

MAYOR
Brian West

MAYOR PRO TEM
Spec Hosti

CITY COUNCIL
Nick Hale
Cam Jackson
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 February 26, 2026 | 6:30 PM

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

AGENDA

Opening Ceremonies

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Announcements

Recognitions and Proclamations

Employee of the Fourth Quarter (2025) — Demia Beaver

Employee of the Year (2025) — Whitney Hooker

1. Proclamation — "Black History Month"

Consideration of Items for Consent Agenda

Consideration of Approval of Meeting Minutes

2. City Council Regular Meeting Minutes — February 12, 2026

Consideration of Committee Appointments

3. Appointment of Five (5) Commissioners to the Ethics Commission
4. Approval of Two (2) Recommended Commissioners to the Historic Preservation Commission

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



**(912) 786-4573 tel
(912) 786-5737 fax
www.cityoftybee.org**

City Manager Discussion

5. Action Item List Update

Citizens to be Heard

Shirley Wright — “Why Tybee Island Needs a Strong Ethics Ordinance”

Public Comments

If anyone wishes to speak on any item on the agenda other than the Public Hearings, please approach the podium and limit your comments to three minutes.

Consideration of Approval of Consent Agenda

Consideration of Agreements

6. Award of RFP 2025-791: Professional Services for New Fire Station Design
7. Professional Services Agreement with AWR Strategic Consulting

Consideration of Resolutions and Ordinances

8. Mayor West: Approval of Resolution 2026-03, Requesting the Local Delegation to Authorize a Referendum to Amend the City's Charter to Restructure Composition of Council to Include Designated Posts and to Revise Election Procedures to Require Voting for Councilmember Posts and Majority Vote for any Elected Official
9. Mayor West: Updating the Code of Ordinances Related to Short Term Rentals — Discussion and Refer to Staff to Draft Ordinance Changes and then to Planning Commission for Review

City Attorney Considerations

10. SPLOST VIII Bond Validation Authorization

Executive Session

Discuss Litigation, Personnel, and Real Estate

Possible Executive Session Vote

Adjournment

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.

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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. Proclamation — "Black History Month"

CITY OF TYBEE ISLAND

PROCLAMATION

“BLACK HISTORY MONTH”

WHEREAS, Black History Month provides an opportunity to recognize and celebrate the achievements, contributions, and enduring legacy of African Americans throughout the history of the United States and within communities across our nation; and

WHEREAS, African Americans have made significant contributions to the social, cultural, economic, and civic life of this country, advancing the principles of equality, justice, and opportunity for all; and

WHEREAS, the observance of Black History Month promotes greater understanding of our shared history, encourages reflection on the ongoing pursuit of equity and inclusion, and inspires continued progress toward a more just society; and

WHEREAS, the City of Tybee Island values diversity, mutual respect, and community engagement, and recognizes the importance of honoring the contributions of African Americans whose leadership, service, and cultural heritage have helped shape our nation and strengthen communities; and

WHEREAS, Black History Month serves as a reminder of the importance of fostering unity, promoting understanding, and celebrating the rich cultural heritage that contributes to the quality of life within our community.

NOW, THEREFORE, BE IT RESOLVED, that, I, MAYOR OF TYBEE ISLAND, GA:

- (1) proclaim the month of February 2026 as Black History Month in the City of Tybee Island; and
- (2) encourage all residents and visitors to observe this month through reflection, education, and participation in activities that honor the history and contributions of African Americans.



BRIAN WEST, MAYOR
CITY OF TYBEE ISLAND

File Attachments for Item:

2. City Council Regular Meeting Minutes — February 12, 2026

MAYOR
Brian West

CITY COUNCIL
Nick Hale
Cam Jackson
Tony Ploughe
Nick Sears
Kathryn Williams



CITY MANAGER
Bret Bell

ASST CITY MANAGER
Michelle Owens

MAYOR PRO TEM
Spec Hosti

CITY CLERK
Fabian Mann

CITY ATTORNEYS
Edward M. Hughes
Tracy O'Connell

CITY OF TYBEE ISLAND

**City Council Regular Meeting
February 12, 2026 — 6:30 PM**

Meeting Minutes

Call to Order — The City of Tybee Island City Council held a regular city council meeting on Thursday, February 12, 2026, at 78 Van Horne Avenue, Tybee Island, GA 31328. The meeting was called to order by Mayor Brian West at approximately 6:30 PM. Councilmember Nick Hale, Mayor Pro Tem Michael "Spec" Hosti, Councilmember Cam Jackson, 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, and City Attorney Edward Hughes were present.

Invocation — The invocation was led by **Father John Lyons**

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

Consideration of Approval of Agenda

Councilmember Sears made a motion to table Item 4 on the amended agenda until the meeting after next (March 12, 2026). **Councilmember Williams** seconded the motion. **Motion passed unanimously.**

Councilmember Sears made a motion to table Item 5, 6, and 7 on the amended agenda until the next city council workshop (February 26, 2026). **Councilmember Williams** seconded the motion. **Councilmember Sears** voted in favor of the motion. **Councilmember Jackson, Hosti, Williams, Ploughe, and Hale** voted against the motion. **Motion failed 5-1.**

Councilmember Ploughe made a motion to table Item 3 indefinitely on the amended agenda. **Councilmember Hosti** seconded the motion. **Motion passed unanimously.**

Councilmember Williams made a motion to approve the remaining items on the agenda. **Councilmember Jackson** seconded the motion. **Motion passed unanimously.**

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



(912) 786-4573 tel
(912) 786-5737 fax
www.cityoftybee.org

Item #2.

Consideration of Items for Consent Agenda

- City Council Regular Meeting Minutes — January 8, 2026
 - Agreement with the Georgia Forestry Commission to Conduct a Prescribed Burn on Accreted Land off Van Horn Avenue
-

Citizens to be Heard

- Sarah Alley, Manomet Conservation Sciences — Shorebird Festival
Beth Palmer, Tybee Island Marine Science Center

Sarah Alley and Beth Palmer presented information about the Shorebird Festival on February 19 -21, 2026.

Public Comments

- Roger Huff started speaking about the local historic district designation and was asked to return to the podium during the public hearing section of the meeting.
 - Dave Lake spoke about the Forestry Commission agreement, particularly concerning the rightful landowner of the property.
 - Dee Matkowski inquired about the origin of the ethics ordinance listed on the agenda for discussion.
-

Consideration of Approval of Consent Agenda

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

Public Hearings

- Comprehensive Plan Process — Kick-Off for the 2026-2031 Tybee Island Comprehensive Plan. Coastal Regional Commission. (GA Comp. R. & Regs. R. 110-3-2)

Community Development Director Patricia Sinel introduced the comprehensive plan process and explained the plan's update. Chelsie Fernald, planning manager for the Coastal Regional Commission, explained how the Commission would assist the City of Tybee with its comprehensive plan update.

Mayor and Council Considerations

Councilmember Hosti made a motion to approve the comprehensive plan process. **Councilmember Ploughe** seconded the motion. **Motion passed unanimously.**

- Conveyance — Request by the Savannah Pilots Association to Acquire an 8,549 Square Foot Strip of the Parcel Legally Described as The 317.5 X 150 Portion of Abandoned Right of Way GA - 3 Old US Highway 80 - PIN 40024 01006 - Zoned M-D - City of Tybee Island (Owner)

City Manager Bret Bell explained staff's recommendation for the city council to continue the conveyance request until a later meeting and instead consider the abandonment of the right of way.

Public Comments

Holly Grell-Lawe, Tybee Island Historic Preservation Commission Chairperson, inquired if the conveyance would impact discussions concerning a potential Lazaretto memorial in the area.

- Designation of a Local Historic District: Designation by Ordinance of the Fort Screven and North Campbell Neighborhood Local Historic District

Public Comments

Roger Huff recommended considering an alternative of incentivizing citizens to preserve history instead of the local historic district ordinance.

Maureen Moss expressed her disapproval of the local historic district designation.

Holly Grell-Lawe presented a slideshow presentation providing information to counter misinformation of the local historic district designation circulating on social media.

Dottie Klutz urged the mayor and city council to not shut the door on historic preservation.

Jenny Rutherford suggested that the city council should pause the local historic district proposal and focus on existing problems in the city.

- Text Amendment: Updates to Article 1 — Introduction of the Land Development Code

Community Development Director Patricia Sinel explained the request is to amend the Land Development Code (LDC) to modify Article 1-Introduction, Article 2- Definitions, Article 3 -General Provisions, Article 4- Zoning Districts, and Article 5 – Procedures for Administration and Enforcement to improve clarity, remove irrelevant or outdated information, include best planning practices, update definitions, and provide minor updates to certain standards.

Minor changes to Article 1 include updates to the zoning map and LDC locations, formats, and responsible parties. Planning Commission unanimously recommended approval of the changes to Article 1.

Mayor and Council Considerations

Councilmember Hosti made a motion to approve the first reading of the text amendment to modify Article 1 of the Land Development Code. **Councilmember Sears** seconded the motion. **Motion passed unanimously.**

Text Amendment: Updates to Article 2 — Definitions of the Land Development Code

Definitions within Article 2 were reviewed for clarity, consistency, best practice, and ease of interpretation. Obsolete definitions or those not pertinent to Tybee Island are recommended for removal. Recommended additions are to address noted deficiencies in the code. Updates reflect best planning practices, changes in practice and/or policy, updates necessary to meet current state and federal requirements, and updates to be in line with state and federal definitions. Planning Commission recommended approval of the definition changes by a 4-1 vote.

Mayor and Council Considerations

Councilmember Williams made a motion to approve the first reading of the text amendment to modify Article 2 of the Land Development Code. **Councilmember Hosti** seconded the motion. **Councilmember Williams, Hosti, Jackson, Ploughe, and Hale** voted in favor of the motion. **Councilmember Sears** voted against the motion. **Motion passed by a 5-1 vote.**

Text Amendment: Updates to Article 3 — General Provisions of the Land Development Code

Recommended changes of Article 3 provide clarifying modifications to nonconformities, accessory structures, home occupations, and home business offices. There are now recommended options for off-street parking requirements. Additional recommendations include setback and language consistency in tables and text. Planning Commission recommended approval with conditions by a 4-1 vote.

The conditions include:

- o Reject the height reduction from eight feet to six feet on masonry walls/fences in Sec 3-160 (C)(1)(a).
- o Replace "elevators" with "elevators/lifts" in Sec 3-090(A)(2)(b).
- o Leave the 200' average (block face) rule unchanged in Sec. 3-090 (A)(1).

Public Comments

Anna Butler expressed her concern on the proposed height reduction for buffers between commercial and residential uses.

Mayor and Council Considerations

Councilmember Hosti made a motion to approve the first reading of the text amendment to modify Article 3 of the Land Development Code with the Planning Commission's conditions. **Councilmember Jackson** seconded the motion. **Councilmember Hosti, Jackson, Williams, Ploughe, and Hale** voted in favor of the motion. **Councilmember Sears** voted against the motion. **Motion passed by a 5-1 vote.**

Text Amendment: Updates to Article 4 — Zoning Districts of the Land Development Code

Proposed changes to Article 4 include the removal of conflicting language. Planning Commission recommended unanimously recommended approval.

Mayor and Council Considerations

Councilmember Williams made a motion to approve the first reading of the text amendment to modify Article 4 of the Land Development Code. **Councilmember Hosti** seconded the motion. **Councilmember Williams, Hosti, Jackson, Ploughe, and Hale** voted in favor of the motion. **Councilmember Sears** voted against the motion. **Motion passed by a 5-1 vote.**

Text Amendment: Updates to Article 5 — Procedures for Administration and Enforcement of the Land Development Code

Recommended changes within the Article include updates to language to reflect current department and staff responsibility. Planning Commission unanimously recommended approval.

Mayor and Council Considerations

Councilmember Hosti made a motion to approve the first reading of the text amendment to modify Article 5 of the Land Development Code. **Councilmember Jackson** seconded the motion. **Motion passed unanimously.**

Text Amendment: Updates to Article 6 — Sign Regulations of the Land Development Code

Community Development Patricia Sinel explained the request to amend the Land Development Code to modify Article 6 – Sign Regulations to include best planning practices, improve clarity, remove irrelevant or outdated information, include graphic depictions of signs, update definitions, and provide updates to certain standards. Planning Commission unanimously recommended approval with the condition of adding “wind movement” to the definition of animated signs.

Public Comments

Marianne Bramble inquired if she is permitted to use a yard sign on the weekends to guide people to her parking lot.

Mayor and Council Considerations

Councilmember Hosti made a motion to approve the first reading of the text amendment to modify Article 6 of the Land Development Code. **Councilmember Jackson** seconded the motion. **Councilmember Hosti, Jackson, Williams, and Ploughe** voted in favor of the motion. **Councilmember Sears** and **Hale** voted against the motion. **Motion passed by a 4-2 vote.**

Text Amendment: Updates to Article 7 — Tree Removal Regulations of the Land Development Code

Community Development Director Patricia Sinel explained the request to amend the Land Development Code to modify Article 7 – Tree Removal Regulations to include best planning and tree preservation practices, improve clarity, remove irrelevant or outdated information, include lists of significant and recommended trees, update definitions, and provide updates to certain standards. Planning Commission unanimously recommended approval with the following conditions:

- o Change the language of fine levelled for illegal removal/damage of trees from "\$1,000 per tree per day" to "up to \$1,000 per tree per day" in Sec.7-090 (A).
- o Refine the language in 7-060(F) to make it more readable.

Public Comments

Dee Matkowski asked for clarification on tree planting requirements and expressed disagreement with the proposed fine.

Mayor and Council Considerations

Councilmember Williams made a motion to approve the first reading of the text amendment to modify Article 7 of the Land Development Code with the recommended conditions from Planning Commission. **Councilmember Hosti** seconded the motion. **Councilmember Hosti, Jackson, Williams, and Ploughe** voted in favor of the motion. **Councilmember Sears** and **Hale** voted against the motion. **Motion passed by a 4-2 vote.**

Consideration of Agreements

- Amendment of Professional Services Agreement with Thomas & Hutton

Councilmember Williams recused herself from the discussion and subsequent vote due to the project's involvement with her personal property.

Councilmember Hosti made a motion to approve the Professional Services Agreement. **Councilmember Ploughe** seconded the motion. **Motion passed unanimously.**

Councilmember Williams returned to the dais.

Consideration of Ordinances and Resolutions

- Approval of Resolution 2026-02, Committing Local Resources and Submittal of the 2026 Certified Local Government Grant Application

Councilmember Hosti made a motion to approve Resolution 2026-02. **Councilmember Ploughe** seconded the motion. **Motion passed unanimously.**

- Approval of Resolution 2026-04, Authorizing the Initiation of Abandonment Proceedings for a 30-Foot Wide Portion of Right-of-Way of Old Georgia Highway 26

Councilmember Williams made a motion to approve Resolution 2026-04. **Councilmember Sears** seconded the motion. **Motion passed unanimously.**

- Mayor West: Ordinance 2026-01, Updating and Consolidating the Various Provisions in the Code of Ordinances Related to Ethics — Discussion Only

Councilmember Hosti made a motion to send the proposed Ordinance 2026-01 to the Ethics Commission for review. **Councilmember Jackson** seconded the motion. **Councilmember Hosti, Jackson, Sears, Ploughe,** and **Hale** voted in favor of the motion. **Councilmember Williams** voted against the motion. **Motion passed by a 5-1 vote.**

Executive Session

Councilmember Hosti made a motion to move into executive session regarding real estate, litigation, and personnel. **Councilmember Ploughe** seconded the motion. **Motion passed unanimously.**

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

Adjournment

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

City of Tybee Island



Brian West, Mayor

Attest:



Fabian Mann, Jr., City Clerk

DRAFT

**P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(912) 786-4573 – FAX (912) 786-5737
www.cityoftybee.org**

Item #2.



File Attachments for Item:

3. Appointment of Five (5) Commissioners to the Ethics Commission



City of Tybee Island

Memorandum

To: City of Tybee Island City Council
From: Fabian Mann, City Clerk
Date: February 26, 2026
Re: Ethics Commission Appointments

Title

2026 Ethics Commission Appointments

Action

Select and appoint five (5) commissioners to the City of Tybee Island's Ethics Commission, three (3) commissioners for a two-year term and two (2) for a one-year term

Background

The Ethics Commission is a seven-member advisory board responsible for the administration and enforcement of the city's code of ethics.

Facts and Findings

1. Per the bylaws, Ethics Commission members serve two-year staggered terms, with the terms of four members expiring in odd-numbered years and three members' terms expiring in even-numbered years.
2. This year (2026), the terms of five members expire, and next year (2027), two members' terms will expire.
3. Previously, the appointment schedule was interrupted due to members resigning from the Commission before their terms expired.
4. To regain compliance with the bylaws in 2027, three members will be appointed to a two-year term and two members for a one-year term this year.

A total of 18 applications were received for consideration of appointment or reappointment to the Ethics Commission.

Tybee Island Ethics Commission Applicants

Number	Name	Term Length Preference	
		1 Year Term	2 Year Term
1	Marie Beebe	x	x
2	Lee Cheek		x
3	Nancy Frakenhauser (Incumbent)	x	
4	Ben Goggins (Incumbent)		x
5	Jim Harrah		x
6	Sue Jackson		x
7	Carol Kahn		x
8	Jeff Kibert		x
9	Beau Livingston		x
10	Dee Matkowski (Incumbent)		
11	William Morrison	x	
12	Mary Parks		x
13	Mark Reed (Incumbent)		x
14	Robert Schafer		x
15	Mary Sebring		x
16	Chris Sturgess		x
17	Jackie Velickovich		x
18	Ruth Wilson (Incumbent)		x



City of Tybee Island Ethics Commission Application

The Mayor and City Council are seeking five members for appointment to the Ethics Commission:
three (3) to serve two-year terms and two (2) to serve one-year terms.

The Ethics Commission functions to enhance the public's trust in the integrity of city government and provide an advisory resource to assist with the administration and enforcement of the Code of Ethics.

Member Qualifications

- Upon appointment to the Commission, a person must have resided in the city for at least one year, be registered to vote in city elections, and not hold an elected office.
- For the duration of service on the Commission a member must:
 - Reside in the City of Tybee Island; and
 - Be registered to vote in city elections; and
 - Not hold any other elected office or become a candidate for elected office of the United States, this state, this county, or the city;
 - Not be a city employee;
 - Exhibit strong moral character and good citizenship;
 - Be fit to serve as a public servant.

Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: NANCY FRANKENHANSER

Date: 1/27/25

Signature: _____

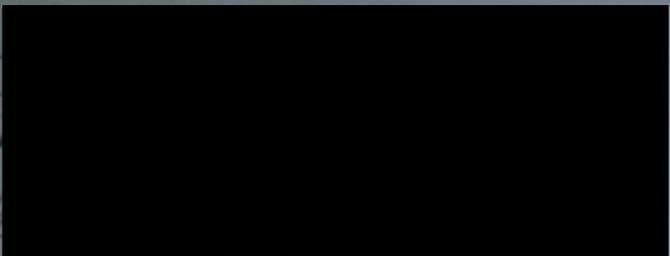
P.O. Box 2749 - 403 Butler Avenue, Tybee Island, Georgia 31328-2749
www.cityoftybee.org

Applicant Information

Phone Number: _____

Email Address: _____

Home Address: _____



Term Length Preference: One-Year Two-Year

Application Submission Instructions

Please submit the completed application and a resume or letter of interest to City Clerk Fabian Mann
11:59 PM on Monday, February 9, 2026.

Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

I retired from Savannah Electric (Georgia Power) in 2006 . I was the Corporate Comptroller and Corporate Secretary. Part of my many functions was the responsibility for corporate compliance with all current laws, including Sarbanes Oxley Act of 2002. That included training to ensure compliance with the Act for all the Company's managers and officers.



City of Tybee Island

Ethics Commission Application

The Mayor and City Council are seeking five members for appointment to the Ethics Commission: **three (3) to serve two-year terms and two (2) to serve one-year terms.**

The Ethics Commission functions to enhance the public's trust in the integrity of city government and provide an advisory resource to assist with the administration and enforcement of the Code of Ethics.

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 - Reside in the City of Tybee Island; and
 - Be registered to vote in city elections; and
 - Not hold any other elected office or become a candidate for elected office of the United States, this state, this county, or the city;
 - Not be a city employee;
 - Exhibit strong moral character and good citizenship;
 - Be fit to serve as a public servant.

Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Marie Beebe

Signature: 

Date: 1/27/2026

Applicant Information

Phone Number: [Redacted]
Email Address: [Redacted]
Home Address: [Redacted]

Term Length Preference: One-Year Two-Year

Application Submission Instructions

Please submit the completed application and a resume or letter of interest to City Clerk Fabian Mann by **11:59 PM on Monday, February 9, 2026.**

Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

Marie Rodriguez Beebe



To the Mayor and Council,

February 8, 2026

I would like to state my interest in serving on the Ethics Committee for the City of Tybee Island. I had served on the committee years ago but had to resign once I put in my application to run for city council.

I believe I would be a great candidate to serve on this committee. I feel the qualities I have to offer would be of great servitude to include honesty, integrity and ethics. I have taken both state and city ethics training.

I have been a resident of the city of Tybee Island over 33 years. Besides the Ethics Committee and serving my third time on the Planning Committee, I have served the citizens of Tybee by volunteering for the TIPD Operation Starlight, TIPD Civilian Liaison Explorers, Tybee Post Theater, Fight Dirty Tybee, Tybee Island Optimist Club. With the help of numerous grants I have trapped, spayed and neutered almost 1000 cats on Tybee winning me the United Way Animal Advocacy of the Year award in 2014. I single handedly raised \$10,000 to build the TIPD an animal control shelter.

I am now semi-retired and though I serve on Planning Commission and am the Vice President of Chatham Area Republican Women, I still feel I have more time to give back to my city.

Thank you for your consideration. I would be honored to serve. I feel the Ethics Committee needs a good diverse committee, should the need of an ethics charge be brought against the mayor or any council member. I feel I would be fair and un-biased in my opinion and listen to all the facts and charges before making a decision.

Sincerely,

A handwritten signature in cursive script that reads "Marie Beebe".

Marie Rodriguez Beebe



City of Tybee Island

Ethics Commission Application

The Mayor and City Council are seeking five members for appointment to the Ethics Commission:
three (3) to serve two-year terms and two (2) to serve one-year terms.

The Ethics Commission functions to enhance the public's trust in the integrity of city government and provide an advisory resource to assist with the administration and enforcement of the Code of Ethics.

Member Qualifications

- Upon appointment to the Commission, a person must have resided in the city for at least one year, be registered to vote in city elections, and not hold an elected office.
- For the duration of service on the Commission a member must:
 - Reside in the City of Tybee Island; and
 - Be registered to vote in city elections; and
 - Not hold any other elected office or become a candidate for elected office of the United States, this state, this county, or the city;
 - Not be a city employee;
 - Exhibit strong moral character and good citizenship;
 - Be fit to serve as a public servant.

Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: William Morrison

Signature: William Morrison

Date: 1/28/2026

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

Applicant In

Phone Number

Email Address:

Home Address:



Term Length Preference: One-Year Two-Year

Application Submission Instructions

Please submit the completed application and a resume or letter of interest to City Clerk Fabian Mann by **11:59 PM on Monday, February 9, 2026.**

Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

William A. Morrison

Attorney At Law

The Morrison Firm, LLC
P.O. Box 1221

Education

B.A. Political Science
The Citadel | 1973

M.A. Political Science
Sam Houston State University | 1975

Completed PHD Coursework in Political Science
University of Georgia | 1977

Juris Doctor
Emory School of Law | 1980

Courts Admitted

Georgia State Superior Court | 1980
Georgia Court of Appeals | 1980
Georgia Supreme Court | 1980
U.S. District Court for the NDGA | 1980
U.S. Court of Appeals for Eleventh Circuit | 1981
U.S. Supreme Court | 1983
U.S. District Court for the SDGA | 1997
U.S. District Court for the MDGA | 2011

Pro Hac Admissions

U.S. District Court for the NDAL
U.S. District Court for the MDFL
U.S. District Court for Massachusetts
U.S. District Court for South Carolina
U.S. District Court for the EDTN
U.S. District Court for the EDTX
U.S. District Court for the EDVA
U.S. District Court for U.S. Virgin Islands

Professional Organizations & Associations

State Bar of Georgia Criminal Defense Law Section
Georgia Association of Criminal Lawyers
National Association of Criminal Defense Lawyers

Courts Admitted

Internship
Prosecuting Attorney's Counsel | Atlanta, GA | 1979-1980

Internship
U.S. Attorney's Office | Atlanta, GA | 1979-1980

Associate
Jones, Worozbyt & Nodvin | Atlanta, GA | 1980-1984

Partner
Worozbyt & Morrison | Atlanta, GA | 1984-1987

Managing Partner
Jones, Morrison & Womack, P.C. | Atlanta, GA | 1987-2016

Adjunct Professor
Georgia State Law School | Atlanta, GA | 2015-2017

The Morrison Firm LLC
Tybee Island, GA | 2017-Present

CLE Training

Georgia Capital Defenders Office
Death Penalty Litigation Winter Seminar | 2006
Trauma Conference | October 2011
Mitigation Practice in Capital Cases | March 2012
Quarterly Training Conference | April, June 2016
Fighting the Death Penalty Once Client at a Time | May 2018
Annual Training Conference | 2017, 2018

Institute of Continuing Legal Education in GA
2004, 2005, 2009, 2015

National Legal Aid & Defender Association
Life in Balance – A Capital Defender Training Program | March 2010

National Association of Criminal Defense Lawyers
Capital *Voir Dire* Seminar: Theory & Intense Practice | May 2010
Decoding & Litigation Mental Health Issues | October 2018

Federal Defender Services | Capital Defense Network | AOUSC
22nd Annual National Federal Habeas Corpus Seminar | August 2017
Federal Death Penalty Strategy Session | 2017-2018

Trials of Note

State of Georgia v. Walter Lee Evans
State of Georgia v. Sam Caldwell
United States v. Sam Caldwell
United States v. Tam Tran Nguyen

Appellate Experience

State of Georgia v. Walter Lee Evans
State of Georgia v. Taylor Cauthorne
United States v. Lewis Miller
United States v. Tam Tran Nguyen

Federal Gang-Related Litigation

United States v. Chris Jones (Ghostface Gangsters)
United States v. Jamel Hughes (PIRU-135)
United States v. Gordon Evans (Nine Trey Bloods)

Trials

United States v. Armando Prudente (SUR-13)
United States v. Dimas Alfaro-Granados (MS-13)
United States v. Donald Glass (Gangster Disciples)
United States v. Tam Tran Nguyen (Vietnamese Street Gang)

Death Penalty Related Cases

State of Georgia v. Jeremy Moody (Death Penalty Trial – New Trial Pending)

Life with Parole

State of Georgia v. Randy Staples
State of Georgia v. Chris Varner
State of Georgia v. Brandon Smith

Life without Parole

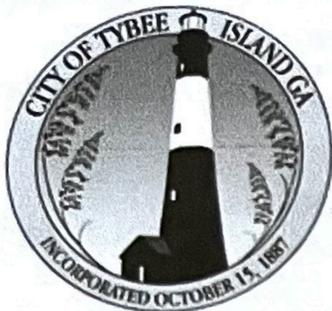
State of Georgia v. William Woodard (Trial)
State of Georgia v. Justin Grady (Plea)

Federal Death Penalty Habeas Cases

State of Georgia v. Curtis Osborne
State of Georgia v. Marcus Wellons
State of Georgia v. James Rogers
State of Georgia v. Michael Ledford

Federal No-Seek Determinations

United States v. David Ramsey, NDGA 1:04-CR-91-TWT-AJB-2
United States v. Donald Glass, NDGA 1:16-CR-145-TWT-JKL-5
United States v. Jamel Hughes, NDGA 4:17-CR-39-HLM-WEJ-3
United States v. Gordon Evans, NDGA 1:16-CR-427-AT-JKL-2
United States v. Paul Girard, VIDC 3:18-CR-30-CVG-RM-1
United States v. Elmar Martinez, EDVA 1:18-CR-12-3



City of Tybee Island

Ethics Commission Application

The Mayor and City Council are seeking five members for appointment to the Ethics Commission:
three (3) to serve two-year terms and two (2) to serve one-year terms.

The Ethics Commission functions to enhance the public's trust in the integrity of city government and provide an advisory resource to assist with the administration and enforcement of the Code of Ethics.

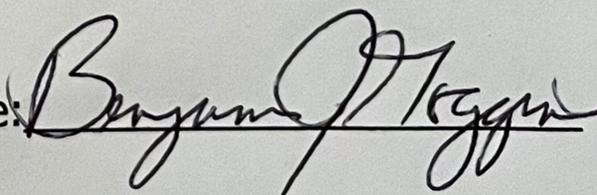
Member Qualifications

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 - Not be a city employee;
 - Exhibit strong moral character and good citizenship;
 - Be fit to serve as a public servant.

Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Ben Goggins

Signature: 

Date: 1/22/26

Applicant Information

Phone Number

Email Address:

Home Address



Term Length Preference: One-Year Two-Year

Application Submission Instructions

Please submit the completed application and a resume or letter of interest to City Clerk Fabian Mann by **11:59 PM on Monday, February 9, 2026.**

Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

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

Letter of Interest for Position on the Tybee Island Ethics
Commission
Ben Goggins
January 22, 2026

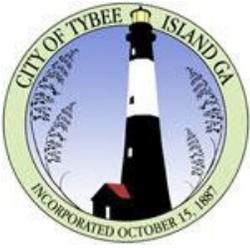
I have served on the Ethics Commission for a number of years, and I would like to continue that service. I believe that City officials should be models of ethical behavior. And I believe that citizens understand and approve of the need for standards of ethics that public officials need to follow. I am of high moral fiber and a conscientious citizen of Tybee. I attend All Saints Episcopal Church and am a member of several non-partisan civic groups. I am a good neighbor, a reasonable person, and have the maturity to judge ethical concerns and complaints fairly and with critical thinking.

I believe that good ethics by elected officials and others in City government benefit our entire Tybee community. And I believe that a trusted Ethics Commission helps confirm the trust of our citizens.

Thank you,
Ben Goggins

[Redacted signature]

[Redacted signature]



City of Tybee Island

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Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Carol Kahn

Signature: _____

Date: 1.16.26

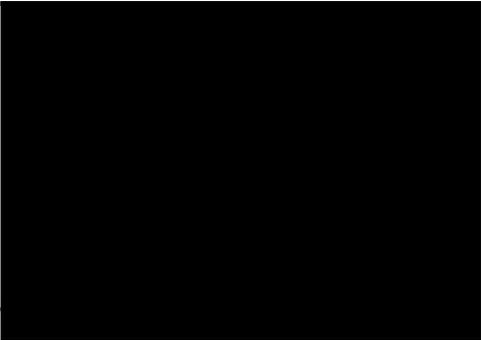
P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
www.cityoftybee.org

Applicant I

Phone Number

Email Address

Home Address



Term Length Preference: One-Year Two-Year

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Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

Carol S. Kahn



Teaching Experience

Lecturer **1997 – 2024**

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY, Camden and Mays Landing, NJ

- Taught graduate courses in the School of Social Work in Intensive Weekend MSW program in hybrid format (2010 – 2024)
- Taught Writing for Social Workers course to incoming MSW students in Intensive Weekend program, reporting to the English Department (2011 – 2019)
- Taught undergraduate and graduate courses in traditional campus format (1997 – 2018)
 - Courses taught: Social Work Practice I and II; Clinical Social Work I and II; Children and Families at Risk; Women’s Issues; Supervision and Consultation; Group Dynamics in MSW program
 - Professional Development Seminar and Generalist Practice in BSW program
- Conducted field site visits for Camden and Intensive Weekend program. Mentored students and field instructors and monitored student progress (2007 – 2017)
- Served as faculty field instructor for six students (2011 – 2012)

Course Instructor **2020 – 2025**

National Association of Social Workers, New Jersey Chapter

- Taught 20-hour Clinical Supervision Course, a requirement to become a credentialed supervisor of LCSW candidates for licensure in New Jersey

Field Instructor **1994 – 2020**

- Supervised graduate student interns from one or more of the following schools in clinical social work setting

RUTGERS, THE STATE UNIVERSITY, Camden and Mays Landing, NJ
BRYN MAWR COLLEGE, Bryn Mawr, PA
WIDENER UNIVERSITY, Chester, PA
TEMPLE UNIVERSITY, Philadelphia, PA
LASALLE UNIVERSITY, Philadelphia, PA (counseling psychology)

Clinical Experience

Private Practice **1995 – present**

- Maintain independent practice of psychotherapy and clinical supervision. Approved LCSW supervisor (New Jersey)

Consultant **1995 – 2020**

- Provided school-based family counseling to students and families and consultation to faculty for Berlin Borough School District (grades K-8), Berlin, NJ. Supervised MSW field placement students

Consultant **2011 – 2015**

FAMILY THERAPY & CONSULTATION SERVICES

- Provided home-based individual and family therapy. Accepted selective assignment of complex, long-term cases in New Jersey State-funded program designed to create easy access to mental health services for children and adolescents

Consultant **2005 – 2009**

FAMILIES MATTER, INC.

- Provided comprehensive psycho-social assessments and recommended level of service for children and families in southern region of New Jersey in State-funded program
- Provided home-based individual and family therapy
- Supervised licensed social workers (LSWs)
- Supervised MSW field placement students

Consultant **1995 – 2003**

- Provided school-based family counseling to students and families and consultation to faculty for Voorhees Township (grades K-8), Voorhees, NJ. Supervised MSW field placement students

Social Worker **1991 – 1998**

FAMILY COUNSELING SERVICE, Camden and Woodbury, NJ

- Provided individual, couples and family therapy in outpatient setting for clients ages 5 through 85 years (1993 – 1998)
- Supervised staff and managed administration of Woodbury office (1994 – 1996)
Served as needed on Family Preservation Services team. Provided intensive, home-based crisis intervention, assessment and family therapy
- Provided short-term and long-term therapy to families at completion of Family Preservation Services (internship) (1992 – 1993)
- Provided counseling and case management for home-bound elderly and people with disabilities (internship) (1991 – 1992)

Licensure

- Licensed Clinical Social Worker (LCSW), New Jersey. Georgia license pending
- Approved clinical (LCSW and LPC) supervisor, New Jersey

Education

DREXEL UNIVERSITY

Department of Nursing and Health Professions, Philadelphia, PA
Doctor of Philosophy degree in Couple and Family Therapy

BRYN MAWR COLLEGE

Graduate School of Social Work and Social Research, Bryn Mawr, PA
Master of Social Service degree

NORTHWESTERN UNIVERSITY

School of Education, Evanston, IL
Master of Arts in Teaching degree

NORTHWESTERN UNIVERSITY

College of Arts and Science, Evanston, IL
Bachelor of Arts degree in History and Literature of Religions

Selected Presentations

Half-day Social Workers and Writing in Professional Contexts at NASW-NJ, Atlantic City

Half-day Group Dynamics Workshop for counseling personnel of Newark Public Schools (grades 6-12), Newark, NJ

Day-long Group Dynamics Workshop for staff of adolescent partial care program at South Jersey Hospital, Bridgton, NJ

Workshop entitled “Balancing Empathy and Expectation with Adolescents” for teachers and parents in Margate Public Schools (grades K-8), Margate, NJ

Associations

- National Association of Social Workers (NASW)
- Board Member, Condominium Association
 - Chair, Alternative Dispute Resolution Committee
- Alumni Admissions Council, Northwestern University
 - Interviewed prospective candidates for admission annually



City of Tybee Island

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Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Dee Matkowski

Signature: 

Date: 01/14/2026

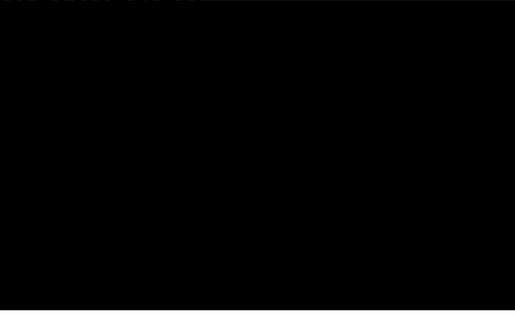
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www.cityoftybee.org

Applicant Information

Phone Number

Email Address:

Home Address

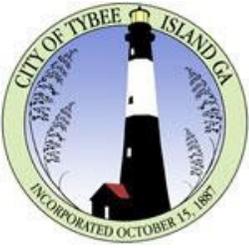


Term Length Preference: One-Year Two-Year

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Fabian.Mann@cityoftybee.gov
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Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Jim Harrah

Signature: _____

Date: 01/27/2026

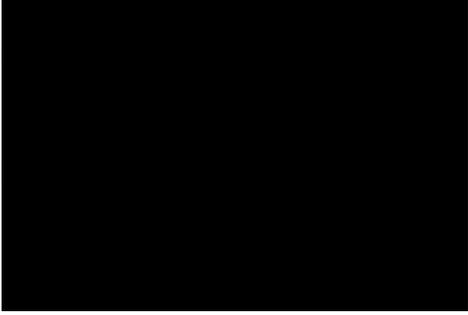
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Fabian.Mann@cityoftybee.gov
912-798-0293



James E. Harrah

Certified Public Accountant



James Harrah CPA

Skills

Accounting / Auditing
(Financial, Operational,
Compliance, Fraud)
Audit / Exec Comm Rptg
Budgeting / Planning
Finance / Treasury Mgmt
Financial Rptg
Internal Audit / Control
Regulatory Compliance
Risk Mgmt

Education & Certification

BS, Accountancy
The University of Akron
1999

CPA
The State of Ohio
2002

The State of Maryland
2008

The State of Georgia
2020

Item #3.

Profile

A hands-on accounting and audit professional with more than 33 yrs of progressive experience. A lifetime student and teacher of my work, with subject matter expertise. Striking a balance between principles and common sense, with a willingness to challenge and be challenged. Measuring success by the sum of the team.

Experience

CONTROLLER

Oliver Maner LLP, Savannah GA, Mar 2021 – present

Managing the Accounting function for a full-service law firm of 22 partners (65 total staff). Oversight responsibilities include:

- Trust Acctg, Treasury Mgmt, Financial Rptg, Budgeting, Billing, Accts Receivable, Accts Payable, Payroll
- Implemented new accounting, billing, practice mgmt, merchant service and payroll software

Note: Between Jan 2018 and Feb 2021, I took a leave of absence upon the passing of my wife to care for my family and relocate.

ASST GENERAL AUDITOR

*E*Trade Financial Corp, Washington DC, Mar 2013 – Dec 2017*

Managed the Audit function from a *Less Than Satisfactory* rating by its regulators, to a *Strong* rating in 2.5 yrs – lifting regulatory scrutiny and imposed organizational growth limitations.

Improved relations with management through greater transparency, insight and candor.

- An accounting and auditing subject matter expert
- Areas of responsibility incld'd: Acctg, Financial Plng & Rptg, Regulatory Compliance, Stress Testing, Treasury, Interest Rates
- Direct report to the General Auditor, supporting the Audit Comm
- Administratively managed 45 professionals
- Managed a combined \$12M department budget, incldgd: salaries, travel, training



James E. Harrah

Certified Public Accountant

Awards & Honors

Requested to review: The Big R – A Forensic Accounting Action Adventure

Carolina Academic Press
2000

Using the form of a novel to stimulate interest, The Big R supplements forensic accounting, internal auditing, fraud examination, and graduate financial statement courses.

Authors: Larry Crumbley, Douglass Ziegenfuss and John O'Shaughnessy (280 pp)

RISK MGMT LEADERSHIP AWARD
KeyCorp
2005

Individual recognition

COMPLIANCE LEADERSHIP AWARD
Citigroup
2010

Team recognition

Item #3.

Experience Continued

DIRECTOR – RISK & CONTROL MGMT
Citigroup, New York NY, Jun 2007 – Feb 2013

Lead the development and ongoing production of compliance and control reporting – driving standardized risk and control oversight. Improved mgmt's oversight of regulatory objectives with existing controls.

- Direct report to the Managing Director of Risk & Ctrl Mgmt within Operations and Technology
- Managed a team of 8 professionals and administrative staff

SENIOR VICE PRESIDENT / RISC OFFICER
KeyCorp, Cleveland OH, Apr 2004 – Jun 2007

Lead the organization's effort in reviewing the identification, design, proper application and effectiveness of its controls within Bank Operations.

SENIOR MGR – INTERNAL AUDIT / PROFESSIONAL PRACTICES GRP
KPMG LLP, Chicago IL, Apr 2003 – Apr 2004

Participated on Team #5 in the development of KPMG's firm-wide SOX methodology for identifying, documenting, evaluating design and testing effectiveness of controls over financial reporting.

- Practice Leader (Midwest Region) of Data Mining & Analysis

VICE PRESIDENT – AUDIT MANAGER
National City Bank, 2000 – 2003

OPERATIONS AUDIT ANALYST
American Greetings, 1999 – 2000

DIRECTOR – ASSURANCE SERVICES **
McManamon & Co CPAs, 1997 – 1999

BOX OFFICE CONTROLLER
Cleveland Indians Baseball Co, 1994 – 1997

SENIOR AUDITOR **
Ciuni & Panichi CPAs, 1992 – 1994

** Responsibilities included the Comprehensive Annual Financial Report (CAFR) for multiple municipalities



James E. Harrah

Certified Public Accountant

Professional Memberships

American Institute of Certified Public Accountants

Institute of Internal Auditors

The Georgia Society of Certified Public Accountants

Publications & Presentations

An Introduction to the RISC Office

- Guest Speaker, John Carroll University Symposium (2007)

The New & Improved Internal Audit Function

- Guest Speaker, Institute of Internal Auditors (2004)

Classroom Presentations on "Real Life" Experiences

- Guest Presenter, The University of Akron – School of Accountancy (2000 - 2007)

Internal Controls and Professional Sports Franchises

- Author, *Internal Auditing*, WG&L, pp. 3-13 (Mar/Apr 2000)

Volunteer Experience

Savannah Parrot Head Club

Treasurer, 2019 – present

Philanthropic organization raising money for charitable causes and doing good deeds:

- Tybee Island Marine Science Center - \$4,500
- Critz Tybee Run Fest – best water station
- Tybee Clean Beach
- Lupus Foundation - \$12,000
- Alzheimer's Foundation - \$17,000

The MOj13 Foundation

Co-Founder, Board Member, Treasurer, 2017 – present

Providing financial assistance to individuals diagnosed with Amyotrophic Lateral Sclerosis (ALS) in need of obtaining tools, equipment or care for their daily needs.

US Lacrosse – Western Maryland Chapter

Treasurer, 2009 – 2019

YMCA – Hagerstown [Maryland] Area Youth Lacrosse Association

Board Member, Coach, 2008 – 2010

The University of Akron – College of Business Administration

Alumni Board Member, 2003 – 2007

Strongsville [Ohio] City School District

Finance Committee Member, 2000 – 2007



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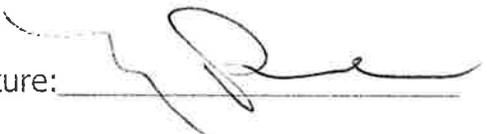
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Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: MARY PARKS

Date: 1/26/2026

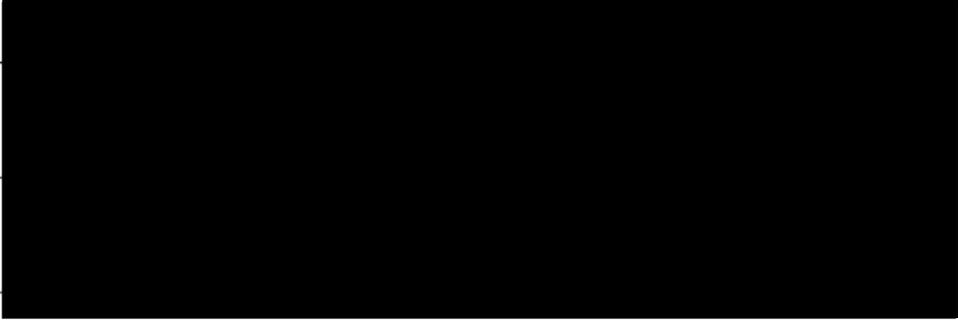
Signature: 

Applicant Information

Phone Number: _____

Email Address: _____

Home Address: _____



Term Length Preference: One-Year Two-Year

Application Submission Instructions

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Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

January 25, 2026

TO: City of Tybee Island Mayor and City Council

RE: Letter of Interest to serve on the Tybee Island Ethics Commission

Dear Mayor and City Council Members:

This letter is to request your consideration for appointment to the Ethics Commission for the two-year term.

After reviewing the Tybee Island Code of Ethics, I feel that with my experience and education I would be more than able to fulfill the responsibilities of being a member of the Ethics Commission. As a resident of this unique island for over 25 years, I care about the community and wish for fair and impartial treatment of any citizen concerns.

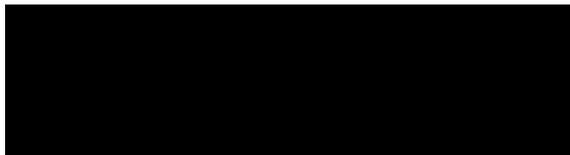
My background is in health information administration; a highly regulated field requiring a strong ethical commitment to correctly interpret and apply rules and regulations. In addition to having a law degree, my professional organization has a strict ethics code emphasizing confidentiality, privacy, and concern for people. I was responsible for the security and archiving of protected health information and led a staff of over 80 health information professionals.

In closing, I would welcome the opportunity to be a member of the Ethics Commission and look forward to serving the city and the community.

Respectfully,



Mary B. Parks, J.D., RHIA
1014 Jones Avenue
Tybee Island





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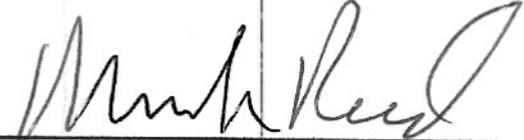
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Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: MARK REED

Signature: 

Date: 1/16/2020

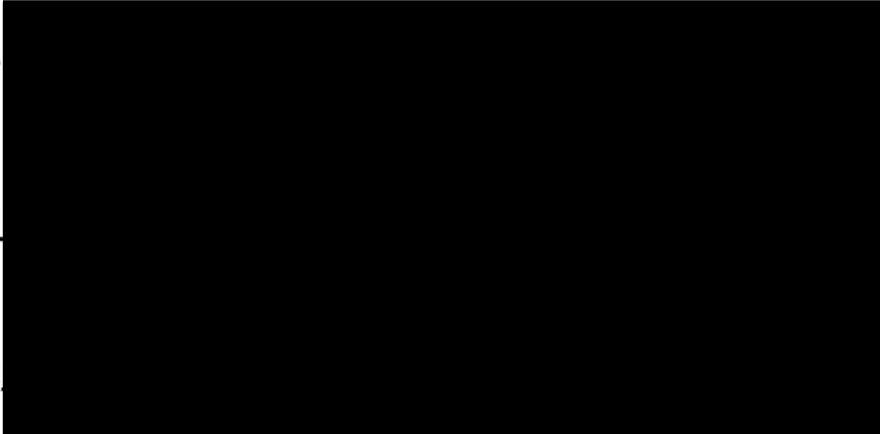
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www.cityoftybee.org

Applicant Information

Phone Number

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Fabian.Mann@cityoftybee.gov
912-798-0293

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

January 16, 2026

Fabian Mann, Clerk of Council
City of Tybee Island
403 Butler Ave
Tybee Island, GA 31328

Dear Mayor and City Council Members,

I am writing to formally express my interest to continue to serve on the City of Tybee Island Ethics Commission. I joined the commission in 2020 and have served continuously with the last three years as chair.

I have a strong respect for the role that ethical oversight, transparency, and accountability play in local government, particularly in a close-knit community such as Tybee Island. An effective Ethics Commission helps foster public trust, encourages responsible decision-making, and ensures that city officials and employees are held to consistent and fair standards.

I believe I would be a thoughtful, impartial, and diligent member of the Commission. I value fairness, confidentiality, and objective evaluation, and I understand the importance of approaching ethics matters with care, discretion, and an open mind. I am committed to serving the best interests of the city and its residents rather than any individual or political interest.

Tybee Island is a unique community, and I am invested in its long-term success and integrity. Serving on the Ethics Commission would be a meaningful way for me to continue to contribute to the city and help uphold the standards that residents and visitors alike expect from their local government.

Thank you for considering my interest. I would welcome the opportunity to discuss my qualifications further or provide any additional information you may require.

Sincerely,



Mark Reed



City of Tybee Island

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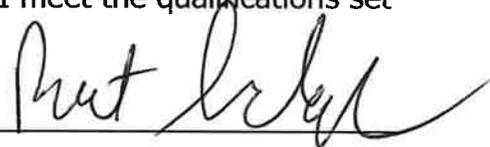
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I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Robert Schafer

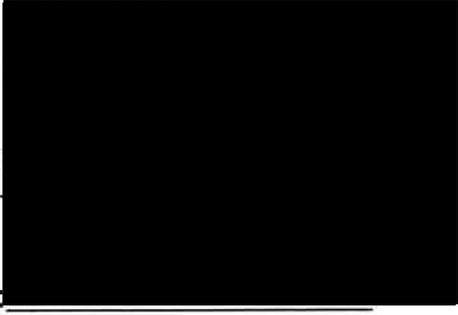
Signature: 

Date: 25 Jan 2026

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

Applicant Information

Phone Number
Email Address:
Home Address:



Term Length Preference: One-Year Two-Year

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Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

My name is Robert Schafer and I am interested in being a member of the Tybee Island Ethics Commission. I have lived on Tybee Island since August of 1992 when I married Maria Solomon. I have lived in the same residence at 17 Breezy Point Rd the entire time. I recently retired from a 41-year career in law enforcement. I am 63 years old.

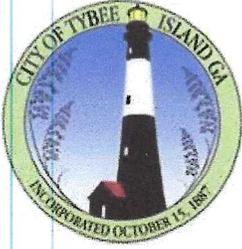
I believe I would be an asset to the Commission for several reasons. I am not a member of any political groups on the island; I do not and have not participated in any online activities such as Facebook or Nextdoor; I have never campaigned for any current or former elected officials. My entire career has been in areas that require good judgment and an ability to analyze facts and evidence and make impartial decisions .

I have good working knowledge of the Commission's duties and powers as well as member qualifications and terms of service. I also have a good understanding of the Ethics ordinance and whom it applies to. I have thoroughly read, and understand very well, Chapter 23 of the Municipal Code 23-1 through 23-15.

I worked for 20 years as a local police officer, 10 years in Florida and 10 years in Georgia. For most of that time I was a narcotics investigator. Shortly after 9/11 I became a Federal Air Marshal, and I retired in 2022 as a Senior Federal Air Marshal. More recently I volunteered with and later was employed by SCI in Savannah (Senior Center, Inc.) with the Meals on Wheels program. Currently I am not working.

Thank you for your consideration.

Robert Schafer



City of Tybee Island

Ethics Commission Application

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Member Qualifications

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 - Reside in the City of Tybee Island; and
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 - Not hold any other elected office or become a candidate for elected office of the United States, this state, this county, or the city;
 - Not be a city employee;
 - Exhibit strong moral character and good citizenship;
 - Be fit to serve as a public servant.

Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Ruth Wilson

Signature: 

Date: 30 January 2026

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

Applicant Information

Phone Number

Email Address:

Home Address: _____



Term Length Preference: One-Year Two-Year

Application Submission Instructions

Please submit the completed application and a resume or letter of interest to City Clerk Fabian Mann by **11:59 PM on Monday, February 9, 2026.**

Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

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

30 January 2026

Fabian Mann
Clerk of City Council
Tybee Island, Georgia

Dear Mr. Mann:

This is my letter of intent requesting the Mayor and City Council appoint me to the City Ethics Commission.

My working background is in nursing, beginning with a Bachelor of Nursing degree from Emory University. This course of study and subsequent career have at its core a belief in the value of all human life, requiring constant ethical decision-making to respect that.

Much of my career was devoted to research for medical device clinical trials which is founded on ethics and the treatment of human subjects.

In my personal life, as a parent of a son and daughter, it was important to me to teach them to respect others and in all their work to be mindful and bound by ethical principles.

I participate actively in our community and hold its value in great esteem. I currently serve as a Member of the Board of the Tybee Island Marine Science Center, promoting education and preservation of our marine resources. I also serve on the Turtle Friendly Business committee, encouraging all businesses to consider using sustainable options whenever possible. My volunteer work as a Court Appointed Special Advocate (CASA), is helping reunite a child in foster care with his family of origin.

I have read the Ethics Ordinance and believe I am able render advice to Mayor and City Council as needed in a thoughtful and unbiased manner. I believe I exhibit the moral character required for this position. I have no conflicts of interest in holding any other position that might interfere with presenting fair and valid opinions. I am a full-time voting resident of Tybee Island, GA and meet all other qualifications for this position.

I respectfully request your consideration of my request to be appointed to the Ethics Commission.

Sincerely,

Ruthie Wilson

A large black rectangular redaction box covering the signature area.



City of Tybee Island

Ethics Commission Application

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Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Beau Livingston

Signature: 

Date: 2-8-24

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

Applicant Information

Phone Number:

Email Address:

Home Address:

Term Length Preference: One-Year Two-Year

Application Submission Instructions

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Fabian Mann, City Clerk

Fabian.Mann@cityoftybee.gov

912-798-0293

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

www.cityoftybee.org

Beau Livingston
Tybee Island, Georgia

February 8, 2026

City of Tybee Island
City Council
Tybee Island, Georgia

Dear Members of City Council,

I am writing to formally express my interest in serving on the Tybee Island Ethics Commission.

I have been a resident and business owner on Tybee Island for more than eight years. I own and operate the island's original golf cart rental business, serving visitors while also operating a service center that maintains and repairs golf carts for local residents. This experience has given me consistent, firsthand exposure to the needs of both residents and the tourism economy that supports our community.

My civic involvement includes running for Tybee Island City Council in 2023, where I was the highest-voted non-elected candidate, narrowly missing a seat. I later served on the Tybee Island Planning Commission from 2024 to 2026. During my time on the commission, I worked collaboratively with fellow commissioners, city staff, and the public, approaching each matter with fairness, transparency, and respect for differing viewpoints.

I am also currently employed part-time as a bartender at Windrose Bar & Grill on Tybrisa Street on Friday and Saturday evenings. This role keeps me closely connected to the day-to-day conversations and concerns of Tybee Island residents.

I am seeking appointment to the Ethics Commission as a meaningful way to continue contributing to our community while remaining mindful of time commitments. I believe my background in business ownership, prior commission service, and ongoing community engagement would allow me to serve impartially and responsibly in this role.

Thank you for your consideration. I would be honored to serve the City of Tybee Island and am happy to provide any additional information if requested.

Respectfully,

Beau Livingston





City of Tybee Island

Ethics Commission Application

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 - Not be a city employee;
 - Exhibit strong moral character and good citizenship;
 - Be fit to serve as a public servant.

Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Chris Stargess
Date: 2/6/2026

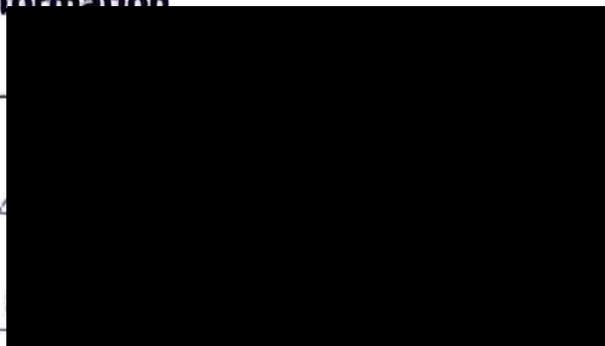
Signature: 

Applicant Information

Phone Number: _____

Email Address: _____

Home Address: _____



Term Length Preference: One-Year | Two-Year

Application Submission Instructions

Please submit the completed application and a resume or letter of interest to City Clerk Fabian Mann by **11:59 PM on Monday, February 9, 2026.**

Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

CHRISTOPHER STURGESS

62 Van Horn Avenue
Tybee Island, GA
31328

Dear Members of the Tybee City Council:

FEBRUARY 9, 2026

My name is Chris Sturgess, and I am writing to express my interest in serving on the Tybee Island Ethics Commission. I am a native Savannah, Georgia resident now calling Tybee home with strong ties to the Tybee Island community. I have owned and operated multiple service businesses throughout my career. Through this experience, I have developed a reputation for evaluating facts objectively, resolving disputes fairly, and making decisions based on clear, unbiased information.

Fabian M. Mann, Jr.
Clerk of Council
City of Tybee Island
Fabian.Mann@cityoftybee.gov
(C): 912-798-0293
(O): 912-472-5080

As a father, business owner and engaged community member, I understand the importance of transparency, fairness, and public trust in local government. I have frequently worked in environments where competing interests must be balanced, requiring careful review of information, thoughtful listening, and impartial decision-making. These are the same principles that I believe are essential to effective ethical decisions.

Tybee Island is a unique and growing coastal community with a strong identity and increasing economic activity tied to tourism, small business development, and residential quality of life. Maintaining ethical, transparent governance is critical as the city continues to balance growth, tourism, and community preservation. I would be honored to contribute to that mission by serving on the Ethics Commission.

If selected, I will bring professionalism, discretion, and a commitment to fairness and accountability. I am comfortable reviewing complex situations, weighing evidence carefully, and maintaining confidentiality when required. Most importantly, I understand that ethical governance is about maintaining the public's confidence in the integrity of its institutions.

Thank you for your time and consideration. I would welcome the opportunity to discuss my interest and qualifications further as needed.

Sincerely,

Chris Sturgess



City of Tybee Island Ethics Commission Application

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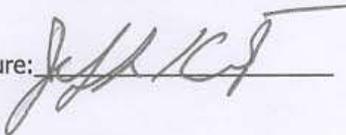
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 - Not be a city employee;
 - Exhibit strong moral character and good citizenship;
 - Be fit to serve as a public servant.

Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Jeff Kibert

Signature: 

Date: February 3, 2026

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

Applicant Information

Phone Number

Email Address:

Home Address

Term Length Preference: One-Year Two-Year

Application Submission Instructions

Please submit the completed application and a resume or letter of interest to City Clerk Fabian Mann by **11:59 PM on Monday, February 9, 2026.**

Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

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

Jeff Kibert

PROFESSIONAL SUMMARY

Pharmacy Program Analyst and Clinical Pharmacist with over a decade of service in the Veterans Health Administration, combining direct patient care and empowering others to deliver optimal care. Experience in leadership, stewardship programs, evidence-based guidance creation, and population health initiatives that advance access, safety, and outcomes for Veterans. Recognized for expertise in anticoagulation stewardship, cardiology practice, and health informatics delivering solutions that balance clinical rigor with equity, transparency, and ethical decision-making. Trusted advisor and subject matter expert for national and regional workgroups, with a proven record of high-impact publications, education, and cross-disciplinary collaboration.

SKILLS

Clinical Expertise: Anticoagulation stewardship, cardiology pharmacotherapy, population health management

Regulatory & Compliance: VA formulary management, controlled substances oversight, medication safety standards, professional competency and peer review systems

Ethics & Governance: Evidence-based policy submission, ethical decision-making, transparency in clinical operations, policy interpretation and implementation

Data & Informatics: Health informatics, dashboard development, population management tools, data analytics, data visualization

Leadership & Collaboration: Committee participation, policy development, cross-disciplinary team coordination

Technical Tools: CPRS, Vista, Microsoft Office Suite, PowerBI, Visual Studio, VS Code, SQL Server Management Studio, REDCap survey tool

EDUCATION

Degree	Institution & Dates
Doctor of Pharmacy	South College School of Pharmacy - Knoxville, Tennessee (July 2012 - June 2015)
Bachelor of Science in Health Science	South College - Knoxville, Tennessee (Jan 2010 - May 2012)
Associate of Arts - Business Management	Pellissippi State Technical Community College - Knoxville, Tennessee (Jan 2000 - May 2002)

SELECTED PROFESSIONAL EXPERIENCE

Pharmacy Program Analyst

Pharmacy Benefits Management - VA Sunshine Healthcare Network (VISN 8) - Tampa, FL (Virtual)
Aug 2023 – Present

Clinical Pharmacy Specialist

Anticoagulation Service - VA Salt Lake City Health Care System - Salt Lake City, Utah (Virtual)
Jun 2022 – Aug 2023

Clinical Pharmacy Specialist

Cardiology and Internal Medicine - Columbia Veterans Health System - Columbia, South Carolina
Jul 2018 – Jun 2022

Clinical Pharmacist – Intermittent

Intensive Care Unit - North Florida/South Georgia Veterans Health System - Gainesville, Florida
Jul 2017 – Jun 2018

Combat Engineer

United States Marine Corps Reserve - Operation Iraqi Freedom: 2005 - Knoxville, Tennessee
Jan 2003 – Apr 2008

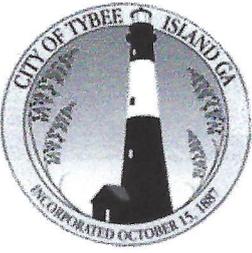
LICENSURE AND CERTIFICATIONS

Nebraska Pharmacist License #15021 (July 2015 – Present)

American Heart Association Advanced Cardiovascular Life Support (Nov 2015 – Present)

HONORS, AWARDS, AND SCHOLARSHIPS

Anticoagulation Stewardship Award Anticoagulation Forum	2025
Innovation Award Under Secretary of Health Pharmacy Benefits Management	2020
Magna Cum Laude South College School of Pharmacy	2015
Andrew O’Neil Altruism Award South College School of Pharmacy	2015
Student Scholar Award South College School of Pharmacy	2014
Award of Distinction in Pharmacy Practice South College School of Pharmacy	2013
Award of Distinction in Pharmaceutical Sciences South College School of Pharmacy	2013
Dean’s List South College School of Pharmacy	2012 – 2015
Letter of Appreciation United States Marine Corps – Operation Iraqi Freedom	2005



City of Tybee Island Ethics Commission Application

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 - Not be a city employee;
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Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Jackie Velickovich

Signature: 

Date: 1/26/26

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

Applicant Information

Phone Number

Email Address:

Home Address:



Term Length Preference: One-Year Two-Year

Application Submission Instructions

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Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

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

Jackie Velickovich



January 26th, 2026

RE: Ethics Committee Member Application

Dear City Council Selection Committee,

I am writing to express my interest in the Ethics Committee position, where I can help provide the facilitative and advisory resources necessary to uphold the highest standards of integrity.

Throughout my 30-year career with The Kraft Heinz Company, I have focused on various volunteering positions with a special focus on organizational ethics. I understand that an Ethics Ordinance is only as strong as its implementation. In this role, I am prepared to assist the City Council, the City Manager, and department heads in navigating complex ethical landscapes while ensuring the ordinance is administered fairly and consistently.

Key contributions I bring to the city include:

Advisory Excellence: Proven ability to act as a neutral, expert resource for leadership, translating complex regulations into actionable guidance.

Integrity Management: Experience developing and delivering training programs that empower employees to identify and report ethical dilemmas before they escalate.

Process Improvement: A track record of streamlining compliance workflows to ensure that transparency does not come at the cost of efficiency.

Past volunteer roles include:

- Leading women in Sales at The Kraft Heinz Company at the Region, Area and National levels
- Board of Directors for the Community Culinary School in Charlotte
- Liaison and volunteer for Junior Achievement
- Foster and adoption volunteer at Coastal Pet Rescue and One Love Animal Rescue
- Tybee Island Thrift Shop volunteer
- Member Ladies Ancient Order of Hibernians and Sergeant at Arms

I would welcome the opportunity to discuss how my background across multiple volunteering roles can support the City Council and the City Manager in enforcing the Ethics Ordinance and maintaining the public's hard-earned trust.

Thank you for your time and for the vital work you do for our community.

Sincerely,

A handwritten signature in blue ink that reads "Velickovich".

JACKIE VELICKOVICH



Bilingual sales and shopper marketing professional with 20 years of experience in the consumer products industry. Established track record of exceptional performance; proven ability to apply brand understanding, sales opportunities, retailer objectives and shopper insights to drive consumer engagement and positive sales growth.

Key Strengths/Areas of Specialization:

- Shopper Marketing
- Hispanic Marketing
- Strong interpersonal skills
- Deep understanding of the sales process
- Critical and strategic thinking skills
- Creative and innovative solutions
- Ability to manage multiple complex programs

Professional Experience

Savannah State University

Lecturer in Business – Marketing Department – Savannah, Ga (2017 – Present)

Talented Lecturer in Business employing creative teaching strategies to fully engage students in the learning process. Driven to inspire students to achieve personal and academic success. Successfully managed four courses and up to 145 students each semester and have consistently received outstanding teaching effectiveness reviews. Courses taught include: Business, Government & Society, Principles of Marketing, Consumer Behavior, Advertising and Promotions and Marketing Management which is the capstone course for all Marketing majors. Utilized business background in sales, marketing and management fields to supplement textbook materials and enhance understanding and relevance of topics covered.

- Serve on Teaching Effectiveness Committee
- Serve on Student Support Committee

Kraft Heinz Company

Franchise Lead – Beverage and Snack Nuts BU – Charlotte, NC (2015-2016)

Led sales planning and execution activities for the East Area to drive KHC profitable growth. Primary liaison to Business Unit (BU) Category Leadership team supporting seven regions and five GEO customer teams representing over 25 retailers with annual gross sales of approximately \$530 million. Simultaneously continued in Shopper Marketing role for both Delhaize Region and all Hispanic activity in the East Area.

- Implemented critical tracking tools to accelerate sales and display measures on important seasonal brands
- Provided bi-weekly business status and key deliverable updates to all GCM's across the GEO teams
- Executed a fully integrated shopper marketing program in partnership with GOYA Foods in the NYC market to drive growth among Hispanic consumers with a budget of \$150,000

Shopper Marketing Manager - Charlotte, NC (2005-2015)

Guided strategic planning, development, execution and evaluation of all Shopper Marketing programs for Delhaize, SEG, and 12 other Southeast Region customer teams and the Miami and Texas multicultural markets; responsible for \$10+ million across South Area teams

- Worked in partnership with Kraft brand teams, shopper insights group, shopper research team and sales teams to create fully integrated annual marketing plans with alignment between customer strategies and BU strategies
- Implemented direct marketing loyalty-building campaigns to influence existing and potential customers' purchase decisions through integrated campaigns to include text messaging, e-mail blasts, microsites, online display ads, social media and direct mail
- Delivered positive ROI and incremental revenue, consistently exceeding national averages
- Identified and sourced incremental funding opportunities across all customers and Business Units
- Point of contact for BU leadership in all matters related to customer marketing opportunities and execution including new item and cross category promotions
- Developed opportunities for in-store activation and execution including partnerships with bakery, produce and fresh meat
- Managed a team of agency partners in the development and execution of all programs

Resource Development Manager - Charlotte, NC (2001 – 2005)

Delivered effective training to over 300 Southeast Region sales personnel on technical programs, sales applications, and sales policies.

- Delivery and facilitation of nationally developed technical training programs, sales policies, and training materials.
- Trained newly appointed Customer Category Managers on effective use of budget tracking tools and the sales process for effective budget management
- Worked closely with all levels of region personnel, sales operations, sales finance, customer service, sales information, human resources and organization and development to ensure the delivery of up-to-date materials for all 350 employees under my responsibility

Customer Business Manager - Charlotte, NC (1999 – 2001)

Led the Harris Teeter Customer Business Team with primary accountability for the profitable annual sales volume of approximately 40 million pounds or \$85 million in annual gross dollar sales.

- Managed the growth of Kraft shares across 39 brands and 9 Kraft divisions
- Effective use of \$12 million in trade funds
- Primary point of contact for the customer and established positive business relationships with key decision makers.
- Communicated and implemented Kraft policies, providing category management expertise, and executing programs at retail level

Region Category Sales Planning Manager - Atlanta, GA (1998 -1999)

Responsibilities included managing region level profitable volume and share growth for ten business categories that generated over \$90 million dollars in annual revenue. Also, oversaw annual regional trade marketing budget of \$20+ million dollars.

Nabisco, Inc.**Director Customer Marketing - Atlanta, GA (1996 -1998)**

Ensured attainment of \$100 million in sales volume for all brands within the LifeSavers Company; led all action items including marketing and promotions to achieve profit, share, and contribution objectives.

Division Trade Marketing Manager - Charlotte, NC (1995 - 1996)

Attained divisional sales volume of \$53 million annually, along with achieving profit and market share goals for LifeSavers, Planters and Specialty products.

Additional ExperienceKraft Foods**Sales Manager- Kraft Foods, Retail Sales Division - Charlotte, NC**

Sourced and trained staff, generated routes/territories, delegating assignments, and equipped sales representatives for growth and potential promotion within organization.

Account Executive – Kraft Foods; Malone & Hyde, Publix Supermarkets - Miami, FL

Account Manager- Kraft Foods; Xtra Superfoods; Associated Grocers; Southeast Frozen Foods- Miami, FL

Education - Certifications - Language

Master of Business Administration - Florida International University, Miami, FL

Bachelor of Business Administration - University of Georgia, Athens, GA

Certificate of International Business Studies

Fluent in Written and Oral Spanish – Native Language, Conversational French (Minor)



City of Tybee Island Ethics Commission Application

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Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: H. (Howard) Lee Cheek, Jr.

Signature: *H. Lee Cheek, Jr.*

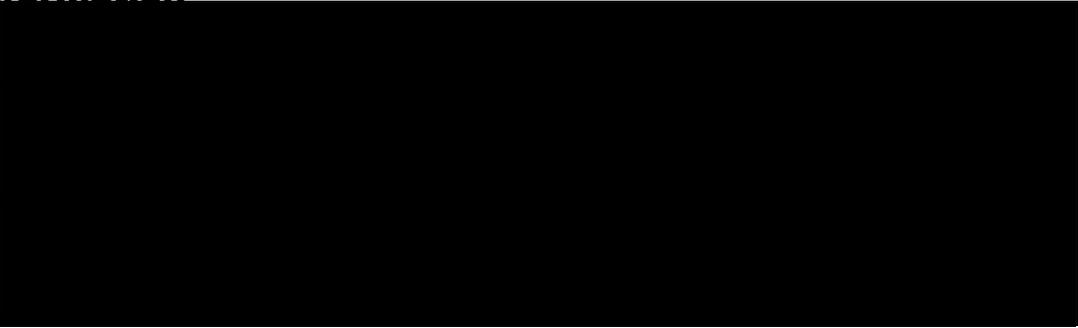
Date: 7 February 2026

Applicant Information

Phone Number: _____

Email Address: _____

Home Address: _____



Term Length Preference: One-Year | Two-Year

Application Submission Instructions

Please submit the completed application and a resume or letter of interest to City Clerk Fabian Mann by **11:59 PM on Monday, February 9, 2026.**

Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

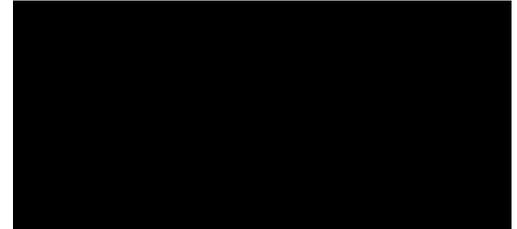
CURRICULUM VITAE

The Rev. Dr. H. Lee Cheek, Jr. (Ph.D.)

Work:

Dean Emeritus and Professor of
Political Science
School of Humanities and Social Sciences
East Georgia State College
131 College Circle, Swainsboro, GA 30401
Email: drleecheek@outlook.com
Website: www.drleecheek.net
Blog: <http://drleecheek.blogspot.com/>

Home:



Education:

Ph.D., Politics, The Catholic University of America, 1998.

M.P.A., Western Carolina University, 1988.

Concentration in organizational theory and public budgeting

Thesis: "The Range of Services Among Public and Private Hospitals in North Carolina"

Advanced studies, Christian Albrechts Universtät, Kiel, Germany, 1987.

Concentration in international politics and European political systems

M.Div., Duke University, 1986; with additional study, 1992-1994.

B.A., Western Carolina University, 1983.

Double major in political science and history

Occupational Experience:

Dean and Professor Emeritus, East Georgia State College, Swainsboro, GA, January 2024 to present.

Professor (Full), Political Science and History; Dean Emeritus, School of Humanities and Social Sciences; and, Director, Correll Scholars Program, East Georgia State College, Swainsboro, GA, January 2019 to December 2023.

- Served as senior teaching political scientist on faculty.
- Taught five classes each semester.
- Taught Correll Scholars Program course sequence (two courses) each semester.
- Founder and Director, Correll Scholars Program (honor college), 2014-present.
- Mentored and advised forty Correll Scholars Program students each academic year.

- Member, SACSCOC Educational Program/Distance Learning reaffirmation committee.
- Member, Regents Advisory Committee on Political Science, University System of Georgia.
- Member, Regents Advisory Committee on Honors, University System of Georgia.
- Member, Senior Staff Meeting assembly.
- Works representative registration and orientation events.
- Member, International Alumni Council, Pi Gamma Mu International Social Sciences Society, 2017-present.

Dean, School of Humanities and Social Sciences; Director, Correll Scholars Program; and, Professor of Political Science and History, East Georgia State College, Swainsboro, GA, July 2013-January 2019.

Lead an interdisciplinary school of faculty members in English, art, communications, foreign languages, history, political science, psychology, sociology, teacher education, student success, health, criminal justice, business, and physical education, while also teaching each semester. Responsible for all curriculum development, schedule and program planning, budget creation and management, oversight and evaluation of faculty, and academic strategic planning and assessment.

- Created ten new academic majors with approval by the University System of Georgia and Southern Association of Colleges and Schools.
- Full Professor and teach two courses each academic year.
- Created and administers the College's Correll Scholars Program, the institution's honors college.
- Chaired Vice President for Academic Affairs Search Committee (2017).
- Created and currently implementing a "Culture of Respect in the Workplace" policy throughout the College community.
- Serves on the University System of Georgia's Committee on Arts and Sciences.
- Serves on the President's Cabinet, Academic Policies and Curriculum Committee, Senior Staff, and other standing and special committees.
- Monitors adherence to professional discipline standards and accreditation as applicable.
- Serves as administrative leader of School's curriculum, academic and special programs.
- Develops and recommends to the VPAA the School's budget for personnel, travel, materials, advertising materials, equipment and supplies, printing and publications, contracts, and lease/rental contracts.
- Manages and allocates School budget.
- Supervises program chairs and support staff within the School.
- Conducts and/or coordinates annual evaluations of faculty and staff within the School.
- Recommends new faculty hires with associated rank, salary, and time toward tenure to VPAA and President for approval.
- Oversees and facilitates pre-tenure, tenure, post-tenure, and promotion processes in the School.
- Recommends faculty for reappointment, tenure, and promotion to the VPAA. Works collaboratively with internal and external stakeholders on priorities and programs identified through the School and College strategic planning processes.
- Supervise planning and development of new baccalaureate programs of study.
- In consultation with VPAA, seeks to establish and maintain partnerships with units in the University System of Georgia.

- Coordinates the School's public relations activities.
- Maintains and coordinates all program review and curricular assessment within the School's programs.
- Resolves student grievances on academic issues including grade appeals, course substitution, transfer issues, and academic exchange.

Dean, School of Social Sciences, and Professor of Political Science and Religion, University of North Georgia, Gainesville, GA, July 2011 to June 2013

Functioned as senior academic officer of the School of Social Sciences, providing executive oversight, management, strategic planning, assessment, and advancement initiatives to enhance degree and certificate programs in Anthropology, Criminal Justice, European Union Studies, History, Human Services Delivery and Administration, Philosophy, Political Science, Psychology, Religion, Social Work, and Sociology; directed the Center for Research and Public Service; and worked with the Institute of Environmental Spatial Analysis to guide the interdisciplinary environmental studies program.

- Served as Full Professor and taught two courses each academic year.
- Functioned as administrative leader of school's curriculum, programs, academies, centers, and institutes.
- Developed and recommended all School-related budget concerns for personnel, travel, materials, advertising materials, equipment and supplies, printing and publications, contracts, and lease/rental contracts.
- Monitored adherence to professional discipline standards and accreditation as applicable, with special attention to the Georgia Board of Regents and the Southern Association of Colleges and Schools.
- Managed and allocated a budget for hiring and strategic initiative programs.
- Supervised department chairs, unit heads, and support staff within the School.
- Conducted and facilitated annual evaluations of department heads, faculty, and staff in the School.
- Recruited and hired all new faculty.
- Oversaw pre-tenure, tenure, post-tenure, and promotion processes in the School; recommended faculty for reappointment, tenure, and promotion; and, worked collaboratively with internal and external constituencies on priorities and programs identified through the college and school strategic planning process.
- Served on College's Strategic Planning Council.
- Supervised planning and development of new baccalaureate programs of study.
- Coordinated the school's public relations activities.
- Maintained and coordinated all program review and curricular assessment
- Resolved student grievances on academic issues including grade appeals, course substitution, transfer issues, and academic exchange.

Associate Vice President for Academic Affairs, and Professor of Political Science and Religion, Athens State University, Athens, AL, December 2009-June 2011.

Served as second highest ranking academic official of the University; developed and revised policies; established and implemented short and long term academic goals; oversaw academic

publications, managed and oversaw the Center for Instructional Technology, and the Center for Student Support; served as senior academic compliance officer; facilitated all matters relating to faculty employment, retention, and tenure; directed extensive network of distance learning programs; senior community college liaison; and coordinated five year academic program reviews for the Southern Association of Colleges and Schools.

- Created and provided leadership for the Alabama Consortium for Technology and Learning.
- Created, provided strategic planning, and supervised Office of Academic Support and Instructional Systems (OASIS) by created by merging Learning Systems, Faculty Services, and the Center for Instructional Technology into a single organizational unit.
- Created and supervised Center for Lifelong Learning.
- Oversaw University library operations.
- Served on President's Cabinet.
- Served on University's Administrative Council.
- Directed comprehensive university-wide taskforce on eLearning for the University.
- Directed comprehensive university-wide taskforce on adult education for the University.
- Member, Director of Development search committee.
- Served on statewide Chief Instructional Officers' Board.

Vice President for College Advancement; Chair, Social and Behavioral Sciences Division; and, Mary Powell Sikes Professor of Political Science and Philosophy, Brewton-Parker College, Mt. Vernon, GA, June 2005-December 2009.

Functioned as Chief Development Officer of the College, reported to the President and worked under minimal direction; managed the supervised divisional functions and responsibilities; assumed responsibility for planning and recommending general divisional leadership and implemented and managed general responsibilities as directed by the President; exercised authority to employ and discharge employees; exercised general discretionary powers in management of the institution. Served as senior College administrator for planning, supervising, managing, and overseeing the budget requirements, operations, and staff of Alumni Relations, Public Relations, Development, Annual Fund and Gifts, and Athletics.

- Established new advancement strategies for challenging times.
- Annual Fund achieved 150% each year.
- Raised \$1.5 million to renovate McAllister Dormitory.
- \$6 million received during appointment (collaborative).
- Reinvigorated and extended College's existing alumni services.
- Reorganized National Alumni Board.
- Established new guidelines for character-building in athletics.
- Provided administrative direction and oversight for all athletics programs and activities and supervised the purchase, control, issuance and maintenance of athletic equipment and facilities.
- Established Football Feasibility Study Committee.
- Chair, Tenure and Rank Committee, 2008-2009.
- Chair, Faculty Assembly, 2008-2009 (*elected*).
- Member, Vice President for Enrollment Services and Education Chair search committees, 2006-2007.

- Chair, Ad Hoc Committee on Academic Integrity, 2006-2007. Authored and successfully implemented new academic integrity plan; appointed chair of Committee on Academic Integrity.
- Creator and Director, Faculty Mentoring Program, 2006-2009.
- Taught an average of four classes per semester.
- Awarded tenure, January 2006.
- Faculty Marshal, 2005-2006 (*elected*); 2006-2007 (*re-elected*).
- Chair, General Education Committee (Assessment), 2005-2009.
- Member, Academic Council, 2005-2009.
- Member, Appeals Committee (Acting Chair, Fall 2006), 2005-2009.
- Member, Provost's Advisory Committee, 2005-2009.
- Founder and Director, Albert Sidney Johnson Lecture Series (*endowed*), 2005-2009.
- College Pre-law Liaison, 2005-2009.
- Liaison, American Council for Education ("*Solutions for Our Future*" Program).
- Advisor, College Democrats and College Republicans, 2005-2009.
- Organized and Implemented *Washington Practicum Program*, 2005-2009.
- Chapter Founder and Advisor, Pi Gamma Mu International Social Science Honor Society.

Associate Professor, Political Science, Lee University, Cleveland, TN, June 2000-May 2005.

- Chair, University Faculty Council, 2004-2005 (*elected*).
- University Exceptional Classroom Performance Merit Stipend, 2003-2005.
- Member, University Academic Council, 2003-2004 (*elected*).
- Awarded tenure, January 2003.
- Departmental Excellence in Advising Award, 2002 and 2003.
- University Faculty Council, 2002-2003 (*elected*).
- University Excellence in Scholarship Award, 2002.
- Director, Political Science Program, April 2002-June 2005.
- Chair, Political Science Search Committee, Spring 2002.
- Founded chapter of Pi Sigma Alpha, the national political science honor society, 2002.
- Advisor, College Democrats and Republicans, Society for Law and Justice, and Philosophy Club, August 2000-2005.
- Member, University Curriculum Committee, 2000-2002.
- University Pre-law Liaison, 2001-2005.
- Organized and Implemented *Washington Practicum Program*, 2001-2005.
- Fox News (Channel 61) Political Consultant.
- Celebration 2000 Speaker.
- Psychology Search Committee Member, Spring 2001.
- Snell Lecture Committee, 2000-2001.
- Developed four-semester political theory course sequence and two-semester public law sequence.
- Directed, secured funding, and implemented two national conferences each year on the American Founding for high school, community college, and university faculty.

Interim Chair, Division of Social and Behavioral Sciences, and Assistant Professor of Political Science and Philosophy, Brewton-Parker College, Mt. Vernon, GA, May-June 2000.

Assistant Professor of Political Science, Brewton-Parker College, Mt. Vernon, GA, June 1997-

June 2000.

- Professor of the Year, 1999-2000 academic year (*elected by student body*).
- Successfully proposed and administered political science major.
- Completely revised political science course offerings.
- Taught an average of five courses per semester.
- Runner-up, Jordan Teaching Excellence Award, 1998 (*after a year on the faculty*).
- Organized a chapter of Pi Gamma Mu International Social Science Honorary Society.
- Represented the Social and Behavioral Sciences Division at recruitment events.
- Organized political science/pre-law club.
- Advisor, College Democrats and Republicans, Alpha Fraternity, and Student Government.
- Member, Appeals Committee, C.L.A.S. Act Committee, and CORE Committee.
- Served on Presidential Search Committee (1998).

Political Science Instructor, Humanities Division, Rockingham Community College, Wentworth, NC, November 1996-May 1997.

Other Current Professional Appointments

Board of Directors and Affiliated Scholar, North Carolina History Project, The John Locke Institute, Raleigh, NC, July 2006-present.

Founder and Director, Wesley Studies Society, 1992-present.

Senior Fellow, The Alexander Hamilton Institute, Hamilton College, Hamilton, NY, 2008-present.

Previous Positions

- Director, Institutional Self Study for the Southern Association of Colleges and Schools reaccreditation, Brewton-Parker College, 1998-2000.
- Director of Institutional Research, Brewton-Parker College, Mt. Vernon, GA, September 1997-August 1999.
- Chaplain, U.S. Army (Reserves; rank: Captain), December 1994-August 2001.
- Senior Pastor, Bethel United Methodist Church, Stokesdale, NC, June 1994-June 1996.
- Pastor, Ruffin United Methodist Church, Ruffin, NC, February 1991-June 1994.
- Director, The Washington Practicum, The Catholic University of America, June 1990-August 1991.
- Assistant Director, International Media Studies Program, The Catholic University of America, 1990-1992.
- Editor, Humanitas, National Humanities Institute, 1988-May 1992.
- Program Coordinator, Mayor's Youth Leadership Institute, District of Columbia, Summer 1990.
- Visiting Fellow, Center for Judicial Studies, Summer 1989.
- Visiting Instructor, Department of Political Science and Public Affairs, Western Carolina University, Summer 1988.
- Research Assistant, North Carolina Center for Public Policy Research, 1987.
- Senior Literary Fellow, Wilbur Foundation, 1984-1985.

- Staff Assistant to Congressman William Hendon, U.S. House of Representatives, Washington, DC, 1982.

Teaching Areas

- American Government
- Constitutional Law I
- Constitutional Law II
- Introduction to Political Theory
- Ancient and Medieval Political Theory
- Modern Political Theory
- American Political Thought
- Religion and Politics
- International Law
- Senior Seminar
- First Year Experience
- Ethics in Public Service

Sample Publications and Presentations (see www.drleecheek.net for a complete listing)

Books (*partial listing*)

Recovering the American Founding. South Bend, Indiana: Notre Dame University Press, 2026 (with Aaron Coleman, Sean Busick, and Carey Roberts).

The Development of Modern Political Theory. South Bend, Indiana: St. Augustine's Press, 2023. (with Richard Bishirjian; <http://www.seewassim.com/book/about.htm>)

Patrick Henry-Onslow Debate: Republicanism and Liberty in American Political Thought. Lanham, Maryland: Lexington Books, 2013 (with Carey M. Roberts and Sean R. Busick). (<https://rowman.com/ISBN/9780739120781>).

Wilson, Francis Graham. A Theory of Public Opinion. New Brunswick, New Jersey: Transaction/Rutgers, 2013 (Edited and supplied critical introduction). Reprint, New York, New York: Routledge, 2018.

Confronting Modernity: Towards a Theology of Ministry in the Wesleyan Tradition (Lake Junaluska, NC: Wesley Studies Society, 2010; second edition, 2012; fifth edition, 2023).

Calhoun, John C. A Disquisition on Government. South Bend, Indiana: St. Augustine's Press, 2007; second edition, 2016 (Edited and supplied critical introduction).

Mallock, W. H. The Limits of Pure Democracy. New Brunswick, New Jersey: Transaction/Rutgers, 2007 (Edited and supplied critical introduction). Reprint, New York, New York: Routledge, 2018.

Calhoun and Popular Rule. Paper edition. Columbia, Missouri: University of Missouri Press, July 2004.

Order and Legitimacy: The Spanish Political Mind. New Brunswick, New Jersey: Transaction/Rutgers, July 2004 (edited with M. Susan Power, Kathy B. Cheek, and Thomas Metallo). Reprint, New York, New York: Routledge, 2018.

Calhoun: Selected Writings and Speeches. Washington, D.C.: Regnery Books, 2003.

Calhoun and Popular Rule: The Political Theory of the *Disquisition* and *Discourse*. Columbia and London: University of Missouri Press, June 2001.

(<http://www.umsystem.edu/upress/fall2004/cheek.htm>)

-Finalist for the Genovese Award, The Historical Society; nominated for the Merle Curti Award in Intellectual History, Organization of American Historians; the D. B. Hardeman Prize, Lyndon Baines Johnson Foundation; the Woodrow Wilson Foundation Award, American Political Science Association; and the V. O. Key Book Award of the Southern Political Science Association.

-Selected by the Southern Political Science Association as the subject of a panel discussion, Savannah, Georgia, November 2002.

Political Philosophy and Cultural Renewal. New Brunswick, New Jersey: Transaction/Rutgers, 2001 (edited with M. Susan Power and Kathy B. Cheek). Reprint, New York, New York: Routledge, 2019.

Referred and Solicited Book Chapters, Articles and Reviews (*partial listing*)

“John Calhoun, American Statesman.” In Statesmanship, ed. Joseph R. Fornieri. South Bend, Indiana: Notre Dame University Press, 2021.

“Bradley Birzer and the Kirk Revival.” In Humanitas, Volume 30, No. 1 and 2 (2017-2018).

“Confronting Nihilism: Towards a Political Theory of the Psalms.” In Sojourns in the Western Twilight, ed. Robert Sibley and Janice Reamo. Fermentation Press, Eastern Townships, Quebec, 2016.

“Mel Bradford’s Scholarly Legacy at 20.” In Modern Age, Volume 57, No. 2 (2015, with Sean R. Busick).

A Review of Corey Robin’s The Reactionary Mind: Conservatism from Edmund Burke to Sarah Palin (New York: Oxford University Press, 2011), in Perspectives on Political Science, Volume 44 (2015).

A Review of Ian Crowe’s Patriotism and Public Spirit: Edmund Burke and the Role of the Critic in Mid-Eighteenth-Century Britain (Stanford: Stanford University Press, 2012), in Perspectives on Political Science, Volume 43, Issue 4 (2014).

“Burke and Liberty Reconsidered.” In Studies in Burke and His Time, Volume 24 (2014).

“John C. Calhoun.” In The Encyclopedia of Modern Political Thought, ed. Gregory Claeys. Los Angeles: Congressional Quarterly Press, 2013.

- "The Role of Existential Openness in the Apology and the Gorgias." In the Proceedings of the Georgia Political Science Association, 2012.
http://www.gpsanet.org/images/stories/proceedings/cheek_formatted_11-29-2012.pdf
- "Faith and Order: Psalm 73 as Political Theory." In the Journal of the Georgia Philological Association, Volume 2 (2008).
- "Recovering Moses: The Contribution of Eric Voegelin and Contemporary Political Science." In Hebraic Political Studies, Volume 1, Number 4 (Summer 2006).
- "William Richard Davie." In The Encyclopedia of the American Revolutionary War: A Political, Social, and Military History, eds. Gregory Fremont-Barnes and Richard A. Ryerson. Santa Barbara: ABC-CLIO, 2006.
- "Recovering Popular Rule: Calhoun, Sectional Conflict, and Modern America." In Journal of Libertarian Studies, Volume 16, Number 2 (Spring 2002).
- "Agrarianism and Cultural Renewal." In The University Bookman, Volume 42, Number 1 (Spring 2002).
- "Articles of Confederation" and "Daniel Webster." In the Encyclopedia of American Law, ed. David Schultz. New York: Facts-on-File, Inc., 2002.
- "A Tenor of Discontent: Calhoun and His Critics." Telos, Number 118 (March 2001).
- Five articles in The Encyclopedia of the American Civil War. Santa Barbara and Oxford: ABC-CLIO, 2000.
- "Friedrich Engels." In Biographical Dictionary of Literary Influences: The Nineteenth Century, 1800-1914, ed. John Powell. Westport, Connecticut: Greenwood Press, 2000.
- "Aristotle." In The Reader's Guide to the Social Sciences. London: Fitzroy Dearborn, 2000.
- "Articles of Confederation," "James Iredell," "Luther Martin," and the "Tenth Amendment." In The Supreme Court. Pasadena: Salem Press, 2000.
- Twenty articles in The Encyclopedia of Religion in American Politics. Oryx Press, 1999.
 [including anti-Semitism, Deism, natural law, canon law, Pietism, Malcolm X, John Adams, Roger Taney, Francis Asbury, Methodism, Richard Allen, Aaron Wildavsky, Michael Walzer, M. E. Bradford, Harry Jaffa, Russell Kirk, Robert Lewis Dabney, Ralph Reed, Divine Right of Kings, and the African Methodist Episcopal Church]
- "Original Diversity: Bishops Allen, Asbury, and Black Methodism." Methodist History, Volume XXXV, Number 3 (April 1997).
- "Politicizing Religion." Winston-Salem Journal, March 9, 1996.

A review of James H. Cone's Martin and Malcolm and America (New York: Maryknoll Books, 1991), in Religion and Public Life, Volume 29 (New Brunswick, New Jersey: Transaction Publishers, 1995).

"Patience Against Exuberance: A Meditation on Psalms 29 and 37." Sacramental Life, Volume 8, Number 5 (January 1995).

"A Note on the Platonic and Aristotelian Critique of Democratic Man." International Social Science Review, Volume 66, Number 2 (Spring 1991).

"The Range of Services Among Public and Private Hospitals in North Carolina," in Comparing The Performance of For-Profit and Not-For-Profit Hospitals in North Carolina. Raleigh: North Carolina Center for Public Policy Research, 1989 (with Marianne Kersey).

"Reclaiming the Environmental High Ground." International Social Science Review, Volume 62, Number 4 (Winter 1989; with Joe Beck).

A Review of Article II: A Guide to the North Carolina Legislature (Raleigh: North Carolina Center For Public Policy Research, 1987), in The State, January 1988.

"The Problem of Ideology in Contemporary Thought." The Lincoln Review, Volume 8, Number 1 (Fall 1987).

"Teaching Assistants: A Maligned Lot." Winston-Salem Journal, July 18, 1987.

Conference Papers and Participation

Over two hundred papers presented, panels chaired, et al., at the annual meetings of the American Political Science Association, the Southern Political Science Association, the Georgia Political Science Association, the Society of Early Americanists, Georgia Philological Society, the North Carolina Political Science Association, and other professional societies from 1986 until the present. A complete list is available upon request.

Fellowships and Grants

More than forty grants awarded (\$850,000) in recognition of scholarly accomplishments and in support of academic research. A representative sampling is included herewith and a complete list is available upon request.

Academic Honors

- American Political Science Association Accessibility Grant, 2021.
- Professional Development Award, School of Humanities and Social Sciences, East Georgia State College, 2021.
- James T. LaPlant Award for Excellence in Teaching and Mentoring in Political Science, Georgia Political Science Association, 2020.
- Pi Gamma Mu International Social Sciences Society Outstanding Alumni, 2017.

- African American Students of East Georgia State College's Outstanding Administrative Professional Award, April 2015.
- Distinguished Alumni Award for Academic and Professional Achievement, Western Carolina University, 2008.
- Jordon Excellence in Teaching Award, Brewton-Parker College, 2008 (college-wide competition; single recipient selected by faculty and administration).
- Professor of the Year, Brewton-Parker College 2006-2007 (college-wide competition; single recipient elected by student body).
- Professor of the Year, Brewton-Parker College, 2005-2006, (college-wide competition; single recipient elected by student body).
- Lee University Excellence in Advising Award, 2004 (university-wide competition; single recipient annually).
- University Honors College Faculty, Lee University, 2002-2005.
- Lee University Excellence in Scholarship Award, 2002 (university-wide competition; single recipient annually).
- Who's Who in America, 2002.
- Who's Who in the World, 2001.
- Professor of the Year, Brewton-Parker College 1999-2000 (college-wide competition; single recipient elected by student body).
- Phi Kappa Phi Honor Society, 1988.
- Who's Who in American Colleges and Universities, 1983.
- Pi Gamma Mu International Social Science Honorary Society, 1983.

Languages

German, Latin, and Albanian.

Journal and Manuscript Referee

University of Kentucky Press, Continuum Books, Political Science Quarterly, Journal of Social History, Review of Politics, Fides et Historia, Lexington Books, and the University of Missouri Press; Book reviewer, Choice (five reviews per year), History: Review of New Books; and ***Editorial Advisory Board***, Studies in Burke, Political Science Reviewer, Humanitas, Anamnesis, and The University Bookman.

Invited Lecturer and Commentator

Princeton University, Public Broadcasting Service ("History Detectives," July 2006), Clemson University, University of Louisville, University of South Carolina, Hamilton College, Concordia University, Western Carolina University, St. George Tucker Society, Crawly Bible Institute, and N.C. Boys State Convention.

Professional Memberships

American Conference of Academic Deans (2005-present); American Political Science Association (1986-present); American Society for Public Administration (1988-present); Conference on Faith and History (1990-present); Eric Voegelin Society; Georgia Political Science Association (Executive Board, 2012-2019); North Carolina Political Science Association (1986-present); Order

of St. Luke (1991-present); Society for Albanian Studies (1983-present); Society of Early Americanists (1998-present); and, Southern Political Science Association (1986-present).

References

Available upon request.

Biography

Dr. H. Lee Cheek, Jr., is Dean Emeritus of the School of Humanities and Social Sciences at East Georgia State College (as of 1 January 2026, part of Georgia Southern University). He received his bachelor's degree from Western Carolina University, his M.Div. from Duke University, his M.P.A. from Western Carolina University, and his Ph.D. from The Catholic University of America.

He previously served as Dean of the School of Social Sciences at the University of North Georgia; as Associate Vice President for Academic Affairs at Athens State University in Alabama; and Vice-President for College Advancement and Professor of Political Science at Brewton-Parker College in Mt. Vernon, Georgia. Dr. Cheek taught at Brewton-Parker College from 1997-2000 and from 2005-2009. In 2000, 2006, and 2007, the student body of Brewton-Parker College selected Cheek as Professor of the Year; and, in 2008, the Jordon Excellence in Teaching was bestowed upon him by the College's faculty and administration. From 2000 to 2005, Dr. Cheek served as Associate Professor of Political Science at Lee University. In 2002, Dr. Cheek was given Lee University's Excellence in Scholarship award; and in 2004, he received Lee University's Excellence in Advising award. In 2008, Western Carolina University presented Dr. Cheek with the University's Distinguished Alumni Award for Academic and Professional Achievement. Pi Gamma Mu, the International Honor Society in the Social Sciences, bestowed upon Dr. Cheek the society's Outstanding Alumni Award in 2017. In 2020, the Georgia Political Science Association conferred the James T. LaPlant Award for excellent in teaching and mentoring in political science upon Dr. Cheek.

He has been a congressional aide and a political consultant. Dr. Cheek's books include Political Philosophy and Cultural Renewal (Transaction/Rutgers, 2001; reprinted, Routledge, 2018 [with Kathy B. Cheek]); Calhoun and Popular Rule, published by the University of Missouri Press (2001; paper edition, 2004); Calhoun: Selected Speeches and Writings (Regnery, 2003); Order and Legitimacy (Transaction/Rutgers, 2004; reprinted, Routledge, 2017); an edition of Calhoun's A Disquisition on Government (St. Augustine's, 2007; reprinted, 2016); a critical edition of W. H. Mallock's The Limits of Pure Democracy (Transaction/Rutgers, 2007; reprinted, Routledge, 2017); Confronting Modernity: Towards a Theology of Ministry in the Wesleyan Tradition (Wesley Studies Society, 2010 [five printings to date]); an edition of the classic study, A Theory of Public Opinion (Transaction/Rutgers, 2013; reprinted, Routledge, 2017); Patrick-Henry Onslow Debate: Liberty and Republicanism in American Political Thought (Lexington, 2013); and, The Founding of the American Republic (Notre Dame University Press, 2027 [forthcoming]). He has also published dozens of scholarly articles in academic publications, and is a regular commentator on American politics and religion. Dr. Cheek's current research includes completing an intellectual biography of Francis Graham Wilson (I.S.I. Books), and a book on Patrick Henry's constitutionalism and political theory. He currently serves on the editorial boards of Humanitas, The Political Science Reviewer, VoegelinView, Anamnesis, and The University Bookman, Studies in Burke, as a Senior Fellow of the Alexander Hamilton Institute, and as a Fellow of the Academy of Philosophy and Letters (elected). Cheek has been a Fellow of the Wilbur Foundation, the Horowitz Foundation for Social Policy, the Earhart Foundation, the Center for Judicial Studies, and the Center for International Media Studies. He is a senior minister (retired status) in the United Methodist Church, and a former U.S Army Chaplain. Dr. Cheek lives on Tybee Island, Georgia, with his wife, Kathy B. Cheek, a teacher of dance and yoga.

Contact Information



Website: www.drleccheck.net



City of Tybee Island

Ethics Commission Application

The Mayor and City Council are seeking five members for appointment to the Ethics Commission:
three (3) to serve two-year terms and two (2) to serve one-year terms.

The Ethics Commission functions to enhance the public's trust in the integrity of city government and provide an advisory resource to assist with the administration and enforcement of the Code of Ethics.

Member Qualifications

- Upon appointment to the Commission, a person must have resided in the city for at least one year, be registered to vote in city elections, and not hold an elected office.
- For the duration of service on the Commission a member must:
 - Reside in the City of Tybee Island; and
 - Be registered to vote in city elections; and
 - Not hold any other elected office or become a candidate for elected office of the United States, this state, this county, or the city;
 - Not be a city employee;
 - Exhibit strong moral character and good citizenship;
 - Be fit to serve as a public servant.

Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Mary Sebring

Signature: _____

Date: 02/09/2026

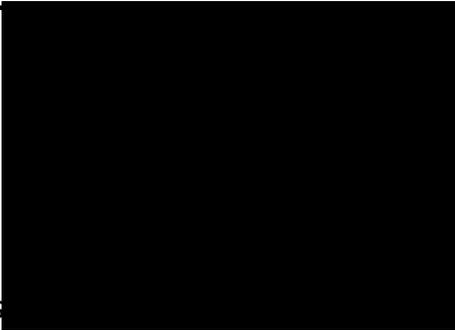
P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
www.cityoftybee.org

Applicant Information

Phone Number

Email Address

Home Address



Term Length Preference: One-Year Two-Year

Application Submission Instructions

Please submit the completed application and a resume or letter of interest to City Clerk Fabian Mann by **11:59 PM on Monday, February 9, 2026.**

Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

MARY ELLEN SEBRING

PROFESSIONAL SUMMARY

Experienced and detail-oriented Registered Nurse with over 10 years of progressive leadership, clinical practice, and educational experience across acute care, long-term care, hospice, and pediatric forensics. Demonstrated expertise in medical record review, regulatory compliance, policy development, and patient advocacy. Adept at analyzing complex medical information, ensuring adherence to healthcare regulations, and collaborating with multidisciplinary teams to improve patient outcomes. Recognized for exceptional communication skills, a commitment to confidentiality and ethical standards, and the ability to work independently and efficiently, including in remote settings. Passionate about contributing to healthcare compliance, appeals management, and advocating for patients' rights.

EDUCATION

Masters of Science in Nursing – December 1999

Family Nurse Practitioner

University of Alabama, Huntsville, Alabama

Baccalaureate of Science in Nursing – 1997

University of Alabama, Huntsville, Alabama

LICENSURE AND CERTIFICATION

Registered Nurse – e-LNC | RN222092 | Active

BCLS

PROFESSIONAL EXPERIENCE

DIRECTOR OF NURSING

2018 - 2020

Riverview Health and Rehabilitation, Savannah, Georgia

- Managed and supervised a 150-bed acute and long-term care skilled facility, overseeing 100+ Registered Nurses, Licensed Practical Nurses, and Certified Nursing Assistants.
- Developed and implemented training materials for nurses on medication administration, infection control, and safety procedures to ensure compliance with department, state, and federal policies.
- Analyzed staff utilization and workflow to improve efficiency and quality of care.
- Led and participated in meetings to establish and oversee policies, budgets, and their implementation, ensuring regulatory compliance and documentation accuracy.
- Ensured residents and families received high-quality, compassionate service, advocating for individual rights and needs.

ASSISTANT DIRECTOR OF NURSING AND STAFF DEVELOPMENT

2016 - 2018

Signature Health and Rehabilitation, Savannah, Georgia

- Managed and supervised a 120-bed skilled facility with 60 nursing staff, ensuring compliance with healthcare regulations and insurance policies.
- Researched and developed evidence-based curriculum and competencies for staff per Centers for Medicare and Medicaid Services and facility policies.
- Established training programs, mentorships, performance evaluations, and feedback systems to promote continuous improvement and compliance.
- Fostered open communication with staff to support a learning culture and address developmental needs.

DIRECTOR OF NURSING

2014 - 2016

Pruitt Hospice, Savannah, Georgia

- Provided clinical leadership, staff development, regulatory compliance, operational oversight, and mentorship in a hospice setting.
- Ensured patient and family support through an interdisciplinary team approach, advocating for optimal patient care and regulatory adherence.

Item #3.

- Returned to practice with renewed commitment to patient care and compliance.

FAMILY NURSE PRACTITIONER

1/00 - 2003

Scarborough Clinic, Huntsville, Alabama

- Practiced independently in direct patient care, including assessments, diagnosis, and development of treatment plans, while maintaining thorough documentation and compliance with healthcare guidelines.
- Ordered and interpreted labs, wrote prescriptions, and conducted follow-up evaluations, ensuring clear communication with patients and families.

FAMILY NURSE PRACTITIONER

2001 - 2003

National Children's Advocacy Center, Huntsville, Alabama

- Coordinated and oversaw the first medical clinic for the NCAC, a 501c(3) organization, including policy and protocol development for a specialized pediatric clinic.
- Developed comprehensive history and physical assessment protocols for child sexual abuse cases, ensuring compliance with legal and regulatory standards.
- Performed forensic interviews, medical examinations, evidence collection, and collaborated with multidisciplinary teams to develop treatment plans and support investigative processes.

CLINICAL ASSISTANT PROFESSOR

8/00 - 8/01

University of Alabama, Huntsville, Alabama

- Served as clinical instructor for undergraduate students in acute care settings, emphasizing direct patient care, pharmacology, and correlation of lab results with medical diagnosis.
- Mentored students in understanding nursing theory, regulatory compliance, and ethical standards in clinical practice.

CLINICAL INSTRUCTOR

8/99 - 8/00

University of Alabama in Huntsville, Huntsville, Alabama

- Provided instruction and mentorship to undergraduate students in clinical and skills lab settings, focusing on compliance, documentation, and patient-centered care.

RN

5/14/97 - 12/31/01

Huntsville Hospital, Huntsville, Alabama

- Provided direct patient care in the Surgical/Trauma Intensive Care Unit, collaborating with trauma surgeons to develop a Level II Trauma Unit.
- Assisted with bedside procedures and educated families on care processes, ensuring clear communication and support.

PAPERS

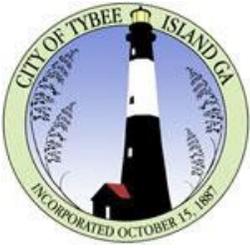
- Identification and Description of Needs of Families with a Member in the Intensive Care Unit, University of Alabama at Huntsville, 1998.
- Child Safety Seat Issues, University of Alabama at Huntsville, 1999.
- Pesticide Exposure and Cancer Risks Concerning Migrant Workers, University of Alabama at Birmingham, 1999.

STRENGTHS

- Developed and organized informed consent and project proposals for Institutional Review Board submission, demonstrating attention to regulatory and ethical standards.
- Created policy and protocol for child sexual abuse clinic at the National Children's Advocacy Center.
- President, North Alabama Nurse Practitioners Association, 2001-2002.
- Participated in the Fellows of the American Academy of Nurse Practitioners Invitational Think Tank, Washington, DC, 2001.
- Engaged with congressional healthcare aides regarding healthcare delivery system gaps and the role of Nurse Practitioners in cost-effective care.
- Member, University of Alabama in Huntsville Curriculum Sub-committee.

PROFESSIONAL MEMBERSHIPS AND HONORS

- National Institute of Occupational Safety and Health (NIOSH) Traineeship Award
- Graduate Faculty Award for Academic Excellence
- Sigma Theta Tau International, Beta Phi Chapter



City of Tybee Island

Ethics Commission Application

The Mayor and City Council are seeking five members for appointment to the Ethics Commission:
three (3) to serve two-year terms and two (2) to serve one-year terms.

The Ethics Commission functions to enhance the public's trust in the integrity of city government and provide an advisory resource to assist with the administration and enforcement of the Code of Ethics.

Member Qualifications

- Upon appointment to the Commission, a person must have resided in the city for at least one year, be registered to vote in city elections, and not hold an elected office.
- For the duration of service on the Commission a member must:
 - Reside in the City of Tybee Island; and
 - Be registered to vote in city elections; and
 - Not hold any other elected office or become a candidate for elected office of the United States, this state, this county, or the city;
 - Not be a city employee;
 - Exhibit strong moral character and good citizenship;
 - Be fit to serve as a public servant.

Statement of Qualification

I have interest in serving on the Tybee Island Ethics Commission, and I meet the qualifications set forth in the "Member Qualifications" section.

Name: Sue Jackson

Signature: _____

Date: 02.09.26

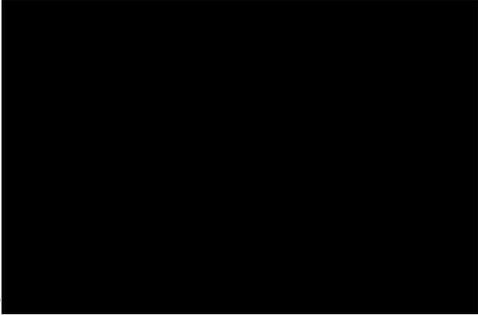
P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
www.cityoftybee.org

Applicant Information

Phone Number

Email Address

Home Address



Term Length Preference: One-Year Two-Year

Application Submission Instructions

Please submit the completed application and a resume or letter of interest to City Clerk Fabian Mann by **11:59 PM on Monday, February 9, 2026.**

Fabian Mann, City Clerk
Fabian.Mann@cityoftybee.gov
912-798-0293

File Attachments for Item:

4. Approval of Two (2) Recommended Commissioners to the Historic Preservation Commission



City of Tybee Island

Memorandum

To: City of Tybee Island City Council
From: Bret Bell, City Manager
Date: February 26, 2026
Nominations for 2026 Historic Preservation Commission Vacancies

Title

2026 Historic Preservation Commission Nominations

Action

Approval of the following recommendation for 2026 Historic Preservation Commission Nominations.

Background

The Historic Preservation Commission is comprised of five members. The process for nominating and appointing commission members is outlined in the Historic Preservation Commission Program Policies and Procedures.

In November 2025, the Historic Preservation Commission opened a public application period to fill upcoming vacancies. The application period closed on January 14, 2026, and two applications were received.

At its regular meeting on February 9, 2026, the Historic Preservation Commission reviewed the applications and voted to recommend approval of both applicants to fill the current vacancies. The Commission is forwarding its recommended slate to the City Council for review and final approval.

All applications received are included in the agenda packet.

Vacancy Recommendations

1. John Simshauser
2. Allen Bosbyshell

Funding

There is no fee associated with this agenda item.

Purchasing Notes

There are no purchasing notes associated with this agenda item.

Alternatives

1. Approve the Historic Preservation Commission's recommended slate of nominees.

2. Direct staff to reopen the application process for the vacant Historic Preservation Commission positions.

Recommendation

That Council adopts Alternative 1.



Historic Preservation Commission
Application (2025-2026)

City of Tybee Island
P.O. Box 2749
403 Butler Ave.
Tybee Island, GA 31328
(912) 760-4374
Maggie.Wright@cityoftybee.gov

Thank you for your interest in serving on the Historic Preservation Commission (HPC) of the City of Tybee Island. To apply for a position on the commission, please complete the following application and submit it to our office or via email to Maggie.Wright@cityoftybee.gov. Applicants are encouraged to attend an HPC meeting as part of the application process.

Name: Allen B. Bystell Area(s) of Interest:
Address:
Cell Number: Previous Experience:
Email Address:

Why are you interested in serving on the Historic Preservation Commission (HPC) for the City of Tybee Island?

Love Tybee, Love Urban Planning
We must preserve history and nature

Describe your understanding of the role of the HPC in preserving Tybee's historic built environment:

Preserve Historic Buildings on the island

What do you believe is the most important aspect of the HPC's role for the community and local government?

Communicating the importance of history to stakeholders

Experience, education or special interest (circle all that apply): Architecture | History | Architectural History | Archaeology
Urban/Community Planning | American Studies | Cultural Geography | Cultural Anthropology | Folklore | Curation & Conservation
Landscape Architecture | Real Estate | Law | Construction/Building/Carpentry | Education

Please share any relevant knowledge or career or other experience you have that would be beneficial to the HPC:

Work for State of Georgia
Degree in Urban Planning

Please check the following responsibilities that you can fulfill as a member of the Historic Preservation Commission:

- A resident of the City of Tybee Island
Willing to serve a three-year term
Able to attend meetings on the second Monday of the month at 6:00p.m.
Willing to commit time outside of monthly meeting to work on HPC projects/initiatives and attend training
Aware that members of the HPC shall not receive a salary, although they may be reimbursed for expenses

William Allen Bystell

Signature

12/13/25
Date

Item #4. Printed Name



Historic Preservation Commission

Application (2025-2026)

City of Tybee Island
P.O. Box 2749
403 Butler Ave.
Tybee Island, GA 31328
(912) 760-4374
Maggie.Wright@cityoftybee.gov

Thank you for your interest in serving on the Historic Preservation Commission (HPC) of the City of Tybee Island. To apply for a position on the commission, please complete the following application and submit it to our office or via email to Maggie.Wright@cityoftybee.gov. Applicants are encouraged to attend an HPC meeting as part of the application process.

Name: John Simshanser

Area(s) of Interest: History, architecture, land use & planning

Address: [Redacted]

Cell Number: [Redacted]

Email Address: [Redacted]

Previous Experience: Lived in historic house/neighborhood in Atlanta & Savannah. Participated in neighborhood groups, interacting with NPHS (ATL). Remounted house

Why are you interested in serving on the Historic Preservation Commission (HPC) for the City of Tybee Island?

I enjoy history, preservation, etc. and would like to help further the maintenance and promotion of what Tybee Island has to offer.

Describe your understanding of the role of the HPC in preserving Tybee's historic built environment:

Promoting preservation and its positive benefits to residents, city administration and other stakeholders. Also, helping to guide preservation recommendations to City Council.

What do you believe is the most important aspect of the HPC's role for the community and local government?

Promoting preservation in a way that is not "threatening" to residents and helps them understand that preservation is a benefit to the Tybee Island lifestyle.

Experience, education or special interest (circle all that apply): Architecture | History | Architectural History | Archaeology | Urban/Community Planning | American Studies | Cultural Geography | Cultural Anthropology | Folklore | Curation & Conservation | Landscape Architecture | Real Estate Law | Construction/Building/Carpentry | Education

Please share any relevant knowledge or career or other experience you have that would be beneficial to the HPC:

My BA is in history. MBA is business. I currently work as the right-of-way (real estate) manager for Chatham County. I am a licensed broker/appraiser and my work for 35+ years has involved valuation of real estate, construction issues, zoning and land use zoning, etc. I have ties to Tybee going back 40+ years and have lived on Tybee full time for just over one year.

Please check the following responsibilities that you can fulfill as a member of the Historic Preservation Commission:

- ✓ A resident of the City of Tybee Island
✓ Willing to serve a three-year term
✓ Able to attend meetings on the second Monday of the month at 6:00 p.m.
✓ Willing to commit time outside of monthly meeting to work on HPC projects/initiatives and attend training
✓ Aware that members of the HPC shall not receive a salary, although they may be reimbursed for expenses

John G. Simshanser

[Signature]

December 29, 2025

Item #4. Printed Name

Signature

Date

File Attachments for Item:

5. Action Item List Update

ITEM	ACTION TAKEN	NOTES
Alternative Water Source	<p>12/3/24- City Council Field Trip to Hilton Head Next step: Recommendation letter to Council</p> <p>08/13/25: Attended Georgia EPD input session on Floridan Aquifer withdrawal permits, which will be up for renewal in 2027. No indication that permit cap will be reduced, as coastal strategy appears to be having a positive impact. Discussion about bringing wastewater effluent permit closer in line with water withdrawal permit.</p> <p>12/3/25: Attended Coastal Regional Water Planning Council Meeting. Latest measurements by EPD shows coastal strategy continues to slow down advance of Hilton Head salt water intrusion plume in the Upper Floridan Aquifer. Now predicted to reach downtown Savannah in about 180 years. Aquifer rebounded 2 feet in areas following the closure of International Paper, which was the largest single water user in the County. Tybee fresh water source is currently not threatened.</p>	Under review by council
South End Sandbar Beach Safety	<p>February: Fire and Code Compliance walked site to assess safety environment. Five of eight sign posts destroyed in off-season. Plan developed to install a dozen new posts in more traffic-heavy locations New clearer signage developed, with three-side design. May: New signs ordered. 060525: News signs have arrived. Being installed at low tides at sandbar.</p>	
Memorial Park Master Plan	<p>060525: ULI Presentation on final report scheduled for 3 p.m. Aug. 13 Council Workshop and 6 p.m. Aug. 13 public presentation at Tybee Post Theater.</p> <p>081325: ULI Final Report presented to Council at Workshop and to public at evening session. Report will be used to shape scope of Memorial Park Master Plan RFP.</p> <p>092525: Community Development has created draft Memorial Park Master Plan RFP. Draft RFP is currently under review. Advertisement expected in October.</p> <p>102325: RFP for Memorial Park Master Plan under review, to be advertised next week.</p> <p>120325: Pre-bid meeting held for Memorial Park Master Plan RFP. More than 40 representative showed, including several teams with national profiles. Proposals due Dec. 17.</p> <p>021926: Bid period closed Dec. 17, 2025. City received 14 proposals. Evaluation team has reviewed proposals and narrowed to a group of finalists. Working to schedule live presentations to evaluation team in March.</p>	

Assigned to

Pete G

Wally, Justin

Patricia S

Solomon Ave Road Planning	<p><u>102325</u>: Staff has synthesized input from Council at workshop, and input from the public, and is in development of capital project. Work will be phased.</p> <p><u>021926</u>: The following progress on plan components have been made: - Solomon Avenue between Jones and 2nd Ave. paved in February to address heavy golf cart traffic. - Informal breaks in Solomon median regraded and closed off west of N. Campbell, creating one intersection at Wilson Avenue intended for local traffic only. Fifteen trees to be planted in these sections of median on Feb. 21. Plan to install rain gardens in this section of median, which will be designed as part of our NFWF grant-funded resiliency project. - Solomon between Polk and McKenzie closed. Plan developed to turn section into pedestrian and bicycle path with new landscaping and scenic marsh overlooks.</p>		Michelle O
Metric Parking Kiosk Legal Fee Reimbursement	<p><u>May 2025</u>: A review determined the City Attorney did not bill the City for time spent on the matter.</p>	This item is deemed complete	Bubba/Michelle
Water Tower Company Reimbursement for Comcast Equipment	<p>Working with City Attorney on solution</p> <p>Staff has submitted documents to City Attorney's Office to help build case.</p> <p><u>120925</u>: Contractor has remobilized on-site to finish water tower paint job at no extra cost to City. Sand blasting began this week, and new type of coating will be utilized. City Attorney has been coordinating with company attorney to ensure timely completion and reimbursement to City for damaged property.</p> <p><u>021926</u>: Contractor in January 2026 completed sandblasting and repainting of water tower. Work passed inspections and is deemed complete. City was not charged for correction of work. Bill being prepared for reimbursement of damaged property.</p>		Bubba/Michelle
Live Oak Fiber Installation	<p><u>102325</u>: Currently, Coastal Communications/OTM South conduit placement is on hold due to a stop work order from the DNR for unpermitted work within the coastal marsh. This is the second week of the stop work order.</p> <p>There are three plan reviews outstanding by staff, which will equate to the final three right of way permits issued by Tybee for the Live Oak project.</p> <p><u>120325</u>: DNR lifts stop work on Live Oak for conducting work in the coastal marshland without a permit. Stop work had been in place about 4 weeks.</p>		Patricia S

Historic District for Ft Screven and N. Campbell Neighborhood	<p>May 14: Ft. Screven Visioning Session on what elements the public would like to see in a Historic District.</p> <p><u>July 1, 2025</u>: HPC Chair scheduled to present update to Council at July 9 Workshop</p> <p><u>081925</u>: More than 50 residents turned out for Public Workshop at the Guardhouse.</p> <p><u>092525</u>: Last week we submitted draft designation ordinance and design guidelines to the State Historic Preservation Office. We are now awaiting review comments.</p> <p><u>102325</u>: Council Workshop held Oct. 9 on proposed local historic district designation ordinance. Coordination occurring with City Attorney. Text and Map Amendments to be heard by Planning Commission on Nov. 17.</p> <p><u>121025</u>: Map Amendment and Text Amendment for Local Historic District on the Dec. 15 Planning Commission Agenda.</p> <p><u>021226</u>: HPC Chairwoman presented final recommendations to City Council during Feb. 12 Workshop. Public hearing and first reading planned for Feb. 12 Council Meeting, but item continued to allow for renotification to impacted and adjacent property owners. New letters sent out advertising March 12 Public Hearing.</p>	
Designated Driving Campaign	<p><u>092525</u>: Summer campaign wrap-up occurred during Council Meeting of Sept. 11. Local taxi companies recognized for their service providing safe transportation to Tybee residents and visitors. We are developing a new sign near Welcome Sign that keeps running tally of DUI arrests this year.</p> <p><u>121025</u>: City has designed sign for U.S. 80 that would keep running tally of DUIs throughout the course of the year to encourage drivers to designate a sober driver.</p>	
New Fire Station	<p><u>102325</u>: Public Facilities Authority bond proceeding to finance fire station property purchase successfully validated by Superior Court Judge on October 20. Closing on property sale scheduled for October 30. RFP for fire station design services in development. Plan is to begin advertising RFP October 31. Awaiting passage of federal budget to see whether \$5 million earmark request for fire station construction makes it through.</p> <p><u>121025</u>: Proposals for fire station design services contract due to the City by Dec. 15. Significant interest during RFP pre-bid meeting. Federal budget approved allocating \$5 million in requested federal funds for fire station construction. A resolution is on the Dec. 11 Agenda authorizing reimbursement to the City from expected bond proceeds for fire station design and construction expenditures incurred prior to the bond being issued.</p> <p><u>022626</u>: Recommendation for design contract award placed on Feb. 26 Council Agenda. Contract value is \$642,900.</p>	

Cassidi K

Tiffany/Michelle/Cassidi

Justin/Jen/Bret

Beach Renourishment	<p><u>021926</u>: North Dune Restoration Project out to bid, with an expected March 26 Council approval and estimated project start date of April 15. City successfully lobbied State to allocate \$1 million in emergency appropriations in supplemental budget to offset project costs. Letter of permission sent to DNR on Feb. 19. Letters to impacted homeowners being sent out this week.</p> <p>City Manager and Mayor traveling to Washington, D.C., on Feb. 24 to meet with Army Corps and Congressional officials to lobby for planned FY26 allocation of \$12 million for federal share of \$20 million project cost. Tybee has secured \$8 million local match. Meeting with Corps officials held on Tybee in early February to review project details. Nourishment on track for last 2026 project start except for lack of</p>		Bret/Alan/Pete
Short Term Rental Application Process	<p><u>021926</u>: New STR online application portal successfully beta tested by several individuals from the STR industry. Site expected to significantly speed up and simplify the application and review process. Staff working with vendor to correct some errors with new and secure payment gateway. Site expected to launch week of Feb. 23.</p>		Wally, Jen

File Attachments for Item:

6. Award of RFP 2025-791: Professional Services for New Fire Station Design



City of Tybee Island

Memorandum

To: City of Tybee Island City Council
From: Bret Bell, City Manager
Date: February 19, 2026
Re: Award of RFP 2025-791: Professional Services for New Fire Station Design

Title

New Fire Station Design Services Contract

Action

Approval of design services contract with Court Atkins Group of Savannah in the amount of \$642,900 to design a new fire station for Tybee Island, and authorization for Mayor to sign contract and execute necessary documents.

Background

The existing Tybee Island Fire Station has exceeded its useful life and is in poor condition. Construction of a new facility is required to meet operational needs and long-term service demands. The City issued a Request for Proposals (RFP) for professional design services for a new elevated station that will include drive-through apparatus bays, storage, and parking for Fire Department and Ocean Rescue vehicles beneath the living quarters.

Facts and Findings

1. The City issued an RFP for architectural design services for a new fire station, and received seven proposals.
2. A five-person City employee scoring team evaluated submissions using the following weighted criteria:
 - Experience with similar projects: 30 points
 - Project approach: 25 points
 - Project team (including subcontractors): 25 points
 - Project schedule: 10 points
 - Project design costs: 10 points
3. Average scores from all reviewers were as follows:

- Croft and Associates: 90.0 points (\$713,400)
 - Jericho Design Group: 85.8 points (\$725,000)
 - Court Atkins Group: 85.2 points (\$642,900)
 - GMC: 82.8 points (764,000)
 - Lott Naugle: 82.6 points (\$1,250,000)
 - Make 3: 82.0 points (\$956,422)
 - Taylor Design Studio: 78.0 points (\$579,750)
4. The three highest scoring firms were invited to interviews conducted February 2 through February 4.
 5. Following interviews, the evaluation team selected Court Atkins Group based on overall approach, project team qualifications, schedule, and cost considerations.
 6. Court Atkins has significant experience designing commercial facilities in the Lowcountry, including design of fire stations in Bluffton, S.C., and schools on Hilton Head.

Funding

Funding for this project is included in the FY2026 Annual Budget, Account Number 360-3510-54-2505. The City secured a \$5,000,000 grant through the United States Department of Agriculture (USDA) to support this project.

Purchasing Notes

The procurement process followed a competitive RFP process resulting in seven submissions. Evaluation scoring and interviews were conducted in accordance with City procurement procedures. Selection was based on qualifications and best overall value to the City rather than solely on initial ranking score.

Alternatives

1. Approve award of the professional services contract to Court Atkins Group in the amount of \$642,900 and authorize execution of the agreement.
2. Reject all proposals and re-advertise the RFP for design services.

Recommendation

That Council adopts Alternative 1, awarding the professional services contract to Court Atkins Group in the amount of \$642,900 for the design of a new fire station, and authorize the Mayor to execute the contract and any associated documents following approval as to form by legal counsel.

**PROFESSIONAL SERVICES AGREEMENT between
The CITY OF TYBEE ISLAND, GEORGIA and COURT ATKINS
ARCHITECTS, INC.**

THIS IS AN AGREEMENT made this ____ day of _____ 2026 (“Effective Date”) between the City of Tybee Island, Georgia, (“CITY”) and Court Atkins Architects, Inc., (“CAA” or “CONSULTANT”). The CITY wishes to engage CONSULTANT to provide professional design and consulting services to assist the CITY with the assessment, design and preparation of drawings and specifications for the City’s new Fire Station Project. The following summarizes the contents of this AGREEMENT:

- Section 1.0 General Considerations
- Section 2.0 CITY Responsibilities
- Section 3.0 CONSULTANT Responsibilities
- Section 4.0 Project Scope of Services and Schedule Summary
- Section 5.0 Project Budget and Payments to CONSULTANT
- Section 6.0 Acknowledgment and Acceptance

1.0 SECTION 1.0 - GENERAL CONSIDERATIONS

1.1 Commencement. Upon execution of this AGREEMENT, the CONSULTANT shall provide the services specified herein. The CONSULTANT recognizes that timely, quality service will be essential to complete this project and the services contemplated under this AGREEMENT.

1.2 Term of AGREEMENT. This Agreement shall become effective as of the Effective Date and, unless otherwise terminated in accordance with the provisions of Section 1.3 of this Agreement, will continue until the Services have been satisfactorily completed (the “Term”); provided, however, that in no event shall this Agreement remain effective for longer than eleven months.

1.3 Termination of AGREEMENT. Either party, upon giving 30-days written notice, may terminate this AGREEMENT at any time without cause. Termination of this AGREEMENT by either party shall not impair or affect whatever rights, including payment for services performed prior to termination, either party may have under this AGREEMENT. Further, if the CONSULTANT fails to fulfill its contractual obligations as specified herein, the CITY may, by giving written notification to the CONSULTANT, terminate the AGREEMENT for such default. If the AGREEMENT is so terminated, the CONSULTANT shall be paid only for the work satisfactorily completed.

1.4 Successors and Assigns. CITY and CONSULTANT are bound to the other party to this AGREEMENT and each parties’ successors and assigns are bound to all covenants, agreements and obligations of this AGREEMENT. CONSULTANT shall not assign, sublet or transfer any rights under or interest in (including, but without limitation, money that may become due or moneys that are due) this AGREEMENT without the written consent of the CITY.

1.5 Indemnification and Hold Harmless. The CONSULTANT shall indemnify and hold the CITY and its officers, agents, employees and assigns, harmless from any liability imposed for injury or damages arising during the completion of work outlined in this AGREEMENT, or in any manner directly or indirectly caused, occasioned or contributed to, in whole or in part, by reason of a negligent act or omission, including strict liability or negligence of CONSULTANT, or of anyone acting under the CONSULTANT's direction or control or on its behalf, in connection with this AGREEMENT.

1.6 Ownership of Project Documents and Reports. All documents and reports prepared by the CONSULTANT pursuant to this AGREEMENT shall be the property of the CITY upon completion. The CITY may reproduce and distribute these documents to appropriate parties; however, certain documents may not be suitable for re-use by the CITY on other project(s) without proper consultation with the CONSULTANT. The CONSULTANT may use the work product developed under this AGREEMENT for future marketing and project endeavors.

1.7 Controlling Law. This AGREEMENT is to be governed by the laws of the State of Georgia. The parties hereby agree and stipulate this AGREEMENT was made and entered into in Chatham County, Georgia, which shall be the appropriate venue for any action brought relating thereto. CONSULTANT shall comply with all applicable CITY, State and Federal provisions related to its performance of the work under this AGREEMENT.

1.8 Severability and Reformation. Any provision or part thereof of this AGREEMENT held to be void or unenforceable under any law shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this AGREEMENT shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

2.0 SECTION 2.0 - CITY'S RESPONSIBILITIES

CITY and/or CITY Staff shall:

2.1 Provide all information for the project, including project objectives and constraints, performance requirements, flexibility and expendability, any budgetary limitations, copies of relevant documents and access to relevant files, software and hardware necessary to execute the work effort.

2.2 Promptly furnish to CONSULTANT the information requested by CONSULTANT that is needed for rendering of services defined herein. The CITY shall provide to the CONSULTANT all such information that is available to the CITY, and the CONSULTANT shall be entitled to rely upon the accuracy and completeness thereof. The CONSULTANT recognizes that it is impossible for the CITY to assure the accuracy, completeness and sufficiency of information prepared by third parties.

2.3 Assist CONSULTANT by placing at its disposal all available information

pertinent to the project including previous reports and any other data relevant to project.

2.4 Allow the CONSULTANT reasonable access to designated CITY staff personnel and property related to execution of specific work tasks that the CITY staff will perform.

2.5 Assist/arrange for access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform his services.

2.6 Designate a person (or persons) to act as CITY's representative(s) with respect to the management, technical and production related activities to be performed by the CITY under this AGREEMENT. Such person(s) shall have complete authority to transmit instructions, receive information, interpret and define CITY's policies and decisions with respect to materials, equipment, elements and systems pertinent to CONSULTANT's services.

3.0 SECTION 3.0-CONSULTANT'S RESPONSIBILITIES

3.1 Standard of Care. The CONSULTANT shall manage and perform the work in accordance with applicable laws and codes. By execution of this AGREEMENT, the CONSULTANT warrants that he/she is possessed of the requisite skill and ability which is ordinarily possessed by other members of his/her profession. CONSULTANT will exercise such degree of skill and ability as is ordinarily employed by professionals who practice in the State of Georgia under similar conditions and like circumstances, and he/she shall perform such duties without neglect, and shall not be liable except for failure to exercise such appropriate degree of care, learning, skill and ability.

3.2 Authorized Representative. CONSULTANT shall designate a person (or persons) to act as CONSULTANT's representative(s) with respect to the services to be rendered under this AGREEMENT. Such person(s) shall have complete authority to transmit instructions, receive information, interpret and define CONSULTANT's policies and decisions with respect to materials, equipment, elements and systems pertinent to this AGREEMENT.

3.3 Insurance. The CONSULTANT shall maintain the following insurance requirements during the time of performance of the services outlined in this AGREEMENT for the contract period. An insurance certificate must be on file with the CITY Administrator's office within four weeks of the signing of the contract by both parties.

- A. General Liability Insurance, with a combined single limit of \$2,000,000 for each occurrence and \$2,000,000 in the aggregate;
- B. Automobile Liability Insurance, with a combined single limit of \$2,000,000 for each person and \$1,000,000 for each accident;
- C. Worker's Compensation insurance in accordance with statutory requirements, with a limit of \$500,000 for each occurrence;
- D. Professional Liability Insurance, in the amount of \$1,000,000 per claim and \$2,000,000 in the aggregate.

4.0 SECTION 4.0 - PROJECT SCOPE OF SERVICES AND SCHEDULE

The specific services which the CONSULTANT agrees to furnish and the terms the CONSULTANT agrees to follow are set forth in Request for Proposal 2025-791 (“RFP”) and all addendum and attachments thereto which documents are incorporated herein and made part of this AGREEMENT.

Based on a current space needs study and evaluation of the current fire station located at 512 Jones Avenue it was determined that the city of Tybee Island needs a new and larger fire station. Land has been purchased for the new fire station, and the existing building located a 103 Butler Avenue will be razed and the new fire station will be located on that lot and the vacant lot to the south. The City of Tybee Island is requesting design services from qualified design professionals for the design of a new two-story fire station with storage and parking for the City’s Fire Department vehicles on the ground floor and living quarters on the second floor. Each floor will be approximately 7,500 square foot in size. Services will include a full assessment of the existing conditions and the proposed site of the project, the total design of the project based on the Firm’s full assessment and findings, permitting, preparation of construction plans, project specifications, and cost estimate, along with all documentation and processes required to bid the project for construction.

4.1 PROJECT REQUIREMENTS: The proposed fire station will be required to meet the following design requirements at a minimum:

DESIGN ASSUMPTIONS:

- **Total Building Size:** Approximately 15,000 square feet (7,500 square feet per floor)
- **Personnel:** Three (3) Full time shifts of five (5) to seven (7) fire-fighters per shift.
 - Facilities sized for a total of fifteen (15) to twenty-one (21) personnel.
- **Tybee Island Context:** Coastal location requires hurricane resistant design (130 mph wind load, ASCE 7), elevated foundations (8-12 feet above base flood elevation, Zone V), and corrosion resistant materials.
- **Codes and Standards:** NFPA 1, NFPA 101, IBC, ICC A117.1 (accessibility), FEMA, 361 (EOC), and local Tybee Island zoning and flood ordinances.
- **LEED Goals:** Target LEED Gold or Platinum certification, focusing on the following:
 - **Sustainable Site:** Pervious pavement, native landscaping, and storm water management.
 - **Water Efficiency:** 40% +/- water savings via low flow fixtures and rain water harvesting.

- **Energy and Atmosphere:** 30-50% energy savings with efficient HVAC, LED lighting, and solar ready infrastructure.
- **Materials & Resources:** 20% recycled, regionally sourced, low VOC materials.
- **Indoor Environmental Quality:** Daylighting, low VOC materials, enhanced ventilation.
- **Notification Monitors:** Ten (10) notification monitors which display dispatch calls, mapping information, maintenance schedules, shift changes, and daily reminders which are strategically placed across the station.

FIRST FLOOR (7,500 Square Feet +/-):

1. Truck Bay

a. Size: 4,500 Square Feet +/-

i. Dimensions: 60 feet X 45 feet X 16 Feet High

b. Specifications:

i. Accommodates five (5) fire apparatus (12 Feet X 30 Feet each)

ii. Reinforced concrete floors (250 psi live load, 20% recycled content)

iii. Five (5) high speed insulated sectional doors (14 Feet X 14 Feet) with a high R Value insulation

iv. Sloped floor with trench drains connected to rain water collection system

v. High-efficiency LED lighting with daylight harvesting and occupancy sensors (30% energy savings)

vi. Radiant floor heating via air-source heat pump (COP > 4.0)

vii. Two (2) wall mounted Notification Monitors, 32-40 Inch low-energy LED displays, one near apparatus entrance and one near quick safety slide)

c. LEED Features:

i. Skylights (Hurricane resistant) for 75% day lighting

ii. Cool roof coating to reduce heat island effect

- iii. Electric Vehicle (EV) charging station for future apparatus

2. Automatic Exhaust Removal System

a. Specifications:

- i. Direct-source capture system (e.g. Plymovent) for five (5) apparatus
- ii. Automatic activation, high capacity fans, NFPA 1500/OSHA compliant
- iii. Energy efficient motors with variable frequency drives (VFDs)
- iv. Integrated with the Building Management System (BMS)

b. LEED Features:

- i. Reduced energy consumption via the VFDs

3. Decontamination (Decon Room):

a. Size: 300 Square Feet

- i. Dimensions: 15 Feet X 20 Feet

b. Specifications:

- i. Ventilated, corrosion-resistant stainless steel lockers for twenty one (21) sets of turnout gear
- ii. NFPA 1851-Compliant gear wash/extractor and dryer (Energy Star certified, 60 pound capacity)
- iii. Stainless Steel sink, hands free eye wash station, low flow fixtures (0.50 gpm)
- iv. Negative pressure ventilation with HEPA filtration and heat recovery ventilator (HRV)
- v. Non-slip, chemical resistant epoxy flooring (20% recycled content, low VOC sealant)
- vi. Sealed LED lighting with occupancy sensors
- vii. One (1) wall mounted Notification Monitor, 24-32 Inch low energy LED display, showing decon protocols

c. LEED Features:

- i. Low VOC paints, adhesives, water efficient washer, enhanced ventilation

4. Apparatus Maintenance Room

a. Size: 150 Square Feet

- i. Dimensions; 10 Feet X 15 Feet)

b. Specifications:

- i. Workbench, tool storage, and shelving (recycled materials)
- ii. Reinforced flooring (150 psi live load, recycled concrete aggregate
- iii. Exhaust fan with VFD, 220-Volt outlets, compressed air line, and lockable door
- iv. One (1) wall mounted Notification Monitor, 24-32 Inch low energy LED display, for dispatch and maintenance reminders

c. LEED Features:

- i. Daylighting via hurricane resistant windows, low VOC finishes

5. Storage Areas

a. Size: 250 Square Feet

i. Dimensions:

1. General Storage: 15 Feet X 10 Feet (150 Square Feet)
2. SCBA Storage: 10 Feet X 10 Feet (100 Square Feet)

b. Specifications:

- i. General Storage: Heavy duty shelving (recycled steel) for hoses, tools, and equipment
- ii. SCBA Storage: Racks for twenty one (21) SCBA units, NFPA 1901 compliant compressor which is energy efficient
- iii. Hazmat Storage: Secure, ventilated cabinet OSHA/EPA compliant made from recycled materials

c. LEED Features:

- i. Regionally sourced shelving, low VOC finishes

6. Stairs and Elevator:

a. Stairs:

i. Size:

1. Primary - Fifty (50) Square Feet
2. Secondary – Thirty (30) Square Feet

ii. Two (2) fire rated staircases, 4 feet wide, IBC/NFPA 101 compliant, non-slip treads and handrails

b. Elevator:

i. **Size:** Twenty (20) Square Feet

ii. ADA compliant, 1000 pound capacity, stretcher accommodating (80" X 54" cab)

iii. Firefighter emergency operation, (ASME A17.1, NFPA 72), keycard access

iv. Regenerative drive elevator

c. LEED Features:

i. Recycled content stair materials, day lit stairwells

7. Quick Safety Slide:

a. Size: Fifty (50) Square Feet, landing area 7 Feet X 7 Feet

b. Specifications:

i. Stainless Steel slide (24 Inch diameter, ASTM F1487 compliant)

ii. Impact absorbing rubberized landing mat made out of recycled rubber

c. LEED Features:

i. Recycled content stair materials, day lit stairwells

8. Security Systems

a. Size: Twenty (20) Square Feet with control panel in utility room

b. Specifications:

- i. CCTV: 8-10 low energy cameras located in truck bay, entrances, and perimeter, with 24/7 recording capability
- ii. Intrusion detection: Motion sensors at doors and windows with alarms
- iii. Fire alarm system integrated with sprinklers (NFPA 72 compliant)
- iv. Key card access for restricted areas

c. LEED Features:

- i. Energy efficient cameras ties to BMS

9. Utility and Back-up Power Area:

a. Size: 100 Square Feet (10 Feet X 10 Feet)

b. Specifications:

- i. Back-up generator: 250 kW, bio-diesel compatible, 48-hour fuel capacity
- ii. Automatic Transfer Switch, UPS for critical systems, (EOC, security, communications, PA, and monitors)
- iii. High efficiency HVAC controls, electrical panels, water heater (100 Gallon capacity) all Energy Star certified

c. LEED Features:

- i. Heat recovery from generator, low emission fuel

10. Public Address (PA) System:

a. Specifications:

- i. Building wide public address system with speakers in truck bay, decon room, hallways, second-floor living/administrative areas, and outdoor training area.
- ii. Automatic activation upon dispatch, integrated with fire alarm and dispatch system (NFPA 72 compliant)
- iii. Manual operation four routine announcements (e.g. shift changes and training)
- iv. Energy efficient speakers/amplifiers tied to BMS

- v. Centralized control in EOC, override in administrative lobby

b. LEED Features:

- i. Low energy components

11. Notification Monitors:

- a. **Quantity:** Four (4) on the first floor, Two (2) in the truck bay, One (1) in the decon room, and One (1) in the maintenance area

b. Specifications:

- i. 24 – 40 inch low energy LED displays Energy Star certified; all wall mounted
- ii. Display real time dispatch calls, (e.g. location, incident type, and mapping information all integrated with CAD system
- iii. Function as daily reminder boards (e.g. maintenance schedules, training reminders, and shift assignments)
- iv. Connected to BMS and UPS for uninterrupted operation during outages
- v. Hurricane resistant mounting for durability

c. LEED Features:

- i. Energy efficient displays reduce power consumption

FIRST FLOOR TOTAL: 6,420 Square Feet leaving 1,080 Square Feet for circulation, walls, and FEMA 361 flood mitigation reinforcements

LEED First Floor Highlights:

- **Sustainable Sites:** Pervious pavement in apparatus turnaround and native landscaping
- **Water Efficiency:** Rainwater harvesting for apparatus washing
- **Energy Efficiency:** LED lighting, heat pumps, VFDs, and low energy monitors (30% +/- savings)
- **Materials:** 20% +/- recycled content in concrete, steel, and flooring
- **Indoor Quality:** Low VOC materials and enhanced ventilation in decon and maintenance rooms

SECOND FLOOR (7,500 Square Feet +/-):

1. Emergency Operations Center (EOC) Room (FEMA 361 Compliant)

a. Size: 350 Square Feet

- i. Dimensions: 17.5 Square Feet X 20 Square Feet)

b. Specifications:

- i. Reinforced concrete walls, roof, door (250 mph wind resistance, (FEMA 361 compliant)
- ii. Acoustic panels made of recycled content
- iii. Large monitors, video conferencing, radio, VoIP, redundant internet
- iv. Conference table for eight (8), ergonomic chairs, workstations (FSC certified wood)
- v. Adjustable LED lighting with daylight sensors and battery back-up
- vi. One (1) wall mounted Notification Monitor, 32 – 40 Inch low energy LED display for dispatch and operational reminders

c. LEED Features:

- i. Daylighting (75% of space), low VOC finishes, energy efficient AV equipment

2. Administrative Lobby and Receptionist Area:

a. Size: 200 Square Feet

- i. Dimensions: 10 Feet X 20 Feet

b. Specifications:

- i. Secure reception desk made of recycled materials
- ii. Seating for six (6), low energy digital signage
- iii. Porcelain tile (40% recycled content) or low VOC carpet
- iv. Keycard entry
- v. One (1) wall mounted Notification Monitor, 24 – 32 Inch low energy LED display for dispatch and visitor reminders (e.g. meeting schedules)

c. LEED Features:

- i. Daylighting (90% of space), bicycle storage near entrance

3. Records Room:

a. Size: 150 Square Feet

- i. Dimensions: 10 Feet X 15 Feet

b. Specifications:

- i. Fire-proof filing cabinets made of recycled steel
- ii. Climate control (60 – 70 degree Fahrenheit, 40 -50% humidity), via high efficiency mini split system
- iii. Keycard/biometric lock with back-up power

c. LEED Features:

- i. Low VOC finishes and regionally sourced cabinets

4. Administrative Offices:

a. Quantity: Four (4)

b. Size: 120 Square Feet each (480 Square Feet total)

- i. Dimensions: 12 Feet X 10 Feet Each

c. Specifications:

- i. Ergonomic desk, chair, and storage (FSC certified wood)
- ii. Hurricane resistant windows
- iii. Sound proofed walls
- iv. High speed internet, VoIP phones, and surge protected outlets
- v. One (1) wall mounted Notification Monitor, 24 – 32 Inch low energy LED display, in hallway outside offices for shared use (dispatch and administrative reminders)

d. LEED Features:

- i. Daylighting (90% of space), low VOC finishes

5. Training Room:

a. Size: Square Feet

- i. Dimensions: 17.5 Feet X 20 Feet

b. Specifications:

- i. Energy efficient projector, screen, and interactive whiteboard
- ii. Modular furniture for 15 made out of recycled materials
- iii. Sound proofing and blackout shades
- iv. Hurricane resistant windows
- v. One (1) wall mounted Notification Monitor, 32 – 40 Inch low energy LED display, for dispatch and training reminders.

c. LEED Features:

- i. Daylighting (90% of Space)
- ii. Low VOC carpet and finishes

6. Workout Room:

a. Size: 300 Square Feet

- i. Dimensions: 15 Feet X 20 Feet

b. Specifications:

- i. NFPA 1583 compliant equipment (treadmills, free weights, and resistance machines)
- ii. Rubberized flooring made of recycled rubber
- iii. High capacity HVAC with HRV, mirrors and low energy TV

c. LEED Features:

- i. Day lighting and low VOC adhesives

7. Kitchen and Dayroom

- a. Size:** 600 Square Feet (Kitchen 300 Square Feet and Day Room 300 Square Feet)

- i. Dimensions: 30 Feet X 20 Feet

b. Specifications for Kitchen:

- i. Commercial grade appliances which are Energy Star certified
- ii. Double oven
- iii. Three (3) refrigerators/freezers, each 18 – 20 cubic feet
- iv. Microwave
- v. Dishwasher
- vi. Six (6) burner stove
- vii. Three (3) 20-amp, 120 V receptacles (dedicated circuits for small appliances such as coffee maker and toaster)
- viii. Stainless steel countertops, an island, and a pantry all made recycled content materials
- ix. Fire suppression system
- x. Vinyl plank flooring made of recycled content
- xi. Hurricane resistant windows
- xii. Low flow faucets (0.50 gpm)
- xiii. One (1) wall mounted Notification Monitor, 32 – 40 Inch low energy LED display for dispatch, daily reminders, and meal schedules.

c. Specifications for Dayroom:

- i. Seating for seven (7) to ten (10) recliners made of FSC certified wood
- ii. Two (2) sofa made of FSC certified wood
- iii. Large screen TV, 50 – 60 Inch low energy display
- iv. Vinyl plank flooring made of recycled content
- v. Hurricane resistant windows
- vi. PA system speakers for dispatch alerts

d. LEED Features:

- i. Low flow fixtures (20 % water savings)
- ii. Daylighting (90% of space)
- iii. Low VOC finishes

8. ADA Compliant Restrooms:

a. Size: 150 Square Feet total, Two restrooms (75 Square Feet each)

- i. Dimensions: 7.5 Square Feet X 10 Square Feet (each)

b. Specifications:

- i. ADAAG compliant
 - 1. Grab bars
 - 2. 60 Inch turning radius
- ii. Low flow fixtures (1.28 gpf toilets and 0.50 gpm faucets)
- iii. Non slip ceramic tile made of 40% recycled content
- iv. Hands free fixtures
- v. Emergency call buttons
- vi. PA system speakers for dispatch alerts

c. LEED Features:

- i. Low flow fixtures (20% savings)
- ii. Low VOC adhesives

9. Men's and Woman's Locker Rooms

a. Size: 400 Square Feet total, 200 Square Feet each

- i. Dimensions: 10 Feet X 20 Feet (each)

b. Specifications:

- i. Ventilated lockers for **twenty** one (21) personnel per locker room
- ii. Three (3) showers per locker room
 - 1. Privacy partitions

2. Non slip ceramic tiles made of recycled materials
3. Low flow showerheads (1.5 gpm)
- iii. High capacity exhaust fans with HRV
- iv. Mirrors
- v. Hand free fixtures
- vi. PA system speakers for dispatch alerts
- vii. One (1) wall mounted Notification Monitor, 24 – 32 Inch low energy LED display for dispatch and shift reminders in each locker room

c. LEED Features:

- i. Low flow fixtures (20% savings)
- ii. Daylighting
- iii. Low VOC adhesives
- iv. Low VOC finishes

10. Bedrooms:

a. Quantity: Five (5)

b. Size: 600 Square Feet total (120 Square Feet each)

- i. Dimensions: 12 Feet x 10 Feet (each)

c. Specifications:

- i. Two (2) personnel per bedroom (10 bed total)
- ii. Twin beds or bunks
- iii. Two (2) nightstands per bedroom (10 total), made of FSC certified wood)
- iv. Two (2) personal lockers per bedroom (10 total), made of FSC certified wood)
- v. Soundproof walls
- vi. Hurricane resistant windows

- vii. Blackout curtains
- viii. Individual thermostat
- ix. Bedside lighting, two (2) per room (10 total), low energy LED lights
- x. PA system speakers for dispatch alerts

d. LEED Features:

- i. Daylighting (75% of space)
- ii. Low VOC finishes

11. Laundry Room (Non Decon):

a. Size: 100 Square Feet

- i. Dimensions: 10 Feet X 10 Feet

b. Specifications:

- i. Two (2) Energy Star certified washer and dryers
- ii. Folding table
- iii. Sink with low flow fixtures (0.50 gpm)
- iv. Detergent storage
- v. Non slip flooring made of recycled content
- vi. High capacity exhaust fans with HRV
- vii. PA speaker system for dispatch alerts

c. LEED Features:

- i. Water efficient washers (20% savings)
- ii. Low VOC finishes

12. Rooftop Access:

a. Size: 50 Square Feet

- i. Dimensions: 5 Feet X 10 Feet

b. Specifications:

- i. Lockable roof hatch with ladder, OSHA compliant safety railings
- ii. Space for HVAC maintenance
- iii. Pre-wired solar panels
- iv. Hurricane resistant design

c. LEED Features:

- i. Solar ready infrastructure
- ii. Green roof potential

SECOND FLOOR TOTAL: 3,740 Square Feet leaving 3,760 Square Feet for circulation, walls, and FEMA 361 flood mitigation reinforcements

LEED First Floor Highlights:

- **Water Efficiency:** Low flow fixtures (40% +/- savings)
- **Energy Efficiency:** High efficiency HVAC with HRV, LED lighting, and low energy monitors
- **Materials:** 20% +/- recycled content, FSC certified wood, regionally sourced materials
- **Indoor Quality:** Daylighting (90% of spaces), low VOC materials, and enhanced ventilation

**OUTDOOR AREAS (10,000 Total Square Feet, Training Area 2,000 +/- Square Feet)
Parking Area (8,000 Square Feet)**

1. Training Area

a. Size: 2,000 Square Feet

b. Specifications:

- i. Pervious pavement or gravel for hose, ladder, and rescue drills
- ii. Small training prop (mock window/door made of recycled materials)
- iii. Drainage system tied into rainwater harvesting
- iv. Six (6) Foot high perimeter fencing made of recycled steel
- v. Outdoor LED lighting, dark sky compliant
- vi. Native, salt tolerant landscaping (e.g. Sea Oats and Palmetto)

- vii. PA system speakers for dispatch alerts and training announcements
- viii. One (1) weather proof Notification Monitor, 32 – 40 Inch low energy LED display for outdoor dispatch and training reminders

c. LEED Features:

- i. Storm water management (25% runoff reduction)
- ii. Native plants
- iii. No irrigation or shallow well irrigation
- iv. Recycled materials

2. Parking Area

a. Size: 8,000 Square Feet

- i. Dimensions: 160 Feet X 50 Feet

b. Specifications:

- i. Asphaltic pavement shall conform to the requirements and specifications of the Georgia Department of Transportation (GDOT).
 - 1. Two (2) Inch binder surface GDOT 9.5 mm TPI mix
 - 2. Two (2) Inches of surface course GDOT 9.5 mm TPI mix
 - 3. Twelve Inches (12”) of crushed aggregate base course
- ii. A Minimum of twelve parking spots
 - 1. Dimensions: 10 Feet X 18 Feet minimum for each parking spot
- iii. Pavement marking shall be Thermoplastic
- iv. A twelve (12) foot drive lane shall run from Butler Avenue to Lovell Avenue.
- v. Concrete curb and gutter will be installed along the perimeter of the parking area
- vi. Low maintenance landscaping features will be installed in all green areas
- vii. One (1) parking spot will be ADA accessible

4.2: PERMITTING:

- The selected Firm shall prepare and submit applications to obtain necessary permits and/or certifications required to satisfy Local, State, and Federal requirements for the construction of this project.
- Actual costs of the permits will be paid by the City.
- The selected Firm shall provide a list of all the required permits and/or certificates required with the anticipated cost associated with each during the preliminary design phase and the final design phase.

4.3: GEOTECHNICAL:

- The selected Firm shall be responsible for all geotechnical investigation and evaluation required to complete the construction of this project. Work shall include all fees for soil testing and reporting.

4.4: PRELIMINARY DESIGN:

- Kick off meeting with the City and City's representatives. Electronic copies of meeting minutes to be provided to the City and City's representatives.
- Site visit to review the existing utilities and existing conditions.
- Review of all pertinent City data provided.

4.5: PROPOSED SCHEDULE:

- The selected Firm will provide a detailed schedule, showing milestone dates of: 30% Drawings – Develop and then review the basic architectural floor plan and elevations; 60% Drawings - Develop and then review additional architectural drawings and confirm that all revisions from 30% drawings were made; and 90% Drawings – Develop and then review additional architectural and structural drawings develop and review mechanical, electrical, and plumbing drawings and confirm that all the comments from the 60% drawings were acknowledged and made.

4.6: FINAL DESIGN/SUBMITTAL

- The selected Firm will supply the following with the final design submittal:
 - Complete set of architectural plans with the following pages at a minimum:
 - Cover Sheet
 - Architectural Site Plan
 - Demolition Plan

- Structural Notes
 - Foundation Plan
 - Floor Plans
 - Reflected Ceiling Plans
 - Finish Schedule
 - Opening Schedule and Opening Types
 - Window and Door Details
 - Exterior Elevations
 - Building Sections
 - Wall Sections
 - Section Details
 - Plumbing Plan
 - Mechanical Plan
 - Mechanical Details
 - Electrical Plans
 - Electrical Details
 - Lighting Plans
- Complete Project Manual using AIA Standards to include the following:
 - Table of Contents
 - Division 0 - Procurement and Contracting Requirements
 - Division 1 – General Requirements
 - Division 2 – Existing Conditions/Site Work
 - Division 3 – Concrete
 - Division 4 – Masonry
 - Division 5 – Metals

- Division 6 – Woods, Plastics, and Composites
- Division 7 – Thermal and Moisture Protection
- Division 8 – Openings
- Division 9 – Finishes
- Division 10 – Specialties
- Division 11 – Equipment
- Division 12 – Furnishings
- Division 13 – Special Construction
- Division 15 – Plumbing and HVAC
- Division 16 – Electrical and Lighting
- Division 20 – Mechanical Support
- Division 21 – Fire Suppression
- Division 22 – Plumbing
- Division 23 – Heating, Ventilation, and Air Conditioning
- Division 26 – Electrical
- Division 27 – Communications
- Division 28 – Electronic Safety and Security

4.7 CONSTRUCTION ADMINISTRATIVE SERVICES:

CONSULTANT will provide construction administration services including but not limited to Requests for Information (RFI), pay application review, shop drawing review, regular site visits for Owner/Architect/Contractor meetings, site observation reports, change requests and contractor substitution requests.

5.0 SECTION 5.0 - PROJECT BUDGET AND PAYMENTS TO CONSULTANT

CITY and CONSULTANT, in consideration of their mutual covenants herein, agree in respect of the performance of professional consulting services provided by CONSULTANT and the payment for those services by CITY as set forth below. CITY agrees to pay CONSULTANT the total lump sum of \$642,900.00 for the performance of the services as set forth in this AGREEMENT. Payments by the City shall be made as set forth in the RFP.

6.0 SECTION 6.0 - ACKNOWLEDGEMENT OF ACCEPTANCE

IN WITNESS WHEREOF, the parties hereto have made and executed this AGREEMENT as of the day and year first above written. This AGREEMENT constitutes the entire AGREEMENT between CITY and CONSULTANT.

CITY:

City of Tybee Island
403 Butler Avenue
Tybee Island, Georgia 31328

CONSULTANT:

Court Atkins Architects, Inc.
134 Houston Street
Savannah, Georgia 31401

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTEST:

ATTEST:

Signature: _____

Signature: _____

Name: _____

Name: _____

File Attachments for Item:

7. Professional Services Agreement with AWR Strategic Consulting



City of Tybee Island

Memorandum

To: City of Tybee Island City Council
From: Bret Bell, City Manager
Date: February 19, 2026
Re: Professional Services Agreement with AWR Strategic Consulting

Title

Professional Services Agreement with AWR Strategic Consulting

Action

Adoption of annual professional services agreement with AWR Strategic Consulting LLC in an amount not to exceed \$120,000 to provide grant management services for the City of Tybee Island, and authorization for the Mayor to sign agreement.

Background

The City first contracted with AWR in 2018 to provide consulting services for Tybee related to beach renourishment and sand dune restoration. In 2020 City Council approved a new contract with AWR, which extended those services and allowed for work on additional projects by work order. City Council approved an addendum on June 22, 2023, that extended the contract with AWR and automatically renewed for an additional three, 12-month extensions.

The City of Tybee Island wishes to create a new agreement with AWR Strategic Consulting to align that contract with Tybee's other professional services agreements.

In FY2025, the City spent \$87,238 for services provided by AWR. During the first eight months of FY2026, the City has spent \$50,107 for services provided by AWR.

Through the rest of this calendar year, the City is expecting to complete two major beach and dune nourishment projects, which will require significant project management attention by AWR Strategic Consulting. For this reason, it is expected that AWR costs will exceed those experienced in FY26.

Several of the grants administered by AWR include complete or partial reimbursement of these costs. About half of the City's costs for AWR services are grant-reimbursable.

Facts and Findings

1. Since 2018, AWR has secured more than \$15.6 million in grant funding, with another \$10 million grant pending, for Tybee Island related to beach renourishment, dune restoration, and resiliency infrastructure.
2. These grant programs are very technical in nature and come with strict reporting requirements.
3. AWR has the skillset and relationships required to properly manage this complex portfolio of grant programs that are critical to the well-being of Tybee Island.
4. The City has a valid contract with AWR for professional consulting services, though the contract has been amended several times over the past eight years, and does not conform with the City's other consulting contracts.
5. The proposed revised contract provides that AWR shall provide services that include:
 - Grant writing and administration of grants
 - Management of beach, marsh and dune nourishment and restoration projects
 - Management of coastal resiliency projects
 - Federal legislative coordination
6. AWR's consulting rate is \$255 per hour, not to exceed \$120,000 annually.
7. This agreement will automatically renew for up to three additional one-year terms.

Funding

Total estimated annual costs for AWR Strategic Consulting shall not exceed \$120,000, of which roughly half is eligible for grant reimbursement. This estimated project management cost represents less than 1% of the value of the grant portfolio being managed.

Funding is available in the adopted FY26 Budget, Account 100-1320-1200, Contract Services, Strategic Planning Consulting and Dune Monitoring Project.

Purchasing Notes

The current contract addendum was approved by City Council on June 22, 2023.

Recommendation

Adoption of annual professional services agreement with AWR Strategic Consulting LLC in an amount not to exceed \$120,000 to provide grant management services for the City of Tybee Island, and authorization for the Mayor to sign agreement.

AWR Strategic Consulting Contract

This Agreement is made and entered into this ____ day of _____, 2026, by and between the City of Tybee Island, Georgia (hereinafter referred to as the “City”) and AWR Strategic Consulting, LLC (hereinafter referred to as “AWR”)(collectively “Parties”).

1. Scope of Services

AWR shall provide professional consulting services to the City, including but not limited to:

- Grant writing and administration of grants
- Management of beach, marsh and dune nourishment and restoration projects
- Management of coastal resiliency projects
- Federal and State legislative coordination

These services will be performed under a standing scope of services. Specific tasks will be authorized periodically through written communications (e.g., email or memo) from the City Manager or designated official.

AWR and its employees and agents are independent contractors. As such, the employees and agents of AWR are not entitled to any retirement, health, or similar benefits that are available to employees of the City.

2. Term and Renewal

This Agreement shall commence on ____ , and remain in effect for a period of one year. It will automatically renew for up to three additional one-year terms unless either party provides written notice of non-renewal at least ninety (90) days prior to the renewal date. However, the terms are subject to the termination provision below.

3. Task Authorization

Tasks within the standing scope shall be authorized via written communication between AWR and the City Manager or designee. Each written authorization will include:

- A brief description of the task
- Estimated cost
- Timeline for completion

4. Reporting

AWR shall provide regular updates on authorized tasks and projects as directed by the City Manager.

5. Compensation and Expenses

Total compensation under this Agreement shall not exceed \$120,000 annually unless authorized by the Mayor and Council.

Each authorized task will include an estimated cost. Reasonable expenses (e.g., travel, postage, copying) will be reimbursed if pre-approved in writing by the City Manager at least three (3) days prior to incurring the expense and at the prevailing market or reasonable rate. Supplies and materials required for services to be performed shall be purchased by the City with prior approval and will become the property of the City.

6. Professional Standards

AWR shall perform its services in a manner consistent with that degree of care and skill ordinarily exercised by similar consultants/contractors and in compliance with applicable federal, state, and local laws. AWR may hire additional consultants at its own expense.

7. Liability and Insurance

AWR shall indemnify and hold harmless the City and its personnel and elected officials from any claims, damages, losses and expenses (including attorney's fees) arising from or resulting from its performance of the services due to negligence by AWR. AWR maintains commercial general liability, errors and omissions, and automobile liability insurance coverages. The City shall be named as an additional insured or certificate holder at the election of the City.

8. Termination

Either party may terminate this Agreement for any reason with thirty (30) days' written notice to the other party. Notice as required by this Agreement shall be directed as follows:

To AWR: Alan Robertson
 AWR Strategic Consulting, LLC
 P.O. Box 303
 Tybee Island, Georgia 31328

To City: City Manager
 P.O. Box 2749
 Tybee Island, Georgia 31328

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands and seal the day and year first written above.

City of Tybee Island, Georgia

By: _____
Mayor

Attest: _____
City Clerk

AWR Strategic Consulting, LLC

By: _____
Its; _____

Witness: _____

Approved as to form:

Edward M. Hughes
Attorney for City of Tybee Island, Georgia

File Attachments for Item:

8. Mayor West: Approval of Resolution 2026-03, Requesting the Local Delegation to Authorize a Referendum to Amend the City's Charter to Restructure Composition of Council to Include Designated Posts and to Revise Election Procedures to Require Voting for Councilmember Posts and Majority Vote for any Elected Official



City of Tybee Island

Memorandum

To: City of Tybee Island City Council
From: Brian West, Mayor
Date: February 26, 2026
Re: Resolution 2026-03

Title

Proposed Resolution Requesting the Local Delegation to Introduce Legislation Authorizing a Referendum to Amend the City's Charter on Elections including Designation of Councilmember Posts and Majority Voting for all Elected Officials

Action

Approval of Resolution 2026-03, Requesting Local Delegation to Introduce Legislation

Background

The City currently elects officials by plurality vote. Under a plurality vote system, there could be an official that is elected who received less than a majority of the votes cast by the citizens voting in that election. Requiring an official to receive a majority of the votes cast by citizens in an election ensures that representation is fair and equitable. To facilitate an election system requiring a majority vote, elections for City councilmembers would need to be by specific at-large posts.

To ensure that elections by majority vote is the will of the citizens of Tybee Island, the request to the Local Delegation is for an Act that includes a referendum to be held November 2026. The referendum will allow citizens to express their opinion on adopting an election system that requires officials to be elected by majority vote. A change to an election system based on majority voting would only become effective if the referendum passes by a majority of the votes cast this November. If there were no majority approving the referendum, then there would be no revision to the election system of the City which would remain by plurality vote without councilmember posts.

Recommendation

1. Approve Resolution 2026-03
2. Revise Resolution 2026-03

RESOLUTION NO. 2026-03

A RESOLUTION OF THE CITY OF TYBEE ISLAND, GEORGIA TO SPECIFICALLY REQUEST MEMBERS OF THE CHATHAM COUNTY LOCAL DELEGATION TO SPONSOR AND SUPPORT LOCAL LEGISLATION TO BE INTRODUCED THAT WOULD AUTHORIZE A REFERENDUM TO AMEND THE CITY’S CHARTER TO ALLOW THE CITY TO RESTRUCTURE THE COMPOSITION OF COUNCIL TO INCLUDE DESIGNATED COUNCILMEMBER POSTS AND TO REVISE ELECTION PROCEDURES TO REQUIRE VOTING FOR COUNCILMEMBER POSTS AS WELL AS MAJORITY VOTE FOR ANY ELECTED OFFICIALS

WHEREAS, the City of Tybee Island, Georgia (“City”) is committed to fair representation of all citizens by its elected officials; and

WHEREAS, as part of the goal of having fair representation, a more equitable voting system would require any elected official to attain a majority of the votes cast by citizens in an election; and

WHEREAS, under a plurality voting system, there could be elected officials that may not be representative of a majority of the citizens who voted in an election; and

WHEREAS, in requiring an official to be elected by majority vote, there would be safeguards that such official represents the will of the majority of the citizens who participated in such election; and

WHEREAS, the City seeks to revise its governance model to provide for majority vote which would require designating councilmember posts to facilitate such elections; and

WHEREAS, the Charter of the City has existing provisions that conflict with this goal of representation through majority vote and as such revisions are needed to align certain provisions in the Charter to permit elections requiring majority vote by councilmembers in designated posts as well as the mayor.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Tybee Island, duly assembled, that members of the Chatham County Local Delegation are hereby requested to prepare and/or sponsor legislation authorizing a referendum for the purpose of revising the City’s Charter to: 1) designate at-large posts

for councilmembers; 2) require the election of councilmembers by such at-large posts; 3) require the mayor and councilmembers to be elected by a majority vote; and 4) provide that such elections be conducted in accordance with Chapter 2 of Title 21 of the Official Code of Georgia (the “Georgia Election Code”). It is further requested that the legislation prepared and submitted by the Chatham County Local Delegation include a provision for a referendum on the legislation so that the citizens of the City of Tybee Island may cast their vote as to the proposed governance changes. A draft of the proposed legislation is attached hereto as Exhibit A.

SO RESOLVED, this ____ day of _____, 2026.

ATTEST:

CITY OF TYBEE ISLAND, GEORGIA

By: _____ By: _____
Fabian Mann Brian West, Mayor
Clerk of Council

A BILL TO BE ENTITLED
AN ACT

1 To amend an Act to provide for a new charter for the City of Tybee Island, approved
2 April 20, 1995 (Ga. L. 1995, p. 4462), as amended, so as to designate councilmember posts
3 for the city council; to provide for election by post for members of the city council; to
4 provide for the councilmembers and mayor to be elected by a majority vote; to make
5 conforming changes; to provide for a referendum, effective dates, and automatic repeal; to
6 provide for mandatory execution of election and judicial remedies regarding failure to
7 comply; to provide for related matters; to repeal conflicting laws; and for other purposes.

8 BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

9 **SECTION 1.**

10 An Act to provide for a new charter for the City of Tybee Island, approved April 20, 1995
11 (Ga. L. 1995, p. 4462), as amended, is amended by revising Section 2.11 as follows:

12 "SECTION 2.11.

13 Council terms and qualifications for office.

14 The mayor and councilmembers shall serve for terms of four years and until their respective
15 successors are elected and qualified. The mayor and councilmembers shall take office on the

16 first day of January following their respective elections. No person shall be eligible to serve
17 as mayor or councilmember unless that person shall have been a resident of the city for 12
18 months prior to the date of election of the mayor and councilmembers and he or she shall
19 continue to reside therein during his or her period of service and shall continue to be
20 registered and qualified to vote in municipal elections of this city."

21 **SECTION 2.**

22 Said Act is further amended by revising Sections 5.10, 5.11, and 5.12 as follows:

23 "SECTION 5.10.

24 Applicability of general law.

25 All elections shall be held and conducted in accordance with Chapter 2 of Title 21 of the
26 O.C.G.A., the "Georgia Election Code" as now or hereafter amended.

27 SECTION 5.11.

28 Regular elections; time for holding.

29 In odd-numbered years, on the Tuesday next following the first Monday in November, and
30 biennially thereafter, a regular election shall be held in the City of Tybee Island at such place
31 or places as the city council may designate for the election of councilmembers for the
32 appropriate posts, who shall have the qualifications specified in this charter to hold such
33 office. An incumbent mayor or incumbent councilmember who shall qualify as a candidate
34 and meet the qualifications to hold such office may be a candidate to succeed himself or
35 herself for such office or for office as a member of the city council. The mayoral election
36 shall accompany the election on the Tuesday next following the first Monday in November
37 in odd-numbered years by four-year terms.

SECTION 5.12.

Designation of council posts.

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- (a) The city council is hereby designated into six councilmember posts:
 - (1) The position presently occupied by Councilmember Michael Hosti is hereby designated as councilmember Post 1;
 - (2) The position presently occupied by Councilmember Tony Ploughe is hereby designated as councilmember Post 2;
 - (3) The position presently occupied by Councilmember Nick Hale is hereby designated as councilmember Post 3;
 - (4) The position presently occupied by Councilmember Kathryn Williams is hereby designated as councilmember Post 4;
 - (5) The position presently occupied by Councilmember Cam Jackson is hereby designated as councilmember Post 5; and
 - (6) The position presently occupied by Councilmember Nick Sears is hereby designated as councilmember Post 6.
- (b) Elections shall be held in the year 2029 and thereafter every four years for the councilmembers for Posts 1, 3, and 5, such individuals to be elected for four-year terms of office. Elections shall be held in the year 2027 and thereafter every four years for councilmembers for Posts 2, 4, and 6, such individuals to be elected for four-year terms of office.

SECTION 3.

Said Act is further amended by revising Sections 5.14 and 5.15 as follows:

60 "SECTION 5.14.

61 Election by majority.

62 The person receiving a majority of the votes cast for a councilmember post or the office of
63 mayor shall be elected for that office.

64 SECTION 5.15.

65 Run-off election.

66 In instances in which no candidate for a councilmember post or the office of mayor receives
67 a majority of the votes cast, a run-off election shall be held in accordance with Chapter 2 of
68 Title 21 of the O.C.G.A., the "Georgia Election Code" as now or hereafter amended."

69 SECTION 4.

70 Said Act is further amended by repealing and reserving Section 5.17.

71 SECTION 5.

72 The municipal election superintendent of the City of Tybee Island shall call and conduct an
73 election as provided in this section for the purpose of submitting this Act to the electors of
74 the City of Tybee Island for approval or rejection. The municipal election superintendent
75 shall conduct that election on the Tuesday following the first Monday in November, 2026,
76 and shall issue the call and conduct that election as provided by general law. The municipal
77 election superintendent shall cause the date and purpose of the election to be published once
78 a week for two weeks immediately preceding the date thereof in the official organ of
79 Chatham County. The ballot shall have written or printed thereon the words:

80 "() YES Shall the Act be approved which provides that councilmembers of the City
81 () NO of Tybee Island shall be elected from designated posts by majority vote?"

82 All persons desiring to vote for approval of the Act shall vote "Yes," and all persons desiring
83 to vote for rejection of the Act shall vote "No." If more than one-half of the votes cast on
84 such question are for approval of the Act, Section 1 of this Act shall become of full force and
85 effect on January 1, 2027. If the Act is not so approved or if the election is not conducted
86 as provided in this section, Section 1 of this Act shall not become effective, and this Act shall
87 be automatically repealed on the 365th calendar day following the election date provided for
88 in this section. The expense of such election shall be borne by the City of Tybee Island. It
89 shall be the municipal election superintendent's duty to certify the result thereof to the
90 Secretary of State. The provisions of this section shall be mandatory upon the municipal
91 election superintendent and are not intended as directory. If the municipal election
92 superintendent fails or refuses to comply with this section, any elector of the City of Tybee
93 Island may apply for a writ of mandamus to compel the municipal election superintendent
94 to perform his or her duties under this section. If the court finds that the municipal election
95 superintendent has not complied with this section, the court shall fashion appropriate relief
96 requiring the municipal election superintendent to call and conduct such election on the date
97 required by this section or on the next date authorized for special elections provided for in
98 Code Section 21-2-540 of the O.C.G.A.

99 **SECTION 6.**

100 Except as otherwise provided in Section 5 of this Act, this Act shall become effective upon
101 its approval by the Governor or upon its becoming law without such approval.

102 **SECTION 7.**

103 All laws and parts of laws in conflict with this Act are repealed.

File Attachments for Item:

10. SPLOST VIII Bond Validation Authorization



City of Tybee Island

Memorandum

To: City of Tybee Island City Council
From: Edward Highes, City Attorney
Date: February 26, 2026
Re: SPLOST VIII Bond Validation Authorization

Title

SPLOST VIII Bond Validation Authorization

Background

The SPLOST VIII referendum authorized the City to issue up to \$3 million in general obligation bonds. Although there are currently no plans to issue such bonds, this authority was approved by voters as part of the referendum.

To preserve this authority, the City must complete the required bond validation proceedings. If bond validation is not completed, the City will be prohibited from issuing such bonds. If bond validation is not completed within six months of the certification of the election which occurred on November 10, 2025, the City would not be able to issue such bonds. Completion of the validation process preserves the City's ability to exercise this option if needed in the future. Jon Pannell has agreed to file the validation proceeding.

Recommendation

It is recommended that the City participate in a bond validation proceeding with other municipalities that included bond financing in their SPLOST plans, such as Savannah and Pooler, or that the City of Tybee Island initiate the validation independently if necessary. Participation in the validation process does not obligate the City to issue bonds, but preserves its legal authority to do so if desired.