

**MAYOR**  
Brian West

**CITY COUNCIL**  
Monty Parks Mayor pro tem  
Bill Garbett  
Spec Hosti  
Tony Ploughe  
Nick Sears  
Kathryn Williams



**INTERIM CITY MANAGER**  
Michelle Owens

**CLERK OF COUNCIL**  
Jan LeViner

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

## **CITY OF TYBEE ISLAND**

### **AGENDA**

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

### **June 27, 2024 at 6:30 PM**

*Please silence all cell phones during Council Meetings*

#### Opening Ceremonies

- Call to Order
- Invocation
- Pledge of Allegiance

#### Announcements

#### Consideration of Items for Consent Agenda

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

1. Minutes, Special Meeting of City Council, June 12, 2024
2. Minutes, City Council Meeting, June 13, 2024

#### City Manager Update

3. Action Item Update - June 2024

Citizens to be Heard: Please limit comments to 3 minutes. Maximum allowable times of 4 minutes.

If there is anyone wishing to speak to anything on the agenda other than the Public Hearings, please approached the podium. Please limit your comments to 4 minutes.

#### Consideration of Approval of Consent Agenda

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

4. Agreement with Public Consulting Group LLC – Fire Department Needs Assessment

#### Public Hearings

5. Third Reading and Adoption of Proposed Millage Rate
6. Second Reading and Adoption of FY25 Budget

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Consideration of Ordinances, Resolutions

- [7.](#) Second Reading, 2024-07, Tech Fees
- [8.](#) Second Reading: 2024-06, Sec 3-110(c) Temporary use of recreational vehicles on private property for dwelling purposes
- [9.](#) Second Reading 2024-09 FY25 Operating Budget
- [10.](#) Second Reading 2024-10 FY25 Capital Budget

Council, Officials and City Attorney Considerations and Comments

- 11. Kathryn Williams
  - Solomon Avenue Dust Issue
  - Meeting with GDOT, GPS and Chatham County to discuss safety/traffic flow improvements at US HWY 80 and Bull River
  - Establish set dates and times for monthly public safety and infrastructure meetings
- 12. Monty Parks
  - Consideration of re-establishing non voting council representative on Visit Tybee Board of Directors and recommendation.
- 13. Tony Ploughe:
  - Public update with Port Authority regarding two recent ships/wake
  - South-end Sand Bar signage
  - Savannah River side North Beach: Oyster bed sign and ship wake signs

Executive Session

Discuss litigation, personnel and real estate

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

Adjournment

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

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



**THE VISION OF THE CITY OF TYBEE ISLAND**

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



**THE MISSION OF THE CITY OF TYBEE ISLAND**

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

**File Attachments for Item:**

1. Minutes, Special Meeting of City Council, June 12, 2024

Mayor West called the meeting to order at 5:30PM, June 12, 2024. Those in attendance were, Nick Sears, Monty Parks, Spec Hosti, Kathryn Williams, Tony Ploughe and Bill Garbett. Also attending were Michelle Owens, Interim City Manager; Tracy O'Connell, City Attorney; and Jan LeViner, Clerk of Council. Bubba Hughes was not present.

**Opening Ceremonies**

Call to Order

Pledge of Allegiance

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

**Contract: Polk and Solomon and Resolution.** Monty Parks stated this is a great opportunity as it is a great location for deep or shallow well. He also stated it can be used for general conservation. He thanked prior council members, Mayors, staff and the legal team for the endless hours of work to make this happen as it is the perfect opportunity for Tybee. Spec Hosti also thanked everyone for their hard work. Nick Sears asked if we need to do a survey. Ms. O'Connell stated no but there will be a title search. **Monty Parks** made a motion to approve. **Spec Hosti** seconded. Vote was unanimous to approve, 6-0.

**Resolution: Polk and Solomon.** Monty Parks made a motion to approve. **Spec Hosti** seconded. Vote was unanimous to approve, 6-0.

**Release and Covenant Not to Sue: Corbin Medeiros.** Kathryn Williams made a motion to approve. **Bull Garbett** seconded. Vote was unanimous to approve, 6-0.

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

Meeting was adjourned at 5:40PM.

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Janet LeViner, MMC  
Clerk of Council

**File Attachments for Item:**

2. Minutes, City Council Meeting, June 13, 2024

Mayor West called the meeting to order at 6:30PM, June 13, 2024. Those in attendance were, Nick Sears, Monty Parks, Spec Hosti, Kathryn Williams, Tony Ploughe and Bill Garbett. Also attending were Michelle Owens, Interim City Manager; Tracy O'Connell, City Attorney; and Jan LeViner, Clerk of Council. Bubba Hughes was not present.

### **Opening Ceremonies**

Call to Order

Invocation: Sheron Burgess

Pledge of Allegiance

### **Recognitions and Proclamations**

**Chief Tiffany Hayes, Tybee Island Police Department** approached Mayor and Council to recognize Officer Shannon as **Rookie of the Year (Statewide)** and **SGT Sims - Officer of the Year and the Golden Achievement Award Department - Golden Shield Honors for 174 DUI Arrests**. Mayor West then presented both officers a Certificate of Appreciation as well as a Certificate of Appreciation to the entire TIPD.

**Jaime Spears** approached Mayor and Council to recognize **David Pawloski, TIFD Employee of the First Quarter**.

**Shawnessy Cargile, Front Porch, Savannah, GA**, approached Mayor and Council to give a brief presentation on the Front Porch. Mayor West thanked Mr. Cargile for all his organization does for the youth of our community.

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

- Minutes: City Council Meeting: May 23, 2024
- Minutes: City Council Meeting: May 30, 2024
- Ante Litem Notice, Robin Williams, North Beach Grill: TO DENY

### **Citizens to be Heard**

**Jim Harrah** approached Mayor and Council. Mr. Harrah asked Mayor and Council to vote against the proposed STR ordinance. (attached). Mayor West thanked Mr. Harrah.

**Steve Buckner** approached Mayor and Council. Mr. Buckner shared his concerns with the proposed ordinance and asked Mayor and Council to vote against the proposed STR ordinance. (attached). Mayor West thanked Mr. Buckner.

**Dee Matkowski** approached Mayor and Council. Ms. Matkowski is in favor of the proposed ordinance (attached). She then read a statement from Ms. Nathan who could not be present and asked Mayor and Council to approve the proposed ordinance (attached). Mayor West thanked Ms. Matkowski.

**Dawn Shay** approached Mayor and Council. Ms. Shay is in favor of the proposed ordinance and asked Mayor and Council to vote in the affirmative (attached). Mayor West thanked Ms. Shay.

**Melanie Clearman** approached Mayor and Council. Ms. Clearman is in favor of the proposed ordinance (attached) and asked Mayor and Council to vote in the affirmative. Mayor West thanked Ms. Clearman.

**Alisa Salaki** approached Mayor and Council. She shared her concerns with long term rentals. Mayor West thanked Ms. Salcki.

**Tom Powers** approached Mayor and Council. Mr. Powers asked Mayor and Council to rethink the ordinance. Mayor West thanked Mr. Powers.

**Beth Hodges** approached Mayor and Council. Ms. Hodges is in favor of the proposed ordinance and asked Mayor and Council to vote in the affirmative. Mayor West thanked Ms. Hodges.

**Frances Lamon** approached Mayor and Council. Ms. Lamon stated she is in favor of the proposed ordinance. She asked Mayor and Council to vote in favor of the ordinance. Mayor West thanked Ms. Lamon for her comments.

**Laurie Gulbranson** approached Mayor and Council. Ms. Gulbranson spoke against the proposed ordinance (attached) and asked Mayor and Council to do the same. Mayor West thanked Ms. Gulbranson.

**Andy Hughes** approached Mayor and Council. Mr. Hughes asked Mayor and Council to consider grandfathering all current STR homeowners and certificate holders (attached). Mayor West thanked Mr. Hughes for his comments.

**Linda Hellstrom** approached Mayor and Council. Ms. Hellstrom asked Mayor and Council to vote against the proposed ordinance. Mayor West thanked Ms. Hellstrom.

**Tommy Thompson** approached Mayor and Council. Mr. Thompson asked Mayor and Council to vote against the proposed ordinance (attached). Mayor West thanked Mr. Thompson for his comments.

**Dillon Patel** approached Mayor and Council. Mr. Patel stated passing the ordinance could have negative effects on the residents. He asked Mayor and Council to consider families when voting on the proposed ordinance. Mayor West thanked Mr. Patel for his comments.

**Francis Hunter** approached Mayor and Council. She read a statement from **Peggy Martin** who could not be present (attached). Mayor West thanked Ms. Hunter.

**Brian Shields** approached Mayor and Council. Mr. Shields asked Mayor and Council to vote against the proposed ordinance. Mayor West thanked Mr. Shields for his comments.

**Lori Smith** approached Mayor and Council. She asked Mayor and Council to vote against the proposed ordinance. Mayor West thanked Ms. Smith for her comments.

**Shirley Wright** approached Mayor and Council. Ms. Wright thanked Mayor and Council for their work on the proposed ordinance. She asked Mayor and Council to vote in the affirmative (attached). Mayor West thanked Ms. Wright.

**Frank Kelly** approached Mayor and Council. Mr. Kelly stated he is in support of the proposed ordinance and asked Mayor and Council to approve. Mayor West thanked Mr. Kelly.

**Jan Myer** approached Mayor and Council. Ms. Myer read a statement from Mr. and Ms. Puljung who are against the proposed ordinance and asked Mayor and Council not to vote in favor (attached). Mayor West thanked Ms. Myer.

**Anna Butler** approached Mayor and Council. Ms. Butler spoke in support of the proposed ordinance and asked Mayor and Council to vote in the affirmative. Mayor West thanked Ms. Butler.

**Julia Pearce** approached Mayor and Council. Ms. Pearce spoke in favor of the proposed ordinance. She asked Mayor and Council to vote in the affirmative. Mayor West thanked Ms. Pearce.

**Graciela Robert** approached Mayor and Council. Ms. Robert spoke against the proposed ordinance (attached) and asked Mayor and Council to do the same. Mayor West thanked Ms. Robert.

**Brooke Mackey** approached Mayor and Council. Ms. Mackey stated she is against the proposed ordinance. Ms. Mackie asked Mayor and Council to also vote against. Mayor West thanked Ms. Mackey.

**Brendan Everton** approached Mayor and Council. Mr. Everton shared his concerns with the empty homes surrounding his home. He asked Mayor and Council to do an impact study prior to voting on the proposed ordinance. Mayor West thanked Mr. Everton.

**Marianne Bramble** approached Mayor and Council. She stated she does not agree on the proposed ordinance and asked Mayor and Council to rethink as this is all about zoning. Mayor West thanked Ms. Bramble.

**Pat Valle** approached Mayor and Council. Ms. Valle is not in favor of the proposed ordinance and asked Mayor and Council to not approved. Mayor West thanked Ms. Valle for her comments.

**Keith Gay** approached Mayor and Council. Mr. Gay asked Mayor and Council to do an economic impact study prior to voting on the proposed ordinance. He challenged Mayor and Council to issue the appropriate process to evaluate the zoning aspects of the Island. Mayor West thanked Mr. Gay.

**Jenny Rutherford** approached Mayor and Council. Ms. Rutherford had a presentation regarding the possible economic impacts of the approval of the proposed ordinance. Mayor West thanked Ms. Rutherford.

**Jeanne Hutton** approached Mayor and Council. Ms. Hutton spoke in favor of the proposed ordinance and asked Mayor and Council to do the same. Mayor West thanked Ms. Hutton.

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

### **Public Hearings**

**First Reading: Proposed Millage Rate.** **Ms. Owens** stated the millage rate before them is 3.542 which is consistent with prior years. **Jenny Rutherford** approached Mayor and Council. Ms. Rutherford stated she feels Mayor and Council need to think about what is going to happen with the proposed budget moving forward with hotel/motel taxes being lower and property values decreasing on the Island. Mayor West thanked Ms. Rutherford. **Monty Parks** asked Ms. Amerell if the rate of 3.542 is the proposed millage rate and was the same last year and the prior year it was 3.931. Last year there was a slight decrease and we are sustaining that this year if approved. Ms. Amerell confirmed. **Monty Parks** made a motion to support this and pass the proposed millage on first reading. **Spec Hosti** seconded. Vote was unanimous to approve, 6-0.

**First Reading: Proposed FY2025 Budget.** **Ms. Owens** stated before Mayor and Council is the FY 25 proposed budget which is a little over \$17M. Staff has worked diligently to reduce the proposed budget several times and it is balanced. **Jim Klutz** approached. Mr. Klutz asked if the proposed purchase of property on Polk and Solomon is going to impact the budget this year or next. Ms. Owens stated the funds will come from fund balance. **Bryan Shields** approached the Mayor and Council. He shared his concerns that with the passing of the proposed budget as it will affect property taxes and the economy. Mayor West thanked Mr. Shields. **Kathryn Williams** thanked Ms. Owens, Ms. Amerell and Staff for their hard work that has gone into the budget process. She shared her concerns with unbudgeted items. Ms. Williams recommended funds need to be freed up within the current budget to fund unbudgeted expenses. She asked Ms. Owens and Ms. Amerell to revisit this request with the department heads to generate any additional cuts. **Monty Parks** stated this is budget number eleven (11) for him and this council has spent a fantastic amount of time and he has not sat with a council that has



been more concerned and had more workshops and investigations than ever before. He thanked everyone involved. **Bill Garbett** thanked everyone as well and stated this is not a final document as there will be several budget amendments that will be forwarded in the next couple of weeks. **Bill Garbett** made a motion to approve. **Tony Ploughe** seconded. The vote was unanimous to approve, 6-0.

**First Reading 2024-09, Sec 3-110(c) Temporary use of recreational vehicles on private property for dwelling purposes.** **Ms. Owens** stated before them is a text amendment that relates to the ordinance that was before the Planning Commission, **Spec Hosti** made a motion to approve. **Kathryn Williams** seconded. Vote was unanimous to approve, 6-0.

**Mayor West stated for the record the zoning map is in the room.**

**Map Amendment. Applicant requests to rezone the property located at 301 Butler, PIN 40004 19001A from R2 - C1. Petitioner: Robert McCorkle as agent for Alicia Barrow.** **Mr. McCorkle** approached Mayor and Council. Mr. McCorkle stated he is representing Ms. Barrow in this request to rezone 301 Butler Avenue from R-2 to C-1. The petitioner is trying to sell the residence and having significant difficulty in doing so. The property is surrounded on two sides by property that is zoned C-1 Beach Business District and the property to the north on the other side of 3<sup>rd</sup> Street is zoned C-1 Beach Business and on the east is also zoned C-1. The property is not in a residential neighborhood as it faces Butler Avenue. Mr. McCorkle read from the ordinance regarding the C-1 district and believes this property is in part of the Commercial Gateway Zone. The Commercial Gateway Zone is described as a mix of neighborhood commercial uses including shopping, crafts, arts and restaurants while there are rentals and homes of various sizes and types scattered throughout the area as well. This also allows for a mix of retail, residential and tourism related uses consistent with the Master Plan which was adopted by City Council. Mr. McCorkle continued to describe the property and explained it would be hard to make it into a commercial building. The petitioner is asking to rezone the property to a zone that is in fact a mix of commercial and residential uses established for properties that are along Highway 80. Ms. Owens stated Staff recommended approval and the Planning Commission denied unanimously. **Marianne Bramble** approached Mayor and Council to discuss the zoning surrounding 301 Butler and stated the Funky Fish is the only commercial business there. Ms. Bramble believes this is spot zoning which is illegal. **Keith Gay** approached Mayor and Council. Mr. Gay asked Mayor and Council to approve. Mr. McCorkle approached and asked Mayor and Council to consider this property individually and not in connection with every other property on Tybee. Mr. Plough asked why Mr. McCorkle is doing this one property and not surrounding properties. Mr. McCorkle responded there was not a specific request from anyone else. Mr. Parks stated he feels it would be out of character to take it out of the zone. Mr. Sears shared his concerns with the requested rezoning and is not in favor. Mr. Garbett also stated has concerns and is not in favor of approving this request. **Bill Garbett** made a motion to deny. **Nick Sears** seconded. Voting in favor were Nick Sears, Monty Parks, Kathryn Williams, Tony Ploughe and Bill Garbett. Voting against was Spec Hosti. Motion to deny passes, 5-1.

**Special Review: Deanne and Jeff Cooper. Requesting to reside in a camper on site during the house lifting process. Zoning R-1-B.** **Ms. Owens** stated the petitioner is part of the FEMA Grant to raise houses and will not be able to live in the

residence while it is being raised. Ms. Cooper approached Mayor and Council. She stated they purchased the home not knowing they could not live in it until it was raised. She is requesting approval to live in their camper for approximately six (6) months until the home is lifted. Ms. Owens stated this was unanimously approved by the Planning Commission and Staff recommended approval. Ms. Williams made reference to the ordinance that was approved on first reading and asked if this is a timing issue that the petitioner is before them tonight? Ms. O'Connell stated the ordinance was drafted to help in situations such as this and special review does not approve for this instance. She continued that in two (2) weeks when the proposed ordinance is approved, they will be able to live in their camper. At that time, she will need to go to Planning and Zoning and get a permit. Mr. Parks shared his concerns with the approval of this request. Ms. Williams asked Ms. O'Connell if the petitioner could get a permit from the Planning and Zoning Office. Ms. O'Connell responded yes, for seven days, which can be renewed three (3) times in a year. **Monty Parks** made a motion to table indefinitely and refund the petitioners fees for Special Review. **Kathryn Williams** seconded. Vote was unanimous to approve, 6-0.

### **Consideration of Ordinances, Resolutions**

**First Reading 2024-09, Tech Fee.** Ms. O'Connell explained the proposed ordinance to authorize any Municipal Court of the City of Tybee Island to charge technology fees as authorized by HB 1106. This would apply to anyone in the court system. **Kathryn Williams** made a motion to approve. **Monty Parks** seconded. Vote was unanimous to approve, 6-0.

**Second Reading: 2024-08 to Amend the Code of Ordinances so as to address the Expiration of Short-Term Rental Permits in Connection with Transfers of Ownership Interests.** **TONY PLOUGHE RECUSED.** Ms. O'Connell explained the proposed ordinance before them and stated this is for second reading. Mayor West expressed his concerns with the approval of this proposed ordinance. Mr. Hosti stated he is not in favor of the proposed ordinance. **Nick Sears** made a motion to approve. **Bill Garbett** seconded. Voting in favor were Nick Sears, Monty Parks, Kathryn Williams and Bill Garbett. Voting against was Spec Hosti. Motion to approve, 4-1 with Tony Plouge recusing.

**Reimbursement Resolution 2024-05.** **Monty Parks** made a motion to approve. **Kathryn Williams** seconded. Vote was unanimous to approve 6-0.

**Monty Parks** made a motion to adjourn to Executive Session to discuss litigation. **Kathryn Williams** seconded. Vote was unanimous to approve, 6-0.

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

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

Meeting was adjourned at 10:15PM.

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Janet LeViner, MMC  
Clerk of Council

Hello, my name is Graciela and I am an employee on Tybee Island. I currently live in Savannah and commute 45 min here Monday - Friday. I currently work three jobs to support myself and my future.

*Speaking against the proposed ordinance*  
I don't live on the island, but do monthly beach cleanup  
Firstly, I have watched my peers repeatedly ask for the purpose and reasoning behind this proposal, yet we've received nothing but silence. The Tybee City Council's lack of response speaks volumes and is honestly pathetic in my eyes. ~~They've~~ <sup>you have</sup> ignored the people's concerns, dismissed everyone's voices, and failed to provide any credible evidence to support their position. Instead, ~~they've~~ <sup>you</sup> resorted to baseless attacks, accusing us of selfishness and greed. I unfortunately stand here knowing that most people <sup>of you</sup> up there have 0 respect for me or what I am going through, but nonetheless I will try my hardest to be heard.

*It was said @ the last meeting that we only care ab money.*  
Let me be very clear: "we" are not motivated by just money and I do not see myself as greedy. I am a 24 year old doing everything I can to survive. ~~Not only that, I am a 24 year old that loves facts over emotions.~~ We are motivated by a desire to protect our community's diversity, *→ as well* inclusivity, and economic well-being. I stand for principles of fairness, transparency, and *as have* accountability—values that seem to be sorely lacking in the council's approach. *opportunities that help our future*

~~While financial considerations are indeed part of a substantial amount of people's argument, it is only a small aspect.~~ For my explanation, let me paint a clearer picture of the financial impact on us before you turn around and call me greedy. Consider this: Gen Z dollars today have 86% less purchasing power than those from when baby boomers were in their twenties. ~~The cost of public and private school tuition has increased by 310% and 245%, respectively, since the 1970's.~~ Gen Zers and millennials are paying 57% more per gallon of gas than baby boomers did in their twenties. These statistics highlight the stark financial challenges facing younger generations. *yet you still want to take an opportunity away from us.*

The American dollar went a lot further in 1970 than it does today. With inflation adjustments to the average wages in 1970, the typical American income in today's dollars was \$24,600 per year, but that generation had a low average consumer price index (CPI) of 38.8. Wages steadily rose over the next 30 years until the average annual income jumped to \$38,700 in 2000, amounting to a 57% increase in average pay.

Furthermore, the cost of American housing has risen rapidly, with the median home price in 2022 nearly double that of 1970, adjusted for inflation. Americans priced out by high housing costs and increasing interest rates are forced to stay in rentals that are becoming just as costly,

if not costlier, than a mortgage. The median rent is up 150% from 1970, creating an endless struggle for Gen Z, who are having to pay unreasonably high rent while trying to save for increasingly expensive homes. For example, 75% of my paycheck goes to my rent. I did the "right thing" that people like you told me to do. I went to school, I got straight A's, I did a division 1 sport, but yet I sit here looking at my future, realizing I will never be able to afford a home.

These circumstances paint a grim picture for younger generations. They face not only higher living expenses but also limited opportunities for financial stability and homeownership. It is just as easy for me to turn around and find you all greedy for wanting to turn a very public beach (has been and has had tourists since 1887) into YOUR private getaway.

End with

So, to the Tybee City Council, I say this: how dare you take away our rights, our opportunities, and our future? Especially because you had these rights and opportunities! How dare you dismiss our concerns, ignore our voices, and push forward with this reckless proposal? Your actions are not just misguided; they are disgraceful. You have a duty to represent <sup>all</sup> the people, to listen to their concerns, and to act in their best interests. And if you refuse to fulfill that duty, then it is time for you to step aside and make way for those who will.

You are NOT Tybee's future!  
Now, For those who are for this ordinance:

and for Tybee's best interest

How much do you love Tybee?

A recent Harvard Business Review study found that cities that curb STRs negatively affect development, while cities with a robust STR market tend to have upgraded housing and faster growth. For example, municipalities could consider measures such as a fee or tax on STRs earmarked specifically for creating affordable housing. ~~In Crested Butte, Colorado, city residents voted to increase the short-term rental tax to fund local housing initiatives.~~

Furthermore, the perception that STRs significantly raise housing costs is often exaggerated. In New York City, a major Airbnb market, STRs increased the annual rent of the median tenant by only \$125. This is a small fraction of the overall rise in housing costs, which have more to do with a tight housing market than with STRs. ~~These impacts are more concentrated among high-income residents in touristy areas, not the vulnerable populations city governments aim to protect.~~

I, as a young adult, am absolutely disgusted by the way I've watched this city council handle this situation. In no world did I think that I would watch grown adults refuse to speak, dismiss other adults, and lack so much respect for others' livelihoods. Considering you are people that I was

once told to look up to, I am astonished. I am not saying that regulations are wrong, or that in some moments rules are meant to be there for a reason. However, the "we tried" to make things work is the weakest statement I have ever heard. "Your attempt" was weak and lacked true effort. It is my belief that you all had an end goal and are using this "attempt" as a cover-up to help you sleep at night.

We will not be silenced. We will not be intimidated. We will continue to fight for what is right, for what is fair for us and for the future of Tybee Island.

Thank you.

My name is Jim Harrah and I live at 1204 6<sup>th</sup> Avenue.

I'm a property owner. I do not hold any interest in an STVR. I am a concerned resident.

Regarding the 2<sup>nd</sup> reading of the re-zoning issue, what has Council done to understand the impacts this may have on our town?

What may the impacts be, specifically?

What may the impacts be to the residents of Tybee?

What may the impacts be to the businesses of Tybee?

What may the impacts be to the workforce on Tybee?

How may this issue impact the quality of life on Tybee?

Council's mission statement says to ensure economic opportunity, a vibrant quality of life and a thriving future.

What studies support the conclusions you've reached?

As I understand, you don't have studies by trained professionals.

What you are doing is very self-serving and is not preserving public confidence.

Someone didn't buy here and all-of-a-sudden vacationers began to appear.

Tybee has always been a small population with lots of visitors.

No council member should be abstaining or recusing themself.

If this is merely a re-zoning issue that impacts the general public, aren't you all remotely interested parties?

Otherwise, aren't all of you substantially interested in protecting your property?

By Council not doing their job in understanding the impacts this issue may have on our town, you should be ashamed at not fulfilling your duties which only proves it's self-serving and doesn't preserve public confidence.

Council should table this issue until they can effectively tell its residents what the full impact may be.

Council should also consider giving its residents the right to vote on this issue individually, once they know what the full outcome may look like.

**Re: Agenda Item 10 – Second Reading of 2024-08 on STR permits**

Dear Mayor and Council,

I appreciate your time and will keep it short!

Thank you for working on this since January and getting it to this point – one more council vote and it will go into effect.

Thanks for listening to the full-time residents living in these residential zones who want to keep them “residential” so we can enjoy peace and quiet in our homes regardless of the season.

It is time to reduce the number of mini-hotels in our residential neighborhoods. This ordinance will start a **gradual reduction** as homes in residential zones are sold and the license does not transfer to the next investor.

I’ve heard so many exaggerated claims .... This will not result in immediate loss of licenses or force immediate shutdowns of STRs. This will not result in an immediate economic downturn. If you notice, many of those saying “the sky is falling if you do this” are real estate agents and investors who are mainly concerned about their income from these STRs. They are not concerned about our neighbors and our neighborhoods.

Thank You for caring about our neighborhoods!

Dawn Shay  
4 Billfish Lane  
Tybee Island



Council is taking arbitrary and capricious action that materially damages my carefully crafted retirement plan. I have invested in the historic preservation and substantial improvement of two Tybee properties. Both were approaching obsolescence and we have returned property to the national historic register and won preservation awards. This was supported by the thriving STR market just like all the businesses that thrive on our special community tourism appeal.

STR revenue has supported

infrastructure upgrades that make this a dream hometown for us residents.

A healthy local service business sector

Healthy revenue to support intelligent development...

Rather than invest in serious study to create a development plan that meets the needs of all Tybee property owners and guests, poorly informed and misguided public servant are biting the hand that feeds them. Some of our best city employees have left because council can't help but overstep the boundaries of stewardship and attempt to manage functions for which they are woefully unprepared by regulation and operation. If this continues down this road all I can say is shame on you.

**Good evening. My name is Dee Matkowski. I live at 20 Pulaski St.**

**I'm speaking tonight regarding item number ~~46~~ 17  
2024-08**

**The City code states in part, for residential R1, R1b and R2**

**This land use district is established to minimize development densities in certain portions of the island. To prevent overall development on the island from exceeding environmental carrying capacities.**

**To provide for quiet, livable, low density single-family neighborhoods.**

**The character of development in these areas is oriented for permanent residents**

**Code also states regarding RT**

**The purpose of this district is to provide for areas where tourist and residents are mixed. development in this district is primarily residential however limited accommodations are made for housing of the tourist population visiting overnight, Weekends, weeks or extended periods**

**The fact that RT specifically talks about residents and tourist mixing in RT is a clear message that R1 R2 and R 1b we're not meant to have tourist populations living in that area.**

**For this reason along with others I'm in favor of this amendment.**

Monty Parks

Carol Nathan

17. Meddin Drive

Regarding Item 11

Observer Report of City Council Meeting on August...

My answer is "I am speaking for the people who make this island a unique place....a place you want to visit." But the visitors.....

- They do not march in parades, build floats, or organize marchers or the parade order.
- They do not cook or serve meals at the Legion.
- They do not volunteer at the Lighthouse or on beach clean ups.
- If the trash does not get picked up on that street, they aren't obligated to call.
- If a water leak is in your yard, they don't call.
- If you fall in your back yard, they don't know to look for you.
- If there is a fundraiser for a stricken member of the community, they, as individuals, do not donate.
- Rental people won't drive you to the service station if your car is on the fritz.
- They won't bring you back something you need off island.
- If my pet is missing, they don't help me look for it.
- They don't hold office on council, or vote, or serve on planning commission, beach task force or any other volunteer committee on this island.
- Their children don't attend the school, they don't play at the YMCA, they don't join the reading groups at the library.
- They don't sing in the choir at church.
- They don't help with the potluck suppers.
- They certainly don't support local bars, restaurants, or the IGA during the off-season.

Who am I standing up for? What purpose does this serve?

I'm standing up for the people who organize and walk in the parades which are a key feature of Tybee.

- I'm standing up for the people who work to cook the meals at the Legion, for veterans who visit
- For the people staffing the lighthouse,
- For the members of the planning commission,
- For the volunteers at the Post Theater,
- For the beach task force and the Main Street program.
- I'm standing up for the people who show up to the charity potlucks, who perform in costumes at

...they don't help with the potluck so...  
...the IGA during the off season...

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- For the volunteers at the Post Theater,
- For the beach task force and the Main Street program
- I'm standing up for the people who show up to the charity potlucks, who perform in costumes at Tybee Idol, and in the community theater plays.
- I'm standing up for the people in the church choirs.

I say God bless these folks and I'm doing my best to be their voice, because these volunteers, children, and working families are not just a half dozen squeaky wheels. They actually support the activities that support the tourism industry on this island. They need a voice around here and that's who I'm speaking for.

So what's the crisis? What's the crisis? Your financial crisis is the falling price of...  
The resolution as written allows new buyers to get a permit you have during this 90-day period.

At this point 45% of the housing stock is in rental property. I have a choice and I've asked several people from the real estate community to help me answer -- At what point is it enough? During this 90 days we might decide 45% is not enough. We might decide to add more study groups. We need to keep the current level as it is. I am opposed to new buyers getting SIVR permits when it wasn't there before -- until we figure this out. I have on my agenda: studying zoning, a definition of residential use, reallocation of some of Tybee's marketing money, and parking. These are large tasks for 90 days.

money, and parking. These are large tasks for 90 days.

10

In the last Study group, the committee with STVR representation, they dealt with low hanging fruit. The hard issues they left to council to figure out. That's where we are. And we are at 45%. The question is "How much is enough?" So, with the exception of that last amendment that was added, I'm in full support of what is here.

**Nancy DeVetter:** I want to thank some of the people who spoke tonight because they addressed one of our biggest issues in our previous failure to address STVR proliferation into our neighborhoods, because "they identified those investment properties as small businesses. Well, we do not allow businesses in our residential districts because of the impact on the residents and their neighbors. So when we have investment properties who have new residents and noise and parking every weekend, this is a serious quality of life issue that affects our residents. And to the 17 residents who reached out to me, most of whom had a financial interest --versus the 92 residents that I heard from who are desperate for us to do something about this. When I canvassed on Miller I talked to a man who lives there who told me that he is the last resident on his block. Every single other house is an STVR. He has no neighbors, not anyone to hang out with, his friends were gone. That's not the community that most people on Tybee want to live in. And that's not the Tybee community we used to have.

My name is Melanie Clearman. My husband, Alan, and I live at 8 Teresa Lane, Tybee Island. Our home is in the Northwave Subdivision. We have been living on Tybee for about seven years.

Ours is small subdivision with nineteen properties. When we moved in, there were two STVRs. There are now four. The owners of the current STVRs live in North Carolina, Oregon, Atlanta, and Kentucky.

I have personally experienced the wrath of a renter at one of the short term rentals when I advised the renter that the jet skis on his trailer could not be stored in the home's driveway (I was the HOA president at the time). That prohibition is included in the HOA bylaws and rules and had been provided to the management companies numerous times. The "renter" told me to F Off. (He didn't just say "F", he used the entire word.) The renter also threatened me that if I didn't leave him alone about this violation of the HOA rules, he would ride around and around the neighborhood to keep everyone up all night. Upon arriving back home, somewhat shaken, I immediately called the property management company (it took three phone calls, leaving messages with the individual answering the phone, to even get a return call from the supposed individual in charge). The jet skis were moved the following day.

This is not to say that all renters of short-term vacation rental are like this particular individual. Many seem to be quite nice and are only interested in enjoying a vacation here on the Island that we all love. Taking some liberty with Forest Gump's famous quote, STVR renters are like a box of chocolates, You never know what you're gonna get.

Council members, I encourage you to stay the course and bring R1 and R2 neighborhoods back into compliance with current zoning restrictions so that they meet their original intent, to function as neighborhoods, not businesses.

Good evening Mayor and Council members –

My name is Laurie Gulbronson, and I reside at 1405A Jones Avenue.

I'm not really sure why I'm here tonight. It seems like whatever is said at these meetings is ignored, and you already have your minds made up. Still, I've been a part of this conversation for over two years, so I would like to make one final attempt to get you to listen and understand.

When the STR moratorium was put in place in August of 2021, it was set to be 90 days, while the city gathered information on issues, concerns and potential next steps using public input. That 3 months has now become 34 months. The goalposts keep moving.

First there were concerns about noise and pools. There was talk about campfires and parking. All of those things could be dealt with through existing ordinances, so now there is the more nebulous talk of "neighborhoods."

I still can't figure out what your ultimate goal is, unless it is to make Tybee into a wealthy gated community of people who look and act just like you.

About 18 months ago, Councilperson Parks said he does not want to change the status quo. Well, this proposed ordinance greatly changes that.

At the last meeting, Councilperson Williams was concerned that many opponents of the ordinance were interested in money. Of course we are! Not everyone on Tybee is rich! Some people here actually appreciate the \$5 t-shirt shops that Forever Tybee turns their nose up at.

Take a look at the budget being considered later in this meeting. Things are tight all over – and the city budget is no exception. I don't understand how you can put this ordinance into place without first doing a comprehensive Economic Impact Study and making those results available to residents. To me that is a profound dereliction of duty. With this one last effort, I ask that you do your due diligence and commission an Economic Impact Study before you move forward in crushing the hopes and dreams of so many Tybee residents.

Thank you.

## Proposed STVR Ordinance (second reading)

From: Judy Hughes (ajjjhughes@aol.com)

To: brian.west@cityoftybee.org; spec.hosti@cityoftybee.org; tplough@cityoftybee.org; mparks@cityoftybee.org; kwilliams@cityoftybee.org; bill.garbett@cityoftybee.org; nsears@cityoftybee.org; michelle.owens@cityoftybee.org; jleviner@cityoftybee.org; bhughes@ellispainter.com

Date: Thursday, June 13, 2024 at 10:47 AM EDT

Mayor West and Council,

My name is Andy Hughes, my residence is 502 Jackson Blvd and our secondary home is located at 1514 Lovell Avenue. Both my wife, Judy, and I are born and raised in Savannah and have been coming to Tybee all our lives.

We purchased our cottage in 2021 and when we don't have STVR guests, we enjoy our time living the Tybee life with family and friends. It's evident from the comments in our guestbook and in our reviews that our guests enjoy the experience and opportunity to come and vacation (eating, shopping, excursions, etc) in a place that feels like home. I'm sure that holds true for all the other home owners who open their homes to visitors who love and want to vacation on Tybee.

Tonight, I am asking that those council members who stand firm on pushing this ordinance through to please reconsider your mindset. The passing of this ordinance could and will have devastating effects on homeowners, and I'm sure in the back of your minds, you also know this. While "balance" is needed and necessary in all aspects of life, it seems very evident that the scales are tipped and certain council members are weighing in on the side of people who have generated an air of hostility, arrogance, elitism towards those they consider "You ain't Tybee." This is a slap in the face to the proposed affected that love Tybee enough to invest into ownership and pay taxes, yet have no voice in matters that grossly affect them.

My proposal for consideration is:

With the the revenue generated by STVRs, when a home becomes For Sale, the City purchase it and sell it with no option for a STVR certificate. This allows the homeowner to sell their property at a fair price and the city to reduce the number of STVRs through attrition without hurting the homeowner. I think this is a fairer proposal than the one you are voting on tonight.

Please, I ask you to consider GRANDFATHERING in all current STVR homeowner and certificate holders by NOT applying this proposed ordinance, to include any future needed changes to their deed. People have poured their lives and significant finances into the opportunity to be a Tybee property owner, and for four individuals to hold the power to destroy that, is nothing more than a gut wrenching injustice.

Respectfully,  
Andy Hughes



Dear City council,

Hello Kathryn, Monty, Bill, Spec, and Nick. I personally know many of you and have worked on projects like the theater and for other non profits groups since 2003. We bought our house then, and have enjoyed it and Tybee for many years.

People grow older, circumstances change, and life goes on. It is so disappointing and disheartening to us that when we finally made the hard decision to sell it became apparent we waited too late. Yes under the new ordinance we can continue to do a short term rental. What we can't do is sell and use those funds to relocate to other family places.

I am also so sad that at least one of the council didn't even have the courtesy or courage to respond to emails sent by me. And probably won't respond or care tonight either. I trust you never are in our circumstances and hope the island can weather the draconian restrictions you are about to enact.

Once upon a time we would do anything for Tybee, and now it seems we are no longer welcome. Good luck and enjoy the challenges ahead.

Peggy Martin

Testimony to Tybee Island City Council on June 13, 2024

My name is Shirley Wright and my husband, Dennis Alexander, and I are full-time residents at 37 Pulaski Street where we built our home 21 years ago.

While I speak in support of the proposed STR Ordinance, I want to play the video that I showed you at the last meeting – to clarify an issue I didn't address - condos.

We uploaded the City's 2024 STR permit addresses --to show the density of the problem on Tybee --and to emphasize why -- if STRs in residential areas are gradually reduced over the next decades -- there will still be reasonable opportunities for rentals – all across the island.

Each red dot represents one address. ....so that means, for example, that in my neighborhood, at Lighthouse Point condos where there are 118 -120 units for rent – there is only one dot. And at the Savannah Beach and Racquet Club address where many of the 168 units are for rent – there is only one dot.

On the google earth version of the map, we can break it down to see each unit number....but for this video -- all condo associations across the island have only one dot.

So...Just imagine several hundred more red dots. – to this already dense population.

Tonight I want to thank you, council members, for your forward thinking, for seeking balance, and for honoring the intent of our zoning - and what it means to Tybee's future.

As much as revenue is always an issue, thank you for knowing that life is not just about making another dollar. It is also about quality of life -- and protecting this amazing island and its infrastructure – as well as protecting the residents of our community.

As one full time resident – I do not presume to represent all residents on this diverse island, however, I do stand here tonight for many who are not public speakers -- or who could not be here -- and have shared their feelings and thoughts with me.

Thank you - on behalf of full-time residents who voted for you in the last two elections -- **knowing** this was a top issue – and **hoping** for this needed addition to the 2022 STR Ordinance.

Thank you - on behalf of those who worry about offending their STR owner friends across the street OR those who do not want to be harassed by a few loud social media voices for their perspective.

Thank you -- on behalf of part-time residents who live in Savannah, Roswell, Athens, Decatur, and other Georgia cities who do not rent their homes – but who feel a part of the street where they live and a part of the Tybee community.

Perhaps most of all, I want to thank you for the parents and grandparents who think like my husband and me. We will all leave our homes to our children one day. Many of us have sacrificed greatly to send children and grandchildren to good schools and get them launched into life. And, we have spent a lifetime teaching them to follow their own dreams – and be good money managers.

IF any of our three children or five grandchildren can afford to live on Tybee, and they want to -- we would be so delighted! But if they can't afford it or if their dream takes them elsewhere -- we hope they sell our home to someone who will be great neighbors for the next generations of Tybebeans.

Bless you and thank you for voting YES tonight.

Gratefully,

Shirley Wright and Dennis Alexander  
37 Pulaski Street

## **STVR Comments for Tybee Council meeting - 6/13/24**

***"By engaging in critical thinking, individuals can uncover their biases and recognize how their ego may be influencing their thoughts and actions. This self-awareness is crucial for avoiding the pitfalls of hubris and fostering a mindset of humility and openness to learning."***

The previous actions taken by the Tybee City Council, on the proposed STVR text amendment, indicate that the Council is going to make a decision on the STVR Amendment, without the benefit of obtaining and reviewing the following information:

(1) an economic impact study of the proposed loss of taxable income, fees, etc. from the proposed elimination of STVR permits in residential zones. The reduction of STVR accommodations may result in the following losses of revenue for the city:

(a) property tax devaluation, (b) reduction in STVR permit fees, (c) reduction of Hotel/Motel taxes, (d) reduction of Alcohol Beverage tax due to fewer visitors.

(2) an audited report of the actual number of individual STVR complaints, locations, the actions taken and the resolutions:

(a) all we have heard so far are inuendo and hearsay repeated over and over and over again, that the citizens of Tybee want a reduction in STVR's. (b) how wide spread are the complaints?, (c) were the complaints resolved using the regulations now on the books, (d) was the enforcement effective?

Until the City Council and the citizens of Tybee have accurate, factual reports that can be reviewed by all parties, no further action should be taken on the STVR proposed amendment.

This amendment is not a life/safety/emergency issue, that needs to be rushed through the Council, so why not take the time to do the proper research and produce the study and report, referenced above, so that all concerned parties can have ample time to review the data?

In the previous public hearings, of the City Council, the Planning Commission, on this proposed STVR amendment and in conversations with many Tybee residents, there have been more people opposed to the approval of the amendment than are in favor.

The only decision that should be made tonight, is to table this STVR amendment, at least until the study and report referenced above, have been completed, published, and reviewed, by all concerned parties.

For City Council members to proceed with the approval of the STVR amendment will be noted as act of hubris, as opposed to the leadership needed from the Council.

Respectfully submitted....Tommy Thompson

If you build it, they will come

Dear Mayor and City Council,

I request this letter be entered into the record for the City Council meeting for June 13, 2024.

Erik and Natalie Puljung

1409 2nd Ave

Property owners since 2000, Chatham County residents.

RZW

As you know, we have shown up to the various council meetings related to the proposed ordinance changes that would eradicate STR's through attrition. We are not likely able to make it this evening but do not want to pass on the opportunity to continue to share our perspective on the proposed changes as it does impact us. We are one of the homes the ordinance impacts directly as we are in a Residential zone.

In my earliest comments, I shared that I really did not understand the problem you are solving for with this proposal and why this was something that was being pursued. My initial reactions to reading the ordinance still stand today yet with a greater understanding of what seems to be a predisposition of City Council to push this through regardless of the numerous amounts of property owner communication.

Having been a property owner since 2000, I have seen many changes on the island but something I have not found missing is the authentic small town beach experience that Tybee is for so many families. As many of us have stated — we do rent our homes and we do know our neighbors and enjoy the relationships we have built with them. In the many city council meetings that have been held, you have heard from multiple property owners who do not live on the island full time and do not vote, but many of us do live in Chatham County or within a short distance of the island. I know many of us consider our beach homes as extensions of where we live regardless of where we vote. The number of owners who have shown up at your council meetings should be an obvious demonstration of our interest in the island and being part of what makes it a great place.

There have been a few comments in favor of the STR changes that are proposed that I would like to comment on:

**Summary of quotes from council and/or residents**

1. *People have purchased in R1 and R2 zones thinking they will be in a residential zone not among vacation rental homes.*

This would be true if they purchased post the zoning changes made in 2022 which stopped STR from being an allowed use. For families and people like us, we purchased when what we are doing was allowed. Many of us are in blocks that are mostly STR homes, This is true for us and has been the case

for most of the duration of our ownership. Please understand how people in our situation perceive the proposed change given our history and neighborhood dynamic.

*2. It is embarrassing that you can't have friends over because of how ridiculous and unpredictable vacation rental home guests are. You have to time when you sit on your front porch to avoid embarrassment.*

Until recently, our home was beside a 7 unit long term rental building, so these residents were not vacation guests. For years we battled their trash cans out front of our home. We would frequently be disgusted by drunken vomiting from multiple units morning and night. We often heard lewd and inappropriate conversations not suitable for children or for me to quote directly in this email. It is not just a vacation rental guest who has the potential to be obnoxious.

*3. These rental guests don't look after you like a full time resident does, vacation rental guests don't respond if you need help or get hurt.*

I strongly disagree with this. Our youngest child, Davenport, almost died from a drowning accident while we were at our home in July of 2020. The first people to rush to help us were in fact vacation rental guests from neighboring homes who were eager to help us in a horrible situation. They kept our older children inside and calm and helped get them loaded in our car so I could follow immediately behind the ambulance. They then helped

get our house closed up and ready for us to return. To this day, I am thankful for how they showed up. Similarly, I am thankful for the Tybee first responders who were there to help us so quickly.

4. *All I hear is money, it is all about the money with the STR property owners.*

This is a very easy thing to point to as there is a financial benefit to renting a home but I think it is dismissive of the point we are all trying to make. For me and my family, we started renting our home as an STR when doing so was an allowed use and have operated our home in compliance with what rules and certifications are needed at whatever season of rules we have been in.

We have listened and followed the rules with the understanding that we would not lose our right to rent our home if we did so and that we, our heirs, or the next property owner would enjoy the same rights. This ordinance feels very much like a taking of rights to us. I know we are pointed to the R1 and R2 zoning do not allow this, but that is new and what you are proposing does not align with what we were told when the zoning changed.

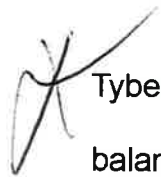
5. *Every time changes for STR's come up, the owners don't want change or they want to negotiate.*

Of course we do, we want to understand what is prompting the need for the change and to come to a collective agreement on how to achieve the desired outcome. While the comment implies we are cry babies, I think the



interest should be taken as a demonstration of the STR owners willing to aid in developing a solution or achieving a desired outcome.

I can tell you that what Sherry Oxendine shared in the last city council meeting is probably the most aligned with our core feelings about what is proposed. We are long time property owners on Tybee who have, in our opinion, contributed to the island as much as we have enjoyed the island. We have hosted charity events in our home for the Tybee tour of homes, Historic Savannah foundation, and are recipients of a preservation award and continue to maintain our property to high standard. The raw emotion evoked by these changes is like that of a cherished friend suddenly turning into your biggest bully. I'll add that for years we have spoken with Sherry on 2nd Ave about how much we love Tybee, or the updates we are doing to our homes, and exchanged stories about our rental experiences and how we are so detailed in wanting an incredible experience for our rental guests. In some areas people who go to extremes to represent their area by providing high quality guest experiences are considered ambassadors for the area. Unfortunately we as owners perceive that council feels we are more like leaches draining the island from being some type of utopia for full time residents.



Tybee is a wonderful Island and is promoted as a destination for visitors. The balance of annoyance between the full time residents and visitors has been

going on since I have been on the island. In some seasons it is day trip people who are the problem, others it is condominium development that is the problem, and today it is STR homes in R1 and R2 that are the problem. I encourage you to value the symbiotic relationship that exists with the diversity of visitors to the island. Please do not approve the proposed changes but continue to work with owners of STR properties to preserve the culture of hospitality that Tybee extends to so many.

**File Attachments for Item:**

3. Action Item Update - June 2024

ITEM	ACTION TAKEN	NOTES
Alternative Water Source	4/30 - Received task order from T+H 4/30 - Emailed task order to council 5/23 - Emailed task order and Tony Ploughe's response email to council	
Resident Sentiment Study	4/29-SOW received for \$34,940; 5/23 - Contract received and refined 6/27- Contract on agenda for approval 7/11	funding in FY24
TIFR Analysis	Final SOW received for \$34K; contract on agenda for 6/27	funding in FY24
Economic Impact Study	5/16 - Discussed SOW with GSU	No funding identified
North Beach Erosion/Signage	In development with Staff	
Municipal Electric Rates for TIMSC	Finance Office inquired with Georgia Power	In order for the TIMSC to get the municipal rates, the account the city must take over the account
Memorial Park Master Plan	Ongoing community meetings Finalizing survey questions Community update planned on task force and and upcoming survey	
Fleet Maintenance Policy	In development	
Operations Manual	Pending	Future project list
Fund Balance Policy	Council Workshop held to discuss Staff is developing policy	
Employee Handbook	Working with HR	
Executive Session Minutes	Minutes are completed and sent to legal team for further action	


**File Attachments for Item:**

4. Agreement with Public Consulting Group LLC – Fire Department Needs Assessment

## SERVICES AGREEMENT

This Services Agreement (“Agreement”) is entered into by and between the City of Tybee Island (“CLIENT”) and Public Consulting Group LLC (“PCG”) as of May 31, 2024 (“Effective Date”).

**WHEREAS**, CLIENT is seeking a fire department needs assessment to identify a comprehensive plan for its current, historical, and future status, and

**WHEREAS**, PCG possesses professional skills that can assist CLIENT; and

**WHEREAS**, CLIENT wishes to engage PCG as an independent contractor to perform these services for CLIENT;

**THEREFORE**, for good and valuable consideration, the receipt and adequacy of which is acknowledged, PCG and CLIENT hereby agree as follows:

1. **Description of Services.**
  - a. PCG will provide the professional services assigned by CLIENT and more fully described in Attachment A (the “Contracted Services”). PCG acknowledges and agrees that time is of the essence in the value of the Contracted Services, and shall render such Contracted Services in a prompt and diligent manner.
  - b. The parties may expand the scope of this Agreement to include other products or services offered by PCG, and to specify rates of payment for such products or services, by means of written amendments to this Agreement.
2. **Term.** This Agreement will be effective from the Effective Date through January 31, 2025 unless this Agreement is terminated earlier pursuant to Section 4 or extended by written agreement of the parties. Unless otherwise specified by CLIENT in writing, PCG shall provide the Contracted Services for the full duration of this Agreement.
3. **Compensation.** CLIENT shall compensate PCG pursuant to the provisions contained in Attachment B and this Section 3, and unless the parties agree otherwise in writing, shall not pay PCG any other benefits, expenses, or compensation.
  - a. CLIENT shall compensate PCG within 30 days following the receipt of itemized billing statements from PCG that satisfactorily describe the hours and dates that PCG performed the Contracted Services, the services performed, and any expenses incurred.
  - b. Upon termination of this Agreement for any reason, PCG shall be entitled to receive compensation for Contracted Services satisfactorily provided prior to the effective date of termination.

4. **Termination.** This Agreement may be terminated immediately by either party following a material breach of this Agreement and a failure to cure such breach within 10 business days after written notice. Termination of this Agreement will not discharge the obligations of the parties with respect to the protection of Proprietary or Confidential Information. In addition, this Agreement can be terminated for convenience by either party upon thirty (30) days' notice, provided that in such an event, PCG will be compensated for all services rendered prior to the effective date of termination on a pro rata basis.
5. **Notices and Contact Persons.** Any notices, requests, consents and other communications hereunder shall be in writing and shall be effective upon any of the following: (1) when delivered personally to the person designated below to receive notices for the party (the party's "Contact Person"); (2) when e-mailed to the party's Contact Person at the e-mail address listed below with an acknowledgment of receipt; or (3) five days after being deposited into the United States mail (either certified mail with return receipt requested, or first class postage prepaid), addressed to the party's Contact Person at the address set forth below. The individuals listed below shall serve as each party's Contact Person for purposes of this Agreement unless the party replaces the Contact Person by written notice to the other party as required by this Section:

**For PCG:**

Alina Coffman  
 Associate Manager  
 Public Consulting Group LLC  
 148 State Street, 10th Floor  
 Boston, MA 02109  
 512-658-9482  
 acoffman@pcgus.com

**For CLIENT:**

Michelle Owens  
 Interim City Manager  
 City of Tybee Island  
 403 Butler Avenue  
 Tybee Island, Georgia 31328  
 912-472-5071  
 Michelle.owens@cityoftybee.gov

6. **Relationship of the Parties**

- a. The parties agree that PCG is an independent contractor, and that neither it nor any of its employees is an employee, agent, partner, or joint-venturer of CLIENT.
- b. PCG shall secure and maintain all insurance, licenses, and/or permits necessary to perform the Contracted Services. PCG shall be responsible for paying its employees, and for paying all applicable state and federal taxes including unemployment insurance, social security taxes, and state and federal withholding taxes. PCG understands that neither it nor its employees will be eligible for benefits or privileges provided by CLIENT to its employees. CLIENT shall deliver to PCG statements of income at the end of each tax year consistent with its independent contractor status.
- c. Except as may be otherwise provided in this Agreement, PCG has complete and exclusive authority over the means and methods of performing the Contracted Services, need not adhere to policies and procedures applicable to CLIENT



employees, and may perform the Contracted Services according to its own schedule at its own offices or at any other location. PCG shall hire its own employees, use its own tools and equipment, and purchase its own supplies.

- d. PCG has no authority to and shall not purport to bind, represent, or speak for CLIENT or otherwise incur any obligation on behalf of CLIENT for any purpose unless expressly authorized by CLIENT.
  - e. At CLIENT's written request, PCG shall provide to CLIENT: (i) its federal employer tax identification number; and (ii) copies of any applicable business licenses.
7. **Record Maintenance.** With respect to all records of any kind that PCG acquires or creates for purposes of performing the Contracted Services, PCG shall not knowingly destroy records that are required to be preserved by law and shall maintain project records in an orderly manner.
8. **Insurance.** PCG shall maintain during the term of this Agreement such insurance, including general liability and worker's compensation insurance, as will fully protect both CLIENT and PCG from claims that may arise from PCG's performance of the Contracted Services.
9. **Assignment.** This Agreement may not be assigned by either party without the prior written consent of the other party, which consent may not be unreasonably withheld or delayed. Notwithstanding the foregoing, this Agreement may be assigned by either party: (i) to one of its affiliates or subsidiaries; or (ii) in connection with a merger, consolidation, sale of all of the equity interests of the party, or a sale of all or substantially all of the assets of the party to which this Agreement relates.
10. **Subcontracts.** PCG may subcontract work under this Agreement to one or more of its affiliate companies.
11. **Proprietary or Confidential Information.** For purposes of fulfilling its obligations under this Agreement, one party (the "Disclosing Party") may convey to the other party (the "Receiving Party") information that is considered proprietary and confidential to the Disclosing Party.
- a. "Proprietary or Confidential Information" is defined as information -- including but not limited to trade secrets, strategies, financial information, sales information, pricing information, operational techniques, software, and intellectual property -- that (i) has not been previously published or otherwise disclosed by the Disclosing Party to the general public; (ii) has not previously been available to the Receiving Party or others without confidentiality restrictions; (iii) reasonably would be considered confidential and proprietary notwithstanding the absence of any designation; or (iv) is not normally furnished to others without compensation; and which the Disclosing Party wishes to protect against

unrestricted disclosure or competitive use. In addition, the term “Proprietary or Confidential Information” shall also mean all information or data, regardless of whether it is in tangible form, that is disclosed or otherwise made available by the Disclosing Party to the Receiving Party and designated as “confidential” or “proprietary” by the Disclosing Party. Such designation shall be clear and in writing, either before the Proprietary or Confidential Information is disclosed or within a reasonable time afterwards. The term “Proprietary or Confidential Information” includes the original information provided by Disclosing Party as well as all copies.

- b.** Proprietary or Confidential Information does not include information that, without a breach of this Agreement, is (i) known to the Receiving Party without restriction when received, or thereafter developed independently by the Receiving Party; (ii) obtained by the Receiving Party from a source that is lawfully in possession of such information (other than the Disclosing Party) through no breach of this Agreement or any other confidentiality obligations; or (iii) in the public domain when received, or thereafter in the public domain through no fault of the Receiving Party.
- c.** The Receiving Party shall preserve Proprietary or Confidential Information securely and in strict confidence, exercising no less than the same degree of care used to protect the security and confidentiality of its own confidential and proprietary information, and in any event no less than reasonable care.
- d.** The Receiving Party shall use and disclose Proprietary or Confidential only for purposes of the Contracted Services. The Receiving Party shall not divulge any such Proprietary or Confidential Information to any employee who is not working on the Contracted Services, without the prior written consent of the Disclosing Party.
- e.** The Receiving Party shall not disclose the Proprietary or Confidential Information to any third party without prior written authorization from the Disclosing Party.
- f.** All Proprietary or Confidential Information shall remain the property of the Disclosing Party notwithstanding any disclosure under this Agreement. The Receiving Party recognizes and agrees that nothing contained in this Agreement nor the exchange of Proprietary or Confidential Information under this Agreement shall be construed as transferring or granting any right, title, interest, or license under any copyrights, inventions, or patents now or hereafter owned or controlled by either Party. The Disclosing Party does not grant the Receiving Party any express or implied right to or under the Disclosing Party or another party’s patents, copyrights, trademarks, trade secret information, or other proprietary rights. The Receiving Party shall not make, have made, use, or sell for any purpose any product or other item using, incorporating, or derived from any Proprietary or Confidential Information of the Disclosing Party.

- g.** If and to the extent that Proprietary or Confidential Information includes information that is confidential or proprietary to a third party, the Disclosing Party warrants that the disclosure does not violate any agreement with the third party or any rights of the third party, including any agreement or rights under the Health Insurance Portability and Accountability Act (“HIPAA”) and other federal or state laws governing medical records, and shall indemnify the Receiving Party as to any claim against it by the third party or a government agency relating to such disclosure.
- h.** Rights and obligations under this Agreement shall take precedence over specific legends or statements that may be associated with Proprietary or Confidential Information when received.
- i.** The Receiving Party shall immediately notify the Disclosing Party upon discovery of any loss or unauthorized disclosure of its Confidential Information.
- j.** The Receiving Party shall not export, directly or indirectly, any U.S. technical data acquired pursuant to this Agreement, or any products utilizing such data, in violation of the United States export laws or regulations.
- k.** If the Receiving Party is requested or required to disclose Proprietary or Confidential Information pursuant to a subpoena or an order of a court or governmental agency having jurisdiction, the Receiving Party shall, prior to any disclosure of Proprietary or Confidential Information:

  - ii.** Provide the Disclosing Party with prompt written notice of the existence, terms, and circumstances surrounding the legal or governmental request or requirement, no later than 2 business days after receiving it;
  - iii.** Consult with the Disclosing Party on the appropriate response to the request;
  - iv.** Cooperate with the Disclosing Party in its reasonable efforts to obtain an order or otherwise limit or restrict the disclosure of its Proprietary or Confidential Information that is subject to the legal or governmental request or requirement, at Disclosing Party’s sole expense; and
  - v.** Only after fully complying with the above steps, if disclosure of Proprietary or Confidential Information is still required, furnish only such portion of the Proprietary or Confidential Information as the Receiving Party is advised by counsel is legally required to be disclosed.
- l.** Upon termination or expiration of this Agreement, each party shall cease use of Proprietary or Confidential Information received from the other party. At the written request of the Disclosing Party at any time during this Agreement, or within 30 days of the termination or expiration of this Agreement, the Receiving Party shall promptly return all copies of such information in its possession, custody, or control, promptly furnishing the Disclosing Party with written certification of such return. If the Disclosing Party does not request the return of

Proprietary or Confidential Data within 30 days of the termination or expiration of this Agreement, the Receiving Party shall destroy all copies of such information in its possession, custody or control and shall, upon the Disclosing Party's request, furnish the Disclosing Party with written certification of such destruction. If return or destruction is not practicable, the Receiving Party shall so notify the Disclosing Party and shall keep such information secure and confidential in perpetuity.

- m. The termination or expiration of this Agreement for any reason shall not discharge the obligations of the Parties with respect to the protection of Proprietary or Confidential Information set forth in this section.
  - n. Other than as set forth in Section 11(g) above, neither party makes any representation or warranty as to the accuracy or completeness of its Proprietary or Confidential Information disclosed under this Agreement.
  - o. This Agreement and its terms shall be treated as Proprietary and Confidential Information.
12. **Intellectual Property.** Neither party makes any representation or warranty as to the accuracy or completeness of its Proprietary or Confidential Information disclosed under this Agreement. PCG guarantees that its use or creation of any intellectual property under this Agreement does not infringe upon the intellectual property rights of any third party.
13. **Conflicts of Interest.** The parties understand that PCG is not required to perform the Contracted Services on a full-time basis for CLIENT and may perform services for other individuals and organizations consistent with the limitations in this Agreement.
14. **Waiver.** The failure of a party to enforce a provision of this Agreement shall not constitute a waiver with respect to that provision or any other provision of this Agreement.
15. **Entire Agreement.** This Agreement (including the attachments) constitutes the entire agreement between the parties with respect to the subject matter of the Contracted Services, and supersedes all prior agreements and understandings, both written and oral. Notwithstanding the foregoing, any separate written agreement between the parties regarding the confidentiality and security of information exchanged or used by the parties for purposes of this Agreement shall be effective unless and until it is specifically terminated.
16. **Amendment.** This Agreement may be amended only by written agreement of the parties, signed by authorized representatives and referencing this Agreement.

17. **Severability.** If any provision in this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions in this Agreement shall continue in full force and effect.

18. **Applicable Law and Venue.** This Agreement, and all other aspects of the business relationship between the parties, shall be construed, interpreted, and enforced under and in accordance with the laws of the State of Georgia, without regard to choice of law provisions. The parties also consent to the personal jurisdiction in its courts, agree that the state and federal courts of the State of Georgia shall have exclusive jurisdiction over the enforcement of this Agreement, and waive any objection to venue.

19. **Miscellaneous**

- a. EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, PCG DOES NOT MAKE ANY WARRANTY WITH RESPECT TO THE CONTRACTED SERVICES, WHETHER EXPRESS OR IMPLIED, AND SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES, WHETHER OF MERCHANTABILITY, SUITABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR OTHERWISE FOR SAID CONTRACTED SERVICES.
- b. NEITHER PARTY SHALL BE LIABLE TO THE OTHER ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, SUCH DAMAGES ARISING FROM ANY TYPE OR MANNER OF COMMERCIAL, BUSINESS, OR FINANCIAL LOSS, EVEN IF THE OTHER PARTY HAD ACTUAL OR CONSTRUCTIVE KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES AND REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE. OTHER THAN A CLAIM BY PCG THAT CLIENT HAS NOT PAID COMPENSATION UNDER SECTION 3, UNDER NO CIRCUMSTANCES SHALL EITHER PARTY'S AGGREGATE LIABILITY TO THE OTHER PARTY UNDER THIS AGREEMENT EXCEED AN AMOUNT EQUAL TO THE TOTAL FEES PAID BY CLIENT TO PCG PURSUANT TO SECTION 3 OF THIS AGREEMENT DURING THE PRIOR TWELVE (12) MONTH PERIOD.
- c. Each party agrees that they shall not at any time make disparaging statements or induce others to make disparaging statements, in any form, about the other party or any of its respective employees, officers, directors, products or services.
- d. Neither party shall be responsible for delays or failures in performance resulting from acts of God, acts of civil or military authority, terrorism, fire, flood, strikes, war, epidemics, pandemics, shortage of power, or other acts or causes reasonably beyond the control of that party. The party experiencing the force majeure event agrees to give the other party notice promptly following the occurrence of a force majeure event, and to use diligent efforts to re-commence performance as promptly as commercially practicable.

- e. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement. nor the meaning of any provisions hereof.
- f. Each party acknowledges that they been provided with the opportunity to consult with and be represented by independent counsel in negotiating this Agreement. Each party represents that they have read and understand this Agreement and that they are freely and voluntarily entering into this Agreement in exchange for the consideration described herein. This Agreement shall not be construed in favor of or against either party by reason of authorship.
- g. Each individual signing below on behalf of a party hereby represents and warrants that they have full power and authority to enter into this Agreement on behalf of such party. Each party to this Agreement hereby represents and warrants that it has full power and authority to enter into this Agreement, that the execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the Effective Date written above.

**CITY OF TYBEE ISLAND**

**PUBLIC CONSULTING GROUP LLC**

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By: Brian West  
 Title: Mayor  
 Date:

---

By: Alina Coffman  
 Title: Associate Manager  
 Date:

## ATTACHMENT A CONTRACTED SERVICES

Pursuant to the terms and conditions of this Agreement, PCG shall provide the following Contracted Services:

### Fire Department Needs Assessment

- One, multi-day on-site visit, including in-person meetings (3 total business days, including travel days).
- Up to 10 department/city (virtual) interviews.
- **Call Volume/Demand Analysis** – Including response type and call time analysis (based on provided data), including seasonal variabilities with population influxes.
- **Operational Analysis** – Including a general overview of deployment practices, staffing needs, on-scene procedures, and mutual/automatic aid responses.
- **Resource Analysis** – Including standard comparisons for apparatus, assessing facility needs, assessing equipment needs, and identifying capital planning needs for the upcoming 5-10 years.
- **Administrative Analysis** – Including a general overview of department policies/guidelines, administrative processes, general finances, and organizational structure.
- **Advisory Services (as requested)**
  - i. Regular meetings with interim and new fire chief(s)
  - ii. Engage in Fire Chief candidate application process
    - 1. Assist with interview questions/scenarios for interview process
    - 2. Participate in up to 10 virtual interviews
    - 3. Fire Chief in-person interview panel participation (can be included at no charge in initial on-site meeting or added as an extra on-site visit with associated costs)
- Draft report for identified project team member review, resulting in a final (electronic) report and presentation (virtual), if requested.

The final deliverable will be delivered to CLIENT no later than 5 months from project kick-off, subject to the CLIENT's discretion to extend that time if necessary, which extension shall be memorialized in writing, e-mail being sufficient.

**ATTACHMENT B  
COMPENSATION**

Pursuant to the terms and conditions of this Agreement, CLIENT shall compensate PCG as follows:

The compensation payable to PCG for the services identified shall be **\$34,500**, not including additional (separate) on-site visits that may be added upon client request.

PCG shall invoice CLIENT **\$17,250** upon completion of project kick-off and data collection. The remaining **\$17,250** will be invoiced upon submission of the final project deliverable.

Extra on-site visits can be added for **\$1,500** per visit (3 total business days including travel), and visits can be extended for **\$500** per additional day. Amount for extra on-site visits to be invoiced separately.



CONTRACT ADDENDUM  
FOR CITY OF TYBEE ISLAND  
AND PUBLIC CONSULTING GROUP LLC

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

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

VENDOR

CITY OF TYBEE ISLAND, GEORGIA

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

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

Alina Coffman  
Printed Name

\_\_\_\_\_  
Date

Associate Manager  
Title

5/1/2024  
Date

Attest: \_\_\_\_\_

**File Attachments for Item:**

5. Third Reading and Adoption: Proposed Milage Rate



# City of Tybee Island

## Memorandum

To: Mayor West & Members of City Council  
 From: Jen Amerell, Finance Director  
 Date: May 28, 2024  
 Re: Proposed Millage Rate

JRA

### Summary

Below is the current year tax digest and five year history of levy. The recommended millage rate for 2024 is 3.542, which is consistent with prior years.

CURRENT YEAR TAX DIGEST AND FIVE YEAR HISTORY OF LEVY						
	2019	2020	2021	2022	2023	2024
Real and Personal	638,256,266	645,185,097	668,266,392	841,451,699	938,800,118	992,409,265
Motor Vehicles	2,822,520	2,283,410	1,810,720	1,450,690	1,384,070	1,149,320
Mobile Homes	81,200	73,920	63,600	73,720	72,560	58,400
Timber	-	-	-	-	-	-
Heavy duty equipment	-	-	4,573	2,911	-	-
<b>Gross Digest</b>	<b>641,159,986</b>	<b>647,542,427</b>	<b>670,145,285</b>	<b>842,979,020</b>	<b>940,256,748</b>	<b>993,616,985</b>
Less: M&O Exemptions	(136,681,922)	(141,098,387)	(141,293,845)	(187,275,289)	(205,848,762)	(213,989,697)
<b>Net Digest</b>	<b>504,478,064</b>	<b>506,444,040</b>	<b>528,851,440</b>	<b>655,703,731</b>	<b>734,407,986</b>	<b>779,627,288</b>
Gross Maint & Operations Millage	6.633	6.678	6.455	6.299	6.053	5.980
Less: Rollbacks Local Options Sales Tax	2.7020	2.7472	2.5242	2.3680	2.5110	2.4378
<b>Net M&amp;O Millage</b>	<b>3.931</b>	<b>3.931</b>	<b>3.931</b>	<b>3.931</b>	<b>3.542</b>	<b>3.542</b>
<b>Net Taxes Levied</b>	<b>1,983,103</b>	<b>1,990,832</b>	<b>2,078,915</b>	<b>2,577,571</b>	<b>2,601,273</b>	<b>2,761,440</b>

The City's overall property value increased by approximately \$53,360,237 or 5.68%. Taxes levied with the recommended millage rate of 3.542 equate to \$2.7 million. The rollback rate of 3.348 would generate gross property tax revenue of \$2.6 million. The following is a comparison of the local property taxes (gross of homestead exemption) on a home using the recommended millage rate and the rollback millage rate:

Home Value	\$ 250,000	\$ 500,000	\$ 750,000	\$ 1,000,000	\$ 1,250,000
Taxes with recommended millage rate	\$ 886	\$ 1,771	\$ 2,657	\$ 3,542	\$ 4,428
Taxes with rollback millage rate	\$ 837	\$ 1,674	\$ 2,511	\$ 3,348	\$ 4,185
Anticipated amount of increase	\$ 49	\$ 97	\$ 146	\$ 194	\$ 243

### Recommendation

Approve millage rate as recommended.

**File Attachments for Item:**

6. Second Reading FY25 Budget



# City of Tybee Island

## Memorandum

To: Mayor West & Members of City Council  
From: Jen Amerell, Finance Director *JRA*  
Date: June 5, 2024  
Re: Recommended FY25 Budget

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Enclosed please find a copy of the 2025 Recommended Budget. Below is a recap of significant budget changes included in this year's City of Tybee budget. Recommended budget revisions discussed in the multiple workshops are reflected in the FY25 recommended budget.

Management prepared the budget with the future and the strategic direction of the Mayor & City Council in mind. As an organization, we continue to seek strategies to "maintain a residential community in the face of growing tourism" as well as provide outstanding service levels to the City.

### Summary of Budget Impacts & Changes

- Parking Services & Code Enforcement are consolidated into one Code Compliance department.
- Eliminated Information Technology department and outsourced services to a 3<sup>rd</sup> party vendor. Contract for IT services is managed in City Manager budget with a portion of costs allocated to the Campground and Water / Sewer Utility.
- Budget includes a 2.5% cost of living adjustment for employees, actual COLA for prior year 3.2%.
- Fees for parking fines and cost of parking decals increased.
- Discontinue City paid credit card user fees
- Increased deductibles to mitigate rising premium costs for property and liability insurance.
- 15% increase in water / sewer revenue.
- In the prior year non-profit requests and presentations were separated from the budget process. There is \$140,000 earmarked in the budget for non-profit / community allocation, but the process of awarding any amount will continue to be a separate process from the budget process.

TYBEE ISLAND GEORGIA  
**ANNUAL BUDGET**  
FISCAL YEAR 2024-25



DRAFT | ADOPTED JUNE 27, 2024

TYBEE ISLAND  
GEORGIA



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## Management Message

Mayor West and the City Council:

Fiscal year 2024 proved to be a year of transition for the City. The City has established itself as a beautiful place to live, as well as a destination for local and non-local travelers. The City's "industry" is tourism, and small changes in behavior, service, inflation, and even weather can have significant impacts to the City's industry. The City saw peak visitors in 2021 and 2022 and now the City is seeing visitor numbers stabilize to pre-covid numbers. With the regional economic growth that has started and will continue over the next few years, visitor numbers are projected to remain consistent. The resulting demand for service levels combined with fluctuating revenue levels can be challenging to manage. Management continuously looks for ways to mitigate rising costs while not jeopardizing service but also incrementally gaining revenue. In the draft budget for the upcoming year, management responded to the challenge of stabilizing revenue and increased costs by implementing a few modifications listed below:

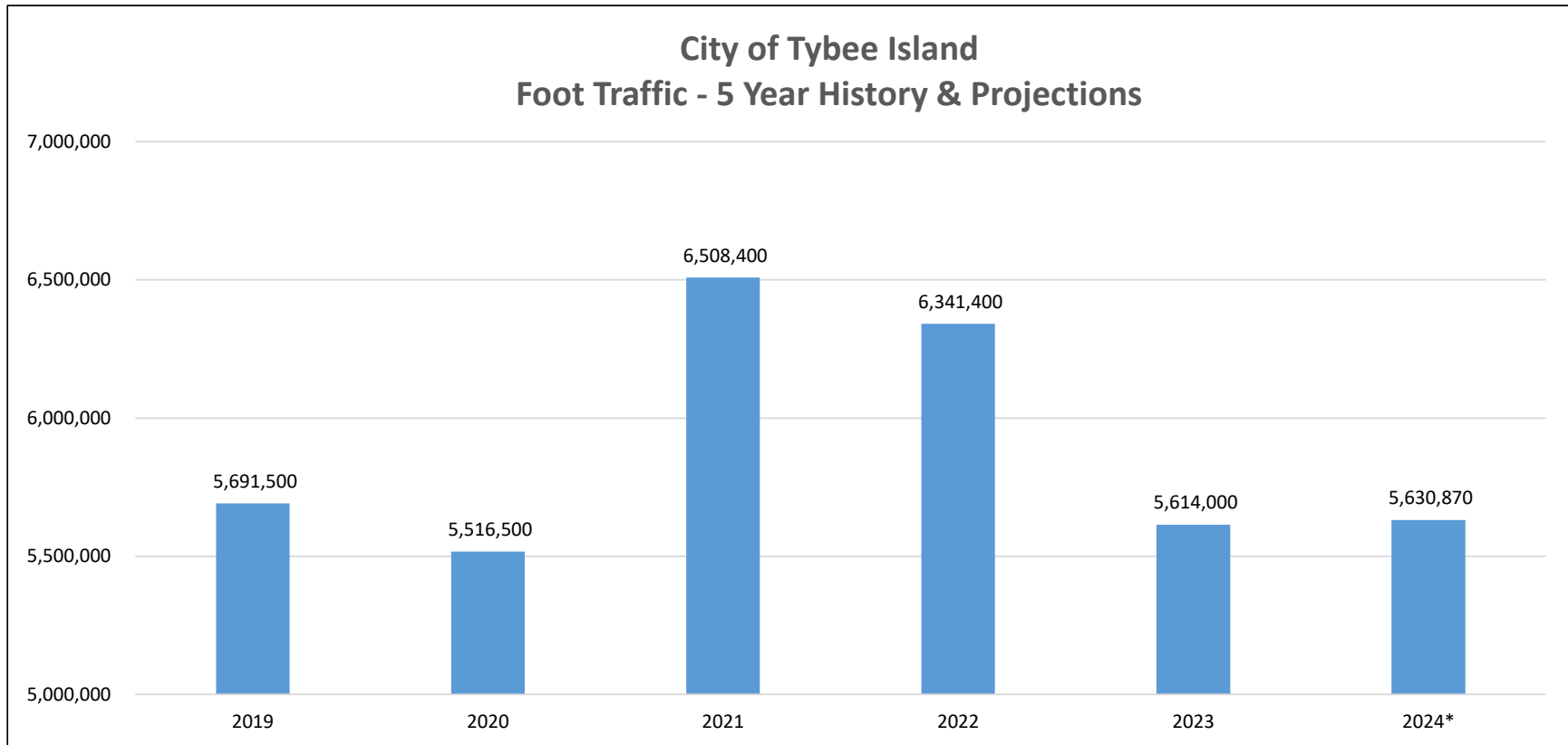
- Consolidating parking services and code enforcement into one Code Compliance department to improve efficiency and cross-train;
- Outsourcing information technology services;
- Increasing the fines for parking and increasing the parking decal costs;
- Existing user fees for credit cards paid by end user, not the City;
- Increasing deductibles to lower premiums;
- Water / sewer revenue increases;

The Mayor and City Council continue to look for ways to maintain and approve balance between full-time residents and the influx of visitors that come Tybee to experience the beautiful beaches, quaint shops and restaurants the Island has to offer. Through a series of City Council workshops, the Mayor and Council established the following strategic goals to focus on in the upcoming fiscal year:

- Maintain a vibrant residential community in the face of growing tourism;
- Develop a plan to fund capital improvements given the expected population growth;
- Determine status of Floridian Aquifer for supply of projected water needs and develop plan to remedy, if necessary;
- Develop a master plan for all City parks, including current and future needs, as well as use of municipal facilities;
- Develop information technology plan to improve City website effectiveness, cyber-security, response time and communication;

The City subscribes to a mobile location data program. This software is a mobile mapping program that works by setting a “geofence” around a business or point of interest and then monitors customers that enter/exit the area during a specified period of time, typically a month. With this software, the City is able to obtain foot traffic counts to assist with revenue and service level analysis. Below is a history of foot traffic for the past five fiscal years.

If we assume the same foot count as last year for the final few months of the fiscal year, the 2024 foot count should be consistent with 2019 and 2023 traffic amounts.



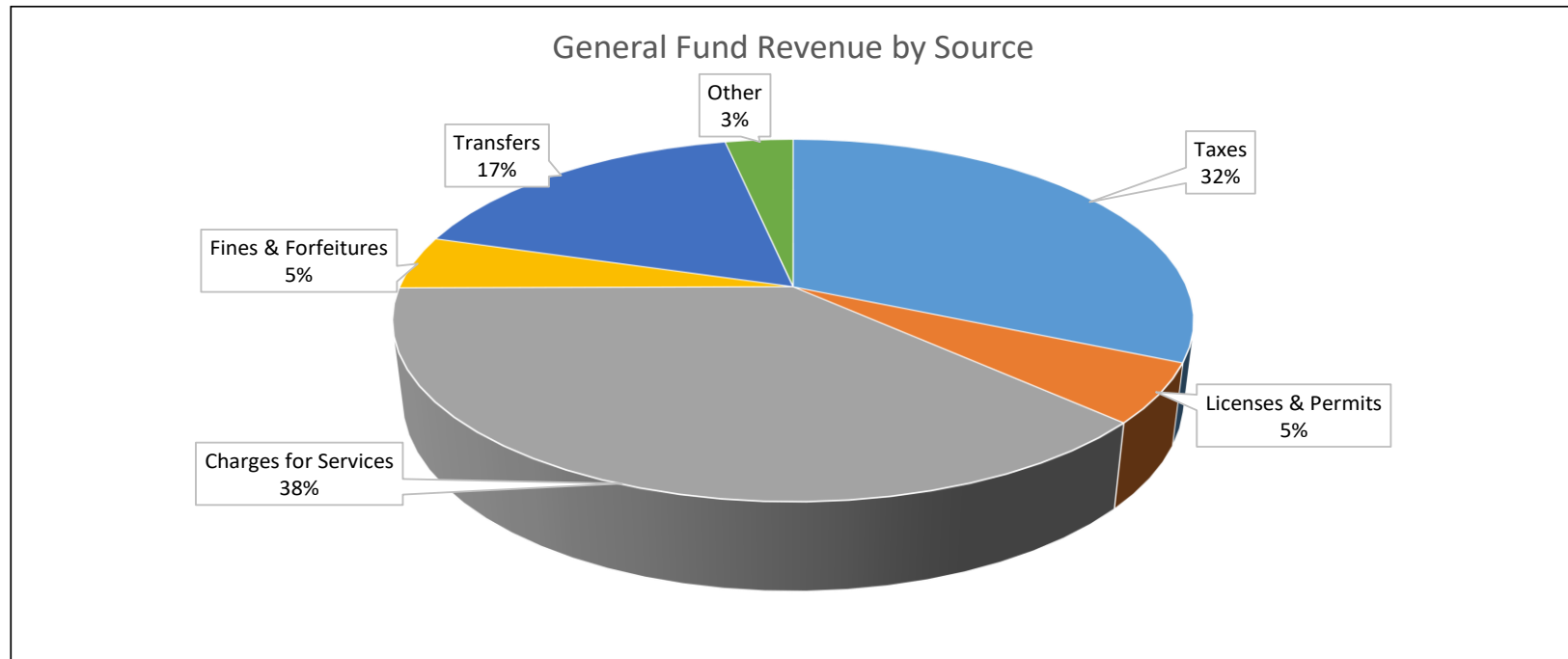
\*Projected count based on actual count through March and prior year history

## General Fund Revenues

The 2025 general fund budgeted revenues total \$17,193,170, a 3.41% decrease from the previous year original budget, and 9.36% decrease from amended budget. General Fund revenue is budgeted by source; which include taxes, licenses & permits, charges for services, fines & forfeitures, and other revenue. A general description of each source is provided below:

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

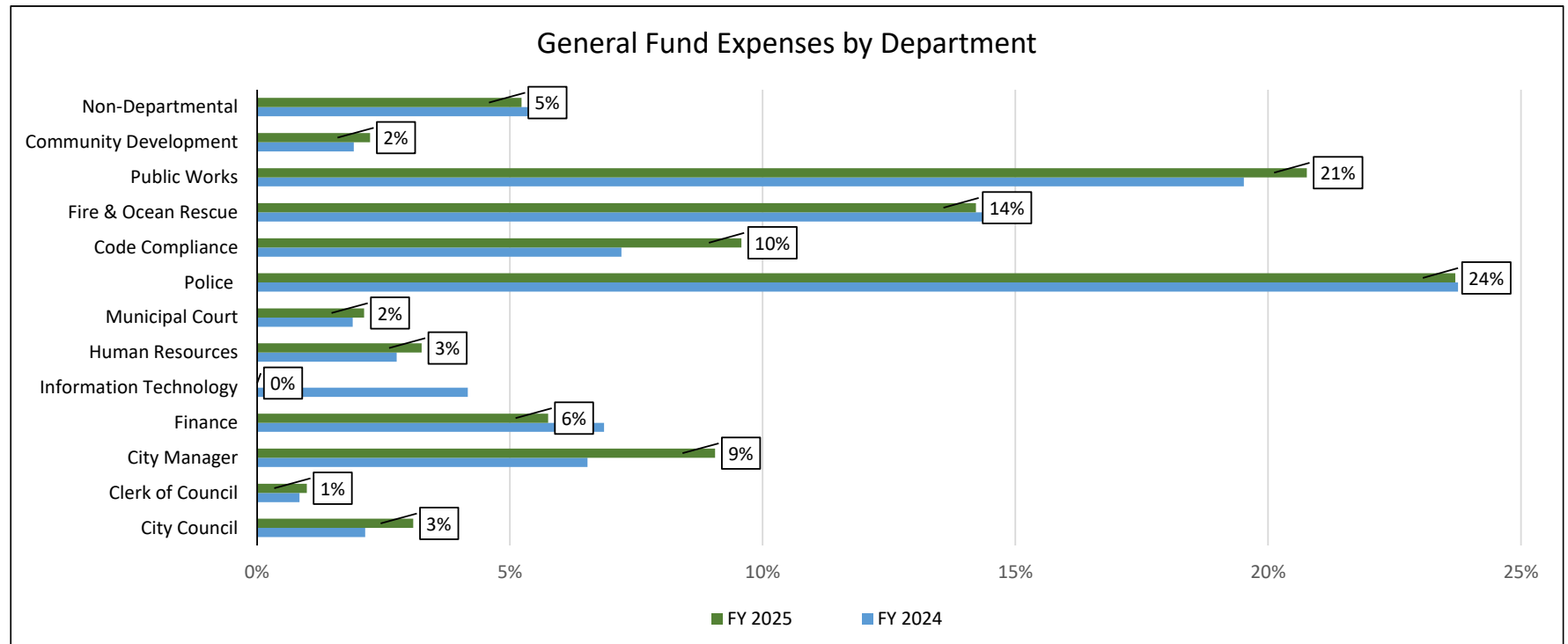
Charges for service is the largest revenue source for the City, which includes parking revenue. \$6.15 million in parking revenue is included in the FY25 budget.



## General Fund Expenditures

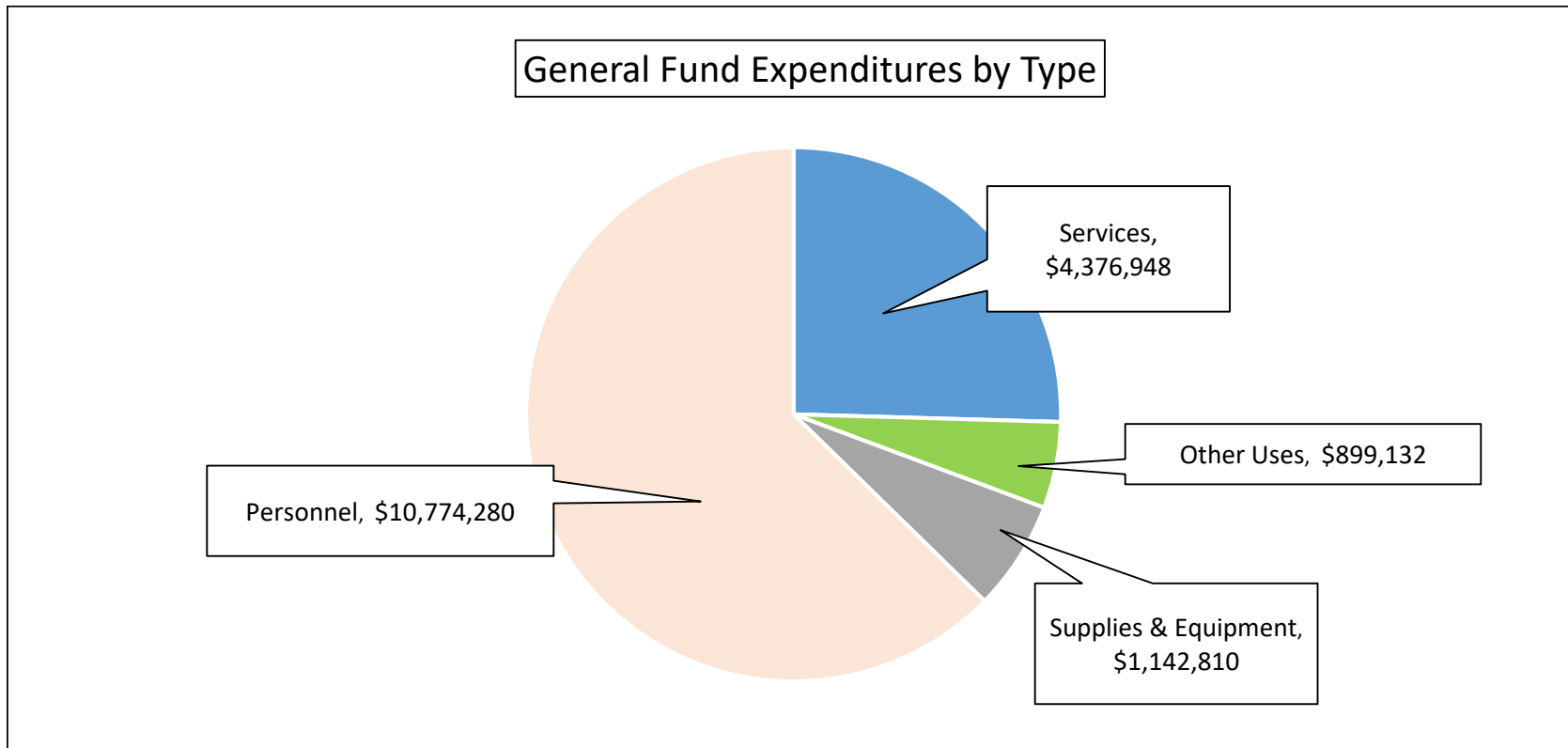
General Fund expenditures total \$17,193,170, a 3.41% decrease from the previous year original budget, and 9.36% decrease from amended budget. Costs for materials and supplies continue to increase as inflation rates remain high. Maintenance of public restrooms, garbage collection, police and code compliance officers, fire personnel, lifeguards and beach management are all required costs to serve the residents of Tybee as well as handle the influx of visitors. It also means more maintenance costs for facilities, streets, sidewalks and other infrastructure.

Below is a two year comparison chart of General Fund expenditures by department. Public Safety (Police, Code Compliance, Fire and Ocean Rescue) total \$8.1 million which equates to 48% of the entire General Fund expenditure budget.



Of General Fund expenditures, each department can be further broken down into four major categories – personnel, services, supplies and equipment, and other uses. Of the \$17,193,170 in expenditures, personnel represents 63% of the general fund operating budget.

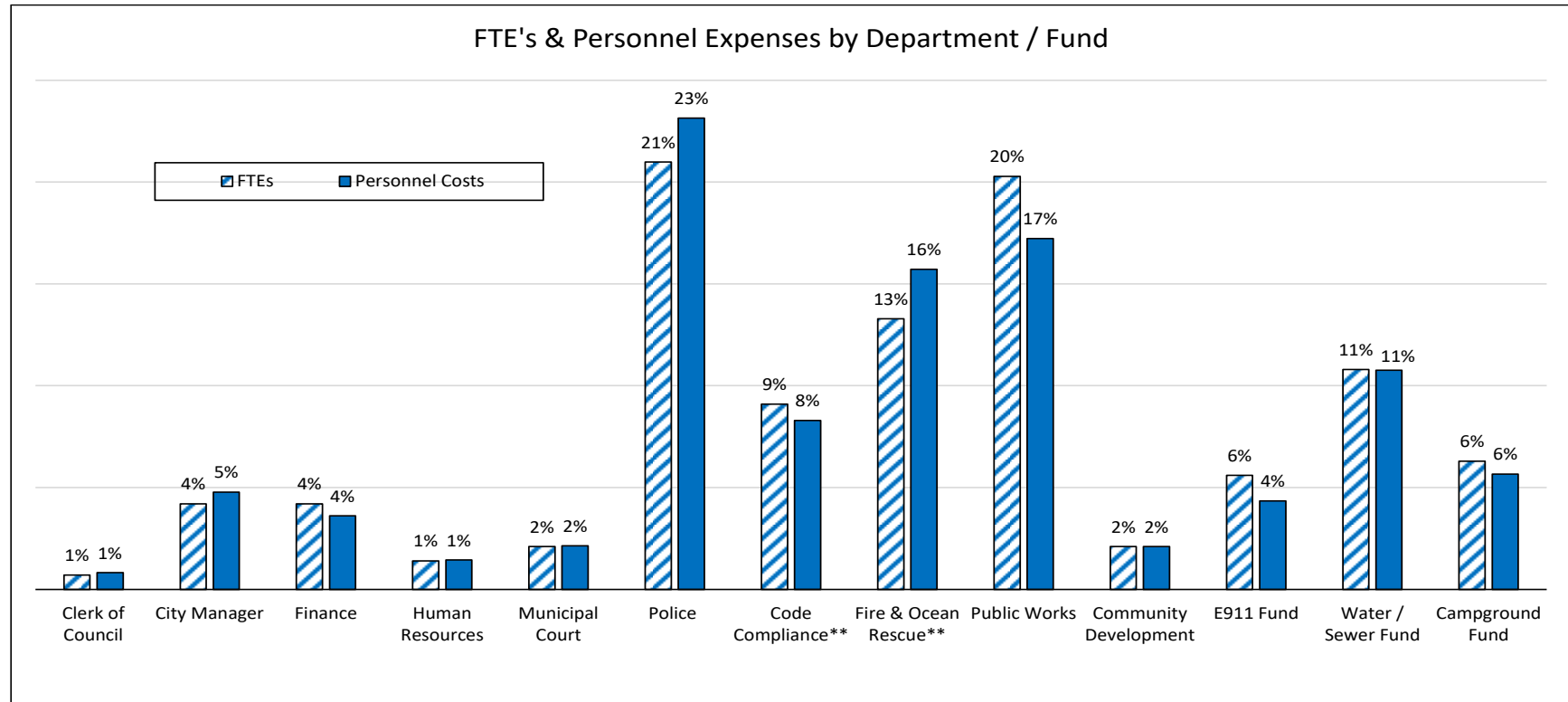
- Personnel includes the costs of employee wages and benefits
- Services include costs for contractor/consulting services, maintenance on buildings and vehicles, software and technology, travel, training, insurance, and membership dues
- Supplies & Equipment contains equipment costs, supplies, emergency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



## Personnel costs

Total personnel for the General Fund is \$10,774,280. Personnel costs are also included in the E911 Fund (Dispatch Center) Water / Sewer Fund, and the Campground. Additionally, some personnel costs are split between the General Fund, Water / Sewer Utility, and Campground and Solid Waste Fund for shared services. On an annual basis, management reviews the distribution of employee wages and benefits, as well as City expenses to the Utility Funds. For the City Manager, Finance, Human Resources and Public Works departments, a portion of responsibilities are utility related, therefore, a portion of employee wages and benefits are allocated to the utility funds. In the current year budget \$243,511 of General Fund wages and benefits are allocated to the Water / Sewer Fund, \$84,480 is allocated to the Campground and \$15,492 to the Solid Waste Fund.

Of the 143 full-time budgeted positions, the number of full-time employees and personnel costs by percentage are shown by each general fund department and other fund as follows:



\*\*Code Compliance & Fire/Ocean Rescue personnel costs include seasonal personnel costs not reflected in FTE's

## Capital Projects & Improvements

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

Project Description	Funding Source				
	SPLOST	American Rescue Plan	Grants	Water / Sewer	Total
Street Paving & Maintenance	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
Roof Replacement at South Annex	95,000	-	-	-	95,000
Stormwater Management - Southend Drainage	464,074	-	-	-	464,074
Wastewater Treatment Plant Building & Fencing	-	1,000,000	-	-	1,000,000
Wastewater Treatment Plant Odor Control & Grit Removal	-	-	-	500,000	500,000
Sanitary Sewer Main Replacement	-	-	-	1,100,000	1,100,000
Fort Screven & Butler Avenue Watertower Painting	-	-	-	625,000	625,000
Watermain Replacements	-	-	-	325,000	325,000
Wastewater Treatment Plant & Well Generators	-	-	-	150,000	150,000
Raising of Well Houses	-	-	-	300,000	300,000
EPA Stormwater & 14th Street Drainage**	-	-	13,250,000	-	13,250,000
<b>Total Projects</b>	<b>\$ 809,074</b>	<b>\$ 1,000,000</b>	<b>\$ 13,250,000</b>	<b>\$ 3,000,000</b>	<b>\$ 18,059,074</b>

\*\*These two projects are in progress. Once final costs and funding are determined, next steps in process will be brought to Council for discussion.

Other projects and purchases outlined in the City's capital improvement plan included throughout the 2025 budget include:

Capital Items	Funding Source		
	Operating	Capital	Total
Tide Flexes	\$ 20,000	\$ -	\$ 20,000
Stormwater Management - Southend Drainage	30,000	-	30,000
Ditch Maintenance and Outfalls	10,000	-	10,000
City Building & Landscaping Maintenance	85,000	-	85,000
Playground Equipment Maintenance	5,000	-	5,000
Recycling - Rentals & Equipment	50,000	-	50,000
Tree Trimming	35,000	-	35,000
USH 80 Median Landscaping,	15,000	-	15,000



2025 is year three of the City's current five year capital improvement plan. Each year the plan is evaluated based on priority and updated if necessary. The project priorities of the City can change quickly as a result of failing infrastructure or an unforeseen development, so the five year capital improvement plan is constantly evolving. Below is a summary of the current capital improvement plan for the current year and for the next two years:

Project Description	Budget Year			Total
	2025	2026	2027	
Pavement Maintenance & Speed Humps	\$ 250,000	\$ 525,000	\$ 525,000	\$ 1,300,000
Replacement of Public Works Vehicles & Equipment	-	203,200	320,000	523,200
City Facilities Maintenance & Landscaping	85,000	140,000	140,000	365,000
Playground Equipment Maintenance	5,000	10,000	-	15,000
Retaining Wall - 18th to Tybrisa	-	75,000	-	75,000
Recycling Program	50,000	50,000	50,000	150,000
Tree Maintenance Program	35,000	40,000	40,000	115,000
USH 80 Median Maintenance	25,000	15,000	-	40,000
Tide Flexes	20,000	50,000	50,000	120,000
Stormwater Management & Ditch Maintenance	504,074	210,000	210,000	924,074
Wastewater Treatment Building & Fencing (ARPA)	1,000,000	-	-	1,000,000
Replacement of Sanitary Sewermains	1,338,000	954,000	1,686,000	3,978,000
Replacement of Watermains	186,500	194,000	160,500	541,000
Wastewater Treatment Plant Odor Control	250,000	-	200,000	450,000
Raise Well Houses above Flood Plain	300,000	350,000	-	650,000
Replacement of Sanitary Forcemains	75,000	150,000	-	225,000
Lift Station Replacement and Maintenance	300,000	-	-	300,000
Fort Screven & Butler Ave Water Tower Painting	300,000	-	-	300,000
Replacement of Water / Sewer Utility Vehicles & Equipment	-	205,000	50,000	255,000
Ultra Violet Disinfection	350,000	-	-	350,000
Totals	<u>\$ 5,073,574</u>	<u>\$ 3,171,200</u>	<u>\$ 3,431,500</u>	<u>\$ 11,676,274</u>

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

The 2025 budget was prepared being aware of current economic conditions, but with the future and the strategic direction of the Council in mind. The City Council, staff and residents alike continue to seek strategies to increase efficiency and cost effectiveness, while providing outstanding service levels in the City. We are confident the 2025 budget places the City in a great financial shape to balance resident and visitor needs and proactively addresses the issues affecting the City of Tybee Island.

Respectfully Submitted,

*Michelle Owens*

Michelle Owens  
Interim City Manager

*Jen Amerell*

Jen Amerell  
Finance Director

## City Officials and Administration

### City Council

Brian West	Mayor
Monty Parks	Mayor Pro Tem
Bill Garbett	Council Member
Spec Hosti	Council Member
Tony Ploughe	Council Member
Nick Sears	Council Member
Kathryn Williams	Council Member

### City Administration

Michelle Owens	Interim City Manager
Jen Amerell	Finance Director
Pete Gulbranson	City Engineer / Director of Infrastructure
Kim Hallstein	Court Director
Walter Hattrich	City Marshal
Tiffany Hayes	Police Chief
Cassidi Kendrick	Communications & Outreach Director
Jamey Rabun	Campground Director
Jaime Spear	Human Resource Director
Jan LeViner	City Clerk
Edward Hughes	City Attorney

## Summary of Funds

The City has the following funds:

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

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

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

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

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

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

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

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

## Summary of Funds (continued)

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

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

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

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

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

## Summary of Fund Balance

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

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

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

## Summary of Fund Balance (continued)

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

Below is a historic table of General Fund – fund balance amounts by classifications and 2024 projected fund balance amounts:

Fund Balance Classification	Fiscal Year				
	2020	2021	2022	2023	2024 Projected
Nonspendable:					
Prepaid Expenditures	\$ 312,526	\$ 285,734	\$ 232,095	\$ 237,759	\$ 233,845
Committed:					
Capital Purchases	634,206	1,672,732	2,827,724	2,407,298	367,182
Assigned:					
Economic Stabilization	3,843,236	4,301,380	5,463,416	5,552,136	5,683,550
Beach Renourishment	-	1,264,104	2,070,402	2,752,989	2,710,965
Unassigned	5,990,103	5,416,072	5,120,557	4,150,566	-
Total General Fund - Fund Balance	<u>10,780,071</u>	<u>12,940,022</u>	<u>15,714,194</u>	<u>15,100,748</u>	<u>8,995,542</u>
Economic Stabilization reduced for deficit unassigned fund balance			-	-	\$ 47,507

## General Fund

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

This section of the budget is organized as follows:

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

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



General Fund  
Summary of Revenues & Expenditures

	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
<b>Revenues:</b>								
Taxes	5,485,025	6,082,843	5,399,200	5,399,200	4,005,209	5,617,500	5,426,500	0.51%
Licenses & Permits	976,464	966,796	1,006,000	1,006,000	956,386	1,001,500	930,000	-7.55%
Intergovernmental Revenue	50,773	61,156	50,000	50,000	58,227	55,952	55,000	10.00%
Charges for Services	6,533,595	6,293,664	7,234,500	7,234,500	4,685,658	6,511,750	6,524,250	-9.82%
Fines & Forfeitures	929,578	929,869	910,000	910,000	743,187	930,000	990,000	8.79%
Miscellaneous Revenues	133,673	521,072	275,300	275,300	612,314	740,300	337,420	22.56%
Other Financing Sources	3,497,456	2,999,361	2,925,000	4,092,950	1,941,913	3,811,758	2,930,000	-28.41%
<b>Total General Fund Revenue</b>	<b>\$ 17,606,564</b>	<b>\$ 17,854,761</b>	<b>\$ 17,800,000</b>	<b>\$ 18,967,950</b>	<b>\$ 13,002,894</b>	<b>\$ 18,668,760</b>	<b>17,193,170</b>	<b>-9.36%</b>
<b>Expenditures:</b>								
City Council	\$ 378,521	\$ 626,637	\$ 354,090	\$ 781,040	\$ 376,161	\$ 1,169,530	530,575	-32.07%
Clerk of Council	113,102	115,118	149,905	169,905	142,634	167,637	169,550	-0.21%
City Manager	487,857	888,617	1,165,400	1,601,400	895,038	1,569,820	1,557,485	-2.74%
Finance	1,048,244	1,177,894	1,224,390	1,224,390	1,045,759	1,213,335	990,157	-19.13%
Information Technology	1,055,731	989,527	742,985	1,017,985	804,132	1,017,985	-	-100.00%
Human Resources	359,585	427,697	492,560	492,560	448,830	564,965	559,838	13.66%
Municipal Court	270,650	288,266	337,555	337,555	253,830	327,214	364,339	7.93%
Police Department	3,572,748	4,290,525	4,237,160	4,237,160	3,315,677	4,168,699	4,075,260	-3.82%
Code Compliance	478,124	576,707	1,285,440	1,285,440	954,103	1,176,638	1,647,196	28.14%
Fire & Ocean Rescue	1,986,080	2,359,081	2,945,110	2,945,110	2,060,610	2,489,848	2,444,668	-16.99%
Public Works	3,123,608	3,153,291	3,481,370	3,481,370	2,818,133	3,503,515	3,570,550	2.56%
Community Development	517,668	293,789	341,435	341,435	240,167	285,848	384,420	12.59%
Other Uses	754,669	833,305	1,042,600	1,052,600	783,175	1,013,725	899,132	-14.58%
<b>Total General Fund Expenditures</b>	<b>\$ 14,146,587</b>	<b>\$ 16,020,454</b>	<b>\$ 17,800,000</b>	<b>\$ 18,967,950</b>	<b>\$ 14,138,249</b>	<b>\$ 18,668,760</b>	<b>17,193,170</b>	<b>-9.36%</b>
Beginning Fund Balance	\$ 12,940,022	\$ 15,714,194	\$ 15,100,748	\$ 15,100,748	\$ 15,100,748	\$ 15,100,748	\$ 8,995,542	
Annual Income / (Loss) + Reserve	4,266,275	2,516,894	-	-	(1,135,355)	-	-	
Budget fund balance usage	-	-	-	1,167,950	-	(1,011,333)	-	
Proposed capital expenditure	-	-	-	-	-	(2,400,000)	-	
Transfer for Capital Projects	(1,492,103)	(3,130,340)	-	(3,618,107)	(2,693,873)	(2,693,873)	(367,182)	
<b>Ending Fund Balance</b>	<b>\$ 15,714,194</b>	<b>\$ 15,100,748</b>	<b>\$ 15,100,748</b>	<b>\$ 12,650,591</b>	<b>\$ 11,271,520</b>	<b>\$ 8,995,542</b>	<b>\$ 8,628,360</b>	

General Fund  
Detailed Revenues

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Taxes									
31-1100	General Property Tax	\$ 2,102,531	\$ 2,696,900	\$ 2,100,150	\$ 2,100,150	\$ 1,516,278	\$ 2,300,000	\$ 2,125,000	1.18%
31-1310	Motor Vehicle Tax (MVT)	5,947	5,360	7,500	7,500	3,516	5,500	5,500	-26.67%
31-1315	MV Title Ad Valorem Tax (TAVT)	147,808	168,289	125,000	125,000	117,070	150,000	150,000	20.00%
31-1340	Recording Tax (Intangibles)	56,032	23,534	45,000	45,000	13,759	20,000	25,000	-44.44%
31-1600	Real Estate Transfer Tax	36,411	27,486	25,000	25,000	15,777	25,000	25,000	0.00%
31-1710	Franchise Tax - Electric	325,954	333,529	325,000	325,000	364,483	365,000	365,000	12.31%
31-1750	Franchise Tax - Cable	150,999	153,038	150,000	150,000	109,635	150,000	150,000	0.00%
31-1760	Franchise Tax - Telephone	5,906	6,318	6,500	6,500	4,240	6,000	6,000	-7.69%
31-3100	Local Option Sales Tax (LOST)	1,871,577	1,896,709	1,850,000	1,850,000	1,268,944	1,850,000	1,850,000	0.00%
31-3103	Energy Excise Tax	58,192	69,930	75,000	75,000	27,886	50,000	50,000	-33.33%
31-4200	Alcoholic Beverage Excise Tax	219,822	195,187	215,000	215,000	123,166	175,000	175,000	-18.60%
31-4300	Local Alcoholic Beverage Tax	256,142	253,278	225,000	225,000	164,592	245,000	225,000	0.00%
31-6200	Insurance Premium Tax	247,704	253,285	250,050	250,050	275,863	276,000	275,000	9.98%
	Total Taxes	5,485,025	6,082,843	5,399,200	5,399,200	4,005,209	5,617,500	5,426,500	0.51%
Licenses & Permits									
32-1000	Business & Occupational Licenses	139,988	114,530	100,000	100,000	87,495	100,000	100,000	0.00%
32-3000	Regulatory Fees (Alcoholic Bev)	105,211	72,479	125,000	125,000	162,189	175,000	135,000	8.00%
32-3101	Building Permits & Inspections	236,667	159,700	175,000	175,000	193,343	200,000	175,000	0.00%
32-3200	Film Permitting Fee	18,425	22,875	20,000	20,000	11,175	15,000	10,000	-50.00%
32-3912	Short-term Rental (STR) License	465,074	566,664	575,000	575,000	493,220	500,000	500,000	-13.04%
32-3900	Other Licenses & Permits	3,079	26,093	5,500	5,500	6,954	7,000	5,500	0.00%
32-2300	Golf Cart Inspection	8,020	4,455	5,500	5,500	2,010	4,500	4,500	-18.18%
	Total Licenses & Permits	976,464	966,796	1,006,000	1,006,000	956,386	1,001,500	930,000	-7.55%

General Fund  
Detailed Revenues (cont.)

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Intergovernmental Revenue									
33-4000	State Governmental Grants	\$ 50,773	\$ 52,126	\$ 50,000	\$ 50,000	\$ 55,952	\$ 55,952	\$ 55,000	10.00%
33-6000	Misc. Grant	-	9,030	-	-	2,275	-	-	0.00%
	Total Intergovernmental Revenue	50,773	61,156	50,000	50,000	58,227	55,952	55,000	10.00%
Charges for Services									
34-2200	Fire Protection Subscriptions	16,640	16,061	20,000	20,000	15,400	16,750	16,750	-16.25%
34-2900	Shared Services - Salary Reimb.	152,713	224,371	195,000	195,000	237,515	250,000	267,000	36.92%
34-4130	Weigh Scale & Recycling	91,332	54,447	50,000	50,000	31,833	35,000	35,000	-30.00%
34-5416	Parking Revenue	6,200,392	5,912,760	6,900,000	6,900,000	4,361,160	6,150,000	6,150,000	-10.87%
34-6410	Other Fees	27,243	13,375	19,500	19,500	7,375	10,000	5,500	-71.79%
34-6900	Beach Use	8,100	36,850	15,000	15,000	10,100	15,000	15,000	100.00%
34-7501	City Facility Rentals	37,175	35,800	35,000	35,000	22,275	35,000	35,000	0.00%
	Total Charges for Services	6,533,595	6,293,664	7,234,500	7,234,500	4,685,658	6,511,750	6,524,250	-9.82%
Fines & Forfeitures									
35-1170	Police Fines	276,552	218,216	300,000	300,000	193,010	285,000	300,000	0.00%
35-1171	Administrative Citations	94,775	103,270	100,000	100,000	51,335	60,000	80,000	-20.00%
35-1174	Court Costs	86,687	79,385	85,000	85,000	80,339	85,000	85,000	0.00%
35-1175	Parking Fines	471,564	528,998	425,000	425,000	418,503	500,000	525,000	23.53%
	Total Fines & Forfeitures	929,578	929,869	910,000	910,000	743,187	930,000	990,000	8.79%

General Fund  
Detailed Revenues (cont.)

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Miscellaneous Revenue									
36-1000	Investment Income	\$ 13,135	\$ 381,306	\$ 150,000	\$ 150,000	\$ 467,883	\$ 575,000	\$ 150,000	0.00%
37-1010	Main street Sponsorship	-	9,193	5,000	5,000	150	5,000	65,000	1200.00%
37-1200	Wellness Contribution	10,000	30,000	30,000	30,000	30,000	30,000	30,000	0.00%
38-1003	Lease - Shrine Club	1,982	1,958	2,025	2,025	1,707	2,025	2,025	0.00%
38-1006	Lease - North Beach Grill	71,830	57,319	58,000	58,000	48,400	58,000	60,120	3.66%
38-1008	Lease - North Beach Concession	15,600	14,796	15,275	15,275	12,694	15,275	15,275	0.00%
38-9003	Miscellaneous Revenue	21,126	26,500	15,000	15,000	51,480	55,000	15,000	0.00%
	Total Miscellaneous Revenue	<u>133,673</u>	<u>521,072</u>	<u>275,300</u>	<u>275,300</u>	<u>612,314</u>	<u>740,300</u>	<u>337,420</u>	22.56%
Other Financing Sources									
39-1200	Transfer from other funds	3,372,456	2,999,361	2,925,000	2,925,000	1,941,488	2,800,000	2,930,000	0.17%
39-2100	Sale of Capital Assets	125,000	-	-	-	425	425	-	0.00%
39-1300	Applied General Fund Reserve	-	-	-	1,167,950	-	1,011,333	-	0.00%
	Total Other Financing Sources	<u>3,497,456</u>	<u>2,999,361</u>	<u>2,925,000</u>	<u>4,092,950</u>	<u>1,941,913</u>	<u>3,811,758</u>	<u>2,930,000</u>	-28.41%
	Total General Fund Revenue	<u>\$ 17,606,564</u>	<u>\$ 17,854,761</u>	<u>\$ 17,800,000</u>	<u>\$ 18,967,950</u>	<u>\$ 13,002,894</u>	<u>\$ 18,668,760</u>	<u>\$ 17,193,170</u>	-9.36%

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## General Fund: City Council

### **Department Description:**

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

### **Services:**

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

### **Personnel:**

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

General Fund Expenditures  
City Council - 1110

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Council Salaries	\$ 37,200	\$ 37,200	\$ 37,200	\$ 37,200	\$ 39,000	\$ 49,400	\$ 62,400	67.74%
51-1400	Employee Other Benefits	8,400	8,400	8,400	8,400	6,900	8,400	8,400	0.00%
51-2100	Insurance Benefits	612	515	500	500	429	500	500	0.00%
51-2200	FICA Taxes	3,488	3,488	3,490	3,490	3,511	3,780	4,775	36.82%
	Total Personnel	49,700	49,603	49,590	49,590	49,840	62,080	76,075	53.41% (1)
Services									
52-1000	Legal	286,869	428,391	250,000	400,000	246,536	771,000	400,000	0.00%
52-1200	Contract Services	-	-	-	26,950	9,025	26,950	-	0.00%
52-1204	Ethics Committee	1,940	780	1,500	1,500	240	1,500	1,500	0.00%
52-3500	Travel & Training	15,474	20,798	30,000	30,000	34,315	35,000	31,500	5.00% (2)
52-3600	Dues & Membership	14,860	14,084	14,000	14,000	11,229	14,000	14,000	0.00%
	Total Services	319,143	464,053	295,500	472,450	301,345	848,450	447,000	-5.39%
Supplies & Equipment									
53-1100	Supplies & Equipment	9,678	112,981	9,000	259,000	24,976	259,000	7,500	-97.10% (3)
	Total Supplies & Equipment	9,678	112,981	9,000	259,000	24,976	259,000	7,500	-97.10%
	Total City Council	378,521	626,637	354,090	781,040	376,161	1,169,530	530,575	-32.07%

Significant Variances Explanation:

- (1) Salaries increased January 1, 2023
- (2) Reflects increased travel costs and additional training / conference opportunities
- (3) Large decrease from prior year amended budget is due to amendment for unpermitted event

## General Fund: Clerk of Council

### **Department Description:**

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

### **Services:**

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

### **Personnel:**

- Clerk of Council



General Fund Expenditures  
Clerk of Council - 1130

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 68,643	\$ 73,043	\$ 83,920	\$ 83,920	\$ 70,802	\$ 83,920	\$ 86,019	2.50%
51-1400	Employee Other Benefits	4,400	4,710	4,650	4,650	3,770	4,275	1,650	-64.52%
51-2100	Insurance Benefits	9,324	10,261	10,860	10,860	9,091	10,860	10,750	-1.01%
51-2200	FICA Taxes	5,434	5,786	6,775	6,775	5,610	6,745	6,706	-1.02%
51-2400	Retirement	3,652	3,425	6,250	6,250	5,202	6,250	4,825	-22.80%
	Total Personnel	91,453	97,225	112,455	112,455	94,475	112,050	109,950	-2.23%
Services									
52-1125	Election Expense	2,483	-	3,250	4,887	4,887	4,887	-	-100.00%
52-1200	Contract Services / Software	-	-	8,750	28,750	25,881	30,000	43,500	51.30% (1)
52-3500	Travel & Training	6,311	4,622	5,500	5,500	4,001	4,800	7,000	27.27%
52-3600	Dues & Membership	428	255	400	5,400	3,879	5,400	600	-88.89%
52-3930	Record Management	7,272	6,632	5,500	5,500	4,543	5,500	5,500	0.00%
	Total Services	16,494	11,509	23,400	50,037	43,191	50,587	56,600	13.12%
Supplies & Equipment									
53-1100	Supplies & Equipment	2,265	1,523	4,050	4,900	4,968	5,000	3,000	-38.78%
53-1700	Other - Junior League	2,890	4,861	10,000	2,513	-	-	-	-100.00%
	Total Supplies & Equipment	5,155	6,384	14,050	7,413	4,968	5,000	3,000	-59.53%
	Total Clerk of Council	<u>113,102</u>	<u>115,118</u>	<u>149,905</u>	<u>169,905</u>	<u>142,634</u>	<u>167,637</u>	<u>169,550</u>	-0.21%

Significant Variances Explanation:

(1) Increase reflects the delegation of technology costs to responsible department. City Hall has also added weekly professional cleaning services.

# General Fund: City Manager

## Department Description:

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

## Services:

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

## Personnel:

- City Manager
- Assistant City Manager
- Communications & Outreach Director
- Mainstreet Coordinator
- Facilities / Special Events Coordinator
- Customer Service Coordinator

General Fund Expenditures  
City Manager - 1320

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 240,546	\$ 362,799	\$ 427,900	\$ 438,800	\$ 407,258	\$ 435,000	\$ 491,536	12.02%
51-1400	Employee Other Benefits	9,265	12,984	13,650	13,650	10,305	10,775	9,157	-32.92%
51-2100	Insurance Benefits	31,020	57,512	73,920	73,920	44,405	52,945	78,400	6.06%
51-2200	FICA Taxes	18,856	28,205	33,780	33,780	27,643	32,000	36,802	8.95%
51-2400	Retirement	7,955	17,117	31,250	31,250	26,007	31,250	28,940	-7.39%
	Total Personnel	307,642	478,617	580,500	591,400	515,618	561,970	644,835	9.04% (1)
Services									
52-1200	Contract Services / Software	64,344	244,210	372,000	808,000	268,735	808,000	683,900	-15.36% (2)
52-1260	South Beach District	32,290	48,070	76,500	76,500	47,122	76,500	140,000	83.01% (3)
52-1265	Main Street	69,077	83,494	93,250	82,350	32,815	82,350	61,750	-25.02%
52-3500	Travel & Training	5,976	4,245	13,750	8,050	3,474	6,600	5,100	-36.65%
52-3600	Dues & Membership	2,410	5,007	4,400	4,400	1,581	4,400	4,400	0.00%
	Total Services	174,097	385,026	559,900	979,300	353,727	977,850	895,150	-8.59%
Supplies & Equipment									
53-1100	Supplies & Equipment	6,118	24,974	25,000	30,700	25,693	30,000	17,500	-43.00%
	Total Supplies & Equipment	6,118	24,974	25,000	30,700	25,693	30,000	17,500	-43.00%
	Total City Manager	487,857	888,617	1,165,400	1,601,400	895,038	1,569,820	1,557,485	-2.74%

Significant Variances Explanation:

- (1) Increase reflects the Assistant City Manager and Community Outreach Director positions separated from one to two positions
- (2) Increase from original budget due to IT service related contracts accounted for in City Manager from discontinued IT budget
- (3) Increase for additional fireworks / light display, of which Visit Tybee sponsors \$60,000

General Fund Expenditures  
Expenditure Detail - City Manager 1320

1200 - Contract Services / Software

Strategic Planning Consulting	80,000
Dune Monitoring Project	85,000
Beach Tilling (Brandon Thull)	18,000
Hamilton Administrative Services	28,000
CivcRec Facilities Management	10,000
EngagementHQ Saas	10,000
Placer.ai Traffic Analysis	12,000
Federal Advocacy Services	60,000
State Advocacy Services	30,000
Dredge Material	6,500
CivicPlus Website	40,000
City issued cellphones	1,500
IT - Adobe/Cablecast	12,500
IT - BigLeaf (IT backup)	13,900
IT - Cyber Security	14,000
IT - Microsoft 365 subscription	45,500
IT - Cloud Servers (Expedient)	42,000
IT - Managed Services Contract (Infinity)	<u>175,000</u>
Total	683,900

1265 - Mainstreet

Board training and education	2,700
Professional development	1,065
Travel	4,300
Advertising and promotions	22,100
Dues and memberships	805
Special events	13,500
Historic Preservation Committee	15,250
Contract services - Downtown Development	<u>2,030</u>
Total	61,750

1260 - South Beach District

Fireworks / Light Display	86,500	**
Streetscaping	38,500	
Palm Lighting	<u>15,000</u>	
Total	140,000	

\*\*\$60,000 funded by Visit Tybee

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## General Fund: Finance

### Department Description:

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

### Services:

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

### Personnel:

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

General Fund Expenditures  
Finance - 1510

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 324,907	\$ 347,149	\$ 366,815	\$ 366,815	\$ 305,032	\$ 376,815	\$ 348,723	-4.93%
51-1400	Employee Other Benefits	14,373	15,750	14,515	14,515	16,366	14,515	7,549	-47.99%
51-2100	Insurance Benefits	50,068	61,544	68,475	68,475	54,781	66,325	70,471	2.91%
51-2200	FICA Taxes	25,769	27,269	29,170	29,170	24,419	29,550	27,254	-6.57%
51-2400	Retirement	17,202	26,235	31,250	31,250	26,007	31,250	33,765	8.05%
	Total Personnel	432,319	477,947	510,225	510,225	426,605	518,455	487,762	-4.40% (1)
Services									
52-1200	Contract Services / Software	62,937	168,468	221,270	221,270	212,486	221,270	106,815	-51.73% (1)
52-2320	Leased Equipment	-	-	-	-	-	-	23,780	100.00% (2)
52-3100	Property & Liability Insurance	173,223	170,193	191,145	191,145	170,604	176,415	146,000	-23.62% (3)
52-3300	Public Notices	2,706	1,158	2,500	2,500	1,503	1,500	1,500	-40.00%
52-3500	Travel & Training	2,111	5,323	6,750	6,000	1,227	3,000	5,000	-16.67%
52-3600	Dues & Membership	250	888	1,500	2,250	1,857	1,695	1,625	-27.78%
52-3990	CC & Bank Service Charges	359,951	332,717	275,000	275,000	224,979	275,000	175,000	-36.36% (4)
	Total Services	601,178	678,747	698,165	698,165	612,656	678,880	459,720	-34.15%
Supplies & Equipment									
53-1100	Supplies & Equipment	6,891	12,795	8,500	8,500	-	8,500	12,575	47.94%
53-1600	City Hall Utilities	-	-	-	-	-	-	22,100	100.00% (5)
52-3220	Postage & Freight	7,856	8,405	7,500	7,500	6,498	7,500	8,000	6.67%
	Total Supplies & Equipment	14,747	21,200	16,000	16,000	6,498	16,000	42,675	166.72%
	Total Finance	<u>1,048,244</u>	<u>1,177,894</u>	<u>1,224,390</u>	<u>1,224,390</u>	<u>1,045,759</u>	<u>1,213,335</u>	<u>990,157</u>	-19.13%

Significant Variances Explanation:

- (1) Compliance portion of STR software and STR Coordinator position moved to Code Compliance Dept.
- (2) Copier and postage machine leases and maintenance moved from discontinued IT dept. to Finance for management
- (3) Decrease to premium as a result of increasing deductibles
- (4) Credit card processing fees transitioned to end user in upcoming fiscal year
- (5) Utilities are now included in building that incurs the costs rather than other comingled budgets for increased management, Finance to manage City Hall

General Fund Expenditures  
Expenditure Detail - Finance 1510

1200 - Contract Services / Software

Audit	45,275
City issued cellphones	600
County Tax Administration	22,625
Host Compliance (STVR management system)	28,000
Financial Software Annual Service Cost	<u>10,315</u>
Total	106,815

3600 - Dues & Membership

Finance Officers Association	750
Institute for Public Accountants	525
Institute for Public Procurement	200
Other State Organizations	<u>150</u>
Total	1,625

2320 - Leased Equipment

Copier(s) - hardware for all City Hall	6,780
Copier(s) - software for all City Hall	12,000
Postage Machine	<u>5,000</u>
Total	23,780

1100 - Supplies & Equipment

Banking and security supplies	1,500
Computer supplies	3,575
Office supplies for City Hall - paper, water,	<u>7,500</u>
Total	12,575

3500 - Travel & Training

GFOA & GGFOA Training(s)	2,500
GAAP Updates	1,000
Payroll and AP Training(s)	<u>1,500</u>
Total	5,000

1230 - Utilities

Momentum (phones for City Hall)	12,000
Internet for City Hall	3,600
Water / Sewer for City Hall	2,000
Electric for City Hall	<u>4,500</u>
Total	22,100



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# General Fund: Information Technology

## Department Description:

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

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 127,208	\$ 125,905	\$ 143,610	\$ 65,403	\$ 65,402	\$ 65,403	\$ -	-100.00%
51-1300	Overtime	2,031	3,156	2,500	1,338	1,338	1,338	-	-100.00%
51-1400	Employee Other Benefits	10,245	11,117	12,525	4,712	4,712	4,712	-	-100.00%
51-2100	Insurance Benefits	21,243	16,367	18,450	7,999	7,999	7,999	-	-100.00%
51-2200	FICA Taxes	11,009	10,820	12,150	5,964	5,964	5,964	-	-100.00%
51-2400	Retirement	10,942	6,847	6,250	6,250	5,202	6,250	-	-100.00%
	Total Personnel	182,678	174,212	195,485	91,666	90,617	91,666	-	-100.00%
Services									
52-1200	Contract Services / Software	716,118	689,297	500,000	926,319	713,515	926,319	-	-100.00%
52-2200	Equipment Maintenance	15,141	13,688	7,500	-	-	-	-	0.00%
52-2320	Equipment Rental	20,458	25,895	15,000	-	-	-	-	0.00%
52-3500	Travel & Training	54	-	-	-	-	-	-	0.00%
	Total Services	751,771	728,880	522,500	926,319	713,515	926,319	-	-100.00%
Supplies & Equipment									
53-1100	Supplies & Equipment	121,282	86,435	25,000	-	-	-	-	0.00%
	Total Supplies & Equipment	121,282	86,435	25,000	-	-	-	-	0.00%
	Total Information Technology	1,055,731	989,527	742,985	1,017,985	804,132	1,017,985	-	-100.00%

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## General Fund: Human Resources

### **Department Description:**

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

### **Services:**

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

### **Personnel:**

- Human Resource Director
- Human Resource Generalist

General Fund Expenditures  
Human Resources - 1540

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 68,043	\$ 99,878	\$ 144,095	\$ 144,095	\$ 115,346	\$ 144,095	\$ 147,710	2.51%
51-1400	Employee Other Benefits	3,646	4,122	4,795	4,795	6,474	6,500	2,754	-42.57%
51-2100	Insurance Benefits	12,117	13,332	27,310	27,310	14,498	18,305	22,983	-15.84%
51-2200	FICA Taxes	5,417	7,684	11,390	11,390	8,990	11,500	11,511	1.06%
51-2400	Retirement	3,931	6,847	6,250	6,250	5,202	6,250	9,645	54.32%
	Total Personnel	93,154	131,863	193,840	193,840	150,510	186,650	194,603	0.39%
Services									
52-1200	Contract Services / Software	35,693	61,999	55,000	54,426	27,655	52,000	32,800	-39.73%
52-2700	Workers Compensation Insurance	182,934	178,527	182,020	182,020	236,520	269,615	270,485	48.60% (1)
52-3500	Travel & Training	15,777	1,705	15,000	15,000	587	10,000	15,000	0.00%
52-3600	Dues & Membership	269	639	1,200	1,200	620	1,200	1,200	0.00%
52-2900	Employee Wellness Programs	12,687	44,234	40,000	40,000	28,933	40,000	40,250	0.63%
	Total Services	247,360	287,104	293,220	292,646	294,315	372,815	359,735	22.92%
Supplies & Other									
53-1100	Supplies & Equipment	610	2,076	3,000	3,000	931	3,000	3,000	0.00%
53-1700	Other - United Way Contribution	18,461	6,654	2,500	3,074	3,074	2,500	2,500	-18.67%
	Total Supplies & Other	19,071	8,730	5,500	6,074	4,005	5,500	5,500	-9.45%
	Total Human Resources	<u>359,585</u>	<u>427,697</u>	<u>492,560</u>	<u>492,560</u>	<u>448,830</u>	<u>564,965</u>	<u>559,838</u>	13.66%

Significant Variances Explanation:

- (1) Premiums are based on number of employees and quantity of claims. We have had a few high claims that has forced an increase and our employee count has grown.

## General Fund Expenditures Expenditure Detail - Human Resources 1540

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### 1200 - Contract Services / Software

Drug Screens	10,000
City issued cellphone	300
Background Checks	10,000
3rd Party HR Assistance	2,500
Recruitment	<u>10,000</u>
Total	32,800

### 2900 - Employee Wellness & Benefit Programs

Employee Annual Training	12,250
Employee Appreciation Lunches and Awards	14,500
Wellness Program Supplies	<u>13,500</u>
Total	40,250 **

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

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## General Fund: Municipal Court

### **Department Description:**

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

### **Services:**

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

### **Personnel:**

- Court Director
- Court Clerk
- Assistant Court Clerk



General Fund Expenditures  
Municipal Court - 2650

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 171,466	\$ 179,970	\$ 208,660	\$ 202,660	\$ 158,294	\$ 200,000	\$ 213,113	5.16%
51-1400	Employee Other Benefits	13,960	10,250	8,550	6,150	8,955	10,000	4,950	-19.51%
51-2100	Insurance Benefits	27,965	30,169	32,580	32,580	26,468	31,335	38,975	19.63%
51-2200	FICA Taxes	14,102	14,567	16,615	16,615	12,723	16,179	16,681	0.40%
51-2400	Retirement	10,596	10,266	12,500	12,500	10,403	12,500	14,470	15.76%
	Total Personnel	238,089	245,222	278,905	270,505	216,843	270,014	288,189	6.54%
Services									
52-1200	Contract Services / Software	5,764	9,459	11,800	14,200	6,114	12,000	12,600	-11.27%
52-1101	Judge	2,400	2,400	2,400	2,400	2,000	2,400	2,400	0.00%
52-1211	Attorney(s)	16,579	18,229	22,800	22,800	15,400	22,800	37,600	64.91% (1)
52-3500	Travel & Training	1,186	6,379	14,600	14,600	8,240	13,000	14,900	2.05%
52-3600	Dues & Membership	340	465	550	550	210	500	1,250	127.27%
	Total Services	26,269	36,932	52,150	54,550	31,964	50,700	68,750	26.03%
Supplies & Equipment									
53-1100	Supplies & Equipment	6,292	6,112	6,500	12,500	5,023	6,500	7,400	-40.80%
	Total Supplies & Equipment	6,292	6,112	6,500	12,500	5,023	6,500	7,400	-40.80%
	Total Municipal Court	<u>270,650</u>	<u>288,266</u>	<u>337,555</u>	<u>337,555</u>	<u>253,830</u>	<u>327,214</u>	<u>364,339</u>	7.93%

Significant Variances Explanation:

(1) Contract with Public Defender has increased

General Fund Expenditures  
Expenditure Detail - Municipal Court 2650

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1200 - Contract Services / Software

Interpreter	800
Cellphone	1,800
Off-duty officers	<u>10,000</u>
Total	12,600

1211 - Attorneys

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

3500 - Travel and Training

Clerks	2,000
Director	1,000
Judge	2,400
Command College - Clerk	<u>9,500</u>
Total	14,900

3600 - Dues

Judge	500
Clerks	500
Director	<u>250</u>
Total	1,250

1100 - Supplies

Uniforms	900
Books	2,500
Office & courtroom supplies	<u>4,000</u>
Total	7,400

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# General Fund: Police Department

## Department Description:

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

## Services:

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

## Personnel:

- Chief
- Assistant Chief
- Captain
- Lieutenants (4)
- Sergeants (4)
- Corporal (4)
- Senior Officers (3)
- Officers (12)

General Fund Expenditures  
Police Department - 3210

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 2,114,506	\$ 2,306,264	\$ 2,247,777	\$ 2,247,777	\$ 1,753,388	\$ 2,175,000	\$ 2,185,455	-2.77%
51-1300	Overtime	165,634	282,951	90,000	90,000	255,928	300,000	140,000	55.56%
51-1400	Employee Other Benefits	31,810	50,490	98,440	98,440	27,428	40,280	56,400	-42.71%
51-2100	Insurance Benefits	331,094	445,358	438,910	438,910	289,284	350,000	413,650	-5.76%
51-2200	FICA Taxes	164,716	199,336	184,648	184,648	166,825	192,419	171,012	-7.38%
51-2400	Retirement	132,589	154,387	162,500	162,500	141,384	156,000	156,730	-3.55%
	Total Personnel	2,940,349	3,438,786	3,222,275	3,222,275	2,634,237	3,213,699	3,123,247	-3.07% (1)
Services									
52-1200	Contract Services / Software	199,002	197,435	325,115	325,115	235,186	325,000	382,123	17.53% (2)
52-1195	Code Enforcement	38,918	85,107	-	-	-	-	-	0.00%
52-2201	Building Maintenance	21,518	9,999	15,000	15,000	1,169	7,500	1,500	-90.00%
52-2200	Vehicle / Equipment Maintenance	6,706	12,289	20,000	36,000	31,455	36,000	20,000	-44.44%
52-2320	Vehicle / Equipment Lease(s)	108,885	189,713	275,000	275,000	222,142	250,000	225,000	-18.18%
52-3500	Travel & Training	44,808	61,373	70,000	70,000	40,160	66,000	66,000	-5.71%
52-3600	Dues & Membership	4,274	1,274	4,000	4,000	1,390	1,500	2,500	-37.50%
	Total Services	424,111	557,190	709,115	725,115	531,502	686,000	697,123	-3.86%
Supplies & Other									
53-1100	Supplies & Equipment	104,410	193,151	214,270	198,270	72,811	175,000	93,760	-52.71%
53-1115	Ammunition	11,381	11,283	11,500	11,500	2,947	11,500	3,000	-73.91%
53-1230	Utilities	-	-	-	-	-	-	78,130	100.00% (3)
53-1270	Fuel	92,497	84,738	70,000	70,000	68,019	75,000	70,000	0.00%
53-1700	Community Police Programs	-	5,377	10,000	10,000	6,161	7,500	10,000	0.00%
	Total Supplies & Other	208,288	294,549	305,770	289,770	149,938	269,000	254,890	-12.04%
	Total Police Department	3,572,748	4,290,525	4,237,160	4,237,160	3,315,677	4,168,699	4,075,260	-3.82%

Significant Variances Explanation:

- (1) Two Major positions were eliminated in previous fiscal year
- (2) The maintenance agreements for body cameras, drones and vehicle fleet increased from previous year
- (3) Utilities are now included in building that incurs the costs rather than other comingled budgets for increased management

General Fund Expenditures  
Expenditure Detail - Police 3210

1200 - Contract Services / Software

Axon Cameras - Body & Taser	83,330
Axon Cameras - Drones	27,960
Axon Cameras - Fleet	92,782
CLEAR Software	3,535
Cloud Gavel Warrant Software	1,700
Champion Fire	2,730
Ergotech Controls (INS)	8,307
Flock cameras	73,500
GTA	5,000
Janitorial	9,000
LEADS	3,632
NetMotion	16,072
Remote Technology	3,300
PowerDMS	6,600
SSI & SSI LPR	39,180
State Certification	500
Tyler Technology	1,200
Vector Solutions	1,795
Vigilant	2,000
Total	382,123

2200 - Vehicle/Equipment Maintenance

Patrol Units & Equipment	11,500
MRAP	2,500
FLOCK Repairs	6,000
Total	20,000

1700 - Community Police Programs

Community Outreach	8,000
Recruitment	2,000
Total	10,000

3500 - Travel & Training

Hotels & Travel	35,000
Conferences & Academy	10,000
Firearm Training	12,000
Incentive Education & Training	4,000
New Hires	5,000
Total	66,000

1100 - Supplies & Equipment

Custodial	9,000
Computers	16,000
CID	2,500
Misc	1,500
Body Armor	12,895
Gear	10,000
Uniforms	22,000
Protective equipment	3,605
Radios	8,000
LIDAR - handhelds	2,000
MDTs - computers	5,000
SSI MDT Pucks & Printers	1,260
Total	93,760

1230 - Utilities

AT&T Firstnet	25,400
AT&T (service backup)	15,500
Water / sewer	2,200
Electric / gas	2,850
Comcast (internet / cable)	5,000
Momentum (phones)	12,500
NetMotion (cellphones)	2,180
Verizon wireless (squads, tablets)	12,500
Total	78,130

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## General Fund: Code Compliance

### **Department Description:**

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

### **Services:**

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

### **Personnel:**

- City Marshal
- Parking Supervisor
- Assistant Parking Supervisor
- Clerk / Technician
- STR Compliance / Dispatcher
- Code Compliance Officer – full-time (7)
- Code Compliance Officer – part-time (4)
- Seasonal



General Fund Expenditures  
Code Compliance - 3310

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 261,283	\$ 278,173	\$ 745,053	\$ 745,053	\$ 595,340	\$ 700,000	\$ 797,865	7.09%
51-1400	Employee Other Benefits	1,780	2,850	35,360	35,360	27,467	29,745	21,650	-38.77%
51-2100	Insurance Benefits	28,514	47,439	137,250	137,250	111,903	126,390	159,800	16.43%
51-2200	FICA Taxes	20,498	21,584	61,427	61,427	36,294	55,825	62,591	1.89%
51-2400	Retirement	9,753	23,963	31,250	31,250	26,007	31,250	77,175	146.96%
	Total Personnel	321,828	374,009	1,010,340	1,010,340	797,011	943,210	1,119,081	10.76% (1)
Services									
52-1200	Contract Services / Software	68,686	86,399	116,100	116,100	84,589	103,628	195,785	68.63% (2)
52-2200	Vehicle / Equipment Maintenance	46,914	65,804	55,000	55,000	8,340	35,000	35,500	-35.45%
52-2201	Building Maintenance	-	-	-	-	-	-	78,500	100.00% (3)
52-2320	Vehicle / Equipment Lease(s)	4,494	4,488	10,000	10,000	3,735	4,500	57,335	473.35%
52-3500	Travel & Training	-	-	18,000	18,000	12,218	15,000	15,500	-13.89%
52-3600	Dues & Membership	-	-	1,500	1,500	1,018	1,500	3,150	110.00%
	Total Services	120,094	156,691	200,600	200,600	109,900	159,628	385,770	92.31%
Supplies & Other									
53-1100	Supplies & Equipment	28,005	39,410	67,800	67,800	42,867	67,800	70,500	3.98%
53-1230	Utilities	-	-	-	-	-	-	56,845	100.00% (4)
53-1270	Fuel	8,197	6,597	6,700	6,700	4,325	6,000	15,000	123.88%
	Total Supplies & Other	36,202	46,007	74,500	74,500	47,192	73,800	142,345	91.07%
	Total Code Compliance	478,124	576,707	1,285,440	1,285,440	954,103	1,176,638	1,647,196	28.14%

Significant Variances Explanation:

- (1) With creation of new department, increase is due to status change of department head and supervisor
- (2) STR compliance software annual costs included as STR compliance management moves to department
- (3) There previously was no management of South Annex building - maintenance budget to include floor repairs, plumbing, electrical and AC
- (4) Utilities are now included in building that incurs the costs rather than other comingled budgets for increased management

General Fund Expenditures  
Expenditure Detail - Code Compliance 3310

1200 - Contract Services / Software

LensLock - bodycams	14,000
Tyler Technology - Financial Software	4,885
Windcave - credit card processor for parking kiosks	60,000
Host Compliance - STR Monitoring Software	75,000
Armored Car Service	10,000
CivicSmart - software for ticket writers	24,250
Penn Credit	<u>7,650</u>
Total	195,785

2200 - Vehicle & Equipment Maintenance

UI Boards, CPU PCB, printers, cables	25,000
Handhelds	3,000
Vehicles	<u>7,500</u>
Total	35,500

2201 - Building Maintenance

Siding, electrical, plumbing, drain services	9,000
Painting, floor repair, ceiling tiles, bathroom, upgrades	7,000
Generator	60,000
Kennel upgrades	<u>2,500</u>
Total	78,500

2320- Vehicle / Equipment Leases

Vehicles - current lease for 3 vehicles, 1 truck	24,720
Vehicles - new leases for 3 cars, 1 truck	24,640
Copier / printers	6,000
Folding machine	<u>1,975</u>
Total	57,335

1100 - Supplies & Equipment

Animal Services	12,000
Uniforms	15,000
Decals	10,000
Signs	8,500
Meter / kiosk machine parts	10,000
Office supplies	10,000
Computer / office equipment	<u>5,000</u>
Total	70,500

1230 - Utilities

Cable / internet	14,850
Water / Sewer	3,520
Electric	11,275
Phone service	1,500
AT&T Firstnet - cell phones, hotspots, tablets	<u>25,700</u>
Total	56,845

3500 - Travel & Training

GSWCC, GA, EPD, OSHA	<u>15,500</u>
Total	15,500

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## General Fund: Fire & Ocean Rescue

### **Department Description:**

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

### **Services:**

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

### **Personnel:**

- Chief
- Captain / Special Operations
- Sergeant / Special Operations
- Lieutenant (3)
- Sergeant (3)
- Firefighters (10)
- Seasonal Lifeguards

General Fund Expenditures  
Fire & Ocean Rescue - 3510

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 942,225	\$ 1,243,204	\$ 1,581,760	\$ 1,581,760	\$ 1,143,369	\$ 1,295,000	\$ 1,321,788	-16.44%
51-1200	Part-time / Seasonal Wages	276,161	143,333	250,000	200,000	102,637	145,000	175,000	-12.50%
51-1300	Overtime	130,788	163,980	90,000	140,000	182,690	225,000	90,000	-35.71%
51-1400	Employee Other Benefits	14,133	25,374	42,750	42,750	26,035	30,000	31,350	-26.67%
51-2100	Insurance Benefits	178,181	236,064	277,150	277,150	212,815	262,500	267,925	-3.33%
51-2200	FICA Taxes	97,268	119,023	150,200	150,200	111,148	129,683	116,815	-22.23%
51-2400	Retirement	62,752	75,309	93,750	93,750	78,022	93,750	110,940	18.34%
51-2500	Firefighters Pension Fund	3,525	6,325	7,500	7,500	6,665	6,665	7,000	-6.67%
	Total Personnel	1,705,033	2,012,612	2,493,110	2,493,110	1,863,381	2,187,598	2,120,818	-14.93%
Services									
52-2200	Vehicle & Equipment Maintenance	56,614	27,298	65,000	65,000	45,070	65,000	40,000	-38.46%
52-2201	Building Maintenance	9,199	22,116	50,000	50,000	8,747	25,000	30,000	-40.00%
52-2320	Vehicle / Equipment Lease(s)	6,370	8,001	7,000	7,000	5,791	7,000	7,000	0.00%
52-3500	Travel & Training	23,887	55,842	55,000	55,000	11,216	23,750	40,000	-27.27%
52-3600	Dues & Membership	2,332	7,435	25,000	25,000	17,950	20,000	14,350	-42.60%
	Total Services	98,402	120,692	202,000	202,000	88,774	140,750	131,350	-34.98%
Supplies & Other									
53-1100	Supplies & Equipment	83,869	179,336	185,000	185,000	83,305	115,000	111,500	-39.73%
53-1104	Emergency Management	35,369	24,855	35,000	35,000	12,204	26,500	25,000	-28.57%
53-1230	Utilities	-	-	-	-	-	-	36,000	100.00% (1)
53-1270	Fuel	63,407	21,586	30,000	30,000	12,946	20,000	20,000	-33.33%
	Total Supplies & Other	182,645	225,777	250,000	250,000	108,455	161,500	192,500	-23.00%
	Total Fire & Ocean Rescue	<u>1,986,080</u>	<u>2,359,081</u>	<u>2,945,110</u>	<u>2,945,110</u>	<u>2,060,610</u>	<u>2,489,848</u>	<u>2,444,668</u>	-16.99%

Significant Variance Explanation:

(1) Utilities are now included in building that incurs the costs rather than other comingled budgets for increased management

General Fund Expenditures  
Expenditure Detail - Fire & Ocean Rescue 3510

2200 - Vehicles / Equipment Maintenance		1104 - Emergency Management	
Water Craft Maintenance	5,000	Hurricane supplies (sand, sandbags, vehicle rentals, etc.)	5,000
Vehicles	5,000	Standard supplies (tarps, containers, travel bags, etc.)	5,000
Side x Sides	10,000	Food / drinks / events	5,000
Apparatus / Equipment Servicing and Testing	<u>20,000</u>	Hygiene accommodations / structures	<u>10,000</u>
Total	40,000	Total	25,000
3500 - Travel / Training		1230 - Utilities	
Classes for continuing education/certification	15,500	Cellphones, hotspots, cradle points, satellite phones	15,500
Vector Solutions	4,500	Water / sewer, power / gas	12,800
Physical (St. Joseph-Fit for Duty)	<u>20,000</u>	Internet, cable, phone	<u>7,700</u>
Total	40,000	Total	36,000
1100 - Supplies & Equipment			
Uniform & accessories	15,000		
Medical & first aid	25,000		
Misc equipment replacement	20,000		
Protective equipment	15,000		
Water rescue equipment	25,000		
Station Supplies Fire and Beach Safety (Daily Operation)	<u>11,500</u>		
Total	111,500		

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## General Fund: Public Works

### Department Description:

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

### Services:

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

### Personnel:

- Engineer / Director of Infrastructure
- Division Director
- Project Manager
- Crew Foreman (4)
- Crew Leaders (3)
- Recycling Coordinator
- Heavy Equipment Operator (3)
- Mechanic (2)
- Laborers I (12)
- Administrative Assistant



General Fund Expenditures  
Public Works - 4210

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 1,198,366	\$ 1,197,778	\$ 1,489,200	\$ 1,489,200	\$ 1,158,891	\$ 1,437,500	\$ 1,540,694	3.46%
51-1300	Overtime	65,821	86,044	65,000	65,000	92,108	105,000	65,000	0.00%
51-1400	Employee Other Benefits	26,868	34,850	84,425	84,425	62,735	67,500	62,025	-26.53%
51-2100	Insurance Benefits	259,805	274,988	335,450	335,450	285,551	345,750	395,650	17.95%
51-2200	FICA Taxes	91,823	99,969	125,345	125,345	100,380	123,165	122,601	-2.19%
51-2400	Retirement	91,969	99,269	106,250	106,250	88,475	106,250	139,880	31.65%
	Total Personnel	1,734,652	1,792,898	2,205,670	2,205,670	1,788,140	2,185,165	2,325,850	5.45%
Services									
52-1235	Beach Maintenance	1,208	24,209	30,000	30,000	18,154	30,000	22,500	-25.00%
52-1200	Contract Services / Software	150,983	172,404	135,000	105,000	77,310	135,000	173,500	65.24% (1)
52-2111	Refuse & Recycling	156,283	155,177	200,000	200,000	145,433	175,000	170,000	-15.00%
52-2140	Landscaping	52,971	56,357	75,000	75,000	44,749	55,000	60,000	-20.00%
52-2200	Vehicle & Equipment Maintenance	280,267	119,128	85,000	85,000	73,901	80,000	70,000	-17.65%
52-2201	Building & Infrastructure Maintenan	104,089	162,812	155,000	185,000	180,315	220,000	147,500	-20.27%
52-2320	Vehicle / Equipment Lease(s)	85,801	103,342	103,200	103,200	92,517	101,850	125,700	21.80%
52-3500	Travel & Training	2,864	2,864	8,500	8,500	5,496	6,000	7,500	-11.76%
52-3600	Dues & Membership	295	704	1,500	1,500	669	500	500	-66.67%
	Total Services	834,761	796,997	793,200	793,200	638,544	803,350	777,200	-2.02%
Supplies & Other									
53-1100	Supplies & Equipment	242,439	198,573	167,500	167,500	98,714	160,000	162,500	-2.99%
53-1230	Utilities	298,845	297,616	265,000	265,000	246,707	300,000	250,000	-5.66% (2)
53-1270	Fuel	12,911	67,207	50,000	50,000	46,028	55,000	55,000	10.00%
	Total Supplies & Other	554,195	563,396	482,500	482,500	391,449	515,000	467,500	-3.11%
	Total Public Works	3,123,608	3,153,291	3,481,370	3,481,370	2,818,133	3,503,515	3,570,550	2.56%

Significant Variances Explanation:

- (1) Increased due to monthly rental of temporary bathroom for Marine Science Center
- (2) City Hall, South Annex, Police and Fire Station costs for utilities allocated to specific departments

General Fund Expenditures  
Expenditure Detail - Public Works 4210

1235 - Beach Maintenance		2201 - Buildings & Infrastructure Maintenance	
Crossover maintenance	10,000	Playground Equipment & Maintenance	5,000
Beach signs	5,000	Dog Park Maintenance	2,500
Refuse & recycling bins	<u>7,500</u>	Gravel for roadways	35,000
Total	22,500	Supplies	35,000
1200 - Contract Services / Software		City buildings including painting and HVAC	50,000
Tree Trimming	35,000	Tide Flexes	<u>20,000</u>
MSC Bathroom Rentals	48,000	Total	147,500
Stormwater Management	30,000	2320 - Leased Vehicles	
Pest Control	25,000	6 Fleet Vehicles	55,700
Engineer /Architect	8,000	Street Sweeper	<u>70,000</u>
Cintas - first aid, etc	7,500	Total	125,700
Phones, data lines, internet	15,000	3500 - Travel & Training	
Parking lots / street striping	<u>5,000</u>	Flagger & workzone safety	2,000
Total	173,500	First aid & CPR	2,000
2111 - Refuse & Recycling		Continuing education	<u>3,500</u>
Recycling - tipping fees, rentals, equipment	50,000	Total	7,500
Yardwaste, Glass, Mixed Paper Hauling	<u>120,000</u>	1100 - Supplies & Equipment	
Total	170,000	Public Restrooms (toilet paper, soap, bleach)	75,000
2140 - Landscaping		Gravel, signs, paper, lumber, paper	7,500
Ditches and Outfalls	10,000	Traffic control devices	15,000
USH 80 Median	15,000	Safety & work clothing	15,000
City Properties	<u>35,000</u>	Yard / maintenance supplies	20,000
Total	60,000	Office supplies	7,500
2200 - Vehicles & Equipment Maintenance		Outdoor supplies (bug spray, sunscreen, first aid, hydration)	5,000
Public Works Vehicles	30,000	Chainsaws, weed whackers, leaf blowers, mowers	12,500
Public Works Equipment	30,000	Safety equipment	<u>5,000</u>
Stock Parts/Filters/Oil	<u>10,000</u>	Total	162,500
Total	70,000		

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## General Fund: Community Development

### **Department Description:**

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

### **Services:**

- Approve and inspect permits and licenses related to building, occupancies, and land use;
- Perform plan exam and site plan reviews;
- Enforce City codes related to zoning, housing, building and nuisance items;

### **Personnel:**

- Community Development Director
- Zoning Specialist
- Sustainability Coordinator

General Fund Expenditures  
Community Development - 7220

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel									
51-1100	Salaries & Wages	\$ 196,988	\$ 147,497	\$ 162,530	\$ 162,530	\$ 136,752	\$ 150,000	\$ 203,283	25.07%
51-1400	Employee Other Benefits	10,430	8,500	7,500	7,500	8,170	8,200	4,950	-34.00%
51-2100	Insurance Benefits	34,038	26,200	27,600	27,600	22,851	26,992	45,700	65.58%
51-2200	FICA Taxes	15,937	11,887	13,005	13,005	11,087	12,102	15,928	22.48%
51-2400	Retirement	16,682	6,848	6,250	6,250	5,202	6,250	14,009	124.14%
	Total Personnel	274,075	200,932	216,885	216,885	184,062	203,544	283,870	30.89% (1)
Services									
52-1200	Contract Services / Software	237,608	85,548	115,000	115,000	50,088	75,000	95,000	-17.39%
52-3500	Travel & Training	3,592	3,082	4,500	4,500	765	2,000	3,000	-33.33%
52-3600	Dues & Membership	665	569	550	550	448	500	550	0.00%
	Total Services	241,865	89,199	120,050	120,050	51,301	77,500	98,550	-17.91%
Supplies & Equipment									
53-1100	Supplies & Equipment	1,728	3,658	4,500	4,500	4,804	4,804	2,000	-55.56%
	Total Supplies & Equipment	1,728	3,658	4,500	4,500	4,804	4,804	2,000	-55.56%
	Total Community Development	517,668	293,789	341,435	341,435	240,167	285,848	384,420	12.59%

Significant Variances Explanation:

(1) Increase reflects Sustainability Coordinator position addition to department

General Fund Expenditures  
Expenditure Detail - Community Development 7220

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1200 - Contract Services / Software

Downer Davis, engineering review	10,000
Chatham Co., plan review and inspections	45,000
Symbiocity, LDC review	30,000
GMC, zoning map update	10,000
Total	<u>95,000</u>

1100 - Supplies

Office supplies	500
Signs, laptops	1,000
Total	<u>1,500</u>

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## General Fund: Other Uses

### **Department Description:**

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

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



General Fund Expenditures  
Other Uses - 9000

Account	Account Name	2022 Actual	2023 Actual	2024 Original Budget	2024 Amended Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Other Uses									
57-3000	Community Organizations	\$ 251,661	\$ 255,174	\$ 367,500	\$ 377,500	\$ 274,595	\$ 370,000	\$ 360,000	-4.64%
61-1001	Transfers to other Funds	<u>503,008</u>	<u>578,131</u>	<u>675,100</u>	<u>675,100</u>	<u>508,580</u>	<u>643,725</u>	<u>539,132</u>	-20.14%
	Total Other Uses	754,669	833,305	1,042,600	1,052,600	783,175	1,013,725	899,132	-14.58%
	Total Other Uses	<u>754,669</u>	<u>833,305</u>	<u>1,042,600</u>	<u>1,052,600</u>	<u>783,175</u>	<u>1,013,725</u>	<u>899,132</u>	-14.58%
	Total General Fund Expenditures	<u>\$14,146,587</u>	<u>\$16,020,454</u>	<u>\$17,800,000</u>	<u>\$18,967,950</u>	<u>\$14,138,249</u>	<u>\$18,668,760</u>	<u>\$17,193,170</u>	-9.36%

General Fund Expenditures  
Expenditure Detail - Other Financing Uses

1001 - Transfers to other funds	
E911 Fund	<u>539,132</u>
Total	539,132

# Capital Fund

## Fund / Department Description:

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

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

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

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

Capital Purchase / Project Request	Amount	Description
E911 Motorola Solutions Equipment Replacement	340,033	Year two of five year commitment for security on dispatch equipment replacement
E911 Motorola Solutions Cyber Security	27,149	Year two of five year commitment for dispatch equipment
Total Capital Purchases & Projects	\$ 367,182	

Fund 350 - Capital Fund  
Summary of Revenues & Expenditures

Account Name	2022 Actual	2023 Actual	Original 2024 Budget	Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
<b>Other Financing Sources</b>								
Transfer from General Fund Fund Balance	\$ -	\$ 3,130,340	\$ 3,618,107	\$ 3,618,107	\$ 2,643,873	\$ 2,643,873	\$ 367,182	-89.85%
Misc Revenue	-	-	-	-	50,000	50,000	-	0.00%
Total Other Financing Sources	-	3,130,340	3,618,107	3,618,107	2,693,873	2,693,873	367,182	-89.85%
Total Capital Fund Revenues	\$ -	\$ 3,130,340	\$ 3,618,107	\$ 3,618,107	\$ 2,693,873	\$ 2,693,873	\$ 367,182	-89.85%
<b>Capital</b>								
Buildings & Buildings Improvements	\$ -	\$ 1,942,095	\$ 1,129,590	\$ 1,194,590	\$ 703,606	\$ 703,606	\$ -	-100.00%
Vehicles & Equipment	-	1,188,245	2,188,517	2,238,517	1,931,516	1,931,516	367,182	-83.60%
Infrastructure	-	-	300,000	185,000	58,751	58,751	-	-100.00%
Total Capital	-	3,130,340	3,618,107	3,618,107	2,693,873	2,693,873	367,182	-89.85%
Total Capital Fund Expenditures	\$ -	\$ 3,130,340	\$ 3,618,107	\$ 3,618,107	\$ 2,693,873	\$ 2,693,873	\$ 367,182	-89.85%
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Annual Income / (Loss)	-	-	-	-		-	-	
Applied Budget Surplus	-	-	-	-		-	-	
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	

Fund 350 - Capital Fund  
 Itemized List of Capital Requests - Multi Year

Account	Description	FY24 Budget			FY25 Budget
		Original	Amended	Projected	Request Amount
General Government - 1110					
	City Hall Renovation (Fund Balance portion)	\$ 636,000	\$ 636,000	\$ 365,000	\$ -
	Financial Software (2nd year of two year budget request)	92,835	92,835	92,835	-
	Modular Building Lease	50,000	50,000	90,208	-
	City Hall Furniture	200,000	200,000	178,185	-
	City Hall / YMCA Sign Marquee	20,000	20,000	-	-
	Tybrisa / Park of 7 Flags Furniture Replacement	45,000	45,000	-	-
	Holiday Decoration Replacements	150,000	150,000	139,204	-
	Tybrisa Light Pole Replacement	350,000	350,000	350,000	-
	Jaycee Park Lights	-	115,000	115,000	-
	Guardhouse New Appliances and Furniture	10,000	10,000	-	-
	Electrical Upgrade on Tybrisa Street	300,000	185,000	58,751	-
	Council/Courtroom/Judges Chambers AV Upgrades	-	-	-	-
	Broadcasting Equipment Upgrades	-	-	-	-
	Total General Government Capital Additions	1,853,835	1,853,835	1,389,183	-
Police & E911- 3210					
54-2400	E911 Motorola Solutions Equipment Replacement (Year 2 of 5)	\$ 340,033	\$ 340,033	\$ 340,033	\$ 340,033
54-2400	E911 Motorola Solutions VESTA Cybersecurity (Year 2 of 5)	27,149	27,149	27,149	27,149
	Public Safety Building Generator Replacement	43,590	43,590	43,590	-
	Total Police & E911 Capital Additions	410,772	410,772	410,772	367,182

Fund 350 - Capital Fund  
 Itemized List of Capital Requests - Multi Year (continued)

Account	Description	FY24 Budget			FY25 Budget
		Original	Amended	Projected	Request Amount
Fire & Ocean Rescue - 3510					
	Cancer Prevention Turn Out Gear with Mask (22)	\$ 70,000	\$ 70,000	\$ -	\$ -
	Current Living Quarters Renovation	200,000	150,000	49,963	-
	Lifeguard Station - 14th Street	90,000	-	-	-
	Savings for Replacement of Engine #1 (Year 1 of 3)	70,000	-	-	-
	Fire Rescue Boat - 24ft Zodiac	90,000	90,000	90,000	-
	2004 F550 Truck	-	50,000	50,000	-
	Fire Truck	-	160,000	156,600	-
	Total Fire & Ocean Rescue Capital Additions	520,000	520,000	346,563	-
Public Works - 4210					
	Strand Avenue Retaining Walls	75,000	75,000	24,150	-
	Memorial Park Playground Equipment & Composite / Fence	250,000	250,000	183,570	-
	Jaycee Park Playground Surface	-	-	-	-
	Marine Science Center Bathrooms	125,000	125,000	15,695	-
	Vehicles	50,000	50,000	24,920	-
	Total Public Works Capital Additions	500,000	500,000	248,335	-
Code Compliance - 3310					
	4G Kiosks Upgrade	325,000	325,000	290,520	-
	Body Camera's	8,500	8,500	8,500	-
	South Annex Generator Replacement & Roof	-	-	-	-
	CFMoto Side x Side	-	-	-	-
	Total Code Compliance Capital Additions	333,500	333,500	299,020	-
	Total Capital Additions	\$ 3,618,107	\$ 3,618,107	\$ 2,693,873	\$ 367,182

## E911 Fund

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

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

### **Services:**

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

### **Personnel:**

- Supervisor / Records Coordinator
- Communication Officers (7)

Fund 215 - Emergency 911 Fund  
 Summary of Revenues & Expenditures

Source	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Public Charges for Services	\$ 79,466	\$ 79,293	\$ 86,025	\$ 59,440	\$ 79,800	\$ 80,000	-7.00%
Other Financing Sources	289,115	373,185	495,550	357,787	454,675	539,132	8.79%
<b>Total Emergency 911 Revenue</b>	<b>\$ 368,581</b>	<b>\$ 452,478</b>	<b>\$ 581,575</b>	<b>\$ 417,227</b>	<b>\$ 534,475</b>	<b>\$ 619,132</b>	<b>6.46%</b>

Department	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel	\$ 345,891	\$ 402,763	\$ 548,075	\$ 402,706	\$ 509,475	\$ 585,482	6.83%
Services	15,935	48,301	28,000	13,334	22,500	28,150	0.54%
Supplies & Equipment	3,952	1,414	5,500	1,187	2,500	5,500	0.00%
<b>Total Emergency 911 Expenditures</b>	<b>\$ 365,778</b>	<b>\$ 452,478</b>	<b>\$ 581,575</b>	<b>\$ 417,227</b>	<b>\$ 534,475</b>	<b>\$ 619,132</b>	<b>6.46%</b>
Beginning Fund Balance	\$ (2,803)	\$ -	\$ -		\$ -	\$ -	
Annual Income / (Loss)	2,803	-	-		-	-	
Applied Budget Surplus	-	-	-		-	-	
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	

Fund 215 - Emergency 911  
Revenues and Expenditures - 3210

Account	Account Name	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
				2024 Budget	4/30/24 YTD			
Public Charges for Services								
34-2525	Prepaid Wireless Fees	\$ 13,649	\$ 11,659	\$ 13,525	\$ 9,236	\$ 12,300	\$ 12,500	-7.58%
34-2530	Non-Prepaid Wireless Fees	65,817	67,634	72,500	50,204	67,500	67,500	-6.90%
	Total Public Charges for Services	79,466	79,293	86,025	59,440	79,800	80,000	-7.00%
Other Financing Sources								
39-1201	Transfer from General Fund	289,115	373,185	495,550	357,787	454,675	539,132	8.79%
	Total Other Financing Sources	289,115	373,185	495,550	357,787	454,675	539,132	8.79%
	Total E911 Fund Revenues	\$ 368,581	\$ 452,478	\$ 581,575	\$ 417,227	\$ 534,475	\$ 619,132	6.46%
Account	Account Name	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
				2024 Budget	4/30/24 YTD			
Personnel								
51-1100	Salaries & Wages	\$ 250,049	\$ 304,522	\$ 397,860	\$ 298,921	\$ 382,375	\$ 411,638	3.46%
51-1400	Employee Benefits	4,215	7,850	19,050	6,730	7,850	16,500	-13.39%
51-2100	Insurance Benefits	55,396	42,858	76,770	42,658	51,750	86,000	12.02%
51-2200	FICA Taxes	19,241	23,568	31,895	23,188	30,000	32,754	2.69%
51-2400	Retirement	16,990	23,965	22,500	31,209	37,500	38,590	71.51%
	Total Personnel	345,891	402,763	548,075	402,706	509,475	585,482	6.83%
Services								
52-1200	Contract Services / Software	-	33,763	7,500	2,853	7,500	10,150	35.33%
53-1230	Utilities	15,380	12,648	15,500	9,723	13,000	15,500	0.00%
52-3500	Travel & Training	555	1,890	5,000	758	2,000	2,500	-50.00%
	Total Services	15,935	48,301	28,000	13,334	22,500	28,150	0.54%
Supplies & Equipment								
53-1100	Supplies & Equipment	3,952	1,414	5,500	1,187	2,500	5,500	0.00%
	Total Supplies & Equipment	3,952	1,414	5,500	1,187	2,500	5,500	0.00%
	Total E911 Fund Expenditures	\$ 365,778	\$ 452,478	\$ 581,575	\$ 417,227	\$ 534,475	\$ 619,132	6.46%



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## Room Tax Fund

### Fund / Department Description:

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

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

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

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

In 2023, room taxes transferred for beach re-nourishment equaled \$682,298. At the end of fiscal year 2024, an additional \$615,000 of room tax is expected to be designated for beach projects, and \$645,000 is budgeted in the upcoming budget year. The amount transferred to beach re-nourishment will fluctuate annually based on the revenue generated from room taxes which is significantly reliant on tourism. As tourism numbers decrease, the amount allocated to beach nourishment will decrease. The total fund balance reserved for beach projects at the end of the FY25 budget period is expected to be \$3.6 million.

Fund 275 - Room Tax Fund  
 Summary of Revenues & Expenditures

Source	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Taxes	\$ 7,865,210	\$ 7,001,309	\$ 6,745,000	\$ 4,531,953	\$ 6,535,000	\$ 6,765,000	0.30%
Total Room Tax Revenues	<u>\$ 7,865,210</u>	<u>\$ 7,001,309</u>	<u>\$ 6,745,000</u>	<u>\$ 4,531,953</u>	<u>\$ 6,535,000</u>	<u>\$ 6,765,000</u>	0.30%

Department	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Other Costs	\$ 3,439,456	\$ 3,069,361	\$ 2,930,000	\$ 2,011,488	\$ 2,870,000	\$ 2,940,000	0.34%
Other Financing Uses	<u>4,425,754</u>	<u>3,931,948</u>	<u>3,815,000</u>	<u>2,520,465</u>	<u>3,665,000</u>	<u>3,825,000</u>	0.26%
Total Room Tax Expenditures	<u>\$ 7,865,210</u>	<u>\$ 7,001,309</u>	<u>\$ 6,745,000</u>	<u>\$ 4,531,953</u>	<u>\$ 6,535,000</u>	<u>\$ 6,765,000</u>	0.30%
Beginning Fund Balance	\$ -	\$ -	\$ -		\$ -	\$ -	
Annual Income / (Loss)	-	-	-		-	-	
Applied Budget Surplus	-	-	-		-	-	
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	

Fund 275 - Room Tax Fund  
 Revenues and Expenditures - 7520

Account	Account Name	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Taxes								
31-4100	Room Taxes	\$ 7,865,210	\$ 7,001,309	\$ 6,745,000	\$ 4,531,953	\$ 6,535,000	\$ 6,765,000	0.30%
	Total Taxes	<u>7,865,210</u>	<u>7,001,309</u>	<u>6,745,000</u>	<u>4,531,953</u>	<u>6,535,000</u>	<u>6,765,000</u>	0.30%
	Total Room Tax Revenues	<u>\$ 7,865,210</u>	<u>\$ 7,001,309</u>	<u>\$ 6,745,000</u>	<u>\$ 4,531,953</u>	<u>\$ 6,535,000</u>	<u>\$ 6,765,000</u>	0.30%
Other Costs								
57-2000	Hutchison Island Trade Center	\$ 1,123,377	\$ 999,987	\$ 950,000	\$ 647,292	\$ 935,000	\$ 955,000	0.53%
57-2001	Chamber of Commerce	2,246,079	1,999,374	1,910,000	1,294,196	1,865,000	1,915,000	0.26%
57-2002	Tybee Post Theater	70,000	70,000	70,000	70,000	70,000	70,000	0.00%
	Total Other Costs	<u>3,439,456</u>	<u>3,069,361</u>	<u>2,930,000</u>	<u>2,011,488</u>	<u>2,870,000</u>	<u>2,940,000</u>	0.34%
Other Financing Uses								
61-1000	Transfer to General Fund	3,369,456	2,999,361	2,925,000	1,941,489	2,800,000	2,930,000	0.17%
61-1002	Transfer to Debt Service Fund	250,000	250,000	250,000	250,000	250,000	250,000	0.00%
61-1003	Transfer for Beach Projects	806,298	682,587	640,000	328,976	615,000	645,000	0.78%
	Total Other Financing Uses	<u>4,425,754</u>	<u>3,931,948</u>	<u>3,815,000</u>	<u>2,520,465</u>	<u>3,665,000</u>	<u>3,825,000</u>	0.26%
	Total Room Tax Expenditures	<u>\$ 7,865,210</u>	<u>\$ 7,001,309</u>	<u>\$ 6,745,000</u>	<u>\$ 4,531,953</u>	<u>\$ 6,535,000</u>	<u>\$ 6,765,000</u>	0.30%

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## SPLOST 2014 Fund

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

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

The approved capital projects included roads, streets and bridges; stormwater and drainage; water and sewer; public works and public safety vehicles and equipment; fire protection and administrative facilities. As of the final receipt date, the City has received \$4.6 million in SPLOST 2014 proceeds. The City received \$700,000 from the County towards south end projections, including bathrooms. The City has spent funds on a ladder truck, drainage projects, park upgrades and bathrooms. The SPLOST 2014 has residual funds of approximately \$525,000 remaining that are currently earmarked for the rehabilitation and improvement of the Fire Station and / or Storm Shelter.

Fund 322 - SPLOST 2014 Fund  
Project Revenues and Expenditures

Account	Revenue Source	Prior Year Revenue	FY24 Revenues		Total Revenue	2025 Budget
			4/30/24 YTD	Projected		
Intergovernmental Revenue						
	SPLOST 2014 Revenue	\$ 4,617,182	\$ -	\$ -	\$ 4,617,182	\$ -
	County Contributions	700,000	-	-	700,000	-
	Investment Income	27,309	23,160	25,000	52,309	-
	<b>Total Revenues</b>	<b>\$ 5,344,491</b>	<b>\$ 23,160</b>	<b>\$ 25,000</b>	<b>\$ 5,369,491</b>	<b>\$ -</b>
Account	Project	Prior Year Expenditures	FY24 Expenditures		Total Expenditures	2025 Budget
			4/30/24 YTD	Projected		
Capital Outlay						
Public Safety						
	Police Equipment Upgrades	\$ 482,941	\$ -	\$ -	\$ 482,941	\$ -
	Fire Vehicles & Equipment Upgrades	1,471,070	-	-	1,471,070	-
Public Works						
	Street Paving & Maintenance	71,856	-	-	71,856	-
	Marsh Hen Trail / Highway 80 Bike Trail	46,058	-	-	46,058	-
	Drainage Projects	101,481	-	-	101,481	-
	Street Sweeper	180,000	-	-	180,000	-
Cultural & Recreational						
	Park Upgrades & Bathroom Building	1,038,783	-	-	1,038,783	-
	Playground Equipment	195,390	-	-	195,390	-
	Tybee Arts Association - Audio / Video	27,017	-	-	27,017	-
	YMCA - Batting Cage	5,842	-	-	5,842	-
	Tybee Post Theatre - Audio / Video	117,056	-	-	117,056	-
	Buildings & Building Improvements	41,977	-	-	41,977	-
	Beach Crossovers	224,769	-	-	224,769	-
	South End Bathrooms	840,645	-	-	840,645	-
	<b>Total Expenditures</b>	<b>\$ 4,844,885</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,844,885</b>	<b>\$ -</b>
	<b>Funds Remaining</b>	<b>\$ 499,606</b>	<b>\$ 522,766</b>	<b>\$ 547,766</b>	<b>\$ 524,606</b>	<b>\$ 524,606</b> **

\*\*Currently earmarked for renovations and upgrades to Fire Station and / or Storm Shelter

## SPLOST 2020 Fund

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

The Special Purpose Local Option Sales Tax (SPLOST) 2020 Fund is a capital project fund. The SPLOST 2020 accounts for construction of major capital projects financed by SPLOST proceeds. A 2019 intergovernmental agreement between Chatham County and the City of Tybee stated the City may anticipate \$3.9 million in SPLOST 2020 proceeds over the life of the SPLOST to finance approved capital projects.

The approved capital projects include public safety facilities and equipment; road and drainage improvements; water and sewer infrastructure; city facilities; recreational facilities and improvements, and title acquisition. To date, the City has received approximately \$3.6 million to date in SPLOST 2020 proceeds which has helped fund a ladder truck purchase, street paving and maintenance, drainage projects and renovations to City facilities. The available balance of approximately \$809,000 included in the 2025 budget will be allocated \$250,000 in street paving and maintenance, \$95,000 for roof replacement at the South Annex and the remaining balance to finance the south end drainage design project.



Fund 323 - SPLOST 2020  
Project Revenues and Expenditures

Account	Revenue Source	Prior Year Revenue	FY24 Revenues		Total Revenue	2025 Budget
			Budget	4/30/24 YTD		
Intergovernmental Revenue						
33-7115	SPLOST Revenue	\$ 2,783,565	\$ 1,140,000	\$ 915,462	\$ 1,100,000	\$ 3,883,565
36-1000	Investment Income	33,610	10,000	50,252	60,000	93,610
	<b>Total Revenues</b>	<b>\$ 2,817,175</b>	<b>\$ 1,150,000</b>	<b>\$ 965,714</b>	<b>\$ 1,160,000</b>	<b>\$ 3,977,175</b>
						<b>\$ 242,949</b>
Account	Project	Prior Year Expenditures	FY24 Expenditures		Total Expenditures	2025 Budget
			Budget	4/30/24 YTD		
Capital Outlay						
Public Safety						
	Fire Vehicles	\$ 468,977	\$ -	\$ -	\$ -	\$ 468,977
Public Works - 4210						
54-1400	Street Paving & Maintenance	705,331	500,000	69,970	463,000	1,168,331
54-1400	Drainage Projects	54,680	50,000	-	-	54,680
Cultural & Recreational						
	Recreational Parks & Facilities - Jaycee Park	6,474	700,000	577,654	700,000	706,474
	Recreational Area Improvements	858	-	-	-	858
General Government - 1110						
54-1300	South Annex Roof Replacement	311,730	700,000	700,000	700,000	1,011,730
	<b>Total Expenditures</b>	<b>\$ 1,548,050</b>	<b>\$ 1,950,000</b>	<b>\$ 1,347,624</b>	<b>\$ 1,863,000</b>	<b>\$ 3,411,050</b>
	<b>Funds Remaining</b>	<b>\$ 1,269,125</b>	<b>\$ 469,125</b>	<b>\$ 887,215</b>	<b>\$ 566,125</b>	<b>\$ 566,125</b>
						<b>\$ -</b>

# Grant Funds

## Fund / Department Description

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

Grant	Project Cost	Grant Funding	City of Tybee			Description	Status	FY25 Budget
			Cost Share	Funding Source	FY25 Budget Impact			
American Rescue Act (ARPA Funds)	\$ 1,000,000	\$ 1,143,836	NA	NA	\$ -	Funds to be used for WWTP Building & fencing for security of treatment plant	RECEIVED	No operating impact
Home Elevation	In Progress	In Progress	NA	NA	\$ -	Home raising assistance, pass through to homeowner	AWARDED	No operating impact
GEMA Safe Shelter	\$ 3,043,898	\$ 2,317,148	\$ 726,750	25% Operating	25% of Costs Incurred	Project to construct a Tornado/Hurricane safe room with ADA capabilities.	AWARDED Project On Hold - Budget Costs Exceed Project / Grant Funding	25% costs incurred TBD
DNR Comprehensive Community Resiliency Grant (CIG)	\$ 110,000	\$ 110,000	NA	NA	\$ -	Combines multiple other projects to implement projects through the lens of sea level rise and climate change vulnerabilities.	AWARDED	No operating impact
EPA Stormwater Phase 2 (Earmarked)	\$ 3,250,000	\$ 2,600,000	\$ 650,000	TBD	\$ -	This is a congressional discretionary community grant. Tybee will use funds to reduce severe flooding from heavy rainfall events through the installation of a stormwater detention system and large stormwater outfalls and pump station.	AWARDED Project On Hold Final Costs and Funding TBD	ON HOLD - final costs and funding TBD
14th Street Drainage (FEMA HMPG)	\$ 10,000,000	\$ 8,000,000	\$ 2,000,000	TBD	\$ -	In application, not yet approved as this date. Council will have to determine COTI funding if awarded.	APP IN PROGRESS Final Costs and Funding TBD	ON HOLD - final costs and funding TBD
South end Drainage	\$ 493,836	\$ -	\$ 493,836	SPLOST / Operating	\$ 493,836	Design for south end drainage.	AWARDED	SPLOST / Operating
NFWF Back River Project	\$ 700,000	\$ 380,000	\$ 320,000	TBD	\$ -	Phase 3 NFWF grant for Final Design and Permitting of 1) 6th Street Culvert replacement, 2) Raise Venetian from Chatham to 12th Street and install living shoreline, 3) various nature-based stormwater elements the length of the Island (rain gardens, swales, drainage ditches, etc)	AWARDED On Hold - Reapply 2026	On HOLD - move to 2026
Skidaway Dune Monitoring	\$ 261,000	\$ -	\$ 261,000	Operating	\$ 87,000	Dune monitoring and measuring	AWARDED	In CM Operating
Historic Preservation Grant Certified Local Governmental Grant	\$ 30,000	\$ 18,000	\$ 12,000	Operating	\$ 12,000	Propose local historic District in Fort Screven	APPLIED	In CM Operating

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# Debt Service Fund

## Fund / Department Description

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

As of June 30, 2025, \$2,620,000 remained outstanding on the bond. Annual principal and interest payments are as follows:

Fiscal Year Payable	Principal	Interest	Total
2026	\$ 150,000	\$ 99,550	\$ 249,550
2027	150,000	93,550	243,550
2028	160,000	87,550	247,550
2029	165,000	81,150	246,150
2030	170,000	74,550	244,550
2031-2035	935,000	287,450	1,222,450
2036-2039	890,000	90,600	980,600
	<u>\$ 2,620,000</u>	<u>\$ 814,400</u>	<u>\$ 3,434,400</u>

Fund 420 - Debt Service Fund  
 Summary of Revenues & Expenditures

Source	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Other Financing Sources	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	0.00%
Total Debt Service Revenues	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	0.00%

Department	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Debt Service	\$ 247,900	\$ 249,050	\$ 245,200	\$ 244,200	\$ 245,200	\$ 246,150	0.39%
Total Debt Service Expenditures	<u>\$ 247,900</u>	<u>\$ 249,050</u>	<u>\$ 245,200</u>	<u>\$ 244,200</u>	<u>\$ 245,200</u>	<u>\$ 246,150</u>	0.39%
Beginning Fund Balance	\$ 162,028	\$ 164,128	\$ 165,078		\$ 165,078	\$ 169,878	
Annual Income / (Loss)	2,100	950	4,800		4,800	3,850	
Applied Budget Surplus	-	-	-		-	-	
Ending Fund Balance	<u>\$ 164,128</u>	<u>\$ 165,078</u>	<u>\$ 169,878</u>		<u>\$ 169,878</u>	<u>\$ 173,728</u>	

Fund 420 - Debt Service Fund  
 Revenues and Expenditures - 8000

Account	Account Name	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
				2024 Budget	4/30/24 YTD			
Other Financing Sources								
39-1500	Transfer from Room Tax Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	0.00%
	Total Other Financing Sources	250,000	250,000	250,000	250,000	250,000	250,000	0.00%
	Total Debt Service Fund Revenues	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	0.00%
Account	Account Name	2022 Actual	2023 Actual	Amended		2024 Projected	2025 Budget	Budget % Change
				2024 Budget	4/30/24 YTD			
Debt Service								
58-1100	Principal	\$ 130,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 140,000	3.70%
58-2100	Interest	117,150	113,250	109,200	109,200	109,200	105,150	-3.71%
58-3000	Fiscal Agent Fees	750	800	1,000	-	1,000	1,000	0.00%
	Total Capital Outlay	247,900	249,050	245,200	244,200	245,200	246,150	0.39%
	Total Debt Service Fund Expenditures	\$ 247,900	\$ 249,050	\$ 245,200	\$ 244,200	\$ 245,200	\$ 246,150	0.39%

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# Water / Sewer Utility Fund

## Department Description:

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

## Services:

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

## Personnel:

- |                             |                          |                     |
|-----------------------------|--------------------------|---------------------|
| • Division Director         | • Plant Operator (3)     | • Camera Technician |
| • Operations Superintendent | • Crew Leader            | • Lab Analyst       |
| • Foreman (2)               | • Maintenance Worker (3) | • Billing Clerk     |



## Water / Sewer Utility Fund (continued)

### **Proposed Rate Structure:**

The Water / Sewer Utility is an enterprise fund, unlike the City's general fund, an enterprise fund is a self-supporting fund that sells goods and services to the public for a fee. These fees should be set to recover the expenses, including capital expenses. In 2021, the City revised its rate structure plan which included eliminating no charge for usage, a premium for peak seasons, repayment of fund balance, and annual rate increases, prior to 2021 the Utility had not seen a rate increase multiple years. Council has requested to revisit a rate study which we are currently undergoing. The Utility requires an increase of 15% in revenue for the upcoming fiscal year which will be built into the utility rates once the rate study and any rate restructure has been finalized.

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

Source	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Public Charges for Services	\$ 3,601,051	\$ 3,615,134	\$ 4,532,834	\$ 3,043,198	\$ 3,668,891	\$ 4,083,236	-9.92%
Other Financing Sources	252,462	-	-	-	3,000,000	3,099,500	100.00%
<b>Total Water / Sewer Fund Revenue</b>	<b>\$ 3,853,513</b>	<b>\$ 3,615,134</b>	<b>\$ 4,532,834</b>	<b>\$ 3,043,198</b>	<b>\$ 6,668,891</b>	<b>\$ 7,182,736</b>	<b>58.46%</b>

Department	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel	\$ 1,082,825	\$ 1,243,012	\$ 1,453,830	\$ 1,204,867	\$ 1,345,263	\$ 1,452,289	-0.11%
Services	787,678	893,862	1,310,754	1,152,255	1,057,716	1,129,395	-13.84%
Supplies & Other Items	481,187	528,540	564,000	539,282	584,000	580,000	2.84%
Capital	1,779,527	-	-	856,766	3,000,000	3,099,500	0.00%
Depreciation & Debt Service	888,255	1,006,568	1,204,250	170,152	850,000	921,552	-23.48%
<b>Total Water / Sewer Fund Expenses</b>	<b>\$ 5,019,472</b>	<b>\$ 3,671,982</b>	<b>\$ 4,532,834</b>	<b>\$ 3,923,322</b>	<b>\$ 6,836,979</b>	<b>\$ 7,182,736</b>	<b>58.46%</b>
<b>Increase / (Decrease) in Equity</b>	<b>\$ (1,165,959)</b>	<b>\$ (56,848)</b>	<b>\$ -</b>	<b>\$ (880,124)</b>	<b>\$ (168,088)</b>	<b>\$ -</b>	

Beginning Cash Balance	\$ 884,628	\$ 414,009	\$ 1,612,912		\$ 1,612,912	\$ 1,444,824	
Adjustments to "accrual" basis:							
Adjustments for accruals	695,340	1,255,751	-		-	-	
Applied Budget Surplus	-	-	-		-	-	
<b>Ending Cash Balance</b>	<b>\$ 414,009</b>	<b>\$ 1,612,912</b>	<b>\$ 1,612,912</b>		<b>\$ 1,444,824</b>	<b>\$ 1,444,824</b>	

Fund 505 - Water / Sewer Fund  
Revenues

Account	Account Name	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
				2024 Budget	4/30/24 YTD			
Public Charges for Services								
34-4210	Water / Sewer User Charges	\$ 3,295,082	\$ 3,373,067	\$ 4,272,834	\$ 2,809,891	\$ 3,409,891	\$ 3,828,236	-10.41%
34-6904	Penalties & Late Charges	40,091	43,669	45,000	56,057	55,000	50,000	11.11%
34-4215	Capital Recovery	38,000	12,000	15,000	6,000	9,000	10,000	-33.33%
38-1002	Celltower rent income	219,492	186,398	200,000	171,250	195,000	195,000	-2.50%
34-6906	Miscellaneous	8,386	-	-	-	-	-	0.00%
	Total Public Charges for Services	<u>3,601,051</u>	<u>3,615,134</u>	<u>4,532,834</u>	<u>3,043,198</u>	<u>3,668,891</u>	<u>4,083,236</u>	-9.92% (1)
Other Financing Sources								
36-1000	Debt Proceeds	252,462	-	-	-	3,000,000	3,099,500	100.00%
	Total Other Financing Sources	<u>252,462</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,000,000</u>	<u>3,099,500</u>	100.00%
	Total Water / Sewer Revenues	<u>\$ 3,853,513</u>	<u>\$ 3,615,134</u>	<u>\$ 4,532,834</u>	<u>\$ 3,043,198</u>	<u>\$ 6,668,891</u>	<u>\$ 7,182,736</u>	58.46%

Significant Variances Explanation:

- (1) The Utility requires a 15% increase in revenue. Any effect on rates will be determine once the rate study and rate structure has been finalized.

Fund 505 - Water / Sewer Fund  
Expenses - 4350

Account	Account Name	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
				2024 Budget	4/30/24 YTD			
Personnel								
51-1100	Salaries & Wages	\$ 761,816	\$ 816,568	\$ 1,020,170	\$ 833,264	\$ 917,500	\$ 1,011,387	-0.86%
51-1300	Overtime	31,607	62,665	31,325	69,142	70,000	50,000	59.62%
51-1400	Employee Benefits	42,839	68,467	51,310	39,971	42,000	39,807	-22.42%
51-2100	Insurance Benefits	181,216	174,142	201,760	139,255	180,000	198,323	-1.70%
51-2200	FICA Taxes	63,916	70,508	85,515	71,740	78,763	80,417	-5.96%
51-2400	Retirement	1,431	50,662	63,750	51,495	57,000	72,355	13.50%
	Total Personnel	1,082,825	1,243,012	1,453,830	1,204,867	1,345,263	1,452,289	-0.11%
Services								
52-1200	Contract Services / Software	282,481	244,311	423,195	402,414	350,000	486,445	14.95%
52-2200	Vehicle / Equipment Maintenance	113,221	101,356	200,000	44,539	75,000	180,000	-10.00%
52-2201	Building / Infrastructure Maintenance	101,259	262,220	385,000	399,290	325,000	185,000	-51.95%
52-2320	Vehicle / Equipment Lease(s)	59,921	56,581	60,000	53,216	53,216	53,000	-11.67%
52-3100	Property & Workers Comp Insurance	174,352	182,859	197,559	198,429	190,000	177,450	-10.18%
52-3220	Postage & Mailing	18,210	15,072	15,000	10,906	15,000	15,000	0.00%
52-3500	Travel & Training	12,244	17,322	12,000	7,366	12,000	15,000	25.00%
52-3600	Dues & Membership	3,791	2,572	3,000	360	2,500	2,500	-16.67%
52-3990	Credit Card Fees	22,199	11,569	15,000	35,735	35,000	15,000	0.00%
	Total Services	787,678	893,862	1,310,754	1,152,255	1,057,716	1,129,395	-13.84%
Supplies & Other Items								
53-1100	Supplies & Equipment	165,082	228,354	269,000	243,838	269,000	270,000	0.37%
53-1230	Utilities	293,292	284,066	275,000	285,903	300,000	295,000	7.27%
53-1270	Fuel	22,813	16,120	20,000	9,541	15,000	15,000	-25.00%
	Total Supplies & Other Items	481,187	528,540	564,000	539,282	584,000	580,000	2.84%

Fund 505 - Water / Sewer Fund (Continued)

Expenses - 4350

Account	Account Name	2022 Actual	2023 Actual	Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Capital								
11-7400	Buildings	-	-	-	-	-	-	100.00%
11-7500	Vehicles & Equipment	34,952	-	-	-	-	-	100.00%
11-7300	Infrastructure	1,744,575	-	-	856,766	3,000,000	3,099,500	100.00%
	Total Capital	1,779,527	-	-	856,766	3,000,000	3,099,500	
Depreciation & Debt Service								
56-1000	Principal (Depreciation)	814,093	909,269	815,000	-	675,000	740,525	-9.14%
58-2000	Interest	74,162	55,349	134,250	140,152	145,000	146,027	8.77%
58-3000	Fiscal Fees / Issuance Costs	-	41,950	5,000	30,000	30,000	35,000	600.00%
	Fund Balance Replenishment	-	-	250,000	-	-	-	-100.00%
	Total Depreciation & Debt Service	888,255	1,006,568	1,204,250	170,152	850,000	921,552	-23.48%
	Total Water / Sewer Expenses	<u>5,019,472</u>	<u>3,671,982</u>	<u>4,532,834</u>	<u>3,923,322</u>	<u>6,836,979</u>	<u>7,182,736</u>	58.46%

## Water / Sewer Fund Expense Detail - 4350

### 1200 - Contract Services / Software

Alternative Water Study	30,000
Geothinq Software	65,000
Toxicity Testing (Hydrosphere)	10,000
Watershed (Coastal Environmental)	12,000
Electrician	20,000
Special Analysis	5,000
Lead / Copper Inventory - Federally mandated project	150,000
Water Analysis	70,000
Sludge Hauling	50,000
Audit	7,150
IT Managed Services	63,000
Financial Software Support	4,295
<b>Total</b>	<b>486,445</b>

### 2200 - Vehicles / Equipment Maintenance

Vehicle Maintenance	25,000
Electrical Updates	20,000
Ultraviolet Bulb Annual Replacement	25,000
Lift Station & Well Control Panels/Parts	50,000
Heavy Equipment Maintenance	15,000
SCADA system	25,000
Miscellaneous	20,000
<b>Total</b>	<b>180,000</b>

### 2201 - Building / Infrastructure Maintenance

Office Upgrades	25,000
Sanitary Repairs	40,000
Watermain Repairs	40,000
Lift Station Repairs	50,000
Well Maintenance & Repairs	30,000
<b>Total</b>	<b>185,000</b>

### 1100 - Supplies & Equipment

Safety Equipment	10,000
Uniform / Clothing	10,000
Gravel	20,000
Chlorine for Wells (Savannah Brush)	40,000
Parts for Water and Sewer Repairs (Consolidated Pipe & Othe	50,000
Polymer for Sludge (Ultrachem)	100,000
Lab Supplies (USA Bluebook & Others)	15,000
Office and Miscellaneous	25,000
<b>Total</b>	<b>270,000</b>

### 1230 - Utilities

Cable / Internet	2,000
Phone	2,000
Electric	200,000
Water / Sewer	85,000
SCADA Connection	5,000
Cradlepoints / Hotspots	1,000
<b>Total</b>	<b>295,000</b>

Fund 505 - Water / Sewer Fund  
 Itemized List of Capital Requests - FY24 to FY25 Multi Year Budget

Account	Description	FY24	FY25	Multi-Year
		Amended Budget	Budget Amount	Total Budget
11-7300	Replacement of Sanitary Mains	\$ 1,100,000	\$ 1,338,000	\$ 2,438,000
11-7300	Replacement of Watermains	325,000	186,500	511,500
11-7300	Raise Well Houses Above Flood Plain	300,000	300,000	600,000
11-7300	WWTP Grit Removal & Odor Control System	500,000	-	500,000
11-7300	WWTP & Well Generators	150,000	-	150,000
11-7300	Butler Ave & Fort Screven Water Towers	625,000	300,000	925,000
11-7300	Odor Control for WWTP & Lift Station	-	250,000	250,000
11-7300	Replace Sanitary Forcemains	-	75,000	75,000
11-7300	Lift Station - New Pumps & Motor Control Centers	-	300,000	300,000
11-7300	Ultra Violet Disinfection	-	350,000	350,000
Total Capital Additions		\$ 3,000,000	\$ 3,099,500	\$ 6,099,500

Fund 505 - Water / Sewer Fund  
 Schedule of Principal and Interest on Existing Debt

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**Outstanding Debt**

During 2021, the Water / Sewer Utility issued \$4 million to finance multiple utility related projects and equipment upgrades as indicated above. Prior to the 2021 debt issue, the Utility had outstanding notes payable with Georgia Environmental Facilities Authority (GEFA) for previous water line extensions and left stations, and various other water and sewer improvement projects. As of June 30, 2024 the Utility has \$6.4 million in outstanding debt. This does not include the \$3,000,000 borrowed in January 2024. Repayment does not begin until all proceeds have been drawn. Annual principal and interest payments are as follows:

Fiscal Year Payable	Principal	Interest	Total
2026	755,907	130,645	886,552
2027	431,054	117,655	886,552
2028	370,887	110,252	548,709
2029	378,279	102,861	481,139
2030	385,845	95,294	481,140
2031-2035	2,049,107	356,588	2,405,695
2036-2040	1,645,805	153,261	1,799,066
2041-2045	417,082	9,139	426,221
	<u>\$ 6,433,966</u>	<u>\$ 1,075,695</u>	<u>\$ 7,915,074</u>



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# Solid Waste Fund

## Department Description:

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

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

Current per cart rate:

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

Fund 540 - Solid Waste Fund  
 Summary of Revenues & Expenses

Source	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
			2024 Budget	4/30/24 YTD			
Public Charges for Services	\$ 964,909	\$ 1,053,628	\$ 1,071,500	\$ 792,473	\$ 1,076,000	\$ 1,281,000	19.55%
Other Financing Sources	213,893	204,946	179,550	150,793	189,050	-	-100.00%
Total Solid Waste Revenue	<u>\$ 1,178,802</u>	<u>\$ 1,258,574</u>	<u>\$ 1,251,050</u>	<u>\$ 943,266</u>	<u>\$ 1,265,050</u>	<u>\$ 1,281,000</u>	2.39%

Department	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
			2024 Budget	4/30/24 YTD			
Personnel	\$ 11,673	\$ 15,155	\$ 15,050	\$ -	\$ 15,050	\$ 15,492	2.94%
Services	1,160,046	1,243,419	1,236,000	943,266	1,250,000	1,260,000	1.94%
Total Solid Waste Expenses	<u>\$ 1,171,719</u>	<u>\$ 1,258,574</u>	<u>\$ 1,251,050</u>	<u>\$ 943,266</u>	<u>\$ 1,265,050</u>	<u>\$ 1,275,492</u>	1.95%
Increase / (Decrease) in Equity	<u>\$ 7,083</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,508</u>	
Beginning Cash Balance	\$ -	\$ 7,083	\$ 7,083		\$ 7,083	\$ 7,083	
Adjustments to "accrual" basis:							
Adjustments for accruals	-	-	-		-	-	
Applied Budget Surplus	-	-	-		-	-	
Ending Cash Balance	<u>\$ 7,083</u>	<u>\$ 7,083</u>	<u>\$ 7,083</u>		<u>\$ 7,083</u>	<u>\$ 12,591</u>	

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

Account	Account Name	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
				2024 Budget	4/30/24 YTD			
Public Charges for Services								
34-4110	Solid Waste Collection Fees	\$ 945,614	\$ 1,031,218	\$ 1,050,000	\$ 785,320	\$ 1,056,000	\$ 1,056,000	0.57%
34-4111	Yardwaste Collection Fees	-	-	-	-	-	150,000	100.00%
34-4112	Compactors	19,295	22,410	21,500	7,153	20,000	75,000	248.84%
	Total Public Charges for Services	964,909	1,053,628	1,071,500	792,473	1,076,000	1,281,000	19.55%
Other Financing Sources								
39-1000	Transfer from General Fund	213,893	204,946	179,550	150,793	189,050	-	-100.00%
	Total Other Financing Sources	213,893	204,946	179,550	150,793	189,050	-	-100.00%
	Total Solid Waste Revenues	\$ 1,178,802	\$ 1,258,574	\$ 1,251,050	\$ 943,266	\$ 1,265,050	\$ 1,281,000	2.39%
Account	Account Name	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
				2024 Budget	4/30/24 YTD			
Personnel								
51-1100	Wages & Benefits	\$ 11,673	\$ 15,155	\$ 15,050	\$ -	\$ 15,050	\$ 15,492	2.94%
	Total Personnel	11,673	15,155	15,050	-	15,050	15,492	2.94%
Services								
52-2111	Residential Waste Collection	945,559	1,018,964	1,020,000	777,999	1,025,000	1,035,000	1.47%
52-2112	Compactors	66,261	76,229	66,000	52,229	75,000	75,000	13.64%
52-2119	Yardwaste Removal	148,226	148,226	150,000	113,038	150,000	150,000	0.00%
	Total Services	1,160,046	1,243,419	1,236,000	943,266	1,250,000	1,260,000	1.94%
	Total Solid Waste Expenses	\$ 1,171,719	\$ 1,258,574	\$ 1,251,050	\$ 943,266	\$ 1,265,050	\$ 1,275,492	1.95%

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# Campground Fund

## **Department Description:**

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

## **Services:**

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

## **Personnel:**

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

Fund 555 - Campground Fund  
 Summary of Revenues & Expenses

Source	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Public Charges for Services	\$ 2,460,618	\$ 2,330,481	\$ 2,150,000	\$ 1,986,618	\$ 2,323,600	\$ 2,225,000	3.49%
Other Financing Sources	-	98,307	40,000	162,875	190,000	382,971	0.00%
<b>Total Campground Revenue</b>	<b>\$ 2,460,618</b>	<b>\$ 2,428,788</b>	<b>\$ 2,190,000</b>	<b>\$ 2,149,493</b>	<b>\$ 2,513,600</b>	<b>\$ 2,607,971</b>	<b>19.09%</b>

Department	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Personnel	\$ 565,645	\$ 678,318	\$ 765,035	\$ 605,207	\$ 737,120	\$ 764,186	-0.11%
Services	368,565	386,648	459,722	345,340	461,087	525,685	14.35%
Supplies & Other Items	262,730	281,816	303,000	240,449	311,250	326,100	7.62%
Capital	27,909	9,090	-	-	-	495,000	0.00%
Depreciation & Debt Service	495,922	107,322	497,065	21,365	497,065	497,000	-0.01%
<b>Total Campground Expenses</b>	<b>\$ 1,720,771</b>	<b>\$ 1,463,194</b>	<b>\$ 2,024,822</b>	<b>\$ 1,212,361</b>	<b>\$ 2,006,522</b>	<b>\$ 2,607,971</b>	<b>28.80%</b>
Increase / (Decrease) in Equity	\$ 739,847	\$ 965,594	\$ 165,178	\$ 937,132	\$ 507,078	\$ -	
Beginning Cash Balance	\$ 929,622	\$ 1,584,484	\$ 2,083,750		\$ 2,083,750	\$ 2,590,828	
Adjustments to "accrual" basis:							
Adjustments for accruals	(84,985)	(466,328)	-		-	-	
Reserved for Capital	-	-	-		-	(342,971)	
<b>Ending Cash Balance</b>	<b>\$ 1,584,484</b>	<b>\$ 2,083,750</b>	<b>\$ 2,248,928</b>		<b>\$ 2,590,828</b>	<b>\$ 2,247,857</b>	

Fund 555 - Campground Fund  
Revenues

Account	Account Name	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
				2024 Budget	4/30/24 YTD			
Public Charges for Services								
34-7520	Camping Fees	\$ 1,932,658	\$ 1,802,079	\$ 1,700,000	\$ 1,577,073	\$ 1,810,000	\$ 1,750,000	2.94%
34-7521	Tent Site Fees	77,107	60,050	75,000	71,340	73,600	75,000	0.00%
34-7522	Cabin Rental	238,988	257,223	200,000	188,773	240,000	225,000	12.50%
34-7530	Camp Store Sales	149,123	144,839	140,000	104,935	140,000	140,000	0.00%
34-7538	Parking Revenue	14,068	17,588	10,000	12,840	18,000	10,000	0.00%
34-7534	Miscellaneous	48,674	48,702	25,000	31,657	42,000	25,000	0.00%
	Total Public Charges for Services	<u>2,460,618</u>	<u>2,330,481</u>	<u>2,150,000</u>	<u>1,986,618</u>	<u>2,323,600</u>	<u>2,225,000</u>	3.49%
Other Financing Sources								
39-1300	Use of Fund Balance for Capital	-	-	-	-	-	342,971	100.00%
36-1000	Investment Income	-	98,307	40,000	162,875	190,000	40,000	100.00%
	Total Other Financing Sources	<u>-</u>	<u>98,307</u>	<u>40,000</u>	<u>162,875</u>	<u>190,000</u>	<u>382,971</u>	100.00%
	Total Campground Revenues	<u>\$ 2,460,618</u>	<u>\$ 2,428,788</u>	<u>\$ 2,190,000</u>	<u>\$ 2,149,493</u>	<u>\$ 2,513,600</u>	<u>\$ 2,607,971</u>	19.09%



Fund 555 - Campground Fund  
Expenses - 6180

Account	Account Name	2022 Actual	2023 Actual	Original/Amended		2024 Projected	2025 Budget	Budget % Change
				2024 Budget	4/30/24 YTD			
Personnel								
51-1100	Salaries & Wages	\$ 365,203	\$ 392,333	\$ 468,530	\$ 434,116	\$ 442,915	\$ 480,211	2.49%
51-1300	Overtime	3,439	3,778	4,000	2,821	4,000	-	-100.00%
51-1400	Employee Benefits	15,535	49,355	20,250	15,675	20,250	14,850	-26.67%
51-2100	Insurance Benefits	81,967	101,870	102,470	86,855	102,470	103,475	0.98%
51-2200	FICA Taxes	31,359	36,135	37,700	34,531	42,400	37,872	0.46%
51-2400	Retirement	33,142	30,805	45,000	31,209	38,000	43,298	-3.78%
	Personnel costs allocated to Campgroun	<u>35,000</u>	<u>64,042</u>	<u>87,085</u>	<u>-</u>	<u>87,085</u>	<u>84,480</u>	<u>-2.99%</u>
	Total Personnel	565,645	678,318	765,035	605,207	737,120	764,186	-0.11%
Services								
52-1200	Contract Services / Software	114,969	116,810	150,945	93,106	151,000	206,945	37.10%
52-2200	Vehicle / Equipment Maintenance	4,659	5,925	5,000	2,583	5,000	5,000	0.00%
52-2201	Building & Infrastructure Maintenance	15,889	15,255	25,000	17,813	25,000	25,000	0.00%
52-3100	Property & Workers Comp Insurance	89,953	91,937	98,777	99,059	102,287	110,740	12.11%
52-3300	Advertising & Postage	59,457	69,218	80,000	64,286	78,000	80,000	0.00%
52-3500	Travel & Training	5,953	8,683	11,000	8,670	10,800	11,000	0.00%
52-3600	Dues & Membership	6,220	6,148	7,000	4,140	7,000	7,000	0.00%
52-3990	Credit Card Fees	<u>71,465</u>	<u>72,672</u>	<u>82,000</u>	<u>55,683</u>	<u>82,000</u>	<u>80,000</u>	<u>-2.44%</u>
	Total Services	368,565	386,648	459,722	345,340	461,087	525,685	14.35%
Supplies & Other Items								
53-1100	Supplies & Equipment	35,629	43,238	51,000	33,848	51,000	51,000	0.00%
53-1230	Utilities	154,349	163,741	182,000	152,480	190,250	205,100	12.69%
52-1520	Camp Store Items for Purchase	<u>72,752</u>	<u>74,837</u>	<u>70,000</u>	<u>54,121</u>	<u>70,000</u>	<u>70,000</u>	<u>0.00%</u>
	Total Supplies	262,730	281,816	303,000	240,449	311,250	326,100	7.62%

Fund 555 - Campground Fund (Continued)  
 Expenses - 6180

Account	Account Name	2022 Actual	2023 Actual	Original/Amended 2024 Budget	4/30/24 YTD	2024 Projected	2025 Budget	Budget % Change
Capital								
54-1315	Buildings	18,233	-	-	-	-	400,000	100.00%
54-2100	Vehicles & Equipment	9,676	9,090	-	-	-	95,000	100.00%
54-1410	Site Improvements	-	-	-	-	-	-	100.00%
	Total Capital	27,909	9,090	-	-	-	495,000	100.00%
Depreciation & Debt Service								
56-1000	Principal (Depreciation)	448,954	70,119	469,000	-	469,000	479,000	2.13%
56-2000	Interest	46,968	37,203	28,065	21,365	28,065	18,000	-35.86%
	Total Depreciation & Debt Service	495,922	107,322	497,065	21,365	497,065	497,000	-0.01%
	Total Campground Expenses	<u>1,720,771</u>	<u>1,463,195</u>	<u>2,024,822</u>	<u>1,212,361</u>	<u>2,006,522</u>	<u>2,607,971</u>	28.80%

## Campground Fund Expense Detail - 6180

### 1200 - Contract Services / Software

IT Management Services	69,000
Audit	7,150
Financial Software	4,295
Garbage	11,200
Custodial	90,000
Pest Control	5,000
Big Leaf Network	9,300
Contact Labor	10,000
Lodging Compensation	1,000
Total	<u>206,945</u>

### 3500 - Building & Infrastructure Maintenance

Gravel	6,000
Water / Sewer	5,000
Electrical	5,000
HVAC	5,000
Misc	4,000
Total	<u>25,000</u>

### 3300 - Advertising

Social Media / Internet	42,000
Visitor Guides	11,000
Magazines	16,000
Festivals	4,000
Other	7,000
Total	<u>80,000</u>

### 3500 - Travel & Training

National ARVC Conferences	4,500
Grand Strand Gift Shows	2,500
State Conference	2,000
NRPA and CPRP	1,000
CPO	1,000
Total	<u>11,000</u>

### 1100 - Supplies & Equipment

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

### 1230 - Utilities

Phone System - Momentum	2,600
Fiber - Momentum	21,000
Cable - Comcast	24,500
Water / Sewer	37,000
Electric	117,000
Propane & Fuel	3,000
Total	<u>205,100</u>

### 1520 - Camp Store Items for Resale

Propane	10,000
Apparel	20,000
Groceries	14,000
RV Supplies	12,000
Firewood	14,000
Total	<u>70,000</u>

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

Account	Description	FY24 Original / Amended Budget		FY25 Budget Request	Multi-Year
		Budget Amount	Actual Spent	Budget Amount	Total Budget
54-1315	Maintenance Building - Carryover into FY25	\$ 350,000	\$ -	\$ 350,000	\$ 350,000
54-2100	WiFi Access Point Replacement	-	-	20,000	20,000
54-1315	Bathhouse Construction Drawings - Carryover in FY25	50,000	-	50,000	50,000
54-2100	Vehicles - Bucket Truck (shared vehicle)	-	-	75,000	75,000
Total Capital Additions		<u>400,000</u>	<u>-</u>	<u>495,000</u>	<u>420,000</u>

In August 2016, the City of Tybee Island entered into an intergovernmental agreement with the Chatham County Recreation Authority to issue the Chatham County Recreational Authority Refunding Revenue Bonds to finance the City's Campground Project. \$4.4 million was issued with the bonds secured by the revenues received through the Campground. This bond matures in 2026.

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**File Attachments for Item:**

7. Second Reading, 2024-07, Tech Fees

**ORDINANCE NO. 2024-07**

**AN ORDINANCE TO AUTHORIZE THE MUNICIPAL COURT OF THE CITY OF TYBEE ISLAND TO CHARGE TECHNOLOGY FEES AND TO SPECIFY THE USES TO WHICH SUCH FEES MAY BE APPLIED; TO REPEAL AND REPLACE AN ORDINANCE ADDRESSING TECHNOLOGY FEES; TO PROVIDE FOR THE IMPOSITION OF THE FEE AS A SURCHARGE AND TO PROVIDE THE USES FOR THE PROCEEDS AS AUTHORIZED BY HOUSE BILL 1106 (2024) AND APPROVED BY ORDER OF THE JUDGE OF THE MUNICIPAL COURT AND TO PROVIDE THAT THE FEES CAN BE USED FOR SPECIFIC PURPOSES INCLUDING TO REIMBURSE THE CITY FOR SERVICES PROVIDED TO THE COURT AND POLICE DEPARTMENT FOR TECHNOLOGY PRODUCTS AND SERVICES, AND IN ACCORDANCE WITH HOUSE BILL 1106 AUTHORIZING THE IMPOSITION OF THE FEE WHICH IS TO BE EFFECTIVE ON JULY 1, 2024; AND FOR OTHER PURPOSES.**

WHEREAS the duly elected governing authority for the City of Tybee Island, Georgia, is authorized under Article 9, Section 2, Paragraph 3 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Tybee Island, Georgia, and

WHEREAS the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof; and

WHEREAS the governing authority desires to adopt ordinances under its police, and home rule powers granted to municipal and local governments under the State Constitution; and

WHEREAS House Bill 1106 provides authorization to impose a technology fee not to exceed \$10.00 as a surcharge for each criminal and/or quasi-criminal fine assessed; and

WHEREAS the Judge of the Municipal Court has entered an Order providing for such fee in accordance with House Bill 1106; and

WHEREAS the technology fees are to be maintained in a segregated account and such fees and shall be used exclusively to provide technological products and services for the court and the police department.

NOW THEREFORE, it is hereby ordained by the governing authority of the City of Tybee Island as follows:

Ordinance number Section 38-4 of the Code of the City of Tybee Island be repealed in its entirety and replaced with the following to be numbered Section 38-4 and entitled TECHNOLOGY COST FEE AND SURCHARGE.

**SECTION 1**

As authorized by the Municipal Court, to be effective no sooner than July 1, 2024, there shall be a technology cost surcharge not to exceed the amount of \$10.00 imposed per offense for all offenses except O.C.G.A. 40-8-76 and 40-8-76.1. Said technology cost surcharge shall be in addition to all other fines and fees imposed by the Municipal Court and is to be used exclusively to provide for the following technological needs of the court and the city's police department:

1. The purchase, lease, maintenance, and installation of computer hardware and software;



2. The purchase, lease, maintenance, and installation of equipment and software used for imaging, scanning, facsimile, communications, projections, and printing;
3. Police department hardware, software and associated equipment for body-worn, mobile, stationary, or vehicle mounted cameras; and
4. All funds collected pursuant to this Ordinance shall be maintained in a segregated account by the chief financial officer of the city and the clerk of court, separate from other funds of the city, and shall be expended only for authorized purposes upon direction of the city manager. The funds may be used to reimburse the city's information technology department for services provided to the court or police department.

#### **SECTION 2**

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance. It is hereby declared as the intent of the City of Tybee Island Mayor and Council that this ordinance would have been adopted had such invalid or unconstitutional provision not been included herein.

#### **SECTION 3**

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

#### **SECTION 4**

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Tybee Island, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

**SECTIONS**

This ordinance shall be effective on **1<sup>st</sup>** day of July 2024.

ADOPTED THIS      DAY OF \_\_\_\_\_ 2024.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK OF COUNCIL

FIRST READING:      \_\_\_\_\_  
SECOND READING:    \_\_\_\_\_  
ENACTED:              \_\_\_\_\_

**File Attachments for Item:**

8. Second Reading: 2024-06, Sec 3-110(c) Temporary use of recreational vehicles on private property for dwelling purposes

**ORDINANCE NO. 2024-06**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES  
OF TYBEE ISLAND, GEORGIA, TO PROVIDE FURTHER  
DEFINITION OF RECREATIONAL VEHICLES THAT MAY BE USED  
ON A TEMPORARY BASIS AS WELL AS THE DEFINITION OF  
DWELLING PURPOSES FOR THE ORDINANCE ON TEMPORARY USE  
OF RECREATIONAL VEHICLES**

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, (the “City”) is authorized under Article 9, Section 2, Paragraph 3 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Tybee Island, Georgia, and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof; and

WHEREAS, the governing authority desires to adopt ordinances under its police and home rule powers; and

WHEREAS, the City recognizes citizens or visitors may for a limited time use a recreational vehicle; and

WHEREAS, the City seeks to clarify the types recreational vehicles which may be used on a temporary basis under the ordinance as well as the purposes for which a recreational vehicle may be used;

NOW THEREFORE, it is hereby ordained by the governing authority of the City of Tybee Island that the Code of Ordinances will be amended as follows:

**SECTION 1**

Section 3-110(c) is revised as follows:

(C) *Temporary use of recreational vehicles on private property for dwelling purposes.* No recreational vehicle shall be used for dwelling purposes on any lot in a residential district unless a temporary permit is acquired. Such permit shall be valid for up to seven days and the lot is only eligible for a permit three times per calendar year except as set forth below. Only one

vehicle may be granted a permit for a lot during the duration of the permit. The temporary permit may be obtained from the zoning administrator during normal hours of operation at the city hall. There is no fee for this permit. However, violation of this clause will be subject to the same enforcement as all other regulations of this Land Development Code.

"Dwelling Purposes" means to "use for living space" and shall include, but not be limited to, acts of sleeping, cooking, bathing, occupying as a dwelling, or any stay within the recreational vehicle not directly related to its driving. The following factors may constitute acts to be considered indicative of "Dwelling Purposes":

1. Evidence of a person entering and exiting the vehicle;
2. Connection of the vehicle to sewer, water, or electrical systems;
3. Use of a power generator;
4. Accessory structures about the vehicle;
5. Illumination of the interior of the vehicle;
6. Window masking;
7. Expanded bays "pop-outs."

"Recreational vehicle" or "RV" means a vehicular-type unit primarily designed as temporary living quarters for recreational, camping, travel or seasonal use that either has its own motive power or is mounted on, or towed by, another vehicle. An RV should comply with all applicable laws as to size.

(D) For purposes of facilitating the work associated with elevating homes a part of the FEMA sponsored Hazard Mitigation Grant, the restrictions contained in Section (C) above shall not apply to a homeowner who needs to reside in a recreational vehicle while they are actively engaged in construction under the Grant. This special exemption shall be permitted for a period of no longer than one year. However, if construction is not completed within one year from issuance of the initial permit, a person may apply for a renewal of the permit for up to an additional twelve months provided they continue active construction to complete the project. Placement of the recreational vehicle must meet all setback requirements and be approved by the City's Planning and Zoning Department.

## **SECTION 2**

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance. It is hereby declared as the intent of the City of Tybee Island Mayor and Council that this ordinance

would have been adopted had such invalid or unconstitutional portion not been included herein.

**SECTION 3**

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

**SECTION 4**

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Tybee Island, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

**SECTION 5**

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to The Code of the City of Tybee Island, Georgia.

This Ordinance shall become effective on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ADOPTED THIS \_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK OF COUNCIL

FIRST READING: \_\_\_\_\_

SECOND READING: \_\_\_\_\_

ENACTED: \_\_\_\_\_

**File Attachments for Item:**

9. Second Reading 2024-09 FY25 Budget

**ENTITLED:  
AN ORDINANCE TO AMEND THE CODE OF ORDINANCES  
OF TYBEE ISLAND, GEORGIA, TO ADOPT THE FISCAL YEAR  
2025 OPERATING BUDGET**

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, (the “City”) is authorized under Article 9, Section 2, Paragraph 3 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Tybee Island, Georgia; and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof; and

WHEREAS, the governing authority desires to adopt an ordinance authorized under the City Charter; and

WHEREAS, the City having conducted required hearings and public meetings,

NOW THEREFORE, it is hereby ordained by the governing authority of the City of Tybee Island that the Code of Ordinances will be amended as follows:

**SECTION 1**

The operating budget attached hereto is hereby adopted for fiscal year 2024.

**SECTION 2**

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance. It is hereby declared as the intent of the City of Tybee Island Mayor and Council that this ordinance would have been adopted had such invalid or unconstitutional portion not been included herein.



**SECTION 3**

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

**SECTION 4**

This ordinance shall not require codification.

**SECTION 5**

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to The Code of the City of Tybee Island, Georgia.

This Ordinance shall become effective on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ADOPTED THIS \_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK OF COUNCIL

FIRST READING: \_\_\_\_\_  
SECOND READING: \_\_\_\_\_  
ENACTED: \_\_\_\_\_

**File Attachments for Item:**

10. Second Reading FY25 2024-10 Capital Budget

ORDINANCE NO. 2024-10

**ENTITLED:  
AN ORDINANCE TO AMEND THE CODE OF ORDINANCES  
OF TYBEE ISLAND, GEORGIA, TO ADOPT THE FISCAL YEAR  
2025 CAPITAL BUDGET**

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, (the “City”) is authorized under Article 9, Section 2, Paragraph 3 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Tybee Island, Georgia; and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof; and

WHEREAS, the governing authority desires to adopt an ordinance authorized under the City Charter; and

WHEREAS, the City having conducted required hearings and public meetings,

NOW THEREFORE, it is hereby ordained by the governing authority of the City of Tybee Island that the Code of Ordinances will be amended as follows:

**SECTION 1**

The capital budget attached hereto is hereby adopted for fiscal year 2024.

**SECTION 2**

If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance. It is hereby declared as the intent of the City of Tybee Island Mayor and Council that this ordinance would have been adopted had such invalid or unconstitutional portion not been included herein.

**SECTION 3**

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

**SECTION 4**

This ordinance shall not require codification.

**SECTION 5**

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to The Code of the City of Tybee Island, Georgia.

This Ordinance shall become effective on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ADOPTED THIS \_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK OF COUNCIL

FIRST READING: \_\_\_\_\_  
SECOND READING: \_\_\_\_\_  
ENACTED: \_\_\_\_\_