Commission members, staff or Members of the public in attendance. Questions for staff or individuals or other Council, Committee, Board or Commission members will be directed to the Mayor or presiding officer, who will then direct the appropriate person to answer.
4. Members of Mayor and Council, Committees, Boards or Commissions are always free to criticize or question policies, positions, data or information presented. However, members of Mayor and Council, Committees, Boards 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.

CURRENT YEAR 2023 TAX DIGEST AND FIVE YEAR HISTORY OF LEVY

	2018	2019	2020	2021	2022	2023
Real and Personal	42,332,941	52,769,251	56,547,038	66,764,835	82,693,791	107,561,714
Motor Vehicles	1,320,220	1,031,040	1,056,680	983,580	858,850	745,520
Mobile Homes	514,349	306,653	567,284	581,366	669,141	644,959
Timber	-	-	-	-	-	-
Heavy duty equipment	-	-	-	-	-	-
Gross Digest	44,167,510	54,106,944	58,171,002	68,329,781	84,221,782	108,952,193
Less: M&O Exemptions	706,797	896,851	1,662,757	2,380,229	2,759,902	3,595,288
Net M&O Digest	43,460,713	53,210,093	56,508,245	65,949,552	81,461,880	105,356,905
Gross M&O Millage	9.865	8.625	8.452	5.368	5.231	4.011
Less: Rollbacks	7.2000	4.9700	4.8860	2.1340	2.3020	1.7110
Net M&O Millage	2.665	3.655	3.566	3.234	2.929	2.300
						PROPOSED
Net Taxes Levied	115,823	194,483	201,508	213,281	238,602	242,321
Net Taxes \$ Increase	3,553	78,660	7,025	11,773	25,321	3,719
Net Taxes % Increase/(Decrease)	3.16%	67.91%	3.61%	5.84%	11.87%	1.56%

CITY OF GUYTON
STATE OF GEORGIA

ORDINANCE NUMBER 2023-09

AN ORDINANCE OF THE CITY OF GUYTON CREATING THE POSITIONS OF FINANCE CLERK, CODE ENFORCEMENT OFFICER, AND RECEPTIONIST; 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, Section 3.10(a) of the Charter of the City of Guyton, Georgia provides in pertinent part as follows: "...the city council, by ordinance shall prescribe the functions or duties, and establish...all...positions of employment...of the city, as necessary for the proper administration of the affairs and government of this city"; and

WHEREAS, the City Council finds it in the best interest of the City of Guyton to establish the positions of Finance Clerk, Code Enforcement Officer, and Receptionist; and

WHEREAS, it is necessary to prescribe the functions and duties of said position;

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

Section 1. Creation. The employment position of Finance Clerk is hereby established.

Section 2. Functions and duties. The basic functions and duties of the Finance Clerk shall include, but not be limited to: core financial functions of the City including financial management, accounting, reporting, budgeting, payroll, internal auditing and financial record keeping.

Section 3. Creation. The employment position of Code Enforcement Officer is hereby established.

Section 4. Functions and duties. The basic functions and duties of the Code Enforcement Officer shall include, but not be limited to: conducting comprehensive investigations and inspections, issuing citations, advising property owners, and conducting routine field surveys.

Section 5. Creation. The employment position of Receptionist is hereby established.

Section 6. Functions and duties. The basic functions and duties of the Receptionist shall include, but not be limited to: perform general administrative and secretarial duties for the City Manager and City Hall.

Section 7. Repealer. All ordinances and resolutions and parts thereof in conflict with this ordinance are hereby repealed.

Section 8. Effective Date. This ordinance shall become effective immediately upon its adoption by the City Council.

SO ORDAINED, this __ day of August, 2023.

CITY OF GUYTON

Russ Deen, Mayor

Attest:

Meketa Brown, City Manager

**CITY OF GUYTON
STATE OF GEORGIA**

RESOLUTION NUMBER 2023-11

A RESOLUTION OF THE CITY OF GUYTON AMENDING AND RESTATING THE CITY'S PAY PLAN FOR CITY EMPLOYEES; 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 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, Section 3.14 of the Charter of the City of Guyton provides that “[t]he city manager shall be responsible for the preparation of a position classification and pay plan which shall be submitted to the city council for approval”; and

WHEREAS, Section 3.14 of the Charter of the City of Guyton further provides that “[w]hen a pay plan has been adopted, the city council shall not increase or decrease the salary range applicable to any position except by amendment of such pay plan”; and

WHEREAS, the City of Guyton has previously adopted a Pay Plan;

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. Amendment of Pay Plan. The City Council of the City of Guyton hereby amends and restates its Pay Plan as set forth in Exhibit A hereto, which is 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 August, 2023.

CITY OF GUYTON

Russ Deen, Mayor

Attest:

Meketa Brown, City Manager

EXHIBIT A

Pay Plan



CITY OF GUYTON

PO Box 99 Guyton, Georgia 31312
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www.cityofguyton.com

Working Together to Make a Difference

Mayor
Russell Deen
City Manager
Meketa Brown
City Clerk

City of Guyton Pay Plan

Administration

Position	Status	Minimum	Maximum
City Manager	Exempt	\$73,500	\$103,950
City Clerk	Exempt	\$40,950	\$54,600
Facilities Maintenance Tech	Non-Exempt	\$36,750	\$47,250
Code Enforcement Officer	Non-Exempt	\$42,000	\$62,000
Finance Clerk	Non-Exempt	\$36,750	\$47,250
Front Desk Receptionist	Non-Exempt	\$34,000	\$40,000

Public Works

Position	Status	Minimum	Maximum
Utility Billing/Permits Clerk	Non-Exempt	\$36,750	\$47,250

Police Department

Position	Status	Minimum	Maximum
Chief	Exempt	\$57,750	\$75,750
Lieutenant	Exempt	\$47,250	\$57,750
School Resource Officer	Non-Exempt	\$44,100	\$52,500
Sergeant	Non-Exempt	\$44,100	\$51,450
Corporal	Non-Exempt	\$44,100	\$50,400
Officer	Non-Exempt	\$43,050	\$49,350
Municipal Clerk/Receptionist	Non-Exempt	\$36,750	\$47,250