

**MAYOR**  
Shirley Sessions

**CITY COUNCIL**  
Barry Brown, Mayor Pro Tem  
Brian West  
Jay Burke  
Nancy DeVetter  
Spec Hosti  
Monty Parks



**CITY MANAGER**  
Dr. Shawn Gillen

**CLERK OF COUNCIL**  
Jan LeViner

**CITY ATTORNEY**  
Edward M. Hughes

## **CITY OF TYBEE ISLAND**

### **AGENDA**

### **REGULAR MEETING OF TYBEE ISLAND CITY COUNCIL**

### **August 24, 2023 at 6:30 PM**

*Please silence all cell phones during Council Meetings*

#### Opening Ceremonies

- Call to Order
- Invocation
- Pledge of Allegiance

#### Announcements

#### Consideration of Items for Consent Agenda

#### Recognitions and Proclamations

1. Coast Guard Birthday Recognition

#### Consideration of the approval of the minutes of the meetings of the Tybee Island City Council

2. City Council Meeting Minutes, July 13, 2023

#### Reports of Staff, Boards, Standing Committees and/or Invited Guests. Limit reports to 10 minutes.

3. Tiffany Hayes, Chief, Tybee Island Police Department: New K-9 Program (Information Only)

#### Citizens to be Heard: Please limit comments to 3 minutes. Maximum allowable time of 5 minutes.

4. Nick Sears: Unauthorized STR Permits in the residential neighborhoods

If there is anyone wishing to speak to anything on the agenda, please come forward. Please limit your comments to three (3) minutes and no more than 5 minutes.

#### Consideration of Approval of Consent Agenda

#### Consideration of Local Requests & Applications – Funding, Special Events, Alcohol License

5. Alcohol License: Special Event, Beer/Wine-Peace Officers Assoc. of GA dba Peace Officers Training Conf. Hotel Tybee-1401 Strand Ave

**P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749**  
**(866) 786-4573 – FAX (866) 786-5737**  
**[www.cityoftybee.org](http://www.cityoftybee.org)**



6. Alcohol License: Beer/Wine Special Event-Friends of the Tybee Post Theater dba Tybee Post Music Festival, One Day Special Event: November 4, 2023 Hotel Tybee, 1401 Strand Ave
7. Agenda Request: Alcohol License-Beer/Wine: Special Event: Tybee Festival Association dba Tybee Pirate Fest Two Day Special Event: October 7-8, 2023 16th Street Parking Lot

#### Consideration of Bids, Contracts, Agreements and Expenditures

8. Preliminary FY23 Budget Amendment
9. Tybee Island Fire and Rescue: Purchase 2005 F550 super Duty Crew Cab Squad Truck. Capital Fund Acct. 350-3510-54-1300 currently available balance is \$200,000.00 Cost for Apparatus is \$50,000.00
10. Tybee Island Fire and Rescue: Purchase 2019 22.2 Zodiac Pro 7 Rigid Inflatable Boat, Capital Fund Acct. 350-3510-54-2500 currently available balance is \$90,000.00 Cost for Boat is \$78,200 including trailer and delivery. This is a budgeted expense in the FY24 budget.

#### Consideration of Ordinances, Resolutions

11. Reimbursement Resolution

#### Council, Officials and City Attorney Considerations and Comments

12. Bubba Hughes: Patel vs Tybee Authorization/Agreement
13. Bubba Hughes: Tom Gehl, Government Relations Services
14. Barry Brown: Functional Fire Hydrants
15. Michelle Owens: Procedures for Dump Fees
16. Michelle Owens: Main Street: Non-profit Grants

#### Executive Session

Discuss litigation, personnel and real estate

Possible vote on litigation, personnel and real estate discussed in executive session

#### Adjournment

*Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact Jan LeViner at 912.472.5080 promptly to allow the City to make reasonable accommodations for those persons.*

**\*PLEASE NOTE:** Citizens wishing to speak on items listed on the agenda, other than public hearings, should do so during the citizens to be heard section. Citizens wishing to place items on the council meeting agenda must submit an agenda request form to the City Clerk's office by Thursday at 5:00PM prior to the next scheduled meeting. Agenda request forms are available outside the Clerk's office at City Hall and at [www.cityoftybee.org](http://www.cityoftybee.org).



#### THE VISION OF THE CITY OF TYBEE ISLAND

*"is to make Tybee Island the premier beach community in which to live, work, and play."*



#### THE MISSION OF THE CITY OF TYBEE ISLAND

*“is to provide a safe, secure and sustainable environment by delivering superior services through responsible planning, preservation of our natural and historic resources, and partnership with our community to ensure economic opportunity, a vibrant quality of life, and a thriving future.”*

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**File Attachments for Item:**

2. City Council Meeting Minutes, July 13, 2023

Mayor Sessions called the meeting to order at 6:30PM, August 10, 2023. Those in attendance were Brian West, Monty Parks, Nancy DeVetter, Barry Brown, Jay Burke and Spec Hosti. Also attending were Michelle Owens, Acting City Manager; Bubba Hughes, City Attorney; Tracy O'Connell, City Attorney, and Jan LeViner, Clerk of Council. Dr. Gillen was not present.

### **Opening Ceremonies**

Call to Order

Invocation: Jan LeViner, Clerk

Pledge of Allegiance

**Jan LeViner**, Clerk, approached Mayor and Council to give an update on the upcoming **Municipal Election** on November 7, 2023. Ms. LeViner reported qualifying will be held in her office, August 22<sup>nd</sup> – 24<sup>th</sup>. Mayor Sessions thanked Ms. LeViner.

**Alan Robertson** approached Mayor and Council to give a report on the recent permit submission to the Department of Natural Resources (DNR) regarding replacing the **swings and benches** on the Island. This permit was approved unanimously. This provides benches on crosswalks at Chatham, 13<sup>th</sup>, 12<sup>th</sup>, 11<sup>th</sup>, 10<sup>th</sup>, 9<sup>th</sup>, 8<sup>th</sup> and 6<sup>th</sup> Streets and one at East Gate, which is ADA. Current swings will be removed and after Turtle Season ends, November 1<sup>st</sup> new swings will be installed. The permit which covers all structures on the beach has also been approved. Mr. Robertson thanked the DNR Staff for their hard work to allow the proper amount of amenities for the right reasons yet protect the beach and dunes. Mayor Sessions thanked Mr. Robertson for all his hard work.

**Mayor Sessions** introduced **Mark Williams**, former **Commissioner, DNR**. Mayor Sessions expressed her gratitude for all Mr. Williams has done for Tybee Island during recent pop-up events and especially for the ongoing support and partnership, he has provided to Tybee Island. Mr. Williams has taken a position with the Jekyll Island Authority and will be missed. Mayor Sessions recognized Mr. Williams with the Key to the City and a Certificate of Appreciation.

**Mayor Sessions** introduced **Bert Brantley, CEO and President of the Savannah Chamber**. Mayor Sessions thanked Mr. Brantley for his partnership with Tybee Island.

### **Consideration of Items for Consent Agenda**

- Minutes: City Council Meeting, July 13, 2023
- Skidaway Institute Dune Monitoring Agreement
- Symbioscity: Consulting Services Agreement
- Third Amendment Fort and Van Horne Water Tower Temporary for Verizon Mobile
- Out-of-State Travel San Diego: Tiffany Hayes, International Association of Chiefs of Police Conference, October 13 - 18, 2023. Line Item 100-3210-52-3500, \$1,760.00
- Joel Fobes Settlement
- William Moseley Settlement

**Citizens to be Heard: Please limit comments to 3 minutes. Maximum allowable times of 5 minutes.**

**Kelly O'Brien**, approached Mayor and Council to give an update on **Community Events, Forever Tybee**. Mayor Sessions thanked Ms. O'Brien.

**Monty Parks** made a motion to approve the consent agenda. **Barry Brown** seconded. Vote was unanimous to approve, 6-0.

**Public Hearings**

**Site Plan Approval: Requesting site plan approval to operate a business located at 103 Butler Avenue, Zone C2.** **George Shaw** approached Mayor and Council. Mr. Shaw stated the petitioner is interested in rehabbing the duplex at 103 Butler. The intent is to add a storage building in the back with a drive through. Staff recommended approval, as did the Planning Commission with a vote of 4-3. Mr. Parks stated it is his understand Planning Commission had a condition with their approval. Mr. Shaw confirmed, as they are concerned with the height of the building, 15' maximum. The applicant has submitted a drawing showing the height of the middle of the building would be 15'. Ms. DeVetter asked Mr. Shaw regarding the Drainage Plan, if it has been submitted. Mr. Shaw responded the petitioner is still waiting on the survey and if approved tonight, Staff would insure it was in place prior to construction. He continued, the small building will be an office and the steel building will be a warehouse/storage for materials and equipment. Tony Lord, owner, Step Above Construction, approached Mayor and Council. Mr. Lord stated his company has been on the Island for several years working the Mr. Shaw and the residents. He continued, it is their intent to beautify Tybee and serve the community. Mr. Lord is asking Mayor and Council approve his request. **Barry Brown** made a motion to approve with a 15' height limit for the ridge of the storage building. **Spec Hosti** seconded. Vote was unanimous to approve.

**Zoning Variance, 1514 Lovell Avenue, 40008-07001, to build a fence two to four feet above the eight-foot limit and extend the rear deck to the new fence line, Zone C-1.** **George Shaw** approached Mayor and Council. Mr. Shaw stated the petitioner owns a home directly behind Nickie's and the parcel goes up to the existing deck. They would like to make the fence higher, 10', and Planning Commission recommended approval as long as it did not exceed the side yard fence, which is a 10' fence. Staff recommended approval, as did the Planning Commission 4-3. Mr. Hosti stated there have been numerous noise complaints from Nicki's and he is in favor of a 10' fence. Mr. Shaw explained the uniqueness of this request due to the height of Nickie's as the topography drops significantly to the petitioners residence. Mr. Parks confirmed the properties are C-1. Mr. Shaw confirmed. Robert Matkowski approached Mayor and Council. Mr. Matkowski explained the vote of the Planning Commission was based upon the existence of the other 10' fence that was already in place. If the fence had not been there, he believes the decision of the Planning Commission would have been different. Mayor Sessions thanked Mr. Matkowski. **Monty Parks** made a motion to approve. **Brian West** seconded. Voting in favor were Brian West, Monty Parks, Nancy DeVetter, Jay Burke and Spec Hosti. Voting against was Barry Brown. Motion to approve, 5-1.

**Consideration of Ordinances, Resolutions**

**First and Second Reading: 2023-26, Sec 2-36 Compensation Change, Mayor and Council.** **Mr. Hughes** stated this is the ordinance that was drafted and introduced

at the meeting on July 13, 2023 in order to meet the time required by State Law. Deadlines have been met in consideration of the compensation increase. Tonight there will be first and second readings of the proposed ordinance. Mr. Hosti stated City Council members have not had a raise in nine (9) years and recommended approval. Mr. Parks asked there be an attendance and voting record kept for accountability. **Monty Parks** made a motion to approve First Reading of 2023-26. **Spec Hosti** seconded. Vote was unanimous to approve, 6-0. **Monty Parks** made a motion to approve Second Reading. **Spec Hosti** seconded. Vote was unanimous to approve, 6-0.

### **Council, Officials and City Attorney Considerations and Comments**

**Thomas Harmon, 43 Van Horne Avenue, STR Permit, Jay Burke recused. Tracy O'Connell** approached Mayor and Council. Ms. O'Connell stated this is one of the applications under the Ordinance, 2023-15A, which allows residents that had a building permit prior to the moratorium but were not eligible for a Certificate of Occupancy get their STR Permit. **Spec Hosti** made a motion to approve. **Brian West** seconded. Voting in favor were Brian West, Monty Parks, and Spec Hosti. Voting against were Nancy DeVetter and Barry Brown. Motion to approve, 3-2.

### **Jay Burke returned to the meeting,**

**Monty Parks** encouraged everyone to participate in the YMCA survey regarding the need for childcare on the Island. He would like to **form a working group to explore childcare on Tybee Island**. The Board of the YMCA have agreed to be Chairman of the group and it is the intent to gather information. It there is an interest, before or after school, during school, and/or day care. Mr. Hosti stated there are a great deal of young families on the Island and the demand is there. Dr. West thanked Mr. Parks for being this to the forefront as there is a need. Ms. DeVetter offered her assistance where needed. Mayor Sessions thanked everyone for their support.

**Brian West: Dump fees for residents. Dr. West** stated at the previous meeting there was a discussion regarding complimentary dump services for the residents of Tybee. Mr. Gulbranson was task with bringing recommendations/procedures to Mayor and Council. Dump fees generate approximately \$34,000 per year and his suggestion is to have the resident provide a utility bill or driver's license to prove their residency in order to receive complimentary services. Contractors would still be required to pay 5 cents a pound for their dumps. Mayor Sessions thanked everyone for the information provided. Mr. Hosti is in support of this as it is a way to give something back to the residents. **Brian West** made a motion to allow complimentary fees for the dump. **Barry Brown** seconded. Vote was 6-0 to approve. **DISCUSSION:** Pete Gulbranson to bring back procedures for implementation at the August 24, 2023 City Council meeting.

**Michelle Owens** gave an update on the **Emergency Medical Services**. Ms. Owens stated there was a recent workshop where this topic was discussed and Staff has been working toward viable options. Ms. Owens stated she has had numerous conversations with the County and they have expressed they would like to address our concerns. Mayor Sessions thanked Ms. Owens for her work with the County to get better ambulance response times and in building a relationship with them. Mr. Hosti thanked Ms. Owens.

**Spec Hosti** made a motion to adjourn to executive session to discuss real estate, personnel and litigation. **Nancy DeVetter** seconded. Vote was unanimous to approve, 6-0.

**Spec Hosti** made a motion to return to regular session. **Monty Parks** seconded. Vote was unanimous to approve 6-0.

**Spec Hosti** made a motion to adjourn. **Monty Parks** seconded. Vote was unanimous to approve, 6-0.

Meeting adjourned at 9:50PM

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Janet LeViner, MMC  
Clerk of Council



**File Attachments for Item:**

3. Tiffany Hayes, Chief, Tybee Island Police Department: New K-9 Program (Information Only)

# Tybee Island Police Department Canine Team Proposal

*Ofc. Christian Kendrick*

It is no secret that Tybee, much like the rest of our nation, has a growing drug problem. The recent news of the increasing opiate epidemic is a great concern to our community. I have personally witnessed lives ruined and families being torn apart by illegal drugs. I have made it a personal priority to be an active part of drug enforcement in the City of Tybee Island. There has been a gap in our ability to investigate and enforce drug crimes due to our lack of a single purpose drug detection canine. I would like to fill that void.

The addition of a canine team to our community will send a message to the people we serve that we are taking the drug problem seriously. Studies show citizens feel an increase in personal security with a canine presence in the community. Canines have also been effective in promoting interaction with the public at schools, recruitment events, and other day to day operations, especially since adults and children alike love animals. A canine team is a great way to send a proactive message to the residents and visitors of Tybee Island by displaying the capabilities of a drug detection canine. We can send a positive lifesaving message to our citizens and maintain legitimacy of our agency by taking a proactive approach to the drug epidemic that plagues every city in the US.

It is my intention to be responsible for adding a drug detection canine team to our department. This process generally takes 6-9 months before the canine and trainer are ready to be deployed. The following is a proposal including cost and some details for adding a police canine team back to our department and community.

## **Canine**

- Cost of dog \$3,500-\$4,000 (one time) ○ A dog will be selected from a reputable kennel and breeder to ensure good pedigree, mitigating unforeseen potential health problems caused by breeding. (Potential to obtain a free K9 from the DOD)
- Working life is typically about 6-8 years.

## **Training**

- Most training can be done on duty as time and call loads permit.
- I currently hold a DOD K9 handler certification as well as a trainer/instructor certification from the DOD.
- Ongoing joint trainings and refreshers will be done throughout the year.
- Certification \$80 annually (Can utilize DOD cert officials for free at Ft. Stewart)

## **Veterinarian**

- Annual vaccinations and care about \$300-500
- Administered by a local veterinary hospital in Savannah.

## **Equipment**

- To outfit an existing or new vehicle with new equipment the cost is about the same, \$4,982.33 (installed) ○ Includes transport kennel, kennel cooling system and alert pager for if the vehicle exceeds safe temperatures for the dog. (GAK9 Foundation has offered to supply all necessary vehicle equipment)

- Leashes, collar, harnesses bowls, scent kit etc. (Already obtained)
- Outdoor secured kennel with heated house ○ 5x10x6' lockable metal fenced enclosure \$560 (Already obtained)

**Other**

- Food, about \$480 annually.
- Handler will receive Canine stipend for compensation of general ongoing care, grooming and housing of the canine.

**Cost matrix**

Item	Budget Year	One time cost	Annual cost
Canine	2024	\$3,500-\$4,000	
Food	Yearly		\$480
Vet Services	Yearly		\$300-500
Training/Certifications	Yearly		\$80
Vehicle equipment	2024	\$4,982 if needed (GAK9)	
Leash , collars and scent kit	2024	Obtained/1500.00	
Kennel (5x10x6) chain link kennel with heated dog house enclose.	2024	Obtained	
Handler Compensation	Yearly		400.00 Canine stipend (\$4800.00 if paid out annually)
<b>Totals</b>		<b>\$5,000-\$10,342</b>	<b>\$5,700-6,000</b>

I would like to note that we are extremely fortunate to have a proven police canine trainer and handler in our department. Ofc. Kendrick has trained multiple narcotics/explosive detecting canines for the DOD. The relationships and connections that Ofc. Kendrick has made through his K9 career will prove invaluable and will make this process extremely cost effective and virtually seamless when the time comes that the narcotic detection canine is ready to work. The alternative would require 6-week vocational training and about \$30,000+ in cost to the department for the dog and training alone.

I look forward to speaking with you further and answering any questions about this proposal, as well as present my proposal to the Mayor, City Council and City Manager.

Thank you for your consideration.  
 Ofc. Christian Kendrick  
 Tybee Island Police department

**File Attachments for Item:**

5. Alcohol License: Special Event, Beer/Wine-  
Peace Officers Assoc. of GA dba Peace Officers Training Conf.  
Hotel Tybee-1401 Strand Ave

**MAYOR**  
Shirley Sessions

**CITY COUNCIL**  
Barry Brown, Mayor Pro Tem  
Jay Burke  
Nancy DeVetter  
Michael "Spec" Hosti  
Monty Parks  
Brian West



CITY OF TYBEE ISLAND

**CITY MANAGER**  
Shawn Gillen

**CLERK OF COUNCIL**  
Janet LeViner

**CITY ATTORNEY**  
Edward M. Hughes

**City Council Agenda Item Request**

**Agenda Item Requests and supporting documentation must be submitted to the Clerk of Council by 4:00PM on the Thursday prior to the next scheduled Council meeting. If this form is received after the deadline, the item will be listed on the next scheduled agenda.**

Council Meeting Date for Request: August 24, 2023

Item: Alcohol License Request-Special Event-Beer and Wine

Explanation: Peace Officers Association of Georgia dba Peace Officers Training Conference

Three-Day Special Event: September 10, 11, 12

Hotel Tybee - 1401 Strand Ave

Budget Line Item Number (if applicable): N/A

Paper Work:  X  Attached\*  
      Audio/Video Presentation\*\*

\* **Electronic submissions are requested but not required. Please email to [jleviner@cityoftybee.org](mailto:jleviner@cityoftybee.org).**

\*\* **Audio/video presentations *must* be submitted to the IT department at City Hall by 4:00PM on the Thursday prior to the scheduled meeting.**

Submitted by: Sharon S. Shaver

Phone / Email: 912 472-5072 / [sshaver@cityoftybee.org](mailto:sshaver@cityoftybee.org)

Comments: \_\_\_\_\_

Date given to Clerk of Council August 16, 2023

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Item #5.

## CITY OF TYBEE ISLAND BUSINESS AND ALCOHOL LICENSE APPLICATION



Application is hereby made for a license to do business within the City of Tybee Island as a dealer in alcoholic beverages as indicated below:

LICENSE CLASSIFICATION	FEE	CHECK	
Retail Beer/Wine – Package Sales Only, Consumption on Premises Prohibited	1110.		Notice: The applicant for a license shall be a citizen of the United States, a resident of Chatham County, and owner of the business or if a corporation, partnership or other legal entity is the owner, a substantial and major stockholder or the applicant may be the manager of the business charged with the regular operation of said business on the premises for which the license is issued.
Retail Beer/Wine – Sale by Drink for Consumption on Premises Only	945.		
Retail Liquor – Sale by Package Only, Consumption on Premises Prohibited	1410.		
Retail Liquor – Sale by Drink for Consumption on Premises Only	1950.		
Retail Liquor – Sale by Package & Drink both in One Building under One Ownership	2,000		
Sunday Sales – Sale by Drink for Consumption on Premises Only	150		
Sunday Sales – Package Sales Only	50		
Wholesale Beer	765		
Wholesale Liquor	1,500		
Wholesale Wine	150		
Distiller, Brewer, or Manufacturer of Alcoholic Beverages	300		
Special Event – Public or Private Property - Beer, Wine (no current license) per event	50	<input checked="" type="checkbox"/>	
Special Event – Public or Private Property - Beer, Wine (no current license) 3 days	100	<input checked="" type="checkbox"/>	
Special Event – Public or Private Property - Beer, Wine (holding current license) per event	10		

Business Name <b>PEARL OFFICERS ASSOCIATION OF GEORGIA</b>			
Business Location <b>133 TATINAL STREET, REIDSVILLE GA 30453</b>			
Mailing Address <b>PO BOX 1040 REIDSVILLE GA. 30453</b>			
Phone <b>912 557 4793</b>	Email <b>JEDWARDS@poag.org</b>		
Federal ID#: <b>58-6043823</b>	Sales Tax ID: <b>N/A</b>	NAICS Code: <b>N/A</b>	
Business Type(Circle One): Sole Proprietor Partnership Corporation(State) Date: LLC <input checked="" type="radio"/> Non-Profit Other:			

Names and Home Addresses of Owners, Partners or Corporate Officers with Ten Percent (10%) Interest in Business				
Names (attach additional pages if necessary)	Date of Birth	Home Addresses	City, State, Zip	Social Security #
<b>JOHN B EDWARDS</b>		<b>1206 EDGEMONT</b>	<b>CLAYTON GA 30417</b>	

**Security Assistance Plan**

What measures are taken to mitigate/control underage drinking? **SWORN PEARL OFFICER SECURITY**

Please state whether you will be using Security Guards:  If so, how many? **12** How often / Seasonal dates? **THEY WILL BE PRESENT ENTIRE EVENT**

Do you use off-duty police officers to provide security?  Number: **12** Frequency? **ENTIRE EVENT**

**Per City Ordinance (6-2021) All licensees are required to have proof of their employees, those serving or pouring alcohol, current certificates of completion from an alcohol server training program on file with licensee.**

Is the building capacity notice clearly posted? Where? **HOTEL TYBEE GRAND VIEW ROOM**

How is occupancy load enforced? **YES**

**International Fire Code 2018 ed: [BE] 1004.9 Posting of occupant load.** Every room or space that is an assembly occupancy shall have the *occupant load* of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space, for the intended configurations. Posted signs shall be of an *approved* legible permanent design and shall be maintained by the owner or the owner's authorized agent.

If special event, date(s) of event: **SEPT. 10 - NOV. 11 TUE 12** Name of event: **PEARL OFFICERS TRAINING CONF.**

Names of landlord of the business location: **HOTEL TYBEE** Address: **1401 STRAND AVE** Phone: **912 786-7777**

What other business is conducted at this location? **HOTEL, WEDDING EVENTS ETC.**

Has applicant, any person connected with, or any person having an interest in this business:

- ever been convicted of any violation of law other than for a traffic violation? NO
- ever served time in prison or other correctional institution? NO
- ever had an alcohol beverage license suspended or revoked at any time in any location? NO

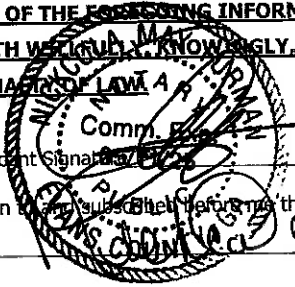
(if answer is yes, give details) \_\_\_\_\_

If this application is for RENEWAL of an existing license, enter License Number of existing license NO

If business is an eating establishment, are SUNDAY sales of alcoholic beverages contemplated? NO

Proof of liquor liability insurance: Please attach the current declaration page or certificate of insurance showing the required liquor liability insurance coverage.

**ALL OF THE FOREGOING INFORMATION IS HEREBY GIVEN AND ALL OF THE FOREGOING STATEMENTS ARE HEREBY MADE ON OATH WELL KNOWN, KNOWINGLY, AND ABSOLUTELY, AND THE SAME IS AND ARE HEREBY SWORN TO ME TO BE TRUE UNDER PENALTY OF LAW 4**



Applicant Signature: \_\_\_\_\_ Date: 7-17-23  
 Sworn to and subscribed before me this 17th day of July, 2023  
 \_\_\_\_\_ Notary Public

Approval	Signature	Date
City Manager		
Zoning		



**BACKGROUND CHECK REQUIREMENTS FOR ALCOHOL LICENSE**

PRIOR TO OR AT THE TIME OF SUBMITTING AN APPLICATION, THE APPLICANT FOR A LICENSE OR PERMIT ISSUED UNDER THE TERMS OF THIS ARTICLE AND THE OWNER OF THE PROPOSED BUSINESS OR A PRINCIPAL OFFICER OR MEMBER, THEREOF, AND /OR A MANAGER OF SUCH BUSINESS DESIGNATED BY SUCH OFFICER OR MEMBER, SHALL SUBMIT THEMSELVES FOR FINGERPRINTING AS PROVIDED BY LAW AND IN ACCORDANCE WITH CITY PROCEDURES AS DIRECTED BY THE CITY MANAGER.

**ORDINANCE NO. 6-2019, Sec. 6-5. - Reporting to City/Police - Licensee.**

BE IT FURTHER UNDERSTOOD THAT THE PURPOSE OF OBTAINING THIS INFORMATION IS TO SATISFY THE REQUIREMENTS SET FORTH BY THE MAYOR AND COUNCIL OF THE CITY OF TYBEE ISLAND, REGARDING AN ALCOHOL LICENSE APPLICATION.

Applicant: John B Edwards

Business/Event Name: Peace Officers Association of Georgia dba Peace Officers Training Conference

Approved  Denied

Bertram M. Whitley III  
Assistant Chief of Police

8/14/2023 Date

Return approved/denied form:

Sharon S. Shaver  
City Licensing Coordinator



**File Attachments for Item:**

6. Alcohol License: Beer/Wine Special Event-Friends of the Tybee Post Theater dba Tybee Post Music Festival,

One Day Special Event: November 4, 2023

Hotel Tybee, 1401 Strand Ave

**MAYOR**  
Shirley Sessions



**CITY MANAGER**  
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Edward M. Hughes

CITY OF TYBEE ISLAND

**City Council Agenda Item Request**

**Agenda Item Requests and supporting documentation must be submitted to the Clerk of Council by 4:00PM on the Thursday prior to the next scheduled Council meeting. If this form is received after the deadline, the item will be listed on the next scheduled agenda.**

Council Meeting Date for Request: August 24, 2023

Item: Alcohol License Request-Special Event- Beer, and Wine

Explanation: Friends of the Tybee Post Theater: dba Tybee Post Music Festival

One-Day Special Event: November 4, 2023

Hotel Tybee-1401 Strand Ave

Budget Line Item Number (if applicable): N/A

Paper Work: X Attached\*  
       Audio/Video Presentation\*\*

\* **Electronic submissions are requested but not required. Please email to [jleviner@cityoftybee.org](mailto:jleviner@cityoftybee.org).**

\*\* **Audio/video presentations *must* be submitted to the IT department at City Hall by 4:00PM on the Thursday prior to the scheduled meeting.**

Submitted by: Sharon S. Shaver

Phone / Email: 912 472-5072 / [sshaver@cityoftybee.org](mailto:sshaver@cityoftybee.org)

Comments: \_\_\_\_\_

Date given to Clerk of Council August 16, 2023

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Item #6.

## CITY OF TYBEE ISLAND BUSINESS AND ALCOHOL LICENSE APPLICATION



Application is hereby made for a license to do business within the City of Tybee Island as a dealer in alcoholic beverages as indicated below:

LICENSE CLASSIFICATION	FEE	CHECK
Retail Beer/Wine – Package Sales Only, Consumption on Premises Prohibited	1110.	
Retail Beer/Wine – Sale by Drink for Consumption on Premises Only	945.	
Retail Liquor – Sale by Package Only, Consumption on Premises Prohibited	1410.	
Retail Liquor – Sale by Drink for Consumption on Premises Only	1950.	
Retail Liquor – Sale by Package & Drink both in One Building under One Ownership	2,000	
Sunday Sales – Sale by Drink for Consumption on Premises Only	150	
Sunday Sales – Package Sales Only	50	
Wholesale Beer	765	
Wholesale Liquor	1,500	
Wholesale Wine	150	
Distiller, Brewer, or Manufacturer of Alcoholic Beverages	300	
Special Event – Public or Private Property - Beer, Wine (no current license) per event	50	
Special Event – Public or Private Property - Beer, Wine (no current license) 3 days	100	
Special Event – Public or Private Property - Beer, Wine (holding current license) per event	10	✓

Notice: The applicant for a license shall be a citizen of the United States, a resident of Chatham County, and owner of the business or if a corporation, partnership or other legal entity is the owner, a substantial and major stockholder or the applicant may be the manager of the business charged with the regular operation of said business on the premises for which the license is issued.

Business Name: Friends of the Tybee Post Theater  
 Business Location: 1401 Strand Avenue Tybee Island, GA 31328  
 Mailing Address: PO Box 2356 Tybee Island, GA 31328  
 Phone: 912 472 4790 Email: evan@tybeeposttheater.org  
 Federal ID#: 58-2647732 Sales Tax ID: N/A NAICS Code:  
 Business Type(Circle One): Sole Proprietor Partnership Corporation(State) Date: LLC Non-Profit Other:

Names and Home Addresses of Owners, Partners or Corporate Officers with Ten Percent (10%) Interest in Business

Names (attach additional pages if necessary)	Date of Birth	Home Addresses	City, State, Zip	Social Security #
<u>Evan Goetz</u>		<u>116A Hope Ln.</u>	<u>Sav, GA 31405</u>	
<u>Tracy Forman</u>		<u>14 Deerwood Rd.</u>	<u>Sav, GA 31410</u>	

**Security Assistance Plan**  
 What measures are taken to mitigate/control underage drinking? ID tent to check ID's + then give them a 21 + wristband to purchase alcohol.  
 Please state whether you will be using Security Guards: yes If so, how many? TBD How often / Seasonal dates? 11/4/23  
 Do you use off-duty police officers to provide security? yes Number: TBD Frequency? Just 11/4/23

**Per City Ordinance (6-2021) All licensees are required to have proof of their employees, those serving or pouring alcohol, current certificates of completion from an alcohol server training program on file with licensee.**

Is the building capacity notice clearly posted? Where? yes, lobby area  
 How is occupancy load enforced? By ticket purchase.  
**International Fire Code 2018 ed: [BE] 1004.9 Posting of occupant load.** Every room or space that is an assembly occupancy shall have the *occupant load* of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space, for the intended configurations. Posted signs shall be of an *approved* legible permanent design and shall be maintained by the owner or the owner's authorized agent.

If special event, date(s) of event: 11/4/23 Name of event: Tybee Post Music Festival  
 Names of landlord of the business location: NA Address: Phone:  
 What other business is conducted at this location? Hotel Tybee

Has applicant, any person connected with, or any person having an interest in this business:

- ever been convicted of any violation of law other than for a traffic violation? NO
- ever served time in prison or other correctional institution? NO
- ever had an alcohol beverage license suspended or revoked at any time in any location? NO

(if answer is yes, give details) \_\_\_\_\_

If this application is for RENEWAL of an existing license, enter License Number of existing license NO

If business is an eating establishment, are SUNDAY sales of alcoholic beverages contemplated? NO

Proof of liquor liability insurance: Please attach the current declaration page or certificate of insurance showing the required liquor liability insurance coverage.

**ALL OF THE FOREGOING INFORMATION IS HEREBY GIVEN AND ALL OF THE FOREGOING STATEMENTS ARE HEREBY MADE ON OATH WILLFULLY, KNOWINGLY, AND ABSOLUTELY, AND THE SAME IS AND ARE HEREBY SWORN TO ME TO BE TRUE UNDER PENALTY OF LAW.**

Applicant Signature [Signature] Date 5/16/23

Approval	Signature	Date
City Manager		
Zoning		

Sworn to and subscribed before me this 16 day of May, 2023

[Signature] Notary Public





**BACKGROUND CHECK REQUIREMENTS FOR ALCOHOL LICENSE**

PRIOR TO OR AT THE TIME OF SUBMITTING AN APPLICATION, THE APPLICANT FOR A LICENSE OR PERMIT ISSUED UNDER THE TERMS OF THIS ARTICLE AND THE OWNER OF THE PROPOSED BUSINESS OR A PRINCIPAL OFFICER OR MEMBER, THEREOF, AND /OR A MANAGER OF SUCH BUSINESS DESIGNATED BY SUCH OFFICER OR MEMBER, SHALL SUBMIT THEMSELVES FOR FINGERPRINTING AS PROVIDED BY LAW AND IN ACCORDANCE WITH CITY PROCEDURES AS DIRECTED BY THE CITY MANAGER.

**ORDINANCE NO. 6-2019, Sec. 6-5. - Reporting to City/Police - Licensee.**

BE IT FURTHER UNDERSTOOD THAT THE PURPOSE OF OBTAINING THIS INFORMATION IS TO SATISFY THE REQUIREMENTS SET FORTH BY THE MAYOR AND COUNCIL OF THE CITY OF TYBEE ISLAND, REGARDING AN ALCOHOL LICENSE APPLICATION.

-----

Applicant: Evan Goetz

Business/Event Name: Friends of the Tybee Post Theater dba Tybee Post Music Festival

Approved  Denied

Bertram M. Whitley III  
Assistant Chief of Police

08/14/2023 Date

Return approved/denied form:

Sharon S. Shaver  
City Licensing Coordinator

**File Attachments for Item:**

7. Agenda Request: Alcohol License-Beer/Wine: Special Event: Tybee Festival Association dba Tybee Pirate Fest

Two Day Special Event: October 7-8, 2023

16th Street Parking Lot

**MAYOR**  
Shirley Sessions



**CITY MANAGER**  
Shawn Gillen

**CITY COUNCIL**  
Barry Brown, Mayor Pro Tem  
Jay Burke  
Nancy DeVetter  
Michael "Spec" Hosti  
Monty Parks  
Brian West

**CLERK OF COUNCIL**  
Janet LeViner

**CITY ATTORNEY**  
Edward M. Hughes

CITY OF TYBEE ISLAND

**City Council Agenda Item Request**

**Agenda Item Requests and supporting documentation must be submitted to the Clerk of Council by 4:00PM on the Thursday prior to the next scheduled Council meeting. If this form is received after the deadline, the item will be listed on the next scheduled agenda.**

Council Meeting Date for Request: August 24, 2023

Item: Alcohol License Request-Special Event-Beer and Wine

Explanation: Tybee Festival Association dba Tybee Pirate Fest

Two-Day Special Event: October 7-8, 2023

16<sup>th</sup> Street Parking Lot

Budget Line Item Number (if applicable): N/A

Paper Work:  X  Attached\*  
  Audio/Video Presentation\*\*

\* **Electronic submissions are requested but not required. Please email to [jleviner@cityoftybee.org](mailto:jleviner@cityoftybee.org).**

\*\* **Audio/video presentations *must* be submitted to the IT department at City Hall by 4:00PM on the Thursday prior to the scheduled meeting.**

Submitted by: Sharon S. Shaver

Phone / Email: 912 472-5072 / [sshaver@cityoftybee.org](mailto:sshaver@cityoftybee.org)

Comments: \_\_\_\_\_

Date given to Clerk of Council August 16, 2023

**P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749  
(866) 786-4573 – FAX (866) 786-5737  
[www.cityoftybee.org](http://www.cityoftybee.org)**



Item #7.

## CITY OF TYBEE ISLAND BUSINESS AND ALCOHOL LICENSE APPLICATION



Application is hereby made for a license to do business within the City of Tybee Island as a dealer in alcoholic beverages as indicated below:

LICENSE CLASSIFICATION	FEE	CHECK	
Retail Beer/Wine – Package Sales Only, Consumption on Premises Prohibited	1110.		
Retail Beer/Wine – Sale by Drink for Consumption on Premises Only	945.		
Retail Liquor – Sale by Package Only, Consumption on Premises Prohibited	1410.		
Retail Liquor – Sale by Drink for Consumption on Premises Only	1950.		
Retail Liquor – Sale by Package & Drink both in One Building under One Ownership	2,000		
Sunday Sales – Sale by Drink for Consumption on Premises Only	150		
Sunday Sales – Package Sales Only	50		
Wholesale Beer	765		
Wholesale Liquor	1,500		
Wholesale Wine	150		
Distiller, Brewer, or Manufacturer of Alcoholic Beverages	300		
Special Event – Public or Private Property - Beer, Wine (no current license) per event	50		
Special Event – Public or Private Property - Beer, Wine (no current license) 3 days	100	X	
Special Event – Public or Private Property - Beer, Wine (holding current license) per event	10		

Notice: The applicant for a license shall be a citizen of the United States, a resident of Chatham County, and owner of the business or if a corporation, partnership or other legal entity is the owner, a substantial and major stockholder or the applicant may be the manager of the business charged with the regular operation of said business on the premises for which the license is issued.

Business Name		Tybee Festival Association <i>dba TYBEE PIRATE FEST</i>	
Business Location		<del>tybee Is.</del> <i>STRAND 16th STREET PARKING LOT</i>	
Mailing Address		PO Box <b>PO Box 1970 Tybee IS Ga 31328</b>	
Phone	404 697 3369	Email	frankkelly1706@gmail.com
Federal ID#:	82-2334677	Sales Tax ID:	
Business Type(Circle One):		Sole Proprietor Partnership Corporation(State) Date: LLC <b>Non-Profit</b> xOther:	
Names and Home Addresses of Owners, Partners or Corporate Officers with Ten Percent (10%) Interest in Business			
Names (attach additional pages if necessary)	Date of Birth	Home Addresses	City, State, Zip
Jenny Orr			
Frank Kelly		PO Box 10	Tybee IS Ga

**Security Assistance Plan**

What measures are taken to mitigate/control underage drinking? Yes ID everyone

\_\_\_\_\_

Please state whether you will be using Security Guards: \_\_\_\_\_ If so, how many? \_\_\_\_\_ How often / Seasonal dates? \_\_\_\_\_

\_\_\_\_\_

Do you use off-duty police officers to provide security? \_\_\_\_\_ Number: \_\_\_\_\_ Frequency? \_\_\_\_\_

\_\_\_\_\_

**Per City Ordinance (6-2021) All licensees are required to have proof of their employees, those serving or pouring alcohol, current certificates of completion from an alcohol server training program on file with licensee.**

Is the building capacity notice clearly posted? Where? \_\_\_\_\_

How is occupancy load enforced? \_\_\_\_\_

**International Fire Code 2018 ed: [BE] 1004.9 Posting of occupant load.** Every room or space that is an assembly occupancy shall have the *occupant load* of the room or space posted in a conspicuous place, near the main *exit* or *exit access* doorway from the room or space, for the intended configurations. Posted signs shall be of an *approved* legible permanent design and shall be maintained by the owner or the owner's authorized agent.

If special event, date(s) of event October 7-8 Name of event: Pirate Fest

Names of landlord of the business location Strand Parking lot Address \_\_\_\_\_ Phone \_\_\_\_\_

What other business is conducted at this location? \_\_\_\_\_



Has applicant, any person connected with, or any person having an interest in this business:

- ever been convicted of any violation of law other than for a traffic violation? no
- ever served time in prison or other correctional institution? no
- ever had an alcohol beverage license suspended or revoked at any time in any location? no

(if answer is yes, give details) \_\_\_\_\_

If this application is for RENEWAL of an existing license, enter License Number of existing license no

If business is an eating establishment, are SUNDAY sales of alcoholic beverages contemplated? no

- Proof of liquor liability insurance: Please attach the current declaration page or certificate of insurance showing the required liquor liability insurance coverage.

**ALL OF THE FOREGOING INFORMATION IS HEREBY GIVEN AND ALL OF THE FOREGOING STATEMENTS ARE HEREBY MADE ON OATH WILLFULLY, KNOWINGLY, AND ABSOLUTELY, AND THE SAME IS AND ARE HEREBY SWORN TO ME TO BE TRUE UNDER PENALTY OF LAW.**

Applicant Signature [Signature] Date 7-31-23

Sworn to and subscribed before me this 31st day of July 2023

Approval	Signature	Date
City Manager		
Zoning		

[Signature] Notary Public



Sharon S. Shaver  
Notary Public, Chatham County, GA  
My Commission Expires December 4, 2023



**BACKGROUND CHECK REQUIREMENTS FOR ALCOHOL LICENSE**

PRIOR TO OR AT THE TIME OF SUBMITTING AN APPLICATION, THE APPLICANT FOR A LICENSE OR PERMIT ISSUED UNDER THE TERMS OF THIS ARTICLE AND THE OWNER OF THE PROPOSED BUSINESS OR A PRINCIPAL OFFICER OR MEMBER, THEREOF, AND /OR A MANAGER OF SUCH BUSINESS DESIGNATED BY SUCH OFFICER OR MEMBER, SHALL SUBMIT THEMSELVES FOR FINGERPRINTING AS PROVIDED BY LAW AND IN ACCORDANCE WITH CITY PROCEDURES AS DIRECTED BY THE CITY MANAGER.

**ORDINANCE NO. 6-2019, Sec. 6-5. - Reporting to City/Police - Licensee.**

BE IT FURTHER UNDERSTOOD THAT THE PURPOSE OF OBTAINING THIS INFORMATION IS TO SATISFY THE REQUIREMENTS SET FORTH BY THE MAYOR AND COUNCIL OF THE CITY OF TYBEE ISLAND, REGARDING AN ALCOHOL LICENSE APPLICATION.

-----

Applicant: Frank Kelly

Business/Event Name: Tybee Festival Association dba Tybee Pirate Fest

Approved X Denied \_\_\_\_\_

Bertram M. Whitley III  
Assistant Chief of Police

08/14/2023 Date

Return approved/denied form:

Sharon S. Shaver  
City Licensing Coordinator

**File Attachments for Item:**

8. Preliminary FY23 Budget Amendment



# City of Tybee Island

## Memorandum

To: Mayor Sessions and Members of City Council  
 From: Jen Amerell, Finance Director *JRA*  
 Date: August 14, 2023  
 Re: Preliminary 2023 Budget Amendment

### Overview

Preliminary end of year procedures for fiscal year 2023 are underway. Fiscal year 2023 will not be finalized until after the annual audit is complete in late fall. Some adjustments will be made, but we do not expect any unforeseen material adjustments to the financial statements. Management expects to end the year with a surplus of \$2 million which is earmarked for various 2024 capital projects.

Attached is initial end of year budget amendment to align actual department expenditures within budget amounts. The department budgets with a deficit are supplemented by other department budgets with a budget surplus resulting in no net affect to total expenditures. Below is a summary of general fund department expenditures and explanations for department budget deficits at year end:

Department	Amended Budget	Actual Totals	Surplus / (Deficit)
City Council	\$ 721,710	\$ 625,360	\$ 96,350
Clerk of Council	127,983	115,118	12,865
City Manager	842,301	888,616	(46,315) A
Finance	1,149,741	1,187,791	(38,050) B
Information Technology	933,258	989,526	(56,268) C
Human Resources	490,734	427,697	63,037
Municipal Court	291,607	287,526	4,081
Police & Code Enforcement	4,417,347	4,294,892	122,455
Fire & Beach Safety	2,561,276	2,357,015	204,261
Public Works	3,184,714	3,176,683	8,031
Community Development	460,568	271,273	189,295
Parking Services	584,423	579,210	5,213
Transfers & Other Uses	940,175	835,120	105,055
<b>Total General Fund Expenditures</b>	<b>\$ 16,705,837</b>	<b>\$ 16,035,827</b>	<b>\$ 670,010</b>

### Deficit Budget Variance Explanations:

- A - Deficit due to additional software costs, and higher salary/benefit costs from staff redesign
- B - Credit card fess were \$60,000 higher than anticipated (more people paying via on-line)
- C - Equipment related costs higher as older equipment and related software is replaced

### Recommendation

Approve budget amendment as indicated on attached budget amendment summary.

**CITY OF TYBEE ISLAND, GEORGIA**  
**BUDGET LINE ITEM TRANSFER REQUEST FORM**

Date Received by Finance:

Submitted By: JRA

Department: All

Date: 8/15/2023



Purpose: End of year budget adjustment to transfer excess department(s) surplus to supplement general fund department deficits and gross annual court activity per GASB 84 standards.

Department	Account Description	Account Number	Current Budget	(Expenditures)	Budget Balance	Requested Budget Adjustment		Adjusted Budget Balance
						DECREASE	INCREASE	
CD	Community Development		460,568.00	271,273.00	189,295.00	141,500.00		47,795.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
<b>SUBTOTAL LINE ITEM DECREASES:</b>						<b>\$ 141,500.00</b>	<b>xx</b>	

Department	Account Description	Account Number	Current Budget	(Expenditures)	Budget Balance	Requested Budget Adjustment		Adjusted Budget Balance
						DECREASE	INCREASE	
CM	City Manager		842,301.00	888,616.00	(46,315.00)			185.00
Finance	Finance		1,149,741.00	1,187,791.00	(38,050.00)			450.00
IT	Information Technologies		933,258.00	989,526.00	(56,268.00)			232.00
Court	Court Costs (revenue)	100-00-35-1174	125,000.00	715,338.00	(590,338.00)			42,326.00
Court	Contract Services (expense)	100-2650-52-1300	6,300.00	641,383.00	(635,083.00)			(2,419.00)
					0.00			0.00
					0.00			0.00
<b>SUBTOTAL LINE ITEM INCREASES:</b>						<b>\$ 1,406,828.00</b>	<b>xx</b>	

**Net Change \$ 141,500.00 \$ 1,406,828.00**

Signature: JEM Date: 8/14/23

Was the Budget Amendment Request approved by the City Council?  YES  NO  N/A  
 Signature of Finance Employee who Processed the Request: \_\_\_\_\_  
 Date: \_\_\_\_\_

**File Attachments for Item:**

9. Tybee Island Fire and Rescue: Purchase 2005 F550 super Duty Crew Cab Squad Truck. Capital Fund Acct. 350-3510-54-1300 currently available balance is \$200,000.00 Cost for Apparatus is \$50,000.00









# City of Tybee Island

## Memorandum

To: City of Tybee Island City Council Members  
From: Jeremy Kendrick, Fire Chief  
Date: August, 2023  
Re: 2005 F550 Super Duty Crew Cab Squad Truck

---

### Background

The Tybee Island Fire Department has acquired a quote from Fire Trucks of America for a 2005 F550 Super Duty Crew Cab Squad Truck. Currently the department is using a F150 Ford pickup truck for calls for service. This apparatus has 13,899 miles and is in excellent condition. The vehicle comes with a 6 month drivetrain warranty.

### Overview

#### Apparatus Equipment included:

- 15K Generator
- 175ft electric cord reel
- 6 head Command Light for large scene incident
- 2 portable lights on tripods
- 2 Awnings for rehab
- Oxygen Cascade System
- Multiple Compartments for Medical, and Extrication Equipment

### Summary

This apparatus was part of a 5 department mutual aid association. From day 1 it was equipped with back boards and medical equipment. This apparatus had one purpose and one purpose only to respond to mass casualty incidents and other large scene calls. This apparatus is spotless and in excellent condition. It's a one owner department vehicle.

### Recommended Next Steps:

Based on the need for the fire departments daily operation specific to EMS/Rescue operations this apparatus will carry all EMS and Rescue Extrication equipment as well as other assorted types of equipment that is not able to be carried on the current vehicle.

Fire department administration recommends this item be approved

Funding for this apparatus is available within the fire department budget.

Capital Fund Acct. 350-3510-54-1300 currently available balance is \$200,000.00

Cost for Apparatus is \$50,000.00



**File Attachments for Item:**

10. Tybee Island Fire and Rescue: Purchase 2019 22.2 Zodiac Pro 7 Rigid Inflatable Boat, Capital Fund Acct. 350-3510-54-2500 currently available balance is \$90,000.00 Cost for Boat is \$78,200 including trailer and delivery. This is a budgeted expense in the FY24 budget.



# City of Tybee Island

## Memorandum

To: City of Tybee Island City Council Members  
From: Jeremy Kendrick, Fire Chief  
Date: August, 2023  
Re: 2019 22.2 Zodiac Pro 7 Rigid Inflatable Boat (RIB)

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### Background

The Tybee Island Fire Department has acquired a quote from Fire Trucks of America for a 2019 22.2 Zodiac Pro 7 Rigid Inflatable Boat. Currently the department is using rescue jet skis but the department is limited on hours of operating the ski's based on required boat lighting regulations and rescue efforts are more challenging for rescue personnel when making rescues for multiple victims.

### Overview

#### Boat Apparatus Equipment included:

- 4.2L FX250 Yamaha outboard motor
- Garmin Chartplotter and Transducer
- Custom Fusion and JL Stereo System
- Brand new rigid inflatable tubes. Original rigid inflatable tubes were replaced do to Manufacture Recall under Zodiac Warrenty.
- Brand new Shorelander Dual Axle Trailer
- Boat Apparatus can hold up to 16 people
- Boat Apparatus has a total 402.6 operating hours

### Summary

The boat apparatus will meet and exceed our requirements for daily operations for conducting rescues and patrolling the ocean front and back rivers.

### Recommended Next Steps:

Based on the need for the fire departments daily operation specific to EMS/ and Water Rescue operations this apparatus will carry all required water rescue equipment, Sonar and emergency lighting. The boat apparatus will be equipped with life jackets for rescue personnel and victims.

Fire department administration recommends this item be approved

Funding for this apparatus is available within the fire department budget.

Capital Fund Acct. 350-3510-54-2500 currently available balance is \$90,000.00

Cost for Boat Apparatus is \$78,200 including trailer and delivery.





**File Attachments for Item:**

11. Reimbursement Resolution



# City of Tybee Island

## Memorandum

To: Mayor Sessions & Members of City Council  
 From: Jen Amerell, Finance Director  
 Date: August 16, 2023  
 Re: Reimbursement Resolution

JRA

### Overview

The Water / Sewer Utility capital improvement plan includes a wide variety of projects and purchases including sewer line and water main replacements, improvements to facilities, equipment replacements and much needed system upgrades. Given the nature of these projects and purchases, management has determined that a revenue bond would be the best financing fit for the City. In one of the next upcoming Council meetings, approval of the actual debt issue of approx. \$7.5 million will be on the agenda.

### Summary

To spend any bond proceeds prior to receipt of the funds, a reimbursement resolution must be on file. The City Engineer has indicated some projects, specifically due to failing water and sewer lines, are necessary as soon as possible. Approving the reimbursement resolution will allow staff to begin the projects prior to receiving the bond proceeds and pay itself back when the bonds proceeds are received. Below is the list of water / sewer projects from the FY24 budget included in the upcoming debt issue:

Project / Description	Project Budget	Project / Description	Project Budget
Sanitary Main Replacements	\$ 2,683,000	Lift Station Pumps	\$ 600,000
Watermain Replacements	500,000	WWTP & Well Generators	225,000
Raising of Well Houses	700,000	UV Violet Disinfection Replacemer	350,000
WWTP & Odor Control	1,100,000	Equipment	125,000
Sanitary Forcemains	350,000	Watertower Painting	250,000
WWTP Building	220,000	Lift Station Scrubber	250,000

### Recommendation

Approve reimbursement resolution as presented.



MAYOR AND COUNCIL OF THE CITY OF TYBEE ISLAND, GEORGIA  
REIMBURSEMENT RESOLUTION

WHEREAS, the Mayor and Council of the City of Tybee Island, Georgia (the "Mayor and Council"), the governing body of the City of Tybee Island, Georgia (the "City"), has determined that the acquisition of equipment, building improvements, waste water treatment improvements and water system improvements (the "Project"), is necessary and desirable for the benefit of the City; and

WHEREAS, prior to the obtaining of a tax-exempt financing to pay all or a portion of the costs of the Project, the City reasonably expects to expend funds on the Project, which funds may be reimbursed from the proceeds of such tax-exempt financing for the Project; and

WHEREAS, the City, pursuant to this resolution wishes to declare its official intent to reimburse from tax-exempt proceeds capital expenditures for the Project in the maximum amount of \$7,500,000.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council as follows:

1. The City reasonably expects to reimburse planned expenditures for the Project with proceeds of a tax-exempt financing.

2. The City hereby expresses its declaration of official intent, pursuant to Treasury Regulations § 1.150-2(d), to reimburse original expenditures on the Project in the maximum principal amount of \$7,500,000 with proceeds from a tax-exempt financing (to the extent permitted by § 1.150-2 of the Treasury Regulations). The City will pay original expenditures on the Project from a construction or other account maintained by the City.

3. The City shall make its reimbursement allocations not later than 18 months after the later of (i) the date the original expenditure is paid or (ii) the date the Project is placed in service or abandoned, but in no event more than three years after the original expenditure is paid.

4. This resolution shall become effective on the date of its adoption.

APPROVED AND ADOPTED this 24<sup>th</sup> of August, 2023.

CITY OF TYBEE ISLAND, GEORGIA

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

(S E A L)

## CITY CLERK'S CERTIFICATE

The undersigned City Clerk of the City of Tybee Island, Georgia (the "City"), keeper of the records and seal thereof, hereby certifies that the foregoing is a true and correct copy of a resolution approved and adopted by majority vote of the Mayor and Council of the City in meeting assembled on August 24, 2023, the original of which resolution has been entered in the official records of the City under my supervision and is in my official possession, custody, and control.

I further certify that said meeting was held in conformity with the requirements of Title 50, Chapter 14 of the Official Code of Georgia Annotated.

(S E A L)

---

Janet LeViner  
City Clerk, City of Tybee Island, Georgia

**File Attachments for Item:**

13. Bubba Hughes: Tom Gehl, Government Relations Services

# Proposal



## For Governmental Relations Services for the City of Tybee Island August 2023

### Overview of Services

For the City of Tybee Island, Civic Forward Strategies will proactively lobby on behalf of the city for the passage of a general law which gives local governments enhanced powers to respond to unpermitted special events which arise or are planned and promoted through social media. Civic Forward Strategies will coordinate bill drafting in concert with members of the Tybee Island legislative delegation, other members of the General Assembly who have an interest in addressing special events like this across the state, and with the Office of Legislative Counsel. Civic Forward Strategies will also work with legislators to plan for the introduction of legislation, analyzing strategic and tactical considerations to secure passage of the legislation.

### Professional Price Arrangements

For governmental relations services necessary to navigate the legislative process Civic Forward Strategies proposes three options for the City of Tybee Island.

Option 1: For a monthly retainer of \$5,000, Civic Forward Strategies will proactively lobby on behalf of the city on any issues as directed by the Mayor and Council, such as securing funding for beach renourishment, protecting the city's ability to regulate short-term rentals within its jurisdiction, and enhancing the city's powers to control crowds and traffic resulting from social media promotions.

Option 2: For a monthly retainer of \$3,000, Civic Forward Strategies will lobby on behalf of the city for the passage of a general law which gives local governments enhanced powers to respond to unpermitted special events which arise or are planned and promoted through social media.

Option 3: For a project fee of \$25,000, Civic Forward Strategies will lobby on behalf of the city for the passage of a general law which gives local governments enhanced powers to respond to unpermitted special events which arise or are planned and promoted through social media. The term of this project would be August 2023, through April 2024, after the General Assembly has adjourned sine die and during the period when Governor Kemp will be considering measures to sign or veto.

**TOM GEHL**

Civic Forward Strategies, [www.civicforwardstrategies.com](http://www.civicforwardstrategies.com)

[TomGehl@CivicForwardStrategies.com](mailto:TomGehl@CivicForwardStrategies.com)

For all three options, any travel costs for meetings with legislators or executive branch staff in Atlanta would be borne by Civic Forward Strategies. Should attendance be required for meetings in other locations across the state or meetings be necessary with key legislators and stakeholders, Civic Forward Strategies asks for reimbursement of actual travel and any lodging costs. Travel, lodging, meals, and out-of-pocket expenses will always be discussed with the point of contact in the City of Tybee Island prior to expenditure.

**Firm Principles**

Civic Forward Strategies is an independent governmental affairs firm centered in political reality, upholding the highest ethical standards, and focused on client results.

Civic Forward Strategies' Founder and Principal Tom Gehl has extensive bi-partisan, statewide political relationships cultivated beginning with every consecutive General Assembly session since 1990 and through wide-ranging involvement with thought-leaders throughout Georgia. Prior to founding Civic Forward Strategies, Tom lobbied on behalf of the 537 municipal governments for the Georgia Municipal Association (GMA) for 22 years. For more information, visit: [www.civicforwardstrategies.com](http://www.civicforwardstrategies.com).

**Acceptance of the Proposal**

\_\_\_\_\_, \_\_\_\_\_

City of Tybee Island: \_\_\_\_\_

Date: \_\_\_\_\_

---

Proposed General Law Allowing Special Powers to Respond to Social Media-Generated Events

**September 2023** – Recognizing that the goal is to secure special powers for the city to respond to excessive crowds through the passage of a general law similar to the statute enacted in Florida. The initial draft should be broad enough to encompass the ability of multiple governments to coordinate and plan for a regional approach to large events generated by persons who “knowingly promotes or organizes” illegal gatherings, including using social media promotions, to incorporate enhanced authority to control crowds, invoke emergency powers to restrict access on roadways, and to authorize increased ordinance violation penalties violations during these events.

Civic Forward Strategies will coordinate the drafting of legislation with the Office of Legislative Counsel, subject to authorization from a member of the legislature. Once drafted, the legislation will need to be socialized with City Attorney Bubba Hughes, who in turn will solicit input from the Tybee Island Mayor and Council, and with state legislators in the Tybee Island delegation. In these discussions, determination will be made on possible sponsors of the legislation, whether to introduce a bill in each chamber and obtaining co-sponsor support. It would be preferable to build broad bi-partisan support for this proposal.

**October 2023 to December 2023** – Broader socialization of the draft legislation for the following purposes:

- Input on the draft is needed from legislators with expertise in public safety, those who serve on the respective House and Senate Judiciary Committees, and with leadership in both majority and minority caucuses. Legislative outreach to solicit input will also be needed from leadership of the Georgia Legislative Black Caucus. Additionally, Lt. Governor Jones and Speaker Burns’ offices will need to be briefed on the draft bills, as well as the Office of Governor Kemp.
- Public safety partners among local and state governments will need to review the draft legislation and provide feedback. These entities on the engagement list include, but may not be limited to, the Georgia Department of Transportation, the Georgia Department of Public Safety, the Georgia Department of Natural Resources, Chatham County and municipalities in the county, the Jekyll Island Authority, Glynn County and Brunswick, the City of Atlanta, the Georgia Association of Chiefs of Police, the Georgia Sheriffs Association, the Association County Commissioners of Georgia, the Georgia Municipal Association and the Prosecuting Attorneys’ Council of Georgia. The goal is to improve the draft legislation and to potentially form a coalition of supporters and supporter groups.
- Engagement is likely necessary with special interest groups such as the Southern Center for Human Rights, the American Civil Liberties Union, Georgia Association of Criminal Defense Lawyers and others as needed.

**January 2024 to April 2024** – Civic Forward Strategies will be in regular communication with Bubba Hughes who can communicate developments with Mayor and Council. When that the draft legislation is ready to be introduced, Civic Forward Strategies will work with the lead sponsor (or lead sponsors, if the decision is made to introduce the proposal in both the House and Senate) to obtain bi-partisan co-sponsors to sign the legislation. Once introduced and assigned to committee(s), Civic Forward Strategies will brief members of the respective committees to which the legislation was assigned and work to obtain their support. If needed, public safety allies will be asked to publicly support the measure when it receives committee debate. Civic Forward Strategies will engage tactically with other committees (particularly the House and Senate Rules Committees) as necessary. If the measure receives final passage in the General Assembly, Civic Forward Strategies will coordinate engagement to show Governor Kemp the level of support for the measure and ask for his signature to make the bill Georgia law.

**File Attachments for Item:**

15. Michelle Owens: Procedures for Dump Fees

**2023- 2024 Nonprofit Grant Funding Requests**

<b>Organization</b>	<b>Status</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>	<b>City Services Waiver</b>	<b>Other City Funding Received</b>	<b>Matching Funds</b>	<b>Notes</b>
Tybee Arts Association/ TBT	Approved	\$53,400.00	\$10,000.00	\$4,300.00		100%	
Tybee Clean Beach Volunteers Inc.	Approved	\$3,500.00	\$3,500.00			85%	
Tybee Post Theater	Approved	\$12,372.00	\$10,000.00	\$4,300.00	Portion of Hotel Tax	100%	
Tybee Beautification Association	Approved	\$7,705.00	\$2,000.00			0%	
Friends of Cockspur Lighthouse	Approved	\$5,000.00	\$5,000.00			20%	
Fresh Air Home	Approved	\$1,200.00	\$1,680.00			25%	
Tybee MLK	Approved	\$24,000.00	\$10,000.00	\$4,300.00	Funding for Black History Trail Signage	Not Specified	
Yeepies	Denied	\$575.00	\$0.00			0%	
American Legion	Approved	\$172,220.00	\$10,000.00	\$3,230.00		0%	
Marine Science Center	Approved	\$25,000.00	\$10,000.00		Restroom construction Parking TPD Funding	100%	
Tybee Island Farmers Market	Approved			\$135.00		n/a	
Tybee Festival Association	Approved	\$9,980.00	\$10,000.00	\$4,300.00		100%	
Tybee Irish Heritage Inc.	Approved	\$3,500.00	\$3,500.00	\$3,700.00		100%	

**Total: \$75,680.00**

**Total: \$24,265.00**

**Total: 99,945.00**



**File Attachments for Item:**

16. Michelle Owens: Main Street: Non-profit Grants

**2023- 2024 Nonprofit Grant Funding Requests**

<b>Organization</b>	<b>Status</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>	<b>City Services Waiver</b>	<b>Other City Funding Received</b>	<b>Matching Funds</b>	<b>Notes</b>
Tybee Arts Association/ TBT	Approved	\$53,400.00	\$10,000.00	\$4,300.00		100%	
Tybee Clean Beach Volunteers Inc.	Approved	\$3,500.00	\$3,500.00			85%	
Tybee Post Theater	Approved	\$12,372.00	\$10,000.00	\$4,300.00	Portion of Hotel Tax	100%	
Tybee Beautification Association	Approved	\$7,705.00	\$2,000.00			0%	
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Tybee Irish Heritage Inc.	Approved	\$3,500.00	\$3,500.00	\$3,700.00		100%	

**Total: \$75,680.00**

**Total: \$24,265.00**

**Total: 99,945.00**