



**City of Guyton, Georgia
City Council
Regular Meeting
May 13, 2025 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

☉ 4/8/25 Public Hearing and Regular Meeting

5. Reports from Staff and Committees

☉ Police Department	Kelphie Lundy
☉ 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	Miller Barger, Jr.

6. General Government

- A. Discuss water tower repairs, located at West Central Blvd.
- B. Discuss the need for an appointment to the Library Board
- C. Discuss the need for an appointment to the Historical Preservation Committee
- D. Schedule public hearing for the City of Guyton 2025-2026 Budget

7. Old Business

- A. Second reading and consideration to approve the IGA with Effingham County to conduct municipal elections
- B. Consideration to approve new playground equipment at Guyton Old School Park in the amount of \$63,531.10
- C. Discuss revisions to current Personnel Policy Handbook

8. New Business

- A. Consideration to approve a one-year renewal contract with Spatial Engineering regarding RightSpot GIS Services in the amount of \$32,400.00
- B. Consideration to approve Resolution 2025-04 City of Guyton Ethics Pledge
- C. Consideration to approve opening a bank account for DDA
- D. Consideration to approve proposal for new Code Enforcement software
- E. Consideration to approve proposal for the City of Guyton Housing Needs in the amount of \$55,000.00

9. Dates to Remember

- ☉ **Friday, May 16, 2025, Foodie Friday from 6:00 P.M. until 8:00 P.M. – Guyton Walking Trail**
- ☉ **Wednesday, May 21, 2025, Downtown Development Authority Meeting at 10:00 A.M. – Guyton City Hall, 310 Central Boulevard, Guyton GA 31312**
- ☉ **Thursday, May 22, 2025, Bingo from 11:00A.M. until 12:00 P.M.- Leisure Services Room, 505 Magnolia Street, Guyton GA 31312**
- ☉ **Tuesday, June 10, 2025, Guyton City Council Meeting at 7:00 P.M. --- Guyton City Hall, 310 Central Boulevard, Guyton, GA 31312**

- 10. Consideration to move from the Regular Meeting to an Executive Session referencing Litigation and Real Estate.
- 11. Consideration to take any action needed arising from Executive Session
- 12. **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.

EXHIBIT A

Proposed City of Guyton Intergovernmental Agreement To Conduct Municipal Elections

STATE OF GEORGIA
COUNTY OF EFFINGHAM

**INTERGOVERNMENTAL AGREEMENT
TO CONDUCT MUNICIPAL ELECTIONS**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is entered into between the Board of Commissioners of Effingham County, Georgia (the “County”), a political subdivision of the State of Georgia, Effingham County Board of Elections and Registration (the “Elections Board”), and the City of Guyton, Georgia (the “City”), a municipal corporation lying wholly within the County.

WHEREAS, the parties to this Agreement are all governmental units; and

WHEREAS, the County, the City, and the Elections Board desire to maintain a mutually beneficial, efficient and cooperative relationship that will promote the interests of the citizens of both jurisdictions; and

WHEREAS, the City desires to contract with the County to conduct its municipal election to occur on November 4, 2025; and

WHEREAS, the City and the County are authorized by Art. IX, Sec. III, Par. I of the Constitution of the State of Georgia to contract for any period not exceeding fifty (50) years for the provision of facilities or services which they are authorized by law to provide, including an agreement for the conduct of City elections; and

WHEREAS, O.C.G.A. § 21-2-45(c) authorizes the governing authority of any municipality to contract with the county within which that municipality wholly or partially lies to conduct any or all elections; and

WHEREAS, pursuant to O.C.G.A. § 21-2-45(c), a City may by ordinance authorize a county to conduct such election(s), and the effectiveness of this Agreement is contingent on the City adopting such an ordinance; and

WHEREAS, H.B. 705 in the 2007 session of the Georgia General Assembly created the Effingham County Board of Elections and Registration; and

WHEREAS, the Elections Board has jurisdiction over the conduct of primaries and elections and the registration of electors in the County; and

WHEREAS, pursuant to H.B. 705, Section 10, the Elections Board has the authority to contract with a City to conduct municipal elections and therefore, the Elections Board is a necessary party to this Agreement; and

WHEREAS, the Elections Board has discussed and agreed to recommend to the County that it enter into an Agreement with the City for providing the services of the Elections Board to properly conduct municipal elections pursuant to the applicable laws of the State of Georgia; and

NOW THEREFORE, in consideration of the following mutual obligations, the County, Elections Board, and City agree as follows:

1.

The City hereby stipulates, covenants, and agrees for the Elections Board to conduct the municipal election to occur in November 4, 2025, and Elections Board agrees to the same.

2.

The City hereby stipulates, covenants, and agrees that the Election Board shall have complete control over the municipal election contemplated in Section 1, except as otherwise stated in this Agreement.

3.

The City stipulates, covenants, and agrees to furnish to Elections Board, in a timely manner, any and all documents necessary for Elections Board to conduct said election including but not limited to positions subject to election and candidates for those positions.

4.

The Elections Board shall review and update, with the assistance of City, if requested, the voter lists in order to have a current and certified list prior to any election.

5.

The City shall provide the facilities necessary to conduct said election in a reasonably, orderly fashion, and as may be requested by Elections Board.

6.

The City shall be responsible for a portion of expenses incurred in conducting its municipal election in conjunction with a County Election on the terms and conditions set forth herein, including, but not necessarily limited to the following:

- a) Newspaper advertisements and notices;
- b) Early/ Advanced voting Poll worker salaries and training;
- c) Election Day Poll worker salaries, training and Manager Pickup;

- d) Postage
- e) Equipment Delivery/Pickup;
- f) Ballots;
- g) Logic and Accuracy Testing;
- h) Equipment Repair;
- i) Polling Location rentals;
- j) All necessary supplies;

The City shall pay the County \$817 as payment for completion of the tasks assigned to the Elections Board as enumerated herein;

The City shall also pay the County \$1060 for the services of the Election staff full-time personnel or their successors as compensation for the services provided and in lieu of overtime worked. The County will make payment to each full-time employee 30 days after the conclusion of the election, in the amount of

Director of Elections - Laura Bassett - \$318
 Assistant Director – Krystle McDonald - \$286
 Deputy Registrar – Dezita Thompson - \$244
 Poll Worker Coordinator – Kris Wampler - \$212

The County shall provide the City with an invoice at the conclusion of the election and the City shall pay said invoice in full within thirty (30) days.

7.

The City shall be responsible for the all the expenses incurred in conducting its runoff municipal election in December 2025, should it be necessary, on the terms and conditions set forth herein, including, but not necessarily limited to the following:

- a) Newspaper advertisements and notices;
- b) Early/ Advanced voting Poll worker salaries and training;
- c) Election Day Poll worker salaries, training and Manager Pickup;
- d) Postage
- e) Equipment Delivery/Pickup;
- f) Ballots;
- g) Logic and Accuracy Testing;
- h) Equipment Repair;

- i) Polling Location rentals;
- j) All necessary supplies;

The City shall pay the County \$6,127 as payment for completion of the tasks assigned to the Elections Board as enumerated herein;

The City shall also pay the County \$1060 for the services of the Election staff full-time personnel or their successors as compensation for the services provided and in lieu of overtime worked. The County will make payment to each full-time employee 30 days after the conclusion of the election, in the amount of

Director of Elections - Laura Bassett - \$318
Assistant Director – Krystle McDonald - \$286
Deputy Registrar – Dezita Thompson - \$244
Poll Worker Coordinator – Kris Wampler - \$212

The County shall provide the City with an invoice at the conclusion of the election and the City shall pay said invoice in full within thirty (30) days.

8.

The County Director of Elections & Registration shall be responsible for providing services in certifying results to the Secretary of State's office.

9.

The Election Board's election personnel, as necessary and appropriate as determined by the County Director of Elections and Registration, shall be sworn in as election superintendents for the City and shall conduct all aspects of the election except for filing notices of candidacy and affidavits and any other ethics filings, which will be handled by the City Clerk acting as election superintendent for qualifying. All elections will be conducted using whichever method the Board deems appropriate based on each election. Early voting (both in-person and by mail) for all elections shall take place at the Effingham County Board of Elections and Registration located at 284 GA Highway 119 South, Springfield, Georgia. Further, the City shall not accept any absentee ballots or absentee ballot applications from any voters. The City shall direct any voter with an absentee ballot or who desires to obtain an absentee ballot to the Effingham County Board of Elections and Registration located at 284 GA Highway 119 South, Springfield, Georgia.

10.

10.1 The City shall be solely responsible for any liability resulting from any claims or litigation

arising from or pertaining to any City election, except claims or litigation regarding the acts of agents or employees of the County, the County Board of Elections and Registration, and the County Director Elections and Registration in connection with any municipal election held pursuant to this Agreement. The City agrees to reimburse the County for all costs, including, but not limited to, court costs and attorney fees for the County Attorney or outside counsel, incurred by the County as a result of any such claim or litigation. The City shall make payment of such reimbursements to the County within thirty (30) days of receipt of any invoice for reimbursement from the County.

10.2 In the event that a City election is contested, the City shall be solely responsible for any liability resulting from any claims or litigation arising from or pertaining to any contested municipal election, except claims or litigation regarding the acts of agents or employees of the County, the County Board of Elections and Registration, and the County Director of Elections and Registration in connection with any City Election held pursuant to this Agreement. The City agrees to reimburse the County for all costs incurred in responding to the election challenge, including, but not limited to, attorney's fees for the County Attorney or outside counsel and all expenses associated with the election challenge and any appeals thereafter. The City shall make payment of such reimbursements to the County within thirty (30) days of receipt of any invoice for reimbursement from the County. If a second election is required, the City shall be responsible for all costs and expenses of the second election.

10.3 To the extent allowed by law, the City agrees to defend and hold harmless the County and Elections Board with respect to any claim, demand, action, damages, judgment, cost and/or expenses (including, without limitation, reasonable attorney's fees and legal expenses) to which the County may be subjected as a consequence of or as a result of any error, omission, tort, intentional tort, willful misconduct, or any other negligence on the part of the City and/or its employees.

10.4 To the extent allowed by law, the County agrees to defend and hold harmless the City with respect to any claim, demand, action, damages, judgment, cost and/or expenses (including, without limitation, reasonable attorney's fees and legal expenses) to which the City may be subjected as a consequence of or as a result of any error, omission, tort, intentional tort, willful misconduct, or any other negligence on the part of the County and/or its employees.

10.5 It is the intent of the parties to be covered under the auspices of any applicable immunity granted by law.

10.6 Should it be necessary to comply with legal requirements that any of the County's personnel shall be sworn in as a temporary officer or employee of the City, such formality shall be observed without limitation.

10.7 In the event that a city law, ordinance, or code pertaining to the administration of the election directly contradicts or makes more/less strict a portion of the State of Georgia's Election Code (O.C.G.A. Title 21), then the County shall only be responsible for enforcing the

requirements set forth in O.C.G.A. Title 21.

11.

11.1 All County personnel assigned under this Agreement are and will continue to be employees of the County for all purposes, including, but not limited to: duties and responsibilities, employee benefits, grievance, payroll, pension, promotion, annual or sick leave, standards of performance, training, workers compensation and disciplinary functions.

11.2 All Elections Board personnel assigned under this Agreement are and will continue to be part of the Effingham County Department of Elections and Registration and under the supervision of the Director.

11.3 All City personnel assigned under this Agreement are and will continue to be employees of the City.

12.

This Agreement shall be effective upon the City's adoption of an ordinance authorizing the Elections Board to conduct the City's municipal elections to occur during the 2025 elections cycle. If a City fails to adopt such an ordinance within a time frame that would reasonably allow the Elections Board to conduct the City's election to occur in November 2025, this Agreement shall be null and void and have no force and effect to that City. If a City successfully adopts such an ordinance within a time frame that would reasonably allow the Elections Board to conduct the City's election to occur in November 2025, this Agreement shall expire upon the final certification of the election to be conducted under this Agreement.

13.

All required notices shall be given by certified first class U.S. Mail, return receipt requested. The parties agree to give each other non-binding duplicate facsimile notice. Future changes in address shall be effective upon written notice being given via certified first class U.S. mail, return receipt requested. Notices shall be addressed to the parties at the following addresses:

Notices to the Elections Board shall be sent to the following address:

Effingham County Board of Elections and Registration
Attn: Director of Elections and Registration
284 GA Highway 119 S
Springfield, GA 31329

Notices to the County shall be sent to the following address:

Board of Commissioners of Effingham County
Attn: County Manager

804 S. Laurel St.
Springfield, GA 31329

Notices to the City shall be sent to the following address:

City of Guyton
Attn: City Manager
310 Central Blvd.
Guyton, GA 31312

14.

The City hereby stipulates, covenants, and agrees to be responsible for obtaining any clearance for the Justice Department which may be needed prior to any elections being conducted by Elections Board, and City further hereby stipulates, covenants, and agrees to be responsible for compliance with the rules or regulations of any other governmental agency which may be applicable as a result of this Agreement.

15.

The County, Elections Board, and City shall not assign any of the obligations or benefits of this Agreement.

16.

The parties acknowledge, one to the other, that the terms of this Agreement constitute the entire understanding and Agreement of the parties regarding the subject matter of the Agreement. This Agreement constitutes the entire understanding and agreement between the Parties concerning the subject matter of this Agreement, and supersedes all prior oral or written agreements or understandings. No representation oral or written not incorporated in this Agreement shall be binding upon the City, the County, or the Elections Board. All parties must sign any subsequent changes in the Agreement.

17.

If a court of competent jurisdiction renders any provision of this Agreement (or portion of a provision) to be invalid or otherwise unenforceable, that provision or portion of the provision will be severed and the remainder of this Agreement will continue in full force and effect as if the invalid provision or portion of the provision were not part of this Agreement. No action taken pursuant to this Agreement should be deemed to constitute a waiver of compliance with any representation, warranty, covenant or agreement contained in this Agreement and will not operate or be construed as a waiver of any subsequent breach, whether of a similar or dissimilar nature. This Agreement is governed by the laws of the state of Georgia without regard to conflicts of law principles thereof. Should any party institute suit concerning this Agreement, venue shall be in the Superior Court of Effingham County, Georgia. Should any provision of this Agreement require judicial interpretation, it is agreed that the court interpreting or

construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it being agreed that the agents of all parties have participated in the preparation hereof.

18.

This Agreement shall inure to the benefit of, and be binding upon, the respective parties' successors.

19.

This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

20.

Each of the individuals executing this Agreement on behalf of his or her respective party agrees and represents to the other party that he or she is authorized to do so and further agrees and represents that this Agreement has been duly passed upon by the required governmental agency or council in accordance with all applicable laws and spread upon the minutes thereof. The parties hereto agree that this Agreement is an intergovernmental contract and is entered into pursuant to Article IX, Section III, Paragraph I of the Constitution of the State of Georgia 1983.

21.

Further, the Effingham County Board of Elections and Registration has reviewed and approved this Agreement and has authorized its Chairman and its Director of Elections and Registration to execute any ancillary documents required to conduct the municipal election.

22.

This Agreement shall expire upon the final certification of the 2025 municipal election to be conducted under this Agreement.

IN WITNESS WHEREOF, all parties hereto have set their hands and seals the day and year stated below.

BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY, GEORGIA

By: _____
Damon Rahn, Chairman

Attest: _____
Stephanie Johnson, County Clerk

Date: _____

IN WITNESS WHEREOF, all parties hereto have set their hands and seals the day and year stated below.

EFFINGHAM COUNTY BOARD OF ELECTIONS AND REGISTRATION

By: _____
Thomas G. Allen, Chairman


By: _____
Laura Bassett, Director of Elections & Registration

Attest: _____
Krystle McDonald, Assistant Director of Elections & Registration

Date: _____

IN WITNESS WHEREOF, all parties hereto have set their hands and seals the day and year stated below.

CITY OF _____

By: 
, Mayor

Attest: _____
, Clerk

Date: _____

Approved as to form:

, City Attorney



PlayPower LT Farmington, Inc.
878 E. US Hwy 60
Monett, MO 65708
1-800-325-8828

QUOTE: R0321253020

Project: R0321_45746507479_01

Bill To:

Michael Johnson
City of Guyton
310 Central Blvd.
Guyton, GA 31312
Michael.Johnson@cityofguyton.com

Project Name & Location:

Attn: City of Guyton

Prepared by:

Playworx Playsets, LLC
8014 Cumming Hwy
Canton, GA 30115 USA
(866) 502-5013 (phone)
(678) 402-5211 (fax)
alex@playworx.com

Ship To Address:

Doug Howard
City of Guyton
TBD
Guyton, GA 31312
(678) 643-1702 (phone)
Doug@Playworx.com

End User:

Michael Johnson
City of Guyton
310 Central Blvd.
Guyton, GA 31312
Michael.Johnson@cityofguyton.com

Quote Number: R0321253020
Quote Date: 4/2/2025
Valid For: 30 Days From Quote Date

PlayArea_1

Product line: KidBuilders
Age group: 5-12

Global defaults

Belt Swing Seat Color	Blue
KB Accent Color	TROPICAL YELLOW
KB CLAMP	TROPICAL YELLOW
KB Overhead Color	TROPICAL YELLOW
KB Vinyl color	Brown
KB/Jeep Ground Cover	Buried
Kid Builder Post Color	RED
MaxPlay TM Swing Clr	RED
Maypole Post Clr	BLUE
Maypole Wheel Clr	TROPICAL YELLOW
Rev Spin Body	BLUE
Rev Spin Handle	TROPICAL YELLOW
Tot Swing Seat Color	Blue
Us/Csa Labels For Swings	US Swing Label

Components

Part Number	Description	Qty	Weight	Volume	Unit Price	Total
100001231	Kid Timber Panel, 1830 mm (6') (Black)	88	29.00	2.52	106.00	9,328.00
100001232	Kid Timber Panel, 610 mm (2') (Black)	6	12.00	0.68	104.00	624.00
200007455	Ladder, challenge (12')	1	420.00	22.68	3,151.00	3,151.00

200008193	TOOL BOX KID BUILDERS #2, S.S. (MM)	1	3.00	0.36	0.00	0.00
200200530	KIT MAINTENANCE KB W/PAINT W/O LIST	1	10.00	0.00	0.00	0.00
200201376	MayPole	1	222.00	58.50	4,475.00	4,475.00
200202202	MAXPLAY 8' STANDARD BEAM (frame only) two seat per bay	1	220.00	11.50	1,687.00	1,687.00
200202204	MAXPLAY 8' ADD-ON STANDARD BEAM (frame only) two seat per bay	2	140.00	9.30	1,515.00	3,030.00
200202835	ASSY BELT SEAT F/8' SWING W/CHAIN	4	18.00	0.50	163.00	652.00
200202836	ASSY TOT SEAT F/8' SWING W/CHAIN	2	21.00	1.00	284.00	568.00
200203413	Revolution Inclusive Spinner	1	1,000.00	400.00	5,621.00	5,621.00
			0			

RiskSign_Included

Product line: Park Service

Age group:

Global defaults

RISK MGNT SIGN CLR

RED

Components

Part Number	Description	Qty	Weight	Volume	Unit Price	Total
787Z	RISK MANAGEMENT SIGN - ENGLISH	1	0.00	10.00	0.00	0.00

Additional Items

Part Number	Description	Qty	Weight	Volume	Unit Price	Total
105295	BAG ZIPLOCK 12" X 14"	1	0.00	0.00	0.00	0.00
200111492	Label, Identification stamped w/rivets	4	0.00	0.00	0.00	0.00
200305597	14' LARGE CRATE (ASSY DOMESTIC)	3	385.00	0.00	0.00	0.00
925603	LABEL P/C (5 TO 12 YRS) PPLT	1	1.00	0.00	7.70	7.70
925960	THUMB DRIVE 2GB - PPLT	1	0.00	0.00	0.00	0.00
INSTALL BOOK	INSTALL BOOK FOR PP ORDERS	1	0.00	0.00	0.00	0.00

Parts By Other

Part Number	Description	Qty	Weight	Volume	Unit Price	Total
001DUMP	Dumpster & Haul Off	1	0.00	0.00	1,250.00	1,250.00
001EWF	Engineered Wood Fiber Mulch	230	0.00	0.00	80.00	18,400.00
003REM	Removal of Swings	1	0.00	0.00	1,200.00	1,200.00

Totals:

Equipment Weight:	6,049.00 lbs
Equipment Volume:	751.48 ft³
Equipment List:	\$29,136.00
Products Subtotal:	\$29,136.00
Products by Other:	\$20,850.00
Installation:	\$10,197.60
Freight:	\$3,347.50 Code: FTL
Estimated Sales Tax*:	\$0.00
Grand Total:	\$63,531.10



Renewal

**RightSpot GIS Services
City of Guyton, Georgia
PID No. 25013**

April 29, 2025



Spatial Engineering, Inc.

Attn: Richard L Truluck
613 Towne Park West Drive, Suite 202
Rincon, Georgia 31326
Office. 912.826.6688
www.spatialengineering.com

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1 Background

The City of Guyton, GA (CLIENT) is located in Effingham County, a Tier 2 coastal Georgia county bounded on the south by Chatham County, on the east by the Savannah River, on the north by Screven County, and on the west by Bryan County. This renewal proposal continues RightSpot™ GIS Services beginning July 1, 2025 to June 30, 2026.

2 Points of Contact:

Spatial Engineering, Inc.

Project Manager

Richard Truluck, PE
613 Towne Park West Dr., Ste. 202
Rincon, GA 31326
rtruluck@spateng.com
O: 912-826-6688

City of Guyton, Georgia

City Manager

Bill Lindsey
310 Central Blvd
Guyton, GA 31312
Bill.lindsey@cityofguyton.com
O: 912-772-3353

3 Definitions

Term	Definition
DP	Demarcation Point – connection point where local area network connects to the wide area network.
ESD	Effective Start Date
FFP	Firm Fixed Price (Lump Sum)
GIS	Geographic Information System
GPS	Global Positioning System
HTML5	Revision 5 of the “Hypertext Markup Language”, the standard programming language for describing the contents and appearance of Web pages.
HTTPS	"HyperText Transport Protocol Secure." Website using the HTTPS protocol to encrypt data sent back and forth with SSL encryption.
NA	Not Applicable
NIC	Not in Contract
T&M	Time & Material (Hourly)

4 Task 1 – RightSpot™ Web Portal

4.1 Description:

SPATIAL will provide a web portal to publish the CLIENT’s GIS data. SPATIAL will coordinate with the CLIENT to determine what data to load into the GIS. ONLY authorized users will have access to the data through the portal. The GIS data is not available to the general public. Unless specified otherwise, data access will be READ ONLY.

4.2 Scope of Work:

The web portal provides access to data, tools, and workflows including:

1. Access to CLIENT GIS data.
2. RSA 4096-bit secure HTTPS encryption.
3. Portal access for 20 named users.
4. HTML5 access for tablet and smartphone (requires internet access)
5. RightSpot tools and workflows including:
 - a. Simple and advance query.
 - b. Global Search.
 - c. Mailing Labels (dependent on County Parcel and Address Point data).
 - d. Field Notes (with attachments).
 - e. Markup/redline comments (with attachments).
 - f. Project As-built data(if data is available).
 - g. Water Break Isolation (dependent on quality of water data).
 - h. Sewer Trace (dependent on quality of sewer data).
 - i. Stormwater Trace (dependent on quality of stormwater data).
 - j. Flood Zone Report (dependent on flood zoning data).
 - k. Property Zoning Report.

4.3 Deliverables:

1. Data access via RightSpot.
2. CDROM of all CLIENT GIS data and linked documents upon request.

4.4 Travel:

1. None.

4.5 Timeframe:

1. Reference Section 6 – Schedule.

4.6 Assumptions:

1. Standard RightSpot set-up procedures apply.
 2. All data processing will be executed under Task 2 – On Call Support.
 3. SPATIAL does not guarantee access against natural disaster, national disaster, and forces outside our control.
 4. SPATIAL does not guarantee internet connectivity between SPATIAL's network demarcation point (DP) and the CLIENT's network DP. To ensure system health and a rapid recovery in the event of hardware failure, Spatial Engineering maintains a backup and disaster recovery plan that includes redundant network providers, emergency backup
-

servers, and remote data backup outside the southeastern US using SPATIAL owned and managed devices.

5 Task 2 – On Call Support (OCS)

5.1 Description:

On-Call Support (OCS) provides the CLIENT the ability to request geospatial related services as needed. Request/requirements that warrant a separate scope, schedule, and estimate will be treated as a stand-alone task. The purpose of OCS is to maintain, create, and improve data, as well as implement and enhance business processes (workflows).

5.2 Scope:

1. SPATIAL will provide GIS and data maintenance services as requested.
2. The CLIENT may request services using email or telephone.
3. Data maintenance includes, but is not limited to:
 - a. Data update based on input from CLIENT.
 - b. Scan paper map data to PDF format.
 - c. Update GIS Project data layer and link PDF images.
 - d. Extract/digitize scanned data.
 - e. Field data collection and update.
 - f. Collect drone aerial site imagery.
 - g. GPS survey (sub-foot or greater accuracy) of visible features.
 - h. Verify physical attributes like size, material, and type.
 - i. Photograph surveyed features. Link photo to feature in GIS.
 - j. Map production.
 - k. GIS “help desk” support.
 - l. Data exports.
4. Data analysis includes, but is not limited to:
 - a. GIS analysis and products.
 - b. Build topology and identify connectivity gaps.
 - c. Identify discrepancies and anomalies in the data.
 - d. Identify missing attribute data like size, material, etc.
5. Workflow development includes, but is not limited to:
 - a. Custom workflows and configurations. Application development.
 - b. Research capability and options for developing custom workflows to meet CLIENT’s specific business processes.
 - c. Develop implementation plans and cost estimates for executing custom workflows.

5.3 Deliverables:

1. Incorporate resulting GIS data and products into the CLIENT's GIS database.

5.4 Travel:

1. Travel will be determined based on specific requests.
2. Travel will follow the Federal Travel Regulations.

5.5 Timeframe:

1. Individual task schedules are specific to the request.
2. Reference Section 6 – Schedule.
3. Changes to the data made during a given month are available in RightSpot™ the first business day of the following month.

5.6 Assumptions:

1. Only the CLIENT Point of Contact or their designee can approve tasks.
2. Cost is specific to the individual request.
3. Work is executed with the appropriate skill level and bill rate.
4. SPATIAL is authorized to execute individual tasks not to exceed \$2000. Tasks greater than \$2000 will be approved prior to start of work.
5. Work requests are billed monthly.
6. GPS surveys do not include a Registered Land Surveyor (RLS).
7. CLIENT will reimburse SPATIAL actual cost, if any, for data layers owned by others (i.e. County, State, DNR, NWI, FEMA, etc.)
8. CLIENT will provide suitable space and equipment for training, if needed.
9. CLIENT will respond to requests of data in a prompt manner.

6 Schedule

Task	Start	End
Task 1 – RightSpot™ (1)	7/1/2025	6/30/2026
Task 2 – On-Call Support (2)	7/1/2025	6/30/2026
Overall (3)	7/1/2025	6/30/2026
Notes: 1) The proposed schedule begins at the end of the current contract. 2) Actual schedule is dependent upon the specific request. 3) All request should be completed before the end of the contract.		



7 Cost Estimate

Task	Unit \$	Total \$
Task 1 – RightSpot Web Portal (1)		\$6,000.00
Annual Fee (20+ Users)	\$6,000.00	
Task 2 – On Call Support (3)		\$26,400.00
GIS support, GPS survey	\$26,400.00	
Total		\$32,400.00
Notes: 1. The cost for Task 1 is fixed for the contract period. The payment for Task 1 is due at the beginning of the contract period. SPATIAL has the right to adjust the RightSpot™ web portal fee at the anniversary of the contract. SPATIAL will provide 90-day notice of any change to the fee. 2. RightSpot renewals do not have a setup fee. 3. On Call Support is estimated when requested.		

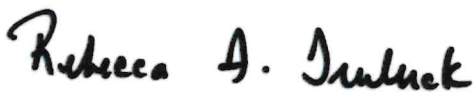
8 Renewal and Cancellation Policy

The contract will automatically renew on the anniversary date for an additional one-year term unless SPATIAL is notified, in writing, of the CLIENT's desire to terminate service. The intent of the auto-renewal is to avoid a gap in service.

The CLIENT and SPATIAL may terminate services provided the receiving party is given a 30-day notice. Upon termination, SPATIAL will return all CLIENT data within 15 working days. Data will be provided in Esri® format.

9 Acceptance

If the scope, schedule, and costs presented in this renewal proposal are acceptable, please sign, date, and return a fully executed copy to Spatial Engineering, Inc.

For: Spatial Engineering, Inc.	For: City of Guyton, GA
 _____	_____
Date: <u>April 29, 2025</u>	Date: _____
Rebecca F Truluck President O: 912-826-6688 btruluck@spateng.com	Name: _____ Title: _____

**CITY OF GUYTON
STATE OF GEORGIA**

**RESOLUTION NUMBER 2025-04
RE: ETHICS PLEDGE**

WHEREAS the Board of Directors of the Georgia Municipal Association (“GMA”) has established a Certified City of Ethics program; and,

WHEREAS the City of Guyton wishes to be re-certified as a Certified City of Ethics under the GMA Program; and

WHEREAS part of the re-certification process requires the Mayor and Council to re-adopt the ethics principles approved by the GMA Board;

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE GOVERNING AUTHORITY OF THE CITY OF GUYTON, GEORGIA, THAT AS A GROUP AND AS INDIVIDUALS, THE GOVERNING AUTHORITY RE-ADOPTS ITS COMMITMENT TO THE FOLLOWING ETHICS PRINCIPALS AND PLEDGES TO CONDUCT ITS AFFAIRS ACCORDINGLY:

- Serve Others, Not Ourselves
- Use Resources with Efficiency and Economy
- Treat All People Fairly
- Use the Power of Our Position for The Well Being of Our Constituents
- Create An Environment of Honesty, Openness and Integrity

SO RESOLVED, this ___ day of _____, 2025.

CITY OF GUYTON

Andy Harville, Mayor

Jeremiah Chancey, Councilmember

Michael Johnson, Mayor Pro Tem

Ted Hamby, Councilmember

Joseph Lee, Councilmember

ATTEST: Moses Walker, City Clerk

Community Housing Needs Assessment

STATEMENT OF WORK

CITY OF GUYTON



Georgia Tech Enterprise Innovation Institute
Center for Economic
Development Research

Introduction

The Center for Economic Development Research (CEDR) within the Enterprise Innovation Institute (EI2) at Georgia Tech is pleased to present this proposal to the **City of Guyton** for a Community Housing Needs Assessment. This proposal request will provide a general overview of the tasks involved. Georgia Tech supports economic and community development efforts in Georgia, including research, facilitation, technical, analytical, and management expertise. As a designated U.S. Economic Development Administration University Center, EI2 provides these services through its headquarters in Atlanta and a network of regional offices throughout Georgia.

CEDR proposes to conduct a comprehensive housing needs assessment for the City of Guyton. This study is primarily necessitated by the recent location of the Hyundai Metaplant and its supplier ecosystem. A recent study initiated by the Savannah Economic Development Authority and performed by Georgia Tech estimated a potential 2,200+ new residents creating over 800 new households in Effingham County. Guyton is within the labor shed of the Metaplant and many supplier facilities and is poised to receive unprecedented commercial and residential investment. This assessment will provide a thorough understanding of the current state of existing community demographics and the housing market, identify key gaps in affordability and availability, and provide best practice recommendations for increasing the supply of workforce and affordable housing. Below is CEDR's proposed scope of work for the project, along with biographical information for each project team member, a timeline, and a budget.

CEDR will work closely with the locally designated team to collect and review essential documents and data related to the current housing landscape in the City of Guyton and Effingham County. The project will be divided into four task areas: (1) Kickoff Meeting with key stakeholders, (2) Targeted public engagement through listening and visioning sessions, (3) Housing Market Needs Assessment, (4) Community Design Standards Analysis, and (5) Location Recommendations.

The study will conclude with a final report and presentation of findings to stakeholders. The report will feature detailed results from the analysis, key findings, and actionable recommendations for future initiatives. The final report will be presented to stakeholders and community leaders. This presentation serves as a platform for community education and engagement, fostering awareness and dialog around housing-related topics.

The Assessment is anticipated to be completed within six (6) months of the initial stakeholder kickoff meeting and will cost \$55,000.

Scope of Work

- 1. Project Stakeholder Kickoff:** The project will begin with a kickoff meeting of key community stakeholders. This phase will focus on identifying specific concerns and issues to address during the study. CEDR will facilitate a discussion with the group to gather initial perceptions of the local housing market and assess strengths, weaknesses, opportunities, and threats (SWOT) to housing development that meets the needs of all community residents.
- 2. Targeted Public Engagement:** CEDR will conduct 2 – 3 community-wide listening and visioning sessions to engage community members in meaningful discussions to gather insights, identify housing needs, and foster participation in the study activities. CEDR will collaborate with local organizations, community leaders, and advocacy groups. CEDR's experienced team will facilitate sessions, encouraging open dialogue about specific housing challenges, including affordability, barriers to finding quality housing, redevelopment opportunities, and other issues identified by the stakeholder SWOT analysis.
- 3. Housing Needs Assessment:** CEDR will collect and analyze community profile data covering population characteristics, commuting patterns, wages, household incomes, owner-occupied and rental characteristics, home values, vacancy rates, and more. This phase includes collaboration with local governments to obtain GIS data, building permit records, and other locally held information critical to the study. Timely responses from government staff regarding data requests are essential to avoid delays in completing the project.
- 4. Community Development Standards:** CEDR will conduct a comprehensive review of the existing municipal zoning code. Identify sections of the zoning code that directly impact housing development, Identify specific areas where changes are needed to support housing goals and develop a set of sample amendments to the zoning code that address identified gaps and align with the housing strategy.
- 5. Location Recommendations:** Utilizing the earlier elements of the plan, provide broad location recommendations for future development including residential, commercial, and mixed use.
- 6. Final Report & Presentation of Findings:** CEDR will deliver a comprehensive final report formally presenting findings at the end of the contract period. The report will include detailed analysis results, best practice recommendations for increasing the workforce and affordable housing supply, and actionable next steps. The presentation will also serve as an opportunity to educate and engage the public on housing-related topics.

PROJECT TEAM

The Georgia Institute of Technology has provided research, management, and technical assistance to support economic development in Georgia for decades. Today, these services are provided by the Enterprise Innovation Institute and its statewide network of regional offices. Under EI2's umbrella of services to support the state, the CEDR group extends their nationally renowned experts in economic analysis and planning to communities and local governments. **Betsy McGriff will serve as Principal Investigator for this project.**

Betsy McGriff

Betsy McGriff serves as an Associate Project Manager at the Center for Economic Development Research (CEDR) at Georgia Tech. Prior to joining CEDR, Betsy worked in the public, private, and utility sectors in a variety of economic and community development roles. Betsy is an expert in rural development with deep relationships throughout Georgia. During her time as the Economic Development Director for Dawson County, Betsy successfully applied for several grants including funding from the Appalachian Regional Commission to initiate the county's first economic development strategic plan and from Georgia's Rural Center to develop a county-wide comprehensive trail plan. While serving the University of Georgia's Archway Partnership, Betsy assisted communities with projects on a range of community development issues including workforce and education, tourism, infrastructure, downtown development, and marketing and branding.

Betsy is an active member of the Georgia Economic Developers Association (GEDA) and a Fellow of the Appalachian Leadership Institute. Betsy holds a bachelor's degree in Chemistry and a Master of Business Administration from Georgia Southern University.

Grace Barrett, AICP

Grace Barrett is an Associate Project Manager with Georgia Tech's Enterprise Innovation Institute (EI²) in the Center for Economic Development Research (CEDR). Grace is an urban planner specializing in housing and community development.

While at CEDR, Grace has helped expand the teams housing work, blending data analysis and meaningful community engagement into action-oriented plans to jumpstart implementation. Outside of housing work, Grace is assisting with a statewide Artificial Intelligence Strategic Plan, and a downtown strategic assessment for a small community in Georgia.

Before joining CEDR, Grace worked as an urban planner in the private sector, managing neighborhood plans, and small redevelopment projects, with a focus on guiding community driven positive change in disinvested communities.

Grace graduated from The University of Georgia, obtaining a Bachelor of Arts in Geography. She also holds a Master of City and Regional Planning (MCRP) and a Master of Real Estate Development (MRED) from the Georgia Institute of Technology.

PROJECT TEAM

Claire Breeden, AICP

Claire Breeden is an Associate Project Manager at Georgia Tech's Center for Economic Development Research (CEDR) within the Enterprise Innovation Institute (EI²). With a background in urban planning, GIS analysis, and economic development, Claire brings expertise in housing policy, community development, and data visualization to support informed decision-making and sustainable growth strategies. Her academic research focuses on the spatial implications of housing policy across Georgia. A member of both the American Planning Association and the Urban Land Institute, she remains engaged in industry advancements and thought leadership.

Claire has a dual Master of City and Regional Planning and a Master of Science in Geographic Information Systems and Technology (M.S. GIST) from Georgia Tech along with a certificate in Higher Education Teaching. She holds a Bachelor of Science in Economics from the University of Tampa.

Emily Lasser, AICP

Emily Lasser is an Associate Project Manager at the Center for Economic Development Research (CEDR). Emily is a planner that specializes in community and economic development. She is passionate about mapping and visualizing data in a meaningful way that can be easily understood by all. Through her use of data analysis, mapping, community engagement, and storytelling, Emily strives to create equitable, sustainable places that reflect the needs of the community. Prior to joining Georgia Tech, Emily worked as a Land Planning Analyst at Kimley-Horn where she worked on various land use and transportation projects across the metro Atlanta region.

Emily is an active member of the American Planning Association (APA)/Georgia Planning Association (GPA) and currently serves as the Chair on the Emerging Planners of Georgia (EPG) Board. She also holds an American Institute of Certified Planners (AICP) certification. Emily holds a Bachelor's degree in Urban Studies from Wayne State University and a Master's degree from the University of Michigan in Urban and Regional Planning.

TIMELINE

The project is anticipated to commence around August 2025, with the official start date contingent on the initiation of the contract. The estimated timeline for completion is six months, concluding in March 2026. Upon request, partners may receive incremental updates and draft components of the final plan prior to the project's completion.

TASKS	AUG 2025	SEPT 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026
Project Kickoff								
Public Engagement								
Housing Needs Assessment								
Community Development Standards								
Location Recommendations								
Final Presentation								

BUDGET

The total estimated cost (personal services, fringe benefits, overhead, travel, and M&S) to complete the work outlined in this proposal is **\$55,000**. Because this project benefits the public sector, we have made every effort to keep costs to a minimum. Georgia Tech will use its public sector overhead rate, which is substantially less than the rate applied to private-sector contracts. The final project timeline depends on the response time from the client for data requests and may extend beyond the end date anticipated due to delays in responses.