

**MAYOR**  
Brian West

**CITY COUNCIL**  
Bill Garbett  
Spec Hosti  
Tony Ploughe  
Nick Sears  
Kathryn Williams



**CITY MANAGER**  
Bret Bell

**ASST CITY MANAGER**  
Michelle Owens

**MAYOR PRO TEM**  
Monty Parks

**CITY CLERK**  
Fabian Mann

**CITY ATTORNEYS**  
Edward M. Hughes  
Tracy O'Connell

## **CITY OF TYBEE ISLAND**

### **City Council Regular Meeting June 12, 2025 | 6:30 PM**

**Tybee Island Public Safety Building  
78 Van Horne Avenue  
Tybee Island, GA 31328**

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## **AGENDA**

### **Opening Ceremonies**

Call to Order

Invocation

Pledge of Allegiance

### **Announcements**

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

### **Consideration of Approval of Meeting Minutes**

1. City Council Regular Meeting Minutes: May 22, 2025

### **Public Comments**

If there is anyone wishing to speak to anything on the agenda besides the public hearing, please approach the podium and limit your comments to five minutes.

### **Consideration of Approval of Consent Agenda**

### **Public Hearings**

2. Variance: encroachment into front setback – 1711 Butler Avenue – Zone C-1 – Anthony Sapone - 40009 02002
3. Map Amendment: zoning change from R-2 to R-T – 1800 Block of Butler Avenue, specifically:  
1803 Butler Avenue – Pelican Landing of Tybee LLC – 40009 08008

**403 Butler Avenue  
P.O. Box 2749  
Tybee Island, Georgia 31328-2749**



**(912) 786-4573 tel  
(912) 786-5737 fax  
[www.cityoftybee.org](http://www.cityoftybee.org)**

1804 Butler Avenue – Ginny and Joey Murphy – 40009 06010

1806 Butler Avenue – Scott Center – 40009 06026

1807 Butler Avenue – TB1807 LLC – 40009 08006

1809 Butler Avenue – Michael Manucy – 40009 08005

1810 Butler Avenue – DFC Real Estate LLC – 40009 07004

1812 Chatham Avenue – Willie and Shelly Fields – 40009 08004A

1813 Butler Avenue – Barney Portman – 40009 08004B

### **Consideration of Agreements**

4. Amendment 1 to the Storm Debris Removal Monitoring Agreement with Rostan Solutions to Provide a Two-Year Renewal of the Existing Agreement
5. Agreement with MI Global to Provide Leadership Ethics Training to City Committee Members

### **Consideration of Ordinances**

6. Second Reading and Approval of Ordinance 2025-02, Annual Operating Budget of the City of Tybee Island, Georgia for Fiscal Year 2026

### **City Council and Staff Considerations**

7. Councilmember Sears: Approval of Resolution 2025-09, Providing Schedules and Procedures for Setting Council Meeting Agendas
8. Councilmember Ploughe: Approval of Resolution 2025-11, Directing the City Manager to Communicate with the Tybee Island Maritime Academy (TIMA), Savannah-Chatham County Public School System (SCCPSS), Tybee Island YMCA and Additional Entities for the Purpose of Exploring TIMA's, SCCPS', YMCA's and Additional Entities' Interest and the Feasibility of Locating a Shared Use School and Community Facility Located in Tybee Island Memorial Park
9. Councilmember Parks: Approval of a City Glass Recycling Event with ABC Glass Recycling
10. Community Development Director Patricia Sinel: Approval of Development Services Fee Schedule Update for Planning, Zoning, and Building Fees

### **Executive Session**

Discuss litigation, personnel, and real estate

### **Possible Vote on Litigation, Personnel, and Real Estate as Discussed in Executive Session**

### **Adjournment**

**P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749**  
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**www.cityoftybee.org**



*Individuals with disabilities who require accommodation 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 Fabian Mann at 912.472.5080 promptly to allow the City to provide reasonable accommodation.*

**\*PLEASE NOTE:** Those 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 meeting scheduled. 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."*



**File Attachments for Item:**

1. City Council Regular Meeting Minutes: May 22, 2025

**MAYOR**  
Brian West

**MAYOR PRO TEM**  
Monty Parks

**CITY COUNCIL**  
Bill Garbett  
Spec Hosti  
Tony Ploughe  
Nick Sears  
Kathryn Williams



**CITY MANAGER**  
Bret Bell

**CITY CLERK**  
Fabian Mann

**ASST CITY MANAGER**  
Michelle Owens

**CITY ATTORNEYS**  
Edward M. Hughes  
Tracy O'Connell

## **CITY OF TYBEE ISLAND**

**City Council Regular Meeting  
May 22, 2025 — 6:30 PM**

### **Minutes of Meeting**

**Call to Order** — The City of Tybee Island City Council held a regular city council meeting on Thursday, May 22, 2025, at 78 Van Horne Avenue, Tybee Island, GA 31328. The meeting was called to order by Mayor Brian West at approximately 6:30 PM. Mayor Pro Tem Monty Parks, Councilmember Bill Garbett, Councilmember Michael "Spec" Hosti, Councilmember Tony Ploughe, Councilmember Nick Sears, and Councilmember Kathryn Williams were also present.

**Administrative Staff Attendance** — City Manager Bret Bell, Assistant City Manager Michelle Owens, City Clerk Fabian Mann, City Attorney Edward Hughes, and City Attorney Tracy O'Connell were present.

**Invocation** — The invocation was led by **Mayor Pro Tem Parks**.

**Pledge of Allegiance** — The pledge of allegiance was led by **Mayor West**.

### **Announcements**

- Tybee City Hall closed on May 26, 2025, in observance of Memorial Day
- June Lunch and Learn, June 11, 2025, 11:30 AM, All Saints Episcopal

### **Recognitions**

- Zach Pitts was recognized as the employee of the first quarter of 2025 by Human Resources Director Jaime Spear.
- Daryl McCorkle was recognized as Tybee Island's new Water and Sewer Division Director by City Manager Bret Bell.
- A proclamation was issued by Mayor West designating May 23, 2025, as "National Poppy Day."

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

- City Council Regular Meeting Minutes: May 8, 2025
- Contract with First Due to Provide Electronic Records Management Software to Enhance the Capabilities with the Tybee Island Fire Department
- Fiscal Year 2025 Budget Amendment #3, Reconciliation of Departmental Deficits and Surplus

**403 Butler Avenue  
P.O. Box 2749  
Island, Georgia 31328-2749**



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### **City Manager Discussion**

- Action Item List Update

City Manager Bret Bell provided high-level updates on action items provided by the Mayor and Council. The topics included Memorial Park master planning, Solomon Avenue road planning, LiveOak Fiber installation, historic district project, new fire station planning, and beach nourishment. City Clerk Fabian Mann provided an update on the contract database project.

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### **Public Comments**

No comments were received.

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### **Public Hearings**

- City of Tybee Island Annual Operating Budget for Fiscal Year 2026

Finance Director Jen Amerell presented a brief slideshow presentation detailing the highlights of the Fiscal Year 2026 budget. The presentation also included proposed capital projects for the upcoming fiscal year.

No public comments were received.

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### **Consideration of Approval of Consent Agenda**

**Councilmember Hosti** made a motion to approve the consent agenda. **Councilmember Parks** seconded the motion. **Motion passed unanimously.**

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### **Consideration of Ordinances**

- First Reading of Ordinance 2025-02, Annual Operating Budget of the City of Tybee Island, Georgia for Fiscal Year 2026

**Councilmember Parks** made a motion to approve the first reading of Ordinance 2025-02. **Councilmember Hosti** seconded the motion. **Motion passed unanimously.**

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### **Council Considerations**

- Councilmember Sears: Approval of Resolution 2025-09, Providing Schedules and Procedures for Setting Council Meeting Agendas

**Councilmember Sears** made a motion to table Resolution 2025-09 until the June 12<sup>th</sup> city council meeting. **Councilman Ploughe** seconded the motion. **Motion passed unanimously.**

**Executive Session**

**Councilmember Hosti** made a motion to move from the regular meeting into an executive session referencing litigation and real estate. **Councilmember Ploughe** seconded the motion. **Motion passed unanimously.**

**Councilmember Ploughe** made a motion to return to the regular meeting from an executive session. **Councilmember Parks** seconded the motion. **Motion passed unanimously.**

Consideration to take any action needed arising from executive session – **No action was taken.**

**Adjournment**

**Councilmember Hosti** made a motion to adjourn the meeting. **Councilmember Parks** seconded the motion. **Motion passed unanimously.**

**City of Tybee Island**

**Brian West, Mayor**

**Attest:**

\_\_\_\_\_

**Fabian Mann, Jr., City Clerk**



**File Attachments for Item:**

2. Variance: encroachment into front setback – 1711 Butler Avenue – Zone C-1 – Anthony Sapone - 40009 02002



# STAFF REPORT

CITY COUNCIL MEETING: June 12, 2025

**REQUESTED ACTION:** Approve a variance for additional encroachment into the front yard setback

**LOCATION:** 1711 Butler Avenue

**PIN:** 40009 02002

**APPLICANT:** Anthony Sapone

**OWNER:** Salty Shore Holdings, LLC

**EXISTING USE:** Single-family residential

**PROPOSED USE:** Single-family residential

**ZONING:** C-1

**USE PERMITTED BY RIGHT:** Requires variance

**COMMUNITY CHARACTER MAP:** South End Character Area

**PROPOSAL:** The applicant is requesting a variance for a 261 square foot deck spanning the front of the structure and an extension of the slab porch roof in the front yard setback, as part of the remodel of the exterior of the existing residential structure.

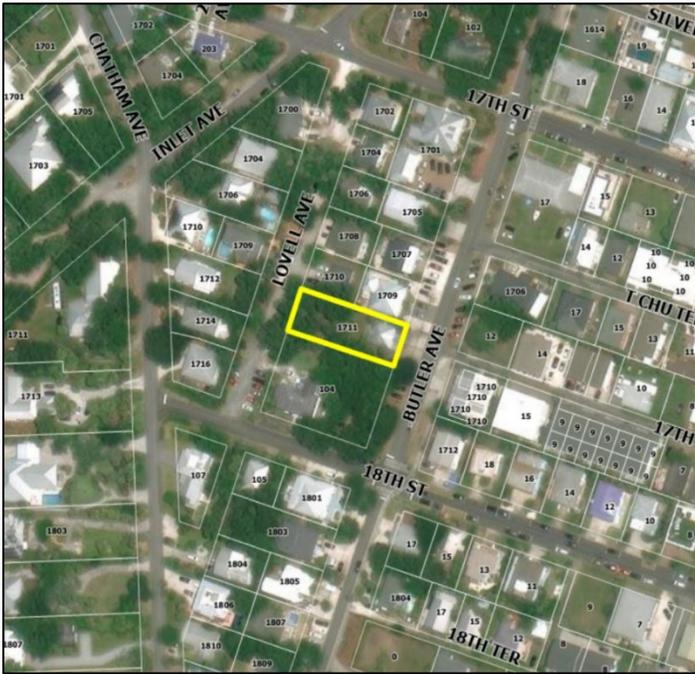
**PLANNING COMMISSION:** The Planning Commission recommended a conditional approval of the variance for encroachment in the front yard setback by a vote of 4-3 at the May 19, 2025, regular meeting. The condition of approval is the applicant installing an approved method of emergency egress (roll down ladder or stairs) from the deck.



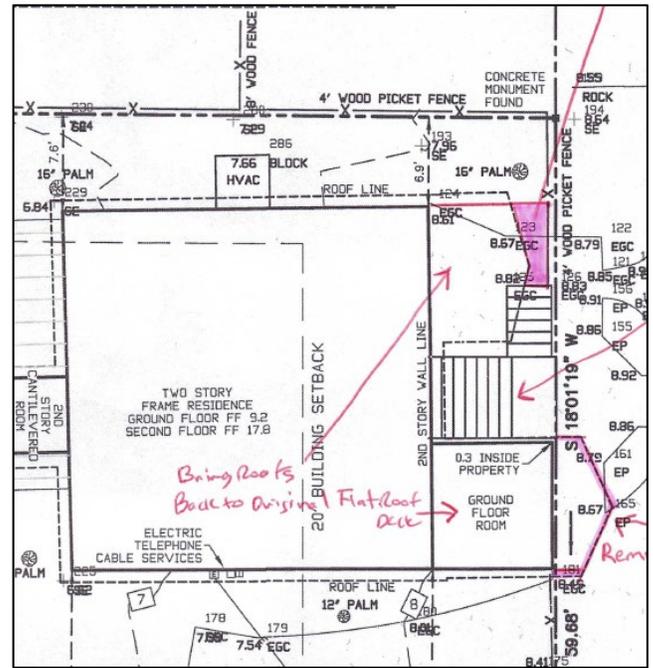
Map 1: Zoning Map



Map 2: Community Character Map



Map 1: Location Map



**LAND DEVELOPMENT CODE (LDC) ANALYSIS.** The property currently fall into the C-1 Beach Business district. The focus of the C-1 beach business land use district is to provide for commercial and residential land uses that support and complement recreational use of the beach and general tourism of the island. The land uses permitted in this district provide for a substantial amount of the island's employment base. Residential structures in the C-1 zoning district use the R-2 setback requirements. The setbacks in the R-2 zoning district are as follows:

- Front yard: 20 feet
- Side yard: 10 feet
- Rear yard: 10 feet

**Background.** The two story residential structure was built in 1912 on 0.22 acres. The main structure is approximately 1,500 square feet. An additional living space, a slab porch with a roof of 66 square feet, and the front staircase to access the second floor are/were all within the front setback.



Figure 2: 2024 View



Figure 1: Current View

The applicant applied for and was approved for interior modifications with a residential renovation permit in October of 2024, which was also recommended for approval by the Historic Preservation Commission (HPC). In March 2025, after noticing work on the exterior, staff informed the applicant any exterior improvements needed an additional permit and needed to go before the HPC. The applicant stopped exterior work and applied for a building permit for exterior changes. After receiving the application, staff informed the applicant that a variance is needed for work (porch and slab porch roof) in the front setback. The HPC recommended denial of the proposed exterior changes.

Over 50% of the footprint of the original structure encroaches into the front and side yard setbacks, while 45 square feet overhang encroached into the public right of way (ROW). The applicant has since removed the overhang from the ROW, replaced the pitched roof with a flat roof, removed the substandard front staircase, and extended the flat roof line of the slab porch to the property line, an additional encroachment of less than 20 square feet. The applicant states that to bring the front staircase to code, the staircase would encroach significantly into the ROW. The applicant also intends to have a 261 square foot deck across the front, on top of and in line with the flat roofs, a setback encroachment.

Below, the applicant indicated the changes to the front of the structure. Staff included the setback lines in red, outline of the proposed deck in blue, and the addition to the slab porch roof shown in pink.

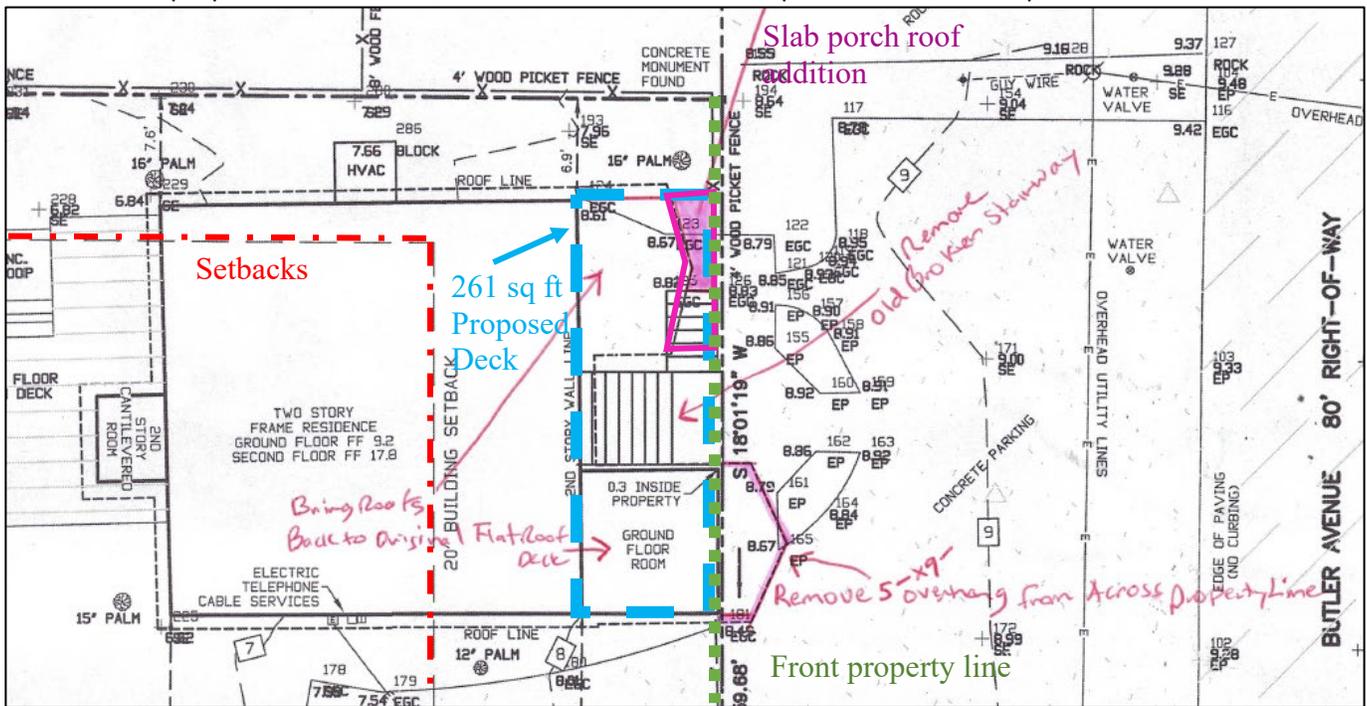


Figure 3: Survey with changes

**TYBEE ISLAND 2021-2026 COMPREHENSIVE PLAN UPDATE ANALYSIS.** This site falls into the South End Neighborhood character area of the Comprehensive Plan.

*The South End character area is just south of the Downtown area, and features a growing mix of residential uses. The area is a very close to both the Back River and Downtown character areas, but has a distinct feel brought by the growing number of seasonal rental units, as well as the easy access to South End Beach and proximity to the activity in the adjacent Downtown. Highway 80 terminates shortly before the South End neighborhood boundary.*

It is important to note the following strategies as they pertain to the **South End** and this project:

- Preserve or restore historic structures whenever possible.

- Monitor and encourage appropriate scaling of intensity between the Downtown commercial area and the Residences.
- Preserve the residential character of the neighborhood.

**Variance Criteria**

Per **Section 5-090-Variances**, the mayor and council may grant a variance from the strict application of the provisions in this Land Development Code only if physical circumstance, condition, or consideration exists:

- There are unique physical circumstances or conditions or considerations beyond that of surrounding properties, including a substandard lot of record that existed prior to March 24, 1971; irregularity; narrowness; or shallowness of the lot shape; or exceptional topographical or other physical circumstances, conditions, or considerations related to the environment, or to safety, or to historical significance, that is peculiar to the particular property; **and**
- Because of such physical circumstances or conditions or considerations, the property cannot be developed in strict conformity with the provisions of this Land Development Code, without **undue hardship** to the property.
- A nonconforming use or structure does not constitute a unique physical circumstance, condition, or consideration.

Per the LDC, a **variance** means an authorization by the mayor and council granting permission to depart from the literal enforcement of this Land Development Code.

**Hardship.** Hardship is a particularly difficult variance criterion as there can be no hard and fast definition fitting all cases. It is necessary to hear all of the facts and measure each case on its own merits. The applicant bears the burden of responsibility for demonstrating that the hardship is not self-created and that the variance requested is the minimum necessary to alleviate the situation without negatively impacting the surrounding area.

In the Land Development Code:

**Hardship** means the circumstances where special conditions, which were not self-created or created by a prior owner, affect a particular property and make strict conformity with the restrictions governing dimensional standards (such as lot area, lot width, setbacks, yard requirements, or building height) **unnecessarily burdensome or unreasonable** in light of the purpose of the Code.

**Unnecessary hardship** is present only where, in the absence of a variance, no feasible use can be made of the property.

No permitting requirements of the LDC are waived, modified, or varied by the approval of this variance.

**STAFF FINDING.** This non-conforming historic property is unique as the majority of the structure is located in a required setback. While the project does not meet the definition of unnecessary hardship, there is a level of “hardship” or unique circumstances present. Staff initially recommended denial based on the information available at the time the report was written.

The Planning Commission also evaluated the requested variance based on safety concerns, aesthetic improvements, as well as the original historical character of the structure, as detailed by the applicant. Due to the additional information provided, staff recommends approval.

**STAFF CONTACT**

Patricia Sinel, AICP, CFM, CNU-A  
Community Development Director  
[Patricia.Sinel@cityoftybee.gov](mailto:Patricia.Sinel@cityoftybee.gov)  
912-472-5031

**ATTACHMENTS**

- A. Application
- B. SAGIS property card and map
- C. Survey indicating changes

Fee  
Commercial \$500  
Residential \$200



**CITY OF TYBEE ISLAND**  
**VARIANCE APPLICATION from the Tybee Island Land Development Code**

Applicant: Anthony Sapone Catskill Builders Inc

Phone # [redacted] Email: [redacted]

Mailing Address [redacted]

\*Note: If the applicant is not the property owner as listed on the property deed, a letter from the listed owner(s), including a telephone number and address along with any other relevant information, authorizing the applicant to act in their behalf must be included in the application.

40009 02002

**PROCEDURE**

Application Requirements

All applications must be complete, including required supporting documents. **8 Drawings or surveys will be 11" X 17" or larger.** Incomplete applications will not be accepted and will delay review.

Application Deadline

Applications are due by 4:00 p.m. of the last day of the month before the next scheduled Planning Commission meeting.

Application Submittal

Return one copy of this completed application and all supporting documents to: Tybee Island Planning and Zoning, City Hall, 403 Butler Avenue / P.O. Box 2749 City of Tybee Island, GA 31328

Application Public Hearings

Applications will be heard at a public hearing before the Planning Commission on the third Monday of each month, followed by a final decision by City Council at another public hearing on the second Thursday of the following month. Each hearing will be held at 6:30 p.m. at the Public Safety Building, 78 Van Horn Dr.

**Property Address for Variance** (Or General Location Description if no Address Assigned):

1711 Butler Ave

Tax Map/Parcel ID#: 40009 02002 Current Zoning: C-1 AE9'

Existing use of Property: Rental

Proposed use of Property: Rental

Has the property been denied a variance in the past 12 months? If so, please provide brief details:  
NO

Item #2.

12/13/24

## Variance Questionnaire:

1. Does the requested variance change the Tybee Island character designation for the property as described in the Master Plan? If so, provide a brief explanation.

No

2. Please explain the purpose of the requested variance and the intended development of the subject property if the variance is granted.

There is a small section on front RT side of House that we squared off 2' x 5' <sup>Deck</sup>

3. Please explain the specific provision within the Tybee Island Land Development Code from which the variance is requested.

House Built in 1912 had Protrusions across Property Line All those were removed and we squared front off this small section in within Front setback but not Across Property Line

4. Per the Tybee Island Land Development Code, the Tybee Island Planning Commission shall not make a recommendation on a variance from the terms of the Land Development Code unless it has met the following. Please explain how the requested variance meets each of the following:

A. The need for a variance arises from the condition that is unique and peculiar to the land, structures and buildings involved.

House Built in 1912 could not rebuild Stairway to code without crossing Property Line so I decided to delete steps but still needed Front <sup>Top door</sup>

B. The variance is necessary because the particular physical surroundings, the size, shape or topographical condition of the property involved would result in unnecessary hardship for the owner, lessee or occupants as distinguished from a mere inconvenience.

### Adjacent Property Owners

Please list all current owners of properties located immediately adjacent to or directly across the street from the subject property. This information may be obtained from the Chatham County Tax Assessor's office (912) 652-7271 or by using the website at [www.boa.chathamcounty.org](http://www.boa.chathamcounty.org) The accuracy and completeness of this information shall be the responsibility of the applicant.

Property owners name and mailing address:

1. 1709 Butler RT of Property
2. Barry, Nicole, & Lynn Brennan 313 Westbrook Lane Pooler, GA 31322
3. 1713 vacant Lot left of Property 104 18<sup>th</sup> St.
4. 104 18<sup>th</sup> St. LLC P.O. Box 585 Tybee Island, GA 31328
5. ~~1710~~ Butler Units 101 & 102
6. 1710 Butler Ave. Unit 101
7. Charles Vito Drayton II 1008 N. Wolcott Ave. Chicago, IL 60622
8. 1710 Butler Ave. Unit 102
9. Derek Gaul 119 Center Ct. Savannah, GA 31406
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_

**CERTIFICATION AND AUTHORIZATION**

I hereby certify that, to the best of my knowledge and belief, the above listed information and all attached supporting documents are complete and accurate. I understand that this application will require public hearings by the Tybee Island Planning Commission and City Council. I have been made aware and I hereby acknowledge the scheduled hearing dates/times and location where this application will be considered. I also understand that review of this application will require a site visit, and I hereby authorize City staff and members of the Planning Commission and City Council to inspect the property which is the subject of this application.

Signature of Applicant \_\_\_\_\_

*(Handwritten signature)*

Date 4-21-25

If within two (2) years immediately preceding the filing of the applicant's application for a zoning action, the applicant has made campaign contributions aggregating more than \$250 to the mayor and any member of Council or any member of the Planning Commission, the applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of campaign contributions form attachment hereto:  Yes  No

Signature of Applicant \_\_\_\_\_

*(Handwritten signature)*

Date 4-21-25

**STAFF USE ONLY**

*Will Bill in BSA 5/5/25*

Date received: \_\_\_\_\_ Received by \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Date \_\_\_\_\_

**PUBLIC HEARING DATES:**

Planning Commission \_\_\_\_\_ City Council \_\_\_\_\_

DECISION: (Circle One)       Approved       Denied

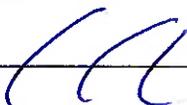
Approved with Conditions: \_\_\_\_\_

Item #2.

NOTE: This application must be accompanied by additional documentation, including drawings that include or illustrate the information outlined below.

- | <u>REFERENCE</u> | <u>DESCRIPTION</u>  |
|------------------|---|
| 5-040 (D) (1)    | Site plan and/or architectural rendering of the proposed development depicting the location of lot restrictions.  |
| 5-040 (D) (2)    | Narrative describing the hardship and the reason for the variance request. ( <i>Hardship means the circumstances where special conditions, which were not self-created or created by a prior owner, affect a particular property and make strict conformity with the restrictions governing dimensional standards (such as lot area, width, setbacks, yard requirements, or building height) unnecessarily burdensome or unreasonable in light of the purpose of this code. Unnecessary hardship is present only where, in the absence of a variance, no feasible use can be made of the property.</i> )<br>Explain the hardship: <u>House Built in 1912 Parts were Built Across Property Line and in front setback</u> |
| 5-040 (D) (3)    | A survey of the property signed and stamped by a State of Georgia certified land surveyor.  |
| 5-090 (A) (1)    | That there are unique physical circumstances or conditions beyond that of surrounding properties, including:<br>___ irregularity;<br>___ narrowness; or,<br>___ shallowness of the lot shape; or,<br>___ exceptional topographical or other physical circumstances, conditions, or considerations related to the environment, or the safety, or to historical significance, that is peculiar to the particular property; and;   |
| 5-090 (A) (2)    | Because of such physical circumstances or conditions, the property cannot be developed in strict conformity with the provisions of the Land Development Code, without undue hardship to the property.<br><u>NOTE: Provide attachments illustrating conditions on surrounding properties and on the subject property, indicating uniqueness, etc.</u>  |
| 5-090 (B)        | <i>Height.</i> No part of any structure shall project beyond 35-feet above the average adjacent grade of a property except:<br>(1) See <u>section 2-010</u> , terms and definitions; height of building.<br>(2) The following items that were existing on the date of the adoption of this section; flag poles, television aerials, water towers and tanks, steeples and bell towers, broadcasting and relay towers, transmission line towers, and electric substation structures.  |

The Applicant certifies that he/she has read the requirements for Variances and has provided the required information to the best of his/her ability in a truthful and honest manner.

Signature of Applicant  Date 4-21-25

5-090(C) *Variance longevity.* After a variance has been granted by the mayor and council it shall be valid for a period of 12 months from date of approval. Such approval is based on information provided in the application. Building permits may only be granted for plans consistent with the approved application. Any deviation from the information stated will require separate approval by the mayor and council.

Item #2.

C. The condition requiring the requested relief is not ordinarily found in properties of the same zoning district as the subject property.

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D. The condition is created by the regulation in the Tybee Island Land Development Code and not by the action of the property owner or applicant.

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E. The granting of the requested variance will not conflict with Sec. 26-70-Amendments and modifications to the Fire Prevention Code of the Tybee Island Code of Ordinances or endanger the public.

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F. The variance requested is the minimum variance that will make possible the reasonable use of the land, building or structures.

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G. If in marsh buffer has all points of Sec. 3-090.1 been considered.

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Type: WD  
Kind: WARRANTY DEED  
Recorded: 10/11/2024 2:11:00 PM  
Fee Amt: \$925.00 Page 1 of 3  
Transfer Tax: \$900.00  
Chatham, Ga. Clerk Superior Court  
Tammie Mosley Clerk Superior Court

Participant ID(s): 4878462932,  
7067927936

BK 3501 PG 354 - 356

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ABOVE SPACE FOR RECORDING INFORMATION ONLY

Prepared by:

**BOUHAN  
FALLIGANT**  
ATTORNEYS & COUNSELORS AT LAW

One West Park Avenue  
Savannah, GA 31401  
ATTN: Harris G. Martin  
(912)232-7000  
File No.: 202402-087

**LIMITED WARRANTY DEED**

**THIS INDENTURE**, made and entered into as of this 2nd day of October, 2024 by and between **Kathee Radford** (hereinafter referred to as the "Grantor"), and **Salty Shores Holdings, LLC**, a **Georgia limited liability company** (hereinafter referred to as the "Grantee") (the words "Grantor" and "Grantee" to include their respective heirs, legal representatives, successors and assigns where the context requires or permits);

**WITNESSETH, THAT:**

**GRANTOR**, for and in consideration of the sum of **TEN AND NO/100 DOLLARS (\$10.00)** and other good and valuable consideration, in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto said Grantee, all those tracts or parcels of land lying and being located in Chatham County, Georgia, and being known as **Lot 10, Ward 5, Tybee Island** and more particularly described on Exhibit "A", attached hereto and incorporated herein by this reference (hereinafter referred to as the "Property").

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**ABOVE SPACE FOR RECORDING INFORMATION ONLY**

Prepared by:

**BOUHAN  
FALLIGANT**  
ATTORNEYS & COUNSELORS AT LAW

One West Park Avenue  
Savannah, GA 31401  
ATTN: Harris G. Martin  
(912)232-7000  
File No.: 202402-087

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**THIS INDENTURE**, made and entered into as of this 2nd day of October, 2024 by and between **Kathee Radford** (hereinafter referred to as the "Grantor"), and **Salty Shores Holdings, LLC**, a **Georgia limited liability company** (hereinafter referred to as the "Grantee") (the words "Grantor" and "Grantee" to include their respective heirs, legal representatives, successors and assigns where the context requires or permits);

**WITNESSETH, THAT:**

**GRANTOR**, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration, in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto said Grantee, all those tracts or parcels of land lying and being located in Chatham County, Georgia, and being known as **Lot 10, Ward 5, Tybee Island** and more particularly described on Exhibit "A", attached hereto and incorporated herein by this reference (hereinafter referred to as the "Property").

**THIS CONVEYANCE** and the warranties contained herein are expressly made subject to easements, covenants, restrictions and right of ways of record, and real property ad valorem taxes for the current year, not yet due and payable.

**TO HAVE AND TO HOLD** the said described Property to the said Grantee, so that neither the said Grantor nor any person or persons claiming under the said Grantor, shall at any time, by any means or ways, have, claim or demand any right or title to the said described Property or appurtenances, or any rights thereof.

**AND THE SAID GRANTOR** will warrant and forever defend the right and title to the above described Property unto the said Grantee against the claims of all persons and entities owning, holding or claiming by, through or under Grantor, but not otherwise.

**IN WITNESS WHEREOF**, the Grantor has signed and sealed this Deed on the day and year first above written.

Signed, sealed and delivered  
in the presence of:

**GRANTOR:**

Krista Palmer  
Unofficial Witness

Kathee Radford (SEAL)  
Kathee Radford

H. J. M. T.  
Notary Public  
My Commission Expires: \_\_\_\_\_



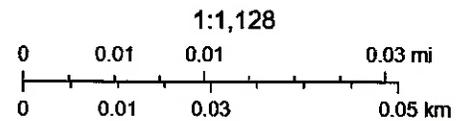
[NOTARY SEAL]

# SAGIS Map Viewer



5/5/2025, 10:15:33 AM

 Property Boundaries (Parcels)



SAGIS

Item #2.

**Most Current Owner**

Current Owner	Co-Owner	Care Of	Mailing Address
SALTY SHORES HOLDINGS LLC			107 NATALIE CT SAVANNAH GA 31410

**Digest Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
NANCY C. KEATON AND LISA M. HOLMES, AS C	O-TRUSTEES OF THE JOHNSON FAMILY TYBEE T	PO BOX 1816		TYBEE ISLAND	GA	31328

**Parcel**

Status	ACTIVE
Parcel ID	40009 02002
Category Code	RES - Residential
Bill #	2964267
Address	1711 BUTLER AVE
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20216.00 - T216 TYBEE BTL WEST
Total Units	
Zoning	C-1
Class	R3 - Residential Lots
Appeal Status	

**Legal Description**

Legal Description	LOT 10 WARD 5 SAVANNAH BEACH, TY BEE ISLAND
Acres	.22
Deed Book	2059
Deed Page	0208

**Permits**

Permit #	Permit Date	Status	Type	Amount
P2025-0152	03/27/2025	Issued	PO - POOL	\$36,700.00
P2024-0513-1	11/14/2024	In Process	RN - RENOVATIONS	\$6,800.00
P2024-0513-2	10/16/2024	In Process	GM - GENERAL MAINT.	\$50.00
P2024-0513	10/15/2024	Complete	RN - RENOVATIONS	\$50.00
160848-3	12/01/2016	Complete	RN - RENOVATIONS	\$400.00

**Inspection**

Inspection Date	Reviewer ID
09/20/2024	RKRYZAK
05/15/2023	RKRYZAK
05/07/2021	RKRYZAK
03/27/2018	KMMORENO
06/13/2014	MWTHOMAS

**Sales**

Sale Date	Sale Price	Sale Validity	Instrument	Book - Page	Grantor	Grantee
10/20/2024	Item #2. 1,000 Q		LD	3501 - 0354	RADFORD KATHEE	SALTY SHORES HOLDINGS LLC

02/29/2024 675,000 Q TD 3316 - 0002 NANCY C. KEATON RADFORD KATHEE  
 AND LISA M. HOLMES,  
 AS C  
 08/31/2020 0 U ESTD 2059 - 0208 NANCY C. KEATON, AS NANCY C. KEATON  
 EXECUTOR UNDER AND LISA M. HOLMES,  
 THE L AS C  
 06/01/1974 12,000 U -

**Land**

Line Number 1  
 Land Type U - UNIT  
 Land Code 01 - SINGLE FAMILY RES  
 Square Feet 0  
 Acres .22  
 Influence Factor 1 55  
 Influence Reason 1  
 Influence Factor 2  
 Influence Reason 2

**Residential Building**

Card # 1  
 Actual Year Built 1912  
 Effective Year Built 1980  
 Type 1 - Single Family Residence  
 Style/Stories 2 - TWO STORY  
 Percent Complete 100  
 Quality 300  
 Condition AV - AVERAGE  
 Living Area 1,698  
 Basement Area 0  
 Finished Basement Area No  
 Bedrooms 3  
 Full / Half Baths 1 / 1

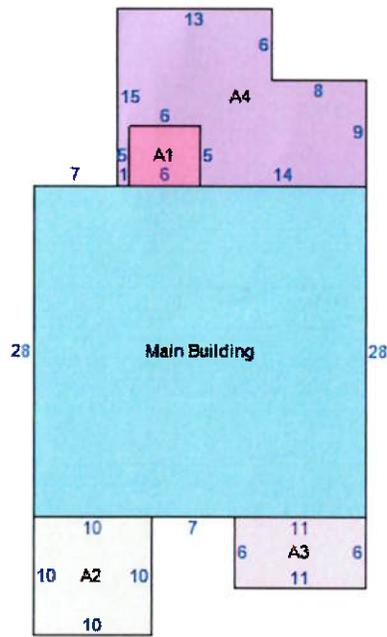
**OBY**

Card #	Description	Year Built:	Grade:	Units:	Override:	Area:
1	1637 : STORAGE BUILDING, WOOD	1912	E	1		100

**Appraised Values**

Tax Year	Land	Building	Appraised Total	Reason
2024	596,800	139,700	736,500	
2023	542,500	135,500	678,000	
2022	542,500	121,800	664,300	
2021	271,400	139,500	410,900	
2020	271,400	118,400	389,800	
2019	271,400	127,200	398,600	
2018	271,400	125,900	397,300	
2017	271,400	118,200	389,600	
2016	270,900	117,200	388,100	

Item #2.

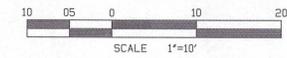


Item	Area
Main Building	784
- 1637:STORAGE BUILDING, WOOD	100
A1 - 100:100- LIVING SPACE	30
A2 - 100:100- LIVING SPACE	100
A3 - 904:904-Slab Porch (SF) with Roof	66
A4 - 903:903-Wood Deck (SF)	237



Sorry, no photo available for this record

BOUNDARY, TREE, AND TOPOGRAPHIC  
AS-BUILT SURVEY OF  
LOT 10 WARD NO. 5 TYBEE ISLAND  
KNOWN AS 1711 BUTLER AVENUE  
CITY OF TYBEE ISLAND, CHATHAM COUNTY, GEORGIA  
PREPARED FOR  
NANCY C. KEATON AND LISA M. HOLMES, TRUSTEES OF  
THE JOHNSON FAMILY TYBEE TRUST



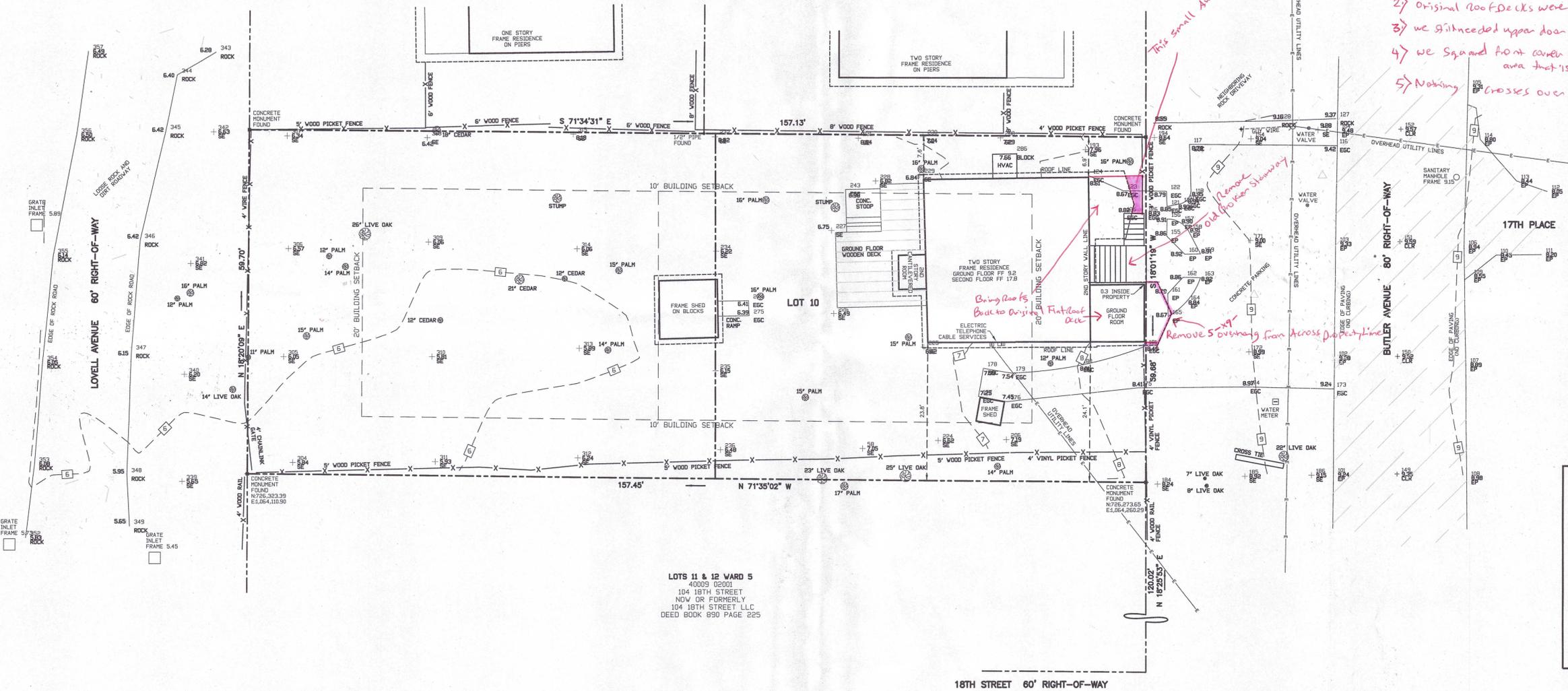
FIELD SURVEY: JANUARY 12-20, 2024  
PLAT DATE: JANUARY 21, 2024

THIS SURVEY IS PREPARED FOR THE ENTITY (ENTITIES) LISTED ABOVE. NO REAL OR IMPLIED CERTIFICATION OF THE FACTS SHOWN ON THIS PLAT OR MAP EXTEND TO ANY OTHER ENTITIES WITHOUT AN EXPRESS RECERTIFICATION OF THIS MAP OR PLAT IN WRITING BY THE SURVEYOR TO ANY SUCH ENTITIES. THIS PLAT OR MAP CANNOT BE ALTERED IN ANY FASHION WITHOUT WRITTEN EXPRESSED PERMISSION BY THE SURVEYOR.

- 1) Contractor could not rebuild steps to old deck w/ out extending into ad a cross property line
- 2) Original roof decks were exposed and were flat to basin with
- 3) we still needed upper door for emergency egress
- 4) we squared front corner off roof deck off 4 1/2' 24" x 70" area that is the only new para that is in setback
- 5) Making crosses over property line now on house

**WESTERN PORTION LOT 9 WARD 5**  
40009 02003C  
1710 LOVELL AVENUE  
NOW OR FORMERLY  
JERRY T. AND JACQUELINE Y. CARVER  
PRB 5-P PAGE 117

**EASTERN PORTION LOT 9 WARD 5**  
40009 02003B  
1709 BUTLER AVENUE  
NOW OR FORMERLY  
BARRY BRENNAN, LYNN BRENNAN, NICOLE BRENNAN  
DEED BOOK 2936 PAGE 538



*This small Area was done to Square off deck*

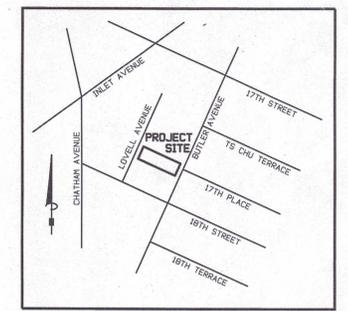
*Remove old (broken) Sluiceway*

*Remove 5' x 7' from Across Property Line*

*Bring Roofs Back to original Flat roof deck*

- PLAT NOTES:**
1. THE PURPOSE OF THIS SURVEY IS TO SHOW THE EXISTING BOUNDARY OF LOT 10 AND EXISTING CONDITIONS. THIS SURVEY IS NOT TO BE RECORDED.
  2. CURRENT P.I.N. FOR LOT 10 IS 40009 02002.
  3. THE FIELD DATA UPON WHICH THIS PLAT IS BASED IS AN OPEN TRAVERSE CHECKED BY REDUNDANT MEASUREMENTS AND HAS NOT BEEN ADJUSTED.
  4. THE OUTER BOUNDARY OF LOT 10 AS SHOWN ON THIS SURVEY HAS A PLAT CLOSURE RATIO OF 1/57,861 AND AN AREA OF 0.216 ACRE (9,389 SF).
  5. BOUNDARY INFORMATION IS FROM THE REFERENCED DEEDS, PLATS, AND MAPS AND FOUND PROPERTY MONUMENTS.
  6. PROPERTY LINE BEARING VALUES AND SHOWN COORDINATES ARE BASED GEORGIA STATE PLANE, EAST ZONE (NAO 1983).
  7. CONTROL FOR STATE PLANE COORDINATES WAS ESTABLISHED ON SITE WITH GPS REFERENCED TO THE EGPS VRS NETWORK.
  8. ELEVATIONS ARE NAVD 1988 AND WERE ESTABLISHED VIA GPS REFERENCED TO THE EGPS VRS NETWORK.
  9. EQUIPMENT USED WAS A GEOMAX ZOOM 90 ROBOTIC TOTAL STATION AND A DUAL FREQUENCY GEOMAX ZENITH PRO 35 GPS RECEIVER.
  10. ALL SHOWN FEATURES HAVE BEEN LOCATED VIA INSTRUMENT SURVEY. GPS WAS USED ONLY TO ESTABLISH STATE PLANE COORDINATES AND THE VERTICAL CONTROL FOR THE SURVEY.
  11. THIS PROPERTY IS ZONED C-1 BEACH BUSINESS DISTRICT. SHOWN SETBACKS WERE OBTAINED FROM THE CITY OF TYBEE ISLAND. SETBACKS MUST BE CONFIRMED BY THE END USER WITH THE CITY OF TYBEE ISLAND BEFORE BEING RELIED UPON.
  12. AS PER FLOOD INSURANCE RATE MAP NUMBER 13051C0326 G, INDEX DATED AUGUST 15, 2019, THIS PROPERTY LIES WITHIN FLOOD ZONE AE, BASE FLOOD ELEVATION 9.0.
  13. THIS PROPERTY IS SERVED BY THE CITY OF TYBEE ISLAND WATER AND SANITARY SEWER SYSTEMS.
  14. BUILDING DIMENSIONS EITHER LABELED, SHOWN GRAPHICALLY, OR INTERROGATED FROM ELECTRONIC FILES SHALL NOT BE USED FOR ARCHITECTURAL DESIGN. ALL SAID DIMENSIONS SHALL BE FIELD VERIFIED BY THE END USER BEFORE BEING RELIED UPON.
  15. ONLY READILY OBSERVABLE EVIDENCE OF UTILITY SERVICES IS SHOWN ON THIS SURVEY. THIS SURVEY DOES NOT ADDRESS THE PRESENCE OR ABSENCE OF ANY UNDERGROUND OR OTHERWISE UNOBSERVABLE UTILITIES.
  16. THIS SURVEY DOES NOT ADDRESS ANY WETLAND ISSUES THAT MAY OR MAY NOT EXIST.
  17. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS, SETBACKS, OR RESTRICTIONS THAT MIGHT EXIST.
  18. LOCATIONS OF THE EXISTING RESIDENCE ON LOT 10 ARE FROM LOCATIONS OF BUILDING CORNERS AT THE LOWEST OBSERVABLE POINTS. THE BUILDING WALLS ARE NOT PLUMB AND THUS SHOWN TIES TO THE PROPERTY LINE VARY.
  19. THE TERM "CERTIFICATION" AS USED IN RULE 180-6-.09(c) AND (3) AND RELATING TO PROFESSIONAL ENGINEERING OR LAND SURVEYING SERVICES, AS DEFINED IN D.C.G.A. 43-15-2(6) AND (11), SHALL MEAN A SIGNED STATEMENT BASED UPON FACTS AND KNOWLEDGE KNOWN TO THE REGISTRANT AND IS NOT A GUARANTEE OR WARRANTY, EITHER STATED OR IMPLIED.
  20. THIS SURVEY IS BASED UPON THE DESCRIPTIONS IN THE REFERENCED DEEDS AND DEPICTS THE BOUNDARY OF LOT 10 AND DOES NOT ADDRESS OWNERSHIP.

- REFERENCES:**
1. DEED BOOK 2059 PAGE 208-209. CURRENT DEED OF RECORD FOR SUBJECT PROPERTY.
  2. DEED BOOK 355-H PAGE 497. BOUNDARY LINE AGREEMENT FOR FENCES BETWEEN LOTS 9 AND 10.
  3. DEED BOOK 890 PAGE 225. CURRENT DEED OF RECORD FOR LOTS 11 AND 12.
  4. DEED BOOK 123-J PAGE 507. CURRENT DEED OF RECORD FOR WESTERN PORTION OF LOT 9.
  5. DEED BOOK 2936 PAGE 538. CURRENT DEED OF RECORD FOR EASTERN PORTION OF LOT 9.
  6. MAP BOOK 2 PAGE B. MAP OF THE TOWN OF TYBEE, CHATHAM COUNTY, GEORGIA, BY PERCY SUGDEN, CE, DATED SEPT. 01, 1922.
  7. PRB 5-P PAGE 117A. SURVEY OF THE WESTERN PORTION OF LOT 9, WARD NO. 5, TYBEE ISLAND PREPARED BY CALVIN R. FACE.



**VICINITY MAP**  
NOT TO SCALE

**File Attachments for Item:**

3. Map Amendment: zoning change from R-2 to R-T – 1800 Block of Butler Avenue, specifically:

1803 Butler Avenue – Pelican Landing of Tybee LLC – 40009 08008

1804 Butler Avenue – Ginny and Joey Murphy – 40009 06010

1806 Butler Avenue – Scott Center – 40009 06026

1807 Butler Avenue – TB1807 LLC – 40009 08006

1809 Butler Avenue – Michael Manucy – 40009 08005

1810 Butler Avenue – DFC Real Estate LLC – 40009 07004

1812 Chatham Avenue – Willie and Shelly Fields – 40009 08004A

1813 Butler Avenue – Barney Portman – 40009 08004B



# STAFF REPORT

CITY COUNCIL MEETING: June 12, 2025

**REQUESTED ACTION:** Approve a map amendment to rezone eight R-2 zoned properties to R-T.

<b>LOCATION:</b>	1803 Butler Avenue	<b>PIN:</b>	40009 08008
	1804 Butler Avenue		40009 06010
	1806 Butler Avenue		40009 06026
	1807 Butler Avenue		40009 08006
	1809 Butler Avenue		40009 08005
	1810 Butler Avenue		40009 07004
	1812 Chatham Avenue		40009 08004A
	1813 Butler Avenue		40009 08004B

**APPLICANT:** Willie Fields on behalf of himself and seven (7) other applicants

**OWNERS:** Pelican Landings of Tybee, LLC  
Ginny and Joey Murphy  
Scott Center  
Tybee 1807, LLC  
Michael Manucy  
DFC Real Estate  
Willie and Michelle Fields  
Barnard M. Portman

**EXISTING USE:** Single and two- family residential

**PROPOSED USE:** Single and two- family residential

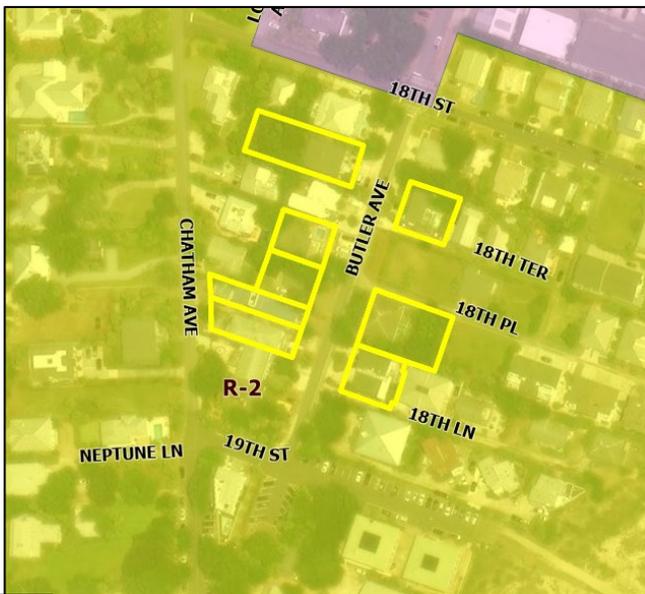
**ZONING:** R-2

**USE PERMITTED BY RIGHT:** Yes

**COMMUNITY CHARACTER MAP:** South End Neighborhood

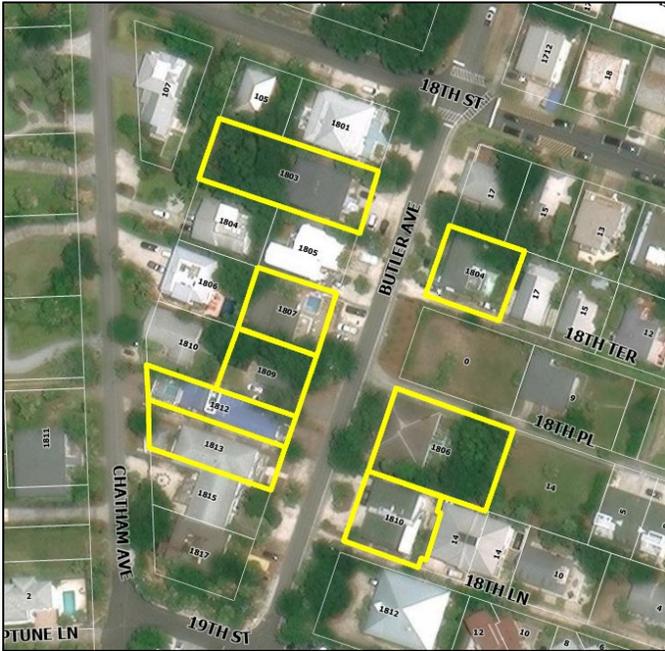
**PROPOSAL:** The applicants are requesting to rezone the eight (8) indicated properties located in the 1800 block of Butler Avenue from R-2 to R-T.

**PLANNING COMMISSION:** The Planning Commission recommended denial of the proposed zoning changes by a vote of 6-0 at the May 19, 2025, regular meeting.



Item #3. 1: Zoning Map

Map 2: Community Character Map



Map 1: Location Map



Figure 1: Streetview of 1800 block of Butler Avenue

**LAND DEVELOPMENT CODE (LDC) ANALYSIS.** The eight (8) applicants are requesting to rezone the indicated properties from R-2 Single Family Residential zoning to R-T Residential Tourist zoning. Seven (7) properties with frontage on the 1800 block of Butler Avenue did not submit applications for a zoning change.

The properties currently fall into the **R-2 Single Family Residential** zoning district which provides for affordable development of single-family and duplex style development. This district is intended for medium density residential neighborhoods which are quiet and livable. This district includes a mixture of one- and two-family homes with compatible educational, religious, and public institutions as well as limited home occupations.

The applicants are requesting the eight (8) properties to be rezoned to **R-T Residential Tourist** district by a map amendment. The purpose of this **R-T Residential Tourist District** is to provide for areas where tourists and residents are mixed. Development in this district is primarily residential; however, limited accommodations are made for the housing of the tourist population visiting overnight, weekends, weeks, or extended periods.

**TYBEE ISLAND 2021-2026 COMPREHENSIVE PLAN UPDATE ANALYSIS.** This site falls into the South End character area of the Comprehensive Plan.

*The **South End** character area is just south of the Downtown area, and features a growing mix of residential uses. The area is a very close to both the Back River and Downtown character areas, but has a distinct feel brought by the growing number of seasonal rental units, as well as the easy access to South End Beach and proximity to the activity in the adjacent Downtown. Highway 80 terminates shortly before the South End neighborhood boundary.*

It is important to note the following strategies as they pertain to the **South End Neighborhood** and this proposed rezoning:

- Preserve or restore historic structures whenever possible.
- Monitor and enforce short-term rental regulations to limit conflict.
- Monitor and encourage appropriate scaling of intensity between the Downtown commercial area and the Residences.
- Preserve the residential character of the neighborhood.

## Review Criteria

Per **Section 5-110. - Standards for Land Development Code or zoning map amendment approval**, in considering a map amendment (rezoning), the mayor and council will consider the following standards and any other factors relevant to balancing the public health, safety, and general welfare of the city against the unrestricted use of property:

- The existing land use pattern;
- The possible creation of an isolated district unrelated to adjacent and nearby districts;
- The existing population density pattern and the possible increase or overtaxing of the load on public facilities;
- Whether changed or changing conditions make the passage of the proposed amendment reasonable;
- Whether the proposed change will adversely influence existing conditions in the neighborhood or the city at large;
- Potential impact on the environment, including but not limited to drainage, soil erosion and sedimentation, flooding, air quality, and water quality and quantity;
- The reasonableness of the costs required of the public in providing, improving, increasing or maintaining public utilities, schools, streets and public safety necessities when considering the proposed changes;
- Whether the proposed change will be detrimental to the value or improvement or development of adjacent or nearby property in accordance with existing requirements;
- Whether the proposed change is out of scale with the needs of the neighborhood or entire city;
- Whether the proposed change will constitute a grant of special privilege to the individual owner as contrasted with the adjacent or nearby neighborhood or with the general public; and,
- The extent to which the zoning decision is consistent with the current city master plan or other local planning efforts, if any, of the city.

No permitting requirements of the LDC are waived, modified, or varied by the approval of this map amendment.

**STAFF FINDING.** Changing the requested properties' zoning to R-T creates the beginnings of a buffer zone between the traditional single-family residences to the west and the commercial areas to the north and the influx of vacation properties to the northeast. The changing nature of the area, density patterns, traffic, and consistency with the Comprehensive Plan seem like this would be a good fit. However, staff is concerned this request could negatively impact the seven (7) adjacent property owners (46.7%) on this block of Butler Avenue who did not request this change; the end result would be a non-continuous two-zone R-2/R-T mix on this portion of Butler Avenue. Staff recommends denial.

## STAFF CONTACT

Patricia Sinel, AICP, CFM, CNU-A  
Community Development Director  
[Patricia.Sinel@cityoftybee.gov](mailto:Patricia.Sinel@cityoftybee.gov)  
912-472-5031

## ATTACHMENTS

- A. Application
- B. SAGIS property cards and map



**CITY OF TYBEE ISLAND  
LAND DEVELOPMENT CODE  
TEXT AMENDMENT APPLICATION**

Fee \$500

Applicant's Name 1800 BLOCK OF BUTLER BELOWING (8 Properties)

Applicant's Telephone Number SEE ATTACHED

Applicant's Mailing Address SEE ATTACHED 3 ADDRESSES

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto:  Yes

SEE ORIGINALS  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Other specific data is required for each proposed Text Amendment.

City Official [Signature]

Date 5/5/2025

Item #3.

BEFORE THE CITY COUNCIL FOR  
THE CITY OF TYBEE ISLAND GEORGIA

IN RE: )  
 )  
PETITION OF RESIDENTS OF )  
1800 BLOCK OF BUTLER AVE )

**PETITION FOR ZONING MAP AMENDMENT**

COMES NOW WILLIE LAMAR FIELDS on behalf of himself and the following residents of the 1800 block of Butler Ave. and submits the following petition to the City of Tybee Island, Georgia, Mayor and City Council

Street Address	Name	Mail Address	Mail City	Mail State	Mail Zip
1803 Butler	Pelican Landing of Tybee LLC	PO Box 2445	Tybee Island	GA	31328
1804 Butler Ave	Ginny & Joe Murphy	PO Box 726	Tybee Island	GA	31328
1806 Butler	Scott Center	435 Habersham St	Savannah	GA	31401
1807 Butler	TB1807, LLC	2599 Stilson Leefield Rd	Brooklet	GA	30415
1809 Butler	Michael Manucy	308 Meadow Park Dr	Anderson	SC	29625
1810 Butler	DFC Real Estate LLC	PO Box 783	Tybee Island	GA	31328
1812 Chatham	Willie and Shelly Fields	1812 Chatham Ave.	Tybee Island	GA	31328
1813 Butler	Barney Portman	306 Stuart St	Savannah	GA	31405

1. Petitioners are property owners of the above-referenced properties in the 1800 Block of Butler Ave. on Tybee Island.
2. Petitioners are requesting an amendment to the City of Tybee Zoning Map to add the zoning classification of R-T to their current zoning classification of R-2 .
3. Attached are the Chatham County Tax Assessor's Offices Property Record Cards reflecting the property identification numbers for each property as well as other information

required by City of Tybee Island Code 5-04 (E) (2) (b)

4. Attached is the statement regarding Code 5-110 (A) thru Code 5-110 (K) standards and factors

WHEREFORE PETITIONERS PRAY

- a. That the City of Tybee City Council and Tybee Zoning Commission read and consider the Petition on behalf of Petitioners.
- b. That Petition be granted and that the Map Amendment Application be approved.
- c. That Petitioners have such other and further relief as just and proper.

This 17 day of April, 2025

  
\_\_\_\_\_  
Willie Lamar Fields  
Petitioner

1812 Chatham Ave.  
Tybee Island, Ga. 31328



BEFORE THE CITY COUNCIL FOR  
THE CITY OF TYBEE ISLAND GEORGIA

IN RE: )  
 )  
PETITION OF RESIDENTS OF )  
1800 BLOCK OF BUTLER AVE )

**STATEMENT REGARDING CODE 5-110(A) thru 5-110 (K)  
STANDARDS AND FACTORS**

**Code 5-110 (A) Existing Land Use Pattern**

Of the 16 parcels existing in the 1800 block of Butler Ave only 4 are owner occupied. the rest are rental units, and STVR units. Since the installation of the 3 paid parking lots at the south end of Butler Ave. the block has evolved from a quiet residential neighborhood to a busy, high traffic area, especially during the high season.

**Code 5-110 (B) Possible Creation of Isolated District Unrelated to Adjacent and Nearby Districts**

The area in question would be a one block extension immediately adjacent to the commercial district running from 14<sup>th</sup> St. to 18<sup>th</sup> St. on Butler Ave and will not create an isolated district next to adjacent and nearby districts.

**Code 5-110 (C) Existing Population Density and Possible Increase or Overtaxing of Public Facilities**

The requested change does not alter the population density or increase the load on public facilities.

**Code 5-110 (D) Whether Changed or Changing Conditions Make Passage of Proposed Amendment Reasonable**

The area in question has evolved into predominately STVR uses over the past 15 years. and the installation of the 3 municipal parking lots at the south end of Butler Ave has created highly trafficked area no longer having residential neighborhood characteristics.

**Code 5-110 (E) Adverse Influence on Existing Conditions in the Neighborhood or City at Large.**

The requested change will not have any influence on the existing conditions in the neighborhood or City at large.

**Code 5-110 (F) Potential Environmental Impacts**

The requested change will have no impact on the environment regarding soil erosion and sediment, flooding, air quality and water quality or quantity.

**Code 5-110 (G) Public Cost for Providing, Improving, Increasing of Maintaining Public Utilities, Schools, Streets, and Public Safety Necessities**

The requested change will have no impact on public cost.

**Code 5-110 (H) Detrimental Impact on Value of Adjacent or Nearby Properties.**

The requested change will have no detriment impact on the value of adjacent or nearby properties and will actually increase the value of the properties.

**Code 5-110 (I) Out of Scale With Needs of Neighborhood and Entire City**

The requested change does not change the needs of the neighborhood or the entire city as it is an extension of the traditional use of the area for tourist and day visitor activities.

**Code 5-110 (J) Grant of Privilege to Individual Owner in Constat with Adjacent or Nearby Neighborhood or With General Public**

As a group petition the requested change is for all owners in the 1800 Block of Butler Ave. and does not grant a special privilege to an individual owner.

**Code 5-110 (K) Consistency with Current City Master Plan or Other Local Planning Efforts of the City.**

The requested change has no inconsistencies with the current City Master Plan.



PARID: 40009 08008

PELICANS LANDING OF TYBEE LLC

1803 BUTLER AVE

**Most Current Owner**

Current Owner	Co-Owner	Care Of	Mailing Address
PELICANS LANDING OF TYBEE LLC			PO BOX 2445 TYBEE ISLAND GA 31328

**Digest Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
PELICANS LANDING OF TYBEE LLC		PO BOX 2445		TYBEE ISLAND	GA	31328

**Parcel**

Status	ACTIVE
Parcel ID	40009 08008
Category Code	RES - Residential
Bill #	2991850
Address	1803 BUTLER AVE
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20216.00 - T216 TYBEE BTL WEST
Total Units	
Zoning	R-2
Class	R3 - Residential Lots
Appeal Status	APPEAL RESOLVED

**Legal Description**

Legal Description	14 WARD 5 TYBEE
Acres	.21
Deed Book	692
Deed Page	151

**Inspection**

Inspection Date	Reviewer ID
09/20/2024	RKRYZAK
05/15/2023	RKRYZAK
02/12/2021	RKRYZAK
02/03/2016	MWTHOMAS
06/13/2014	MWTHOMAS

**Sales**

Item #3.

Sale Date	Sale Price	Sale Validity	Instrument	Book - Page	Grantor	Grantee
12/09/2015	310,000	U	WD	692 - 151	BEAUDROT CHARLES R JR	PELICANS LANDING OF TYBEE LLC
04/18/2006	0	U	QC	307X - 0049	BOND DEBBE	BEAUDROT CHARLES JR
08/25/1997	0	U	WD	188J - 0349	BEAUDROT CHARLES R	BEAUDROT & BOND CHARLES
08/25/1997	145,500	Q	WD	188J - 0340	WEEKS LINTON & JAN T	BEAUDROT CHARLES R

**Land**

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Line Number	1
Land Type	U - UNIT
Land Code	01 - SINGLE FAMILY RES
Square Feet	0
Acres	.21
Influence Factor 1	55
Influence Reason 1	
Influence Factor 2	
Influence Reason 2	

**Residential Building**

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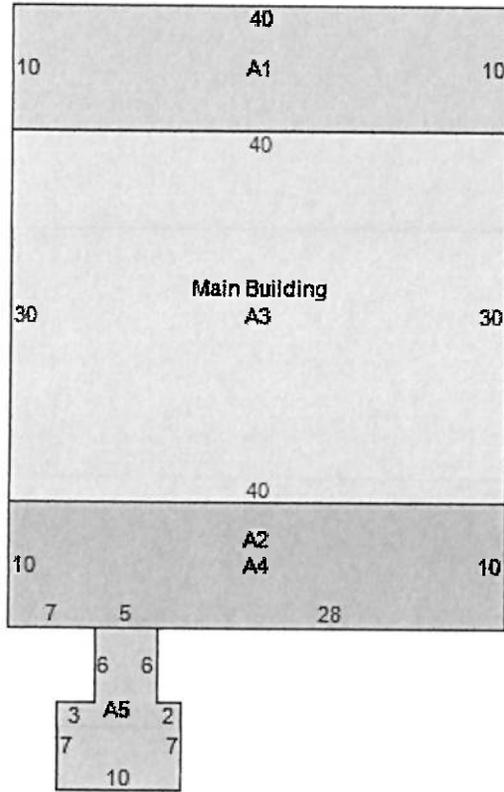
Card #	1
Actual Year Built	1920
Effective Year Built	1990
Type	1 - Single Family Residence
Style/Stories	1 - ONE STORY
Percent Complete	100
Quality	300
Condition	AV - AVERAGE
Living Area	1,600
Basement Area	0
Finished Basement Area	No
Bedrooms	3
Full / Half Baths	2 / 0

**Appraised Values**

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Tax Year	Land	Building	Appraised Total	Reason
2024	271,400	97,500	368,900	APPEAL DECISION
2023	271,400	97,500	368,900	APPEAL DECISION
2022	271,400	97,500	368,900	APPEAL DECISION
2021	271,400	97,500	368,900	APPEAL DECISION
2020	271,400	97,500	368,900	APPEAL DECISION
2019	271,400	97,500	368,900	APPEAL DECISION
2018	270,900	39,100	310,000	
Item #3.	270,900	39,100	310,000	

2016 270,900 39,100 310,000



Item	Area
Main Building	1200
A1 - 100:100- LIVING SPACE	400
A2 - 904:904-Slab Porch (SF) with Roof	400
A3 - 909:909-Enclosed Porch (SF), Solid	1200
A4 - 907:907-Enclosed Porch (SF), Scree	400
A5 - 903:903-Wood Deck (SF)	100

Item #3.



Item #3.



**CITY OF TYBEE ISLAND  
LAND DEVELOPMENT CODE  
MAP AMENDMENT APPLICATION**

**Fee \$500**

Applicant's Name Ginny and Joe Murphy

Applicant's Telephone Number [REDACTED]

Applicant's Mailing Address [REDACTED]

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto: NA Yes

X Virginia Murphy (Ginny) 4/4/25  
 Signature of Applicant Date

NOTE: Other specific data is required for each proposed Map Amendment.

1804 BUTLER

City Official \_\_\_\_\_ Date \_\_\_\_\_

Item #3.

PARID: 40009 06010

MURPHY VIRGINIA J & JOSEPH T\*

1804 BUTLER AVE

**Most Current Owner**

Current Owner	Co-Owner Care Of Mailing Address
MURPHY VIRGINIA J & JOSEPH T*	PO BOX 726 TYBEE ISLAND GA 31328-0726

**Digest Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
MURPHY VIRGINIA J & JOSEPH T*		PO BOX 726		TYBEE ISLAND	GA	31328

**Parcel**

Status	ACTIVE
Parcel ID	40009 06010
Category Code	RES - Residential
Bill #	2983825
Address	1804 BUTLER AVE
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20213.00 - T213 TYBEE BTL BEACH
Total Units	
Zoning	R-2
Class	R3 - Residential Lots
Appeal Status	

**Legal Description**

Legal Description	NORTHWEST PART LOT 1 SUB LOT 110 BEACH LOT TYBEE
Acres	.12
Deed Book	1850
Deed Page	0066

**Permits**

Permit #	Permit Date	Status	Type	Amount
180286-5	04/12/2018	Complete	HT - HEAT/FURN/HVAC	\$3,500.00
150303-4	06/01/2015	Complete	RF - ROOF	\$7,500.00
090435-3	10/06/2009	Complete	EL - ELECTRIC	\$2,000.00
00-285-1	09/29/2000	Complete	AD - ADDITION	\$30,000.00
96-00011-2	01/23/1996	Complete	AD - ADDITION	\$16,000.00

**Inspection**

Item #3.

Inspection Date  
 04/10/2023  
 03/30/2022  
 01/10/2019  
 02/18/2016

Reviewer ID  
 OFALLEN  
 RKRYZAK  
 JEADY  
 AVMARCAN

**Sales**

Sale Date	Sale Price	Sale Validity	Instrument Book - Page	Grantor	Grantee
05/14/1997	0	U	NA 1850 - 0066	JOHNSON VIRGINIA M	MURPHY VIRGINIA J & JOSEP
10/07/1993	121,000	Q	WD 162R - 0563	HENDRIX BOBBY C	JOHNSON VIRGINIA MARIE
04/01/1981	41,000	U	-		

**Land**

Line Number	1
Land Type	U - UNIT
Land Code	01 - SINGLE FAMILY RES
Square Feet	0
Acres	0
Influence Factor 1	-16
Influence Reason 1	
Influence Factor 2	
Influence Reason 2	

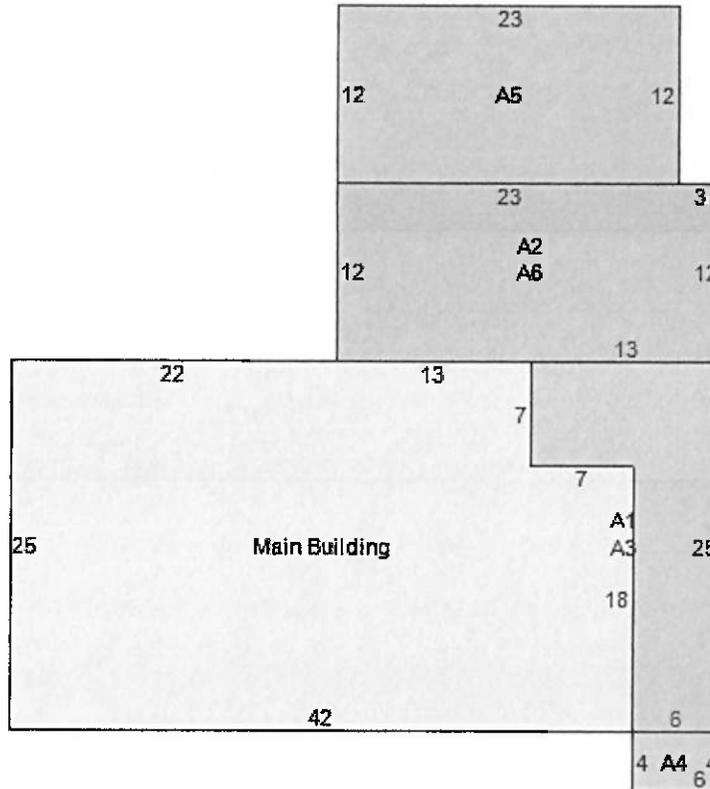
**Residential Building**

Card #	1
Actual Year Built	1940
Effective Year Built	1985
Type	1 - Single Family Residence
Style/Stories	2 - TWO STORY
Percent Complete	100
Quality	300
Condition	AV - AVERAGE
Living Area	2,513
Basement Area	0
Finished Basement Area	No
Bedrooms	3
Full / Half Baths	2 / 0

**Appraised Values**

Tax Year	Land	Building	Appraised Total	Reason
Item #3.	315,000	209,500	524,500	

2023	315,000	205,000	520,000
2022	315,000	167,200	482,200
2021	174,700	162,700	337,400
2020	161,300	144,200	305,500
2019	161,300	144,200	305,500
2018	161,300	144,300	305,600
2017	161,300	143,800	305,100
2016	161,300	146,700	308,000
2015	159,000	110,700	269,700



Item	Area
Main Building	1001
A1 - 100:100- LIVING SPACE	199
A2 - 100:100- LIVING SPACE	312
A3 - 904:904-Slab Porch (SF) with Roof	199
A4 - 904:904-Slab Porch (SF) with Roof	24
A5 - 903:903-Wood Deck (SF)	276
A6 - 722:722-Carport, Shed Roof (SF)	312

Item #3.



Item #3.



**CITY OF TYBEE ISLAND  
LAND DEVELOPMENT CODE  
MAP AMENDMENT APPLICATION**

Applicant's Name Scott Center

Applicant's Telephone Number [REDACTED]

Applicant's Mailing Address [REDACTED]

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto: NA Yes

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Other specific data is required for each proposed Map Amendment.

*1806 Butler*

City Official \_\_\_\_\_ Date \_\_\_\_\_

PARID: 40009 06026

CENTER SCOTT DAVID

1806 BUTLER AVE

**Most Current Owner**

Current Owner	Co-Owner	Care Of	Mailing Address
CENTER SCOTT DAVID			435 HABERSHAM STREET SAVANNAH GA 31401

**Digest Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
CENTER SCOTT DAVID		435 HABERSHAM STREET		SAVANNAH	GA	31401

**Parcel**

Status	ACTIVE
Parcel ID	40009 06026
Category Code	RES - Residential
Bill #	2983739
Address	1806 BUTLER AVE
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20213.00 - T213 TYBEE BTL BEACH
Total Units	
Zoning	R-2
Class	R3 - Residential Lots
Appeal Status	

**Legal Description**

Legal Description	WESTERN 117 FEET OF BEACH LOT 112 WARD 5 TYBEE 80 X 117
Acres	.215
Deed Book	244Y
Deed Page	0331

**Permits**

Permit #	Permit Date	Status	Type	Amount
070494-1	11/28/2007	Complete	RN - RENOVATIONS	\$9,000.00
060190-2	04/03/2006	Complete	RN - RENOVATIONS	\$2,800.00

**Inspection**

Inspection Date	Reviewer ID
04/10/2023	OFALLEN
04/10/2023	RKRYZAK

Item #3.
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08/02/2018

KMMORENO

03/22/2016

MWTHOMAS

**Sales**

Sale Date	Sale Price	Sale Validity	Instrument	Book - Page	Grantor	Grantee
12/30/2002	0	U	QC	244Y - 0331	CENTER,ANTHONY & SCOTT	CENTER SCOTT DAVID
01/16/1998	0	U	QC	193N - 364	CENTER, SCOTT	CENTER,ANTHONY& SCOTT
10/17/1997	250,000	Q	WD	188P - 0018	DEDUBNIC BETTINE R	CENTER SCOTT D

**Land**

Line Number	1
Land Type	U - UNIT
Land Code	01 - SINGLE FAMILY RES
Square Feet	0
Acres	0
Influence Factor 1	44
Influence Reason 1	
Influence Factor 2	
Influence Reason 2	

**Residential Building**

Card #	1
Actual Year Built	1930
Effective Year Built	1970
Type	1 - Single Family Residence
Style/Stories	2 - TWO STORY
Percent Complete	100
Quality	300
Condition	AV - AVERAGE
Living Area	2,620
Basement Area	0
Finished Basement Area	No
Bedrooms	3
Full / Half Baths	4 / 1

**Appraised Values**

Tax Year	Land	Building	Appraised Total	Reason
2024	540,000	201,800	741,800	
2023	540,000	201,000	741,000	
2022	540,000	163,600	703,600	
Item #3.	299,500	162,000	461,500	



A8 - 903:903-Wood Deck (SF)	60
A9 - 907:907-Enclosed Porch (SF), Scree	300



Item #3.



**CITY OF TYBEE ISLAND  
LAND DEVELOPMENT CODE  
MAP AMENDMENT APPLICATION**

**Fee \$500**

Applicant's Name Tybee1807, LLC c/o Tim Brady

Applicant's Telephone Number [REDACTED]

Applicant's Mailing Address [REDACTED]

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following:

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- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto: NA Yes

[Handwritten Signature]

Signature of Applicant

3-20-25

Date

NOTE: Other specific data is required for each proposed Map Amendment.

1807 Buttrick

City Official \_\_\_\_\_

Date \_\_\_\_\_

Item #3.

PARID: 40009 08006

TB1807, LLC

1807 BUTLER AVE

**Most Current Owner**

Current Owner	Co-Owner	Care Of	Mailing Address
TB1807, LLC			2599 STILSON LEEFIELD RD BROOKLET GA 30415

**Digest Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
TB1807, LLC		2599 STILSON LEEFIELD RD		BROOKLET	GA	30415

**Parcel**

Status	ACTIVE
Parcel ID	40009 08006
Category Code	RES - Residential
Bill #	2989230
Address	1807 BUTLER AVE
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20218.00 - T218 TYBEE DUPLEXES
Total Units	
Zoning	R-2
Class	R3 - Residential Lots
Appeal Status	

**Legal Description**

Legal Description	EAST 78.5 FT OF LOT 16 WARD 5 TYBEE SAVANNAH BEACH
Acres	.11
Deed Book	2933
Deed Page	0664

**Permits**

Permit #	Permit Date	Status	Type	Amount
230071	02/02/2023	Complete	FN - FENCE	\$1,000.00
220377	08/09/2022	Complete	FN - FENCE	\$1,000.00
190012	04/30/2019	Complete	-	\$57,700.00
190012-6	02/25/2019	Complete	RN - RENOVATIONS	\$12,700.00
190012-5	01/07/2019	Complete	GM - GENERAL MAINT.	\$7,000.00

**Inspection**

Item #3.
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Inspection Date	Reviewer ID
09/20/2024	RKRYZAK
03/20/2023	RKRYZAK
12/07/2022	RKRYZAK
09/25/2020	RKRYZAK
12/18/2019	RKRYZAK

**Sales**

---

Sale Date	Sale Price	Sale Validity	Instrument	Book - Page	Grantor	Grantee
10/06/2022	1,030,000	Q	LD	2933 - 0664	ALGIN INVESTMENTS, LLC AND EQUESTRIA, LL	TB1807, LLC
06/30/2020	595,000	Q	WD	1985 - 0551	BALDWIN KATHY L.	ALGIN INVESTMENTS, LLC AND EQUESTRIA, LL
06/20/2018	355,000	Q	WD	1407 - 512	BOLSTER & ALTEKRUSE PAUL D &	BALDWIN KATHY L
03/14/2003	277,500	Q	WD	248J - 0634	HENRY KYLE V	BOLSTER PAUL D ETAL
05/15/2000	125,000	Q	NA	212N - 0499	DAVIES MARTHA W	HENRY KYLE V

**Land**

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Line Number	1
Land Type	U - UNIT
Land Code	02 - 2-4 FAMILY
Square Feet	0
Acres	.11
Influence Factor 1	35
Influence Reason 1	
Influence Factor 2	
Influence Reason 2	

**Residential Building**

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Card #	1
Actual Year Built	1950
Effective Year Built	2010
Type	5 - Multi-Family
Style/Stories	2 - TWO STORY
Percent Complete	100
Quality	350
Condition	GD - GOOD
Living Area	1,820
Deck Area	0

Item #3.

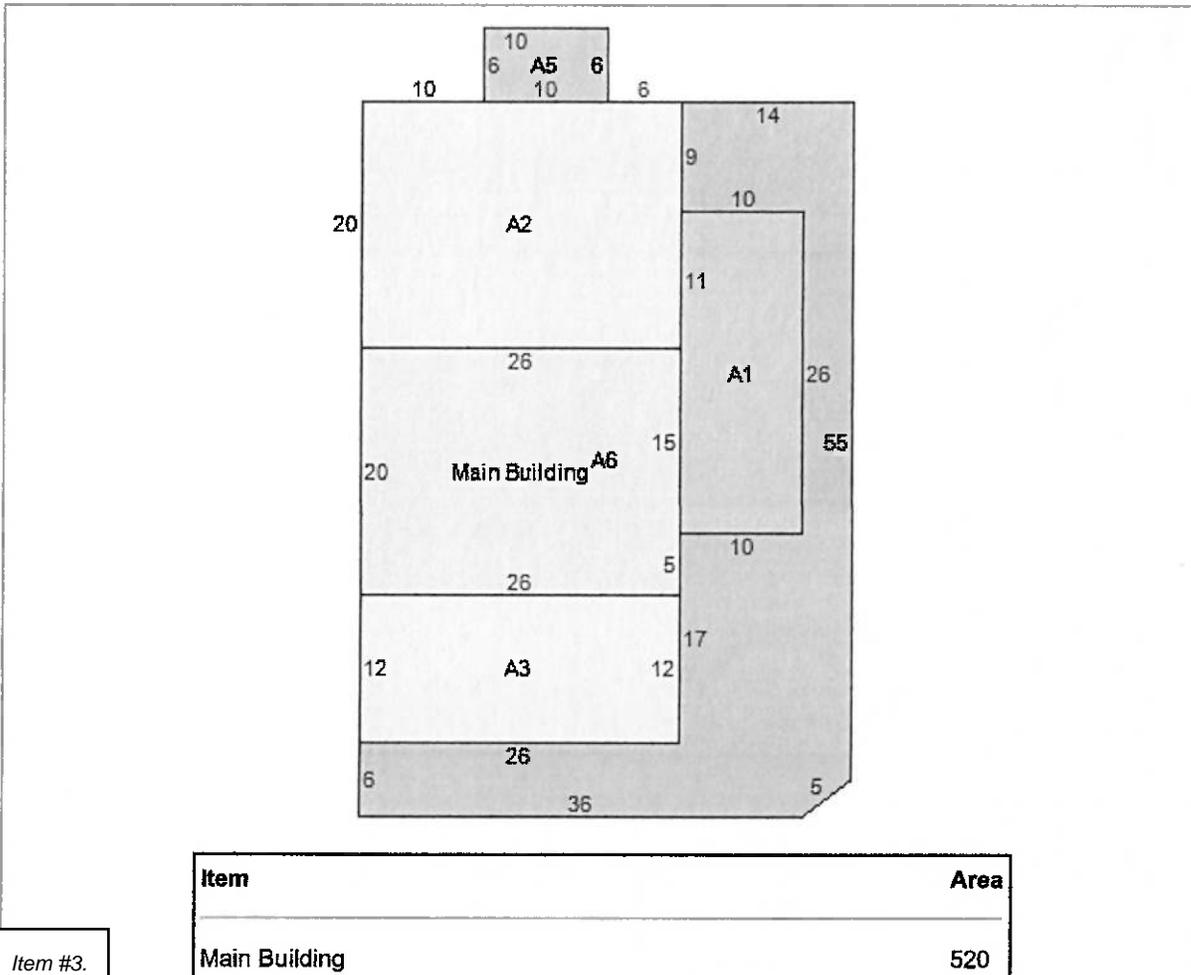
Finished Basement Area No  
 Bedrooms 4  
 Full / Half Baths 3 / 0

**OBY**

Card #	Description	Year Built:	Grade:	Units:	Override:	Area:
1	1625 : POOL, GUNITE	2022	A			240

**Appraised Values**

Tax Year	Land	Building	Appraised Total	Reason
2024	405,000	554,600	959,600	
2023	405,000	501,300	906,300	
2022	405,000	323,500	728,500	
2021	172,800	361,000	533,800	
2020	172,800	89,800	262,600	
2019	147,325	207,675	355,000	
2018	175,100	183,400	358,500	
2017	175,100	167,900	343,000	
2016	175,100	172,600	347,700	
2015	175,100	172,200	347,300	



- 1625:POOL, GUNITE	240
A1 - 100:100- LIVING SPACE	260
A2 - 100:100- LIVING SPACE	520
A3 - 907/903:907-Enclosed Porch (SF), Scree/903-Wood Deck (SF)	312
A5 - 909:909-Enclosed Porch (SF), Solid	60
A6 - 903:903-Wood Deck (SF)	702



Item #3.



**CITY OF TYBEE ISLAND  
LAND DEVELOPMENT CODE  
MAP AMENDMENT APPLICATION**

**Fee \$500**

Applicant's Name Michael Manucy

Applicant's Telephone Number [REDACTED]

Applicant's Mailing Address [REDACTED]

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- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto: NA Yes

Michael J. Manucy SR 3/25/2025  
 Signature of Applicant Date

NOTE: Other specific data is required for each proposed Map Amendment.

1809 Butler

City Official \_\_\_\_\_ Date \_\_\_\_\_

PARID: 40009 08005

MICHEAL JAMES MANUCY, SR.

1809 BUTLER AVE

**Most Current Owner**

Current Owner	Co-Owner	Care Of	Mailing Address
MICHEAL JAMES MANUCY, SR.	LIVING TRUST		308 MEADOW PARK DRIVE ANDERSON SC 29625

**Digest Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
MICHEAL JAMES MANUCY, SR.	LIVING TRUST	308 MEADOW PARK DRIVE		ANDERSON SC		29625

**Parcel**

Status	ACTIVE
Parcel ID	40009 08005
Category Code	RES - Residential
Bill #	2989229
Address	1809 BUTLER AVE
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20216.00 - T216 TYBEE BTL WEST
Total Units	
Zoning	R-2
Class	R3 - Residential Lots
Appeal Status	

**Legal Description**

Legal Description	EAST HALF 17 WARD 5 TYBEE
Acres	.109
Deed Book	3166
Deed Page	0081

**Permits**

Permit #	Permit Date	Status	Type	Amount
06-0412-1	07/24/2006	Complete	EL - ELECTRIC	\$500.00

**Inspection**

Inspection Date	Reviewer ID
Item #3. 24	RKRYZAK

05/15/2023  
 05/07/2021  
 03/27/2018  
 06/13/2014

RKRYZAK  
 RKRYZAK  
 KMMORENO  
 MWTHOMAS

**Sales**

Sale Date	Sale Price	Sale Validity	Instrument	Book - Page	Grantor	Grantee
07/12/2023	0	U	GD	3166 - 0081	MICHAEL J. MANUCY, JR.; LARA M. WILLIAMS	MICHEAL JAMES MANUCY, SR.
09/27/2022	0	U	DA	2930 - 0794	JENNIFER E. MANUCY, PERSONAL REPRESENTAT	MANUCY JENNIFER E.
07/01/1971	9,000	U		-		

**Land**

Line Number	1
Land Type	U - UNIT
Land Code	01 - SINGLE FAMILY RES
Square Feet	0
Acres	.109
Influence Factor 1	
Influence Reason 1	
Influence Factor 2	
Influence Reason 2	

**Residential Building**

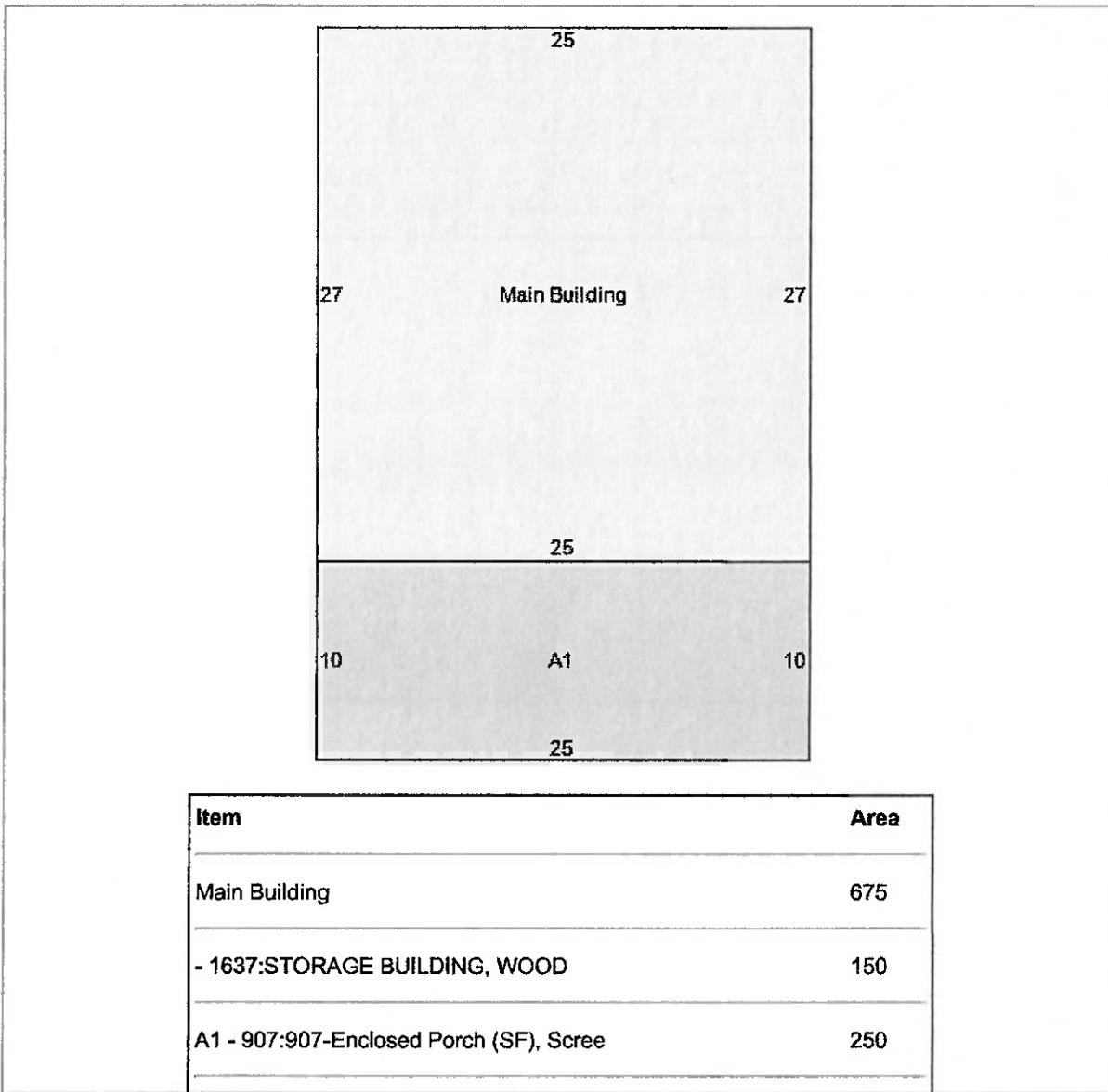
Card #	1
Actual Year Built	1930
Effective Year Built	1975
Type	1 - Single Family Residence
Style/Stories	1 - ONE STORY
Percent Complete	100
Quality	300
Condition	AV - AVERAGE
Living Area	675
Basement Area	0
Finished Basement Area	No
Bedrooms	2
Full / Half Baths	1 / 0

**OBY**

Card #	Description	Year Built:	Grade:	Units:	Override:	Area:
Item #3.	1637 : STORAGE BUILDING, WOOD	1990	D	1		150

**Appraised Values**

Tax Year	Land	Building	Appraised Total	Reason
2024	385,000	95,300	480,300	
2023	350,000	88,700	438,700	
2022	350,000	80,200	430,200	
2021	175,100	90,100	265,200	
2020	175,100	77,100	252,200	
2019	175,100	64,500	239,600	
2018	175,100	64,300	239,400	
2017	175,100	60,900	236,000	
2016	176,300	42,000	218,300	
2015	176,300	42,000	218,300	



Item #3.



Item #3.



**CITY OF TYBEE ISLAND  
LAND DEVELOPMENT CODE  
MAP AMENDMENT APPLICATION**

**Fee \$500**

Applicant's Name DFC Real Estate c/o Don Clawson

Applicant's Telephone Number [REDACTED]

Applicant's Mailing Address [REDACTED]

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- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto: NA Yes

[Handwritten Signature]  
Signature of Applicant

3/12/25  
Date

NOTE: Other specific data is required for each proposed Map Amendment.

*1810 BUTLER*

City Official \_\_\_\_\_

Date \_\_\_\_\_

Item #3.

PARID: 40009 07004

DFC REAL ESTATE LLC

1810 BUTLER AVE

**Most Current Owner**

Current Owner	Co-Owner	Care Of	Mailing Address
DFC REAL ESTATE LLC			PO BOX 783 TYBEE ISLAND GA 31328

**Digest Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
DFC REAL ESTATE LLC		PO BOX 783		TYBEE ISLAND	GA	31328

**Parcel**

Status	ACTIVE
Parcel ID	40009 07004
Category Code	RES - Residential
Bill #	2989682
Address	1810 BUTLER AVE
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20213.00 - T213 TYBEE BTL BEACH
Total Units	
Zoning	R-2
Class	R3 - Residential Lots
Appeal Status	

**Legal Description**

Legal Description	LOT A RECOMBINATION OF BEACH LOT 113 A & B WD 5 TYBEE SMB 33S 63
Acres	.14
Deed Book	361N
Deed Page	298

**Permits**

Permit #	Permit Date	Status	Type	Amount
P2024-0020	01/16/2024	Complete	AD - ADDITION	\$50,000.00
200023	01/16/2020	Complete	HT - HEAT/FURN/HVAC	\$3,750.00
170257-7	03/09/2017	Complete	RN - RENOVATIONS	\$46,000.00
170051-6	01/17/2017	Complete	GM - GENERAL MAINT.	\$6,500.00
120365-5	06/26/2012	Complete	EL - ELECTRIC	\$2,800.00

**Inspection**

Item #3.

Inspection Date	Reviewer ID
11/04/2024	RKRYZAK
03/21/2023	RKRYZAK
07/07/2020	RKRYZAK
01/17/2018	LERINER
03/22/2016	MWTHOMAS

**Sales**

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Sale Date	Sale Price	Sale Validity	Instrument Book - Page	Grantor	Grantee
05/28/2010	440,000	U	WD 361N - 298	LASALLE BANK NATIONAL ASSOCIATION	DFC REAL ESTATE LLC
07/07/2009	628,105	U	NA 353O - 738	HOPKINS GREGORY	LASALLE BANK NATIONAL ASSOCIATION
01/22/2004	800,000	U	WD 264U - 0522	INGRAM WILLIAM W III	HOPKINS GREGORY
10/06/2003	18,000	U	QC 264F - 0724	GRIFFIN & INGRAM CO-EXEC	INGRAM WILLIAM W, III
10/27/1995	0	U	QC 176F - 0090	GRIFFIN ANNE I ET AL	INGRAM WILLIAM W 111

**Land**

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Line Number	1
Land Type	U - UNIT
Land Code	01 - SINGLE FAMILY RES
Square Feet	0
Acres	.14
Influence Factor 1	
Influence Reason 1	
Influence Factor 2	
Influence Reason 2	

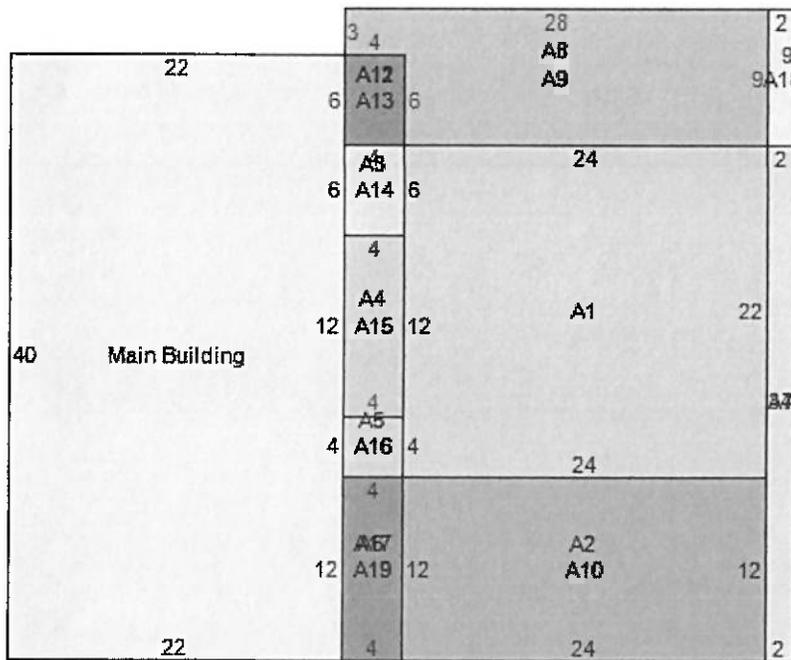
**Residential Building**

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Card #	1
Actual Year Built	1974
Effective Year Built	2000
Type	1 - Single Family Residence
Style/Stories	3 - THREE STORY
Percent Complete	100
Quality	500
Condition	AV - AVERAGE
Living Area	4,276
Basement Area	0
Finished Basement Area	No
Item #3.	6

**Appraised Values**

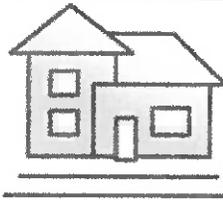
Tax Year	Land	Building	Appraised Total	Reason
2024	375,000	857,700	1,232,700	
2023	375,000	789,300	1,164,300	
2022	375,000	642,800	1,017,800	
2021	208,000	622,000	830,000	
2020	192,000	639,900	831,900	
2019	192,000	639,900	831,900	
2018	192,000	617,200	809,200	
2017	192,000	601,700	793,700	
2016	192,000	595,200	787,200	
2015	194,600	445,600	640,200	



Item	Area
Main Building	880
A1 - 100/100:100- LIVING SPACE/100- LIVING SPACE	528
A10 - 721:721-Carport, Flat Roof (SF)	288
A11 - 901:901-Open Slab Porch (SF)	24

Item #3.

A12 - 907:907-Enclosed Porch (SF), Scree	24
A13 - 903:903-Wood Deck (SF)	24
A14 - 903:903-Wood Deck (SF)	24
A15 - 903/903:903-Wood Deck (SF)/903-Wood Deck (SF)	48
A16 - 903:903-Wood Deck (SF)	16
A17 - 903:903-Wood Deck (SF)	48
A18 - 907:907-Enclosed Porch (SF), Scree	18
A19 - 904:904-Slab Porch (SF) with Roof	48
A2 - 100:100- LIVING SPACE	288
A3 - 100/100:100- LIVING SPACE/100- LIVING SPACE	24
A4 - 100/100:100- LIVING SPACE/100- LIVING SPACE	48
A5 - 100/100:100- LIVING SPACE/100- LIVING SPACE	16
A6 - 100:100- LIVING SPACE	48
A7 - 100:100- LIVING SPACE	68
A8 - 907:907-Enclosed Porch (SF), Scree	228
A9 - 906:906-Wood Deck (SF) with Roof	228



Sorry, no photo available  
for this record



**CITY OF TYBEE ISLAND  
LAND DEVELOPMENT CODE  
MAP AMENDMENT APPLICATION**

**Fee \$500**

Applicant's Name Willie and Michelle Fields

Applicant's Telephone Number [REDACTED]

Applicant's Mailing Address [REDACTED]

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto: NA Yes

W & M Fields 4/17/25  
 Signature of Applicant Date

NOTE: Other specific data is required for each proposed Map Amendment.

1312 CATHAM

City Official \_\_\_\_\_ Date \_\_\_\_\_

Item #3.

PARID: 40009 08004A  
 FIELDS WILLIE LAMAR

1812 CHATHAM AVE

**Most Current Owner**

Current Owner	Co-Owner	Care Of Mailing Address
FIELDS WILLIE LAMAR	FIELDS MICHELLE*	1812 CHATHAM AVE TYBEE ISLAND GA 31328

**Digest Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
FIELDS WILLIE LAMAR	FIELDS MICHELLE*	1812 CHATHAM AVE		TYBEE ISLAND	GA	31328

**Parcel**

Status: ACTIVE  
 Parcel ID: 40009 08004A  
 Category Code: RES - Residential  
 Bill #: 2991150  
 Address: 1812 CHATHAM AVE  
 Unit # / Suite:  
 City: TYBEE ISLAND  
 Zip Code: 31328-  
 Neighborhood: 20216.00 - T216 TYBEE BTL WEST  
 Total Units:  
 Zoning: R-2  
 Class: R3 - Residential Lots  
 Appeal Status:

**Legal Description**

Legal Description: LT A OCEAN RIVER TOWNHOUSES WARD 5 TYBEE ISLAND  
 Acres: .098  
 Deed Book: 2530  
 Deed Page: 0757

**Permits**

Permit #	Permit Date	Status	Type	Amount
220083	02/10/2022	Complete	RN - RENOVATIONS	\$56,000.00
150336-5	06/08/2015	Complete	GM - GENERAL MAINT.	\$3,000.00
11-0073-4	02/17/2011	Complete	GM - GENERAL MAINT.	\$1,200.00
10-0226-3	05/04/2010	Complete	-	\$5,000.00
030317-1	06/12/2003	Complete	RF - ROOF	\$3,000.00

**Inspection**

Item #3.

Inspection Date	Reviewer ID
09/20/2024	RKRYZAK
11/08/2022	RKRYZAK
02/12/2021	RKRYZAK
02/01/2016	MWTHOMAS
06/12/2014	MWTHOMAS

**Sales**

Sale Date	Sale Price	Sale Validity	Instrument	Book - Page	Grantor	Grantee
01/12/2021	0	U	QC	2530 - 0757	FIELDS WILLIE LAMAR	FIELDS WILLIE LAMAR
10/01/1984	26,000	U		-		

**Land**

Line Number	1
Land Type	U - UNIT
Land Code	01 - SINGLE FAMILY RES
Square Feet	4,290
Acres	.0985
Influence Factor 1	-10
Influence Reason 1	
Influence Factor 2	
Influence Reason 2	

**Residential Building**

Card #	1
Actual Year Built	1986
Effective Year Built	2000
Type	1 - Single Family Residence
Style/Stories	2 - TWO STORY
Percent Complete	100
Quality	400
Condition	AV - AVERAGE
Living Area	3,505
Basement Area	0
Finished Basement Area	No
Bedrooms	5
Full / Half Baths	4 / 1

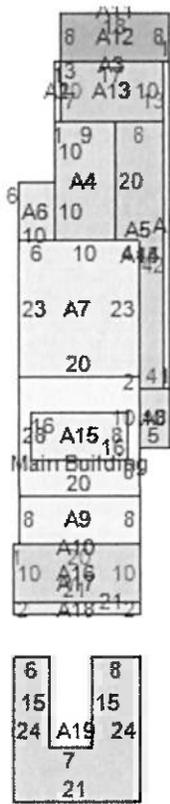
**OBY**

Card #	Description	Year Built:	Grade:	Units:	Override:	Area:
1	6616 : HOUSE LIFTING, ELEV. ABOVE FLOOD PLAIN, RAISED FLR	2000	C	1		200

Item #3.

**Appraised Values**

Tax Year	Land	Building	Appraised Total	Reason
2024	346,500	784,900	1,131,400	
2023	315,000	692,000	1,007,000	
2022	315,000	578,100	893,100	
2021	157,600	638,600	796,200	
2020	157,600	524,500	682,100	
2019	157,600	535,600	693,200	
2018	157,600	521,800	679,400	
2017	157,600	478,000	635,600	
2016	161,400	471,300	632,700	
2015	161,400	483,200	644,600	



Item	Area
Main Building	400
- 6616:HOUSE LIFTING, ELEV. ABOVE FLOOD PLAIN, RAISED FLR	200
A1 - 100:100- LIVING SPACE	55
A10 - 100:100- LIVING SPACE	210
A11 - 903:903-Wood Deck (SF)	144

Item #3.

A12 - 721:721-Carport, Flat Roof (SF)	144
A13 - 721:721-Carport, Flat Roof (SF)	170
A14 - 901:901-Open Slab Porch (SF)	260
A15 - 903:903-Wood Deck (SF)	128
A16 - 906:906-Wood Deck (SF) with Roof	210
A17 - 906:906-Wood Deck (SF) with Roof	42
A18 - 904:904-Slab Porch (SF) with Roof	42
A19 - 903:903-Wood Deck (SF)	399
A2 - 100:100- LIVING SPACE	10
A3 - 100:100- LIVING SPACE	170
A4 - 100:100- LIVING SPACE	200
A5 - 100:100- LIVING SPACE	260
A6 - 100:100- LIVING SPACE	60
A7 - 100/100:100- LIVING SPACE/100- LIVING SPACE	460
A8 - 100/100:100- LIVING SPACE/100- LIVING SPACE	50
A9 - 100/100:100- LIVING SPACE/100- LIVING SPACE	160



Item #3.



**CITY OF TYBEE ISLAND  
LAND DEVELOPMENT CODE  
MAP AMENDMENT APPLICATION**

**Fee \$500**

Applicant's Name Barnard M. Portman

Applicant's Telephone Number [REDACTED]

Applicant's Mailing Address [REDACTED]

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto: NA Yes

[Signature] Attorney in Fact April 4, 2025  
 Signature of Applicant Date

NOTE: Other specific data is required for each proposed Map Amendment.

1813 BUTLER

City Official \_\_\_\_\_ Date \_\_\_\_\_

Item #3.

PARID: 40009 08004B  
 PORTMAN BARNARD M

1813 BUTLER AVE

**Most Current Owner**

Current Owner	Co-Owner	Care Of	Mailing Address
PORTMAN BARNARD M			306 STUART ST SAVANNAH GA 31405

**Digest Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
PORTMAN BARNARD M		306 STUART ST		SAVANNAH	GA	31405

**Parcel**

Status	ACTIVE
Parcel ID	40009 08004B
Category Code	RES - Residential
Bill #	2989227
Address	1813 BUTLER AVE
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20216.00 - T216 TYBEE BTL WEST
Total Units	
Zoning	R-2
Class	R3 - Residential Lots
Appeal Status	APPEAL RESOLVED

**Legal Description**

Legal Description	LT B OCEAN RIVER TOWNHOUSES WARD 5 TYBEE ISLAND
Acres	.126
Deed Book	634
Deed Page	120

**Permits**

Permit #	Permit Date	Status	Type	Amount
080052-1	02/01/2008	Complete	-	\$6,000.00
06-0610-2	03/12/2007	Complete	AD - ADDITION	\$90,000.00
06-0610-3	11/30/2006	Complete	AD - ADDITION	\$12,000.00
06-0443-4	08/16/2006	Complete	AD - ADDITION	\$4,500.00

**Inspection**

Inspection Date	Reviewer ID
Item #3.	

09/20/2024  
 05/15/2023  
 05/07/2021  
 03/27/2018  
 06/13/2014

RKRYZAK  
 RKRYZAK  
 RKRYZAK  
 KMMORENO  
 MWTHOMAS

**Sales**

Sale Date	Sale Price	Sale Validity	Instrument	Book - Page	Grantor	Grantee
08/28/2015	750,000	U	WD	634 - 120	MEYER SAMUEL J	PORTMAN BARNARD M
06/01/2001	126,000	U	WD	222Q - 0579	MEYER & PORTMAN SAMUEL J&	MEYER SAMUEL J
01/31/1996	0	U	QC	177S - 0522	MEYER SAMUEL J	MEYER & PORTMAN SAMUEL J&
12/16/1995	0	U	QC	176K - 0592	PORTMAN BARNARD M	MEYER SAMUEL J

**Land**

Line Number	1
Land Type	U - UNIT
Land Code	02 - 2-4 FAMILY
Square Feet	0
Acres	.126
Influence Factor 1	10
Influence Reason 1	
Influence Factor 2	
Influence Reason 2	

**Residential Building**

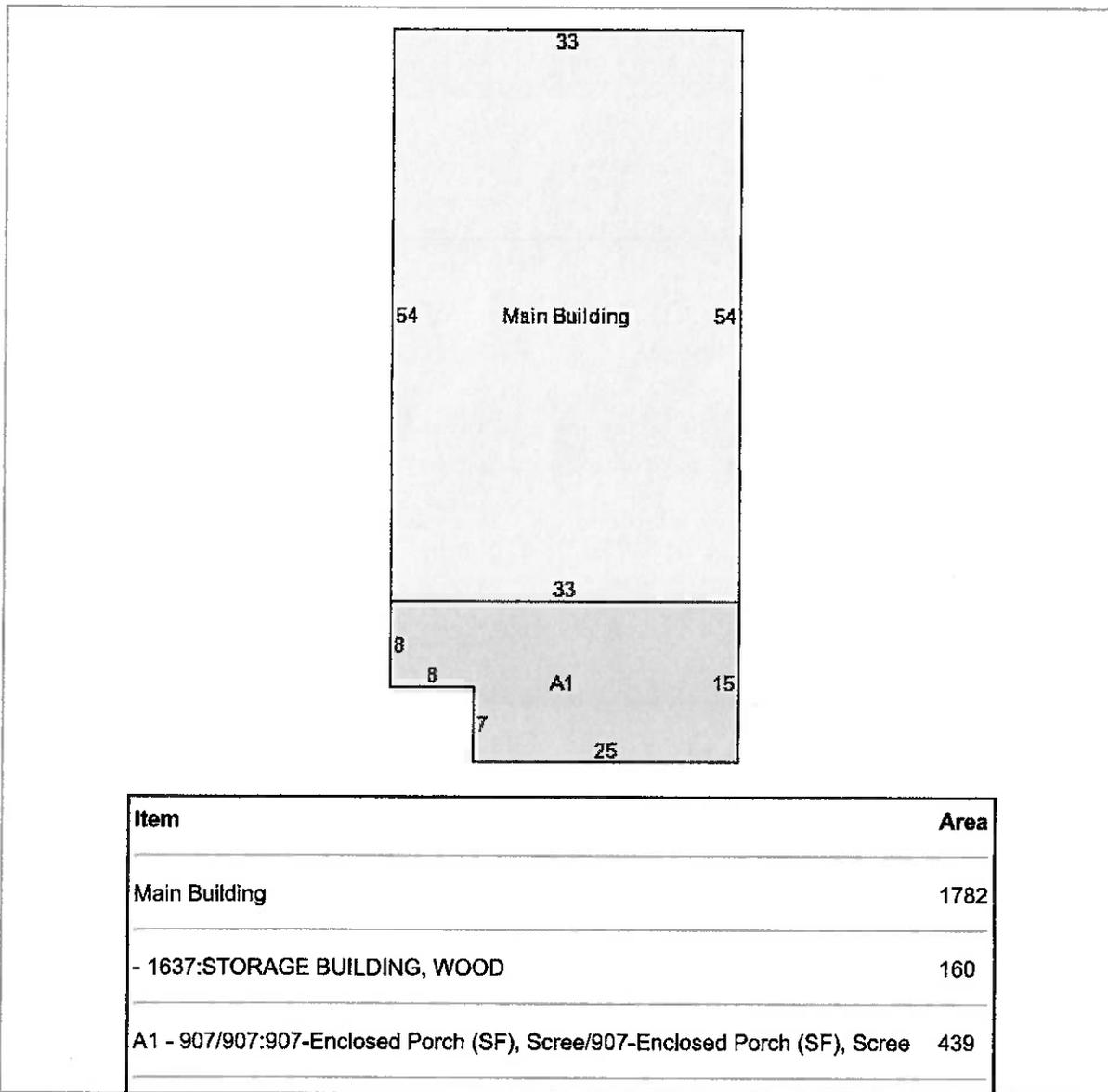
Card #	1
Actual Year Built	1928
Effective Year Built	1995
Type	3 - Town House / Condo
Style/Stories	21 - TWO STORY END UNIT
Percent Complete	100
Quality	300
Condition	AV - AVERAGE
Living Area	3,564
Basement Area	0
Finished Basement Area	No
Bedrooms	4
Full / Half Baths	4 / 0

**OBY**

Item #3.	Description	Year Built:	Grade:	Units:	Override:	Area:
<a href="https://www.chathamtax.org/PT/Datalets/PrintDatalet.aspx?pin=4000908004B&amp;gsp=PRC&amp;taxyear=2024&amp;jur=000&amp;ownseq=0&amp;card=1&amp;roll=RE&amp;Stat">https://www.chathamtax.org/PT/Datalets/PrintDatalet.aspx?pin=4000908004B&amp;gsp=PRC&amp;taxyear=2024&amp;jur=000&amp;ownseq=0&amp;card=1&amp;roll=RE&amp;Stat</a>						

**Appraised Values**

Tax Year	Land	Building	Appraised Total	Reason
2024	423,500	484,500	908,000	
2023	385,000	435,900	820,900	
2022	385,000	379,000	764,000	
2021	192,600	422,600	615,200	
2020	192,600	338,200	530,800	
2019	192,600	338,200	530,800	
2018	192,600	330,900	523,500	
2017	192,600	293,600	486,200	
2016	191,800	284,700	476,500	
2015	191,800	291,900	483,700	



Item #3.



Item #3.

**File Attachments for Item:**

4. Amendment 1 to the Storm Debris Removal Monitoring Agreement with Rostan Solutions to Provide a Two-Year Renewal of the Existing Agreement



# City of Tybee Island

## Memorandum

To: City of Tybee Island City Council  
From: Bret Bell, City Manager  
Date: June 12, 2025  
Re: Amendment 1 to Rostan Solutions Debris Removal Agreement

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### **Title**

Amendment 1 to the Storm Debris Removal Monitoring Agreement with Rostan Solutions to Provide a Two-Year Renewal of the Existing Agreement

### **Action**

Approval of Amendment 1 to the Rostan Solutions Storm Debris Removal Monitoring Agreement

### **Background**

In the event of a natural disaster such as a hurricane, it is critical for the City to retain the services of a debris removal monitoring consultant to document quantities of debris removed and ensure compliance with FEMA regulations to maximize federal reimbursements for storm-related recovery efforts.

The City of Tybee Island had contracted with Rostan Solutions to provide these services, but that agreement is nearing its expiration.

### **Facts and Findings**

1. The City initially entered into a three-year agreement with Rostan Solutions on May 27, 2022, for debris removal monitoring services related to storms.
2. The original agreement provided two two-year renewal options.
3. Rostan Solutions monitors all aspects of debris removal at loading, staging, and disposal sites and has been a reliable and responsive vendor. It is necessary to have a vendor in place to be prepared to assist as part of being prepared for the storm season.

### **Funding**

There is no cost to the City for approval of this agreement. Rates for various services related to debris removal monitoring are included in the attached contract, and would be assessed based on actual work performed during a storm recovery effort. If activated, costs are estimated at \$68,200. Funding would come from the reserve fund balance.

### **Alternatives**

1. Approval of Amendment 1 to the Rostan Solutions Storm Debris Removal Agreement
2. Terminate the Rostan Solutions Storm Debris Removal Agreement

**Recommendation**

Council adopts Alternative 1

**AGREEMENT FOR PROFESSIONAL SERVICES**

Between the City of Tybee Island, GA and Rostan Solutions, LLC

**Amendment to Professional Services Agreement**

Amendment 1

**WHEREAS** the City of Tybee Island and Rostan Solutions, LLC (hereinafter referred to as “Rostan”, collectively referred to as the “Parties”) entered into an agreement on May 27, 2022, for Rostan to provide Disaster Debris Removal Monitoring Services (“Agreement”); and

**WHEREAS**, the original Agreement provided for a term of three (3) years with two (2) two-year renewal options; and

**WHEREAS**, the Parties desire to exercise the first two-year renewal option to extend the term of the Agreement.

**NOW, THEREFORE**, the Parties mutually and expressly agree to exercise the first of two (2) two-year extension options. The new expiration date of the Agreement shall be May 26, 2027.

.....  
This amendment is hereby agreed to and incorporated into the Agreement as of the date of the signature of the latest party’s authorized agent. All provisions of the Agreement (attached as Exhibit A) remain in full force and effect.

ISSUED AND AUTHORIZED BY:  
**CITY OF TYBEE ISLAND, GA**

ACCEPTED AND AGREED TO BY:  
**ROSTAN SOLUTIONS, LLC**

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

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

Name: \_\_\_\_\_

Name: Travis Mays

Title: \_\_\_\_\_

Title: Principal/Vice President

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

Date: 06/03/2025

This is a non-exclusive contract Agreement effective as of \_\_\_\_\_, 2022 between *City of Tybee Island, Georgia* [CLIENT], having its principal office at 403 Butler Avenue, Tybee Island, Georgia 31328 and *Rostan Solutions, LLC* [ROSTAN], a limited liability company chartered under the laws of the State of Florida, having its principal place of business at 3433 Lithia Pinecrest Road, #287, Valrico, Florida 33596.

The CLIENT requires the services of a qualified firm to perform certain professional services for the CLIENT’s projects at various locations.

The CLIENT intends to engage ROSTAN to perform certain professional services related to disaster debris monitoring and All Hazards Preparedness, Planning, Consulting & Recovery Services and as articulated in the CLIENT’s Request for Proposal (RFP) No. 2022-765.

The Assignment will have the following characteristics: On an as-needed basis, the CLIENT will issue Task Orders to ROSTAN describing the work required under this Agreement. In response, ROSTAN will prepare a scope of work and cost estimate which shall become part of the Task Order upon execution by both parties.

In consideration of the mutual promises herein, ROSTAN and the CLIENT agree that the terms and conditions of this Agreement are the following:

**1. BASIC SERVICES**

**Scope.** ROSTAN shall provide the Basic Services as described in individual Task Orders authorized in writing by the CLIENT. A sample Task Order form is provided in Schedule A. The Task Order format may be modified from time to time. ROSTAN’s obligations under this Agreement are solely for the benefit of the CLIENT and no other party is intended to benefit or have rights hereunder.

1.1. **Standard of Care.** ROSTAN shall perform the professional services under this Agreement at the level customary for competent and prudent professionals performing such services at the time and place where the services are provided [Standard of Care]. These services will be provided by ROSTAN’s debris management professionals and other professionals and individuals skilled in other technical disciplines, as appropriate.

1.2. **Instruments of Service.** ROSTAN is responsible for the professional quality, technical accuracy, timely completion, and the coordination of all instruments of its services including designs, drawings, specifications, reports [collectively called Service Instruments] and other services provided under this Agreement.

1.3. **End-Users Software License.** RESERVED

1.4. **Applicable Codes.** The Service Instruments will conform to the generally accepted codes and regulations applicable to the Project at the time of performance.

1.5. **Subcontractors.** Any subcontractors and outside associates of ROSTAN to be engaged by ROSTAN under this Agreement are limited to those identified in executed Task Orders or as the CLIENT specifically approves during the performance of a Task Order.

1.6. **Title to Hazardous Materials.** The CLIENT and ROSTAN agree that title to all types of hazardous or toxic wastes, materials, or substances originating at or removed from the Site will remain with the CLIENT.

1.7. **Transportation or Disposal of Hazardous Materials.** The CLIENT further agrees that, if this Agreement requires the containerization, transportation, or disposal of any hazardous or toxic wastes, materials or substances, ROSTAN is not, and has no authority to act as a generator, arranger, transporter, or disposer of any hazardous or toxic wastes, materials or substances that may be found or identified on, at, or around CLIENT’s premises. In this regard, the CLIENT and ROSTAN agree as follows:

1.7.1. ROSTAN may assist the CLIENT in obtaining the services of licensed hazardous materials contractors for the transportation and disposal of all hazardous or toxic wastes, materials or substances. ROSTAN shall not contract directly for these services.

1.7.2. It is understood by both the CLIENT and ROSTAN that the CLIENT will provide all required hazardous or toxic wastes, materials or substance generator numbers, signed manifests, storage and treatment permits, and any permits or licenses required by local, state, or federal laws or regulations for the generation, transportation, storage, treatment and/or disposal of any hazardous or toxic wastes, materials or substances.

## **2. ADDITIONAL SERVICES**

2.1. **Scope.** ROSTAN will provide the **Additional Services** when authorized by the CLIENT in writing in a Task Order or amendment to a Task Order.

## **3. THE CLIENT'S RESPONSIBILITIES**

Unless stated otherwise in Section 8 or in individual Task Orders, the CLIENT shall do the following in a timely manner:

3.1. **The CLIENT's Representative.** The CLIENT will designate a representative having authority to give instructions, receive information, define the CLIENT's policies, and make decisions with respect to individual Task Orders.

3.2. **Project Criteria.** Provide criteria and information as to the CLIENT's requirements for a Task Order, including design objectives and constraints, space, capacity, scope of work, task assignments, and performance requirements, and any budgetary limitations to the extent known to the CLIENT.

3.3. **Data.** Provide all available information, including previous reports and any other data in the possession of the CLIENT relevant to a Task Order.

3.4. **Access.** Arrange for ROSTAN to enter upon public property as mandated by the CLIENT.

3.5. **Review.** Respond to ROSTAN's request for decisions or determinations.

3.6. **Meetings.** Hold or arrange to hold meetings required to assist in the work required by a Task Order.

3.7. **Project Developments.** Give prompt written notice to ROSTAN whenever the CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of ROSTAN's services.

## **4. PERIODS OF SERVICE**

4.1. **Time of Performance.** Sections 4 and 5 anticipate the orderly and continuous progress of Task Orders through completion of each Task Order's scope of work.

4.2. **Start of Performance.** ROSTAN will start the Services described in each Task Order upon authorization by the CLIENT. If the CLIENT gives authorization before signing a Task Order, ROSTAN shall be paid as if the services had been performed after both parties signed the Task Order. Task orders will only be valid if signed by the CLIENT's authorized representative.

4.3. **Force Majeure.** If a force, event, or circumstance beyond ROSTAN's or the CLIENT'S control interrupts or delays ROSTAN's performance, the time of performance shall be equitably adjusted.

4.4. **Term.** This Agreement shall be in effect for three (3) years from date of execution, with an option for two (2) two (2) year renewals. Notwithstanding the foregoing, the agreement shall terminate at the end of the fiscal year of the CLIENT for each such year without further obligation on the CLIENT's part if the CLIENT has provided notice 6 months before the end of the fiscal year of its intention to terminate the Agreement. Otherwise, the Agreement shall continue as provided herein.

## **5. COMPENSATION**

5.1. **ROSTAN Services.** Based upon the Scope of Services provided for in each Task Order issued pursuant to the Agreement and Fee Schedule (Schedule B), the CLIENT shall pay ROSTAN the amount stated in invoices issued for and in accordance with each Task Order for actual work performed and reimbursable expenses incurred during the period covered by the invoice. Invoices are payable by the CLIENT within 30 days after receipt of invoice.

## **6. OPINIONS OF CONSTRUCTION COST**

6.1. **Construction Cost.** If required by this Subcontract, opinions related to cost given by ROSTAN are subject to the following. ROSTAN has no control over the cost of labor, materials, equipment or services furnished by others, or

over a Contractor's or disposal site methods of determining prices, or over competitive bidding or market conditions. ROSTAN's opinion of probable cost is made on the basis of ROSTAN's experience and qualifications and represents ROSTAN's judgment as an experienced and qualified professional firm, familiar with the disaster recovery industry. ROSTAN does not guarantee that proposals, bids or actual project cost will not vary from ROSTAN's opinions of probable cost.

7. GENERAL CONSIDERATIONS

7.1. **Changes.** By written and/or electronic notice at any time, the CLIENT may change Services required by a Task Order, provided such changes are within the general scope of the services contemplated by this Agreement. In such event, an equitable adjustment both in the compensation for and time of performance of the adjusted Task Order shall be made in writing prior to ROSTAN performing the changed services. Such changes can only be required by the CLIENT's authorized representative.

7.2. **Confidentiality and Proprietary Information.** ROSTAN will hold secret and confidential all information designated by the CLIENT as confidential [Confidential Information]. ROSTAN will not reveal Confidential Information to a third party unless:

- 7.2.1. the CLIENT consents in writing;
- 7.2.2. the information is or becomes part of the public domain;
- 7.2.3. applicable law, regulation, court order or an agency of competent jurisdiction requires its disclosure; or
- 7.2.4. failure to disclose the information would pose an imminent and substantial threat to human health or the environment.

7.2.5. All drawings, specifications, technical information, and other information furnished to CLIENT by ROSTAN or developed by ROSTAN in connection with the work are, and will remain, the property the CLIENT.

7.3. **Disputes.** If a dispute or complaint [Dispute] arises concerning this Agreement, the CLIENT and ROSTAN will negotiate a resolution of the Dispute. Should negotiation be unsuccessful, mediation of the Dispute by a third party shall follow. Any time which elapses in attempting to resolve the Dispute through either or both negotiation or mediation shall extend day-for-day any applicable statute(s) of repose or limitation of actions.

7.3.1. **Negotiation.** Following written notice of a Dispute, a minimum of one face-to-face meeting (or less if the Dispute is resolved) shall be held.

7.3.2. **Mediation.** If negotiation is unsuccessful, a mutually acceptable third party [Facilitator] having expertise in the subject of the Dispute shall be engaged to mediate the Dispute. The fee and expenses of the Facilitator shall be shared equally by the parties to the Dispute. The parties may present evidence and arguments to the Facilitator. Unless the Facilitator and the parties agree otherwise, a minimum of one face-to-face meeting shall be held within the sixty-day period beginning on the date of the Facilitator's engagement.

7.3.3. Following the meeting or earlier if appropriate, the Facilitator shall report to the parties whether he believes the Dispute is resolvable through mediation. At that point the parties shall elect (a) to continue mediation, (b) replace the Facilitator and continue mediation, or (c) end mediation. If the mediation is ended, the parties may litigate the Dispute.

7.4. **Insurance.** ROSTAN will maintain insurance against the following risks during the term of the Agreement:

- 7.4.1. workers compensation in statutory amounts and employer's liability for ROSTAN's employees' project-related injuries or disease;
- 7.4.2. general liability and automobile liability each in the amount of \$1,000,000 for personal injury or property damage to third parties which arises from ROSTAN's performance under this Agreement; and
- 7.4.3. professional liability in the amount of \$1,000,000 for legal obligations arising out of ROSTAN's failure to meet the Standard of Care.

**7.5 Indemnification.**

7.5.1 ROSTAN hereby agrees to indemnify and hold the CLIENT harmless from and against any and all losses, damages, settlements, costs, charges, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character arising out of the negligent acts, errors, or omissions of ROSTAN or others for whose acts ROSTAN is responsible under this Agreement.

7.5.2 Reserved.

**7.6 Interpretation.** This Agreement shall be interpreted in accordance with the laws of Georgia.

**7.7 Successors.** This Agreement is binding on the successors and assigns of the CLIENT and ROSTAN. The Agreement may not be assigned in whole or in part to any third parties without the written consent of the CLIENT.

**7.8 Independent Contractor.** ROSTAN represents that it is an independent contractor and is not an employee of the CLIENT.

**7.9 Notices.** Written notices may be delivered in person or by certified mail, or by facsimile, or by courier or by email. All notices shall be effective upon the date of receipt by the party.

**7.10 Entire Agreement.** This Agreement, including Schedules, Task Orders and Attachments, executed pursuant to this Agreement, is the entire agreement between the CLIENT and ROSTAN. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly stated herein are of no force and effect. Any changes to this Agreement shall be in writing and signed by the CLIENT and ROSTAN.

**7.11 Waivers and Severability.** A waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition or covenant. If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.

**7.12 Termination of Contract for Convenience.** Each party to the Agreement shall have the right to terminate the Agreement made hereunder for its convenience by giving the other party written notice thirty (30) days in advance of its election to do so and by specifying the effective date of such termination. The ROSTAN shall be paid for services rendered and not in question or dispute through the effective date of such termination.

**7.13 Termination of Contract for Cause.** If, through any cause, ROSTAN shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if ROSTAN shall violate any of the covenants, agreements, or stipulations of this Agreement, ROSTAN shall be in breach of this Agreement and the CLIENT shall thereupon give written notice of default to ROSTAN and allow ROSTAN seven (7) calendar days from such notice to cure such default. After notice, CLIENT shall have the right to terminate this agreement by giving written notice to ROSTAN of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination.

If CLIENT fails without cause to make payment when due, ROSTAN may give written notice of ROSTAN'S intention to terminate this Agreement. If ROSTAN fails to receive payment within ten (10) days after receipt of such notice by CLIENT, ROSTAN may give a second written notice and five (5) days after receipt of second written notice by CLIENT, ROSTAN may terminate this Agreement and recover from CLIENT payment for services rendered.

**7.14 Effective Date.** This Agreement is effective on the date shown on the cover page.

**8 SPECIAL PROVISIONS, EXHIBITS and SCHEDULES**

**8.1 Special Provisions.** This Agreement is subject to the following special provisions:

**Duties and Responsibilities of ROSTAN.** ROSTAN or its representatives may be on site during the various stages of the work to observe the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the intent of the Agreement. Visits and observations made by ROSTAN will not relieve other contractors of their obligation to conduct comprehensive inspections of the work, to furnish materials, to perform

acceptable work, and to provide adequate safety precautions.

**Limitations of ROSTAN's Responsibilities.** ROSTAN will not be responsible for other contractors' means, methods, techniques, sequences or procedures of the work, or the safety precautions, including compliance with the programs incident thereto. ROSTAN will not be responsible for contractors' or their subcontractor's failure to perform the work in accordance with their contract with the CLIENT or any other agreement. ROSTAN will not be responsible for the acts or omissions of contractors, their subcontractors or any other contractors, or any of its or their agents or employees or any other persons at the site or otherwise performing any of the work. ROSTAN will not be liable for other contractor(s)' failing to comply with such contractor(s)' obligations to the CLIENT nor for such contractor(s)' noncompliance with safety precautions, means, methods, techniques, sequences or procedures of the work, however, ROSTAN will monitor the contractor(s)' performance and will notify the CLIENT of any deviations by such contractor from its obligations.

8.2 **Schedules.** The following Schedules are attached to and made a part of this Agreement:

8.2.1 **Schedule A** *Sample Task Order Form*

8.2.2 **Schedule B** *Fee Schedule*

8.2.3 **Schedule C** *Rostan Proposal*

8.2.4 **Schedule D** *City of Tybee Island, GA RFP No. 2022-765*

8.3 **Regulations Incorporated.** The provisions of this contract are intended in all respects to comply with the terms of applicable Code of Federal Regulations, including 2 CFR 200 and Appendix II to Part 200 in all respects and this contract shall be interpreted in accordance with that intention. The parties agree that dispute resolution would include pre-suit mediation, that there are not conflicts of interest involved and will not be during the duration of the project, that there has been and will be no inappropriate lobbying, all environmental laws applicable will be complied with, the Contract Work Hours and Safety Standards Act will be complied with and that during the performance of the contract the contractor will comply with all equal opportunity requirements and that the Davis-Bacon Act will be complied with, to the extent applicable.

**Execution Authority.** This Agreement is a valid and authorized undertaking of the CLIENT and ROSTAN. The representatives of the CLIENT and ROSTAN who have signed below have been authorized to do so.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year shown on the cover page.

CITY OF TYBEE ISLAND, GEORGIA

ROSTAN SOLUTIONS, LLC

By *Shirley Sessions*

By *[Signature]*

Title *MAYOR*

Title *EXECUTIVE VICE PRESIDENT*

Witness *[Signature]*  
*Approved as to form  
by City Attorney*

Witness *[Signature]*

SAMPLE

SAMPLE

**PROFESSIONAL SERVICES TASK ORDER**  
Task Order Number: \_\_\_\_\_

**PROFESSIONAL SERVICES TASK ORDER**  
Task Order Number: \_\_\_\_\_

Attachment 1  
Scope of Services

**PROFESSIONAL SERVICES TASK ORDER**  
Task Order Number: \_\_\_\_\_

Attachment 2  
Fee Schedule

**PROFESSIONAL SERVICES TASK ORDER**  
Task Order Number: \_\_\_\_\_

Attachment 3  
Special Conditions

**Schedule B: Fee Schedule**

**ATTACHMENT M  
PROPOSAL FORM – DISASTER DEBRIS REMOVAL MONITORING  
RFP 2022-765**

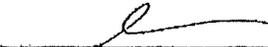
I have read and understand the requirements of this proposal #2022-765, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc.

\*Hours are estimated only for the purpose of evaluating the fee schedule. Add positions as necessary.

POSITION	HOURLY RATE	HOURS (estimate)	TOTAL
Debris Monitor	\$37.00	100	\$3,700.00
Lead Site Monitor	\$37.00	100	\$3,700.00
Tower Site Monitor	\$37.00	100	\$3,700.00
Field Supervisor	\$48.00	100	\$4,800.00
Project Manager	\$90.00	100	\$9,000.00
Operations Manager	\$75.00	100	\$7,500.00
Project Assistant	\$33.00	100	\$3,300.00
Data/GIS Manager	\$75.00	100	\$7,500.00
Grant Consultant	\$135.00	100	\$13,500.00
FEMA Coordinator	\$115.00	100	\$11,500.00
		100	
		100	
		100	
		100	
		100	
		100	
		100	
		100	
		100	
		100	
		100	
		100	
<b>*TOTAL ESTIMATED COST</b>			<b>\$68,200.00</b>

Firm Name: Rostan Solutions, LLC

Proposer: Sam Rosanla

Signature: 

Address: 3433 Lithia Pinecrest Road, Suite 287

City/State/Zip: Valrico, FL 33596

Telephone No.: 813-333-7042

Email: srosanla@rostan.com

**Schedule C: Rostan Proposal**

**File Attachments for Item:**

5. Agreement with MI Global to Provide Leadership Ethics Training to City Committee Members



# City of Tybee Island

## Memorandum

To: City of Tybee Island City Council  
From: Fabian Mann, City Clerk  
Date : June 12, 2025  
Re: MI Global Ethics Training Agreement

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### Title

Agreement with MI Global to Provide Leadership Ethics Training to City Committee Members

### Action

Approval of a one-time training services agreement with MI Global to provide a four-hour ethics training session to all city committee members

### Background

In recent years, the City of Tybee Island's Ethics Commission, Planning Commission, Main Street/Development Authority, and Historic Preservation Commission have not received ethics training. Such training is essential to ensure committee members understand and adhere to the city's Code of Ethics while serving as city officials.

### Facts and Findings

1. The city has 31 committee members between the Ethics Commission, Planning Commission, Main Street/Development Authority, and Historic Preservation Commission.
2. The city has previously provided city committee members with ethics training.
3. Since January 2025, new members have been appointed to the Ethics Commission, Planning Commission, and Main Street/Development Authority.
4. Incoming and current city board members have requested ethics training to enhance their ability to serve professionally.
5. Staff have requested ethics training for city committee members.
6. MI Global provides a personalized approach to ethics training, helping committee members explore how their personality type influences their decision-making.
7. The training will educate committee members on effective conflict resolution strategies and the city's Code of Ethics for city officials.
8. The agreement has been approved by the city attorney and finance department.

### Funding

100-1110-52-1204 (Ethics Committee): \$1,500.00

100-1110-52-3500 (Travel & Training): \$4,850.00

### Purchasing Notes

MI Global is a sole source provider of the requested, tailored training.

Alternatives

1. Approval of training services agreement with MI Global to provide leadership ethics training to city committee members
2. Direct city clerk to seek alternative training solutions

Recommendation

Council adopts Alternative 1

# TRAINING SERVICES AGREEMENT



This Training Services Agreement (“Agreement”) is entered into as of the 3<sup>rd</sup> day of June 2025, by and between **MBJ Multi-Media Group, LLC**, doing business as **MI Global** (“MI Global”) with a mailing address of P.O. Box 196, Guyton, GA 31312 and **City of Tybee Island** (“Client”) with a mailing address of 403 Butler Ave., P.O. Box 2749, Tybee Island, GA 31328, for the facilitation of training services. As such, MI Global and Client agree to the following:

## 1. **Scope of Training**

The scope of this training shall be in accordance with Exhibit “A” – Leadership Ethics Training.

## 2. **MI Global’s Responsibilities**

The responsibilities of MI Global under this Agreement shall be to provide Client with training services, training materials, and other training related items in accordance with Exhibit “A.” MI Global shall carry sufficient liability insurance coverage during the execution of the training services of this Agreement.

## 3. **Client’s Responsibilities**

The responsibilities of Client shall be to provide the following to accommodate the training serves outlined in Exhibit “A”: training facilities with a projector, projector screen, remote pointer, and laptop. If a lunch period is incorporated into the training period, Client or the trainees will be responsible for providing lunch. Client shall also be responsible for providing snacks and beverages during the training as appropriate.

## 4. **Confidentiality**

(a) MI Global will maintain, at all times, the confidentiality of all information received from Client to prepare for the performance of the training services of this Agreement.

(b) Client acknowledges that it will have access to copyright protected training materials and intellectual properties of MI Global and its affiliates as part of MI Global’s performance of this Agreement. These training materials and intellectual properties, which may include handouts, booklets, presentation slides, etc., are intended for Client’s use during the training session(s) and for Client’s reference thereafter. Notwithstanding the foregoing, Client acknowledges that it cannot use the materials outside of Clients immediate organization and the materials cannot be posted or reproduced at any web or Internet/Intranet site. Client also acknowledges that the material cannot be reproduced for training purposes and sessions outside of the scope of this Agreement.

(c) Client acknowledges that the training provided by MI Global under this Agreement does not authorize or certify the trainees to use the training or materials in any commercial or non-commercial manner.

## 5. **Fees**

In full consideration hereof and for satisfactory performance of all training services to be rendered hereunder by MI Global, Client will pay MI Global **\$6,350.00** as indicated in Exhibit

“A” as the Training Investment. Payment must be received in accordance with the Training Investment section of Exhibit “A,” unless otherwise approved by MI Global in writing.

**6. Scheduling**

Training Services shall be scheduled in accordance with Exhibit “A.”

**7. Copyright**

All copyrightable material prepared by MI Global pursuant to this Agreement will remain the property of MI Global.

**8. Recording**

Client is prohibited from recording the training sessions unless given explicit permission by MI Global in writing.

**9. Termination/Schedule Changes**

(a) Client shall have the right to terminate this Agreement by written notice, and therefore cancel the training services covered by this Agreement, provided that:

(i) if such notice is given fifteen (15) calendar days or less prior to the first scheduled training date, MI Global will be entitled to payment of a minimum fee of half of the contracted amount, and

(ii) if such notice is given 24 hours or less prior to the first scheduled date of training, MI Global will be entitled to the entire contracted amount, and

(iii) if such notice is given at any time after training materials have been purchased, advance funds paid for the purchase of such materials will not be reimbursed.

(b) Should Client wish to make changes to the training schedule, Client agrees to compensate MI Global for any additional charges related to rescheduling/rebooking travel accommodations such as airplane tickets, hotel reservations, car rentals, etc.

**10. Force Majeure**

Neither party will be liable to the other for failure to complete the services contemplated hereunder due to force majeure events, including without limitation, strikes, wars, acts of God, acts of terrorism, riots, civil disturbances, epidemics, floods, hurricanes, tornadoes, and any other similar acts, events, omissions or delays beyond the reasonable control of the parties. In the event of such delay, the date of training shall be extended for a reasonable period of time.

**11. Warranties and Representations**

MI Global warrants and represents that MI Global has the full right, power and authority to enter into this Agreement and to perform its terms and that any material prepared by MI Global will be original and will not violate any copyright or personal or proprietary right of any person or entity.

**12. Indemnification**

To the fullest extent permitted by law, each party shall forever indemnify, defend, and hold harmless the other party, its officers, directors, employees, representatives, agents, members, and affiliates and each of its or their heirs, personal representatives, successors, and assigns, from and

against any and every claim, demand, liability, loss, damage, action, debt, judgment, execution, cost, and expense (including reasonable attorney fees and court costs), of whatever kind or nature, which may be asserted against or suffered or incurred by the foregoing indemnities, or any of them, and which arise, directly or indirectly, either in law or in equity, as a result of any misrepresentation or breach of any warranty, covenant, obligation, or term by the indemnifying party hereunder, or by reason of any act or omission of the indemnifying party, its officers, employees, subcontractors, subrecipients, representatives, or agents in the performance of the work.

**13. Limitation of Liability**

Notwithstanding anything to the contrary in this agreement, neither party will be liable for any indirect, consequential, incidental, special, or punitive damages, or for any lost business, lost profits, or lost savings arising out of this agreement, regardless of whether either party has been advised of the possibility of any such loss or damage or whether such loss could have been reasonably foreseen. Without in any way limiting the preceding sentence, to the fullest extent allowed by law, each party's aggregate liability to the other for damages hereunder, regardless of legal theory or the form of action, shall not exceed the total fees paid by Client to MI Global hereunder. And, to the extent permitted by law, any statutory remedies that are inconsistent with the provisions of this section are waived.

**14. Governing Law**

This Agreement will be deemed made in the State of Georgia and shall be subject to and construed in accordance with the laws of the State of Georgia applicable to agreements to be performed wholly therein; merges all prior representations and understandings; and constitutes the entire understanding between the parties concerning the subject matter hereof. No modification of this Agreement shall be effective unless in writing and signed by both parties.

**15. Entire Agreement Severability**

This Agreement contains the entire understanding and agreement between the parties related to its subject matter. This Agreement supersedes any and all other agreements and understandings, whether oral or written, related to its subject matter, and may only be amended by a written document signed by both Client and MI Global. Should any clause, phrase, sentence, or paragraph of this contract should be declared invalid or void, the remaining provisions shall remain in force or effect. This Agreement will be binding upon the parties and their respective successors and assigns.

SIGNED on this \_\_\_\_\_ day of June \_\_\_\_\_

\_\_\_\_\_  
MI Global

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

# Exhibit “A”

## Leadership Ethics Training

### Training Sessions

#### **I. Understanding Human Behavior**

##### ***Training Description***

The Participants of this training will gain a better understanding of human behavior while learning how to effectively communicate with various personality types using the *DISC Model of Human Behavior*. This training covers the prerequisite learning needed for the other training sessions.

##### ***Learning Objectives***

- Participants will discover their *DISC* personality style blend.
- Participants will come to know the secret to operating from their personality style blend.
- Participants will gain an understanding of the four primary *DISC* personality types and how to best interact with each personality type.
- Participants will learn each personality type’s primary motivators and drivers by understanding each personality’s primary wants and needs.
- Participants will ascertain how understanding human behavior and personalities enhance communication and help build sustainable relationships and forge partnerships.

##### ***Learning Tools***

- *DISC Basic Assessment (6-page personality profile)*
- *DISC Characterization Worksheet*

#### **II. Conflict Resolution**

##### ***Training Description***

The participants in this training will learn conflict resolution skills by enhancing their self-awareness, situational awareness, and response strategies in moments of conflict. When leaders are self-aware and situationally aware, their response in moments of conflict will produce mutually beneficial outcomes.

### ***Learning Objectives***

- Participants will gain knowledge of the drivers of conflict for the four primary personality types.
- Participants will learn the productive and destructive tendencies of the four primary personality types in moments of conflict.
- Participants will ascertain the goals, mode of operation, and fears of the four primary personality types in moments of conflict.
- Participants will acquire an understanding of the cycle of conflict.
- Participants will discover how to gain optimal outcomes using good conflict response strategies.

### ***Learning Tools***

- *Conflict Resolution @Work Booklet*

## **III. City of Tybee Island Code of Ethics Review**

### ***Training Description***

The participants in this session will receive refresher training on the Code of Ethics for the City of Tybee Island. The focus of this training is to review aspects of the Code of Ethics for best practices and important reminder items.

### ***Learning Objectives***

- Participants will be reacquainted with the elements included in the Code of Ethics.
- Participants will better identify and manage situations where personal interests may conflict with professional duties.

### ***Learning Tools***

- *City of Tybee Island Code of Ethics*

### **Number of Participants**

35 Participants

### **Mode of Training**

This training will be delivered in person at a facility provided by Client.

## **Training Duration**

The training will be delivered over a four (4) hour block of time.

## **Training Date(s) & Time Period**

Date: July 11, 2025

Time: 9:00 am – 1:00 pm

## **Training Preparation Time**

A minimum of 3 weeks must be given after the execution of this Agreement to prepare for the training. An access code and website link for the *MI Global DISC Assessment* will be emailed to the training participants within 2-3 business days of receiving the initial payment. The *MI Global DISC Assessments* must be completed by the date indicated in the email.

## **Training Investment**

\$6,350.00

- Half (\$3,175.00) of the Training Investment is due at the execution of this contract.
- The retraining balance (\$3,175.00) of the Training Investment is due on the day of training.

CONTRACT ADDENDUM  
FOR CITY OF TYBEE ISLAND  
AND \_\_\_\_\_

Notwithstanding any other provision of the agreement and/or any other addendum to the agreement, the parties agree that the provisions of the contract attached hereto are modified, cancelled or removed to the extent inconsistent with the provisions of this addendum:

1. In all instances the provisions of O.C.G.A. 36-60-13 shall control such that any obligation on the part of the City shall cease without condition in the absence of renewal at the end of the fiscal year or calendar year as applicable.
2. The contract is limited to a twelve-month term subject to automatic renewals.
3. There is no obligation on the part of the City to indemnify any other party, including any other contracted party, as such provisions are not valid under Georgia law.
4. The provisions and performances under this agreement and addendum shall be governed by the laws of the State of Georgia and any applicable federal law. Any and all disputes which might arise under the terms of the agreement, the addendum or the transaction between the parties shall be resolved in the states and federal courts located within Chatham County in the State of Georgia, including, but not limited to, the US District Court for the Southern District of Georgia, Savannah Division.
5. The City of Tybee Island does not waive the right to trial by jury on any dispute.
6. The City does not authorize the use of its name or logo in any contracting party's marketing or promotional activities in the absence of a specific authorization following the contracting party's making such promotional or marketing activities known and available to the City. The City shall have 10 days following the receipt of such information or material within which to approve or disapprove the use of its name or logo and the failure to the City to respond that such promotional or marketing is permissible, it shall be deemed a rejection and the use shall not be permitted.
7. For any insurance requirement imposed upon the City, the City may satisfy its obligations by having coverage with the Georgia Interlocal Risk Management Program.

VENDOR

CITY OF TYBEE ISLAND, GEORGIA

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

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Clerk of Council

Approved as to form

---

Edward M. Hughes

X:\Clients\000572 - Tybee Island\0000 -  
FORMS\Contract Addendum (2025.05.05  
DATED).docx

Item #5.

**File Attachments for Item:**

6. Second Reading and Approval of Ordinance 2025-02, Annual Operating Budget of the City of Tybee Island, Georgia for Fiscal Year 2026



# City of Tybee Island

## Memorandum

To: City of Tybee Island City Council  
From: Bret Bell, City Manager  
Date: June 12, 2025  
Re: Ordinance 2025-02 (Fiscal Year 2026 City of Tybee Island Annual Operating Budget)

---

### Title

Second Reading and Adoption of Ordinance 2025-02, Annual Operating Budget for the City of Tybee Island, Georgia for Fiscal Year 2026

### Action

Second Reading and Adoption of Ordinance 2025-02 (Fiscal Year 2026 City of Tybee Island Annual Operating Budget)

### Background

The City of Tybee's Fiscal Year runs from July 1 through June 30. Prior to July 1 each year, State Law requires the City to adopt an annual budget that balances expenditures with revenues. City Council held two Public Workshops to review the FY26 Proposed Budget on May 6 and 7. The proposed budget document is available to the public at City Hall and on the City website. This Agenda Item is the second of two required public readings of Ordinance 2025-02 before adoption of the FY26 Budget can occur. The first reading was May 22<sup>nd</sup>.

### Facts and Findings

1. The FY26 proposed budget maintains current service levels without proposing an increase in the property tax millage rate.
2. Overall General Fund budget expenditures are proposed to decrease 1.3% to align with a decrease in anticipated revenues
3. Four current vacant positions will remain unfilled in the FY26 proposed budget; two other positions will remain unfilled for half the fiscal year.
4. The budget includes a 2.5% cost-of-living adjustment (COLA) for full-time employees to keep up with the rate of inflation.
5. The budget includes a 5% increase in the combined water and sewer rate
6. The budget includes more than \$7.5 million in capital expenditures, including:
  - o Improvements to the YMCA Gym
  - o Improvements to the South Annex Building
  - o Citywide Wayfinding
  - o Memorial Park Master Plan
  - o Jaycee Park Wetlands Restoration
  - o Smart Water Meter Infrastructure
  - o Asphalt Paving

- SCADA Water and Sewer System Modernization
- 15<sup>th</sup> Street Drainage Project
- North Beach Dune Restoration
- City share of federal beach renourishment
- Fort Screven Sewer Line Replacement
- Parking system assessment

Updates to FY26 Budget

There have been no material changes to the budget or presentation, only minor spelling and content updates.

Recommendation

Hold Second Reading and Adopt Ordinance 2025-02 (Fiscal Year 2026 City of Tybee Island Annual Operating Budget)

ORDINANCE NO. 2025-02

**ANNUAL OPERATING BUDGET  
FOR THE CITY OF TYBEE ISLAND, GEORGIA**

It is hereby ordained, that this is Ordinance 2025-02 adopted on June 12, 2025 for the fiscal year 2025-2026 Operating Budget to provide for the raising of revenues and appropriations of funds to support the City of Tybee Island, Georgia for fiscal year beginning July 1, 2025 and ending June 30, 2026, to provide for the operations of government departments, elected officials, other governmental activities, and to provide for the level of personnel authorized for the various departments to act with regard to funds.

WHEREAS, the City of Tybee Island operates on a fiscal year beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of each succeeding year; and

WHEREAS, the State of Georgia, in accordance with the Official Code of Georgia Annotated, Section 36-81-7, provides for the submission of the City's proposed budget to the public; and

WHEREAS, in obedience to the Georgia Code, on June 12, 2025; the fiscal year 2026 budget was duly presented to the Mayor and City Council during a public hearing; and

WHEREAS, the public was informed of the required public hearing in the manner prescribed by law; thus, a public notice of said hearing was caused to be given by the Mayor and City Council and said notice was published in the "Savannah Morning News" and said public hearing was held according to said notice, as well as notice of the availability of the budget for inspection in the office of the Clerk of Council during regular business hours of the City.

WHEREAS, the appropriations for the fiscal year beginning July 1, 2025 and ending June 30, 2026 for the support of the general government of the City of Tybee Island, Georgia shall be fixed and determine for said term in accordance with the sums of money shown in the City's fiscal year 2025-2026 Budget, a copy of which is made a part of this ordinance, is and shall be and are hereby adopted as the Operating Budget of the City of Tybee Island for Fiscal Year 2025-2026, beginning July 1, 2025 and ending June 30, 2026 for the appropriation of funds for all departments and agencies; and

WHEREAS, each of the Enterprise Funds shall be operated in accordance with Proprietary Funds accounting standards and procedures and shall not be governed by the Governmental Fund budgetary accounting principles; however, the budgetary estimates upon which budgets are adopted shall be retained in memorandum form for budget control purposes and shall not be increased without approval of the Mayor and City Council; and

WHEREAS, all financial operations shall be accounted for in accordance with Generally Accepted Accounting Principals and Standards; and

WHEREAS, with the exception as limited by the City Charter, the Finance Director is authorized to approve line-item budget transfers within a department's budget. All line transfers of money between funds and departments require the authorization of the Mayor and City Council; and

WHEREAS, the budget document, entitled "City of Tybee Island 2026 Annual Budget" shall be maintained on file in the Office of the City Clerk; and

NOW, THEREFORE, be it resolved, and it is hereby ordained by the Mayor and City Council of the City of Tybee Island, Georgia, in open meeting duly assembled, that the aforesaid budget for fiscal year 2025-2026 is hereby adopted on June 12, 2025, as ordained by the Mayor and City Council as follows:

The attached exhibit(s) are incorporated herein and are a part hereof.

ADOPTED this 12th day of June, 2025

---

MAYOR

ATTEST:

---

CLERK OF COUNCIL

FIRST READING: May 22, 2025

SECOND READING: June 12, 2025

ENACTED: June 12, 2025

# EXHIBIT A

**“City of Tybee Island, GA 2026 Annual Budget”**

# City of Tybee Island, GA



## 2026 Annual Budget

Adopted June 12, 2025

*Item #6.*

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## Management Message

Mayor and City Council:

We are pleased to present the Fiscal Year 2026 Budget. The Annual Budget is more than just an accounting of Tybee's revenues and appropriations. The allocations in this document represent more than 125 employees – the backbone of Tybee's service delivery. They represent our commitment to key community investments, including beach and dune restoration, infrastructure upgrades, and public facility improvements. And they represent our work program for the next 12 months as we work long hours under often difficult conditions to make life better for all residents in one of the most beautiful places on Earth.

This Budget is balanced and represents a roughly \$33 million annual spending plan across all non-capital funds, including \$17.2 million in the General Fund, which supports core government operations. The general fund budget anticipates the second straight year of decreased revenue – a 1.3 percent reduction from FY25 – following a three-year period of unprecedented growth spurred by COVID-related visitation.

The Proposed Budget is conservative to reflect this new fiscal reality, and proposes no increase in services levels or positions. It holds the millage rate at 3.542 mills, among the lowest property tax rates of any jurisdiction in Chatham County. The Budget does include a 2.5 percent cost of living adjustment for all employees to keep up with the rate of inflation and ensure Tybee remains competitive in a tight job market.

The Budget was balanced by reducing overtime and discretionary spending across the board, and holding four unfilled positions vacant for the full year, and two for half the year.

The Budget includes a 5 percent increase in the combined water and sewer rate to keep up with cost escalations and increasingly stringent regulatory requirements, and help fund replacement of sewer lines that are more than 100 years old in some parts of the island. This will increase the average household utility bill by a little less than \$4 per month, to \$83.29. In 2023, the average combined monthly water and sewer bill in the United States was \$95.02.

The budget includes more than \$7.5 million in critical capital investments, including:

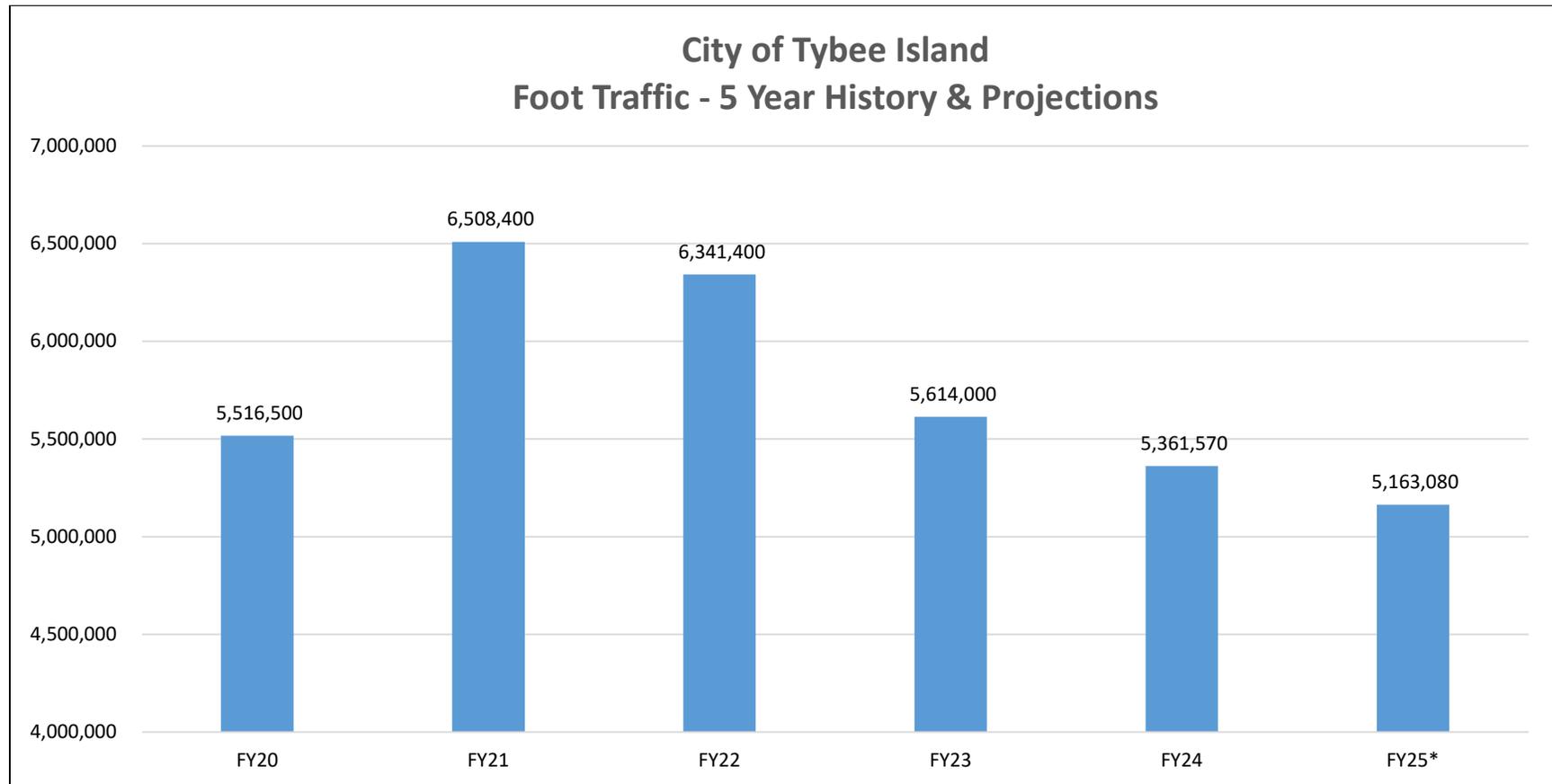
- Restoration of North End dune system to address significant erosion
- City share of federal beach renourishment between north and south groins
- Replacement of aged sewer lines in Fort Screven area
- Citywide street paving
- Replacement of 15<sup>th</sup> Street drainage infrastructure to reduce flooding on south end
- Replacement of roof and HVAC at YMCA Gymnasium
- Replacement of roof and front façade improvements at South Annex Building
- Citywide Wayfinding System to improve streetscape aesthetics and provide clearer direction for visitors
- Memorial Park Master Plan
- Jaycee Park Wetlands Restoration
- Smart Water Meter Infrastructure to help residents track real-time water usage
- Modernization of SCADA System to improve management of Water and Sewer System
- Assessment of Parking System to improve operations

The City of Tybee Island FY26 Budget is a living document intended to provide a financial roadmap over the next year while remaining flexible enough to allow the organization to seize opportunities and address critical needs. In early 2025, City Council established a list of strategic goals to focus on in the upcoming fiscal year. Among the priorities:

- Savannah River Channel Dune Renourishment
- Plan for City property at Polk and Solomon
- Sustainability investments
- 5-10-year Capital Improvement Project Plan
- Development of Infrastructure Plan
- Design and funding plan for new Fire Station
- Capital investments to address sea-level rise
- Development of a database to manage City contracts
- Strategies to attract young families to Tybee
- Deployment of smart meter technology to facilitate water conservation
- Mid-island beach showers
- 15<sup>th</sup> Street Drainage Project
- Long-Term Water Supply Plan
- Island-wide Wayfinding

Currently, the City subscribes to a mobile location data program. This software is a mobile mapping program that works by setting a “geofence” around a business or point of interest and then monitors customers that enter/exit the area during a specified period of time, typically a month. This software has allowed the City to obtain foot traffic counts to assist with revenue and service level analysis. Below is a history of foot traffic for the past five fiscal years. Beginning in 2026 the City will work with Visit Tybee on visitor statistics.

If we assume the same foot count as last year for the final few months of the fiscal year, the 2025 foot count should be slightly lower than fiscal year 2024.



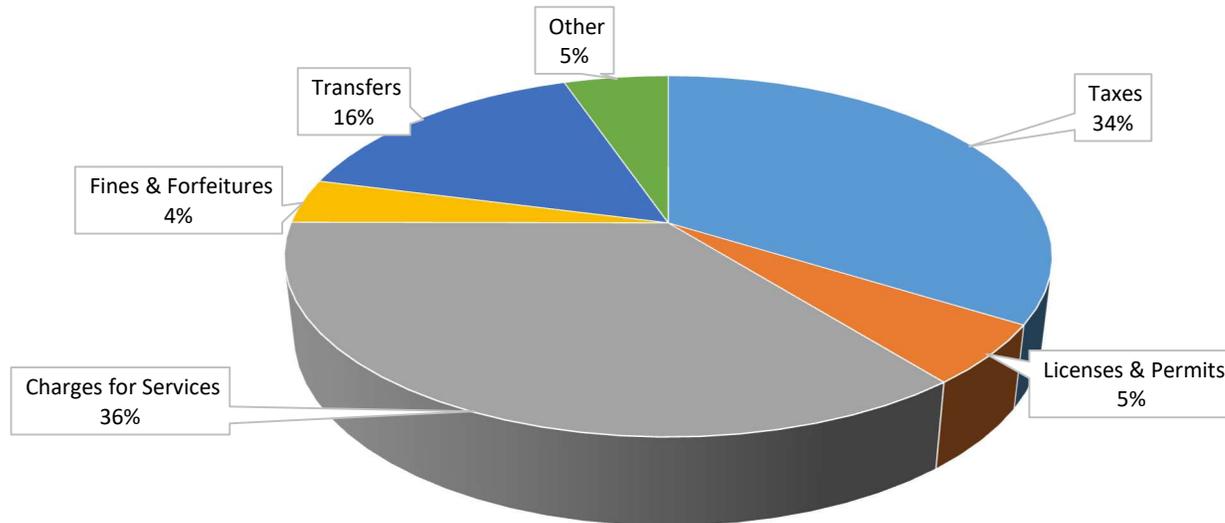
\*Projected based on actual count through March and prior year history

## General Fund Revenues

The 2026 general fund budgeted revenues total \$17,180,175, consistent with previous year original budget, and a 1.30% decrease from amended budget. General Fund revenue is budgeted by source; which include taxes, licenses & permits, charges for services, fines & forfeitures, and other revenue. A general description of each source is provided below:

- Taxes – property taxes, franchise taxes, beverage taxes and sales tax
- Licenses & Permits – occupational licenses, building permits, short-term rental permits and film permits
- Charges for Services – rental of city facilities, parking fees
- Fines & Forfeitures – police fines, court costs, parking fines and administrative citations
- Transfers – general fund undesignated portion of room taxes from short-term rental properties, hotels and motels
- Other – intergovernmental revenue (local operating grants), investment income, rents

Charges for service is the largest revenue source for the City, which includes parking revenue. \$5.8 million in parking revenue is included in the FY26 budget, a 6% decrease from prior year budget of \$6.15 million.

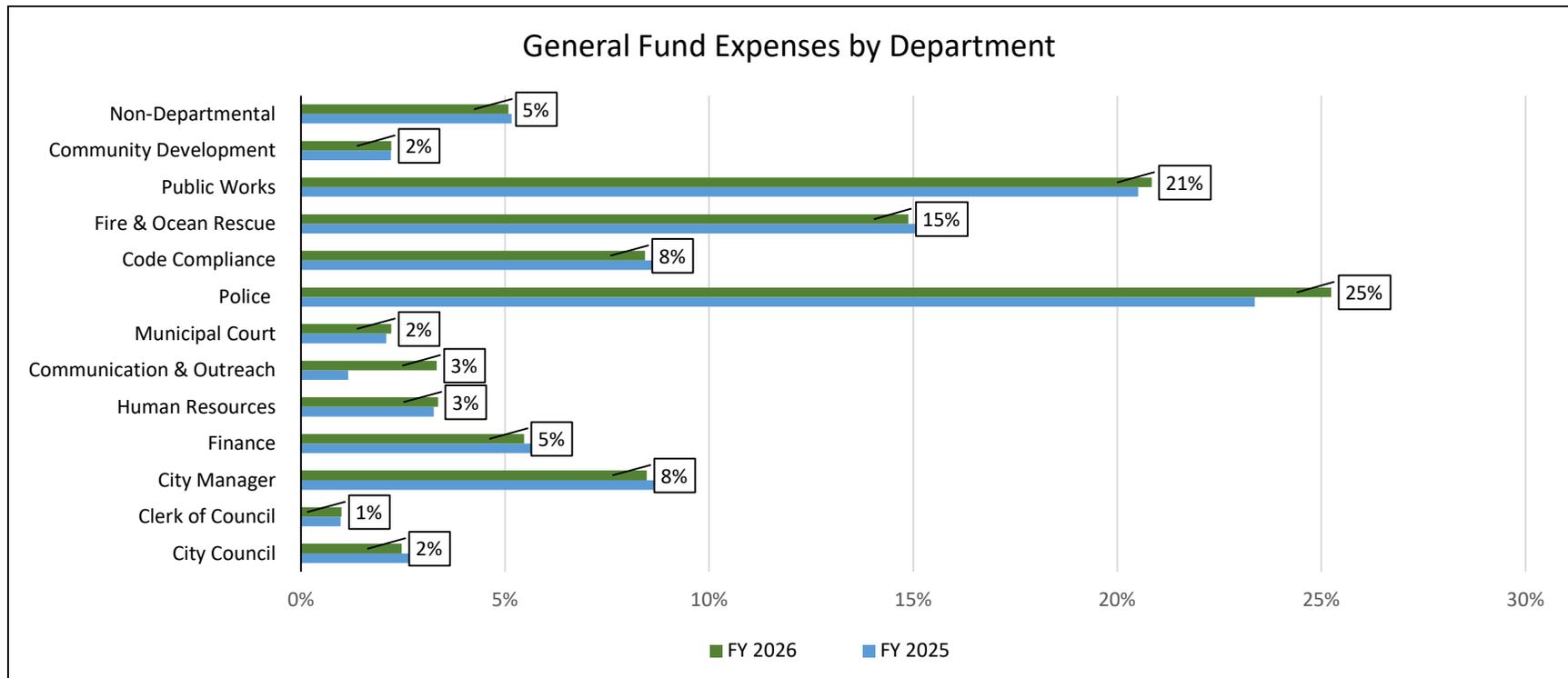


General Fund Revenue by Source

## General Fund Expenditures

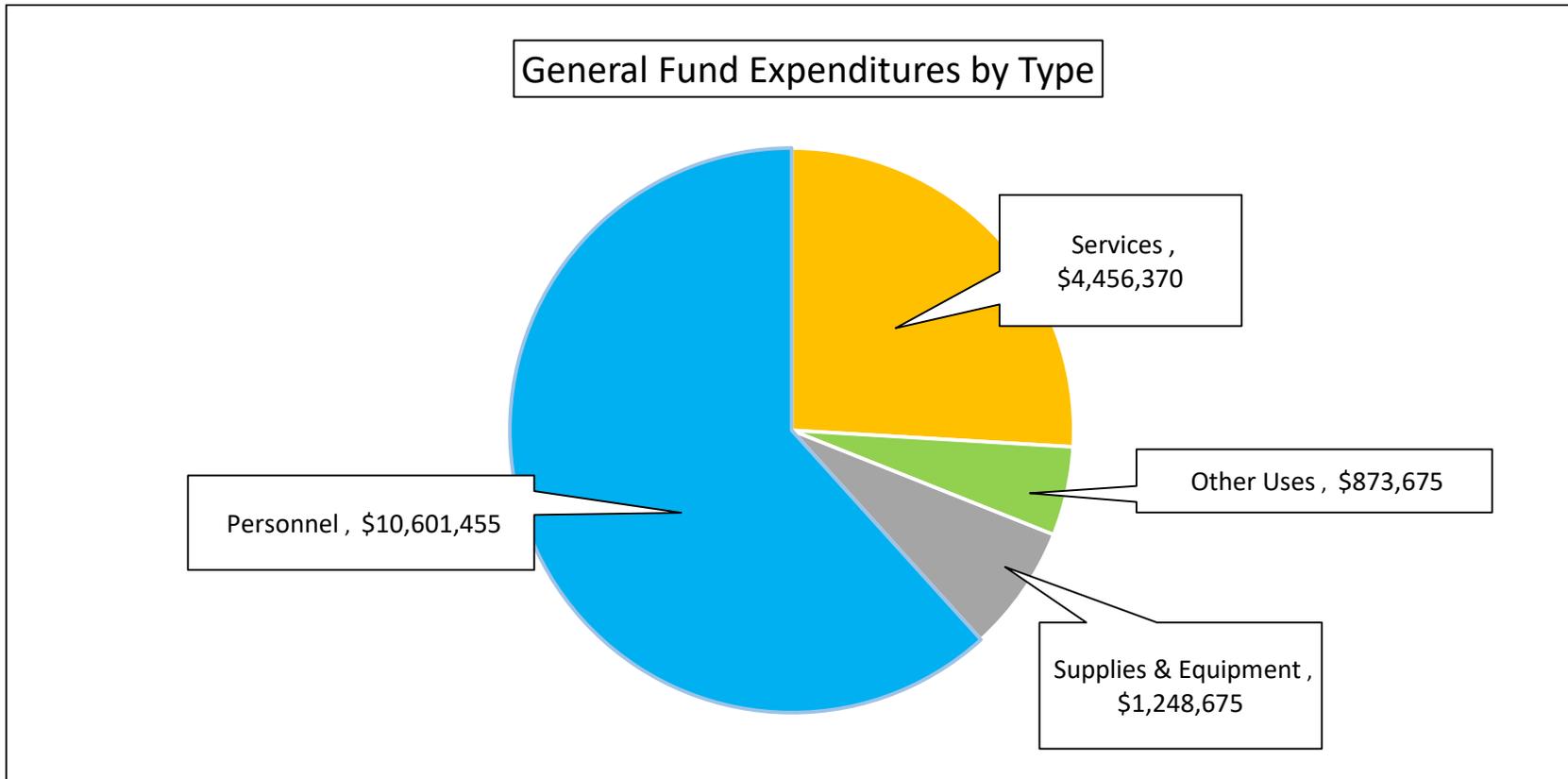
General Fund expenditures total \$17,180,175, consistent with previous year original budget, and 1.3% decrease from amended budget. Costs for materials and supplies continue to increase as inflation rates remain high. Maintenance of public restrooms, garbage collection, police and code compliance officers, fire personnel, lifeguards and beach management are all required costs to serve the residents of Tybee as well as handle the influx of visitors. It also means more maintenance costs for facilities, streets, sidewalks and other infrastructure.

Below is a two year comparison chart of General Fund expenditures by department. Public Safety (Police, Code Compliance, Fire and Ocean Rescue) total approximately \$8 million which equates to 47% of the entire General Fund expenditure budget.



Of General Fund expenditures, each department can be further broken down into four major categories – personnel, services, supplies and equipment, and other uses. Of the \$17,180,175 in expenditures, personnel represents 62% of the general fund operating budget.

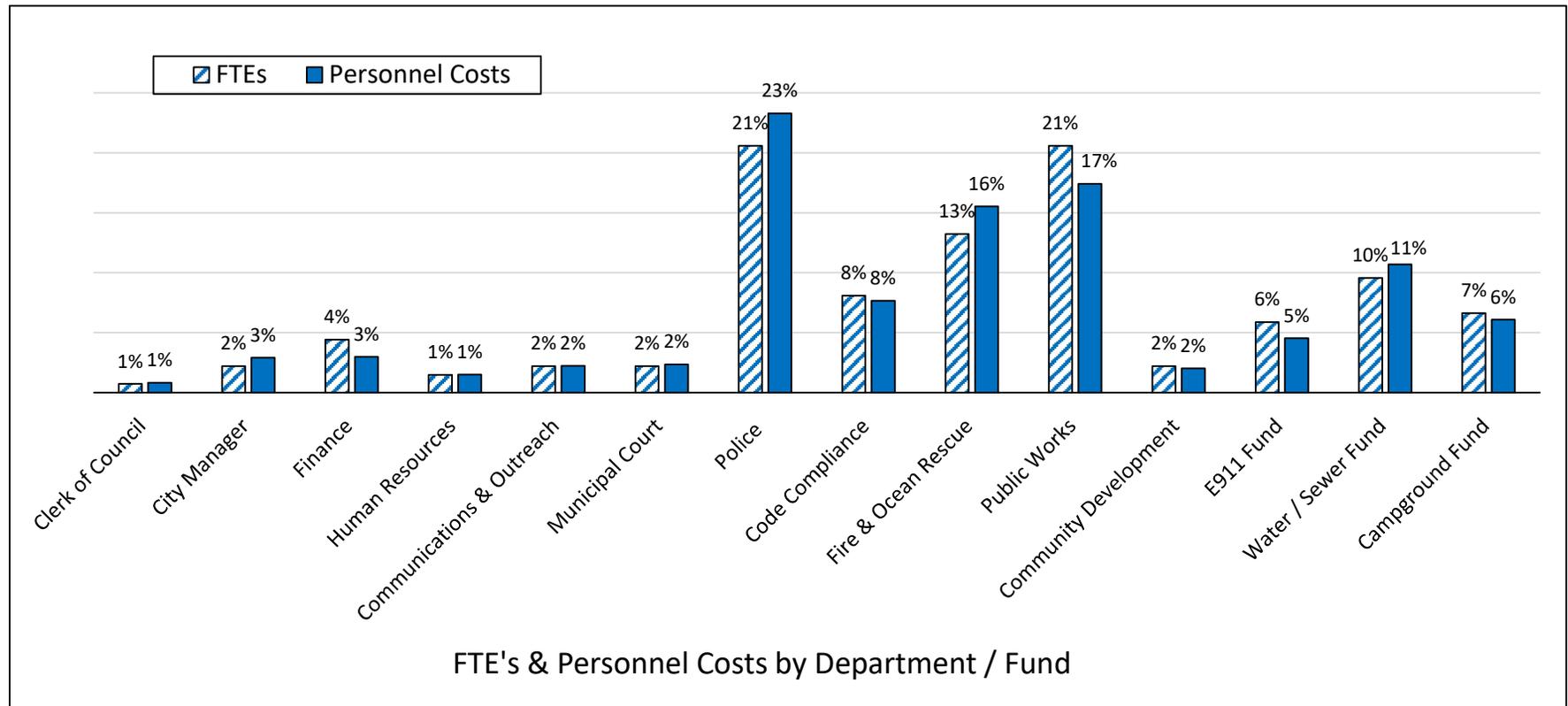
- Personnel includes the costs of employee wages and benefits
- Services include costs for contractor/consulting services, maintenance on buildings and vehicles, software and technology, travel, training, insurance, and membership dues
- Supplies & Equipment contains equipment costs, supplies, emergency management, utilities, and fuel
- Other Uses covers transfers to E911 Fund to supplement budget deficits and contributions to community organizations



Personnel costs

Total personnel for the General Fund is \$10,601,455. Personnel costs are also included in the E911 Fund (Dispatch Center) Water / Sewer Fund, and the Campground. Additionally, some personnel costs are split between the General Fund, Water / Sewer Utility, and Campground and Solid Waste Fund for shared services. On an annual basis, management reviews the distribution of employee wages and benefits, as well as City expenses to the Utility Funds. For the City Manager, Finance, Human Resources and Public Works departments, a portion of responsibilities are utility related, therefore, a portion of employee wages and benefits are allocated to the utility funds. In the current year budget \$285,035 of General Fund wages and benefits are allocated to the Water / Sewer Fund, \$97,260 is allocated to the Campground and \$15,845 to the Solid Waste Fund.

Of the 136 full-time budgeted positions, the number of full-time employees and personnel costs by percentage are shown by each general fund department and other fund as follows:



### Capital Projects & Improvements

Significant capital projects included in the FY25 budget, in response to the continued growth of the City and in support of the City's strategic goals and master plan, are listed below. These include capital projects in the City's capital improvement plan and other requests.

Project Description	Funding Source				Total
	SPLOST	Beach Reserved Fund Balance	Grants / Contributions	Water / Sewer Utility*	
YMCA / Gym Improvements	\$ 115,000	\$ -	\$ -	\$ -	\$ 115,000
South Annex Improvements	195,000	-	-	-	195,000
Memorial Park Master Plan	100,000	-	-	-	100,000
Wayfinding Signage	125,000	-	-	-	125,000
Smart Meter Infrastructure	150,000	-	-	-	150,000
Beach SidexSides	100,000	-	-	-	100,000
City-wide Parking Assessment	50,000	-	-	-	50,000
Asphalt Paving	300,000	-	-	-	300,000
SCADA System Upgrades	200,000	-	-	-	200,000
15th Street Drainage	650,000	-	2,600,000	-	3,250,000
Jaycee Park Wetland Restoration	100,000	-	100,000	-	200,000
Beach Nourishment	-	2,000,000	18,000,000	-	20,000,000
North Beach Dune Restoration	-	1,000,000	-	-	1,000,000
Fort Screven Sewer Replacement	-	-	-	2,500,000	2,500,000
<b>Total Projects</b>	<b>\$ 2,085,000</b>	<b>\$ 3,000,000</b>	<b>\$ 20,700,000</b>	<b>\$ 2,500,000</b>	<b>\$ 28,285,000</b>

\*Assumes approval of \$2.5 million 2025 GEFA Loan

The City's budget document should be a transparent document describing the current and ongoing activities of the City; a resource document used by council, employees, residents and visitors of Tybee Island. It includes all governmental and proprietary activities the City is financially accountable for. The City provides the full range of municipal services, including but not limited to; general administration, public safety, beach safety, public parks including street construction and maintenance, refuse collection, water and sewer services, campground services and various recreational activities and events.

The 2026 budget was prepared being aware of current economic conditions, but with the future and the strategic direction of the Council in mind. The City Council, staff and residents alike continue to seek strategies to increase efficiency and cost effectiveness, while providing outstanding service levels in the City. This financial plan is the platform that equips Tybee Island to take action on these priorities. We look forward to working with City Council and the residents of Tybee Island as we take bold action to move our community forward.

Respectfully Submitted,

*Bret Bell*

Bret Bell  
City Manager

*Jen Amerell*

Jen Amerell  
Finance Director

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## City Officials and Administration

City Council	
Brian West	Mayor
Monty Parks	Mayor Pro Tem
Bill Garbett	Council Member
Spec Hosti	Council Member
Tony Ploughe	Council Member
Nick Sears	Council Member
Kathryn Williams	Council Member
City Administration	
Bret Bell	City Manager
Michelle Owens	Assistant City Manager
Jamey Rabun	Campground Director
Fabian Mann	City Clerk
Pete Gulbronson	City Engineer / Director of Infrastructure
Walter Hattrich	City Marshal
Cassidi Kendrick	Communications & Outreach Director
Kim Hallstein	Court Director
Jen Amerell	Finance Director
Justin McMillian	Fire Chief
Jaime Spear	Human Resource Director
Tiffany Hayes	Police Chief

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## Summary of Funds

The City has the following funds:

**General Fund** – The General Fund is the operating fund of the City. It is used to account for all the financial resources of the City except those accounted for in another fund.

**Special Revenue Funds** – Special Revenue Funds account for revenue sources that are legally restricted to expenditures for specific purposes.

**Room Tax Fund** – The Room Tax Fund is a special revenue fund used to account for the short-term rental accommodation excise tax receipts and distributions to tourism promoting organizations as required by agreements with these organizations, as well as the General Fund.

**E911 Fund** – The E911 Fund accounts for all the activities and operations of the City dispatch center. The City receives revenue via the State of Georgia from landline and wireless fees collected.

**Grant Funds** – The City utilizes a separate fund for each grant the City receives. Each grant fund is used to account for the receipts and disbursements of each grant received by the City.

**Capital Funds** – Capital Funds account for financial resources to be used for the acquisition of equipment or the construction of major capital projects or land acquisitions.

**Capital Fund** – The Capital Fund is used for non-routine purchases deemed to be one-time expenditures and not SPLOST or Utility related. These purchases are financed through either current year General Fund budget surplus or General Fund unreserved fund balance.

**SPLOST Funds** – The City utilizes a separate capital fund for each SPLOST. Each SPLOST Fund is used to account for capital improvements per each SPLOST plan. Financing is provided by SPLOST.

**Debt Service Fund** – The Debt Service Fund accounts for the principal and interest payments on the City's current debt service. This includes the debt service of the 2019 Series Recreation Authority Bonds for the Marine Science Center. Financing of debt service is provided by room tax.

## Summary of Funds (continued)

Enterprise Funds – Enterprise Funds are used to account for transactions when a government charges fees for services and goods provided to external users.

Water / Sewer Fund – The Water / Sewer Fund accounts for the delivery of water and sewer services to the properties of the City. All activities necessary to provide such services are accounted for in this fund. Revenue is generated through user fees.

Campground Fund – The Campground Fund accounts for the revenues and operating costs of the City’s Campground & RV Park. All activities necessary to provide such services are accounted for in this fund. Revenue is generated through user fees.

Solid Waste Fund – The Solid Waste Fund accounts for the provision of sanitation and yardwaste collection services to the properties of the City. All activities necessary to provide such services are accounted for in this fund. Revenue is generated through user fees.

A summary of FY26 budget revenues and expenditures by fund is as follows:

Funds	General	Special Revenue Funds		Capital Funds	
		E911	Room Tax	Capital	SPLOST20*
Total Revenues	\$ 17,180,175	\$ 633,675	\$ 6,300,000	\$ 366,000	\$ 1,015,000
Total Expenditures	17,180,175	633,675	6,300,000	366,000	1,790,000
Change in Equity	-	-	-	-	(775,000)
Funds	Debt Service	Proprietary Funds			Total
		Water / Sewer	Solid Waste	Campground	
Total Revenues	\$ 250,000	\$ 4,210,000	\$ 1,255,845	\$ 3,025,895	\$ 34,236,590
Total Expenditures	250,000	4,210,000	1,255,845	3,025,895	35,011,590
Change in Equity	-	-	-	-	(775,000)

\*Capital project budgets span multiple years

## Summary of Fund Balance

Fund equity at the fund financial reporting level is classified as “fund balance.” Generally, fund balance represents the difference between assets and liabilities. Fund balance is a measure of equity between revenues and expenditures which can result in a surplus or a deficit. Each Fund in a governmental entity has its own “fund balance.” Governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. All of the City’s Special Revenue, Capital and Debt Service Funds “fund balance” are restricted for the purpose of those funds. For example, the Debt Service Fund “fund balance” is restricted to use for only debt service.

The General Fund “fund balances” are classified as follows:

- Nonspendable – Fund balances are reported as nonspendable when amounts cannot be spent because they are either a) not in spendable form b) legally or contractually required to be maintained intact.
  - Historically, the City has prepaid insurance that is included in nonspendable fund balance.
- Restricted – Fund balances are reported as restricted when there are limitations imposed on their use either through enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.
  - The City currently has no restricted fund balance in its General Fund.
- Committed - Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council through adoption or by resolution. Only the City Council may modify or rescind the commitment.
  - Currently the City commits available fund balance for capital purchases in the subsequent year’s budget.
- Assigned – Fund balances are reported as assigned when amounts are constrained by the City’s intent to be used for specific purposes, but are neither restricted nor committed. Through appointment, City Council has authorized the Finance Director to assign fund balance.

## Summary of Fund Balance (continued)

- Assigned Fund Balance (continued)
  - Economic Stabilization – Currently the City assigns fund balance representing four months of the subsequent years General Fund budget expenditures to economic stabilization.
  - Beach Renourishment – The City assigns fund balance to beach renourishment. This assignment represents prior year Beach Renourishment assigned fund balance plus any addition of current year room tax revenue less any current year expenditures related to beach related projects approved by Council.
- Unassigned Fund Balance – Unassigned fund balances are reported as the residual amount when the balances do not meet any of the other fund balance criteria. Any deficit in unassigned fund balances reduces assigned fund balance first.

Below is a historic table of General Fund & Beach Nourishment fund balance amounts by classifications and 2025 projected fund balance amounts:

Fund Balance Classification	2021	2022	2023	2024	2025 Projected
Nonspendable:					
Prepaid Expenditures	\$ 285,734	\$ 232,095	\$ 237,759	\$ 233,845	\$ 245,000
Committed:					
Capital Purchases	1,672,732	2,827,724	2,407,298	593,562	366,000
Assigned:					
Economic Stabilization	4,301,380	5,463,416	5,552,136	5,731,057	5,526,725
Back River Project	-	-	-	133,330	133,330
Unassigned	<u>5,416,072</u>	<u>5,120,557</u>	<u>4,150,566</u>	<u>1,034,048</u>	<u>283,752</u>
Total General Fund - Fund Balance	<u>\$ 11,675,918</u>	<u>\$ 13,643,792</u>	<u>\$ 12,347,759</u>	<u>\$ 7,725,842</u>	<u>\$ 6,554,807</u>
Reserved Fund Balance for Beach Projects & Nourishment	<u>\$ 1,264,104</u>	<u>\$ 2,070,402</u>	<u>\$ 2,752,989</u>	<u>\$ 3,063,262</u>	<u>\$ 3,638,262</u>

## General Fund

The General Fund is the primary operating budget of the City. The General Fund accounts for the financial resources of the City which are not accounted for in any other fund. Principal revenue sources are property taxes, beverage taxes, state and local use tax, business and vacation rental registrations, hotel tax, licenses, permits and parking revenue. The General Fund accounts for expenditures related to the general administration of the City (general government), the protection and safety of people within the City, including police, fire and rescue services, beach safety and code enforcement (public safety), the maintenance and upkeep of infrastructure and City property within the City (public works), the operations of the City's parking lots and off street parking (parking), as well as providing a sense of community.

This section of the budget is organized as follows:

1. General Fund Summary – shows revenues grouped by source and expenditures by function
2. General Fund Detailed Revenues Budget – provides revenue by line item for each major revenue source
3. General Fund Expenditures by Department – shows the detailed expenditures for each department in the General Fund

The beginning of each department budget includes a department description, narrative of the services provided by the department, personnel, and any significant changes affecting the specific department budget.

## General Fund Summary of Revenues & Expenditures

	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
<b>Revenues:</b>								
Taxes	6,082,843	5,739,355	5,426,500	5,426,500	3,875,079	5,703,850	5,817,725	7.21%
Licenses & Permits	966,796	1,043,570	930,000	930,000	456,545	980,000	930,500	0.05%
Intergovernmental Revenue	61,156	127,521	55,000	55,000	57,209	57,200	55,000	0.00%
Charges for Services	6,293,664	6,640,135	6,524,250	6,524,250	3,475,788	5,991,500	6,146,000	-5.80%
Fines & Forfeitures	929,869	972,869	990,000	990,000	657,407	885,000	855,000	-13.64%
Miscellaneous Revenues	521,072	753,032	337,420	337,420	503,294	593,995	475,950	41.06%
Other Financing Sources	2,999,361	2,995,430	2,930,000	3,143,525	1,491,770	2,675,000	2,900,000	-7.75%
<b>Total General Fund Revenue</b>	<b>\$ 17,854,761</b>	<b>\$ 18,271,912</b>	<b>\$ 17,193,170</b>	<b>\$ 17,406,695</b>	<b>\$ 10,517,092</b>	<b>\$ 16,886,545</b>	<b>17,180,175</b>	<b>-1.30%</b>
<b>Expenditures:</b>								
City Council	\$ 542,637	\$ 469,935	\$ 530,575	\$ 530,575	\$ 227,167	\$ 423,175	424,425	-20.01%
Clerk of Council	115,118	169,427	169,550	169,550	120,174	161,225	170,935	0.82%
City Manager	841,053	1,615,026	1,355,735	1,564,260	1,100,302	1,646,760	1,284,310	-17.90%
Finance	1,177,894	1,239,141	990,157	995,157	808,531	1,148,490	939,065	-5.64%
Information Technology	989,527	964,106	-	-	-	-	-	0.00%
Human Resources	427,697	562,975	559,838	566,938	415,955	553,625	577,240	1.82%
Communications & Outreach	131,564	112,444	201,750	201,750	112,114	201,750	571,510	183.28%
Municipal Court	288,266	326,133	364,339	364,339	261,640	366,480	380,425	4.42%
Police Department	4,290,525	4,680,929	4,075,260	4,068,160	2,825,277	4,067,300	4,164,765	2.37%
Code Compliance	576,707	602,971	1,647,196	1,647,196	1,009,008	1,430,280	1,447,815	-12.10%
Fire & Ocean Rescue	2,359,081	2,574,085	2,444,668	2,444,668	1,538,212	2,207,255	2,385,175	-2.43%
Public Works	3,153,291	3,519,821	3,570,550	3,570,550	2,413,202	3,517,482	3,580,420	0.28%
Community Development	293,789	298,572	384,420	384,420	257,074	388,650	380,415	-1.04%
Other Uses	833,305	1,003,012	899,132	899,132	691,245	938,022	873,675	-2.83%
<b>Total General Fund Expenditures</b>	<b>\$ 16,020,454</b>	<b>\$ 18,138,577</b>	<b>\$ 17,193,170</b>	<b>\$ 17,406,695</b>	<b>\$ 11,779,901</b>	<b>\$ 17,050,493</b>	<b>17,180,175</b>	<b>-1.30%</b>
Beginning Fund Balance	\$ 15,714,194	\$ 15,100,748	\$ 10,789,104	\$ 10,789,104	\$ 10,789,104	\$ 10,789,104	\$ 6,754,807	
Annual Income / (Loss) + Reserve	2,516,894	814,609	-	-	(669,247)	(163,948)	(200,000)	
Transfer to Separate Fund*	-	-	(3,063,262)	(3,063,262)	(3,063,262)	(3,063,262)	-	
Budget Amendments	-	-	-	(213,525)	(213,525)	(213,525)	-	
Transfer for Capital Projects	(3,130,340)	(5,126,253)	-	-	(593,562)	(593,562)	-	
<b>Ending Fund Balance</b>	<b>\$ 15,100,748</b>	<b>\$ 10,789,104</b>	<b>\$ 7,725,842</b>	<b>\$ 7,512,317</b>	<b>\$ 6,249,508</b>	<b>\$ 6,754,807</b>	<b>\$ 6,554,807</b>	

\*Savings for beach nourishment separated from General Fund to stand alone fund

General Fund  
Detailed Revenues

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Taxes									
31-1100	General Property Tax	\$ 2,696,900	\$ 2,578,691	\$ 2,125,000	\$ 2,125,000	\$ 1,667,162	\$ 2,600,000	\$ 2,700,000	27.06%
31-1310	Motor Vehicle Tax (MVT)	5,360	4,421	5,500	5,500	2,895	4,225	4,225	-23.18%
31-1315	MV Title Ad Valorem Tax (TAV)	168,289	158,526	150,000	150,000	95,367	145,000	150,000	0.00%
31-1340	Recording Tax (Intangibles)	23,534	19,215	25,000	25,000	6,433	15,000	15,000	-40.00%
31-1600	Real Estate Transfer Tax	27,486	22,529	25,000	25,000	7,334	20,000	20,000	-20.00%
31-1710	Franchise Tax - Electric	333,529	364,483	365,000	365,000	420,124	420,125	420,000	15.07%
31-1750	Franchise Tax - Cable	153,038	144,296	150,000	150,000	65,824	130,000	130,000	-13.33%
31-1760	Franchise Tax - Telephone	6,318	5,147	6,000	6,000	1,880	3,500	3,500	-41.67%
31-3100	Local Option Sales Tax (LOST)	1,896,709	1,689,439	1,850,000	1,850,000	1,058,971	1,650,000	1,650,000	-10.81%
31-3103	Energy Excise Tax	69,930	37,319	50,000	50,000	21,831	40,000	40,000	-20.00%
31-4200	Alcoholic Beverage Excise Tax	195,187	184,726	175,000	175,000	97,824	165,000	175,000	0.00%
31-4300	Local Alcoholic Beverage Tax	253,278	254,524	225,000	225,000	132,525	215,000	215,000	-4.44%
31-6200	Insurance Premium Tax	253,285	276,039	275,000	275,000	296,909	296,000	295,000	7.27%
	Total Taxes	6,082,843	5,739,355	5,426,500	5,426,500	3,875,079	5,703,850	5,817,725	7.21%
Licenses & Permits									
32-1000	Business & Occupational Licenses	114,530	91,815	100,000	100,000	42,703	65,000	65,000	-35.00%
32-3000	Regulatory Fees (Alcoholic Bev)	72,479	163,139	135,000	135,000	189,230	200,000	175,000	29.63%
32-3101	Building Permits & Inspections	159,700	257,276	175,000	175,000	163,998	200,000	175,000	0.00%
32-3200	Film Permitting Fee	22,875	13,600	10,000	10,000	5,600	6,500	6,500	-35.00%
32-3912	Short-term Rental (STR) License	566,664	507,095	500,000	500,000	49,062	500,000	500,000	0.00%
32-3900	Other Licenses & Permits	26,093	7,975	5,500	5,500	4,200	5,500	5,500	0.00%
32-2300	Golf Cart Inspection	4,455	2,670	4,500	4,500	1,752	3,000	3,500	-22.22%
	Total Licenses & Permits	966,796	1,043,570	930,000	930,000	456,545	980,000	930,500	0.05%
Intergovernmental Revenue									
33-4000	State Governmental Grants	\$ 52,126	\$ 125,246	\$ 55,000	\$ 55,000	\$ 57,209	\$ 57,200	\$ 55,000	0.00%
33-6000	Misc. Grant	9,030	2,275	-	-	-	-	-	0.00%
	Total Intergovernmental Revenue	61,156	127,521	55,000	55,000	57,209	57,200	55,000	0.00%

General Fund  
Detailed Revenues (cont.)

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2025 Budget	Budget % Change
Charges for Services									
34-2200	Fire Protection Subscriptions	16,061	16,830	16,750	16,750	15,400	16,000	15,000	-10.45%
34-2900	Shared Services - Salary Reimb.	224,371	287,102	267,000	267,000	205,633	265,000	265,000	-0.75%
34-4130	Weigh Scale & Recycling	54,447	37,594	35,000	35,000	23,447	30,000	30,000	-14.29%
34-5416	Parking Revenue	5,912,760	6,250,198	6,150,000	6,150,000	3,209,482	5,650,000	5,800,000	-5.69%
34-6410	Other Fees	50,225	18,136	20,500	20,500	3,576	5,500	7,500	-63.41%
34-7501	City Facility Rentals	35,800	30,275	35,000	35,000	18,250	25,000	28,500	-18.57%
	Total Charges for Services	6,293,664	6,640,135	6,524,250	6,524,250	3,475,788	5,991,500	6,146,000	-5.80%
Fines & Forfeitures									
35-1170	Police Fines	218,216	242,820	300,000	300,000	175,984	235,000	235,000	-21.67%
35-1171	Administrative Citations	103,270	52,555	80,000	80,000	7,200	10,000	20,000	-75.00%
35-1174	Court Costs	79,385	118,148	85,000	85,000	50,694	75,000	75,000	-11.76%
35-1175	Parking Fines	528,998	559,346	525,000	525,000	423,529	565,000	525,000	0.00%
	Total Fines & Forfeitures	929,869	972,869	990,000	990,000	657,407	885,000	855,000	-13.64%
Miscellaneous Revenue									
36-1000	Investment Income	\$ 381,306	\$ 558,057	\$ 150,000	\$ 150,000	\$ 327,016	\$ 400,000	\$ 275,000	83.33%
37-1010	Main street Sponsorship	9,193	5,150	65,000	65,000	66,000	66,000	65,000	0.00%
37-1200	Wellness Contribution	30,000	30,000	30,000	30,000	30,000	30,000	30,000	0.00%
38-1003	Lease - Shrine Club	1,958	2,055	2,025	2,025	1,583	2,125	2,125	4.94%
38-1006	Lease - North Beach Grill	57,319	58,419	60,120	60,120	46,090	60,120	62,650	4.21%
38-1008	Lease - North Beach Concessio	14,796	15,240	15,275	15,275	11,629	15,750	16,175	5.89%
38-9003	Miscellaneous Revenue	26,500	84,111	15,000	15,000	20,976	20,000	25,000	66.67%
	Total Miscellaneous Revenu	521,072	753,032	337,420	337,420	503,294	593,995	475,950	41.06%
Other Financing Sources									
39-1200	Transfer from other funds	2,999,361	2,995,430	2,930,000	2,930,000	1,491,770	2,675,000	2,700,000	-7.85%
39-1300	Applied General Fund Reserve	-	-	-	213,525	-	-	200,000	0.00%
	Total Other Financing Sourc	2,999,361	2,995,430	2,930,000	3,143,525	1,491,770	2,675,000	2,900,000	-7.75%
	Total General Fund Revenue	\$ 17,854,761	\$ 18,271,912	\$ 17,193,170	\$ 17,406,695	\$ 10,517,092	\$ 16,886,545	\$ 17,180,175	-1.30%

## General Fund: City Council

### **Department Description:**

The City Council is an elected body, made up of one elected Mayor, and six elected City Council members. Unless there is a special circumstance, each City Council member is elected to serve a four year term. Council Members are elected at-large and are non-partisan. The City has a staggered election cycle where three seats are up for re-election every two years. The Mayor's seat is up for re-election every four years. The Council is responsible for appointing the City Manager who serves as the Chief Administrative Officer for the City.

### **Services:**

- Adopt the annual budget, levy taxes, and appropriate funds for the operation of the City;
- Adopt policies for City operations;
- Adopt ordinances and resolutions;
- Appoint and evaluate the performance of the City Manager;
- Approve contracts for City services and products;

### **Personnel:**

- Mayor
- Mayor Pro Tem
- Council Members (5)

General Fund Expenditures  
City Council - 1110

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Council Salaries	\$ 37,200	\$ 49,400	\$ 62,400	\$ 62,400	\$ 46,800	\$ 62,400	\$ 62,400	0.00%
51-1400	Employee Other Benefits	8,400	8,300	8,400	8,400	6,300	8,400	8,400	0.00%
51-2100	Insurance Benefits	515	503	500	500	330	450	6,500	1200.00% (1)
51-2200	FICA Taxes	3,488	4,414	4,775	4,775	4,062	5,425	5,425	13.62%
	Total Personnel	49,603	62,617	76,075	76,075	57,492	76,675	82,725	8.74%
Services									
52-1000	Legal	428,391	299,898	400,000	400,000	133,822	300,000	300,000	-25.00%
52-1200	Contract Services	-	45,875	-	-	-	-	-	0.00%
52-1204	Ethics Committee	780	240	1,500	1,500	-	-	1,000	-33.33%
52-3500	Travel & Training	20,798	33,830	31,500	31,500	20,432	27,500	27,650	-12.22%
52-3600	Dues & Membership	14,084	11,304	14,000	14,000	9,743	11,500	8,050	-42.50%
	Total Services	464,053	391,147	447,000	447,000	163,997	339,000	336,700	-24.68%
Supplies & Equipment									
53-1100	Supplies & Equipment	28,981	16,171	7,500	7,500	5,678	7,500	5,000	-33.33%
	Total Supplies & Equipmer	28,981	16,171	7,500	7,500	5,678	7,500	5,000	-33.33%
	Total City Council	<u>542,637</u>	<u>469,935</u>	<u>530,575</u>	<u>530,575</u>	<u>227,167</u>	<u>423,175</u>	<u>424,425</u>	-20.01%

Significant Variances Explanation:

- (1) Potential costs for elected officials health/dental coverage

## General Fund Expenditures Expenditure Detail - Council

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### 3500 - Travel & Training

Cities United (Atlanta)	19,500
GMA Convention (Savannah)	7,000
Newly Elected Officials	<u>1,150</u>
Total	27,650

### 3600 - Dues & Membership

Coastal Region Metro Planning (CORE)	3,000
Coastal Regional Commission of GA	4,050
Georgia Municipal Association (GMA)	<u>1,000</u>
Total	8,050

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## General Fund: Clerk of Council

### **Department Description:**

The mission of the Clerk's office is to fulfill the statutory requirements of election administration; legal notice dissemination; and the preparation and preservation of all official minutes, documents and records of the City.

### **Services:**

- Election administration and election inspector training;
- Adherence to all election related laws of the State of Georgia and the Federal government;
- Prepare and maintain City records;
- Respond to informational requests from the general public, including open record requests;
- Prepare and publish legal notices to the public;
- Act as administrator to the City Council. Prepare and maintain minutes of Council meetings.

### **Personnel:**

- Clerk of Council

### **2026 Initiatives:**

- Create contract database

General Fund Expenditures  
Clerk of Council - 1130

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 73,043	\$ 87,349	\$ 86,019	\$ 83,019	\$ 53,822	\$ 75,775	\$ 83,105	0.10%
51-1400	Employee Other Benefits	4,710	4,270	1,650	1,650	-	-	1,500	-9.09%
51-2100	Insurance Benefits	10,261	10,867	10,750	7,475	3,575	6,325	11,035	47.63%
51-2200	FICA Taxes	5,786	6,861	6,706	6,706	4,087	5,800	6,470	-3.52%
51-2400	Retirement	3,425	6,242	4,825	8,100	6,074	8,100	6,075	-25.00%
	Total Personnel	97,225	115,589	109,950	106,950	67,558	96,000	108,185	1.15%
Services									
52-1125	Election Expense	-	4,887	-	-	-	-	5,000	100.00%
52-1200	Contract Services / Software	-	29,395	43,500	46,500	44,283	52,275	29,050	-37.53%
52-3500	Travel & Training	4,622	4,001	7,000	7,000	1,909	4,000	4,000	-42.86%
52-3600	Dues & Membership	255	3,964	600	600	450	450	200	-66.67%
52-3930	Record Management	6,632	6,186	5,500	5,500	3,642	5,500	22,000	300.00% (1)
	Total Services	11,509	48,433	56,600	59,600	50,284	62,225	60,250	1.09%
Supplies & Equipment									
53-1100	Supplies & Equipment	6,384	5,405	3,000	3,000	2,332	3,000	2,500	-16.67%
	Total Supplies & Equipmer	6,384	5,405	3,000	3,000	2,332	3,000	2,500	-16.67%
	Total Clerk of Council	115,118	169,427	169,550	169,550	120,174	161,225	170,935	0.82%

Significant Variances Explanation:

(1) Includes digital records storage LaserFische

General Fund Expenditures  
Expenditure Detail - Clerk of Council

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1200 - Contract Services / Software

JustFOIA - Open Records Program	3,800
CivicPlus - Municode Codification	3,600
CivicPlus - Agenda/Meeting Program	3,600
City Cell Phone	550
City Hall Janitorial Services	<u>17,500</u>
Total	29,050

3930 - Records Management

Secure Solutions - Offsite Records Storage	5,500
Laserfiche - Digital Records Storage	<u>16,500</u>
Total	22,000

3500 - Travel & Training

CVIOG Clerks Conference (2x)	2,500
CVIOG Clerks Training Courses	1,000
GMA Convention	<u>500</u>
Total	4,000

3600 - Dues & Membership

Clerks Association	<u>200</u>
Total	200

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## General Fund: City Manager

### **Department Description:**

The City Manager is responsible for the coordination and oversight of the day-to-day City operations, consistent with the policies established by the City Council. The City Manager facilitates the execution of the City's programs and initiatives in the most efficient, responsive, and fiscally responsible manner possible. Additionally, the City Manager is responsible for providing recommendations to the City Council necessary to adopt appropriate policy, provide leadership, and establish and organizational system to achieve goals and initiatives. The City Manager also manages the information technology contract to ensure the technological integrity of the City through the maintenance and management of all hardware and software equipment and services.

### **Services:**

- Responsible for all general operations of the City;
- Conducts annual evaluation of department heads;
- Carries out policy directives of City Council;
- Represents the City in intergovernmental matters at the federal, state and county level;
- Facilitates the implementation of capital improvement plan and long-term strategic plan;
- Preparation of annual City budget;
- Advises City Council on present and future financial, personnel and program needs;

### **Personnel:**

- City Manager
- Assistant City Manager
- Customer Service Coordinator

General Fund Expenditures  
City Manager - 1320

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 362,799	\$ 468,347	\$ 491,536	\$ 491,536	\$ 347,920	\$ 493,750	\$ 304,615	-38.03%
51-1400	Employee Other Benefits	12,984	10,954	9,157	10,157	6,377	7,725	7,350	-27.64%
51-2100	Insurance Benefits	57,512	51,585	78,400	78,400	49,709	62,500	37,005	-52.80%
51-2200	FICA Taxes	28,205	32,412	36,802	36,802	27,625	38,360	23,675	-35.67%
51-2400	Retirement	17,117	31,209	28,940	28,940	24,294	32,400	18,215	-37.06%
	Total Personnel	478,617	594,507	644,835	645,835	455,925	634,735	390,860	-39.48%
Services									
52-1200	Contract Services / Software	244,210	783,187	683,900	682,900	625,199	775,000	673,950	-1.31%
52-2900	Special Events	84,000	201,740	-	213,525	-	213,525	200,000	-6.33%
52-3500	Travel & Training	4,245	3,474	5,100	5,100	8,370	10,000	5,000	-1.96%
52-3600	Dues & Membership	5,007	1,581	4,400	4,400	70	1,000	4,500	2.27%
	Total Services	337,462	989,982	693,400	905,925	633,639	999,525	883,450	-2.48%
Supplies & Equipment									
53-1100	Supplies & Equipment	24,974	30,537	17,500	12,500	10,738	12,500	10,000	-20.00%
	Total Supplies & Equipmer	24,974	30,537	17,500	12,500	10,738	12,500	10,000	-20.00%
	Total City Manager	<u>841,053</u>	<u>1,615,026</u>	<u>1,355,735</u>	<u>1,564,260</u>	<u>1,100,302</u>	<u>1,646,760</u>	<u>1,284,310</u>	-17.90% (1)

Significant Variances Explanation:

(1) Separate department for communications and community outreach developed

General Fund Expenditures  
Expenditure Detail - City Manager 1320

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1200 - Contract Services / Software		3500 - Travel & Training	
Strategic Planning Consulting	72,000	GMA	<u>5,000</u>
Dune Monitoring Project	87,000	Total	5,000
Federal Advocacy Services	60,000		
State Advocacy Services	58,000	3500 - Travel & Training	
City issued cellphones	1,250	ICMA	<u>4,500</u>
IT - BigLeaf (IT backup)	17,500	Total	4,500
IT - Cyber Security	21,000		
IT - Microsoft 365 subscription	46,200		
IT - Cloud Servers (Expedient)	60,000		
IT - Server Upgrades (Infinity)	20,000		
IT - Managed Services Contract (Infinity)	<u>231,000</u>		
Total	673,950		

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# General Fund: Finance

## Department Description:

The Finance Department is responsible for ensuring the fiscal integrity of the City through maintenance of all financial records, collections, investments, and distribution of funds. The Finance Department is also responsible for producing relevant financial data needed to make informed decisions about the effective use of our resources, to ensure the safety of City resources through efficient use of internal controls, and to satisfy applicable accounting and financial regulations. Finance is also responsible for the management of licensing activity for the City.

## Services:

- Financial transaction processing such as utility billing, accounts receivable billing, accounts payable and payroll processing;
- Cash management and investment of City funds;
- Oversight of all financial transactions and processes to ensure compliance with Federal, State and local regulations;
- Coordination and preparation of the City's annual budget and continued monitoring of budget to actual results;
- Responsible for ensuring City accounting records are prepared in accordance with generally accepted accounting principles;
- Preparation of the City's financial statements;
- Preparation of the annual financial statement audit and any compliance audits;
- Management of business and alcohol licensing.

## Personnel:

- Finance Director
- Finance Manager
- Payroll & Administrative Assistant
- Accounts Payable Clerk
- Finance Assistant
- Utility Clerk (funded by utility funds)

## 2026 Work Plan

- Procurement policy revisions
- GFOA application initiative
- Credit card fee reduction analysis
- City license process revisions

General Fund Expenditures  
Finance - 1510

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 347,149	\$ 368,034	\$ 348,723	\$ 348,723	\$ 267,956	\$ 350,450	\$ 268,580	-22.98%
51-1400	Employee Other Benefits	15,750	17,370	7,549	7,549	6,625	7,375	5,400	-28.47%
51-2100	Insurance Benefits	61,544	65,820	70,471	70,471	50,942	66,000	71,060	0.84%
51-2200	FICA Taxes	27,269	29,531	27,254	27,254	20,838	27,430	20,950	-23.13%
51-2400	Retirement	26,235	31,209	33,765	33,765	24,294	32,395	30,350	-10.11%
	Total Personnel	477,947	511,964	487,762	487,762	370,655	483,650	396,340	-18.74% (1)
Services									
52-1200	Contract Services / Software	168,468	213,138	106,815	106,815	96,383	106,815	100,250	-6.15%
52-2320	Leased Equipment	-	-	23,780	23,780	9,893	25,000	29,000	21.95%
52-3100	Property & Liability Insurance	170,193	173,586	146,000	146,000	121,005	146,000	150,000	2.74%
52-3300	Public Notices	1,158	1,786	1,500	1,500	1,222	1,750	2,000	33.33%
52-3500	Travel & Training	5,323	1,547	5,000	5,000	1,970	2,500	6,000	20.00%
52-3600	Dues & Membership	888	2,247	1,625	1,625	1,000	1,250	3,025	86.15%
52-3990	CC & Bank Service Charges	332,717	327,606	175,000	175,000	175,442	325,000	175,000	0.00%
	Total Services	678,747	719,910	459,720	459,720	406,915	608,315	465,275	1.21%
Supplies & Equipment									
53-1100	Supplies & Equipment	12,795	-	12,575	17,575	9,401	17,575	21,500	22.33%
53-1230	City Hall Utilities	-	-	22,100	22,100	17,397	31,450	48,450	119.23%
52-3220	Postage & Freight	8,405	7,267	8,000	8,000	4,163	7,500	7,500	-6.25%
	Total Supplies & Equipmer	21,200	7,267	42,675	47,675	30,961	56,525	77,450	62.45%
	Total Finance	<u>1,177,894</u>	<u>1,239,141</u>	<u>990,157</u>	<u>995,157</u>	<u>808,531</u>	<u>1,148,490</u>	<u>939,065</u>	-5.64%

Significant Variances Explanation:

(1) Eliminated one full-time position

General Fund Expenditures  
Expenditure Detail - Finance 1510

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1200 - Contract Services / Software

Audit	50,000
City issued cellphones	1,250
County Tax Administration	22,000
Civic Plus - Lodging Tax	15,000
Financial Software Annual Service Cost	<u>12,000</u>
Total	100,250

3600 - Dues & Membership

Finance Officers Association	1,000
Institute for Public Accountants	525
Institute for Public Procurement	500
Smartsheets	<u>1,000</u>
Total	3,025

2320 - Leased Equipment

Copier(s) - lease for hardware of city-wide equipment	14,000
Copier(s) - maintenance contract for city-wide equipment	10,000
Postage Machine	<u>5,000</u>
Total	29,000

1100 - Supplies & Equipment

Banking and security supplies	1,500
Computer supplies	5,000
Office supplies for City Hall - paper, water,	<u>15,000</u>
Total	21,500

3500 - Travel & Training

GFOA & GGFOA Training(s)	2,500
GAAP Updates	1,000
Payroll and AP Training(s)	<u>2,500</u>
Total	6,000

1230 - Utilities

Momentum (phones for City Hall)	12,900
Internet for City Hall	3,600
Water / Sewer for City Hall	2,000
AT&T Internet Backup	15,550
Electric for City Hall	<u>14,400</u>
Total	48,450

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# General Fund: Information Technology

## Department Description:

The information technology department has been discontinued and outsourced to a 3<sup>rd</sup> party vendor beginning in fiscal year 2025. These services are managed within the City Manager budget. Individual departments are responsible for managing any department specific related IT costs including specific software, cable, phones, computers, etc.

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 125,905	\$ 60,885	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
51-1300	Overtime	3,156	1,338	-	-	-	-	-	0.00%
51-1400	Employee Other Benefits	11,117	4,712	-	-	-	-	-	0.00%
51-2100	Insurance Benefits	16,367	8,055	-	-	-	-	-	0.00%
51-2200	FICA Taxes	10,820	6,136	-	-	-	-	-	0.00%
51-2400	Retirement	6,847	6,242	-	-	-	-	-	0.00%
	Total Personnel	174,212	87,368	-	-	-	-	-	0.00%
Services									
52-1200	Contract Services / Software	689,297	876,738	-	-	-	-	-	0.00%
52-2200	Equipment Maintenance	13,688	-	-	-	-	-	-	0.00%
52-2320	Equipment Rental	25,895	-	-	-	-	-	-	0.00%
52-3500	Travel & Training	-	-	-	-	-	-	-	0.00%
	Total Services	728,880	876,738	-	-	-	-	-	0.00%
Supplies & Equipment									
53-1100	Supplies & Equipment	86,435	-	-	-	-	-	-	0.00%
	Total Supplies & Equipmer	86,435	-	-	-	-	-	-	0.00%
	Total Information Technolog	989,527	964,106	-	-	-	-	-	0.00%

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## General Fund: Human Resources

### **Department Description:**

The Human Resource Department's mission is to strategically support the City's efforts to attract, retain, and engage a talented and efficient workforce.

### **Services:**

- Administers all employee benefit plans;
- Oversees recruitment and hiring of all new employees;
- Management of employee on-boarding process;
- Management of all employee discipline cases;
- Employee record maintenance;
- Oversees employee termination and ethics violations.

### **Personnel:**

- Human Resource Director
- Human Resource Generalist

### **2026 Work Plan:**

- Employee Policy & Procedure Manual initiative
- Explore paperless records system
- Employee engagement survey completion

General Fund Expenditures  
Human Resources - 1540

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 99,878	\$ 136,168	\$ 147,710	\$ 147,710	\$ 101,285	\$ 143,850	\$ 151,415	2.51%
51-1400	Employee Other Benefits	4,122	6,714	2,754	2,754	3,400	3,400	2,550	-7.41%
51-2100	Insurance Benefits	13,332	17,424	22,983	22,983	16,148	21,775	22,600	-1.67%
51-2200	FICA Taxes	7,684	10,621	11,511	11,511	7,661	11,265	11,775	2.30%
51-2400	Retirement	6,847	6,242	9,645	9,645	6,074	8,100	12,150	25.97%
	Total Personnel	131,863	177,169	194,603	194,603	134,568	188,390	200,490	3.03%
Services									
52-1200	Contract Services / Software	61,999	32,615	32,800	32,800	30,211	35,000	37,000	12.80%
52-2700	Workers Compensation Insurance	178,527	307,057	270,485	277,585	227,093	277,585	280,850	1.18%
52-3500	Travel & Training	1,705	39,868	15,000	15,000	6,929	10,500	9,000	-40.00%
52-3600	Dues & Membership	639	1,652	1,200	1,200	394	650	800	-33.33%
52-2900	Employee Wellness Programs	44,234	620	40,250	40,250	15,784	40,000	44,000	9.32%
	Total Services	287,104	381,812	359,735	366,835	280,411	363,735	371,650	1.31%
Supplies & Other									
53-1100	Supplies & Equipment	2,076	920	3,000	3,000	976	1,500	5,100	70.00% (1)
53-1700	Other - United Way Contribution	6,654	3,074	2,500	2,500	-	-	-	-100.00%
	Total Supplies & Other	8,730	3,994	5,500	5,500	976	1,500	5,100	-7.27%
	Total Human Resources	427,697	562,975	559,838	566,938	415,955	553,625	577,240	1.82%

Significant Variances Explanation:

(1) Includes IT upgrades and hardware replacements

## General Fund Expenditures Expenditure Detail - Human Resources 1540

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### 1200 - Contract Services / Software

Drug Screens	13,000
City issued cellphone	500
Background Checks	10,000
3rd Party HR Assistance	5,000
Employee Engagement (Newsletter, Surveys)	3,500
Recruitment	5,000
Total	<u>37,000</u>

### 2900 - Employee Wellness & Benefit Programs

Employee Annual Training	15,000
Employee Appreciation Lunches and Awards	14,000
Wellness Program Supplies	15,000
Total	<u>44,000</u> **

\*\*\$30,000 funded from United Healthcare

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# General Fund: Communications & Outreach

## **Department Description:**

The mission of Communications & Outreach is to keep residents, businesses, visitors and other stakeholders informed about city government.

## **Services:**

- A/V and broadcasting oversight
- Website and social media management
- News media liaison
- Non-profit grant management
- Main Street / DDA program
- Historic Preservation Commission
- Special Events Coordination
- Facility Rentals

## **Personnel:**

- Community Outreach Director
- Mainstreet Coordinator
- Facilities / Special Events Coordinator

## **2026 Initiatives:**

- Improve digital streaming capabilities
- Revive Community Day and movie nights
- Expand holiday event offerings and attendance
- Grow Tyb.TV content and standardized scheduling

General Fund Expenditures  
 Communications & Outreach - 1570

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 219,925	100.00%
51-1400	Employee Other Benefits	-	-	-	-	-	-	4,500	100.00%
51-2100	Insurance Benefits	-	-	-	-	-	-	38,740	100.00%
51-2200	FICA Taxes	-	-	-	-	-	-	17,150	100.00%
51-2400	Retirement	-	-	-	-	-	-	18,200	100.00%
	Total Personnel	-	-	-	-	-	-	298,515	100.00%
Services									
52-1200	Contract Services / Software	-	-	-	-	-	-	92,805	100.00%
52-1260	South Beach District	48,070	63,629	140,000	140,000	86,930	140,000	-	-100.00%
52-1265	Mainstreet	83,494	48,815	61,750	61,750	25,184	61,750	63,800	3.32%
52-1266	Historic Preservation	-	-	-	-	-	-	15,210	100.00%
52-3300	Advertising & Promotions	-	-	-	-	-	-	7,080	100.00%
52-3500	Travel & Training	-	-	-	-	-	-	6,000	100.00%
52-3600	Dues & Membership	-	-	-	-	-	-	300	100.00%
52-2900	Special Events	-	-	-	-	-	-	84,800	100.00%
	Total Services	131,564	112,444	201,750	201,750	112,114	201,750	269,995	33.83%
Supplies & Other									
53-1100	Supplies & Equipment	-	-	-	-	-	-	3,000	100.00%
	Total Supplies & Other	-	-	-	-	-	-	3,000	100.00%
	Total Communications & Outreach	<u>131,564</u>	<u>112,444</u>	<u>201,750</u>	<u>201,750</u>	<u>112,114</u>	<u>201,750</u>	<u>571,510</u>	183.28% (1)

Significant Variances Explanation:  
 (1) New department created separate from City Manager

General Fund Expenditures  
Expenditure Detail - Communications & Outreach 1570

1200 - Contract Services / Software

Cable Cast	3,400
Adobe	8,500
Mail Chimp	900
Canva Pro	119
Civic Plus	30,000
Hamilton Creative	20,000
Engagement HQ	11,000
Civic Rec	9,500
Page Freezer Archiving	5,856
City cellphones	1,500
Storage	2,030
Total	92,805

1265 - Mainstreet

Board training and education	1,000
Professional development	1,590
Travel	3,065
Advertising and promotions	5,000
Dues and memberships	625
Permeable surface and sidewalk improvements	47,520
Special events	5,000
Total	63,800

1266 - Historic Preservation

Central Island Natl. District Outreach	1,000
Membership/Dues	560
Education/Communication	3,950
Travel/Training	3,025
Contract Services	6,500
Special Programs/ Events	175
Total	15,210

3300 - Advertising & Promotions

Billboards	4,080
Swag Items	2,000
Social Media Campaigns	1,000
Total	7,080

2900 - Special Events

Labor Day	35,000
July 4th	22,000
New Years Eve	25,000
Other	2,800
Total	84,800

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# General Fund: Municipal Court

## **Department Description:**

Municipal Court has jurisdiction over alleged infractions of city ordinances, traffic offenses, and some misdemeanor offenses. The court also issues criminal warrants and conducts preliminary criminal hearings. The mission of the Municipal Court department is to provide high quality customer service in an efficient, professional, and fair manner; and in doing so, maintain the public's respect, confidence and satisfaction. The department uses available tools and programs to reduce instances of recidivism and make the Tybee Island community safer.

## **Services:**

- Schedule all court appearances;
- Answer questions from the public defendants and attorneys regarding court appearances, monies owed and general court proceedings;
- Apply payments efficiently and with accuracy;
- Maintain records.

## **Personnel:**

- Court Director
- Court Clerk
- Assistant Court Clerk

## **2026 Work Plan:**

- Improve recordkeeping and electronic record retention
- Explore E-citation system
- Reduction of docket schedule

General Fund Expenditures  
Municipal Court - 2650

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 179,970	\$ 199,809	\$ 213,113	\$ 213,113	\$ 155,802	\$ 217,300	\$ 219,075	2.80%
51-1400	Employee Other Benefits	10,250	8,955	4,950	4,950	4,950	4,950	4,500	-9.09%
51-2100	Insurance Benefits	30,169	35,001	38,975	38,975	39,354	52,800	54,450	39.70% (1)
51-2200	FICA Taxes	14,567	15,809	16,681	16,681	12,376	17,000	17,100	2.51%
51-2400	Retirement	10,266	12,484	14,470	14,470	12,147	16,200	18,200	25.78%
	Total Personnel	245,222	272,058	288,189	288,189	224,629	308,250	313,325	8.72%
Services									
52-1200	Contract Services / Software	9,459	7,348	12,600	12,600	1,800	3,600	5,100	-59.52%
52-1101	Judge	2,400	2,400	2,400	2,400	1,570	2,400	2,400	0.00%
52-1211	Attorney(s)	18,229	20,150	37,600	37,600	17,490	36,000	37,600	0.00%
52-3500	Travel & Training	6,379	11,352	14,900	14,900	10,651	10,500	7,500	-49.66%
52-3600	Dues & Membership	465	210	1,250	1,250	580	730	1,600	28.00%
	Total Services	36,932	41,460	68,750	68,750	32,091	53,230	54,200	-21.16%
Supplies & Equipment									
53-1100	Supplies & Equipment	6,112	12,615	7,400	7,400	4,920	5,000	12,900	74.32%
	Total Supplies & Equipmer	6,112	12,615	7,400	7,400	4,920	5,000	12,900	74.32%
	Total Municipal Court	288,266	326,133	364,339	364,339	261,640	366,480	380,425	4.42%

Significant Variances Explanation:

- (1) Addition of family plan insurance related costs

General Fund Expenditures  
Expenditure Detail - Municipal Court 2650

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1200 - Contract Services / Software

Interpreter	800
Phones	3,100
Other	1,200
Total	<u>5,100</u>

1211 - Attorneys

Public Defender	32,800
Solicitor	4,800
Total	<u>37,600</u>

3500 - Travel and Training

Clerks	3,500
Director	500
Judge	3,500
Total	<u>7,500</u>

3600 - Dues

Judge	500
Clerks	800
Director	300
Total	<u>1,600</u>

1100 - Supplies & Equipment

Uniforms	900
Books	3,000
Computer upgrades	3,000
Office & courtroom supplies	6,000
Total	<u>12,900</u>

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# General Fund: Police Department

## Department Description:

The City of Tybee Police Department strives to promote impartial, ethical and professional law enforcement services in an efficient and effective manner. The Department provides services which contribute to the preservation of life, the protection of property, and the general safety of the community. The Department works cooperatively with members of the community to preserve peace, reduce fear, and ensure the safety and protection of those who reside, work and visit Tybee.

## Services:

- 24 hour / 7 day a week patrol services;
- Detection, apprehension, and prosecution of violators and offenders of local, state, and federal laws;
- Conduct complex criminal investigations;
- Directed patrol;
- Accident investigation;
- Crime prevention;

## Personnel:

- Chief
- Assistant Chief
- Captain
- Lieutenants (4)
- Sergeants (4)
- Corporal (4)
- Officers (13)

## 2026 Work Plan:

- Maintain up-to-date recruitment material and information
- Develop DUI / Designated Driver Campaign
- Completion of training and certifications

General Fund Expenditures  
Police Department - 3210

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 2,589,215	\$ 2,841,108	\$ 2,325,455	\$ 2,212,345	\$ 1,513,434	\$ 2,210,000	\$ 2,311,750	4.49% (1)
51-1400	Employee Other Benefits	50,490	51,100	56,400	56,400	20,675	22,000	53,520	-5.11%
51-2100	Insurance Benefits	445,358	431,919	413,650	406,550	271,505	375,000	374,000	-8.01%
51-2200	FICA Taxes	199,336	222,180	171,012	171,012	117,071	170,750	180,945	5.81%
51-2400	Retirement	154,387	169,581	156,730	156,730	138,343	188,050	179,500	14.53%
	Total Personnel	3,438,786	3,715,888	3,123,247	3,003,037	2,061,028	2,965,800	3,099,715	3.22%
Services									
52-1200	Contract Services / Software	197,435	292,761	382,123	382,123	324,686	375,000	349,525	-8.53%
52-1195	Code Enforcement	85,107	65,768	-	-	-	-	-	0.00%
52-2201	Building Maintenance	9,999	4,007	1,500	19,850	9,972	19,000	4,000	-79.85%
52-2200	Vehicle / Equipment Maintenance	12,289	34,307	20,000	20,000	7,931	20,000	24,500	22.50%
52-2320	Vehicle / Equipment Lease(s)	189,713	280,565	225,000	262,205	225,736	300,000	287,000	9.46%
52-3500	Travel & Training	61,373	54,380	66,000	66,000	22,966	40,000	54,000	-18.18%
52-3600	Dues & Membership	1,274	1,429	2,500	2,500	1,015	1,500	1,500	-40.00%
	Total Services	557,190	733,217	697,123	752,678	592,306	755,500	720,525	-4.27%
Supplies & Other									
53-1100	Supplies & Equipment	193,151	127,094	93,760	93,760	38,117	93,000	90,000	-4.01%
53-1115	Ammunition	11,283	2,947	3,000	3,000	2,982	3,000	10,000	233.33%
53-1230	Utilities	-	-	78,130	135,685	78,991	145,000	142,025	4.67%
53-1270	Fuel	84,738	94,184	70,000	70,000	50,303	95,000	95,000	35.71% (2)
53-1700	Community Police Programs	5,377	7,599	10,000	10,000	1,550	10,000	7,500	-25.00%
	Total Supplies & Other	294,549	231,824	254,890	312,445	171,943	346,000	344,525	10.27%
	Total Police Department	<u>4,290,525</u>	<u>4,680,929</u>	<u>4,075,260</u>	<u>4,068,160</u>	<u>2,825,277</u>	<u>4,067,300</u>	<u>4,164,765</u>	2.37%

Significant Variances Explanation:

- (1) Includes increase in overtime from \$140,000 to \$175,000
- (2) Fuel costs for entire PD fleet

General Fund Expenditures  
Expenditure Detail - Police 3210

1200 - Contract Services / Software		3500 - Travel & Training	
Axon Cameras - Body & Taser	88,900	Hotels & Travel	35,000
Axon Cameras - Drones	28,000	Conferences & Academy	14,000
Axon Cameras - Fleet	41,010	New Hires	5,000
CLEAR Software	3,150	Total	<u>54,000</u>
Cloud Gavel Warrant Software	1,700		
Champion Fire	2,730	1100 - Supplies & Equipment	
Chatham EMS	3,000	Custodial	9,000
Ergotech Controls (INS)	6,065	CID	2,500
Flock cameras	73,500	Body Armor	10,000
GTA	5,275	Gear	4,500
Janitorial	35,360	Uniforms	35,000
LEADS	4,160	Protective equipment	20,000
NetMotion	2,400	LIDAR - handhelds	4,000
Remote Technology	3,300	MDTs - computers	5,000
PowerDMS	6,930	Total	<u>90,000</u>
SSI & SSI LPR	38,700		
State Certification	375	1230 - Utilities	
Tyler Technology	1,020	AT&T Firstnet	43,200
Vector Solutions	1,950	AT&T (service backup)	14,400
Vigilant	2,000	Water / sewer	3,000
Total	<u>349,525</u>	Electric / gas	35,000
		Comcast (internet / cable)	23,575
2200 - Vehicle/Equipment Maintenance		Nextiva (phones)	7,250
Patrol Units & Equipment	20,000	Verizon wireless (squads, tablets)	15,600
Windows Upgrade & MDT Setup	2,500	Total	<u>142,025</u>
MRAP	1,000		
FLOCK Repairs	1,000	1700 - Community Police Programs	
Total	<u>24,500</u>	Community Outreach	6,500
		Recruitment	1,000
2201 - Building Maintenance		Total	<u>7,500</u>
Generator	2,000		
Building & AC repairs / maintenance	1,000		
Sally Port	1,000		
Total	<u>4,000</u>		

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# General Fund: Code Compliance

## Department Description:

Code Compliance is a newly created department that combines what was previously known as code enforcement and parking services. This division will administer functions related to enforcement of a wide variety of local City ordinances, including; parking, sanitation, property maintenance, zoning, and short-term rentals to help promote a safe, clean and healthy environment for Tybee residents and visitors.

## Services:

- Coordination of various daytime on-street parking and parking lots needs;
- Investigates complaints of violations of local laws and ordinances;
- Identifies code violations, deficiencies and other areas of non-compliance;
- Issues warnings, stop work orders, and/or citations as appropriate;
- Management of short-term rental activity;
- Animal control;

## Personnel:

- City Marshal
- Code Compliance Supervisor (2)
- Clerk/Technician
- Dispatcher
- STR Coordinator / Code Compliance Officer
- Code Compliance Officer – full-time (5)
- Code Compliance Officer – part-time (4)
- Seasonal

## 2026 Work Plan:

- Expansion of parking meter app system
- Update handicap spaces
- Re-brand code compliance with fresh look and increased customer service

General Fund Expenditures  
Code Compliance - 3310

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 278,173	\$ 318,198	\$ 797,865	\$ 797,865	\$ 535,654	\$ 751,250	\$ 756,825	-5.14%
51-1400	Employee Other Benefits	2,850	5,205	21,650	21,650	9,015	9,075	16,500	-23.79%
51-2100	Insurance Benefits	47,439	47,924	159,800	159,800	70,931	100,500	127,025	-20.51%
51-2200	FICA Taxes	21,584	24,504	62,591	62,591	41,612	58,175	59,175	-5.46%
51-2400	Retirement	23,963	31,209	77,175	77,175	54,662	73,000	66,750	-13.51%
	Total Personnel	374,009	427,040	1,119,081	1,119,081	711,874	992,000	1,026,275	-8.29%
Services									
52-1200	Contract Services / Software	86,399	70,846	195,785	195,785	134,398	175,000	130,785	-33.20% (1)
52-2200	Vehicle / Equipment Maintenance	65,804	58,845	35,500	35,500	1,040	7,500	54,500	53.52%
52-2201	Building Maintenance	-	-	78,500	78,500	46,474	78,500	16,500	-78.98% (2)
52-2320	Vehicle / Equipment Lease(s)	4,488	4,109	57,335	57,335	20,488	38,650	60,175	4.95%
52-3500	Travel & Training	-	-	15,500	15,500	8,342	15,500	15,500	0.00%
52-3600	Dues & Membership	-	-	3,150	3,150	1,080	3,130	3,130	-0.63%
	Total Services	156,691	133,800	385,770	385,770	211,822	318,280	280,590	-27.26%
Supplies & Other									
53-1100	Supplies & Equipment	39,410	34,294	70,500	70,500	28,669	40,000	64,000	-9.22%
53-1230	Utilities	-	-	56,845	56,845	47,790	65,000	61,950	8.98%
53-1270	Fuel	6,597	7,837	15,000	15,000	8,853	15,000	15,000	0.00%
	Total Supplies & Other	46,007	42,131	142,345	142,345	85,312	120,000	140,950	-0.98%
	Total Code Compliance	576,707	602,971	1,647,196	1,647,196	1,009,008	1,430,280	1,447,815	-12.10%

Significant Variances Explanation:

- (1) Cost savings from discontinued use of STR software program
- (2) Funding allocated in SPLOST for building upgrades

General Fund Expenditures  
Expenditure Detail - Code Compliance 3310

1200 - Contract Services / Software

Passport - Parking App	20,000
Tyler Technology - Financial Software	4,885
Windcave - credit card processor for parking kiosks	60,000
Lenslock - bodycam software	14,000
Ticket writing software	24,250
Penn Credit - Collections service	7,650
Total	<u>130,785</u>

2200 - Vehicle & Equipment Maintenance

UI Boards, CPU PCB, printers, cables	25,000
Beach Wheelchair / Beachable Tybee	10,000
Handhelds	4,500
Vehicles	15,000
Total	<u>54,500</u>

2201 - Building Maintenance

Painting, floor repair, ceiling tiles, bathroom, upgrades	9,000
Generator	2,500
Kennel upgrades	5,000
Total	<u>16,500</u>

2320- Vehicle / Equipment Leases

Vehicles - current leases 5 cars, 4 trucks	60,175
Total	<u>60,175</u>

1100 - Supplies & Equipment

Animal Services	12,000
Uniforms	15,000
Signs	12,000
Meter / kiosk machine parts	10,000
Office supplies	10,000
Computer / office equipment	5,000
Total	<u>64,000</u>

1230 - Utilities

Internet - comcast	14,850
Water / Sewer	3,500
Electric	11,300
Nextiva (phones)	1,500
AT&T Firstnet - cell phones, hotspots, tablets	30,800
Total	<u>61,950</u>

3500 - Travel & Training

List types of training CC GACE, GACA, CVIOG FBINAGA	9,000
List types of training PC PIE	1,500
Travel	5,000
Total	<u>15,500</u>

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## General Fund: Fire & Ocean Rescue

### **Department Description:**

Tybee Island Fire Department is a Fire / Rescue combination department that provides emergency services to the City of Tybee Island, Spanish Hammocks, Chimney Creek, DAV Island, USCG Station Tybee, and Fort Pulaski. The Fire Department is dedicated to protecting lives and property through excellence in fire protection, emergency medical services, rescue, education, disaster management, and treating customers with compassion and respect. The Department is also responsible for the lifeguard program and ocean rescue, as well as coordination of emergency management for the City.

### **Services:**

- 24 hour / 7 day a week fire suppression services;
- 24 hour / 7 day a week first responder services;
- 24 hour / 7 day a week water rescue response;
- Management of seasonal beach lifeguard program;
- Emergency Management

### **Personnel:**

- Chief
- Special Operations Captain
- Beach Manager
- Lieutenant (3)
- Sergeant (3)
- Firefighters (9)
- Seasonal Lifeguards

### **2026 Work Plan:**

- Strategic Master Plan Implementation
- Transition to 48/96 work schedule
- Community risk reduction

General Fund Expenditures  
Fire & Ocean Rescue - 3510

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 1,407,184	\$ 1,645,792	\$ 1,411,788	\$ 1,444,538	\$ 960,386	\$ 1,358,575	\$ 1,429,175	-1.06%
51-1200	Part-time / Seasonal Wages	143,333	160,822	175,000	175,000	84,929	165,000	150,000	-14.29%
51-1400	Employee Other Benefits	25,374	26,435	31,350	31,350	17,780	17,780	21,500	-31.42%
51-2100	Insurance Benefits	236,064	242,999	267,925	267,925	130,470	180,000	245,000	-8.56%
51-2200	FICA Taxes	119,023	138,889	116,815	116,815	81,343	117,950	122,500	4.87%
51-2400	Retirement	75,309	93,627	110,940	110,940	79,761	105,275	109,250	-1.52%
51-2500	Firefighters Pension Fund	6,325	6,665	7,000	7,000	3,195	7,000	7,000	0.00%
	Total Personnel	2,012,612	2,315,229	2,120,818	2,153,568	1,357,864	1,951,580	2,084,425	-3.21% (1)
Services									
52-2200	Vehicle & Equipment Maintenance	27,298	60,990	40,000	40,000	18,233	40,000	37,000	-7.50%
52-2201	Building Maintenance	22,116	9,307	30,000	30,000	22,153	30,000	30,000	0.00%
52-2320	Vehicle / Equipment Lease(s)	8,001	6,950	7,000	7,000	4,861	6,425	6,250	-10.71%
52-3500	Travel & Training	55,842	29,002	40,000	40,000	29,031	35,000	55,000	37.50%
52-3600	Dues & Membership	7,435	19,480	14,350	14,350	9,887	12,000	10,000	-30.31%
52-3900	Other - Contract Services	-	-	-	17,250	17,250	17,250	-	-100.00%
	Total Services	120,692	125,729	131,350	148,600	101,415	140,675	138,250	-6.97%
Supplies & Other									
53-1100	Supplies & Equipment	179,336	101,736	111,500	61,500	25,513	45,000	96,500	56.91%
53-1104	Emergency Management	24,855	12,204	25,000	25,000	23,552	25,000	20,000	-20.00%
53-1230	Utilities	-	-	36,000	36,000	22,533	30,000	31,000	-13.89%
53-1270	Fuel	21,586	19,187	20,000	20,000	7,335	15,000	15,000	-25.00%
	Total Supplies & Other	225,777	133,127	192,500	142,500	78,933	115,000	162,500	14.04%
	Total Fire & Ocean Rescue	<u>2,359,081</u>	<u>2,574,085</u>	<u>2,444,668</u>	<u>2,444,668</u>	<u>1,538,212</u>	<u>2,207,255</u>	<u>2,385,175</u>	-2.43%

Significant Variance Explanation:

(1) Holding one vacant position unfilled

General Fund Expenditures  
Expenditure Detail - Fire & Ocean Rescue 3510

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2200 - Vehicles / Equipment Maintenance	
Water Craft Maintenance	10,000
Vehicles	7,000
Apparatus / Equipment Servicing and Testing	20,000
Total	<u>37,000</u>

1104 - Emergency Management	
Hurricane supplies (sand, sandbags, vehicle rentals, etc.)	5,000
Standard supplies (tarps, containers, travel bags, etc.)	5,000
Food / drinks / events	5,000
Hygiene accommodations / structures	5,000
Total	<u>20,000</u>

3500 - Travel / Training	
Classes for continuing education/certification	30,000
Vector Solutions & First Due	15,000
Physical (St. Joseph-Fit for Duty)	10,000
Total	<u>55,000</u>

1230 - Utilities	
Cellphones, hotspots, cradle points, satellite phones	10,000
Water / sewer, power / gas	13,000
Internet, cable, phone	8,000
Total	<u>31,000</u>

1100 - Supplies & Equipment	
Uniform & accessories	15,000
Medical & first aid	15,000
Misc equipment replacement	10,000
Protective equipment	20,000
Water rescue equipment	25,000
Station Supplies Fire and Beach Safety (Daily Operation)	11,500
Total	<u>96,500</u>

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# General Fund: Public Works

## Department Description:

The Department of Public Works is responsible for providing residents with a wide array of services that includes; solid waste and recycling collection, street maintenance, management of City's parks and recreation areas including beach clean-up, sanitary and stormwater, water distribution, street light maintenance, City's vehicle and equipment maintenance; planning, design, and construction management of capital and annual infrastructure improvements, ensuring all regulatory requirements are met.

## Services:

- Solid waste collection including refuse, recycling, and yard waste;
- Parks and greenspace maintenance and beautification;
- Maintain traffic signals and street lighting systems;
- Conduct vehicle fleet and equipment maintenance for Public Works Department, Police Department, Parking Services;
- Conduct maintenance for City buildings and other facilities;
- Maintain staffing for 24 hour / 7 day a week stand-by efforts;
- Develop, recommend, and implement capital improvement programs and projects.

## Personnel:

- Engineer / Director of Infrastructure
- Division Director
- Project Manager
- Crew Leader (3)
- Recycling Coordinator
- Heavy Equipment Operator (3)
- Mechanic (2)
- Laborer (11)
- Administrative Assistant

## 2026 Work Plan:

- Enhance landscaping
- Designate Tybee as a Bee City USA City
- Maintain beach crossovers
- Pavement maintenance on City streets

General Fund Expenditures  
Public Works - 4210

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 1,283,822	\$ 1,554,133	\$ 1,605,694	\$ 1,605,694	\$ 1,109,510	\$ 1,572,000	\$ 1,600,000	-0.35%
51-1400	Employee Other Benefits	34,850	68,895	62,025	62,025	60,560	65,060	56,500	-8.91%
51-2100	Insurance Benefits	274,988	346,215	395,650	395,650	257,820	341,925	369,500	-6.61%
51-2200	FICA Taxes	99,969	123,847	122,601	122,601	89,439	125,250	126,720	3.36%
51-2400	Retirement	99,269	106,160	139,880	139,880	136,317	162,000	170,000	21.53%
	Total Personnel	1,792,898	2,199,250	2,325,850	2,325,850	1,653,646	2,266,235	2,322,720	-0.13% (1)
Services									
52-1235	Beach Maintenance	24,209	18,775	22,500	22,500	8,862	22,500	35,500	57.78%
52-1200	Contract Services / Software	172,404	100,197	173,500	173,500	124,747	160,000	133,000	-23.34%
52-2111	Refuse & Recycling	155,177	195,435	170,000	170,000	142,178	210,000	195,000	14.71%
52-2140	Landscaping	56,357	45,356	60,000	60,000	10,987	50,000	87,500	45.83%
52-2200	Vehicle & Equipment Maintenance	119,128	107,716	70,000	70,000	42,016	56,000	54,000	-22.86%
52-2201	Building & Infrastructure Maintenance	162,812	194,107	147,500	147,500	92,302	140,000	125,000	-15.25%
52-2320	Vehicle / Equipment Lease(s)	103,342	101,799	125,700	125,700	42,139	125,700	138,700	10.34%
52-3500	Travel & Training	2,864	7,216	7,500	7,500	3,877	5,500	7,500	0.00%
52-3600	Dues & Membership	704	669	500	500	547	547	1,500	200.00%
	Total Services	796,997	771,270	777,200	777,200	467,655	770,247	777,700	0.06%
Supplies & Other									
53-1100	Supplies & Equipment	198,573	156,567	162,500	162,500	72,051	151,000	150,000	-7.69%
53-1230	Utilities	297,616	327,813	250,000	250,000	181,919	275,000	275,000	10.00%
53-1270	Fuel	67,207	64,921	55,000	55,000	37,931	55,000	55,000	0.00%
	Total Supplies & Other	563,396	549,301	467,500	467,500	291,901	481,000	480,000	2.67%
	Total Public Works	<u>3,153,291</u>	<u>3,519,821</u>	<u>3,570,550</u>	<u>3,570,550</u>	<u>2,413,202</u>	<u>3,517,482</u>	<u>3,580,420</u>	0.28%

Significant Variances Explanation:

(1) Holding one vacant position unfilled

General Fund Expenditures  
Expenditure Detail - Public Works 4210

1235 - Beach Maintenance	
Crossover maintenance	12,500
Beach signs	5,000
Beach tilling	18,000
Total	<u>35,500</u>

1200 - Contract Services / Software	
Tree Trimming	25,000
Stormwater Management	30,000
Pest Control	10,000
Engineer /Architect	15,000
Cintas - first aid, etc	21,000
Phones, data lines, internet	17,000
Computer / software upgrades	15,000
Total	<u>133,000</u>

2111 - Refuse & Recycling	
Recycling - tipping fees, rentals, equipment	195,000
Yardwaste, Glass, Mixed Paper Hauling	-
Total	<u>195,000</u>

2140 - Landscaping	
Ditches and Outfalls	7,500
USH 80 Median	25,000
Arbor Day	2,500
Tree replacement	40,000
City Properties	12,500
Total	<u>87,500</u>

2200 - Vehicles & Equipment Maintenance	
Public Works Vehicles	42,000
Public Works Equipment	6,000
Stock Parts/Filters/Oil	6,000
Total	<u>54,000</u>

2201 - Buildings & Infrastructure Maintenance	
Playground Equipment & Maintenance	6,000
Dog Park Maintenance	3,000
Gravel for roadways	40,000
Supplies	30,000
City buildings including painting and HVAC	40,000
Tide Flexes	6,000
Total	<u>125,000</u>

2320 - Leased Vehicles	
6 Fleet Vehicles	55,700
Street Sweeper	83,000
Total	<u>138,700</u>

3500 - Travel & Training	
Flagger & workzone safety	2,500
First aid & CPR	2,500
Continuing education	2,500
Total	<u>7,500</u>

1100 - Supplies & Equipment	
Public Restrooms (toilet paper, soap, bleach)	80,000
Gravel, signs, paper, lumber, paper	5,000
Traffic control devices	8,000
Safety & work clothing	25,000
Yard / maintenance supplies	10,000
Office supplies	5,000
Outdoor supplies (bug spray, sunscreen, first aid, hydration)	5,000
Chainsaws, weed whackers, leaf blowers, mowers	12,000
Total	<u>150,000</u>

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# General Fund: Community Development

## **Department Description:**

The mission of the Community Development Department is to promote maintenance of property values and quality of physical environment throughout the City through the development and administration of comprehensive zoning, building and related codes, and land use planning. Also to advance economic growth and promote the City's role as a visitor destination through a dynamic, vibrant, and walkable downtown areas while preserving the City's character and appearance.

## **Services:**

- Approve and inspect permits and licenses related to building, occupancies, and land use;
- Perform plan exam and site plan reviews;
- Enforce City codes related to zoning, housing, building and nuisance items;
- Land development code management;
- Comprehensive Planning;
- Floodplain management;
- Sustainability efforts;

## **Personnel:**

- Community Development Director
- Zoning Specialist
- Sustainability Coordinator

## **2026 Work Plan:**

- Comprehensive plan update
- Uphold code requirements
- Update guiding plans and documents as necessary

General Fund Expenditures  
Community Development - 7220

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 147,497	\$ 154,349	\$ 203,283	\$ 203,283	\$ 140,966	\$ 200,000	\$ 200,000	-1.61%
51-1400	Employee Other Benefits	8,500	8,570	4,950	4,950	3,670	4,950	4,500	-9.09%
51-2100	Insurance Benefits	26,200	27,454	45,700	45,700	30,667	42,000	40,000	-12.47%
51-2200	FICA Taxes	11,887	12,513	15,928	15,928	11,011	15,350	15,155	-4.85%
51-2400	Retirement	6,848	6,242	14,009	14,009	12,147	16,200	18,225	30.09%
	Total Personnel	200,932	209,128	283,870	283,870	198,461	278,500	277,880	-2.11% (1)
Services									
52-1200	Contract Services / Software	85,548	83,217	95,000	95,000	54,809	104,500	93,200	-1.89%
52-3500	Travel & Training	3,082	765	3,000	3,000	1,436	2,600	3,500	16.67%
52-3600	Dues & Membership	569	484	550	550	333	1,100	1,085	97.27%
	Total Services	89,199	84,466	98,550	98,550	56,578	108,200	97,785	-0.78%
Supplies & Equipment									
53-1100	Supplies & Equipment	3,658	4,978	2,000	2,000	2,035	1,950	4,750	137.50%
	Total Supplies & Equipmer	3,658	4,978	2,000	2,000	2,035	1,950	4,750	137.50%
	Total Community Development	<u>293,789</u>	<u>298,572</u>	<u>384,420</u>	<u>384,420</u>	<u>257,074</u>	<u>388,650</u>	<u>380,415</u>	-1.04%

Significant Variances Explanation:

(1) Sustainability Coordinator position currently vacant

General Fund Expenditures  
Expenditure Detail - Community Development 7220

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1200 - Contract Services / Software

Drainage Engineer	10,000
Chatham Co., plan review and inspections	45,000
Symbioscity, LDC review	10,000
Permit Software	1,100
Staff cellphones	600
Comp Plan Update	20,000
HMGP FCMC Grant Management	5,000
ESRI AGO (web based mapping)	1,500
Total	<u>93,200</u>

3500 - Travel & Training

State Flood Conference	500
Flood Travel	250
APA Travel & Hotel	1,500
APA Conference	750
Commissioner Training	500
Total	<u>3,500</u>

3600 - Dues & Membership

Planning & Certification	750
Flood Administrator	100
Georgia Zoning Administrator	35
Flood Administrator - State	50
Building Code Subscription	150
Total	<u>1,085</u>

1100 - Supplies & Equipment

Sustainability Materials	600
Supplies	2,500
Equipment & Software Upgrade	1,650
Total	<u>4,750</u>

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# General Fund: Other Uses

## Department Description:

Other Uses represent items which are non-departmental specific, but for accounting purposes are segregated due to their nature. These include, but are not limited to:

- Community Organizations – Amount represents annual contribution to the Tybee Island YMCA as well as funds earmarked for non-profit organizations.
- Transfers to Other Funds – Transfers to other funds represents an annual supplement transferred from the General Fund to the E911 fund to balance the deficit in their operating budget.

## General Fund Expenditures Other Uses - 9000

Account	Account Name	2023 Actual	2024 Actual	2025 Original Budget	2025 Amended Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Other Uses									
57-3000	Community Organizations	\$ 255,174	\$ 341,311	\$ 360,000	\$ 360,000	\$ 259,967	\$ 360,000	\$ 320,000	-11.11%
61-1001	Transfers to other Funds	578,131	661,701	539,132	539,132	431,278	578,022	553,675	2.70%
	Total Other Uses	833,305	1,003,012	899,132	899,132	691,245	938,022	873,675	-2.83%
	Total Other Uses	<u>833,305</u>	<u>1,003,012</u>	<u>899,132</u>	<u>899,132</u>	<u>691,245</u>	<u>938,022</u>	<u>873,675</u>	-2.83%
	Total General Fund Expenditures	<u>\$ 16,020,454</u>	<u>\$ 18,138,577</u>	<u>\$ 17,193,170</u>	<u>\$ 17,406,695</u>	<u>\$ 11,779,901</u>	<u>\$ 17,050,493</u>	<u>\$ 17,180,177</u>	-1.30%

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# Capital Fund

## Fund / Department Description:

The majority of the City's capital purchases are infrastructure projects, building renovations or larger vehicle and equipment purchases that are not SPLOST or Utility fund related. These non-routine purchases deemed to be one-time expenditures and not SPLOST or Utility Fund related are accounted for in the Capital Fund. These purchases are financed through either current year General Fund budget surplus or General Fund unreserved fund balance.

In order to effectively manage the replacement of these items, the condition, estimated useful life, and anticipated replacement dates for each asset will be reviewed by department heads each year. Based on this input, these items are then prioritized and incorporated in the annual capital budget in a way that attempts to manage the annual funding levels needed to replace these assets in a fiscally sustainable manner.

*Capital Asset Policy:* Capital assets are defined by the City as assets with an initial cost of more than \$10,000 for general capital assets and infrastructure assets, and an estimated useful life in excess of five years. All capital assets are valued at historical cost or estimated historical cost if actual amounts are unavailable.

The following capital requests are included in the upcoming budget, funded through fund balance in the General Fund:

Account	Capital Purchase / Project Request	Amount	Description
54-2400	E911 Motorola Solutions Equipment Replacement	\$ 340,000	Year three of five year commitment for security on dispatch equipment replacement
54-2400	E911 Motorola Solutions Cyber Security	26,000	Year three of five year commitment for dispatch equipment
	Total Capital Purchases	\$ 366,000	

## Fund 350 - Capital Fund Summary of Revenues & Expenditures

Account Name	2023 Actual	2024 Actual	Original/Amended		2025 Projected	2026 Budget	Budget % Change
			2025 Budget	3/31/25 YTD			
<b>Other Financing Sources</b>							
Transfer from General Fund Fund Bal	\$ 3,130,340	\$ 5,126,253	\$ 367,182	\$ 367,182	\$ 367,182	\$ 366,000	-0.32%
Misc Revenue	-	50,000	-	-	-	-	0.00%
Total Other Financing Sources	<u>3,130,340</u>	<u>5,176,253</u>	<u>367,182</u>	<u>367,182</u>	<u>367,182</u>	<u>366,000</u>	-0.32%
<b>Total Capital Fund Revenues</b>	<b><u>\$ 3,130,340</u></b>	<b><u>\$ 5,176,253</u></b>	<b><u>\$ 367,182</u></b>	<b><u>\$ 367,182</u></b>	<b><u>\$ 367,182</u></b>	<b><u>\$ 366,000</u></b>	<b>-0.32%</b>
<b>Capital Expenditures</b>							
Account Name	2023 Actual	2024 Actual	Amended		2025 Projected	2026 Budget	Budget % Change
			2025 Budget	3/31/25 YTD			
<b>Capital</b>							
Buildings & Buildings Improvements	\$ 1,942,095	\$ 1,210,850	\$ -	\$ -	\$ 136,380	\$ -	0.00%
Land	-	2,411,513	-	-	-	-	-
Vehicles & Equipment	1,188,245	1,303,365	367,182	367,182	457,182	366,000	-0.32%
Infrastructure	-	24,145	-	-	-	-	0.00%
Total Capital	<u>3,130,340</u>	<u>4,949,873</u>	<u>367,182</u>	<u>367,182</u>	<u>593,562</u>	<u>366,000</u>	-0.32%
<b>Total Capital Fund Expenditures</b>	<b><u>\$ 3,130,340</u></b>	<b><u>\$ 4,949,873</u></b>	<b><u>\$ 367,182</u></b>	<b><u>\$ 367,182</u></b>	<b><u>\$ 593,562</u></b>	<b><u>\$ 366,000</u></b>	<b>-0.32%</b>
Beginning Fund Balance	\$ -	\$ -	\$ 226,380	\$ 226,380	\$ 226,380	\$ -	-
Annual Income / (Loss)	-	226,380	-	-	(226,380)	-	-
Applied Budget Surplus	-	-	-	-	-	-	-
Ending Fund Balance	<u>\$ -</u>	<u>\$ 226,380</u>	<u>\$ 226,380</u>	<u>\$ 226,380</u>	<u>\$ -</u>	<u>\$ -</u>	-

## E911 Fund

### **Fund / Department Description:**

The E911 Fund is defined as a special revenue fund. A special revenue fund accounts for revenue sources that are legally restricted to expenditures for specific purposes. The E911 fund accounts for the operations of the E911 system. Currently, this fund does not generate enough revenue from landline and wireless fees to cover all the operating costs, therefore, there is annual supplement required from the general fund to balance the budget.

### **Services:**

- Dispatch all calls for police services;
- Dispatch all calls for fire / emergency services;
- Answer all emergency and non-emergency calls;
- Provide accident reports when requested.

### **Personnel:**

- Supervisor / Records Coordinator
- Communication Officers (7)

Fund 215 - Emergency 911 Fund  
 Summary of Revenues & Expenditures

Source	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Public Charges for Services	\$ 79,293	\$ 85,348	\$ 80,000	\$ 49,694	\$ 80,000	\$ 80,000	0.00%
Other Financing Sources	373,185	434,680	539,132	358,809	503,980	553,675	2.70%
<b>Total Emergency 911 Revenue</b>	<b>\$ 452,478</b>	<b>\$ 520,028</b>	<b>\$ 619,132</b>	<b>\$ 408,503</b>	<b>\$ 583,980</b>	<b>\$ 633,675</b>	<b>2.35%</b>

Department	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel	\$ 402,763	\$ 501,393	\$ 585,482	\$ 399,208	\$ 557,080	\$ 605,775	3.47%
Services	48,301	16,607	28,150	8,490	21,400	22,400	-20.43%
Supplies & Equipment	1,414	2,028	5,500	805	5,500	5,500	0.00%
<b>Total Emergency 911 Expenditures</b>	<b>\$ 452,478</b>	<b>\$ 520,028</b>	<b>\$ 619,132</b>	<b>\$ 408,503</b>	<b>\$ 583,980</b>	<b>\$ 633,675</b>	<b>2.35%</b>
Beginning Fund Balance	\$ -		\$ -		\$ -	\$ -	
Annual Income / (Loss)	-		-		-	-	
Applied Budget Surplus	-		-		-	-	
<b>Ending Fund Balance</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	

Fund 215 - Emergency 911  
Revenues and Expenditures - 3210

Account	Account Name	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Public Charges for Services								
34-2525	Prepaid Wireless Fees	\$ 11,659	\$ 13,435	\$ 12,500	\$ 8,070	\$ 12,500	\$ 12,500	0.00%
34-2530	Non-Prepaid Wireless Fees	67,634	71,913	67,500	41,624	67,500	67,500	0.00%
	Total Public Charges for Services	79,293	85,348	80,000	49,694	80,000	80,000	0.00%
Other Financing Sources								
39-1201	Transfer from General Fund	373,185	434,680	539,132	358,809	503,980	553,675	2.70%
	Total Other Financing Sources	373,185	434,680	539,132	358,809	503,980	553,675	2.70%
	Total E911 Fund Revenues	\$ 452,478	\$ 520,028	\$ 619,132	\$ 408,503	\$ 583,980	\$ 633,675	2.35%
Account	Account Name	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel								
51-1100	Salaries & Wages	\$ 304,522	\$ 391,626	\$ 411,638	\$ 298,768	\$ 416,500	\$ 420,000	2.03%
51-1400	Employee Benefits	7,850	6,730	16,500	2,290	2,290	15,000	-9.09%
51-2100	Insurance Benefits	42,858	51,543	86,000	42,076	57,655	88,275	2.65%
51-2200	FICA Taxes	23,568	28,994	32,754	23,682	32,035	34,000	3.80%
51-2400	Retirement	23,965	22,500	38,590	32,392	48,600	48,500	25.68%
	Total Personnel	402,763	501,393	585,482	399,208	557,080	605,775	3.47%
Services								
52-1200	Contract Services / Software	33,763	2,853	10,150	872	3,400	3,400	-66.50%
53-1230	Utilities	12,648	12,964	15,500	5,234	15,500	15,500	0.00%
52-3500	Travel & Training	1,890	790	2,500	2,384	2,500	3,500	40.00%
	Total Services	48,301	16,607	28,150	8,490	21,400	22,400	-20.43%
Supplies & Equipment								
53-1100	Supplies & Equipment	1,414	2,028	5,500	805	5,500	5,500	0.00%
	Total Supplies & Equipment	1,414	2,028	5,500	805	5,500	5,500	0.00%
	Total E911 Fund Expenditures	\$ 452,478	\$ 520,028	\$ 619,132	\$ 408,503	\$ 583,980	\$ 633,675	2.35%

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# Room Tax Fund

## Fund / Department Description:

The Room Tax fund is a special revenue fund. Room tax is a unique policy tool that creates a separate, locally determined tax that is imposed on short-term rental guests who lodge within the City. The Room Tax Fund accounts for the room accommodation excise tax receipts and distributions to tourism promoting organizations as required by agreements with these organizations. Room taxes help the City promote, attract, and stimulate tourism as well as fund and construct facilities that promote tourism.

The City collects 7% of all short-term room gross receipts as excise taxes, including late fees from hotels, motels, short-term rentals and bed & breakfasts. The tax received is then distributed as follows:

- Savannah Area Chamber of Commerce
- Conventions Center located on Hutchinson Island
- City's General Fund
- Debt Repayment (up to \$250,000 annually)
- Tybee Post Theater (up to \$70,000 annually)
- Remaining funds used for Beach Re-nourishment

Since all room taxes are distributed to either the General fund or other jurisdiction, there is no fund balance expected in this fund. The City defines a Short-Term Rental (STR) as an accommodation rented to a guest for less than 30 days. Rentals or third party marketplace innkeepers are required to remit a 7% tax of local receipts by payment to the City by the 20<sup>th</sup> day of the following month. Penalties and interest are applied to any accounts not paid on time.

In 2024, room taxes transferred for beach re-nourishment equaled \$681,274 for total of \$3,063,262 in reserved fund balance. At the end of fiscal year 2025, an additional \$575,000 of room tax is expected to be designated for beach projects, and \$580,000 is budgeted in the upcoming budget year. The amount transferred to beach re-nourishment will fluctuate annually based on the revenue generated from room taxes which is significantly reliant on tourism. As tourism numbers decrease, the amount allocated to beach nourishment will decrease. The total fund balance reserved for beach projects at the end of the FY26 budget period after costs related to beach renourishment and restoration projects is expected to be \$1.2 million.

Fund 275 - Room Tax Fund  
 Summary of Revenues & Expenditures

Source	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Taxes	\$ 7,001,309	\$ 6,922,132	\$ 6,765,000	\$ 3,482,258	\$ 6,245,375	\$ 6,300,000	-6.87%
Total Room Tax Revenues	<u>\$ 7,001,309</u>	<u>\$ 6,922,132</u>	<u>\$ 6,765,000</u>	<u>\$ 3,482,258</u>	<u>\$ 6,245,375</u>	<u>\$ 6,300,000</u>	-6.87%

Department	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Other Costs	\$ 3,069,361	\$ 3,065,429	\$ 2,940,000	\$ 1,561,839	\$ 2,745,375	\$ 2,770,000	-5.78%
Other Financing Uses	3,931,948	3,926,703	3,825,000	1,920,419	3,500,000	3,530,000	-7.71%
Total Room Tax Expenditures	<u>\$ 7,001,309</u>	<u>\$ 6,992,132</u>	<u>\$ 6,765,000</u>	<u>\$ 3,482,258</u>	<u>\$ 6,245,375</u>	<u>\$ 6,300,000</u>	-6.87%
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Annual Income / (Loss)	-	-	-	-	-	-	
Applied Budget Surplus	-	-	-	-	-	-	
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

Fund 275 - Room Tax Fund  
Revenues and Expenditures - 7520

Account	Account Name	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Taxes								
31-4100	Room Taxes	\$ 7,001,309	\$ 6,922,132	\$ 6,765,000	\$ 3,482,258	\$ 6,245,375	\$ 6,300,000	-6.87%
	Total Taxes	<u>7,001,309</u>	<u>6,922,132</u>	<u>6,765,000</u>	<u>3,482,258</u>	<u>6,245,375</u>	<u>6,300,000</u>	-6.87%
	Total Room Tax Revenues	<u>\$ 7,001,309</u>	<u>\$ 6,922,132</u>	<u>\$ 6,765,000</u>	<u>\$ 3,482,258</u>	<u>\$ 6,245,375</u>	<u>\$ 6,300,000</u>	-6.87%
Other Costs								
57-2000	Hutchison Island Trade Center	\$ 999,987	\$ 998,676	\$ 955,000	\$ 497,356	\$ 890,975	\$ 900,000	-5.76%
57-2001	Chamber of Commerce	1,999,374	1,996,753	1,915,000	994,483	1,784,400	1,800,000	-6.01%
57-2002	Tybee Post Theater	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	0.00%
	Total Other Costs	<u>3,069,361</u>	<u>3,065,429</u>	<u>2,940,000</u>	<u>1,561,839</u>	<u>2,745,375</u>	<u>2,770,000</u>	-5.78%
Other Financing Uses								
61-1000	Transfer to General Fund	2,999,361	2,995,429	2,930,000	1,491,770	2,675,000	2,700,000	-7.85%
61-1002	Transfer to Debt Service Fund	250,000	250,000	250,000	250,000	250,000	250,000	0.00%
61-1003	Transfer for Beach Projects	<u>682,587</u>	<u>681,274</u>	<u>645,000</u>	<u>178,649</u>	<u>575,000</u>	<u>580,000</u>	-10.08%
	Total Other Financing Uses	<u>3,931,948</u>	<u>3,926,703</u>	<u>3,825,000</u>	<u>1,920,419</u>	<u>3,500,000</u>	<u>3,530,000</u>	-7.71%
	Total Room Tax Expenditures	<u>\$ 7,001,309</u>	<u>\$ 6,992,132</u>	<u>\$ 6,765,000</u>	<u>\$ 3,482,258</u>	<u>\$ 6,245,375</u>	<u>\$ 6,300,000</u>	-6.87%

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## SPLOST 2014 Fund

### **Fund / Department Description:**

The Special Purpose Local Option Sales Tax (SPLOST) 2014 Fund is a capital project fund. The SPLOST 2014 accounts for construction of major capital projects financed by SPLOST proceeds. A 2013 intergovernmental agreement between Chatham County and the City of Tybee stated the City may anticipate \$4.2 million in SPLOST 2014 proceeds over the life of the SPLOST to finance approved capital projects.

The approved capital projects included roads, streets and bridges; stormwater and drainage; water and sewer; public works and public safety vehicles and equipment; fire protection and administrative facilities. As of the final receipt date, the City has received \$4.6 million in SPLOST 2014 proceeds. The City received \$700,000 from the County towards south end projections, including bathrooms. The City has spent funds on a ladder truck, drainage projects, park upgrades and bathrooms. The SPLOST 2014 has residual funds of approximately \$550,000 remaining that are currently earmarked for the rehabilitation and improvement of the Fire Station and / or Storm Shelter.

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## SPLOST 2020 Fund

### **Fund / Department Description:**

The Special Purpose Local Option Sales Tax (SPLOST) 2020 Fund is a capital project fund. The SPLOST 2020 accounts for construction of major capital projects financed by SPLOST proceeds. A 2019 intergovernmental agreement between Chatham County and the City of Tybee stated the City may anticipate proceeds over the life of the SPLOST to finance approved capital projects.

The approved capital projects include public safety facilities and equipment; road and drainage improvements; water and sewer infrastructure; city facilities; recreational facilities and improvements, and title acquisition. To date, the City has received approximately \$4.5 million to date in SPLOST 2020 proceeds which has helped fund a ladder truck purchase, street paving and maintenance, drainage projects and renovations to City facilities. The 2026 budget includes allocations for \$300,000 in street paving and maintenance, \$200,000 to upgrades of SCADA equipment, \$650,000 for 15<sup>th</sup> Street drainage improvements, \$150,000 in smart meter technology, \$100,000 for Jacyee Park wetland restoration, \$125,000 in wayfinding signage improvements, \$50,000 for a city-wide parking assessment, and \$215,000 for improvements of City owned facilities.

# SPLOST 2020 Fund

Revenues:	Base Year FY21 Actual	Year 1 FY22 Actual	Year 2 FY23 Actual	Year 3 FY24 Actual	Year 4 FY25 Expected	Year 5 FY26 Budget	Total Revenue
SPLOST Revenue Rec'd	\$ 576,915	\$ 1,045,755	\$ 1,160,895	\$ 1,161,144	\$ 1,000,000	\$ 1,000,000	\$ 5,944,709
Interest Revenue	-	645	32,965	59,814	35,000	15,000	143,424
<b>Total Revenue</b>	<b>\$ 576,915</b>	<b>\$ 1,046,400</b>	<b>\$ 1,193,860</b>	<b>\$ 1,220,958</b>	<b>\$ 1,035,000</b>	<b>\$ 1,015,000</b>	<b>\$ 6,088,133</b>
Expenses:	Budget	Year 1 - FY22	Year 2 - FY23	Year 3 - FY24	Year 4 - FY25	Year 5 - FY26	Total Expenditures
<b>Public Safety</b>							
Fire Station	460,000	-	-	-	-	-	-
Fire Vehicles	545,000	468,977	-	-	-	-	468,977
<b>Public Works</b>							
Street Paving & Maintenance	200,000	205,331	500,000	464,313	250,000	300,000	1,719,644
Water / Sewer Improvements	500,000	-	-	-	-	200,000	200,000
Drainage Projects - misc	230,000	54,680	-	-	-	-	54,680
Drainage Projects - 15th St	-	-	-	-	-	650,000	650,000
Smart Meter Infrastructure	-	-	-	-	-	150,000	150,000
<b>Cultural &amp; Recreational</b>							
Recreational Facilities & Improvements	459,653	2,214	4,260	730,544	-	-	737,018
Memorial Park ULI & Plan	550,000	858	-	-	130,000	-	130,858
Jaycee Park Wetland restoration	-	-	-	-	-	100,000	100,000
Beach Area Improvements	450,000	-	-	-	-	-	-
Wayfinding Signage	-	-	-	-	-	125,000	125,000
City-wide Parking assessment	-	-	-	-	-	50,000	50,000
<b>General Government</b>							
YMCA Gym, Buildings and IT Upgrades	-	-	-	-	-	115,000	115,000
South Annex Improvements	-	-	-	-	95,000	100,000	195,000
City Hall	550,000	261,730	50,000	700,000	-	-	1,011,730
<b>Total Project Costs</b>	<b>3,944,653</b>	<b>993,790</b>	<b>554,260</b>	<b>1,894,857</b>	<b>475,000</b>	<b>1,790,000</b>	<b>5,707,907</b>
Balance	\$ -	\$ 629,525	\$ 1,269,125	\$ 595,226	\$ 1,155,226	\$ 380,226	\$ 380,226

# Grant Funds

## Fund / Department Description

Grant Funds are capital project funds. Each grant fund accounts for the receipts and disbursements of various capital grants received by the City. The City actively applies for various grants throughout the year, including grants for public safety, facilities, studies, beach re-nourishments, and equipment. Grants can be received from Federal, State or local agencies. Depending on the grant outline, the City may or may not have cost share requirements. Only the grant eligible costs are included in this fund, any cost share portion would be included in the general or other fund, if applicable. Below is a matrix of current grant activity awarded or in progress:

Grant	Project Cost	Grant Funding	City of Tybee		Description	Status
			Cost Share	Funding Source		
Home Elevation	In Progress	In Progress	NA	NA	Home raising assistance, pass through to homeowner	In Progress
GEMA Safe Shelter (75/25)	\$ 3,043,898	\$ 2,317,148	\$ 726,750	2014 SPLOST	Project to construct a Tornado/Hurricane safe room with ADA capabilities. \$136,000 in management costs awarded.	AWARDED Project On Hold Pending Location Decision
EPA Stormwater Phase 2 - 15th St Drainage	\$ 3,250,000	\$ 2,600,000	\$ 650,000	2020 SPLOST	This is a congressional discretionary community grant. Tybee will use funds to reduce severe flooding from heavy rainfall events through the installation of a stormwater detention system and large stormwater outfalls and pump station.	Awarded
GEMA 14th Street Drainage (80/20)	\$ 10,000,000	\$ 8,000,000	\$ 2,000,000	Proposed 2026 SPLOST	Funds Tybee's share of \$10 million FEMA grant project to mitigate chronic flooding on south end of island	App In Progress
NFWF Back River Project	\$ 700,000	\$ 380,000	\$ 320,000	Fund Balance	Phase 3 NFWF grant for Final Design and Permitting of 1) 6th Street Culvert replacement, 2) Raise Venetian from Chatham to 12th Street and install living shoreline, 3) various nature-based stormwater elements the length of the Island (rain gardens, swales, drainage ditches, etc)	In Progress
Amazon Jaycee Park Wetland Restoration	\$ 200,000	\$ 100,000	\$ 100,000	2020 SPLOST	Drainage improvement in Jaycee Park	Awarded

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# Debt Service Fund

## Fund / Department Description

The Debt Service Fund accounts for the debt payments and proceeds of the City. It was established to account for the Marine Science Center Chatham County Revenue Bond 2019 Series principal and interest payments. In February 2019, Chatham County Recreation Authority issued \$3,410,000 in revenue bonds on behalf of the City of Tybee Island in order for the City to build a new marine science center facility. Revenue generated from room tax funds annual debt service payments.

As of June 30, 2026, \$2,470,000 remains outstanding on the bond. Annual principal and interest payments are as follows:

Fiscal Year Payable	Principal	Interest	Total
2027	\$ 150,000	\$ 93,550	\$ 243,550
2028	160,000	87,550	247,550
2029	165,000	81,150	246,150
2030	170,000	74,550	244,550
2031	175,000	69,450	244,450
2032-2036	970,000	253,600	1,223,600
2037-2039	680,000	55,000	735,000
	<u>\$ 2,470,000</u>	<u>\$ 714,850</u>	<u>\$ 3,184,850</u>

Fund 420 - Debt Service Fund  
Revenues and Expenditures - 8000

Account	Account Name	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Other Financing Sources								
39-1500	Transfer from Room Tax Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	0.00%
	Total Other Financing Sources	250,000	250,000	250,000	250,000	250,000	250,000	0.00%
	Total Debt Service Fund Revenues	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	0.00%
Account	Account Name	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Debt Service								
58-1100	Principal	\$ 135,000	\$ 135,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 150,000	7.14%
58-2100	Interest	113,250	109,200	105,150	105,150	105,150	99,550	-5.33%
58-3000	Fiscal Agent Fees	800	1,300	1,000	1,250	1,250	450	-55.00%
	Total Capital Outlay	249,050	245,500	246,150	246,400	246,400	250,000	1.56%
	Total Debt Service Fund Expenditures	<u>\$ 249,050</u>	<u>\$ 245,500</u>	<u>\$ 246,150</u>	<u>\$ 246,400</u>	<u>\$ 246,400</u>	<u>\$ 250,000</u>	1.56%

# Water / Sewer Utility Fund

## Department Description:

The Water / Sewer Utility Fund is considered a proprietary fund. It accounts for the provision of water and sewer services to the residents of the City. All activities necessary to provide such services are accounted for in this fund. Activities include providing high-quality drinking water, wastewater treatment and disposal services, and adequate water under sufficient pressure to our residents, businesses and visitors.

## Services:

- Provides water and sewer service to approximately 3,300 residential and commercial customers within the City;
- Maintenance of approximately 22 miles of watermains and 32 miles sewerlines;
- Testing and operating of hydrants and valves meeting regulatory standards;
- Monthly billing of customers;

## Personnel:

- |                         |                       |                          |
|-------------------------|-----------------------|--------------------------|
| • Division Director     | • Wastewater Operator | • Maintenance Worker (2) |
| • Foreman (2)           | • Water Operator      | • Camera Technician      |
| • Senior Water Operator | • Crew Leader         | • Billing Clerk          |

## 2026 Work Plan:

- Continuation to relay sanitary sewer mains and laterals
- Completion of maintenance facility at WWTP
- Installation of smart meter technology

## Water / Sewer Utility Fund (continued)

### Proposed Rate Structure:

The Water / Sewer Utility is an enterprise fund, unlike the City's general fund, an enterprise fund is a self-supporting fund that sells goods and services to the public for a fee. The Utility requires an increase of 5% in revenue for the upcoming fiscal year which will be built into the utility rates beginning January 1st. Rates are per 1,000 gallons consumed.

Below is a chart of current utility rates:

	Off Season Rates			Seasonal Premium Rates		
	Water	Sewer	Total	Water	Sewer	Total
<b>Fixed Costs:</b>						
Residential & Commercial	\$ 19.19	\$ 19.19	\$ 38.38	\$ 19.19	\$ 19.19	\$ 38.38
Public Authority	\$ 19.19	\$ 19.19	\$ 38.38	\$ 19.19	\$ 19.19	\$ 38.38
Commercial Additional Units	\$ 9.60	\$ 9.60	\$ 19.20	\$ 9.60	\$ 9.60	\$ 19.20
<b>Consumption:</b>						
0 - 5,000 Gallons	\$ 4.09	\$ 4.09	\$ 8.18	\$ 4.09	\$ 4.09	\$ 8.18
5,001 - 10,000 Gallons	\$ 4.47	\$ 4.47	\$ 8.94	\$ 4.47	\$ 4.47	\$ 8.94
10,001 - 15,000 Gallons*	\$ 5.12	\$ 5.12	\$ 10.24	\$ 6.39	\$ 6.39	\$ 12.78
15,001 - 20,000 Gallons*	\$ 5.76	\$ 5.76	\$ 11.52	\$ 7.21	\$ 7.21	\$ 14.42
20,001 Gallons* +	\$ 6.59	\$ 6.59	\$ 13.18	\$ 8.23	\$ 8.23	\$ 16.46

\*25% seasonal premium

Fund 505 - Water / Sewer Fund  
Summary of Revenues & Expenses

Source	Original/Amended						Budget % Change
	2023 Actual	2024 Actual	2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	
Public Charges for Services	\$ 3,615,134	\$ 3,774,594	\$ 4,083,236	\$ 2,862,446	\$ 3,900,000	\$ 4,160,000	1.88%
Other Financing Sources	-	57,064	-	42,112	65,000	50,000	100.00%
<b>Total Water / Sewer Fund Revenue</b>	<b>\$ 3,615,134</b>	<b>\$ 3,831,658</b>	<b>\$ 4,083,236</b>	<b>\$ 2,904,558</b>	<b>\$ 3,965,000</b>	<b>\$ 4,210,000</b>	<b>3.10%</b>

Department	Original/Amended						Budget % Change
	2023 Actual	2024 Actual	2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	
Personnel	\$ 1,243,012	\$ 1,359,536	\$ 1,452,289	\$ 971,306	\$ 1,354,620	\$ 1,427,262	-1.72%
Services	893,862	1,306,695	1,129,395	721,507	950,450	861,850	-23.69%
Supplies & Other Items	528,540	499,512	580,000	340,559	562,000	561,500	-3.19%
Depreciation & Debt Service	1,006,568	1,213,013	921,552	181,720	1,134,117	1,359,388	47.51%
<b>Total Water / Sewer Fund Expenses</b>	<b>\$ 3,671,982</b>	<b>\$ 4,378,756</b>	<b>\$ 4,083,236</b>	<b>\$ 2,215,092</b>	<b>\$ 4,001,187</b>	<b>\$ 4,210,000</b>	<b>3.10%</b>
<b>Increase / (Decrease) in Equity</b>	<b>\$ (56,848)</b>	<b>\$ (547,098)</b>	<b>\$ -</b>	<b>\$ 689,466</b>	<b>\$ (36,187)</b>	<b>\$ -</b>	

Beginning Cash Balance	\$ 414,009	\$ 1,612,912	\$ 1,018,509		\$ 1,018,509	\$ 982,322
Adjustments to "accrual" basis:						
Adjustments for accruals	1,255,751	(47,305)	-		-	-
Applied Budget Surplus	-	-	-		-	-
<b>Ending Cash Balance</b>	<b>\$ 1,612,912</b>	<b>\$ 1,018,509</b>	<b>\$ 1,018,509</b>		<b>\$ 982,322</b>	<b>\$ 982,322</b>

Fund 505 - Water / Sewer Fund  
Revenues

Account	Account Name	2023 Actual	2024 Actual	Original/Amended		2025 Projected	2026 Budget	Budget % Change
				2025 Budget	3/31/25 YTD			
Public Charges for Services								
34-4210	Water / Sewer User Charges	\$ 3,373,067	\$ 3,514,540	\$ 3,828,236	\$ 2,680,424	\$ 3,645,000	\$ 3,925,000	2.53%
34-6904	Penalties & Late Charges	43,669	72,512	50,000	39,251	70,000	50,000	0.00%
34-4215	Capital Recovery	12,000	6,000	10,000	-	-	-	-100.00%
38-1002	Celltower rent income	186,398	180,958	195,000	142,771	185,000	185,000	-5.13%
34-6906	Miscellaneous	-	584	-	-	-	-	0.00%
	Total Public Charges for Services	<u>3,615,134</u>	<u>3,774,594</u>	<u>4,083,236</u>	<u>2,862,446</u>	<u>3,900,000</u>	<u>4,160,000</u>	1.88% (1)
Other Financing Sources								
36-1000	Debt Proceeds	-	-	-	-	-	-	100.00%
36-1000	Investment Income	-	57,064	-	42,112	65,000	50,000	100.00%
	Total Other Financing Sources	<u>-</u>	<u>57,064</u>	<u>-</u>	<u>42,112</u>	<u>65,000</u>	<u>50,000</u>	100.00%
	Total Water / Sewer Revenues	<u>\$ 3,615,134</u>	<u>\$ 3,831,658</u>	<u>\$ 4,083,236</u>	<u>\$ 2,904,558</u>	<u>\$ 3,965,000</u>	<u>\$ 4,210,000</u>	3.10%

Significant Variances Explanation:

(1) Includes 5% rate increase January 1st

Fund 505 - Water / Sewer Fund  
Expenses - 4350

Account	Account Name	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Personnel								
51-1100	Salaries & Wages	\$ 816,568	\$ 940,044	\$ 1,011,387	\$ 644,471	\$ 900,000	\$ 971,185	-3.97%
51-1300	Overtime	62,665	76,752	50,000	52,324	85,000	55,000	10.00%
51-1400	Employee Benefits	68,467	43,096	39,807	33,306	36,500	40,250	1.11%
51-2100	Insurance Benefits	174,142	154,958	198,323	130,347	174,000	192,500	-2.94%
51-2200	FICA Taxes	70,508	81,109	80,417	56,871	78,145	83,977	4.43%
51-2400	Retirement	50,662	63,577	72,355	53,987	80,975	84,350	16.58%
	Total Personnel	1,243,012	1,359,536	1,452,289	971,306	1,354,620	1,427,262	-1.72%
Services								
52-1200	Contract Services / Software	244,311	523,605	486,445	159,282	300,000	263,850	-45.76%
52-2200	Vehicle / Equipment Maintenance	101,356	83,517	180,000	151,807	180,000	155,000	-13.89%
52-2201	Building / Infrastructure Maintenance	262,220	419,785	185,000	178,497	185,000	160,000	-13.51%
52-2320	Vehicle / Equipment Lease(s)	56,581	380	53,000	52,836	53,000	53,000	0.00%
52-3100	Property & Workers Comp Insurance	182,859	206,728	177,450	145,713	177,450	180,000	1.44%
52-3220	Postage & Mailing	15,072	12,461	15,000	6,851	15,000	15,000	0.00%
52-3500	Travel & Training	17,322	16,667	15,000	4,083	7,500	7,500	-50.00%
52-3600	Dues & Membership	2,572	794	2,500	1,458	2,500	2,500	0.00%
52-3990	Credit Card Fees	11,569	42,758	15,000	20,980	30,000	25,000	66.67%
	Total Services	893,862	1,306,695	1,129,395	721,507	950,450	861,850	-23.69%
Supplies & Other Items								
53-1100	Supplies & Equipment	228,354	158,407	270,000	111,815	200,000	217,000	-19.63%
53-1230	Utilities	284,066	325,369	295,000	219,626	350,000	332,500	12.71%
53-1270	Fuel	16,120	15,736	15,000	9,118	12,000	12,000	-20.00%
	Total Supplies & Other Items	528,540	499,512	580,000	340,559	562,000	561,500	-3.19%

Fund 505 - Water / Sewer Fund (Continued)  
 Expenses - 4350

Account	Account Name	2023 Actual	2024 Actual	Original/Amended		2025 Projected	2026 Budget	Budget % Change
				2025 Budget	3/31/25 YTD			
Depreciation & Debt Service								
56-1000	Principal (Depreciation)	909,269	1,004,431	740,525	-	776,650	1,021,577	37.95%
58-2000	Interest	55,349	178,582	146,027	181,720	327,467	307,811	110.79%
58-3000	Fiscal Fees / Issuance Costs	41,950	30,000	35,000	-	30,000	30,000	-14.29%
	Fund Balance Replenishment	-	-	-	-	-	-	0.00%
	Total Depreciation & Debt Service	1,006,568	1,213,013	921,552	181,720	1,134,117	1,359,388	47.51%
	Total Water / Sewer Expenses	<u>3,671,982</u>	<u>4,378,756</u>	<u>4,083,236</u>	<u>2,215,092</u>	<u>4,001,187</u>	<u>4,210,000</u>	3.10%

## Water / Sewer Fund Expense Detail - 4350

### 1200 - Contract Services / Software

Geothinq Software	12,000
Toxicity Testing (Hydrosphere)	10,000
Watershed (Coastal Environmental)	12,000
Electrician	15,000
Special Analysis	5,000
Water Analysis	70,000
Sludge Hauling	50,000
Audit	5,500
IT Managed Services	79,350
Financial Software Support	5,000
<b>Total</b>	<b>263,850</b>

### 2200 - Vehicles / Equipment Maintenance

Vehicle Maintenance	25,000
Electrical Updates	20,000
Ultraviolet Bulb Annual Replacement	25,000
Lift Station & Well Control Panels/Parts	50,000
Heavy Equipment Maintenance	15,000
Miscellaneous	20,000
<b>Total</b>	<b>155,000</b>

### 2201 - Building / Infrastructure Maintenance

Sanitary Repairs	40,000
Watermain Repairs	40,000
Lift Station Repairs	50,000
Well Maintenance & Repairs	30,000
<b>Total</b>	<b>160,000</b>

### 1100 - Supplies & Equipment

Safety Equipment	10,000
Uniform / Clothing	10,000
Gravel	20,000
Chlorine for Wells (Savannah Brush)	25,000
Parts for Water and Sewer Repairs	30,000
Polymer for Sludge (Ultrachem)	100,000
Lab Supplies (USA Bluebook & Others)	10,000
Office and Miscellaneous	12,000
<b>Total</b>	<b>217,000</b>

### 1230 - Utilities

Cable / Internet	2,500
Phone	2,500
Electric	230,000
Water / Sewer	90,000
SCADA Connection	5,000
Cradlepoints / Hotspots	2,500
<b>Total</b>	<b>332,500</b>

Fund 505 - Water / Sewer Fund  
 Itemized List of Capital Projects with Borrowed Funds

Project Description	Years		
	2021-2023	2024-2025	FY26 Request*
Clarifier #2 Rehabilitation	\$ 339,787	\$ -	\$ -
Raise Well Houses above Floodplan	79,323	63,839	-
Replacement of Sanitary Sewer Mains	1,341,831	1,355,041	2,500,000
Modular Building Lab & Storage	245,231	-	-
Geo-Thinq Software	12,793	-	-
Bar Screen & Cominator	201,557	-	-
Replacement of Sanitary Forcemains	16,223	-	-
Replacement of Lift Stations	606,193	-	-
Raise Pumps at Lift Stations	287,862	-	-
Reuse Water System at Wastewater Treatment Plant	96,737	455,113	-
Sludge Press Conveyor	2,669	-	-
Watertower Painting	160,191	-	-
Watermain Replacements	612,653	320,343	-
Watertower Replacements	-	449,937	-
Grit Removal & Odor Control	-	355,727	-
Total Projects	\$ 4,003,050	\$ 3,000,000	\$ 2,500,000

\*Assumes award of \$2.5 million GEFA loan

## Fund 505 - Water / Sewer Fund

### Schedule of Principal and Interest on Existing Debt

#### Outstanding Debt

During 2021, the Water / Sewer Utility issued \$4 million in revenue bonds and in 2024 issued \$3 million in revenue bonds to finance multiple utility related projects and equipment upgrades as indicated above. Prior to the 2021 debt issue, the Utility had outstanding notes payable with Georgia Environmental Facilities Authority (GEFA) for previous water line extensions and left stations, and various other water and sewer improvement projects.

Below is the future debt service requirements of the Utility, which does not include the \$2,500,000 potential borrowed in in 2025 for FY26. Repayment does not begin until all proceeds have been drawn. Annual principal and interest payments are as follows:

Fiscal Year Payable	Principal	Interest	Total
2027	351,425	267,933	619,358
2028	295,190	256,593	551,783
2029	306,859	244,924	551,783
2030	319,068	232,715	551,783
2031	331,844	219,939	551,783
2032-2036	1,872,810	886,105	2,758,915
2037-2041	2,296,175	462,742	2,758,917
2042-2045	780,044	164,938	944,982
	<u>\$ 6,553,415</u>	<u>\$ 2,735,889</u>	<u>\$ 9,289,304</u>

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# Solid Waste Fund

## Department Description:

The Solid Waste Fund is considered a proprietary fund. The Solid Waste Fund accounts for the provision of sanitation collection services to the residents of the City. The City contracts out the garbage collections of residential and commercial customers with Atlantic Waste Company to provide solid waste collection services and yardwaste collection services. All activities necessary to provide such services are accounted for in this fund. The City charges a per cart fee for monthly service.

In the upcoming fiscal year, the charge to businesses for use of the City's compactors will change. This cost has been subsidized by the City in years past and the full charge will be passed to those who use the compactors.

Current per cart rate:

Description	Monthly Rate per Cart
Garbage Carts:	
Residential	\$ 26.50
Stephens Day Homestead	\$ 20.00
Additional Cart	\$ 26.50
Commercial Cart	\$ 32.00
Additional Commercial Cart	\$ 32.00

Fund 540 - Solid Waste Fund  
 Summary of Revenues & Expenses

Source	2023 Actual	2024 Actual	Original/Amended		2025 Projected	2026 Budget	Budget % Change
			2025 Budget	3/31/25 YTD			
Public Charges for Services	\$ 1,053,628	\$ 1,053,933	\$ 1,281,000	\$ 907,724	\$ 1,211,450	\$ 1,255,845	-1.96%
Other Financing Sources	204,946	227,021	-	72,468	74,042	-	0.00%
<b>Total Solid Waste Revenue</b>	<b>\$ 1,258,574</b>	<b>\$ 1,280,954</b>	<b>\$ 1,281,000</b>	<b>\$ 980,192</b>	<b>\$ 1,285,492</b>	<b>\$ 1,255,845</b>	<b>-1.96%</b>

Department	2023 Actual	2024 Actual	Original/Amended		2025 Projected	2026 Budget	Budget % Change
			2025 Budget	3/31/25 YTD			
Personnel	\$ 15,155	\$ 15,050	\$ 15,492	\$ 15,492	\$ 15,492	\$ 15,845	2.28%
Services	1,243,419	1,265,904	1,260,000	845,808	1,270,000	1,240,000	-1.59%
<b>Total Solid Waste Expenses</b>	<b>\$ 1,258,574</b>	<b>\$ 1,280,954</b>	<b>\$ 1,275,492</b>	<b>\$ 861,300</b>	<b>\$ 1,285,492</b>	<b>\$ 1,255,845</b>	<b>-1.54%</b>
Increase / (Decrease) in Equity	\$ -	\$ -	\$ 5,508	\$ 118,892	\$ -	\$ -	
Beginning Cash Balance	\$ 7,083	\$ 21,237	\$ 25,791	\$ 25,791	\$ 25,791	\$ 25,791	
Adjustments to "accrual" basis:							
Adjustments for accruals	14,154	4,554	-	-	-	-	
Applied Budget Surplus	-	-	-	-	-	-	
<b>Ending Cash Balance</b>	<b>\$ 21,237</b>	<b>\$ 25,791</b>	<b>\$ 31,299</b>	<b>\$ 144,683</b>	<b>\$ 25,791</b>	<b>\$ 25,791</b>	

Fund 540 - Solid Waste Utility Fund  
Revenues & Expenses - 4520

Account	Account Name	2023 Actual	2024 Actual	Original/Amended		2025 Projected	2026 Budget	Budget % Change
				2025 Budget	3/31/25 YTD			
Public Charges for Services								
34-4110	Solid Waste Collection Fees	\$ 1,031,218	\$ 1,032,444	\$ 1,056,000	\$ 774,577	\$ 1,038,000	\$ 1,050,845	-0.49%
34-4111	Yardwaste Collection Fees	-	-	150,000	86,558	123,450	150,000	100.00%
34-4112	Compactor Fees	22,410	21,489	75,000	46,589	50,000	55,000	-26.67%
	Total Public Charges for Services	<u>1,053,628</u>	<u>1,053,933</u>	<u>1,281,000</u>	<u>907,724</u>	<u>1,211,450</u>	<u>1,255,845</u>	-1.96%
Other Financing Sources								
39-1000	Transfer from General Fund	204,946	227,021	-	72,468	74,042	-	100.00%
	Total Other Financing Sources	<u>204,946</u>	<u>227,021</u>	<u>-</u>	<u>72,468</u>	<u>74,042</u>	<u>-</u>	100.00%
	Total Solid Waste Revenues	<u>\$ 1,258,574</u>	<u>\$ 1,280,954</u>	<u>\$ 1,281,000</u>	<u>\$ 980,192</u>	<u>\$ 1,285,492</u>	<u>\$ 1,255,845</u>	-1.96%
Account	Account Name	2023 Actual	2024 Actual	Original/Amended		2025 Projected	2026 Budget	Budget % Change
				2025 Budget	3/31/25 YTD			
Personnel								
51-1100	Wages & Benefits	\$ 15,155	\$ 15,050	\$ 15,492	\$ 15,492	\$ 15,492	\$ 15,845	2.28%
	Total Personnel	<u>15,155</u>	<u>15,050</u>	<u>15,492</u>	<u>15,492</u>	<u>15,492</u>	<u>15,845</u>	2.28%
Services								
52-2111	Residential Waste Collection	1,018,964	1,044,719	1,035,000	710,538	1,065,000	1,035,000	0.00%
52-2112	Compactors	76,229	69,222	75,000	37,435	55,000	55,000	-26.67%
52-2119	Yardwaste Removal	148,226	151,963	150,000	97,835	150,000	150,000	0.00%
	Total Services	<u>1,243,419</u>	<u>1,265,904</u>	<u>1,260,000</u>	<u>845,808</u>	<u>1,270,000</u>	<u>1,240,000</u>	-1.59%
	Total Solid Waste Expenses	<u>\$ 1,258,574</u>	<u>\$ 1,280,954</u>	<u>\$ 1,275,492</u>	<u>\$ 861,300</u>	<u>\$ 1,285,492</u>	<u>\$ 1,255,845</u>	-1.54%

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# Campground Fund

## Department Description:

The Campground Fund is considered a proprietary fund. All activities necessary to provide campground related services are accounted for in this fund. Activities include services for 108 campsites and eight cabins. The campsites range from primitive tent sites to full RV hook-up sites. The Campground provides numerous amenities for its guests, and all revenues generated from sales fund all operating and capital costs of the campground.

## Services:

- Year round overnight accommodations of cabins and campsites;
- Convenience store and souvenir supplies;
- Pool and screened pavilion available;
- 24 hour laundry and vending services;
- Fitness and TV amenities;
- Grounds and facilities maintenance.
- 

## Personnel:

- Campground Director
- Operations Supervisor
- Office Supervisor
- Clerk (4)
- Maintenance (2)

## 2026 Work Plan:

- Website rebuild
- Enhance social media interactions
- Highlight sustainability efforts

Fund 555 - Campground Fund  
 Summary of Revenues & Expenses

Source	Original/Amended						Budget % Change
	2023 Actual	2024 Actual	2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	
Public Charges for Services	\$ 2,330,481	\$ 2,475,568	\$ 2,225,000	\$ 1,439,236	\$ 2,025,000	\$ 2,055,000	-7.64%
Other Financing Sources	98,307	195,517	382,971	124,362	175,000	970,895	0.00%
<b>Total Campground Revenue</b>	<b>\$ 2,428,788</b>	<b>\$ 2,671,085</b>	<b>\$ 2,607,971</b>	<b>\$ 1,563,598</b>	<b>\$ 2,200,000</b>	<b>\$ 3,025,895</b>	<b>16.02%</b>

Department	Original/Amended						Budget % Change
	2023 Actual	2024 Actual	2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	
Personnel	\$ 678,318	\$ 843,445	\$ 764,186	\$ 571,729	\$ 784,970	\$ 814,810	6.62%
Services	386,648	423,836	525,685	340,962	503,445	558,350	6.21%
Supplies & Other Items	281,816	302,358	326,100	228,630	333,000	356,000	9.17%
Capital	9,090	-	495,000	73,445	73,445	800,000	0.00%
Depreciation & Debt Service	107,322	101,676	497,000	491,500	497,000	496,735	-0.05%
<b>Total Campground Expenses</b>	<b>\$ 1,463,194</b>	<b>\$ 1,671,315</b>	<b>\$ 2,607,971</b>	<b>\$ 1,706,266</b>	<b>\$ 2,191,860</b>	<b>\$ 3,025,895</b>	<b>16.02%</b>
Increase / (Decrease) in Equity	\$ 965,594	\$ 999,770	\$ -	\$ (142,668)	\$ 8,140	\$ -	
Beginning Cash Balance	\$ 1,584,484	\$ 2,083,750	\$ 2,567,613	\$ 2,567,613	\$ 2,567,613	\$ 2,575,753	
Adjustments to "accrual" basis:							
Adjustments for accruals	(466,328)	(515,907)	-	-	-	-	
Reserved for Capital	-	-	-	-	-	(800,000)	
<b>Ending Cash Balance</b>	<b>\$ 2,083,750</b>	<b>\$ 2,567,613</b>	<b>\$ 2,567,613</b>	<b>\$ 2,424,945</b>	<b>\$ 2,575,753</b>	<b>\$ 1,775,753</b>	

Fund 555 - Campground Fund  
Revenues

Account	Account Name	2022 Actual	2023 Actual	2024 Actual	Original/Amended		2025 Projected	2026 Budget	Budget % Change
					2025 Budget	3/31/25 YTD			
Public Charges for Services									
34-7520	Camping Fees	\$ 1,932,658	\$ 1,802,079	\$ 1,925,479	\$ 1,750,000	\$ 1,099,912	\$ 1,555,000	\$ 1,600,000	-8.57%
34-7521	Tent Site Fees	77,107	60,050	105,901	75,000	62,895	85,000	75,000	0.00%
34-7522	Cabin Rental	238,988	257,223	253,391	225,000	141,541	215,000	215,000	-4.44%
34-7530	Camp Store Sales	149,123	144,839	134,428	140,000	95,101	125,000	130,000	-7.14%
34-7538	Parking Revenue	14,068	17,588	39,299	10,000	31,417	15,000	10,000	0.00%
34-7534	Miscellaneous	48,674	48,702	17,070	25,000	8,370	30,000	25,000	0.00%
	Total Public Charges for Services	<u>2,460,618</u>	<u>2,330,481</u>	<u>2,475,568</u>	<u>2,225,000</u>	<u>1,439,236</u>	<u>2,025,000</u>	<u>2,055,000</u>	-7.64%
Other Financing Sources									
39-1300	Use of Fund Balance for Capital	-	-	-	342,971	-	-	820,895	139.35%
36-1000	Investment Income	-	98,307	195,517	40,000	124,362	175,000	150,000	275.00%
	Total Other Financing Sources	<u>-</u>	<u>98,307</u>	<u>195,517</u>	<u>382,971</u>	<u>124,362</u>	<u>175,000</u>	<u>970,895</u>	153.52%
	Total Campground Revenues	<u>\$ 2,460,618</u>	<u>\$ 2,428,788</u>	<u>\$ 2,671,085</u>	<u>\$ 2,607,971</u>	<u>\$ 1,563,598</u>	<u>\$ 2,200,000</u>	<u>\$ 3,025,895</u>	16.02%

Fund 555 - Campground Fund  
Expenses - 6180

Account	Account Name	2022 Actual	2023 Actual	2024 Actual	Original/Amended		2025 Projected	2026 Budget	Budget % Change
					2025 Budget	3/31/25 YTD			
Personnel									
51-1100	Salaries & Wages	\$ 368,642	\$ 396,111	\$ 454,732	\$ 480,211	\$ 318,736	\$ 482,525	\$ 492,000	2.45%
51-1400	Employee Benefits	15,535	49,355	110,314	14,850	11,663	12,500	13,500	-9.09%
51-2100	Insurance Benefits	81,967	101,870	106,436	103,475	92,699	119,000	118,550	14.57%
51-2200	FICA Taxes	31,359	36,135	42,483	37,872	31,759	37,875	38,500	1.66%
51-2400	Retirement	33,142	30,805	45,000	43,298	32,392	48,590	55,000	27.03%
	Personnel costs allocated to Campgrou	35,000	64,042	84,480	84,480	84,480	84,480	97,260	15.13%
	Total Personnel	565,645	678,318	843,445	764,186	571,729	784,970	814,810	6.62%
Services									
52-1200	Contract Services / Software	114,969	116,810	141,666	206,945	142,106	206,945	221,350	6.96%
52-2200	Vehicle / Equipment Maintenance	4,659	5,925	3,461	5,000	146	2,500	5,000	0.00%
52-2201	Building & Infrastructure Maintenance	15,889	15,255	22,519	25,000	13,121	22,000	25,000	0.00%
52-3100	Property & Workers Comp Insurance	89,953	91,937	103,363	110,740	74,155	125,000	130,000	17.39%
52-3300	Advertising & Postage	59,457	69,218	68,978	80,000	56,573	70,000	80,000	0.00%
52-3500	Travel & Training	5,953	8,683	8,670	11,000	6,396	7,000	10,000	-9.09%
52-3600	Dues & Membership	6,220	6,148	4,782	7,000	3,117	5,000	7,000	0.00%
52-3990	Credit Card Fees	71,465	72,672	70,397	80,000	45,348	65,000	80,000	0.00%
	Total Services	368,565	386,648	423,836	525,685	340,962	503,445	558,350	6.21%
Supplies & Other Items									
53-1100	Supplies & Equipment	35,629	43,238	48,818	51,000	28,602	48,000	51,000	0.00%
53-1230	Utilities	154,349	163,741	199,082	205,100	153,620	220,000	235,000	14.58%
52-1520	Camp Store Items for Purchase	72,752	74,837	54,458	70,000	46,408	65,000	70,000	0.00%
	Total Supplies	262,730	281,816	302,358	326,100	228,630	333,000	356,000	9.17%

Fund 555 - Campground Fund (Continued)  
Expenses - 6180

Account	Account Name	2022 Actual	2023 Actual	2024 Actual	Original/Amended 2025 Budget	3/31/25 YTD	2025 Projected	2026 Budget	Budget % Change
Capital									
54-1315	Buildings	18,233	-	-	400,000	-	-	350,000	100.00%
54-2100	Vehicles & Equipment	9,676	9,090	-	95,000	73,445	73,445	-	100.00%
54-1410	Site Improvements	-	-	-	-	-	-	450,000	100.00%
	Total Capital	27,909	9,090	-	495,000	73,445	73,445	800,000	100.00%
Depreciation & Debt Service									
56-1000	Principal (Depreciation)	448,954	470,119	474,451	479,000	479,000	479,000	489,235	2.14%
56-2000	Interest	46,968	37,203	27,225	18,000	12,500	18,000	7,500	-58.33%
	Total Depreciation & Debt Service	495,922	507,322	501,676	497,000	491,500	497,000	496,735	-0.05%
	Total Campground Expenses	<u>1,720,771</u>	<u>1,863,195</u>	<u>2,071,315</u>	<u>2,607,971</u>	<u>1,706,266</u>	<u>2,191,860</u>	<u>3,025,895</u>	16.02%

## Campground Fund Expense Detail - 6180

### 1200 - Contract Services / Software

IT Management Services	79,350
Audit	5,500
Financial Software	5,500
Garbage	11,500
Custodial	90,000
Pest Control	5,000
Big Leaf Network	13,500
Contact Labor	10,000
Lodging Compensation	1,000
Total	<u>221,350</u>

### 3500 - Building & Infrastructure Maintenance

Gravel	5,000
Water / Sewer	8,000
Electrical	5,000
HVAC	5,000
Misc	2,000
Total	<u>25,000</u>

### 3300 - Advertising

Social Media / Internet	50,000
Visitor Guides	15,000
Magazines	11,000
Festivals	1,000
Other	3,000
Total	<u>80,000</u>

### 3500 - Travel & Training

National ARVC Conferences	4,700
Grand Strand Gift Shows	2,500
State Conference	2,000
NRPA and CPRP	150
CPO	650
Total	<u>10,000</u>

### 1100 - Supplies & Equipment

Materials	25,000
Pool Materials	7,000
Uniforms	2,000
Equipment	16,000
Postage	1,000
Total	<u>51,000</u>

### 1230 - Utilities

Phone System	5,500
Fiber	18,000
Cable / backup	23,500
Water / Sewer	40,000
Electric	145,000
Propane & Fuel	3,000
Total	<u>235,000</u>

### 1520 - Camp Store Items for Resale

Propane	12,000
Apparel	15,000
Groceries	18,000
RV Supplies	10,000
Firewood	15,000
Total	<u>70,000</u>

Fund 555 - Campground Fund  
 Itemized List of Capital Requests - Multi Year

Account	Description	FY25 Original / Amended Budget		FY26 Budget Request
		Budget Amount	Actual Spent	Budget Amount
54-1315	Maintenance Building - Carryover into FY25	\$ 350,000	\$ -	\$ 350,000
	Polk St. Property Expansion	-	-	400,000
	Pavillion Retaining Wall Expansion	-	-	50,000
54-2100	WiFi Access Point Replacement	20,000	-	-
54-1315	Bathhouse Construction Drawings - Carryover in FY25	50,000	-	-
54-2100	Vehicles - Bucket Truck (shared vehicle)	75,000	-	-
	Total Capital Additions	495,000	-	800,000

In August 2016, the City of Tybee Island entered into an intergovernmental agreement with the Chatham County Recreation Authority to issue the Chatham County Recreational Authority Refunding Revenue Bonds to finance the City's Campground Project. \$4.4 million was issued with the bonds secured by the revenues received through the Campground. This bond matures in 2027.

Item #6.

**File Attachments for Item:**

7. Councilmember Sears: Approval of Resolution 2025-09, Providing Schedules and Procedures for Setting Council Meeting Agendas

**RESOLUTION NO. 2025 -09**

**A RESOLUTION TO AMEND THE RULES OF COUNCIL  
SO AS TO REVISE RULE 3 IN ITS ENTIRETY**

WHEREAS, the Charter of the City of Tybee Island expressly authorizes the adoption of rules of procedure in Section 2.20 thereof; and

WHEREAS, the Charter establishes the procedure for adoption of ordinances and states when an ordinance is required; and

WHEREAS, Council has previously established rules eliminating Robert's Rules of Order and substituting rules adopted by Council therefore (the "Rules"); and

WHEREAS, pursuant to Ordinance No. 10-2010 the City has amended ordinances on rules of procedure in Section 2-81; and

WHEREAS, the Mayor and Council now consider the existing rules in Section 3 of the Rules addressing Agendas need revisions and therefore, the purpose of this Resolution is to provide for a new Section 3 dealing with Agendas; and

NOW, THEREFORE, it is hereby resolved that the attached Section 3 Agendas is hereby adopted and replaces existing Section 3.1 and 3.2 with new Sections 3.1 through 3.8 all as provided in the attached. The attached revisions to Section 3 shall be enforced and adopted pending the adoption of an ordinance amendment and until such time as new rules are amended.

BE IT SO RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

CITY OF TYBEE ISLAND, GEORGIA

By: \_\_\_\_\_  
Brian West, Mayor

ATTEST:

By: \_\_\_\_\_  
Clerk of Council

## **SECTION 3 AGENDAS**

### **3.1 FORM AND PROCEDURE**

The form of, and the procedures for, preparing and approving the agendas for the council's meetings shall be as described in this Section 3. For purposes of this Section 3, council's meetings consist of its regular meetings as required by Section 2.78 of the Code, its workshop meetings as scheduled by council from time to time and its special meetings called pursuant to Section 2.19(b) of the Charter. Emergency meetings are handled in accordance with Section 2.254 of the Charter.

### **3.2 APPROVAL OF AGENDA AND WORKSHOP SCHEDULE**

#### **A)**

(i) In addition to items traditionally included on agendas for regular and workshop meetings, there shall be added as the initial item – "COUNCIL'S APPROVAL OF THE AGENDA". By majority vote, council can delete or postpone any item on an agenda, which vote must follow a seconded motion and opportunity for discussion. Following votes on all motions to delete or postpone or in the absence of any such motion council will approve the agenda.

(ii) In the event an agenda item is deleted or postponed pursuant to Section 3.2 (A) (i) above, anyone present at the council meeting wishing to address council concerning such item may do so at the same time and in the same manner as he or she would have if the item had remained on the agenda.

**B)** In addition, there shall be included as the last item on an agenda for council's regular meetings -"COUNCIL'S APPROVAL OF SCHEDULE FOR WORKSHOP MEETINGS" - if there is a proposal to amend the then existing approved workshop schedule. Schedules of workshop meetings must be approved by majority vote of council.

### **3.3 DISCUSSION**

**A)** Items on agendas for regular meetings which are labelled or described as "for discussion" shall not be voted on and no action shall be taken with respect to such items.

**B)** Except for the initial item, (COUNCIL'S APPROVAL OF THE AGENDA), items on agendas for workshop meetings are "for discussion" only and shall not be voted on and no action shall be taken with respect thereto.

### **3.4 AGENDA PREPARATION**

With the assistance of the city clerk, the city manager and the mayor shall prepare proposed agendas for regular and workshop meetings as follows:

- A)** On the 7<sup>th</sup> business day prior to a regular or workshop meeting (this would be Tuesday of the week before a regular meeting), the city manager will deliver to the city clerk for immediate distribution to council his proposed agenda for that meeting with supporting documentation to be included in the packet.
- B)** On or before 5:00 p.m. of the 6<sup>th</sup> business day prior to a regular or workshop meeting (the “cut off time”) (this would be the Wednesday of the week before a regular Thursday meeting) any item requested by a council member to be on the agenda must be delivered to the city clerk together with supporting documents. Such item shall be included in the agenda. On or before the cut off time, citizens wishing to have a matter on the agenda must submit the required request form to the city clerk. Except as otherwise provided in Sec. 3.5 below strict adherence to this schedule shall be required for inclusion in the agenda.
- C)** On the 5<sup>th</sup> business day prior to a regular or workshop meeting (this would be the Thursday of the week before a regular Thursday meeting) the city clerk shall compile the packet (containing all submitted supporting documentation for items on the agenda) for city manager and council member’s review and comment.
- D)** On the 4<sup>th</sup> business day prior to a regular or workshop meeting (this would be the Friday of the week before a regular Thursday meeting), the city clerk shall post the completed proposed agenda and packet to the city’s website and shall otherwise make the same available to the public as may be required by law.
- E)** Throughout the preparation of regular meeting agendas, the city manager shall provide council with drafts of the agendas and give members and mayor an opportunity to comment thereon.

### **3.5 ADDITION OF ITEMS**

After the cut off time, no additional items shall be added or changes made to an agenda other than those deemed to be necessary to the operation and functioning of the city by the city manager or the city attorney, with council to be provided immediate notice of any such additional items and the reason therefor. Any addition or change to an agenda must be made as far in advance of the meeting as practicable and public notice must be given describing any addition to the agenda and the reason therefor. No item may be added or change made to an agenda less than 24 hours prior to the meeting.

### **3.6 SPECIAL MEETINGS**

According to Section 2.19(b) of the charter only the business stated in the call for a special meeting may be transacted at the special meeting. The call for a special meeting shall constitute the agenda for that meeting.

### **3.7 CONSENT AGENDA**

Council shall consider items that can be placed on a consent agenda for unanimous action during the business portion of regular meetings. To be considered for placement on a consent agenda an item should include a brief description of its purpose or its purpose shall be described orally during consideration of the consent agenda.

### **3.8 COMPOSITION OF COUNCIL**

As stated in Section 2.10 of the charter, the council is composed of a mayor and six council members. Accordingly, any reference to "council" includes the mayor as well as the council members.

**File Attachments for Item:**

8. Councilmember Ploughe: Approval of Resolution 2025-11, Directing the City Manager to Communicate with the Tybee Island Maritime Academy (TIMA), Savannah-Chatham County Public School System (SCCPSS), Tybee Island YMCA and Additional Entities for the Purpose of Exploring TIMA's, SCCPS', YMCA's and Additional Entities' Interest and the Feasibility of Locating a Shared Use School and Community Facility Located in Tybee Island Memorial Park

**RESOLUTION NO. 2025 - 11**

**A RESOLUTION OF THE CITY OF TYBEE ISLAND, GEORGIA TO DIRECT THE TYBEE ISLAND CITY MANAGER TO COMMUNICATE WITH THE TYBEE ISLAND MARITIME ACADEMY (TIMA), THE SAVANNAH-CHATHAM COUNTY PUBLIC SCHOOL SYSTEM (SCCPSS), THE TYBEE ISLAND YMCA AND ADDITIONAL ENTITIES AS NECESSARY FOR THE PURPOSE OF EXPLORING TIMA, SCCPSS, YMCA AND ADDITIONAL ENTITIES INTEREST AND THE FEASIBILITY OF LOCATING A SHARED USE SCHOOL AND COMMUNITY FACILITY (“FACILITY”) LOCATED IN TYBEE ISLAND MEMORIAL PARK:**

**WHEREAS**, the City of Tybee Island (“City”) has approximately 3,114 residents per 2020 US Census; and

**WHEREAS**, the City has enacted legislation to encourage a resident and family friendly community; and

**WHEREAS**, the City per its Comprehensive Plan Update of 2021-2026 has identified in Section 2.3: Needs and Opportunities, Sub-Section: Livability and Neighborhood Enrichment, that there is “Limited on-island educational options”, further stating “There is only one school on Tybee Island, which is a chartered school with a waiting list. These limited options may deter families with children from settling on the Island.”; and

**WHEREAS**, the City per its Comprehensive Plan Update of 2021-2026 has identified in Section 2.3: Needs and Opportunities, Sub-Section : Intergovernmental Cooperation under Community Partners, that “The City can strengthen its relationship with community partners, including the CORE MPO, area colleges and universities, area nonprofits, the Chatham County School Board, the Savannah Area Chamber, statewide and federal agencies, the Coastal Regional Commission and other groups”; and

**WHEREAS**, the City per its Comprehensive Plan Update of 2021-2026 has identified in Section 3.1, Community Vision and Goals: “As concerned citizens of The City of Tybee Island, we will be conscientious stewards of our unique historic and cultural heritage, strong neighborhood ties, environmental resources, and diverse community of passionate residents. We will ensure that our growth does not exceed the Island’s carrying capacity. We will foster a vibrant, year-round economy and support our business community in its goal to provide quality services and facilities for both residents and visitors. We will provide increased recreational and educational opportunities for all age groups to promote Tybee Island as a family friendly destination to live, visit, or do business, while enhancing the distinctive atmosphere of our Island life.”; and

**WHEREAS**, the City per its Comprehensive Plan Update of 2021-2026 has identified in Section 3.1, Community Vision and Goals:

“Goal 1: Guide development patterns to protect community character and enhance the distinctive nature of Tybee Island” with further definition included in Sub-Section 3.2: Goals and Policies, “Tybee Island’s distinctive community character, grown and maintained for decades as a family-friendly, vibrant and natural oasis for visitors and residents, is of paramount importance”; and

**WHEREAS**, the City per its Comprehensive Plan Update of 2021-2026 has identified in Section 3.1, Community Vision and Goals,

“Goal 4: Foster a livable and vibrant community in which people are proud to live, visit and do business” with further definition included in Sub-Section 3.2: Goals and Policies,

“Invest in Tybee families by supporting and promoting educational, cultural, recreational and economic opportunities and amenities across the age range”; and

**WHEREAS**, the City per its Comprehensive Plan Update of 2021-2026 has identified in Section 3.3 Quality Community Objectives, Sub-Section 9. Educational Opportunities: that “Make educational and training opportunities readily available to all community residents to improve their job skills, adapt to technological advances, manage their finances, or pursue life ambitions. Tybee Island features one school on the island itself, the chartered Tybee Island Maritime Academy, for elementary-age students. The Island is served as part of the Savannah-Chatham County Public School System, which buses students to and from the Island. The Island is also close to several private schools and seven area colleges and universities. The library also provides adult education services. Residents continue to indicate a desire for more educational opportunities across the age range, and the city should continue to explore options for promoting such ventures.”; and

**WHEREAS**, the City per its Comprehensive Plan Update of 2021-2026 has summarized in Section 4.1 Zoning: P-C: Parks/Conservation: that the following permitted Uses: “Parks-public, playgrounds; ball fields and/or sports arenas, picnic facilities, public schools, public libraries, public parking and municipal buildings/structures, other public uses as approved by the governing body of the city”.

**WHEREAS**, the landlord has notified TIMA that the existing land lease will expire in 2028 and

**WHEREAS**, TIMA has been recognized for:

- TIMA was named One of the Top Two Finalists for GCSA 2019 Charter School of the Year: Innovation Award by the Georgia Charter Schools Association
- TIMA was named Georgia Department of Education STEAM Certified in 2022, the only K-8 school in the region accomplishing this.
- TIMA has been recognized as 1 of 728 Apple Distinguished Schools worldwide in 2022.
- TIMA is ranked 6<sup>th</sup> of 37 Elementary Schools in Savannah-Chatham County District per the US News & World Report Rankings.
- TIMA is ranked 5<sup>th</sup> of 23 Middle Schools in Savannah-Chatham County District per the US News & World Report Rankings.
- A TIMA Instructor was recognized as the Georgia Charter Schools Association’s 2025 Charter School Teacher of the Year
- The TIMA Principal was awarded with the 2024 Charter School Leader of the Year Award by the Georgia Charter School Association’

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Tybee Island duly assembled that Mayor and Council of the City of Tybee Island direct the Tybee Island City Manager to communicate with the Tybee Island Maritime Academy (TIMA), the Savannah-Chatham County Public School System (SCCPSS), the Tybee Island YMCA and additional entities as necessary for the purpose of exploring TIMA, SCCPSS, YMCA and additional entities interest and the feasibility of locating a shared use school and community facility located in Tybee Island Memorial Park; including

necessary with the purpose to maintain green space park use as consistent with the current development of Memorial Park. The Tybee Island City Manager is to provide frequent and public progress updates to City Council on the communications and obtain City Council approval for all contractual agreements.

SO RESOLVED, this \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST: CITY OF TYBEE ISLAND, GEORGIA

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

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

Fabian Mann, City Clerk

Brian West, Mayor Clerk of Council

**File Attachments for Item:**

10. Community Development Director Patricia Sinel: Approval of Development Services Fee Schedule Update for Planning, Zoning, and Building Fees



# City of Tybee Island

## Memorandum

To: City of Tybee Island City Council and City Manager  
From: Patricia Sinel, Director of Community Development  
CC: Tracy O'Connell, City Attorney, and Edward "Bubba" Hughes, City Attorney  
Date: June 12, 2025  
Re: Updated Development Fee Schedule

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### Title

Development Services Fee Schedule Update for Planning, Zoning, and Building Fees

### Action

Approval of the updated development fee schedule for developmental services

### Background

In accordance with House Bill 461, the City of Tybee Island must change the way permitting fees are calculated.

- For renovations and all other construction projects, other than new build construction, valued under \$75,000, a flat fee is required for each type of permit or inspection.
- For new construction or for extensive renovation projects valued at \$75,000 or more, fees and inspections can be based on a percentage of or on building valuation data.

Fees for projects under \$75,000 can no longer be calculated solely based on job costs and are required to be flat fees. For projects valued at or over \$75,000, the fees will be based on construction costs.

On Wednesday, May 8, 2025, staff presented a preliminary version of the updated fee schedule during the City Council Budget Workshop. Staff presented the minimum flat fee for residential projects under \$75,000 to be \$75 and for non-residential/commercial projects under \$75,000 to be \$150. Modifications above the flat fee for more review intensive projects were also reviewed.

Staff made additional recommendations for projects at and over \$75,000 based on average permit fees, comparisons with other jurisdictions' development fees, current costs of construction, additional fees, and planning and zoning fees.

The updated fee schedule (attached) is calculated based on square footage and flat fees. These changes are proposed to take effect on 7/1/2025.

### Funding

No funding is needed or proposed.

Alternatives

1. Approval of the updated development fee structure
2. Continue for additional modifications to the development fee structure update

Recommendation

Council adopts Alternative 1

**City of Tybee Island Proposed Development Fee Schedule**

**NON-RESIDENTIAL/COMMERCIAL  
BUILDING PERMIT FEE SCHEDULE**

<b>Non-residential/Commercial Projects under \$75,000 by permit type</b>	<b>PROPOSED NON- RESIDENTIAL/COMMERCIAL FLAT FEES BY PERMIT TYPE</b>	<i>CURRENT Permit fees</i>
<b>Accessory Structure</b>	<b>\$150</b>	\$100
with electrical	<b>\$100</b>	+\$40 + \$5 per \$1000
with plumbing	<b>\$100</b>	+\$40 + \$5 per \$1000
<b>Antennae</b>	<b>\$750</b>	\$500
<b>Cell Tower (new)</b>	<b>\$2,500</b>	\$2,000
<b>Demolition</b>	<b>\$350</b>	\$250
<b>Discovery/Tearout</b>	<b>\$150</b>	\$50
<b>Dock/Crossover</b>	<b>\$750</b>	\$250 + \$8 per \$1000
<b>Driveway/Patio</b>	<b>\$150</b>	\$50 + \$5 per \$1000
<b>Electrical</b>	<b>\$150</b>	\$50 + \$5 per \$1000
Generator	<b>\$150</b>	\$50 + \$5 per \$1000
Solar Panels	<b>\$350</b>	\$50 + \$5 per \$1000
<b>Fence</b>	<b>\$150</b>	\$50 + \$5 per \$1000
<b>Infrastructure</b>	<b>\$300</b>	\$50 + \$5 per \$1000
<b>Mechanical</b>	<b>\$150</b>	\$50 + \$5 per \$1000
<b>Miscellaneous Work not covered</b>	<b>\$150</b>	\$50 + \$5 per \$1000
<b>Plumbing</b>	<b>\$150</b>	\$50 + \$5 per \$1000
<b>Relocation of Structure</b>	\$250	\$250
<b>Renovation</b>	<b>\$150</b>	\$50 for first \$1000 + \$5 per \$1000
<b>Roofing</b>	<b>\$150</b>	\$50 + \$5 per \$1000
<b>Sprinkler (Fire Suppression)</b>	<b>\$150</b>	\$100 + \$1 per sprinkler head
<b>Swimming Pool</b>	<b>\$500</b>	\$50 + \$5 per \$1000
<b>Temporary Structure</b>	\$100	\$100
<b>Well (Deep)</b>	<b>\$300</b>	\$100
<b>Well (Shallow)</b>	<b>\$150</b>	\$50
<b>Windows and Doors</b>	<b>\$150</b>	\$50 + \$5 per \$1000

**City of Tybee Island Proposed Development Fee Schedule**

<b>All-inclusive Non-residential/Commercial Building Permit Fee for New Construction &amp; Renovations Costing \$75,000+</b>	<b>PROPOSED FEES BY PERMIT TYPE</b>	<i>CURRENT Permit fees</i>
<b>Cost of Construction up to \$1,000,000</b>	<b>\$10.00 per \$1,000 plus inspections</b>	<i>\$50 + \$5 per \$1000 plus inspections</i>
<b>Cost of Construction between \$1,000,000 and \$5,000,000</b>	<b>\$8.00 per \$1,000 plus inspections</b>	<i>\$50 + \$5 per \$1000 plus inspections</i>
<b>Cost of Construction between \$5,000,000 and \$10,000,000</b>	<b>\$4.00 per \$1,000 plus inspections</b>	<i>\$50 + \$5 per \$1000 plus inspections</i>
<b>Cost of Construction in excess of \$10,000,000</b>	<b>\$2.00 per \$1,000 plus inspections</b>	<i>\$50 + \$5 per \$1000 plus inspections</i>

<b>PROPOSED Non-residential/Commercial Cost of Construction is determined by the greater of the following:</b>	<i>CURRENT New Construction value:</i>
<ul style="list-style-type: none"> <li>• All labor, materials, profit and overhead.</li> <li>• Contract cost</li> <li>• Covered square feet of structure x \$125.00</li> </ul>	<ul style="list-style-type: none"> <li>• \$100 per heated sq. ft.</li> </ul>

**City of Tybee Island Proposed Development Fee Schedule**

**RESIDENTIAL BUILDING (SINGLE-FAMILY AND TWO-FAMILY)  
PERMIT FEE SCHEDULE**

<b>Residential Projects under \$75,000 by permit type</b>	<b>PROPOSED RESIDENTIAL FEES FLAT FEES BY PERMIT TYPE</b>	<i>CURRENT Permit fees</i>
<b>Accessory Structure</b>	\$100	\$100
with electrical	\$75	+\$40 + \$5 per \$1000
with plumbing	\$75	+\$40 + \$5 per \$1000
<b>Demolition</b>	\$350	\$250
<b>Discovery/Tearout</b>	\$75	\$50
<b>Dock/Crossover</b>	\$500	\$100 + \$5 per \$1000
<b>Driveway/Patio</b>	\$75	\$50 + \$5 per \$1000
<b>Electrical</b>	\$75	\$50 + \$5 per \$1000
Generator	\$75	\$50 + \$5 per \$1000
Solar Panels	\$250	\$50 + \$5 per \$1000
<b>Fence</b>	\$75	\$50 + \$5 per \$1000
<b>Infrastructure</b>	\$300	\$50 + \$5 per \$1000
<b>Mechanical</b>	\$75	\$50 + \$5 per \$1000
<b>Miscellaneous Work not covered</b>	\$75	\$50 + \$5 per \$1000
<b>Plumbing</b>	\$75	\$50 + \$5 per \$1000
<b>Relocation of Structure</b>	\$250	\$250
<b>Roofing</b>	\$75	\$50 + \$5 per \$1000
<b>Sprinkler (Fire Suppression)</b>	\$150	\$100 + \$1 per sprinkler head
<b>Swimming Pool</b>	\$350	\$50 + \$5 per \$1000
<b>Temporary Structure</b>	\$100	\$100
<b>Well (Deep)</b>	\$150	\$100
<b>Well (Shallow)</b>	\$75	\$50
<b>Windows and Doors</b>	\$75	\$50 + \$5 per \$1000

**City of Tybee Island Proposed Development Fee Schedule**

<b>All-inclusive Residential Building Permit Fee for New Construction &amp; Renovations Costing \$75,000+</b>	<b>PROPOSED FEES BY PERMIT TYPE</b>	<i>CURRENT Permit fees</i>
<b>Cost of Construction up to \$1,000,000</b>	\$8.00 per \$1,000 plus inspections	\$50 + \$5 per \$1000 plus inspections
<b>Cost of Construction between \$1,000,000 and \$5,000,000</b>	\$6.00 per \$1,000 plus inspections	\$50 + \$5 per \$1000 plus inspections
<b>Cost of Construction between in excess of \$5,000,000</b>	\$4.00 per \$1,000 plus inspections	\$50 + \$5 per \$1000 plus inspections

<b>PROPOSED</b> <b>New Residential Cost of Construction is determined by the greater of the following:</b>	<i>CURRENT New Construction value:</i>
<ul style="list-style-type: none"> <li>• All labor, materials, profit and overhead</li> <li>• Contract cost</li> <li>• Covered square feet of structure x \$100.00</li> </ul>	<ul style="list-style-type: none"> <li>• \$100 per heated square foot</li> </ul>

**City of Tybee Island Proposed Development Fee Schedule**

**OTHER DEVELOPMENT FEES**

<b>Projects by permit type</b>	<b>PROPOSED FEES BY PERMIT TYPE</b>	<i>CURRENT Permit fees</i>
<b>Buffer Encroachment Permit</b>	\$250	\$250
<b>Land Disturbing Activity</b>	\$250	\$250
<b>Mural</b>	\$75	\$75
<b>Sign-Banner</b>	<b>\$25</b>	\$15
<b>Sign-Permanent</b>	<b>\$150</b>	\$75 + \$10 per \$1000
with electrical	<b>\$150</b>	+\$40 + \$10 per \$1000
<b>Sign Temporary</b>	\$50	\$50
with electrical	<b>\$50</b>	+\$40 + \$10 per \$1000
<b>Street Cut (ROW)</b>	\$75 + \$750 performance bond	\$75 + \$750 performance bond
<b>Tree Removal (Dead/Diseased Tree)</b>	<b>\$0</b>	\$15
<b>Tree Removal (Viable Tree)-</b> if mitigation is not needed or if replanting occurs	\$50	\$50
<b>Tree Removal (Viable Tree)-</b> if mitigation is required but replanting is not feasible	<b>\$50 plus \$100 per caliper inch removed paid into Tree Preservation Fund</b>	\$50 plus \$50 per caliper inch removed paid into Tree Preservation Fund

**City of Tybee Island Proposed Development Fee Schedule**

**ADDITIONAL FEES (AS APPLICABLE)**

<b>Projects by permit type</b>	<b>PROPOSED FEES BY PERMIT TYPE</b>	<i>CURRENT Permit fees</i>
<b>Engineering Services Review</b>	Varies with each concurrence	<i>Varies with each concurrence</i>
<b>Inspection</b>	<b>\$25</b>	\$15
<b>Reinspection (each additional after two failures)</b>	\$50	\$50
<b>Plan Review</b>	\$250	\$250
<b>Work without a permit</b>	\$250 + double all fees	<i>\$250 + double all fees</i>
<b>Returned Check</b>	<b>\$35</b>	\$32

**City of Tybee Island Proposed Development Fee Schedule**

**PLANNING AND ZONING FEES**

<b>Projects by application type</b>	<b>PROPOSED FEES BY APPLICATION TYPE</b>	<i>CURRENT fees</i>
Variance-Residential	<b>\$250</b>	\$200
Variance- Non-residential/Commercial	<b>\$750</b>	\$500
Site Plan	\$500	\$500
Site Plan Amendment (minor)	<b>\$75</b>	\$500
Special Review	\$500	\$500
Map Amendment	<b>\$1,000</b>	\$500
Text Amendment	<b>\$1,000</b>	\$500
Major Subdivision	<b>\$500</b>	\$250
Minor Subdivision	<b>\$250</b>	\$125
Subdivision Amendment	<b>\$75</b>	\$125-\$250
Appeal	\$0	\$0