

MAYOR
Brian West

MAYOR PRO TEM
Monty Parks

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



CITY MANAGER
Bret Bell

CITY CLERK
Fabian Mann

ASST CITY MANAGER
Michelle Owens

CITY ATTORNEYS
Edward M. Hughes
Tracy O'Connell

CITY OF TYBEE ISLAND

City Council Workshop
April 23, 2025 | 3:00 PM

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

AGENDA

Call to Order

Department Head Reports - Administration

- Warwick Group Consultants: Federal Advocacy Efforts Update
- SPLOST Project Prioritization

City Council Discussion Items

- [Councilmember Sears: Draft](#) Agenda Development Resolution
- City Council Meeting Agenda Review (04.24.25)

Public Comments

Adjournment

Individuals with disabilities who require accommodation in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact Fabian Mann at 912.472.5080 promptly to allow the City to provide reasonable accommodation.

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File Attachments for Item:

Councilmember Sears: Draft Agenda Development Resolution

The City of Tybee's rules of procedure adopted by council Resolution dated June 10, 2010, shall be and are by this Resolution amended by replacing Sec. 3 thereof in its entirety with the following:

Sec. 3 AGENDAS

3.1 FORM AND PROCEDURE

The form of and the procedures for preparing and approving the agendas for council's meetings shall be as described in this Sec. 3. For purposes of this Sec. 3, council's meetings consist of its "regular" meetings as required by section 2.78 of the Code, its "workshop" meetings as scheduled by council from time to time and its "special meetings" called pursuant to section 2.19(b) of the Charter. [EMERGENCY MEETINGS ARE HANDLED IN SECTION 2.24 OF THE CHARTER].

3.2 APPROVAL OF AGENDA AND WORKSHOP SCHEDULE

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

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

3.3 DISCUSSION

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

B) Unless clearly labelled or described otherwise and except for the initial item, COUNCIL'S APPROVAL OF THE AGENDA, items on agendas for workshop meetings are "for discussion" only and shall not be voted on and no action shall be taken with respect thereto.

3.4 AGENDA PREPERATION

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

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

3.5 ADDITION OF ITEMS

After the cut off time no additional items shall be added to an agenda other than those deemed to be necessary to the

operation and functioning of the city by the city manager and the city attorney, with council to be provided immediate notice of any such additional items and the reason therefor. No item may be added to an agenda less than 24 hours prior to the meeting: and as far in advance of the meeting as practicable public notice must be given describing any addition to the agenda and the reason therefor.

3.6 SPECIAL MEETINGS

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

3.7 CONSENT AGENDA

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

SO RESOLVED