

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

**CITY COUNCIL WORKSHOP
AGENDA**

January 24, 2024 at 3:00 PM

Call to Order

Items for Consideration

1. Administration Updates
 - City Manager
 - IT
 - Main Street
2. Rivers End Campground
3. Community Development
4. Finance
5. Tybee Island Fire Rescue
6. Human Resources
7. Municipal Court
8. Parking Services
9. Tybee Island Police Department
10. Code Enforcement
11. Public Works

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.

File Attachments for Item:

1. Administration Updates

City Manager

IT

Main Street



**City Administration Updates
City Council Workshop
January 24, 2023**

Beach Renourishment

- Developed a tentative timetable and funding requirements for USACE for an anticipated 2026 (FY2027) beach nourishment, probably December 2026 - January 2027. (attachment of timeline included)
- The current FY2024/25 COTI budget: \$56,000.
- FY2025 COTI budget: \$315,000 (= \$118,000 in November 2024 and \$197,000 in June 2025).
- FY2026 COTI budget: \$7,500,000 in early May 2026.
- We are working to get the State to contribute \$4 million towards Tybee's share and Chatham County to contribute a TBD amount.

Website Updates

- Phase II of website improvements to transition facility rentals to an online platform is 97 percent complete. Remaining task is to integrate the online payment platform.
- Phase III of the website improvements is about to begin with buildout of a robust citizen engagement section to that allows staff to create web pages for major projects that will house project documents, relevant web links, photos, staff contacts and moderated discussion boards.

Government Relations

- City manager will be attending GMA Cities United Conference in Atlanta, January 25-29 and Savannah-Chatham Day at the Capitol in Atlanta, January 29-31.

Information Technology

- We are onboarding this week with Infinity Inc., the tech firm who will be providing managed IT services for the city, including our data security, server infrastructure and Microsoft Office 365. They will also handle moving our computers and peripherals for our return to city hall.



TYBEE ISLAND SPP- NEXT BEACH RENOURISHMENT (FY26)

BACKGROUND:

- SPP Authorized 23 Jun 71; Initiated construction 1 Sep 74
- Last renourishment was completed Jan 2020 using ~\$13M in BBA18 funds.
- Prior to WRDA22 – period of renourishment was scheduled to end in 2024.
- After WRDA22 – period of renourishment increased by 12 years to 2036.

FY24

- Update CCS code on remaining \$87K from 1037; **Match \$56K from Tybee**
- Complete PMP/Review plan
- Complete PPA Amendment
- Request Fed funds for Validation Study: ROM Est. \$300K (\$182K F; **\$118K NF**).
- Begin executing Validation Study if funded.

FY25

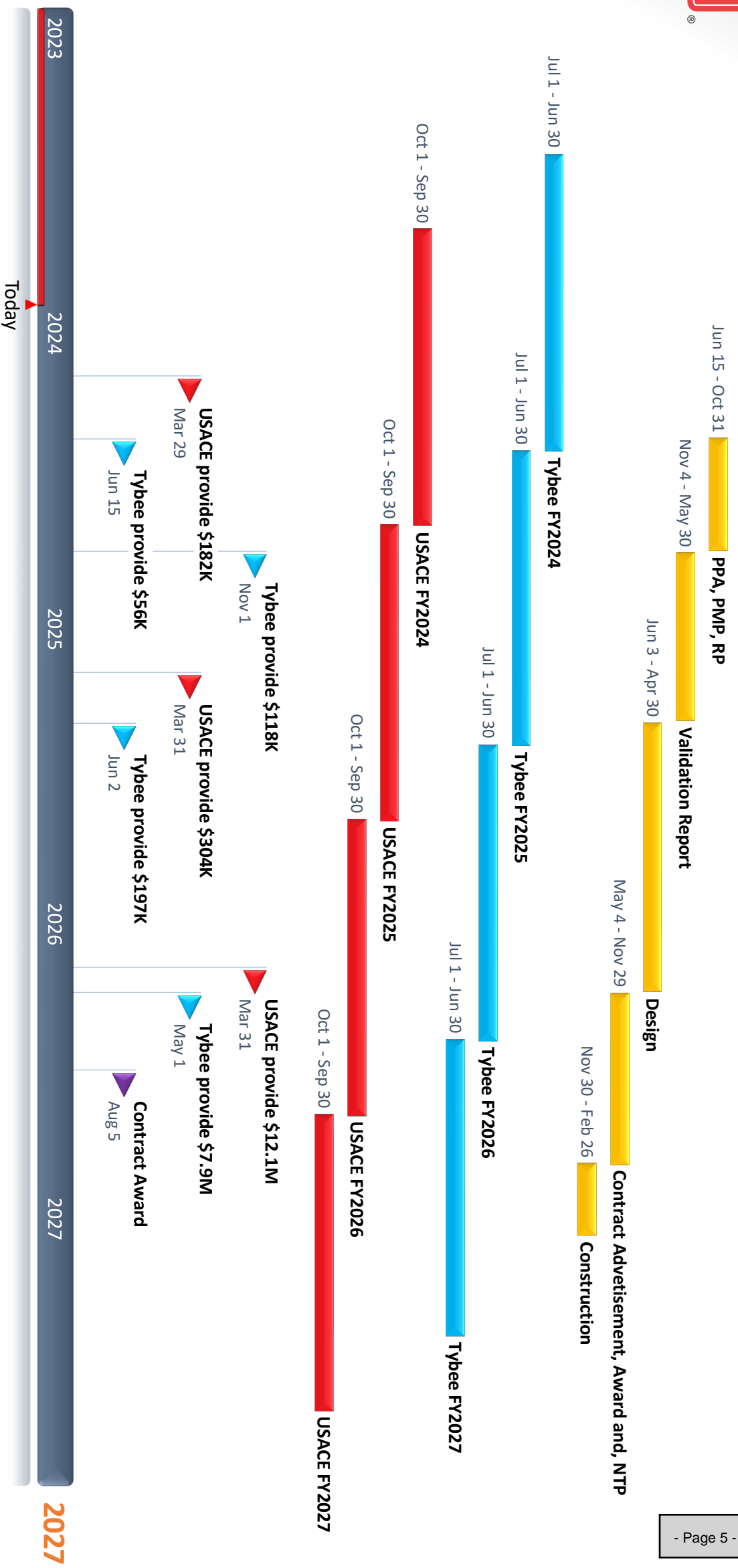
- Complete Validation Study
- Request Fed funds for Design – ROM Est. \$500K (\$304K F, **\$196K NF**)
- Begin design

FY26

- Complete Design
- Request Fed funds for Construction – ROM Est. \$19.1M (\$11.6M F, **\$7.5M NF**)
- Award construction contract

FY27

- Complete construction
- Begin O&M





| Fed Fiscal Year (Oct-Sep) | Tybee Fiscal Year (Jul-Jun) | ROM Amount - Fed | % | ROM Amount - Tybee | % | ROM Total | Activity Description |
|------------------------------|--------------------------------|------------------|-------|--------------------|-------|---------------|--|
| FY24 | FY24 | \$ 86,443 | 60.7% | \$ 55,967 | 39.3% | \$ 142,410 | Develop and execute Project Partnership Agreement, Project Management Plan, and Review Plan. Expect PPA to take ~4 months from receipt of funds. |
| FY24 | FY25 | \$ 182,100 | 60.7% | \$ 117,900 | 39.3% | \$ 300,000 | |
| FY25 | FY25 | \$ 303,500 | 60.7% | \$ 196,500 | 39.3% | \$ 500,000 | |
| FY26 | FY26 | \$ 11,567,958 | 60.7% | \$ 7,489,632 | 39.3% | \$ 19,057,590 | Complete Design. Award Contract. |
| FY27 | FY27 | \$ - | - | \$ 0 | - | \$ - | Supervision and Administration of Construction Contract |

***Assumptions:**

- All unused Tybee funds will roll forward into next activity.
- All Fed funds will be provided at the earliest opportunity (e.g. Earmark, Workplan, Pbud)
- ROM cost of \$20M for planning, contract and S&A. Will be refined during Design

USACE Funding Stream

| Fiscal Year (Oct – Sep) | ROM Estimate (rounded) |
|----------------------------|---------------------------|
| FY24 | \$182,100 |
| FY25 | \$303,500 |
| FY26 | \$11,568,000 |

Tybee Funding Stream

| Fiscal Year (Jul – Jun) | ROM Estimate (rounded) |
|----------------------------|---------------------------|
| FY24 | \$56,000 |
| FY25 | \$314,000 |
| FY26 | \$7,489,700 |

File Attachments for Item:

2. Rivers End Campground



Council Workshop January 24, 2024

Occupancy

- Occupancy is slightly down, but trending with historical averages.
- Jul – Dec: 2,805 Reservations; 11,023 Site Nights; 7,328 Guests; Avg LOS 3.93

Recent Accolades:

- 1st Place Christmas Parade
- Best of Georgia by Georgia Business Journal
- Top 10 Campgrounds to visit in 2024 by Drivin and Vibin
- Maintain 4.6 Google rating after 1,294 reviews

Recently completed projects:

- Pavilion upgrades: Completely rescreened, painted and stained.
- Office Store interior refresh – new paint, reorganization.
- Completed 5 year plan of replacing all picnic tables on RV sites
- Replacement of rotten fences, removal of barbed wire on property line fence.

Upcoming Projects

- Work with digital marketing agency using geofencing and targeting lookback advertising
- Front entrance sign landscaping upgrades
- Capital Project: New Maintenance shop once Water Tower project is complete

File Attachments for Item:

3. Community Development

Community Development Department Update – January 2024

Working to close out our first Hazard Mitigation Grant Program (HMGP 4294-0004) grant for house lifting. Five of twelve homes elevated. Awaiting final reimbursement and closeout letter from GEMA

Second HMGP (4338-0004 – Batch one) grant is underway. Three homes have been elevated and are still under construction or complete. Two homes are waiting on a scope of work change request. Of the remaining 17 homes in the grant application most have chosen not to participate or are unresponsive. There are a few that are still considering their options or working on paperwork.

Second HMGP (4338-0004 – Batch two) Still awaiting award letter from GEMA. Required Photographic Archival Record (PAR) was submitted several months ago. GEMA expects this to be awarded next month.

Starting the Land Development Code (LDC) review process. Hope to finish in approximately six months.

Continuing work on Community Rating Service (CRS)

Working on zoning map update

Permit snapshot 2023

Total permits issued – 578

New homes – 16

Pools - 18

File Attachments for Item:

4. Finance



City of Tybee Island

Memorandum

To: Mayor West & Members of City Council
 From: Jen Amerell, Finance Director *JRA*
 Date: January 24, 2024
 Re: Finance Dept. Updates

Financial Highlights

- Total General Fund departmental actual expenditures on budget as of the end of December at 50% of overall budget as expected.
- Room tax is currently trending 8% or approximately \$111,000 less than anticipated budget as of the end of November.
- Parking revenue is currently trending 16% higher than budget, or approximately \$410,000 as of the end December.

Current & On-going Project(s)

- Completion of City Hall Renovation
- Establishing fund balance policy for General Fund & Proprietary Funds
- Revising credit card policy
- Beginning FY25 budget preparation and expectations
- Revising water / sewer rate structures
- Revising water / sewer CIP financing plan
- Reviewing parking rates and exploring rate increase structuring
- Revising STR Coordinator position and software options
- Establishing capital asset policy
- Obtaining GFOA award certificate for budget excellence
- Obtaining GFOA aware certificate for financial excellence

Upcoming Agenda Item(s)

- Finance Consultant proposal for water / sewer projects and rates
- Budget workshops for Council and public

Attachment(s)

1. List of outstanding debt
2. List of current grants
3. City's Fund Balance / Equity balance in General Fund & Proprietary Funds

Attachment 1

SRP
 City of Tybee Island
 List of Outstanding Debt - as of 1/16/24

| Type | Fund | Maturity | Rates | Original Amount | Amount Remaining | Description |
|---|---------------|----------|----------|-----------------|------------------|---|
| 2019 Chatham Co Recreational Authority Revenue Bond | General | 2039 | 3.0-4.0% | \$ 3,410,000 | \$ 2,895,000 | Financed new Tybee Marine Science Center. Debt service paid by room taxes. |
| 2016 Chatham Co Recreational Authority Revenue Bond | Campground | 2026 | 2.15% | \$ 4,466,000 | \$ 1,519,287 | Finance Campground Project. Debt service paid by campground user fees. |
| 2015 GEFA Notes Payable | Water / Sewer | 2035 | 1.40% | \$ 1,601,090 | \$ 1,052,496 | Financed water line extensions. Debt service paid by water/sewer user fees. |
| 2017 GEFA Notes Payable | Water / Sewer | 2038 | 0.89% | \$ 1,361,000 | \$ 1,061,644 | Financed water/sewer improvements. Debt service paid by water/sewer fees. |
| 2018 GEFA Notes Payable | Water / Sewer | 2038 | 0.89% | \$ 568,973 | \$ 429,272 | Financed water/sewer improvements. Debt service paid by water/sewer fees. |
| 2016 Water / Sewer Refunding Bond | Water / Sewer | 2026 | 2.15% | \$ 3,750,000 | \$ 1,240,000 | To fully pay off three loans with GEFA. Debt service paid by water/sewer user fees. |
| 2021 Water / Sewer Revenue Bond | Water / Sewer | 2041 | 2.75% | \$ 4,045,000 | \$ 4,045,000 | Financed year 1 and 2 of five year CIP. Debt service paid by water/sewer user fees. |
| 2024 Water / Sewer Revenue Bond | Water / Sewer | 2044 | 6.00% | \$ 3,030,000 | \$ - | To finance year 3 of five year CIP. Debt service paid by water/sewer user fees. |

Attachment 2

JPA

**City of Tybee Island
List of Current / Expected Grants - As of 1/16/24**

| Grant | Funding | COTI Funds | COTI Funding | Date Due | Description |
|--|--------------|--------------|--------------------|------------|--|
| DNR Comprehensive Community Resiliency Grant | \$ 110,000 | \$ - | NA | 3/30/2024 | Combines multiple other projects to implement projects through the lens of sea level rise and climate change vulnerabilities. |
| GEMA Safe Shelter | \$ 2,180,250 | \$ 726,750 | 2014 & 2020 SPLOST | 10/30/2025 | Project to construct a Tornado/Hurricane safe room with ADA capabilities. |
| EPA Stormwater Phase 2 | \$ 2,600,000 | \$ 900,000 | 2020 SPLOST | TBD 2027 | 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. |
| 14th Street Drainage | \$ 8,000,000 | \$ 2,000,000 | ARPA Funds | TBD | In application, not yet approved as this date. Expect this to be a 2025 grant. |
| NFWF Back River Project | \$ 380,000 | \$ 320,000 | TBD | TBD 2026 | 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.) |
| Home Elevation | \$ 389,000 | \$ - | NA | Ongoing | Home raising assistance to property owners |
| American Rescue Act | \$ 1,143,836 | \$ - | NA | 12/31/2024 | Initial budget was for COTI's share of stormwater management costs. Nothing committed to date, various eligible priority projects. |

Attachment 3

JRA
 City of Tybee Island
 Fund Balance / Equity - as of 6/30/23

| Equity Classifications | General Fund | Proprietary Funds | | |
|-------------------------------------|----------------------|----------------------|-----------------|---------------------|
| | General | Water / Sewer | Solid Waste | Campground |
| Nonspendable | \$ 237,759 | \$ 11,496,383 | \$ - | \$ 6,055,527 |
| Committed for Future Projects | 2,407,298 | - | - | - |
| Assigned for Economic Stabilization | 5,552,136 | - | - | - |
| Assigned for Beach Nourishment | 2,752,989 | - | - | - |
| Unassigned / unrestricted | 4,150,566 | 716,492 | 7,083 | 1,831,711 |
| Total Fund Balance | \$ 15,100,748 | \$ 12,212,875 | \$ 7,083 | \$ 7,887,238 |

Equity Definitions:

- Nonspendable:** Amounts cannot be spent because they are not in spendable form. For example - funds invested in capital assets are accounted for as an physical asset but are not monetary unless sold.
- Restricted:** Limitations from external restrictions/enabling legislation. For example - funds restricted for principal and interest due.
- Committed:** Formal self imposed limitations by governing body. For example - Council approves annual funds for one-time capital purchases.
- Assigned:** Limitation resulting from intended use. For example - setting aside funds for economic stabilization and beach nourishment. No specific amount is defined.
- Unassigned:** Residual amount when the balances do not meet any of the above criterion.

File Attachments for Item:

5. Tybee Island Fire Rescue



Tybee Island Fire Rescue

P.O. Box 2749 · 512 Jones Avenue Tybee Island, GA 31328 · (912-472-5061)

AGENDA WORKSHOP

(TIFR) Tybee Island Fire Rescue Operations Report

Staffing: Currently TIFR has two shifts staffing 5 firefighters, and one shift staffing 6 firefighters. One Lieutenant per shift, one sergeant per shift, and at least 3 firefighters per shift. Our current minimum staffing requirements is 5 personnel to ensure all front line apparatus are staffed each day. Ideally, staffing levels would be a minimum of 6 per shift. This would ensure that in the event of a call out, minimum staffing requirements are still met without utilizing overtime. Six personnel per shift also ensures that each front line apparatus is staffed with at least two personnel.

Hand Out fact sheet: KEY REQUIREMENTS FOR EMERGENCY SERVICES IN NFPA 1710

Hand Out fact sheet: ORGANIZATION AND DEPLOYMENT OF FIRE SUPPRESSION OPERATIONS

EMS AND SPECIAL OPERATIONS IN CAREER FIRE DEPARTMENTS

Open Vacancies: Fire Administration Division – 1 Fire Marshall/Inspector

Fire Suppression Division – 3 Firefighter II/Medic

Medical Program: TIFR established an ALS program that gives our personnel the capabilities to better treat patients that require Advanced Life Support measures. These measures include but not limited to: front line cardiac medications, administration of controlled narcotics for treatment of pain and seizures, 12 lead EKG, cardioversion and defibrillation capabilities, and front line respiratory medications and airway protection. Each employee must possess or obtain an active and valid state EMS license and consistently train on their medical scope of practice AND be up to date on current medical best practices.

Marine Rescue Program: With the trending increase in water rescue calls that involve watercraft and multiple victims, TIFR purchased a 22 foot zodiac quick response boat. This boat has the ability to go longer ranges in the event we are requested for assistance. This vessel also has the ability to carry more rescue personnel, victims, rescue equipment, and medical equipment compared to our personal watercraft that were previously our only option for water operations. The vessel “Marine 1” has already been utilized to make multiple rescues and has done scene standby for water events such as the F-22 raptor air show. This boat can/will be utilized for summer time beach patrols as well. Along with the new vessel, we still have and utilize our Rescue skis for scenarios that do not warrant a response from Marine 1.

Training division: With the New Year, each firefighter will sit down with their respective officer and the Training Captain. In this meeting, firefighters will examine their career matrix and set goals for which new certifications they wish to achieve this year as well as examine training/certification progress obtained from 2023. Each firefighters training hours have reset and they begin their quest of obtaining the required 240 training hours by December 31, 2024.

(TIOR) Tybee Island Ocean Rescue Division Operations Report

Staffing- 2023 season Ocean Rescue was understaffed due to a trend of applicants getting hired and then working less than 2 days a week or not working at all.

This season we need to consider hiring more guards and continue to work on employee retention.

Environmental- If 2024 staffing allows- a pop up stand is needed at the 18th street jetty. Significant rip currents are located at 18th and 19th street jetty throughout the season.

Code Enforcement's presence at the sandbar was very helpful and much appreciated.

Injuries- Steps were taken to reduce lifeguard injuries. Physical training was closely monitored, and jetty rescue safety was practiced.

(TIFR) Tybee Island Fire Rescue Fire Suppression Apparatus Fleet Report

Engine 1

Service Engine Soon light illuminated.

Coolant leak from upper radiator hoses.

Loose steering from worn steering assemblies.

Officer side Siren floor switch inoperable.

Broken Officer side interior door handle. Must be operated from outside.

Broken Officer side scene light. Light is unable to be extended.

Front Driver side turn signal needs to be replaced.

Engine 1 graphics on rear torn and need replacement.

Tanker 1

Rear step lights need replacement and retrofitting to LEDs

Large air leak from reservoir tank distribution system. Requires time to air up delaying response time.

Rescue 1

3 of 6 upper scene lights out. Need retrofit to LEDs

2 rear scene lights are dim and need to be updated to LEDs

When lights and sirens are operated together low voltage alarm sounds. Possibly caused from undersized or worn alternator.

Truck 1

Inner driver's side door handle inoperable. Driver must open from outside.

Squad 1 Rescue Engine – Replacement for Quint 1

Apparatus is scheduled for delivery February 2024

(TIOR) Tybee Island Ocean Rescue Division Apparatus Fleet Report

Can Am Side by Side

#346 Red HD-7

Needs a new key-switch.

Engine oil and filter and gear case oil change

Metal frame and suspension corrosion removal and rust inhibitor application.

Green HD-7

Needs a new key-switch.

Emergency lights or switch not working

Engine oil and filter and gear case oil change

Metal frame and suspension corrosion removal and rust inhibitor application..

Camouflage HD-7

Needs a new key-switch.

Emergency lights or switch not working.

Exhaust system needs to be replaced.

Engine oil and filter and gear case oil change

Metal frame and suspension corrosion removal and rust inhibitor application.

#347 Green HD-10

Rear emergency light bar needs replacement.

Engine oil and filter and gear case oil change

Metal frame and suspension corrosion removal and rust inhibitor application.

Brakes pulsate and require new rotors and pads front and rear.

#345 Grey HD-9

Emergency lights or switch not working.

Engine oil and filter and gear case oil change

Metal frame and suspension corrosion removal and rust inhibitor application.

Brakes pulsate and require new rotors and pads front and rear.

Bombardier ATV 4-wheeler

Front and rear cargo racks need to be replaced.

Engine oil and filter and gear case oil change

Metal frame and suspension corrosion removal and rust inhibitor application.

SAR 1 2017 Seadoo SAR watercraft

Light switches need to be replaced.

Rescue board attachment points are worn and need to be replaced.

Need new life-vests. (2 rescue, 2 adult and 2 child)

Spark plug replacement and oil and filter change.

SAR 2 Seadoo 2023 Fish-Pro watercraft

Need emergency lights and graphics.

Need new life-vests. (2 rescue, 2 adult and 2 child)

Spark plug replacement and oil and filter change.

2016 Yamaha Waverunner

Need new emergency light switches.

Spark plug replacement and oil and filter change.

Marine 1 2019 Zodiac Rescue Boat

Needs 200 hr. service. (Water pump replacement, New spark plugs. Power-unit oil and filter change and lower unit gear house oil replacement)

(TEMA) Tybee Island Emergency Management Administration Command Vehicle

On-board generator will not start. Requires a shoreline or generator for power.

(TIFR) Tybee Island Fire Rescue - Fire Station Kitchen Remodel

Recently the kitchen in the current fire station was renovated and an additional bathroom/shower was added. At the time the renovation is 95% percent complete. The renovation was approved in the department Capital Budget.

(TIFR) Tybee Island Fire Rescue – Fire Station Infrastructure Condition

- Living conditions for fire personnel are “Sub.par”
- There are rats in the building specifically living in the attic.
- No personal privacy for personnel
- Personnel are constantly getting sick after working in the confinement of the current
- The lack of adequate work space for personnel and Administration staff is “Sub.par”
- Emergency notification for personnel on duty is out dated. On duty staff have to keep their portable radios on throughout their entire shift. When fire chiefs and safety officers think of firefighter safety, they don’t often consider it in relation to their fire stations’ alerting systems. The stress that firefighters are exposed to, however, begins with the incident dispatch they receive in the fire station.
- The United States Fire Administration study, “Fire & Emergency Service—Hearing Conservation Program Manual” (FA-118/1992), states the following:
- “Studies have found noise to be a causative factor in stress-related illnesses, such as hypertension, ulcers, allergies and neurological disorders. Noise has been shown to cause nervousness, fear, and psychosomatic illnesses as well as to disturb sleep.
- “One theory indicates that noise, like other stressors, triggers a startle response, which induces a widespread change in the body’s activities. These changes may include a rise in blood pressure, a rise in pressure inside the head, and increased sweating. Normally, these physiological changes are brought about by intense sounds of sudden onset, much as a firefighter would experience going from a relaxed state in the station to an alarm response.
- “Studies of firefighters’ reaction to the alarm signal indicate that the onset of both physiological and psychological stress induces measurable biological effects. Although the physical activity necessary to get into a truck following an alarm signal should not increase the heart rate to more than around 100 beats per minute, studies have found that heart rates, particularly those of younger firefighters, increased to as much as 130-150 beats per minute. Several studies have shown increases in pulse rates following an alarm signal from between 47-61 beats per minute.”
- The soft-start alerting tones used by the many alerting systems minimize the stress on firefighters by increasing the volume of the tone slowly—from off to full volume—over a longer amount of time. In addition, because the system includes many speakers located throughout the fire station, the volume levels for each speaker can be much lower than in other systems. A day/night feature also helps with system lowers the speaker volume during the quieter nighttime hours to further mitigate the “startle response.

Fire Emergency Services Mutual Aid Updates for the entire County

We are currently working with Chatham County and Chatham Emergency Services to rectify a new Mutual Aid Agreement. We are also working with the county to adjust fire subscription rates for the areas outside the city limits of Tybee that Tybee Island Fire Rescue provides response to.

(FEMA) Federal Emergency Management Agency Community Safety Shelter Update

GEMA Grant awarded last May:

\$2,180,250 - FEMA grant
\$ 726,750 - Tybee share
\$2,907,000 estimated total cost

Note: grant application was made almost 5 years ago, in 2019. Total cost is undoubtedly higher today. Additional cost will be borne by the City. FEMA does not increase grants to reflect higher costs.

Project team is meeting twice/month. Project is currently in design stage. Most of the costs will be in next two Fiscal Years, FY2025 and FY2026.

Key Project Dates:

- 50% design by March 1st
- take to Planning Commission May 20th (packet due May 13th) to approve Site Plan, Drainage Plan, Parcel combination
- Council June 13th meeting approves Planning Commission recommendation and approves budget 1st Reading (FY 2025)
- will need 90% design for Council meeting and estimated full construction budget

Council approves budget on 2nd Reading June 27th

Advertise RFP end of July, open bids end of August

Begin construction on or about 2nd of December, unless agree to begin January 6th

Estimate 10 months construction, to end on or about October 31st

FEMA deadline is October 11, 2023. Will get extension. Estimate two months for Certificate of Occupancy, project complete December 31, 2025.

File Attachments for Item:

6. Human Resources



City of Tybee Island
P.O. Box 2749 – 403 Butler Avenue, Tybee Island, GA 31328
(912)786-4573 – FAX (912) 786-5737

Human Resources Update

January 24, 2024

Council Workshop

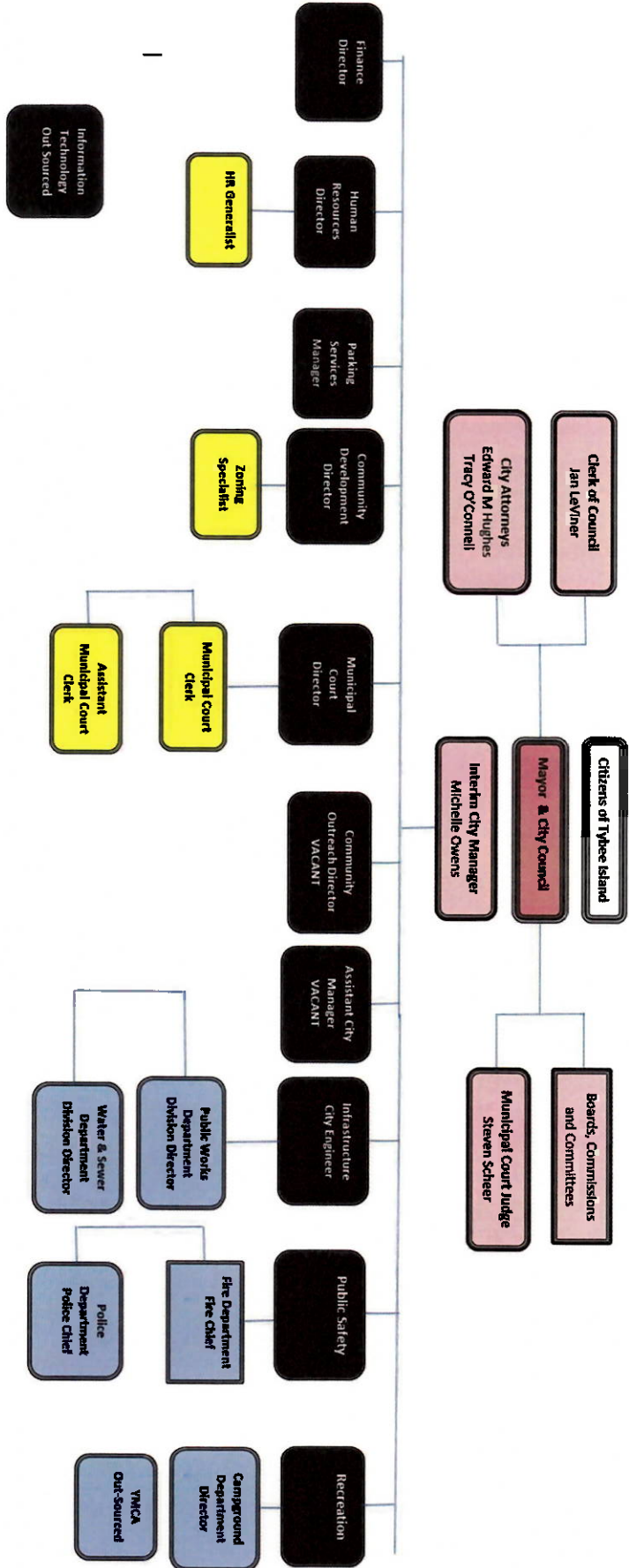
Jaime Spear, HR Director

- 1) City Manager Search
 - a. Firms
 - i. Baker Tilly – Public Sector Executive Recruitment, \$26,950
 - ii. Sumter Local Government Consulting, \$20,000
 - iii. S Renee Narloch & Associates, \$25,000
 - b. Job Postings
 - i. City Website – no cost
 - ii. GMA – no cost
 - iii. GLGPA – no cost
 - iv. ICMA - \$270 for 30 day posting
 - v. National Minority Report - \$150 for 30 day posting
 - vi. LinkedIn - \$300-\$500 for 30 day posting
 - vii. Professional Diversity Network - \$795 for 90 days
 1. Sends to affinity sites – Women’s Career Channel, LGBTQ+ Career Network, Asian Career Network, Black Career Network, iHispano
- 2) Organization Charts
- 3) Annual Required Training
 - a. Diversity, Equity & Inclusion
 - b. Anti Harassment Training
 - c. Unconscious Bias
- 4) Employee Goal Setting
 - a. January 16th – February 28th
- 5) Employee Recognition Dinner
 - a. Thursday, March 7th
 - b. 14 employees to be recognized for years of service & 4 to be recognized for Employee of the Quarter and Employee of the Year
- 6) Personnel Policies

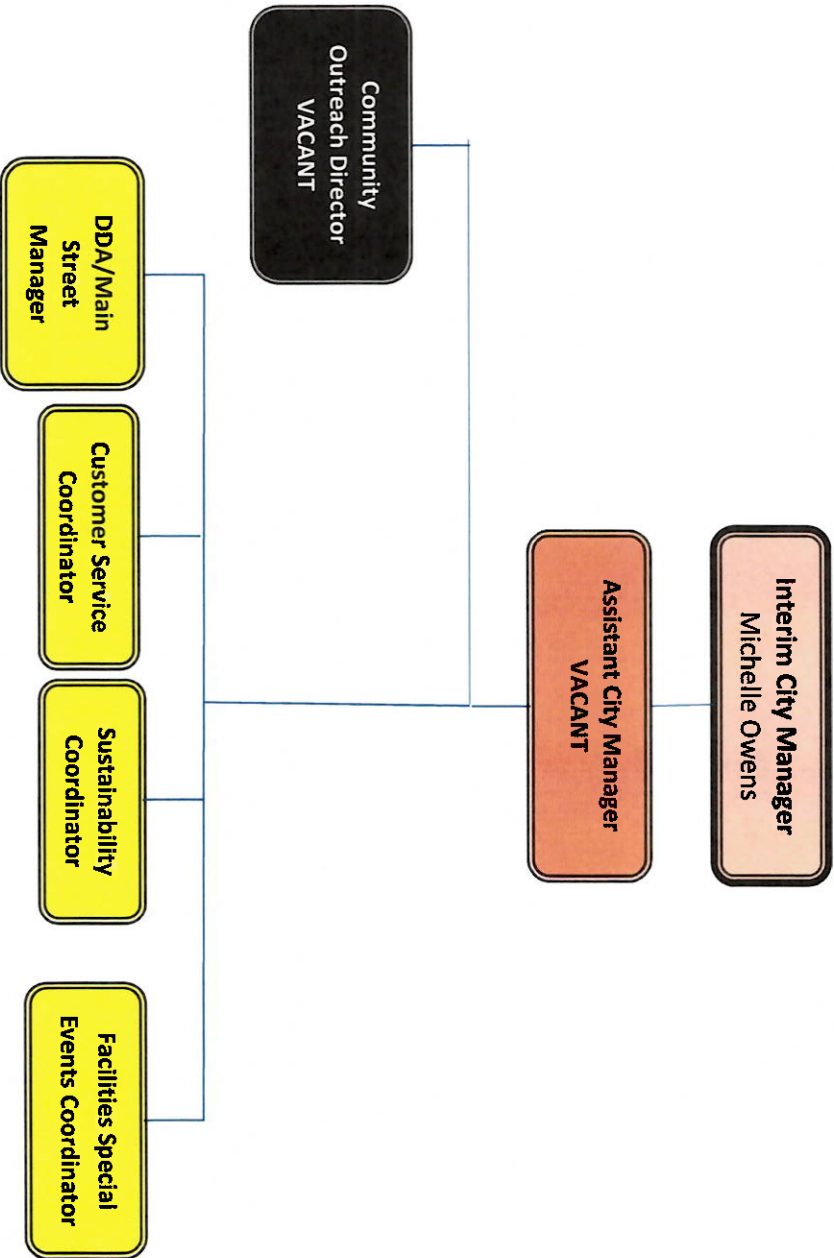
***Attachments:**

Organization Charts for all Departments
Goal Setting Process

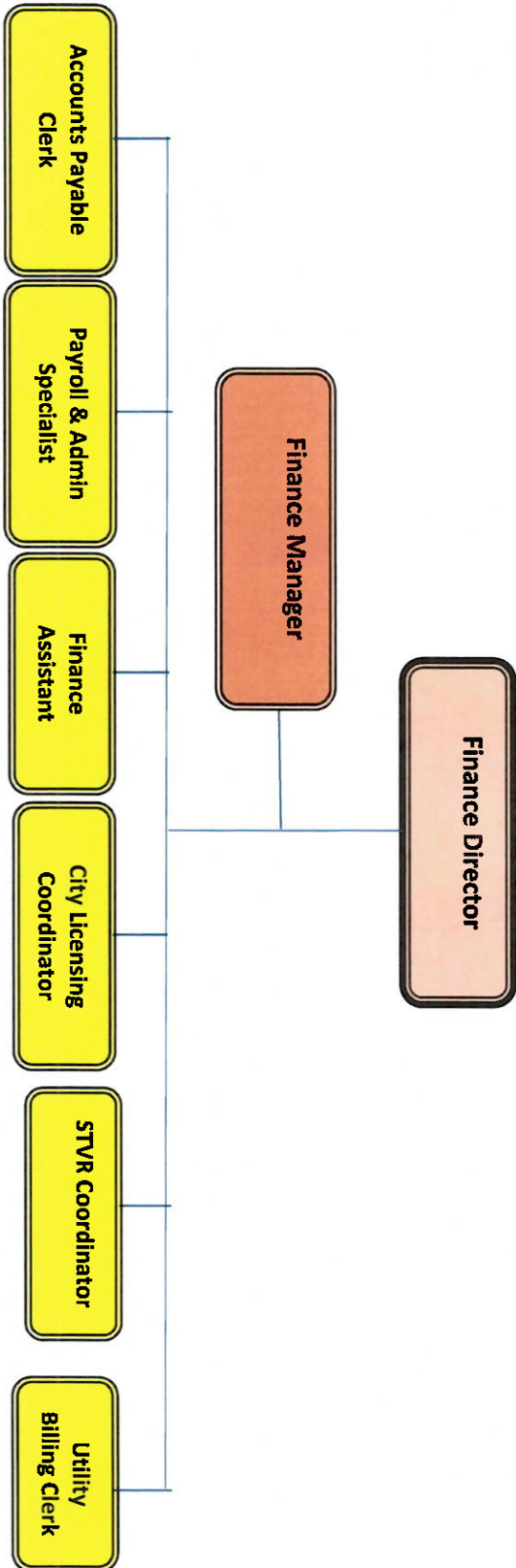
CITY OF TYBEE ISLAND, GEORGIA
 Organization Chart
 January 2024



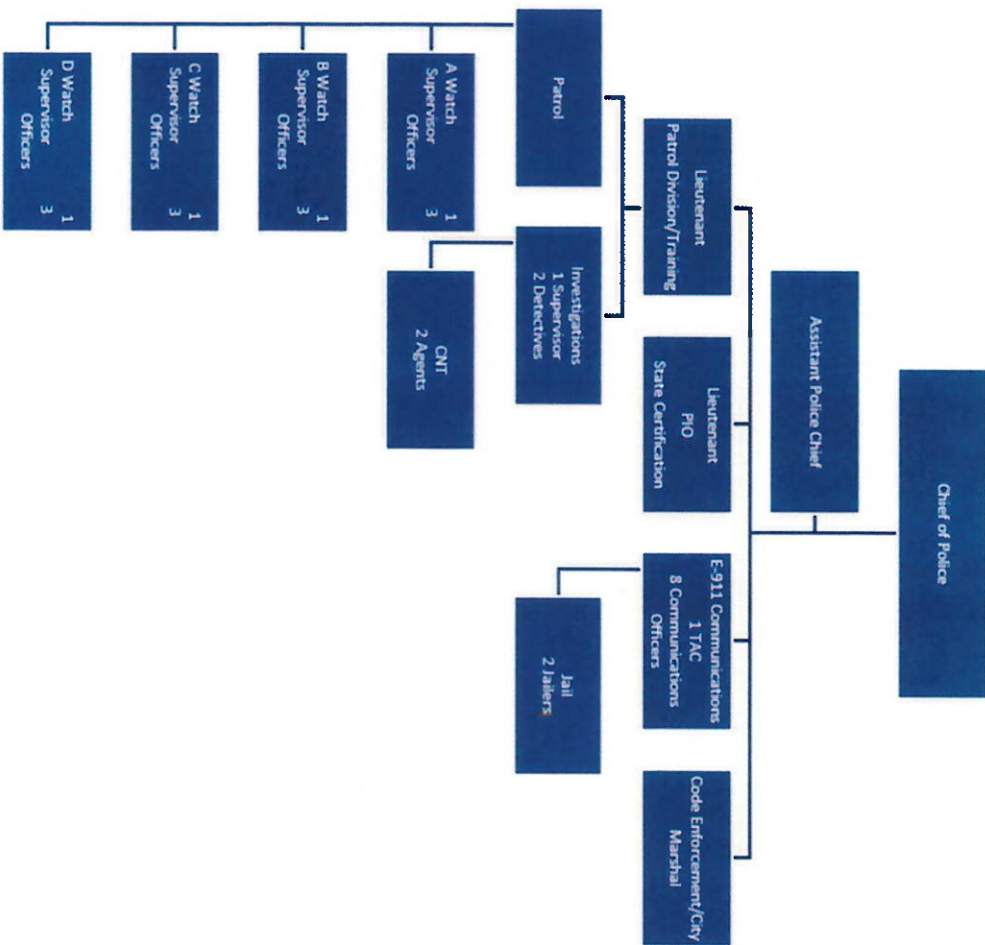
CITY OF TYBEE ISLAND, GEORGIA
Organization Chart
City Manager Department
January 2024

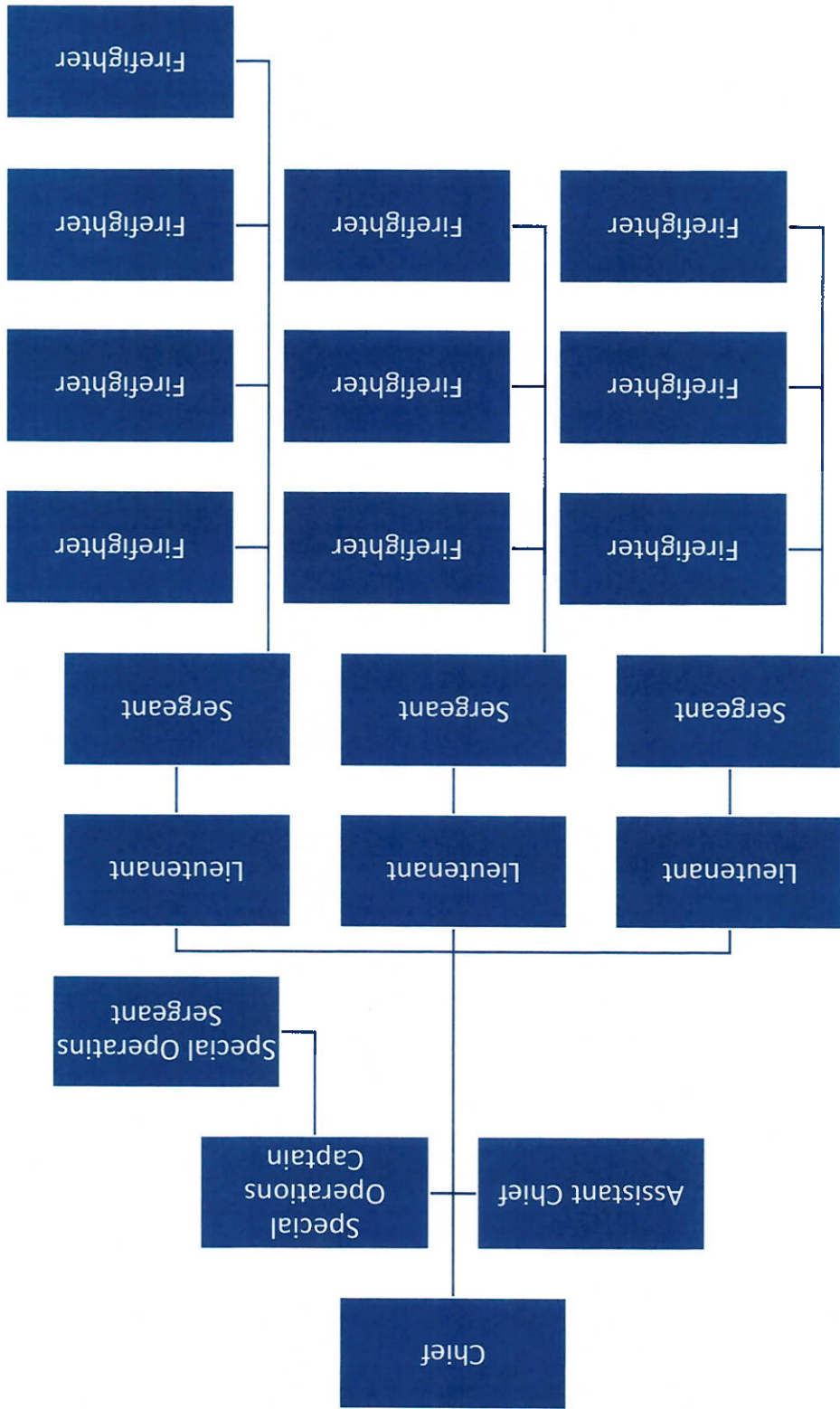


CITY OF TYBEE ISLAND, GEORGIA
Organization Chart
Finance Department
January 2024



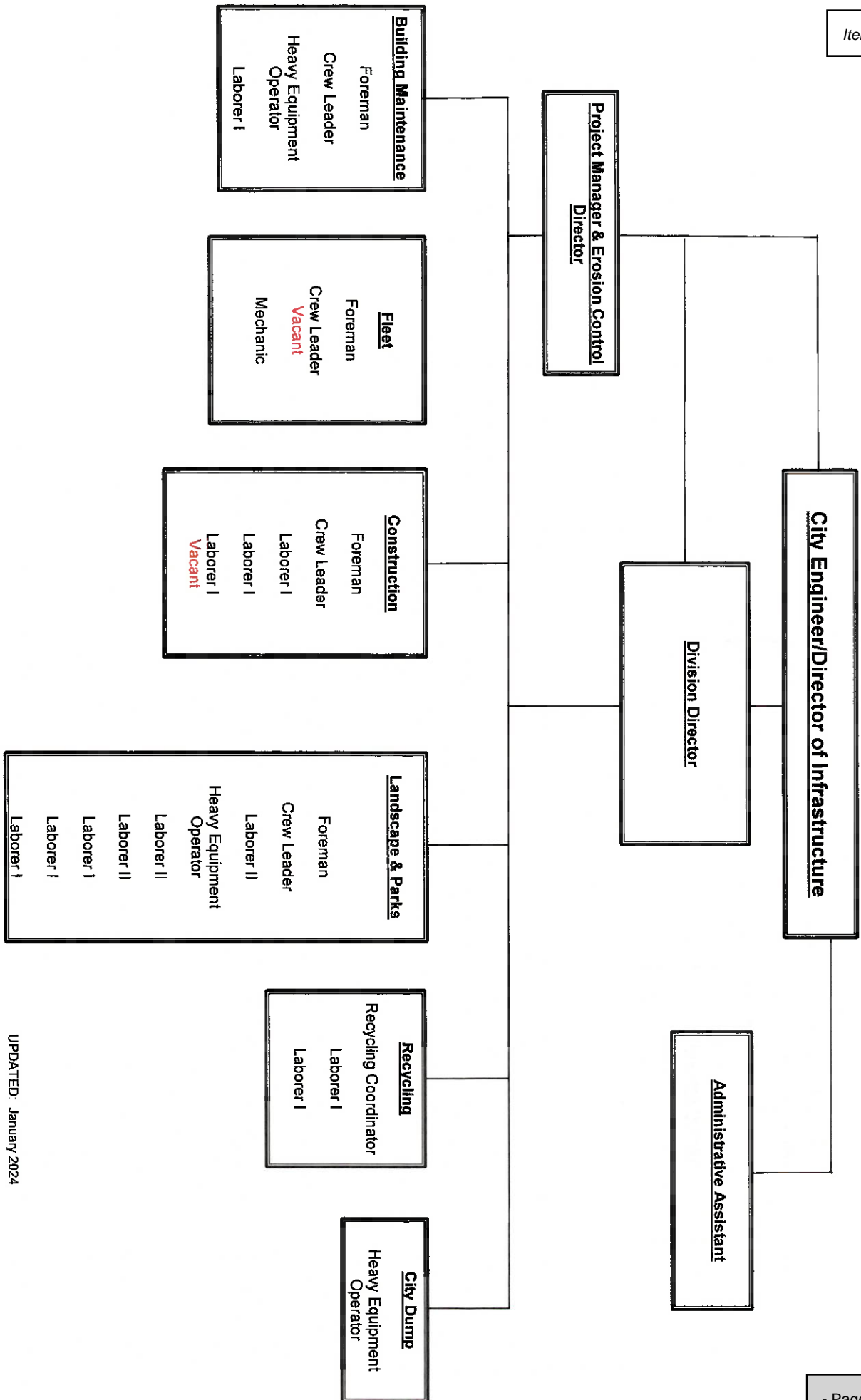
TYBEE ISLAND POLICE DEPARTMENT ORGANIZATIONAL CHART





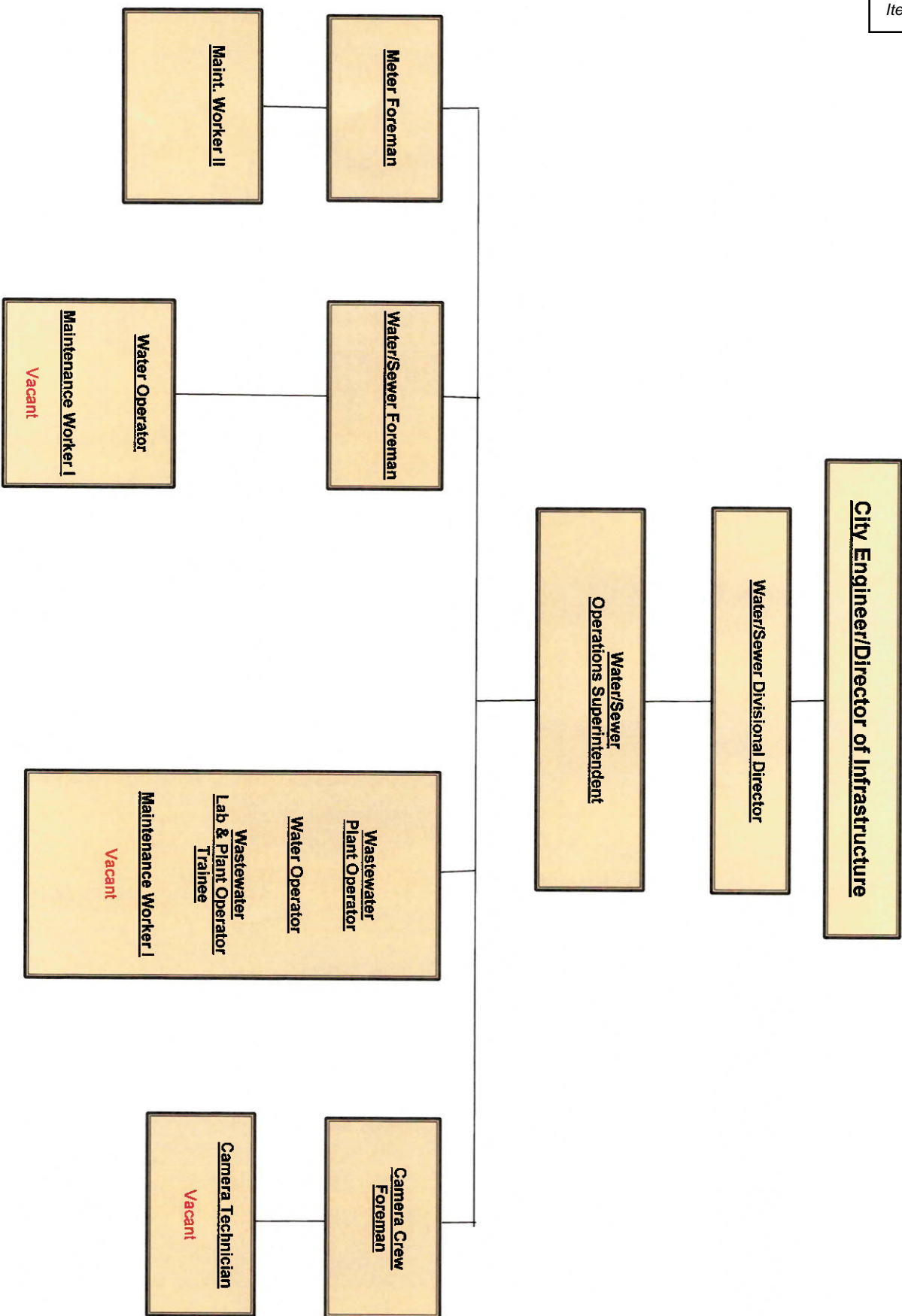
Tybee Island Fire Department
Org Chart 2024

Department of Public Works Organizational Chart

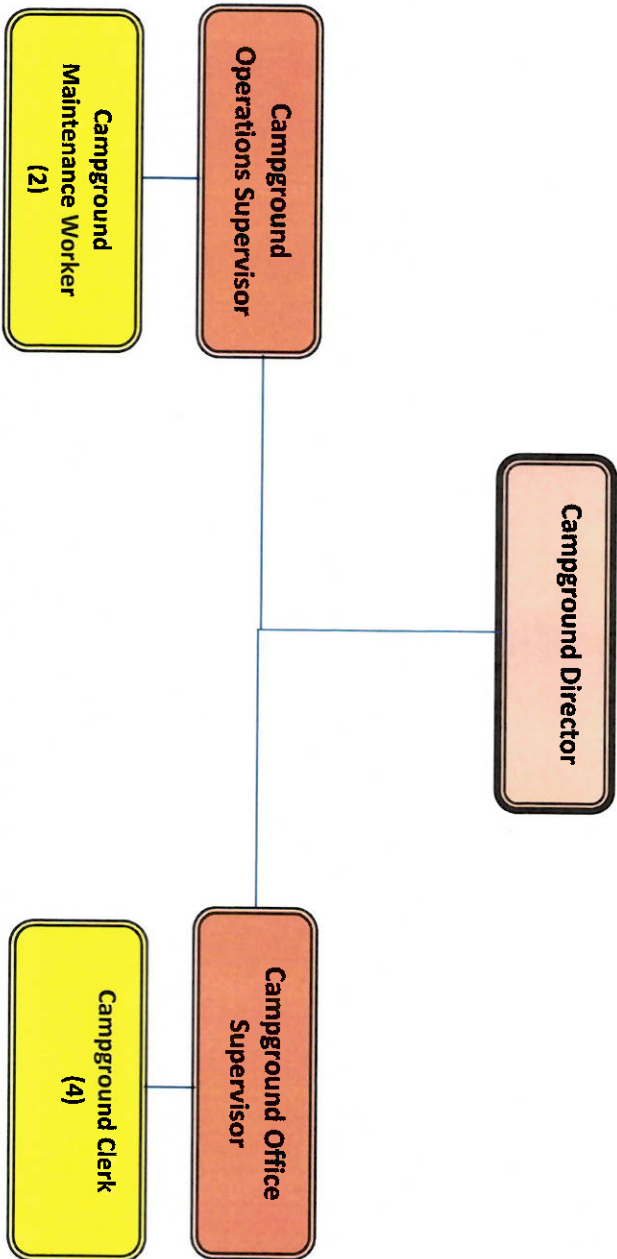


UPDATED: January 2024

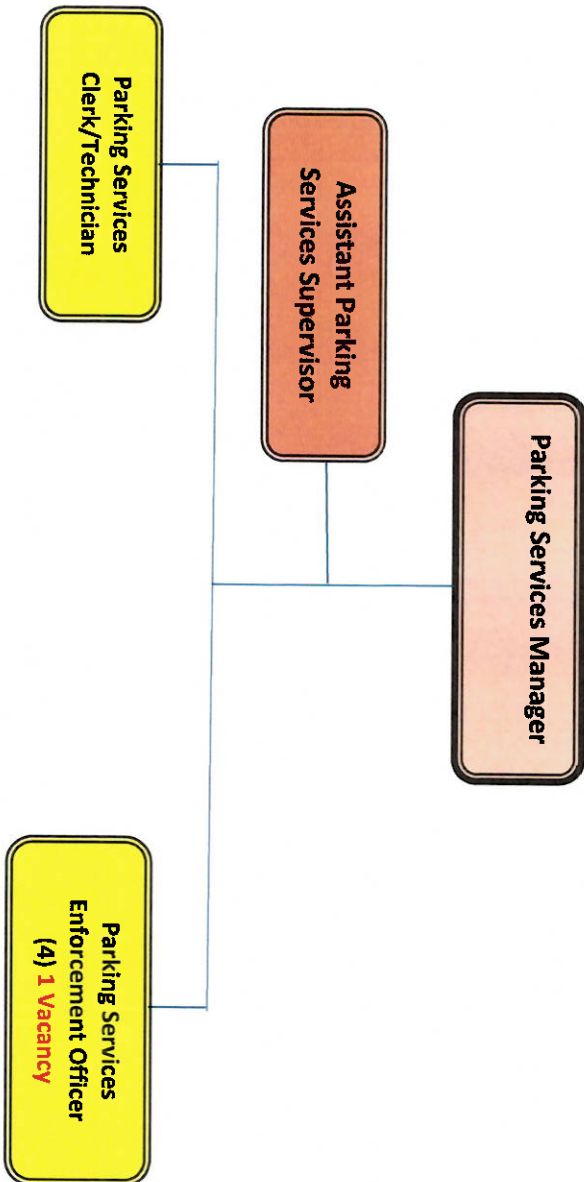
Sewer/Water Department Organizational Chart



CITY OF TYBEE ISLAND, GEORGIA
Organization Chart
River's End Campground & RV Park
January 2024



CITY OF TYBEE ISLAND, GEORGIA
Organization Chart
Parking Department
January 2024





Goal Setting Process for 2024

Beginning January 16, 2024 Department Heads will meet with each of their employees to complete the attached Goals and Expectations worksheet. The deadline for completion is February 28, 2024. Things to note:

- Meetings should last no longer than 15-20 minutes as long as department heads are prepared prior to the meeting for each employee.
- Be prepared to not only discuss set goals but also go over with the employee what is working well for them, and where they may need improvement.
- Goals should support the overall strategy of the department and be indicative of at least three of the four sections of the attached Performance Evaluation Tool (Technical Skills/Knowledge of Job, Dependability/Service, Relationship/Accountability, Attendance).
- Goals should be SMART
 - Specific – What will be accomplished? What actions will need to be taken?
 - Measurable – What data will measure the goal? (How much? How well?)
 - Achievable – Is the goal doable? Does the employee have the necessary skills and resources?
 - Relevant – How does the goal align with broader goals or department strategy?
 - Time Bound – What is the time frame for accomplishing the goal?
 - A SMART goal template has been provided for use if necessary.
- These goals and expectations will be reviewed in October/November during completion of the employee's Performance Evaluation.



Expectations & Goals Worksheet

Employee Name: _____

Department: _____

Date: _____

Instructions and Guidelines

Review job description with employee and ensure he/she understands all job functions, knowledge, skills and abilities. Review with the employee what's working well and discuss areas that may need improvement.

Set 3-4 goals with the employee for the calendar year.

What are goals?

Goals are statements of end results expected within a specified period of time.

How are goals defined?

For each goal, describe the end result and indicate quantity, quality, time frame, percentages or other specific measures. Each goal should fit into and support the overall strategy of the position and department and be indicative of at least three of the four sections of overall performance in the Performance Evaluation Sheet:

- Technical Skills/Knowledge of the Job
- Dependability/Service
- Relationships/Accountability
- Attendance

When are they set?

Annually, each January.

By whom?

Goals should be set through mutual agreement between the employee and supervisor.

May they be revised?

Goals may be carried forward from the previous year, revised, added or deleted during the review period as necessary.

What is currently working well?

What areas need/could use improvement?

Individual Goals

1. Goal:

2. Goal:

3. Goal:

4. Goal:

I have met with my supervisor and have read, discussed and understand my expectations and goals.

Employee signature: _____ Date: _____



Template for writing a S.M.A.R.T. Goal

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

Initial Goal (*Write the goal you have in mind*):

1. Specific (*What should be accomplished? Who needs to be included? Why is this a goal?*):

2. Measurable (*How can the progress be measured to know if the goal has been successfully met?*):

3. Achievable (*Does the employee have the skills required to achieve the goal? If not, can they obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

4. Relevant (*Why is this goal being set now? Is it aligned with overall objectives/department strategy?*):

5. Time-bound (*What's the deadline and is it realistic?*):

S.M.A.R.T. Goal (*Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed*):

File Attachments for Item:

8. Parking Services

Parking Services

- 1) Installing 40 new kiosk machines – Purchase of 40 new kiosk w/\$40,000 discount. Allows us to save the City \$325,000 next FY Capital fund.
- 2) Employee Discount Program (EDP) – Started July 2023, sells a decal to any person working on the Island with a signed form from their employer. Cost is \$125.00. 22 sold since January 2024
- 3) Transferable Decal program – 117 sold since July 2023 @ \$350.00
- 4) Parking Voucher – This program allows for the purchase of a decal that can be picked up at a later date. Generally more popular during the holidays.
- 5) Penn Credit Processing Fee - Began adding a processing fee to every citation turned over to collections. The fees we pay Penn are now passed on to the customer. The City no longer pays Penn for their service.
- 6) Began adding a Boot Fee of \$50.00 to every vehicle we boot. We have booted 17 vehicles and collected \$8379.00.
- 7) In the process of setting up the new kiosk with Passport as our Merchant Fee Credit card processor. This will add .50 to every credit card transaction on the kiosk machines allowing the customers to pay the fees.

File Attachments for Item:

9. Tybee Island Police Department



TYBEE ISLAND POLICE DEPARTMENT

Tiffany Hayes, Chief of Police

78 Van Horne, Post Office Box 1340
Tybee Island, Georgia 31328
(912) 786-5600 Fax (912) 786-0424



Motorola Solutions 911 Center Upgrade:

- Electricians will be on sight 02/05/2024 to begin installation and update of electrical outlets.

Flock Cameras:

- Our 2 newly purchased Falcon Flex LPRs have arrived. We will begin utilizing these during large events and busy weekends.
- We are still waiting on permits for 4 Flock LPRs. GDOT asked for two of the camera locations to be moved.

K9 Nautical:

- Projected certification date: Second week in February.

Staffing:

- Tybee Island 911 Center is currently fully staffed with 7 communications officers and 1 supervisor.
- Tybee Island Police Department is currently down 1 sworn patrol position.

Fleet:

- We currently have 34 vehicles in our fleet with the majority of these leased through Enterprise.

Tiffany W. Hayes
Chief of Police
Tybee Island Police Department, GA
(912)224-4784
thayes@cityoftybee.org

File Attachments for Item:

10. Code Enforcement

Animal Welfare:

- Kennels: The Tybee Island Code Enforcement Division operates a Georgia Department of Agriculture inspected kennel. This Kennel has three indoor/outdoor stalls. In early 2023, we initiated a comprehensive upgrade to our GDA licensed kennels, a project that has garnered positive evaluations from our two (2) GDA Inspectors. This undertaking is still in progress and encompasses several improvements.
- Affiliations:
 - Animal Protection and Wellness (APAW)
 - Georgia Animal Control Association (GACA). We are proud to announce Tybee has the honor of hosting the 2024 GACA Annual Conference in February 2024. Sgt. Hattrich Serves As The 5th District Coordinator.
 - National Animal Control Association (NACA)
 - Prosecuting Attorney's Council (PAC)
 - American Society for the Prevention of Cruelty to Animals.
 - Humane Society US
 - Atlanta Humane
 - HS Greater Savannah
- Animal Welfare Training:
 - Officers receive training through many different sources and organizations.
 - American Society for the Prevention of Cruelty to Animals
 - National Animal Control Association
 - Georgia Animal Control Association
 - At the upcoming 2024 conference officers will receive training in,
Legislative Updates:
Mental Health and Wellness: For Officers not Animals.
Understanding Georgia's Weather Threats:
Zoonotic Diseases:
Disaster Sheltering:
Animal Decontamination:
Hazards Preparations for Animals in Local Disasters:
- GPC Smart Tags:
 - The Tybee Island Animal Welfare unit has worked with a company called GPC Smart to provide Smart Pet Tags at no cost to the user.
- Pet Pantry:
 - Tybee Island Animal Welfare is currently in the process of launching our Pet Pantry which is a compassionate initiative designed to support island pet owners facing financial challenges.
- Mobil Rescue and Relief Unit (MARRU):

Code Enforcement 23/24 Update for City Council.

- The Mobile Animal Rescue and Relief Unit (MARRU) is a specially designed, technologically advanced vehicle equipped to respond effectively to disaster scenarios, puppy mill and dog fighting seizures.

Code Enforcement:

- Affiliations:
 - Georgia Association of Code Enforcement (G.A.C.E.) Sgt. Hattrich also serves as a member of the Finance Committee and C. E. Officer McLain serves on the Legislative and Judicial Committee.
 - American Association of Code Enforcement (A.A.C.E.)
 - International Code Council (ICC)
 - Georgia Soil and Water Conservation Commission (GSWCC)
- Training:
 - We train a lot!
 - Unlike our counterparts in Law Enforcement and Fire Services there is no state academy where my officers can receive free in person or online training.
 - Our training is all pay to play. We have been very creative with our training budget and find new ways every year to maximize our budget.
 - I am committed to providing my officers with the best training that I can afford to give them, and this will in turn provide the community with better service from my division.
- Noteworthy Projects:
 - Beach' Able Tybee Beach Wheelchair Program
 - Pet Pantry
 - GPC Smart Tags
- CE Ordinance Review Request
 - I have requested review of numerous ordinances to update them and provide clear definitions and enforcement paths. Many of these falls in the property maintenance areas.
 - Drafts are being crafted by legal.
- Grant Opportunities
 - We are pursuing grant opportunities on multiple fronts in an effort to have as little impact on the budget as possible.
- What Does Code Enforcement Do?
 - General Beach Activities and Beach Ordinance Compliance
 - Animal Welfare
 - Building Permit compliance
 - General City Ordinance Compliance
 - Erosion, Sedimentation and Stormwater Compliance
 - Property Maintenance Compliance
 - STR Compliance
 - City Signage Compliance

Code Enforcement 23/24 Update for City Council.

- Dumpster Compliance
- Beach Wheelchair Administration
- Aid TIPD and TIFD with traffic controls.
- Motorized Cart Inspection and Administration
- Security for Public Meetings and Special Events

These are just the highlights of what we have done and continue to do.

File Attachments for Item:

11. Public Works

CAPITAL PROJECTS FOR FY2024:

Memorial Park Playground Equipment:

Account Number: 350-4210-54-1200

Amount Budgeted: \$250,000

Amount Remaining: \$250,000

Status: We got quotes to replace playground equipment with a new composite set, but quotes were over \$475,000, so we decide to leave the existing playground in place and repair/replace broken and rusted components.

All parts have been ordered approximately one month ago and waiting delivery. The parts will be replaced when they are delivered. Total costs for the components was \$187,139.00.

Marine Science Center Bathrooms (ITB: 2023-776):

Account Number: 350-4210-54-1300

Amount Budgeted: \$125,000

Amount Remaining: \$125,000

Status: Bids for this project were opened on November 30, 2023. The City received only one bid with a total cost of \$344,000.00 by Arentz General Contracting, Inc. At the December 14, 2023 City Council meeting the bid was not awarded and Engineer was told to re-bid the project at a different location in front of the Marine Science Center Building.

Plans are currently being re-designed and will be re-advertised and bid once they are completed.

Tybrisa/Strand Decorative Light Pole Replacement:

Account Number: 350-1110-54-1200

Amount Budgeted: \$350,000

Amount Remaining: \$0.00

Status: The lights poles were delivered to site on January 16, 2024 and the install of the poles started on January 17, 2024. Georgia Power and it's sub-contractors are doing all the work on this project. The installation is still progressing and the project should be completed by the end of the month.

Electrical Upgrade on Tybrisa Street:

Account Number: 350-1110-54-1200

Amount Budgeted: \$300,000

Amount Remaining: \$300,000

Status: We asked for proposals from various contractors and have chosen Livingston Electric Service, at a cost of \$48,950.00. They are scheduled to start at the end of January, 2024. The scope of the project is to remove all the old electrical receptacles, posts, and pull all new 10-gauge wire, extending existing conduit to behind the all the trees near the curb, and planting a new outdoor rated post to have 2-20amp weather resistant GFI's. The contractor also adds additional circuits to separate the existing load to help with electrical faults.

SPLOST PROJECTS FOR FY2024:

Jay Cee Park Re-Grading (ITB: 2023-775):

Account Number: 323-4210-54-1300

Amount Budgeted: \$700,000

Amount Remaining: \$700,000

Status: The project was awarded at the November 9, 2023 City Council meeting. The low bid came in at \$565,122.00 to Eastern Excavating. The contracts were signed in early December, 2023. Contractor started work on January 8, 2024 installing the staking and installing the silt fence. The grading portion of this project commenced on January 16, 2024 and is continuing to date.

The schedule is to continuing grading, install the shallow well irrigation system, fine grading, and grassing the field in late March, 2024. Completion date is scheduled for late April or early May, 2024.

Asphaltic Street Paving (ITB: 2023-774):

Account Number: 323-4210-54-1400

Amount Budgeted: \$500,000

Amount Remaining: \$500,000

Status: The project was originally bid out in October, 2023 and received no bids. The project was re-advertised and we received two bids. The low bid came in at \$462,962.50 to Phillips Paving. Contract was awarded at the January 11, 2024 City Council Meeting and the contracts are currently being drawn up by the City Attorney.

In talking with the Contractor, the project will start shortly after the contract is signed. The goal is complete all the work prior to the Memorial Day weekend holiday.

PUBLIC WORKS PROJECTS IN THE OPERATING BUDGET:

Construction of Crossover Benches and Swings:

Account Number: 100-4210-52-1235:

Amount Budgeted: \$15,000.00

Amount Remaining: \$10,000.00

Status: A Town Hall meeting was held on the December 7, 2023 regarding the installation of the crossover benches and swings. At that meeting we told the public that we would give the new council an update on the construction of the benches and swings at the next council meeting, January 11, 2024, and then DPW would start construction.

On January 17, 2024 crews started the construction of the bench at the 13th Street crossover. This bench was completed on January 19, 2024 and crews will moving north from 13th Street to 6th Street and continue to install the benches on the crossovers.

Construction of the 12th Street crossover bench will commence on Monday January 22, 2024. Each respective crossover will be closed to the public while the bench is being constructed. Construction of the benches is anticipated to be completed by the end of February at the latest.

The DNR and City forces will walk the locations of the proposed swings upon the completion of the benches. At that time, the DNR will determine the locations of the swings, which need to be a minimum of 90 feet from the current ordinary high-water mark. Swings can only be installed during the non-hatching turtle season.

SEWER/WATER PROJECTS IN THE OPERATING BUDGET:

Lead/Copper Water Service Inventory

Account Number: 505-4350-52-1200

Amount Budgeted: \$100,000.00

Amount Remaining: \$35,000.00

Status: The Georgia EPD has required municipalities to complete an inventory of all the water services to determine the type of material and create a database of each service by October 16, 2024. Typically services will be constructed of lead, copper, or iron. The City contracted with Sam Jee services to complete the inspections of all water services connected to the City of Tybee’s water system. Currently there are approximately 3,300 services and we inventoried 3,042 water services to date.

Fences Around Lift Stations

Account Number: 505-4350-52-2201

Amount Budgeted: \$50,000

Amount Remaining: \$31,946.00

Status: Per Georgia Environmental Protection Division (EPD), the City of Tybee Island is required to fence off and secure all lift stations from the general public. Currently we have four (4) lift stations that do not have fences around the station. They are located at the following locations:

- Lift Station #1: 1607 Strand Avenue (In Front of Sand Piper Condos)
- Lift Station #2: 1664 2nd Avenue (NE corner of 17th Street and 2nd Avenue)
- Lift Station #4: 1002 2nd Avenue (SE corner of 10th Street and 2nd Avenue)
- Lift Station #12: 111 Lewis Avenue

We are also going to replace the fence at Lift Station #6, which is located at the NW corner of Butler Avenue and Jones Avenue, to increase the parking area in that parking lot and to replace the chain link fence. We have contracted with Superior Fence and Rail out of Savannah and they are going to install 8 foot high wooden fences with gates and doors and the schedule is as follows:

- January 30 – Lift Station #12 (Lewis Avenue)
- January 31 – Lift Station #2 (2nd Avenue and 17th Street)
- January 31 – Lift Station #4 (2nd Avenue and 10th Street)
- February 1 – Lift Station #6 (Butler Avenue and Jones Avenue)
- February 5 – Lift Station #1 (Strand Avenue – After Critz Run)

- **SEWER/WATER PROJECTS USING THE DEBT ISSUE LOAN:**
- **Account Number: 505-00-11-7300**

Replacement of Sanitary Sewer Mains:

Amount Budgeted: \$1,100,000

Amount Remaining: \$85,000

Status: Bids for the project were opened and the contract was awarded to Southern Champion Construction in the amount of \$806,620.00 at the January 11th City Council meeting. Contracts are currently are being drawn up and will start as soon as possible. We are relaying the sanitary sewer on Lovell Avenue from Butler Avenue to 4th Street and on Van horn Avenue from Taylor to a point south. The costs to date are for the sanitary sewer topographic survey and design for this year’s project and next years proposed project.

Fort Screven Water Tower:

Amount Budgeted: \$350,000

Amount Remaining: \$150,000

Status: Structural work continues on the corral and water. Utility Service Company is under contract to do maintenance, repairs, painting, and structural work on the water tower. Work is scheduled to be completed by the end of the month.

Butler Avenue Water Tower:

Amount Budgeted: \$275,000

Amount Remaining: \$275,000

Status: The center column in the water tower has been replaced and we are currently working on replacing some valves at the base of the water tower. All work should be completed by the end of January or early February.

Replacement Of Water Mains:

Amount Budgeted: \$325,000

Amount Remaining: \$325,000

Status: We are finalizing the work with Sam Jee Services. and BRW to start the replacement of water services in the Captain’s View Subdivision. We are also scheduling the replacement of water services on Laurel Avenue. Currently there is an old two inch cast iron water line that runs through the backyards that the majority of the houses are connected to. We are going to replace the water services

to the 8-inch water main that is in Laurel Avenue and abandon the 2-inch water line once completed.

Grit Removal & Odor Control at WWTP:

Amount Budgeted: \$500,000

Amount Remaining: \$450,000

Status: We have contracted with Southern Civil to perform some repairs on the grit removal system at the WWTP. They have installed some hoses, gaskets, and fittings so we can bypass incoming flows to work on the grit removal system.

Raise Wells Houses Above Flood Plain:

Amount Budgeted: \$300,000

Amount Remaining: \$235,000

Status: All the work to raise the pumps above the flood plain have been completed at the 14th Street well house. When the Fort Screven well was down for repairs the pump was raised above the flood plain.

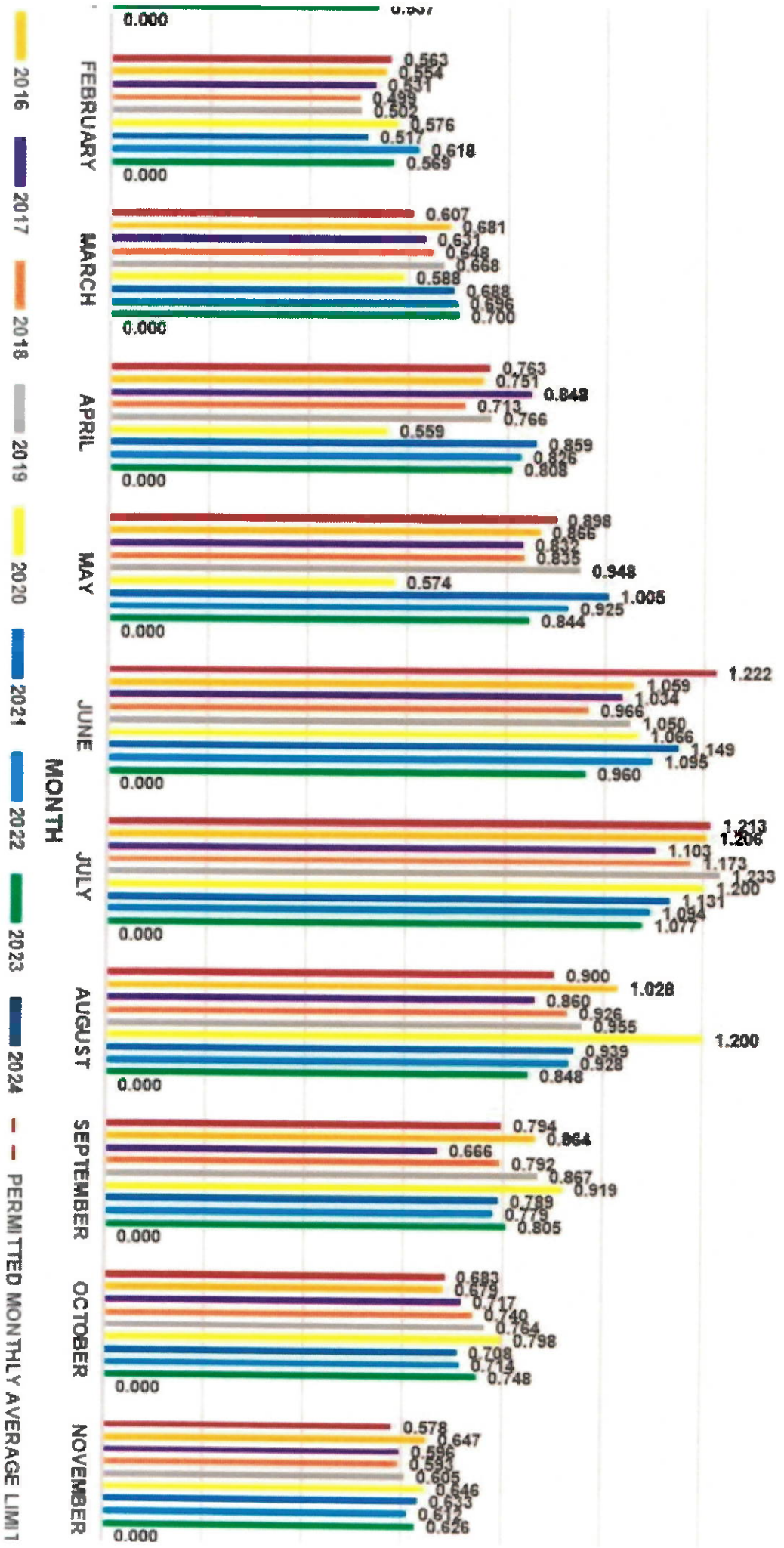
Replacement of Pumps and Generators at the WWTP, Lift Stations, and Wells:

Amount Budgeted: \$150,000

Amount Remaining: \$115,000

Status: WE currently have twelve (12) lift stations and each lift station has two (2) pumps with the exception of lift station #6, which has three (3) pumps. Pumps at various lift stations have been replaced. Repairs to the back-up generator at the WWTP have been completed. We will continue to replace failing pumps at the lifts station.

CITY OF TYBEE ISLAND AVERAGE MONTHLY WATER WITHDRAWAL (MGD)



CITY OF TYBEE ISLAND AVERAGE MONTHLY EFFLUENT FLOW (MGD)

