Agenda
Called Meeting
Tuesday, April 21, 2020
9:30 a.m.
JIA Called Committee/ Meeting*

Audio Streamed on YouTube for Public at
https://www.youtube.com/channel/UCuWsJpfyPMTCr66X0VFLdOA

Due to the current Covid-19 pandemic, special remote procedures will be in place for this meeting. Anyone with web access should be able to hear the meeting.

Public Attendance:
- This meeting will be streamed by AUDIO ONLY to YouTube at: https://www.youtube.com/channel/UCuWsJpfyPMTCr66X0VFLdOA
- Meeting documents are available and can be downloaded at: https://www.jekyllisland.com/jekyll-island-authority/board-directors/
- All applicable public comments will be read into the record during the appropriate committee section.
- Public comments will be accepted by email during the meeting at: Mwebb@Jekyllisland.com
- All comments received via email will be read into the record at no more than three minutes in length during the appropriate committee section of the meeting.

Chairman, Joseph B. Wilkinson, Jr. – Call to Order

I. Historic Preservation/Conservation Committee
   Bob Krueger, Chair
   
   A. No Report

II. Finance Committee
   Bill Gross, Chair
   
   A. February and March Financials – Bill Gross, Chair
   B. Fireworks Tax Grant of $7,259 to Purchase Turn Out Gear for the Jekyll Island Fire Department - Marjorie Johnson, Chief Accounting Officer
   C. Firewise Grant of $5,000 to Jekyll Island Fire Department – Marjorie Johnson, Chief Accounting Officer
   D. Georgia Trauma Commission Grant, Round 1 of $1,452,331 to the Jekyll Island Fire Department - Marjorie Johnson, Chief Accounting Officer
   E. Georgia Trauma Commission Grant, Round 2 of $1,726,54 to the Jekyll Island Fire Department - Marjorie Johnson, Chief Accounting Officer
III. Human Resources Committee
Buster Evans, Chair

A. Contagious Conditions Policy – Jenna Johnson, Human Resources Director

IV. Marketing Committee
Joy Burch-Meeks, Chair

A. Marketing Department – Special Update: Responding to Covid19 - Kate Harris, Senior Director of Marketing

V. Legislative Committee
Trip Tollison, Chair

A. No Report

VI. Committee of the Whole
Joseph B. Wilkinson, Jr., Chair

A. First Reading - #O-2020-1, Prosecution of Ordinances – Melissa Cruthirds, General Counsel
B. First Reading, as Revised - #O-2020-2, Proposed Revisions to the Jekyll Island Beach Lighting Ordinance – Ben Carswell, Director of Conservation and Melissa Cruthirds, General Counsel
C. Jekyll Harbor Marina Sale Right of First Refusal - Melissa Cruthirds, General Counsel
D. COVID-19 Update and Response
   1. Traffic Counts – Marjorie Johnson, Chief Accounting Officer
   2. Financial Forecasting - Marjorie Johnson, Chief Accounting Officer and Jones Hooks, Executive Director
   3. Public Facing Aspects – Noel Jensen, Chief Operating Officer
   4. JIA Employees – Jenna Johnson, Director of Human Resources
E. Consideration of Covid-19 Commercial Lease Relief Recommendations – Jones Hooks, Executive Director
F. Golf Master Plan Update – Troy Vincent, Vincent Design LLC

Adjournment of Committees

(No Break - Board Meeting Will Follow Immediately)

Jekyll Island Authority
Board Meeting Agenda

Chairman, Joseph B. Wilkinson, Jr. – Call to Order

Action Items
1. Minutes of the February 18, 2020 Board Meeting
2. Fireworks Tax Grant of $7,259 to Purchase Turn Out Gear for the Jekyll Island Fire Department- Marjorie Johnson, Chief Accounting Officer
3. Firewise Grant of $5,000 to Jekyll Island Fire Department – Marjorie Johnson, Chief Accounting Officer
4. Georgia Trauma Commission Grant, Round 1 of $1,452,331 to the Jekyll Island Fire Department - Marjorie Johnson, Chief Accounting Officer
5. Georgia Trauma Commission Grant, Round 2 of $1,726,54 to the Jekyll Island Fire Department - Marjorie Johnson, Chief Accounting Officer
6. Contagious Conditions Policy
7. Jekyll Harbor Marina Sale - Right of First Refusal
8. Consideration of Covid-19 Commercial Lease Relief Recommendations

Adjournment
MEMORANDUM

TO:   FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: FEBRUARY FINANCIAL STATEMENTS
DATE: 3/9/2020

Revenues

Revenues for February were $2,038,862 which reflects a favorable $145K (8%) variance from budget. Revenues reflect a favorable $807K (4%) variance from year to date budget and a favorable $1.4M variance from the prior year to date revenues.

The largest variances for the month were:

- Convention Center (+$135K) – Staff added 3 conventions that were in the year for the year. The Center had 14 events with a total attendance of 8,579 and utilized 764,030 square feet of space.
- Destination Marketing (-$51K) – Co-op advertising is $52K less than budget for the month. This revenue budget was for ads sold in the 31-81 Magazine, however the publisher is taking care of the ad sales and offsetting it against the cost of printing the magazine instead.
- Golf (-$22K) – Revenues for both Greens fees (-$19K) and membership fees (-$7K) were lower than budget for the month.
- Business leases (+$19K) – revenues are higher due to the new lease rate for the Days Inn.
Expenses

Expenses were $1,952,221 for February and reflected a favorable budget variance of $199K (9%) for the month. Expenses also reflect a favorable $1.4M (8%) variance from year to date budget and an unfavorable $326K variance from Prior Year to Date expenses.

The largest budget variances for the month were:

- Human Resources (-$112K) – variance is due to open full-time positions and the related benefits which have resulted in cost savings for the year.
- Advertising expenses (-$40K) – this difference is assumed to be timing related and is expected to be on track with budget by the end of the fiscal year.
- Repairs – Facilities & Grounds (-$27K) – This variance is a correction of a coding error from a prior month.

![February Expenses Chart]

Net Operating Cash

The Net Operating Cash Income for the month is $86,642, which is a $344K favorable variance from the budgeted net operating cash loss of $257,138. Net Operating Cash Income reflects a favorable $2.3M (407%) variance from year to date budget and a favorable $1.1M variance from prior year to date income.
<table>
<thead>
<tr>
<th>MONTH ACTUAL</th>
<th>MONTH BUDGET</th>
<th>BUDGET VARIANCE</th>
<th>YTD ACTUAL</th>
<th>YTD BUDGET</th>
<th>BUDGET VARIANCE</th>
<th>PRIOR YEAR ACTUAL</th>
<th>VARIANCE</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Administration</td>
<td></td>
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<tr>
<td>Business Leases</td>
<td>498,883</td>
<td>480,201</td>
<td>19 4%</td>
<td>3,324,972</td>
<td>3,174,190</td>
<td>151 5%</td>
<td>3,064,148</td>
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<tr>
<td>Hotel Tax</td>
<td>83,659</td>
<td>68,775</td>
<td>15 22%</td>
<td>1,098,844</td>
<td>1,071,945</td>
<td>27 3%</td>
<td>999,002</td>
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<tr>
<td>Tourism Development Fund</td>
<td>35,781</td>
<td>29,475</td>
<td>6 21%</td>
<td>470,860</td>
<td>459,405</td>
<td>11 2%</td>
<td>440,305</td>
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<td>Parking</td>
<td>292,090</td>
<td>273,963</td>
<td>18 7%</td>
<td>2,818,055</td>
<td>2,763,848</td>
<td>54 2%</td>
<td>2,222,851</td>
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<td>Interest</td>
<td>669</td>
<td>311</td>
<td>0 115%</td>
<td>6,760</td>
<td>4,641</td>
<td>2 46%</td>
<td>7,812</td>
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<td>Lot Rentals</td>
<td>13,650</td>
<td>68,775</td>
<td>15 22%</td>
<td>1,098,844</td>
<td>1,071,945</td>
<td>27 3%</td>
<td>999,002</td>
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<tr>
<td>Foundation</td>
<td>1,944</td>
<td>583</td>
<td>1 233%</td>
<td>6,856</td>
<td>7,469</td>
<td>(1) -8%</td>
<td>48,276</td>
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<tr>
<td>Airport</td>
<td>- 1,980</td>
<td>(2) -100%</td>
<td>-</td>
<td>18,336</td>
<td>155 6%</td>
<td>-</td>
<td>- 0%</td>
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<tr>
<td>Administration revenue</td>
<td>12,068</td>
<td>4,636</td>
<td>7 160%</td>
<td>104,743</td>
<td>98,195</td>
<td>7 10%</td>
<td>133,835</td>
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<td>Beach Village</td>
<td>1,507</td>
<td>-</td>
<td>0 0%</td>
<td>12,052</td>
<td>-</td>
<td>0 0%</td>
<td>12,052</td>
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<td>Intern Housing</td>
<td>2,850</td>
<td>3,580</td>
<td>(1) -20%</td>
<td>29,425</td>
<td>27,620</td>
<td>2 7%</td>
<td>26,700</td>
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<td>Total Administration</td>
<td>943,100</td>
<td>864,505</td>
<td>79 9%</td>
<td>8,530,498</td>
<td>8,021,676</td>
<td>509 6%</td>
<td>7,724,096</td>
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<td>Enterprises</td>
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<tr>
<td>Golf</td>
<td>141,455</td>
<td>163,034</td>
<td>(22) -13%</td>
<td>1,157,064</td>
<td>1,184,556</td>
<td>(27) -2%</td>
<td>1,153,398</td>
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<tr>
<td>Convention Center</td>
<td>373,450</td>
<td>238,539</td>
<td>135 57%</td>
<td>2,562,858</td>
<td>2,105,279</td>
<td>458 22%</td>
<td>2,407,802</td>
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<td>McCormick's Grill</td>
<td>14,553</td>
<td>21,218</td>
<td>(7) -31%</td>
<td>177,044</td>
<td>180,111</td>
<td>(3) -2%</td>
<td>159,285</td>
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<td>Summer Waves</td>
<td>930</td>
<td>1,000</td>
<td>(0) 0%</td>
<td>1,194,110</td>
<td>1,373,403</td>
<td>(179) -13%</td>
<td>1,340,655</td>
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<td>Campground</td>
<td>138,784</td>
<td>121,370</td>
<td>17 14%</td>
<td>1,033,041</td>
<td>989,073</td>
<td>44 4%</td>
<td>917,564</td>
</tr>
<tr>
<td>Life is Good</td>
<td>11,993</td>
<td>9,000</td>
<td>3 33%</td>
<td>100,516</td>
<td>92,000</td>
<td>8 9%</td>
<td>96,454</td>
</tr>
<tr>
<td>Museum</td>
<td>67,303</td>
<td>75,816</td>
<td>(9) -11%</td>
<td>488,495</td>
<td>594,146</td>
<td>(106) -18%</td>
<td>400,494</td>
</tr>
<tr>
<td>Georgia Sea Turtle Center</td>
<td>126,213</td>
<td>131,122</td>
<td>(5) -4%</td>
<td>1,323,220</td>
<td>1,195,862</td>
<td>127 11%</td>
<td>1,228,735</td>
</tr>
<tr>
<td>Conservation</td>
<td>731</td>
<td>690</td>
<td>0 6%</td>
<td>6,221</td>
<td>8,524</td>
<td>(2) -27%</td>
<td>1,129</td>
</tr>
<tr>
<td>Miniature Golf &amp; Bikes</td>
<td>17,965</td>
<td>17,476</td>
<td>0 3%</td>
<td>216,219</td>
<td>221,500</td>
<td>(5) -2%</td>
<td>203,857</td>
</tr>
<tr>
<td>Water/Wastewater</td>
<td>102,796</td>
<td>103,210</td>
<td>(0) 0%</td>
<td>1,051,150</td>
<td>1,005,025</td>
<td>46 5%</td>
<td>950,938</td>
</tr>
<tr>
<td>Sanitation</td>
<td>46,370</td>
<td>46,939</td>
<td>(1) -1%</td>
<td>375,446</td>
<td>370,412</td>
<td>5 1%</td>
<td>362,307</td>
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<tr>
<td>Fire Department</td>
<td>11,344</td>
<td>5,540</td>
<td>6 105%</td>
<td>1,234,680</td>
<td>1,222,238</td>
<td>12 1%</td>
<td>1,073,707</td>
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<tr>
<td>Tennis</td>
<td>10,535</td>
<td>8,485</td>
<td>2 24%</td>
<td>73,513</td>
<td>73,403</td>
<td>0 0%</td>
<td>71,930</td>
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<tr>
<td>Destination Mktg &amp; Special Events</td>
<td>290</td>
<td>51,500</td>
<td>(51) -99%</td>
<td>103,183</td>
<td>114,443</td>
<td>(11) -10%</td>
<td>101,008</td>
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<tr>
<td>Guest Information Center</td>
<td>18,490</td>
<td>19,782</td>
<td>(1) -7%</td>
<td>110,150</td>
<td>124,877</td>
<td>(15) -12%</td>
<td>120,421</td>
</tr>
<tr>
<td>Sales</td>
<td>2,000</td>
<td>-</td>
<td>2 0%</td>
<td>2,000</td>
<td>-</td>
<td>2 0%</td>
<td>-</td>
</tr>
<tr>
<td>Camp Jekyll &amp; Soccer Fields</td>
<td>10,074</td>
<td>13,063</td>
<td>(3) -23%</td>
<td>103,183</td>
<td>114,443</td>
<td>(11) -10%</td>
<td>101,008</td>
</tr>
<tr>
<td>Landscaping, Roads &amp; Trails</td>
<td>180</td>
<td>2,016</td>
<td>(2) -91%</td>
<td>8,850</td>
<td>11,225</td>
<td>(2) -21%</td>
<td>7,156</td>
</tr>
<tr>
<td></td>
<td>MONTH ACTUAL</td>
<td>MONTH BUDGET</td>
<td>BUDGET VARIANCE</td>
<td>YTD ACTUAL</td>
<td>YTD BUDGET</td>
<td>YTD VARIANCE</td>
<td>YEAR ACTUAL</td>
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</tr>
<tr>
<td>Vehicle &amp; Equipment Maintenance</td>
<td>308</td>
<td>-</td>
<td>0</td>
<td>860</td>
<td>250</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Facility Maintenance</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Enterprises</strong></td>
<td>1,095,763</td>
<td>1,029,799</td>
<td>66</td>
<td>11,566,878</td>
<td>11,268,391</td>
<td>298</td>
<td>10,940,988</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>2,038,862</td>
<td>1,894,304</td>
<td>145</td>
<td>20,097,376</td>
<td>19,290,067</td>
<td>807</td>
<td>18,665,084</td>
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**Expenses**

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<thead>
<tr>
<th>Expense Type</th>
<th>MONTH ACTUAL</th>
<th>MONTH BUDGET</th>
<th>BUDGET VARIANCE</th>
<th>YTD ACTUAL</th>
<th>YTD BUDGET</th>
<th>YTD VARIANCE</th>
<th>YEAR ACTUAL</th>
<th>YEAR VARIANCE</th>
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<td>(000's)</td>
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<td>(000's)</td>
<td>%</td>
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<td>(000's)</td>
</tr>
<tr>
<td>Human Resources</td>
<td>957,613</td>
<td>1,069,512</td>
<td>(112)</td>
<td>8,685,800</td>
<td>9,523,610</td>
<td>(838)</td>
<td>-9%</td>
<td>8,251,552</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>164,798</td>
<td>151,045</td>
<td>14</td>
<td>1,129,063</td>
<td>1,322,420</td>
<td>(193)</td>
<td>-15%</td>
<td>1,068,305</td>
</tr>
<tr>
<td>Advertising &amp; Sales</td>
<td>157,783</td>
<td>197,344</td>
<td>(40)</td>
<td>521,869</td>
<td>797,686</td>
<td>(276)</td>
<td>-35%</td>
<td>881,198</td>
</tr>
<tr>
<td>Repairs - Facilities &amp; Grounds</td>
<td>125,156</td>
<td>151,923</td>
<td>(27)</td>
<td>1,047,822</td>
<td>1,069,696</td>
<td>(22)</td>
<td>-2%</td>
<td>1,018,562</td>
</tr>
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<td>Utilities</td>
<td>127,709</td>
<td>135,054</td>
<td>(7)</td>
<td>1,307,667</td>
<td>1,322,510</td>
<td>(15)</td>
<td>-1%</td>
<td>1,252,476</td>
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<tr>
<td>Insurance</td>
<td>12,214</td>
<td>12,827</td>
<td>(1)</td>
<td>789,696</td>
<td>780,894</td>
<td>9</td>
<td>1%</td>
<td>838,007</td>
</tr>
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<td>Contracts</td>
<td>268,705</td>
<td>280,709</td>
<td>(12)</td>
<td>2,209,638</td>
<td>2,387,485</td>
<td>(178)</td>
<td>-7%</td>
<td>2,194,003</td>
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<td>Rentals</td>
<td>38,378</td>
<td>51,676</td>
<td>(13)</td>
<td>604,680</td>
<td>536,514</td>
<td>68</td>
<td>13%</td>
<td>424,011</td>
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<td>Printing</td>
<td>6,601</td>
<td>5,919</td>
<td>1</td>
<td>107,852</td>
<td>91,755</td>
<td>16</td>
<td>18%</td>
<td>175,238</td>
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<td>Motor Vehicle</td>
<td>16,586</td>
<td>19,025</td>
<td>(2)</td>
<td>198,339</td>
<td>196,072</td>
<td>3</td>
<td>2%</td>
<td>170,143</td>
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<td>Telephone</td>
<td>10,659</td>
<td>10,521</td>
<td>0</td>
<td>81,332</td>
<td>83,933</td>
<td>(3)</td>
<td>-3%</td>
<td>82,519</td>
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<tr>
<td>Equipment Purchase &lt;$1K</td>
<td>5,134</td>
<td>1,950</td>
<td>3</td>
<td>64,593</td>
<td>71,263</td>
<td>(7)</td>
<td>-9%</td>
<td>65,814</td>
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<tr>
<td>Equipment Purchase $1K to $5K</td>
<td>12,209</td>
<td>7,156</td>
<td>5</td>
<td>56,803</td>
<td>72,255</td>
<td>(15)</td>
<td>-21%</td>
<td>81,975</td>
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<td>Travel</td>
<td>5,891</td>
<td>12,129</td>
<td>(6)</td>
<td>67,158</td>
<td>76,774</td>
<td>(10)</td>
<td>-13%</td>
<td>69,345</td>
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<tr>
<td>Dues</td>
<td>19,312</td>
<td>21,838</td>
<td>(3)</td>
<td>190,567</td>
<td>207,095</td>
<td>(17)</td>
<td>-8%</td>
<td>181,745</td>
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<tr>
<td>Credit Card Fees</td>
<td>23,473</td>
<td>22,779</td>
<td>1</td>
<td>222,350</td>
<td>196,784</td>
<td>26</td>
<td>13%</td>
<td>204,730</td>
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<tr>
<td>Bank Fees</td>
<td>-</td>
<td>35</td>
<td>(0)</td>
<td>554</td>
<td>280</td>
<td>0</td>
<td>98%</td>
<td>197</td>
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</tbody>
</table>

**Total Expenditures** | 1,952,221    | 2,151,442    | (199)           | 17,285,782 | 18,736,025 | (1,450)      | -8%         | 16,959,822    | 326          | 2%           |

**Net Operating Cash Income** **

<table>
<thead>
<tr>
<th></th>
<th>MONTH ACTUAL</th>
<th>MONTH BUDGET</th>
<th>BUDGET VARIANCE</th>
<th>YTD ACTUAL</th>
<th>YTD BUDGET</th>
<th>YTD VARIANCE</th>
<th>YEAR ACTUAL</th>
<th>YEAR VARIANCE</th>
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<tr>
<td></td>
<td>86,642</td>
<td>(257,138)</td>
<td>344</td>
<td>2,811,594</td>
<td>554,041</td>
<td>2,258</td>
<td>407%</td>
<td>1,705,263</td>
</tr>
</tbody>
</table>

**Does not include depreciation or capital projects**
**February 2020 Traffic Counts**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily/Weekly</td>
<td>24,977</td>
<td>42,084</td>
<td>46,562</td>
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<td>52,159</td>
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<tr>
<td>Annual Passes</td>
<td>35,982</td>
<td>47,081</td>
<td>49,644</td>
<td>52,628</td>
<td>54,970</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td>51,332</td>
<td>67,061</td>
<td>72,934</td>
<td>78,911</td>
<td>81,932</td>
</tr>
<tr>
<td>Daily/Weekly</td>
<td>35,582</td>
<td>47,081</td>
<td>49,644</td>
<td>52,628</td>
<td>54,970</td>
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<tr>
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<td>46,104</td>
<td>98,686</td>
<td>103,771</td>
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<td>111,088</td>
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<tr>
<td>Daily/Weekly</td>
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<td>54,166</td>
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<td>54,166</td>
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<tr>
<td>Annual Passes</td>
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<td>55,167</td>
<td>59,714</td>
<td>51,682</td>
<td>56,865</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td>67,061</td>
<td>122,685</td>
<td>126,290</td>
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<td>133,088</td>
</tr>
<tr>
<td>Daily/Weekly</td>
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<td>115,925</td>
<td>119,714</td>
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<td>119,714</td>
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<tr>
<td>Annual Passes</td>
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<td>54,547</td>
<td>59,714</td>
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<td>58,294</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td>74,618</td>
<td>125,143</td>
<td>126,290</td>
<td>128,975</td>
<td>133,088</td>
</tr>
<tr>
<td>Daily/Weekly</td>
<td>72,234</td>
<td>79,575</td>
<td>79,575</td>
<td>74,194</td>
<td>79,575</td>
</tr>
<tr>
<td>Annual Passes</td>
<td>72,234</td>
<td>79,575</td>
<td>79,575</td>
<td>74,194</td>
<td>79,575</td>
</tr>
<tr>
<td><strong>June</strong></td>
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<td>142,820</td>
<td>145,775</td>
<td>152,733</td>
<td>159,954</td>
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<tr>
<td>Daily/Weekly</td>
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<td>145,775</td>
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<td>159,954</td>
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<tr>
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<td>95,960</td>
<td>95,960</td>
<td>95,960</td>
<td>95,960</td>
</tr>
<tr>
<td><strong>July</strong></td>
<td>46,949</td>
<td>94,642</td>
<td>106,320</td>
<td>108,904</td>
<td>111,088</td>
</tr>
<tr>
<td>Daily/Weekly</td>
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<td>95,084</td>
<td>95,084</td>
<td>106,320</td>
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<td>53,634</td>
</tr>
<tr>
<td><strong>August</strong></td>
<td>79,575</td>
<td>125,143</td>
<td>126,290</td>
<td>128,975</td>
<td>133,088</td>
</tr>
<tr>
<td>Daily/Weekly</td>
<td>79,575</td>
<td>126,290</td>
<td>126,290</td>
<td>128,975</td>
<td>133,088</td>
</tr>
<tr>
<td>Annual Passes</td>
<td>79,575</td>
<td>79,575</td>
<td>79,575</td>
<td>79,575</td>
<td>79,575</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td>34,639</td>
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<td>94,642</td>
<td>94,642</td>
<td>94,642</td>
</tr>
<tr>
<td>Daily/Weekly</td>
<td>32,923</td>
<td>94,642</td>
<td>94,642</td>
<td>94,642</td>
<td>94,642</td>
</tr>
<tr>
<td>Annual Passes</td>
<td>32,923</td>
<td>32,923</td>
<td>32,923</td>
<td>32,923</td>
<td>32,923</td>
</tr>
<tr>
<td><strong>October</strong></td>
<td>29,947</td>
<td>74,879</td>
<td>74,879</td>
<td>74,879</td>
<td>74,879</td>
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<tr>
<td>Daily/Weekly</td>
<td>27,891</td>
<td>70,034</td>
<td>70,034</td>
<td>70,034</td>
<td>70,034</td>
</tr>
<tr>
<td>Annual Passes</td>
<td>27,891</td>
<td>27,891</td>
<td>27,891</td>
<td>27,891</td>
<td>27,891</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td>26,241</td>
<td>64,702</td>
<td>64,702</td>
<td>64,702</td>
<td>64,702</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td>31,634</td>
<td>52,245</td>
<td>52,245</td>
<td>52,245</td>
<td>52,245</td>
</tr>
<tr>
<td>Daily/Weekly</td>
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<td>52,245</td>
<td>52,245</td>
<td>52,245</td>
<td>52,245</td>
</tr>
<tr>
<td>Annual Passes</td>
<td>30,617</td>
<td>30,617</td>
<td>30,617</td>
<td>30,617</td>
<td>30,617</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>577,040</td>
<td>561,464</td>
<td>1,138,504</td>
<td>1,163,829</td>
<td>1,208,819</td>
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</tbody>
</table>

**Year to Date Comparison**

<table>
<thead>
<tr>
<th>2016 YTD</th>
<th>2017 YTD</th>
<th>2018 YTD</th>
<th>2019 YTD</th>
<th>2020 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>143,506</td>
<td>155,997</td>
<td>150,897</td>
<td>162,540</td>
<td>167,035</td>
</tr>
</tbody>
</table>

**Annual Traffic Count**

*Oct 2016 - Hurricane Matthew
*Sep 2017 - Hurricane Irma
*Sept 2019 - Hurricane Dorian

**Annual Revenue**

*3/9/2020
March 6, 2020

February FY20 Financial Review JIA Sales and SMG
Jekyll Island Convention Center

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Events</td>
<td>14</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>16</td>
<td>10</td>
<td>11</td>
<td>17</td>
</tr>
<tr>
<td>Event Days</td>
<td>33</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>28</td>
<td>23</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>Attendance</td>
<td>8579</td>
<td>14,487</td>
<td>9144</td>
<td>9547</td>
<td>8359</td>
<td>5744</td>
<td>6434</td>
<td>4783</td>
</tr>
<tr>
<td>Square Feet</td>
<td>764,030</td>
<td>533,636</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We had a great month with an addition of 3 conventions that were in the year for the year. One included the Winter Meeting of GA Chief of Police. They had the largest attendance for their winter meeting and have booked to return in 2021. One event – Yancy Brothers was budgeted for January but ended up happening this month for additional $37K. They were budgeted for $34K last month which was why we missed budget for January.

FUTURE CONTRACTS ISSUED - 6– Estimated revenues $212,500.00
Conventions –4– Anticipated rev of $154,500
Meetings –1–Anticipated revenue 8,000
Banquet –0– Anticipated revenue 0
Weddings –1 – Anticipated revenue 50,000
Public Event – 0 – Anticipated revenue 0

PROPOSALS
CVB –14
Westin –2
Cvent - 4
SMG sitepass -0
Combined sites and planning meetings with all staff – 18
Hotel Occupancy Statistics
February 2020

Hotel Statistics at-a-Glance

<table>
<thead>
<tr>
<th></th>
<th>Feb-20</th>
<th>Feb-19</th>
<th>Feb-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenue</td>
<td>$3,511,106</td>
<td>$2,470,070</td>
<td>$2,292,998</td>
</tr>
<tr>
<td>Occupancy Rate</td>
<td>72.5%</td>
<td>61.7%</td>
<td>61.9%</td>
</tr>
<tr>
<td>RevPAR</td>
<td>$104.40</td>
<td>$84.98</td>
<td>$137.73</td>
</tr>
<tr>
<td>ADR</td>
<td>$143.91</td>
<td>$134.44</td>
<td>$134.44</td>
</tr>
</tbody>
</table>

OCCUPANCY REPORT DETAIL

<table>
<thead>
<tr>
<th>Hotel</th>
<th># of Rms</th>
<th>Units Avail</th>
<th>Units Occup</th>
<th>Percent Occup</th>
<th>Average Daily Rate</th>
<th>RevPAR</th>
<th>2020 Room Revenue</th>
<th>2019 Room Revenue</th>
<th>Revenue Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beachview Club</td>
<td>38</td>
<td>1,077</td>
<td>678</td>
<td>63.0%</td>
<td>$140.27</td>
<td>$88.30</td>
<td>$3,511,106</td>
<td>$2,470,070</td>
<td>$1,041,036</td>
</tr>
<tr>
<td>Home2Suites</td>
<td>107</td>
<td>3,045</td>
<td>2,368</td>
<td>77.8%</td>
<td>$140.78</td>
<td>$109.48</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Holiday Inn Resort</td>
<td>157</td>
<td>4,283</td>
<td>2,969</td>
<td>69.3%</td>
<td>$135.40</td>
<td>$93.86</td>
<td>$401,991.19</td>
<td>$359,114.51</td>
<td>12%</td>
</tr>
<tr>
<td>Days Inn &amp; Suites</td>
<td>124</td>
<td>3,596</td>
<td>2,733</td>
<td>76.0%</td>
<td>$105.02</td>
<td>$79.81</td>
<td>$287,013.88</td>
<td>$254,625.88</td>
<td>13%</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>138</td>
<td>4,002</td>
<td>2,802</td>
<td>70.0%</td>
<td>$142.01</td>
<td>$99.48</td>
<td>$398,134.00</td>
<td>$373,661.00</td>
<td>7%</td>
</tr>
<tr>
<td>Jekyll Island Club Resort</td>
<td>200</td>
<td>5,800</td>
<td>3,922</td>
<td>67.6%</td>
<td>$183.81</td>
<td>$124.29</td>
<td>$720,892.00</td>
<td>$553,059.00</td>
<td>30%</td>
</tr>
<tr>
<td>Seafarer Inn &amp; Suites</td>
<td>73</td>
<td>2,117</td>
<td>1,515</td>
<td>71.6%</td>
<td>$142.09</td>
<td>$93.86</td>
<td>$261,191.31</td>
<td>$228,331.29</td>
<td>14%</td>
</tr>
<tr>
<td>Villas by the Sea</td>
<td>137</td>
<td>2,954</td>
<td>2,215</td>
<td>75.0%</td>
<td>$117.92</td>
<td>$88.42</td>
<td>$228,331.29</td>
<td>$228,331.29</td>
<td>-19%</td>
</tr>
<tr>
<td>Villas by the Sea - Jekyll Realty</td>
<td>20</td>
<td>580</td>
<td>354</td>
<td>61.0%</td>
<td>$83.74</td>
<td>$51.11</td>
<td>$29,644.00</td>
<td>$16,566.12</td>
<td>30%</td>
</tr>
<tr>
<td>Villas by the Sea - Parker Kaufman</td>
<td>13</td>
<td>377</td>
<td>353</td>
<td>93.6%</td>
<td>$63.51</td>
<td>$59.47</td>
<td>$22,420.00</td>
<td>$27,560.00</td>
<td>-19%</td>
</tr>
<tr>
<td>Westin</td>
<td>200</td>
<td>5,800</td>
<td>4489</td>
<td>77.4%</td>
<td>$166.23</td>
<td>$128.66</td>
<td>$746,203.00</td>
<td>$503,783.00</td>
<td>48%</td>
</tr>
</tbody>
</table>

Feb-20 Total: 1,207 Rooms, 33,631 Units Occupied, 24,398 Units Available, 72.5% Occupancy Rate, $1,041,036 Revenue Variance
### HOTEL STATISTICS AT-A-GLANCE

#### 2020
- **Total Revenue**: $6,057,733
- **Occupancy Rate**: 63.5%
- **Rev PAR**: $136.80

#### 2019
- **Total Revenue**: $4,113,275
- **Occupancy Rate**: 51.7%
- **Rev PAR**: $68.08
- **ADR**: $131.69

#### 2018
- **Total Revenue**: $3,745,299
- **Occupancy Rate**: 50.3%
- **Rev PAR**: $128.51

### OCCUPANCY REPORT DETAIL

- **Hotel**: Beachview Club
  - # of Rms: 38
  - Units Rms: 2,250
  - Units Occpd: 931
  - Percent Occpd: 41.4%
  - Average Daily Rate: $138.68
  - RevPAR: $57.38
  - ADR: $129,109
  - Revenue: $47,370

- **Hotel**: Home2Suites
  - # of Rms: 107
  - Units Rms: 6,346
  - Units Occpd: 3,971
  - Percent Occpd: 62.6%
  - Average Daily Rate: $130.62
  - RevPAR: $81.73
  - ADR: $518,675

- **Hotel**: Holiday Inn Resort
  - # of Rms: 157
  - Units Rms: 8,880
  - Units Occpd: 5,214
  - Percent Occpd: 58.7%
  - Average Daily Rate: $130.06
  - RevPAR: $76.37
  - ADR: $678,123

- **Hotel**: Days Inn & Suites
  - # of Rms: 124
  - Units Rms: 7,440
  - Units Occpd: 5,303
  - Percent Occpd: 71.3%
  - Average Daily Rate: $101.30
  - RevPAR: $72.21
  - ADR: $537,205

- **Hotel**: Hampton Inn
  - # of Rms: 138
  - Units Rms: 8,280
  - Units Occpd: 4,998
  - Percent Occpd: 60.4%
  - Average Daily Rate: $134.27
  - RevPAR: $81.05
  - ADR: $612,623

- **Hotel**: Jekyll Island Club Resort
  - # of Rms: 200
  - Units Rms: 12,000
  - Units Occpd: 7,452
  - Percent Occpd: 62.1%
  - Average Daily Rate: $173.28
  - RevPAR: $107.60
  - ADR: $1,291,257

- **Hotel**: Seafarer Inn & Suites
  - # of Rms: 73
  - Units Rms: 4,380
  - Units Occpd: 2,762
  - Percent Occpd: 63.1%
  - Average Daily Rate: $137.51
  - RevPAR: $86.71
  - ADR: $379,803

- **Hotel**: Villas by the Sea
  - # of Rms: 137
  - Units Rms: 6,178
  - Units Occpd: 3,926
  - Percent Occpd: 63.5%
  - Average Daily Rate: $110.29
  - RevPAR: $70.09
  - ADR: $433,004

- **Hotel**: Villas by the Sea - Jekyll Realty
  - # of Rms: 20
  - Units Rms: 1,200
  - Units Occpd: 529
  - Percent Occpd: 44.1%
  - Average Daily Rate: $82.43
  - RevPAR: $36.34
  - ADR: $43,606

- **Hotel**: Villas by the Sea - Parker Kaufman
  - # of Rms: 13
  - Units Rms: 811
  - Units Occpd: 650
  - Percent Occpd: 80.1%
  - Average Daily Rate: $58.83
  - RevPAR: $47.15
  - ADR: $38,240

- **Hotel**: Westin
  - # of Rms: 200
  - Units Rms: 6,000
  - Units Occpd: 4,500
  - Percent Occpd: 75.0%
  - Average Daily Rate: $156.52
  - RevPAR: $111.47
  - ADR: $1,337,628

### 2020 Total
- **Total Revenue**: $6,057,733
- **Occupancy Rate**: 63.5%
- **Rev PAR**: $136.80
  - **Revenue**: $47,370
  - **ADR**: $129,109
  - **RevPAR**: $57.38

### 2019 Total
- **Total Revenue**: $4,113,275
- **Occupancy Rate**: 51.7%
- **Rev PAR**: $68.08
  - **Revenue**: $518,675
  - **ADR**: $518,675
  - **RevPAR**: $81.73

### 2018 Total
- **Total Revenue**: $3,745,299
- **Occupancy Rate**: 50.3%
- **Rev PAR**: $128.51
  - **Revenue**: $612,623
  - **ADR**: $678,123
  - **RevPAR**: $76.37

---

### YTD Hotel Statistics - History

![Graph showing YTD Hotel Statistics - History](chart.png)

### Revenues by Month

![Graph showing Revenues by Month](chart.png)
Revenues

Revenues for March were $1,712,456 which reflects an unfavorable $493K (22%) variance from budget.

As of February 28, 2020, year to date revenues were very strong and were $807K better than budget. March revenues started off strong but took a turn for the worse when the impact of the COVID-19 pandemic hit our area. Measures to control the spread of the virus resulted in the closure of several of our amenities as well as the Convention Center.

While the revenue variance in March was large, we continue to reflect favorable revenue variances from the fiscal year to date budget. Year to date revenues for March reflect a favorable $314K (1%) variance from year to date budget and a favorable $836K variance from the prior year to date revenues.

The largest variances for the month were:

- Business lease revenues (+$60K) and hotel tax revenues (+$6K) reflected a favorable variance from budget for the month. These revenues are reported to the JIA in arrears and are reflective of the hotel and business revenues from February.
Parking revenues (-$152K) were significantly less than budget for the month. Closure of Island businesses as well as the beaches during Spring Break season had a major impact on the revenues and traffic counts at the Entry Gate.

Amenity revenues (-$415K) were also significantly impacted:
- Convention Center (-$44K) – the last event held for the month was on March 14th.
- Golf (-$168K) – was open all month, but play was significantly reduced.
- Museum (-$103K) – closed on March 17th.
- Georgia Sea Turtle Center – closed on March 17th.
- Mini-golf & Bikes – was open all month, but play was significantly reduced.

Expenses

Expenses were $2,000,201 for March and reflected a favorable budget variance of $329K (14%) for the month. Expenses also reflect a favorable $1.8M (8%) variance from year to date budget and an unfavorable $297K variance from Prior Year to Date expenses.

In anticipation of negative revenue impacts due to COVID-19, all departments were notified on March 12th of an immediate hiring freeze on any open staff positions. Additionally, until further notice, all new expenditures require review and approval by the Chief Accounting Officer and Executive Director.

The largest expense reductions for the month are listed below:
- Human Resources (-$136K)
- Supplies & Materials (-$46K)
- Repairs – Facilities & Grounds (-$28K)
- Contracts (-$88K)
- Utilities (-$18K)
Net Operating Cash

The Net Operating Cash Loss for the month is $287,745, which is a $164K unfavorable variance from the budgeted net operating cash loss of $123,595. Net Operating Cash Income reflects a favorable $2.1M (486%) variance from year to date budget and a favorable $539K variance from prior year to date income.
## Revenues

### Administration

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Leases</td>
<td>377,288</td>
<td>317,164</td>
<td>60%</td>
<td>3,702,260</td>
<td>3,491,354</td>
<td>6%</td>
<td>3,519,268</td>
<td>183%</td>
<td>5%</td>
</tr>
<tr>
<td>Hotel Tax</td>
<td>90,456</td>
<td>85,995</td>
<td>4%</td>
<td>1,189,300</td>
<td>1,157,940</td>
<td>3%</td>
<td>1,083,973</td>
<td>105%</td>
<td>10%</td>
</tr>
<tr>
<td>Tourism Development Fund</td>
<td>38,767</td>
<td>36,855</td>
<td>2%</td>
<td>509,627</td>
<td>496,260</td>
<td>3%</td>
<td>476,721</td>
<td>33%</td>
<td>7%</td>
</tr>
<tr>
<td>Parking</td>
<td>236,828</td>
<td>389,014</td>
<td>(152%)</td>
<td>3,054,883</td>
<td>3,152,861</td>
<td>(3%)</td>
<td>2,552,488</td>
<td>502%</td>
<td>20%</td>
</tr>
<tr>
<td>Interest</td>
<td>702</td>
<td>395</td>
<td>78%</td>
<td>7,462</td>
<td>5,036</td>
<td>48%</td>
<td>8,723</td>
<td>(1%)</td>
<td>-14%</td>
</tr>
<tr>
<td>Lot Rentals</td>
<td>8,024</td>
<td>5,000</td>
<td>17%</td>
<td>665,955</td>
<td>399,026</td>
<td>67%</td>
<td>822,700</td>
<td>(157%)</td>
<td>-19%</td>
</tr>
<tr>
<td>Foundation</td>
<td>483</td>
<td>583</td>
<td>(0%)</td>
<td>7,339</td>
<td>8,053</td>
<td>(9%)</td>
<td>52,216</td>
<td>(45%)</td>
<td>-86%</td>
</tr>
<tr>
<td>Airport</td>
<td>-</td>
<td>1,980</td>
<td>(100%)</td>
<td>-</td>
<td>20,316</td>
<td>(100%)</td>
<td>-</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Administration revenue</td>
<td>22,719</td>
<td>4,124</td>
<td>451%</td>
<td>127,462</td>
<td>102,319</td>
<td>25%</td>
<td>146,889</td>
<td>(19%)</td>
<td>-13%</td>
</tr>
<tr>
<td>Beach Village</td>
<td>1,507</td>
<td>-</td>
<td>0%</td>
<td>13,559</td>
<td>-</td>
<td>0%</td>
<td>13,559</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Intern Housing</td>
<td>53,650</td>
<td>54,015</td>
<td>(0%)</td>
<td>665,955</td>
<td>399,026</td>
<td>67%</td>
<td>822,700</td>
<td>(157%)</td>
<td>-19%</td>
</tr>
</tbody>
</table>

### Total Administration

|                     | 830,425   | 893,124    | (63)     | 9,360,923 | 8,914,799 | 446      | 8,708,288  | 653        | 7%       |

### Enterprises

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf</td>
<td>154,657</td>
<td>322,914</td>
<td>(168)</td>
<td>1,311,722</td>
<td>1,507,470</td>
<td>(196)</td>
<td>1,411,029</td>
<td>(99)</td>
<td>-7%</td>
</tr>
<tr>
<td>Convention Center</td>
<td>135,301</td>
<td>178,811</td>
<td>(44)</td>
<td>2,688,159</td>
<td>2,284,091</td>
<td>414</td>
<td>2,706,769</td>
<td>(9)</td>
<td>0%</td>
</tr>
<tr>
<td>McCormick's Grill</td>
<td>29,775</td>
<td>33,835</td>
<td>(4)</td>
<td>206,819</td>
<td>213,946</td>
<td>(7)</td>
<td>194,890</td>
<td>12</td>
<td>6%</td>
</tr>
<tr>
<td>Summer Waves</td>
<td>35,916</td>
<td>26,400</td>
<td>10</td>
<td>1,230,026</td>
<td>1,399,803</td>
<td>(170)</td>
<td>1,367,383</td>
<td>(137)</td>
<td>-10%</td>
</tr>
<tr>
<td>Campground</td>
<td>134,695</td>
<td>130,018</td>
<td>5</td>
<td>1,167,737</td>
<td>1,119,091</td>
<td>49</td>
<td>1,058,324</td>
<td>109</td>
<td>10%</td>
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<tr>
<td>Life is Good</td>
<td>18,584</td>
<td>18,000</td>
<td>1</td>
<td>119,100</td>
<td>110,000</td>
<td>9</td>
<td>114,756</td>
<td>4</td>
<td>4%</td>
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<td>Museum</td>
<td>34,661</td>
<td>137,763</td>
<td>(103)</td>
<td>523,156</td>
<td>731,909</td>
<td>(209)</td>
<td>491,441</td>
<td>32</td>
<td>6%</td>
</tr>
<tr>
<td>Georgia Sea Turtle Center</td>
<td>97,714</td>
<td>193,256</td>
<td>(96)</td>
<td>1,420,933</td>
<td>1,389,119</td>
<td>32</td>
<td>1,459,856</td>
<td>(39)</td>
<td>-3%</td>
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<tr>
<td>Conservation</td>
<td>3,758</td>
<td>662</td>
<td>3</td>
<td>9,979</td>
<td>9,186</td>
<td>1</td>
<td>1,915</td>
<td>8</td>
<td>421%</td>
</tr>
<tr>
<td>Miniature Golf &amp; Bikes</td>
<td>21,670</td>
<td>34,778</td>
<td>(13)</td>
<td>237,890</td>
<td>256,279</td>
<td>(18)</td>
<td>244,449</td>
<td>(7)</td>
<td>-3%</td>
</tr>
<tr>
<td>Water/Wastewater</td>
<td>102,328</td>
<td>99,224</td>
<td>3</td>
<td>1,153,478</td>
<td>1,104,250</td>
<td>49</td>
<td>994,454</td>
<td>159</td>
<td>16%</td>
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<tr>
<td>Sanitation</td>
<td>47,241</td>
<td>46,439</td>
<td>1</td>
<td>422,687</td>
<td>416,851</td>
<td>6</td>
<td>407,694</td>
<td>15</td>
<td>4%</td>
</tr>
<tr>
<td>Fire Department</td>
<td>10,574</td>
<td>7,360</td>
<td>3</td>
<td>1,245,254</td>
<td>1,229,598</td>
<td>16</td>
<td>1,079,812</td>
<td>165</td>
<td>15%</td>
</tr>
<tr>
<td>Tennis</td>
<td>12,688</td>
<td>14,670</td>
<td>(2)</td>
<td>86,200</td>
<td>88,073</td>
<td>(2)</td>
<td>85,531</td>
<td>1</td>
<td>1%</td>
</tr>
<tr>
<td>Destination Mktg &amp; Special Events</td>
<td>3,125</td>
<td>37,000</td>
<td>(34)</td>
<td>351,383</td>
<td>439,064</td>
<td>(88)</td>
<td>383,201</td>
<td>(32)</td>
<td>-8%</td>
</tr>
<tr>
<td>Guest Information Center</td>
<td>15,439</td>
<td>16,529</td>
<td>(1)</td>
<td>125,589</td>
<td>141,406</td>
<td>(16)</td>
<td>139,804</td>
<td>(14)</td>
<td>-10%</td>
</tr>
<tr>
<td>Sales</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>2,000</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>2%</td>
<td>0%</td>
</tr>
<tr>
<td>Camp Jekyll &amp; Soccer Fields</td>
<td>12,666</td>
<td>12,572</td>
<td>0</td>
<td>115,668</td>
<td>127,015</td>
<td>(11)</td>
<td>113,684</td>
<td>2</td>
<td>2%</td>
</tr>
<tr>
<td>Landscaping, Roads &amp; Trails</td>
<td>2,718</td>
<td>1,716</td>
<td>58%</td>
<td>11,569</td>
<td>12,940</td>
<td>(1)</td>
<td>9,949</td>
<td>2</td>
<td>16%</td>
</tr>
<tr>
<td></td>
<td>MONTH ACTUAL</td>
<td>MONTH BUDGET</td>
<td>BUDGET VARIANCE (000's) %</td>
<td>YTD ACTUAL</td>
<td>YTD BUDGET</td>
<td>BUDGET VARIANCE (000's) %</td>
<td>YEAR ACTUAL</td>
<td>VARIANCE (000's) %</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>---------------------------</td>
<td>------------</td>
<td>------------</td>
<td>---------------------------</td>
<td>-------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Vehicle &amp; Equipment Maintenance</td>
<td>8,500</td>
<td>250</td>
<td>8 3300%</td>
<td>9,360</td>
<td>500</td>
<td>9 1772%</td>
<td>-</td>
<td>9 0%</td>
<td></td>
</tr>
<tr>
<td>Facility Maintenance</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Enterprises</strong></td>
<td><strong>882,031</strong></td>
<td><strong>1,312,198</strong></td>
<td><strong>(430) -33%</strong></td>
<td><strong>12,448,908</strong></td>
<td><strong>12,580,589</strong></td>
<td><strong>(132) -1%</strong></td>
<td><strong>12,265,730</strong></td>
<td><strong>183 1%</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>1,712,456</strong></td>
<td><strong>2,205,322</strong></td>
<td><strong>(493) -22%</strong></td>
<td><strong>21,809,832</strong></td>
<td><strong>21,495,389</strong></td>
<td><strong>314 1%</strong></td>
<td><strong>20,974,018</strong></td>
<td><strong>836 4%</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Expenses**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>MONTH ACTUAL</th>
<th>MONTH BUDGET</th>
<th>BUDGET VARIANCE (000's) %</th>
<th>YTD ACTUAL</th>
<th>YTD BUDGET</th>
<th>BUDGET VARIANCE (000's) %</th>
<th>YEAR ACTUAL</th>
<th>VARIANCE (000's) %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>1,048,158</td>
<td>1,183,720</td>
<td>(136) -11%</td>
<td>9,733,958</td>
<td>10,707,330</td>
<td>(973) -9%</td>
<td>9,273,088</td>
<td>461 5%</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>157,038</td>
<td>203,350</td>
<td>(46) -23%</td>
<td>1,286,101</td>
<td>1,525,770</td>
<td>(240) -16%</td>
<td>1,208,900</td>
<td>77 6%</td>
</tr>
<tr>
<td>Advertising &amp; Sales</td>
<td>45,212</td>
<td>54,632</td>
<td>(9) -17%</td>
<td>567,081</td>
<td>852,318</td>
<td>(285) -33%</td>
<td>1,184,126</td>
<td>(617) -52%</td>
</tr>
<tr>
<td>Repairs - Facilities &amp; Grounds</td>
<td>241,241</td>
<td>269,052</td>
<td>(28) -10%</td>
<td>1,289,063</td>
<td>1,338,748</td>
<td>(50) -4%</td>
<td>1,086,047</td>
<td>203 19%</td>
</tr>
<tr>
<td>Utilities</td>
<td>115,350</td>
<td>133,555</td>
<td>(18) -14%</td>
<td>1,423,017</td>
<td>1,456,066</td>
<td>(33) -2%</td>
<td>1,370,447</td>
<td>53 4%</td>
</tr>
<tr>
<td>Insurance</td>
<td>4,349</td>
<td>3,903</td>
<td>0 11%</td>
<td>794,045</td>
<td>784,797</td>
<td>9 1%</td>
<td>841,297</td>
<td>(47) -6%</td>
</tr>
<tr>
<td>Contracts</td>
<td>222,530</td>
<td>310,224</td>
<td>(88) -28%</td>
<td>2,432,168</td>
<td>2,697,709</td>
<td>(266) -10%</td>
<td>2,426,391</td>
<td>6 0%</td>
</tr>
<tr>
<td>Rentals</td>
<td>60,490</td>
<td>61,826</td>
<td>(1) -2%</td>
<td>665,169</td>
<td>598,340</td>
<td>67 11%</td>
<td>467,852</td>
<td>197 42%</td>
</tr>
<tr>
<td>Printing</td>
<td>5,645</td>
<td>12,892</td>
<td>(7) -56%</td>
<td>113,497</td>
<td>104,648</td>
<td>9 8%</td>
<td>178,349</td>
<td>(65) -36%</td>
</tr>
<tr>
<td>Motor Vehicle</td>
<td>20,731</td>
<td>23,015</td>
<td>(2) -10%</td>
<td>219,069</td>
<td>218,087</td>
<td>1 0%</td>
<td>186,633</td>
<td>32 17%</td>
</tr>
<tr>
<td>Telephone</td>
<td>10,443</td>
<td>10,501</td>
<td>(0) -1%</td>
<td>91,775</td>
<td>94,434</td>
<td>(3) -3%</td>
<td>92,439</td>
<td>(1) -1%</td>
</tr>
<tr>
<td>Equipment Purchase &lt;$1K</td>
<td>5,375</td>
<td>9,338</td>
<td>(4) -42%</td>
<td>69,968</td>
<td>80,601</td>
<td>(11) -13%</td>
<td>73,990</td>
<td>(4) -5%</td>
</tr>
<tr>
<td>Equipment Purchase $1K to $5K</td>
<td>12,525</td>
<td>5,150</td>
<td>7 143%</td>
<td>69,329</td>
<td>77,405</td>
<td>(8) -10%</td>
<td>97,380</td>
<td>(28) -29%</td>
</tr>
<tr>
<td>Travel</td>
<td>7,437</td>
<td>9,842</td>
<td>(2) -24%</td>
<td>74,595</td>
<td>86,616</td>
<td>(12) -14%</td>
<td>80,419</td>
<td>(6) -7%</td>
</tr>
<tr>
<td>Dues</td>
<td>20,971</td>
<td>14,822</td>
<td>6 41%</td>
<td>211,538</td>
<td>221,916</td>
<td>(10) -5%</td>
<td>197,210</td>
<td>14 7%</td>
</tr>
<tr>
<td>Credit Card Fees</td>
<td>22,657</td>
<td>23,060</td>
<td>(0) -2%</td>
<td>245,007</td>
<td>219,843</td>
<td>25 11%</td>
<td>223,932</td>
<td>21 9%</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>49</td>
<td>35</td>
<td>0 40%</td>
<td>603</td>
<td>315</td>
<td>0 91%</td>
<td>197</td>
<td>0 206%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>2,000,201</strong></td>
<td><strong>2,328,917</strong></td>
<td><strong>(329) -14%</strong></td>
<td><strong>19,285,983</strong></td>
<td><strong>21,064,943</strong></td>
<td><strong>(1,779) -8%</strong></td>
<td><strong>18,988,696</strong></td>
<td><strong>297 2%</strong></td>
</tr>
</tbody>
</table>

**Net Operating Cash Income** **

(287,745) (123,595) (164) 133% 2,523,849 430,446 2,093 486% 1,985,322 539 27%

** Does not include depreciation or capital projects
## March 2020 Traffic Counts

<table>
<thead>
<tr>
<th>Month</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>24,977</td>
<td>42,084</td>
<td>67,061</td>
<td>26,372</td>
<td>46,562</td>
</tr>
<tr>
<td>February</td>
<td>31,332</td>
<td>45,113</td>
<td>76,445</td>
<td>35,982</td>
<td>47,081</td>
</tr>
<tr>
<td>March</td>
<td>46,104</td>
<td>52,582</td>
<td>98,686</td>
<td>49,605</td>
<td>54,166</td>
</tr>
<tr>
<td>April</td>
<td>46,981</td>
<td>50,255</td>
<td>97,236</td>
<td>53,558</td>
<td>54,066</td>
</tr>
<tr>
<td>May</td>
<td>74,618</td>
<td>50,525</td>
<td>125,143</td>
<td>72,234</td>
<td>54,056</td>
</tr>
<tr>
<td>June</td>
<td>90,544</td>
<td>52,276</td>
<td>142,820</td>
<td>90,765</td>
<td>55,010</td>
</tr>
<tr>
<td>July</td>
<td>46,949</td>
<td>47,493</td>
<td>94,442</td>
<td>44,752</td>
<td>50,732</td>
</tr>
<tr>
<td>August</td>
<td>47,555</td>
<td>45,059</td>
<td>92,614</td>
<td>26,578</td>
<td>37,809</td>
</tr>
<tr>
<td>September</td>
<td>26,241</td>
<td>38,461</td>
<td>64,702</td>
<td>35,871</td>
<td>50,566</td>
</tr>
<tr>
<td>October</td>
<td>31,634</td>
<td>43,245</td>
<td>74,879</td>
<td>32,323</td>
<td>46,777</td>
</tr>
<tr>
<td>November</td>
<td>29,947</td>
<td>42,132</td>
<td>72,079</td>
<td>27,891</td>
<td>45,185</td>
</tr>
<tr>
<td>December</td>
<td>31,634</td>
<td>43,245</td>
<td>74,879</td>
<td>32,323</td>
<td>46,777</td>
</tr>
<tr>
<td>Totals</td>
<td>577,040</td>
<td>561,464</td>
<td>1,138,504</td>
<td>570,599</td>
<td>593,230</td>
</tr>
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</table>

### Year to Date Comparison

<table>
<thead>
<tr>
<th>Year</th>
<th>2016 YTD</th>
<th>2017 YTD</th>
<th>2018 YTD</th>
<th>2019 YTD</th>
<th>2020 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>242,192</td>
<td>259,768</td>
<td>258,393</td>
<td>271,087</td>
<td>242,326</td>
</tr>
</tbody>
</table>

### Annual Traffic Count

- **2016**: 2,474,214
- **2017**: 3,545,070
- **2018**: 3,658,633
- **2019**: 4,212,781
- **2020 Projected**: 4,615,751

### Annual Revenue

- **2016**: 815,607
- **2017**: 1,000,000
- **2018**: 1,200,000
- **2019**: 1,500,000
- **2020 Projected**: 2,000,000

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*Oct 2016 - Hurricane Matthew
Sep 2017 - Hurricane Irma
Sep 2019 - Hurricane Dorian
Mar 2020 - COVID-19 outbreak
Not much to say – We had the Combined Concert of the Navy Band that included the Sea Chanters, the Cruisers and the Concert bands 76 members total. Though it was on the edge of world going upside down we had 2300+ people attend. It was an amazing performance and the band members loved playing this area. This was their largest audience. This was a free event for the public Hosted by JIA and the Golden Isles Arts and Humanities.

**FUTURE CONTRACTS ISSUED - 9– Estimated revenues $366,000**

| Conventions –9– Anticipated rev of | $366,000 |
| Meetings –0– Anticipated revenue | 0 |
| Banquet –0 – Anticipated revenue | 0 |
| Weddings –0 – Anticipated revenue | 0 |
| Public Event – 0– Anticipated revenue | 0 |

**PROPOSALS**

CVB – 12  
Westin – 2  
Cvent- 3  
SMG site pass -0  
Combined sites and planning meetings with all staff – 17
### HOTEL STATISTICS AT-A-GLANCE

**Mar-20**
- Total Revenue: $2,590,627
- Occupancy Rate: 46.6%
- RevPAR: $72.63
- ADR: $155.87

**Mar-19**
- Total Revenue: $4,486,360
- Occupancy Rate: 80.3%
- RevPAR: $135.99
- ADR: $169.44

### OCCUPANCY REPORT DETAIL

#### Hotel Revenue Statistics - History

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
<th>RevPAR</th>
<th>ADR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$180.00</td>
<td>$140.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>2018</td>
<td>$160.00</td>
<td>$120.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>2019</td>
<td>$140.00</td>
<td>$100.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>2020</td>
<td>$120.00</td>
<td>$80.00</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

#### Revenue Variance

<table>
<thead>
<tr>
<th>Amount ($)</th>
<th>Variance (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-50,000</td>
<td>-20%</td>
</tr>
<tr>
<td>-100,000</td>
<td>-40%</td>
</tr>
<tr>
<td>-150,000</td>
<td>-60%</td>
</tr>
<tr>
<td>-200,000</td>
<td>-80%</td>
</tr>
</tbody>
</table>

---

**Mar-20**

<table>
<thead>
<tr>
<th>Hotel</th>
<th># of Rms</th>
<th>Units Avail</th>
<th>Units Occup</th>
<th>Percent Occup</th>
<th>Average Daily Rate</th>
<th>RevPAR</th>
<th>Room Revenue 2020</th>
<th>Room Revenue 2019</th>
<th>Revenue Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beachview Club</td>
<td>38</td>
<td>1,178</td>
<td>350</td>
<td>29.7%</td>
<td>$172.07</td>
<td>$51.12</td>
<td>$60,223.17</td>
<td>$92,162.87</td>
<td>$(31,940)  -35%</td>
</tr>
<tr>
<td>Home2Suites</td>
<td>106</td>
<td>3,286</td>
<td>1,317</td>
<td>40.1%</td>
<td>$153.15</td>
<td>$61.38</td>
<td>$201,693.00</td>
<td>$201,693.00</td>
<td>0%</td>
</tr>
<tr>
<td>Holiday Inn Resort</td>
<td>157</td>
<td>4,048</td>
<td>1,317</td>
<td>40.1%</td>
<td>$141.22</td>
<td>$74.10</td>
<td>$299,944.95</td>
<td>$665,680.41</td>
<td>$365,735 -55%</td>
</tr>
<tr>
<td>Days Inn &amp; Suites</td>
<td>124</td>
<td>3,844</td>
<td>1,884</td>
<td>49.0%</td>
<td>$115.71</td>
<td>$56.71</td>
<td>$217,994.99</td>
<td>$413,570.41</td>
<td>$(195,575) -47%</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>138</td>
<td>4,278</td>
<td>2,048</td>
<td>47.9%</td>
<td>$154.00</td>
<td>$73.72</td>
<td>$315,385.00</td>
<td>$647,730.00</td>
<td>$(332,345) -51%</td>
</tr>
<tr>
<td>Jekyll Island Club Resort</td>
<td>200</td>
<td>6,200</td>
<td>2,334</td>
<td>37.6%</td>
<td>$218.72</td>
<td>$104.50</td>
<td>$299,944.95</td>
<td>$665,680.41</td>
<td>$(365,735) -55%</td>
</tr>
<tr>
<td>Seafarer Inn &amp; Suites</td>
<td>73</td>
<td>2,263</td>
<td>1,339</td>
<td>59.2%</td>
<td>$176.62</td>
<td>$104.50</td>
<td>$236,488.00</td>
<td>$227,793.44</td>
<td>$8,695  4%</td>
</tr>
<tr>
<td>Villas by the Sea</td>
<td>136</td>
<td>3,317</td>
<td>1,833</td>
<td>55.3%</td>
<td>$178.88</td>
<td>$74.84</td>
<td>$464,005.00</td>
<td>$950,375</td>
<td>$(486,370) -51%</td>
</tr>
<tr>
<td>Villas by the Sea - Jekyll Realty</td>
<td>20</td>
<td>620</td>
<td>477</td>
<td>76.9%</td>
<td>$89.12</td>
<td>$68.57</td>
<td>$42,511.89</td>
<td>$53,376.89</td>
<td>$(10,865) -20%</td>
</tr>
<tr>
<td>Villas by the Sea - Parker Kaufman</td>
<td>14</td>
<td>434</td>
<td>320</td>
<td>73.7%</td>
<td>$84.68</td>
<td>$62.44</td>
<td>$27,098.50</td>
<td>$22,286.02</td>
<td>$4,812  22%</td>
</tr>
<tr>
<td>Westin</td>
<td>200</td>
<td>6,200</td>
<td>2594</td>
<td>41.8%</td>
<td>$118.88</td>
<td>$72.63</td>
<td>$2,590,627</td>
<td>$4,486,360</td>
<td>$(1,895,733) -42.3%</td>
</tr>
</tbody>
</table>

---

**Mar-20 Total**
- Total Revenue: $2,590,627
- Occupancy Rate: 46.6%
- RevPAR: $72.63
- ADR: $155.87
Jekyll Island Authority

Hotel Occupancy Statistics

Calendar Year to Date - March 2020

Hotel Statistics at-a-Glance

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenue ($)</td>
<td>8,648,359</td>
<td>8,599,635</td>
<td>7,860,058</td>
</tr>
<tr>
<td>Occupancy Rate (%)</td>
<td>57.8%</td>
<td>61.8%</td>
<td>60.2%</td>
</tr>
<tr>
<td>RevPAR $/Room</td>
<td>82.03</td>
<td>92.06</td>
<td>88.51</td>
</tr>
<tr>
<td>ADR $/Room</td>
<td>142.00</td>
<td>149.01</td>
<td>147.02</td>
</tr>
</tbody>
</table>

Occupy Report Details

<table>
<thead>
<tr>
<th>Hotel</th>
<th># of Units</th>
<th>Units Avail</th>
<th>Units Occupd</th>
<th>Percent Occupd</th>
<th>Average Daily Rate</th>
<th>RevPAR $/Room</th>
<th>Room Revenue $/Year</th>
<th>Room Revenue $/Year</th>
<th>Revenue Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beachview Club</td>
<td>38</td>
<td>3,428</td>
<td>1,281</td>
<td>37.4%</td>
<td>147.80</td>
<td>189,333</td>
<td>139,533</td>
<td>(49,800)</td>
<td>36%</td>
</tr>
<tr>
<td>Home2Suites</td>
<td>106</td>
<td>9,632</td>
<td>5,288</td>
<td>54.9%</td>
<td>136.23</td>
<td>720,368</td>
<td>0</td>
<td>720,368</td>
<td>0%</td>
</tr>
<tr>
<td>Holiday Inn Resort</td>
<td>157</td>
<td>12,928</td>
<td>7,338</td>
<td>56.8%</td>
<td>133.29</td>
<td>978,068</td>
<td>1,215,935</td>
<td>(237,867)</td>
<td>-20%</td>
</tr>
<tr>
<td>Days Inn &amp; Suites</td>
<td>124</td>
<td>11,284</td>
<td>7,187</td>
<td>63.7%</td>
<td>105.08</td>
<td>755,200</td>
<td>891,337</td>
<td>(136,137)</td>
<td>-15%</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>138</td>
<td>12,558</td>
<td>7,046</td>
<td>56.1%</td>
<td>140.00</td>
<td>986,291</td>
<td>1,260,357</td>
<td>(273,886)</td>
<td>-22%</td>
</tr>
<tr>
<td>Jekyll Island Club Resort</td>
<td>200</td>
<td>18,200</td>
<td>11,140</td>
<td>61.2%</td>
<td>161.73</td>
<td>1,801,633</td>
<td>2,036,547</td>
<td>(234,805)</td>
<td>-12%</td>
</tr>
<tr>
<td>Seafarer Inn &amp; Suites</td>
<td>73</td>
<td>6,643</td>
<td>4,101</td>
<td>61.7%</td>
<td>150.28</td>
<td>616,291</td>
<td>407,676</td>
<td>208,616</td>
<td>51%</td>
</tr>
<tr>
<td>Villas by the Sea</td>
<td>136</td>
<td>9,495</td>
<td>5,759</td>
<td>60.7%</td>
<td>112.49</td>
<td>647,801</td>
<td>715,533</td>
<td>(67,732)</td>
<td>-9%</td>
</tr>
<tr>
<td>Villas by the Sea - Jekyll Realty</td>
<td>20</td>
<td>1,820</td>
<td>1,006</td>
<td>55.3%</td>
<td>85.60</td>
<td>86,118</td>
<td>81,025</td>
<td>5,093</td>
<td>6%</td>
</tr>
<tr>
<td>Villas by the Sea - Parker Kaufman</td>
<td>14</td>
<td>1,245</td>
<td>970</td>
<td>77.9%</td>
<td>67.36</td>
<td>65,339</td>
<td>68,202</td>
<td>(2,864)</td>
<td>-4%</td>
</tr>
<tr>
<td>Westin</td>
<td>200</td>
<td>18,200</td>
<td>11,140</td>
<td>61.2%</td>
<td>161.73</td>
<td>1,801,633</td>
<td>1,783,495</td>
<td>18,138</td>
<td>1%</td>
</tr>
</tbody>
</table>

2020 Total: 105,433 Rooms, 60,902 Occupied, 57.8% Occupancy, 82.03 ADR, 142.00 RevPAR, 8,648,359 Total Revenue

2019 Total: 93,411 Rooms, 57,711 Occupied, 61.8% Occupancy, 149.01 ADR, 149.01 RevPAR, 8,599,635 Total Revenue

2018 Total: 88,805 Rooms, 53,463 Occupied, 60.2% Occupancy, 147.02 ADR, 147.02 RevPAR, 7,860,058 Total Revenue

YTD Hotel Statistics - History

Revenue Variance: -20% to 36%
MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: FIREWORKS TAX GRANT
DATE: 4/11/2020

The Jekyll Island Fire Department was recently notified that they have been selected to receive a Fireworks Tax Grant from the Georgia Firefighter Standards and Training Council.

This is a matching grant with funding of $807.00 from the JIA and $7,259.00 from the Fireworks Tax Grant. The funds must be spent specifically for Turn Out Gear for the firefighters.

Staff hereby requests approval to accept the Fireworks Tax grant in the amount of $7,259.00 to purchase Turn Out Gear for the firefighters.
LETTER OF ACCEPTANCE
March 11, 2020

Jekyll Island Fire Department
200 Stable Rd
Jekyll Island, GA 31527

Dear Dennis Gailey,
Congratulations, your department has been selected to receive a Fireworks Tax Grant from the Georgia Firefighter Standards and Training Council (GFSTC). This grant is a matching grant with $807.00 being funded by the department and $7259.00 funding from the GFSTC grant. The purpose of this grant is to assist you with purchasing the TURN OUT GEAR requested in your grant application. Please be advised that the items in this letter are the only items that can be purchased using these grant monies. All departments must expend at least the combined total of the matching funds on the items listed or forfeit the grant. All departments shall furnish the GFSTC with a notice of receipt within 3 business days of receiving the grant monies.

The department shall complete and sign this Acceptance Letter and complete the attached State of Georgia Vendor Management Form and W-9 Form and have them returned to the GFSTC office no later than 3:00pm, March 25, 2020. Please email the required forms to Whitman Stanford at whitman@gfstconline.org, and contact us if you have any questions.

Your department shall also be required to furnish the following purchase information to the GFSTC:

1. Copy of a signed invoice to show the order was placed.
2. Copy of signed payment information to that the items were paid for in full.
3. Copy of a signed delivery receipt to show the items were received in good condition.

All items must be ordered within 90 calendar days after receiving the grant monies or be able to explain the delay. The undersigned agrees to the conditions of the grant award as outlined in this letter and the GFSTC Fireworks Grant Policy, attached. Failure to comply could result in forfeiture and/or repayment of grant monies

________________________________________
Fire Chief

________________________________________
Governor Official Notary
TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: FIREWISE GRANT
DATE: 3/9/2020

Jekyll Island has been recognized as a Georgia Firewise Community since 2009.

We recently received notification that we were approved for a Firewise Community Hazard Mitigation Grant in the amount of $5,000.00.

These funds will be used for expenses related to our fire buffer maintenance project. The main tool used in buffer maintenance is our forestry mulcher machine. The grant funds will be spent on repair & maintenance of the mulching head as it requires regular blade/teeth maintenance to optimize its performance.

The grant funds must be expended by April 30, 2020 and all reports and paperwork must be finalized by May 15, 2020.

Staff hereby requests approval to accept the Firewise grant in the amount of $5,000.00 for hazard mitigation and fuel reduction projects on Jekyll Island.
Jekyll Island  
200 Stable Road  
Jekyll Island, GA

Dear Sir or Madame,

Thank you for helping make your community safer from wildfire by making a serious commitment to the Georgia Firewise program, which is part of the NFPA National Firewise Program. Your community is one of 109 communities in Georgia that have recognized the risks around them and are making plans to minimize these risks for their citizens. These communities have a much better chance to lower the occurrence of Wildfires than those who are not Firewise. Firewise is not rocket science but just a common sense approach to actions that help us make our homes less susceptible to fire in our back yard that most of us assume always happens somewhere else. Firewise reminds us about the small things that we can do to protect our homes and businesses from damage and destruction.

The Firewise Hazard Mitigation grant that you applied for was designed for Firewise communities in Georgia that have made plans to reduce wildfire risks by performing mitigation and fuel reduction work around their community. The funds are limited and priority was given to hazard mitigation and fuel reduction projects. A committee with representatives from the Georgia Firewise Liaison office, Georgia Forestry Commission, and US Forest Service ranked the applications using scoring criteria to determine the projects that will be awarded funding in 2020. Your community was awarded $5,000 for the mitigation or fuel reduction work that you described in your application. All work must be completed by April 30, 2020 and all reports and paperwork must be submitted to the Georgia Firewise Liaison by May 15, 2020 for reimbursement up to the awarded amount.

Please notify the Georgia Firewise Liaison office when work begins on your project so we may visit your site to assist you with any questions that you may have during the project and to give your community publicity showing your efforts to protect the citizens. Georgia ranks #6 in the U.S. with number of Firewise communities and that honor is due to communities like yours that have made the commitment to help protect their citizens from the risks of fires around their homes and businesses.

If you have any questions about your Firewise grant, Firewise renewal, or any questions about the program, please contact us or your GFC liaison. Thanks again for all the hard work you are doing to make your community Firewise!

Frank M. Riley Jr, CF  
Executive Director  
Chestatee/Chattahoochee RC&D Council  
Georgia Firewise Liaison  
706-894-1591 Office  
706-897-1676 Cell  
frank.ccrcd@gmail.com
TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: GEORGIA TRAUMA COMMISSION GRANT – ROUND 1
DATE: 4/13/2020

The Jekyll Island Fire Department was notified by the Georgia Trauma Commission that we have been awarded an EMS Trauma Related Equipment Grant in the amount of $1,452.31.

In the 2019 Trauma Grant, the Jekyll Island Fire Department requested tablets for the ambulances in order to be able to complete their reports while in the field. This year the request includes equipment to mount the tablets in the vehicle as well as keyboards and Pens for the tablets.

There are no matching funds required of this grant.

Staff hereby requests approval to accept the Georgia Trauma Commission grant in the amount of $1,452.31 for trauma related equipment to be used on our ambulances.
August 5, 2019

**Notice of Grant Awards for EMS Trauma Related Equipment for Increase of GTCNC FY 2020 Budget**

The Georgia Trauma Care Network Commission (GTCNC) would like to say **THANK YOU** for everyone that applied for the FY 2019 EMS Trauma Related Equipment Grant cycles. The GTCNC through the EMS Subcommittee on Trauma (Subcommittee) dispersed a total of $1,115,119 grant awards during FY 2019.

The GTCNC through the Subcommittee has approved another grant award opportunity using FY 2020 funding for your EMS agency “GRANTEE” for funds to be used for purchase(s) of Trauma Related Equipment to equip ambulances. The total amount of funds to be awarded is $944,000 statewide. Our current ambulance count yielded 1,300 ambulances or reimbursement up of $726.15 per ambulance. **These funds will be distributed on a reimbursement basis only.**

**Attachment D contains the award amount per grantee contained herein. PLEASE SPEND ALL YOUR ELIGIBLE FUNDS!**

Attached please find the following documents:

- Attachment A - Grant Application
- Attachment B - Instructions for the required notarized affidavit.
- Attachment C - Approved equipment lists.
- Attachment D - Awards by Region/Service.

The deadline to submit completed grant packets including your agency applications, affidavit and copy of invoice or purchase order for reimbursement is on or before **August 30, 2019**

**PLEASE NOTE:** We will accept emailed (gtcbusinessops@gtcnc.org) or faxed (706-841-1980) grant packets **TO BE STARTED PROCESSING, but MUST have the originals via mail.** Applications received after this date will be returned to the sender. Completed grant packets **MUST** be mailed or delivered to:

**FY 2018 EMS Equipment Grant: Georgia Trauma Commission**
410 Chickamauga Ave, Suite 332 Rossville, Georgia 30741

This grant can be used by the GRANTEE to purchase equipment that is on the required list for ambulance licensure by the Georgia State Office of EMS and Trauma within the Joint Policy Statement or the Commission approved list both in Attachment C. The purpose of the FY 2020 EMS Equipment Grant is to reimburse EMS Agencies for equipment purchased from the
approved equipment lists found in Attachment C. This has been updated with the approved most recent equipment grant cycle.

Attachment D provided gives a list of EMS agencies and award amounts by Region. This list has been reviewed and confirmed by the Georgia Office of EMS and Trauma. If you see a discrepancy in the amount of 911 ambulances for your agency, please let us know and we will make every effort to adjust that in future grant opportunities.

In an effort to be more efficient and make timely for reimbursements payments to our Grantees, the GTCNC strongly encourages the use of ACH. Our policy mirrors the State Accounting Office policy regarding ACH payments. Please contact us if there are any questions about ACH payments.

We look forward to serving the EMS community with this grant award opportunity. If you have any questions, please feel free to contact the GTCNC office at 706-841-2800, as any of the office staff can assist.

Sincerely,

Billy Kunkle, Interim Executive Director
Georgia Trauma Care Network Commission
billy@gtcnc.org

Ecc: Dennis Ashley, MD, Commission chairman
## EMS Reporting

Used to complete field reports. FY 20 Trauma Grant Reimbursement

<table>
<thead>
<tr>
<th>Item</th>
<th>Vendor</th>
<th>Price</th>
<th>Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablet S Pen</td>
<td>Amazon</td>
<td>32.99</td>
<td>3</td>
<td>98.97</td>
</tr>
<tr>
<td>Tablet Keyboard</td>
<td>Amazon</td>
<td>23.99</td>
<td>3</td>
<td>71.97</td>
</tr>
<tr>
<td>RamMount Dock</td>
<td>PCM-G</td>
<td>82.25</td>
<td>2</td>
<td>164.50</td>
</tr>
<tr>
<td>IntelliSkin</td>
<td>PCM-G</td>
<td>36.28</td>
<td>2</td>
<td>72.56</td>
</tr>
<tr>
<td>Universal Double Ball Mount</td>
<td>PCM-G</td>
<td>27.69</td>
<td>3</td>
<td>83.07</td>
</tr>
<tr>
<td>Tab-Lock™ Backplate with Ha</td>
<td>PCM-G</td>
<td>53.48</td>
<td>1</td>
<td>53.48</td>
</tr>
<tr>
<td>Portable Suction Unit</td>
<td>Bound Tree</td>
<td>899.99</td>
<td>1</td>
<td>899.99</td>
</tr>
</tbody>
</table>

**Sub Total** 1444.54

**FY 20 Proposed Trauma Grant Funding-NonCompetitive** -1452.31

**Total** -7.77

JIFD transitioned over to the State sponsored incident reporting system this past January. We used last year’s Trauma Commission Equipment Grant to deploy tablets to complete the reports in the field. This request will provide in-vehicle mounting solutions to provide a secure and enhanced use of the equipment.
MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: GEORGIA TRAUMA COMMISSION GRANT – ROUND 2
DATE: 4/11/2020

The Jekyll Island Fire Department was recently notified by the Georgia Trauma Commission that we have been awarded an EMS Trauma Related Equipment Grant in the amount of $1,726.54.

The grant award is based on the number of ambulances in the fire department and we were given a list of pre-approved equipment to choose from, up to the grant amount.

The grant funds must be expended by April 30, 2020.

Staff hereby requests approval to accept the Georgia Trauma Commission grant in the amount of $1,726.54 for trauma related equipment to be used on our ambulances.
March 20, 2020

**Notice of Grant Awards for EMS Trauma Related Equipment for Amended FY 2020 GTCNC Budget**

The Georgia Trauma Care Network Commission (GTCNC) would like to say **THANK YOU** for everyone that applied for the first FY 2020 EMS Trauma Related Equipment Grant cycles. The GTCNC dispersed a total of $944,000 grant awards during FY 2020.

At the request of the EMS Subcommittee, the GTCNC approved another grant award opportunity using AFY 2020 funding for your EMS agency “GRANTEE” to be used for purchase(s) of Trauma Related Equipment to equip ambulances. The total amount of funds to be awarded is $1,123,977 statewide. Our current ambulance count yielded 1,302 ambulances or reimbursement up of $863.27 per ambulance. **Funds will be distributed on a reimbursement basis only.** Attachment D contains the award amount per grantee.

Attached please find the following documents:
- Attachment A - Grant Application
- Attachment B - Instructions for the required notarized affidavit.
- Attachment C - Approved equipment lists.
- Attachment D - Awards by Region/Service.

The deadline to submit completed grant packets including your agency applications, affidavit and copy of invoice or purchase order for reimbursement is on or before **April 30, 2020.** Applications received after this date will be returned to the sender.

**PLEASE NOTE:** We will accept emailed (gtcbusinessops@gtcnc.org) or faxed (706-841-1980) grant packets to begin processing, but MUST have the originals via mail. Completed grant packets **must** be mailed or delivered to:

FY 2020 EMS Equipment Grant Round 2: Georgia Trauma Commission
410 Chickamauga Ave, Suite 332 Rossville, Georgia 30741

This grant can be used by the GRANTEE to purchase equipment that is on the required list for ambulance licensure by the Georgia State Office of EMS and Trauma within the Joint Policy Statement or the Commission approved list both in Attachment C. The purpose of the FY 2020 EMS Equipment Grant is to reimburse EMS Agencies for equipment purchased from the approved equipment lists found in Attachment C. This has been updated with the approved most recent equipment grant cycle.
Attachment D provided gives a list of EMS agencies and award amounts by Region. This list has been reviewed and confirmed by the Georgia Office of EMS and Trauma. If you see a discrepancy in the amount of 911 ambulances for your agency, please let us know and we will make every effort to adjust that in future grant opportunities.

*In an effort to be more efficient and make timely for reimbursements payments to our Grantees, the GTCNC strongly encourages the use of ACH. Our policy mirrors the State Accounting Office policy regarding ACH payments. Please contact us if there are any questions about ACH payments*

We look forward to serving the EMS community with this grant award opportunity. If you have any questions, please feel free to contact the GTCNC office at 706-841-2800, as any of the office staff can assist.

Sincerely,

Elizabeth V. Atkins, MSN, RN, TCRN
Executive Director
Georgia Trauma Care Network Commission
liz@gtcnc.org

Ecc: Dennis W. Ashley, MD, FACS
Chairman, Georgia Trauma Care Network Commission
<table>
<thead>
<tr>
<th>Item</th>
<th>Vendor</th>
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<td><strong>FY 20 Proposed Trauma Grant Funding-NonCompetitive</strong></td>
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<td><strong>-1,726.54</strong></td>
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<td></td>
<td><strong>144.73</strong></td>
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</tbody>
</table>

The Georgia Trauma Commission released a Round 2 Equipment Grant for FY20. The above equipment is within the grant guidance for reimbursement.
STANDARD
The Jekyll Island Authority (JIA) is committed to providing a safe workplace and ensuring the wellbeing of all JIA employees. Sick employees who report to work with contagious symptoms and/or a contagious condition may significantly impact JIA operations due to the potential of spreading illness, diminished productivity, lack of quality guest services, and lack of attention to safety.

PRACTICE GUIDELINES

1. Safe Practices: Employees should consider options and practices that will reduce the risk of contracting a contagious condition or passing on a contagious condition by observing healthy practices such as:
   a. Receiving flu vaccinations,
   b. Covering their noses or mouths when coughing or sneezing,
   c. Washing or sanitizing their hands,
   d. Using sanitizers on common work areas, and
   e. Other health practices that are designed to reduce infection and the spread of disease.

   Employees should also refrain from reporting to work with contagious symptoms and/or a contagious condition, so as not to spread a condition or disease.

2. Contagious Symptoms and/or Condition: For the purposes of this policy, contagious symptoms and/or a contagious condition exists when:
   a. An employee exhibits influenza-related symptoms (e.g., fever, vomiting, diarrhea, headache, cough, sore throat, runny or stuffy nose, muscle aches) or other symptoms, described by a public health organization as indicative of other contagion; and/or

   b. An employee is diagnosed with an infectious/contagious condition (e.g., influenza, strep throat, tuberculosis, bacterial meningitis, mononucleosis, mumps, measles, rubella, chicken pox, etc.); or

   c. An employee and/or family member/household member has recently traveled to a geographic area actively identified by a recognized health organization to present a high degree of contagion health risk or an area for which the CDC has issued a Level 2 or 3 travel advisory.
3. **Workplace Requirements:** The JIA and its employees are responsible for a safe and productive workplace environment. Accordingly, an employee with contagious symptoms and/or a contagious condition:
   a. Will not report to the workplace so as not to infect other employees or members of the public.
   b. Will not report to the workplace until his/her symptoms have subsided and the employee has been cleared with a health care provider’s statement that the employee may return to work. Health care provider’s release MUST be submitted BEFORE returning to work.
   c. Will not report to the workplace after returning from, or after a family/household member has returned from, a geographic area or confined area recently identified by a recognized health organization to present a high degree of contagion health risk or an area for which the CDC has issued a Level 2 or 3 travel advisory. In such case, the employee cannot return to the workplace until completion of the incubation period as identified by a public health organization and/or the employee has been cleared with a health care provider’s statement that the employee may return to work.
   d. May be sent home, with or without the opportunity to work from home, based on observations of symptoms of a contagious condition.

4. **Absences:**
   a. A full-time employee who has been sent home by the JIA and/or has not reported to work due to contagious symptoms and/or a contagious condition, or who has been quarantined, will be required to use accrued sick leave, annual leave, and/or compensatory time (if applicable).
   b. If leave time, or compensatory time, is unavailable or exhausted, the employee will be recorded as absent with approved unpaid leave. Part-time employees will be recorded as absent with approved unpaid leave. In the event that an employee’s absence pursuant to an approved unpaid leave extends beyond three (3) days and/or an employee’s absence pursuant to an approved unpaid leave becomes a recurring issue, and such absences are deemed to constitute an undue burden upon the JIA department, the department manager may request that the employee provide a doctor’s certification as to the employee’s current condition. Any prolonged absences will be addressed in compliance with JIA policy and all federal and state laws and regulations, including the ADA and FMLA (where a serious health condition is involved).
   c. The Division Director and Human Resources may approve an employee to work from home or another private location while recuperating. Such approval is dependent upon consideration of factors, including the employee’s position, the severity of the illness, and other safety and logistical considerations.
   d. Any employee subject to absence due to contagious symptoms or a contagious condition must contact Human Resources to determine if the employee and medical condition qualifies for Family Medical Leave. In such case, the policy covering Family Medical Leave Act shall apply.
5. **Return to Work:**
   
a. As a condition for return to work, the employee will be required to provide a release to return from a professional health care provider stating the contagious symptom or contagious condition that the employee experienced has been cleared and the employee may return to work without risk to other employees.

b. The release to return to work must be submitted *electronically* to Human Resources, which shall review and must approve *before* the employee may return to work. An employee failing to provide a written return to work authorization prior to reporting to work will be immediately sent home and may be subject to disciplinary action for failure to comply with this requirement.

**COMPLIANCE:** Employees are required to comply with the provisions of this policy. Non-compliance with any portion of this policy will be subject to disciplinary action, up to and including termination of employment.

This policy will be administered in accordance with all federal and state laws and regulations, including the ADA and the FMLA (where a serious health condition is involved).

For additional information or assistance, please contact the JIA Human Resources office.

*******************************************************************************
Marketing Response in These Uncertain Times
Impact on Travel to Jekyll Island

We continue to work closely with our state industry partners to ensure that visitors have the most up-to-date information in order to make the safest travel planning decisions.

Effective April 4, 2020, at 6 p.m., the following Executive & Administrative Orders have been issued:

**Executive Order to Ensure A Safe & Healthy Georgia**
The Governor of Georgia has issued a shelter in place order with exceptions for essential services, minimum basic operations, and critical workforce. Full provisions, exceptions, and restrictions can be viewed in the order.

This order has been extended through April 30, 2020 at 11:59 p.m.

Download PDF: Georgia Shelter in Place Order

**Increased Precautionary Hygiene Protocols**
We are taking a number of stringent precautionary measures to ensure the safety and well-being of those living, visiting and working on the island and have increased many of our operational protocols including:

- Increased hand-sanitizing stations and pumps at all authority-operated gift shops and amenities, including the Jekyll Island Guest Information Center and Jekyll Island Convention Center
- Partnering with EcoLab to have hospital-grade disinfectants available for use in all JIA restroom facilities as well as increased maintenance and service frequency of our public restroom facilities including a secondary sanitizing step in the service protocol
- Requiring Jekyll Island Authority employees with illnesses including flu-like symptoms to stay home and seek medical attention
- Encouraging increased frequency of handwashing and sanitation efforts by all Jekyll Island Authority employees
- Increased sanitation of public surfaces including countertops, doorknobs and other areas throughout our facilities that frequently come into contact with the public
- Providing additional travel-size hand sanitizer products for purchase at our gift shops and retail locations
Financial Relief

- **U.S. Small Business Association Coronavirus Relief Options**
  - In addition to traditional SBA funding programs, the CARES Act established several new temporary programs to address the COVID-19 outbreak:
    - **Paycheck Protection Program** – launched April 3, the SBA advises to apply as quickly as possible as there is a funding cap.
    - **Economic Injury Disaster Loan** – loan advance of up to $10,000 for small businesses.
- **National Restaurant Employee Relief Fund**

Unemployment/Labor Relief

- **Georgia Department of Labor COVID-19 Relief**

Small Business Resources

- **U.S. Chamber of Commerce**
  - **Surviving the Coronavirus: Resource Collection for Small Businesses**
  - **How to Stay Connected to Your Customers During the Coronavirus Outbreak**
- **University of Georgia Small Business Development Center**
  - With more than 17 locations around the state, these centers are open to offer virtual assistance at no charge to sole proprietors, small businesses, and entrepreneurs on the various relief assistance now available.
Facebook Focus

Jekyll Island
Published by Sprout Social [†] - April 6 at 11:13 AM

Why not do your next Zoom meeting from "Driftwood Beach"?

Jekyll Island
Published by Sprout Social [†] - April 9 at 7:46 PM

HIDDEN HISTORY: "Sometimes, at low tide, beachcombers on Jekyll's northern end might stumble across a barnacle-encrusted wood-and-metal structure about sixteen feet long."

Originally featured in 31-81, The Magazine of Jekyll Island.

EXPLOREGEOGRAPHIC.ORG
Free Explore Georgia Virtual Backgrounds for Zoom
Pretend you are at one of these amazing places around Georgia with our fr...

JEKYLLISLAND.COM
WWII on Jekyll
War brought fear and change to the Golden Isles.
Virtual Escape Videos

Building on most popular post, in tune with what people are looking for online as they consume more and more content.
Scute School in session

- Early to market
- True to our mission
- Meets a need
- Makes a connection
- In great company
65+ stories that have reached 100 million people nationwide (and still going). Major placements include:

- 27 Associated Press outlets
- U.S. News and World Report
- USA Today
- MSN (picked up Florida Times Union story and ran it nationally)
- Broadcast TV in drive markets

Social Media channels reached 400,000 around the country

News outlets ‘syndicating’ Scute School for their audiences

Teachers: “Thank you so much for this valuable resource! I have forwarded to all of our schools to distribute to science teachers. We appreciate all the work that you and your staff are doing to help our students learn and stay engaged while we are out of school.”

-Cathy Pittman, Science and Social Studies Coordinator K-12, Glynn County Schools
Group Sales

- Shifting bookings
- Close collaboration
- Key Clients and Groups/GSAE
- Extending marketing messages to planners
MARCH 3, 2020

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: FIRST READING, O-2020-1

SECTION 1-11, PROSECUTION OF ORDINANCES

AMENDMENT TO ADD CODE ENFORCEMENT OFFICER AND TO PROVIDE FOR METHOD OF SERVICE FOR REAL PROPERTY VIOLATIONS

BACKGROUND

The Authority has recently hired a full-time code enforcement officer. This position is not new, but it is moving from a part-time position to a full-time position. This Code Enforcement Officer will, among other things, issue citations for violations of the JIA code. This Code Enforcement Officer is not post-certified and will not issue citations for traffic violations or for other violations that fall squarely within Georgia State Patrol's jurisdiction.

The enabling statutes for the Jekyll Island-State Park Authority allow for the enforcement of JIA ordinances and resolutions "by the authority and members of the Uniform Division of the Department of Public Safety." O.C.G.A. § 12-3-236.1(a) (emphasis added). However, in reviewing the Authority’s ordinances in preparation for this new position, it was not apparent under Section 1-11, which provides for prosecution of ordinances, that anyone outside of GSP had the authority to issue citations under the Jekyll Island Code. Therefore, the proposed revision to that Section is offered to correct this oversight by including that members so appointed by the authority.

In addition, Georgia Code prescribes a different method of service of citations for violations concerning real property, such as neglect of property. O.C.G.A. § 15-10-62(c). This separate method of service was not specifically outlined in JIA’s code. Although it is not required to be part of JIA’s code in order for JIA to adhere to the state requirements, it is wise to include this in our code. Therefore, the proposed revision to Section 1-11 includes this separate method of service.

This proposed ordinance further allows for prosecution of violation of the ordinances by the authority’s attorney or a Special Assistant Attorney General, where it previously only allowed for prosecution by an appointed Special Assistant Attorney General. It also changes the word "association" to "authority."
**POSSIBLE BOARD ACTIONS**

This is a first reading, so no action by the Board is to be taken at this time.

**POSTING AND PUBLIC COMMENT**

This proposed ordinance will be posted on the JIA website under Important Documents for public review and comment.
JEKYLL ISLAND AUTHORITY BOARD OF DIRECTORS
JEKYLL ISLAND, GEORGIA

Ordinance #O-2020-1

Adoption: __________

At the regular meeting of the Jekyll Island-State Authority Board, held at the Morgan Center on Jekyll Island, Georgia, there were present:

Joseph B. Wilkinson, Jr., Chairperson, Glynn County
Robert W. Krueger, Vice Chairperson, Pulaski County
William H. Gross, Camden County
Hugh Tollison, Chatham County
Joy Burch-Meeks, Wayne County
Dr. L.C. Evans, Monroe County
Glen Willard, Bryan County
Dale Atkins, Appling County
Mark Williams, Commissioner of Department of Natural Resources

After a first reading held on ______________, 2020, and after allowing time thereafter for public comment, and after a second reading on ____________________, on the motion of __________________________________________, which carried ______________________, the following Ordinance was adopted:

AN AMENDMENT TO THE GENERAL PROVISIONS ORDINANCE, SECTION 1-11 OF THE CODE OF ORDINANCES, JEKYLL ISLAND, GEORGIA, TO REVISE THE ORDINANCE; AND FOR OTHER PURPOSES.

SECTION 1. BE IT ORDAINED, by the Jekyll Island Board of Directors, this ___ day of __________________, 2020, that Section 1-11 of the Code of Ordinances, Jekyll Island-State Park Authority of Georgia, is hereby amended to read as follows:
Sec. 1-11. - Prosecution of ordinances.

(a) Violations of authority ordinances may be tried upon citations without a prosecuting attorney. The authority’s attorney may prosecute a citation or the authority may request the attorney general to designate and furnish a prosecuting attorney for any trial upon a citation of a violation of an authority ordinance when either so requested by the judge of the magistrate court of the county or so determined appropriate by the authority or the attorney general.

(b) Members of the uniform division of the department of public safety, or individuals appointed by the authority and sworn in as officers of the magistrate court, are authorized to issue citations for violations of authority ordinances. Each citation shall state the time and place at which the accused is to appear for trial, shall identify the offense with which the accused is charged, shall have an identifying number by which it shall be filed with the magistrate court, shall indicate the identity of the accused and the date of service, and shall be signed by the person who completes and serves the citation.

(c) Prosecutions for violations of ordinances set forth in this Code upon citations shall be commenced by the completion, signing, and service of a citation by a member of the uniform division of the department of public safety or by an individual appointed by the authority and sworn in as an officer of the magistrate court. Except as provided for in subsection (d) of this Code section, the original of the citation shall be personally served upon the accused, and a copy shall be filed promptly with the magistrate court of the county. No person shall be arrested prior to the time of trial, except for the offenses of public drunkenness or disorderly conduct; but any defendant who fails to appear for trial shall be arrested thereafter on the warrant of the magistrate and required to post a bond for his future appearance.

(d) (1) A citation for violation of an ordinance concerning the condition of real property may be served by:

(A) Posting a copy of it on the door of the premises where the alleged violation occurred;

(B) Mailing a copy of it by registered or certified mail or statutory overnight delivery to the owner of such premises at the address of record maintained by the applicable tax commissioner. The certificate of mailing to the accused shall constitute prima-facie evidence of compliance with this subparagraph; and

(C) Filing a copy of it with the clerk of magistrate court.

(2) Service under paragraph (1) of this subsection shall not be authorized until there has been at least one attempt at personal service on the accused at the
address of record of the accused as maintained by the applicable tax commissioner or of the accused’s registered agent as maintained by the Secretary of State, provided that such attempt at personal service shall only be required if the accused resides or has a registered agent in this state.

SECTION 2. If any portion of the ordinance is held invalid, the remaining provisions continue in full force and effect.

SECTION 3. This Amendment shall become effective immediately upon adoption.

BOARD OF DIRECTORS,
JEKYLL ISLAND-STATE PARK AUTHORITY

____________________________________
JOSEPH B. WILKINSON, JR., CHAIRPERSON

ATTTEST:

____________________________________
William H. Gross, Secretary/Treasurer
EXPLANATION OF CHANGES

Sec. 1-11. - Prosecution of ordinances.

(a) Violations of authority ordinances may be tried upon citations without a prosecuting attorney. The association's attorney may prosecute a citation or the authority shall request the attorney general to designate and furnish a prosecuting attorney for any trial upon a citation of a violation of an authority ordinance when either so requested by the judge of the magistrate court of the county or so determined appropriate by the authority or the attorney general.

(b) Members of the uniform division of the department of public safety, or individuals appointed by the authority and sworn in as officers of the magistrate court, are authorized to issue citations for violations of authority ordinances. Each citation shall state the time and place at which the accused is to appear for trial, shall identify the offense with which the accused is charged, shall have an identifying number by which it shall be filed with the magistrate court, shall indicate the identity of the accused and the date of service, and shall be signed by the person who completes and serves the citation.

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(2) Service under paragraph (1) of this subsection shall not be authorized until there has been at least one attempt at personal service on the accused at the address of record of the accused as maintained by the applicable tax commissioner or of the accused’s registered agent as maintained by the Secretary of State, provided that such attempt at personal service shall only be required if the accused resides or has a registered agent in this state.
April 14, 2020

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: BEN CARSWELL, DIRECTOR OF CONSERVATION
RE: FIRST READING, AS REVISED
CHAPTER 10, ARTICLE IV, BEACH LIGHTING
REPLACE THE BEACH LIGHTING ORDINANCE

BACKGROUND

The Authority seeks to improve the Beach Lighting Ordinance in order to clarify and bolster the lighting permissions, prohibitions, and penalties. JIA and DNR agree that the previous ordinance “has been successful in protecting sea turtles from the effects of light pollution.” Letter from R. Garrison, GA DNR, Feb. 3, 2020, attached. In fact, in 2019, Georgia had a record-breaking year for sea turtle nesting, a testament to the conservation efforts of federal, state, and local authorities and partners across the Southeast.

The JIA takes its responsibilities as stewards of the island and its wildlife very seriously and always strives for improvement, particularly regarding potential threats to protected species such as sea turtles. In that vein, in March 2019, JIA staff presented to the Board a proposed ordinance that would revise the current ordinance adopted in 2008 to “increase compliance and strengthen enforcement while eliminating a number of ambiguities in the original language that could lead to inconsistency of interpretation.” B. Carswell, Minutes of March 19, 2019 Jekyll Island-State Park Authority Board Meeting, p. 8.

Subsequently, considerable feedback was presented to the Authority from Georgia Department of Natural Resources and other community members regarding the proposed ordinance. In response, Authority staff invited DNR staff to participate in professionally-facilitated sessions revisiting all proposed changes with the shared, collaborative goal of producing “an improved Jekyll Island Beach Lighting Ordinance that advances the protection of sea turtles by minimizing and eliminating the impacts of artificial light while facilitating consistent understanding, interpretation, action, and enforcement”. JIA and DNR staff met in person four times, working together to craft a new proposed, revised ordinance, which is presented here today for a first reading.

This current, proposed ordinance revises the current ordinance significantly. Although numerous minor improvements were made, all substantive changes are highlighted in the attached table. As set forth in the attached letter, DNR is in support of these proposed changes.
POSSIBLE BOARD ACTIONS

This is a first reading, so no action by the Board is to be taken at this time. However, the Board may propose amendments it would like to see incorporated before adoption of this ordinance.

POSTING AND PUBLIC COMMENT

This proposed ordinance has been posted since February 28, 2020 (with a minor revision posted on March 2, 2020) and will continue to be posted on the JIA website. The public was notified of the posting through our Nixle system on February 28, 2020. Public comments were available on the JIA website through April 6, 2020.

A public session regarding these proposed changes was held on March 12, 2020. Summary notes from that session, as well as compiled comments submitted through the website are attached.

If the second reading will occur at the May 2020 board meeting, availability to comment on the website will be offered until May 7, 2020.
<table>
<thead>
<tr>
<th>Section</th>
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<th>Current Proposed Ordinance</th>
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<tbody>
<tr>
<td>DEFINITIONS, §10-78</td>
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<tr>
<td>Beach</td>
<td>the zone of unconsolidated material that extends landward from the ordinary low-water mark to the line of permanent vegetation</td>
<td>the zone of sand from the low water mark of the ocean to the landward toe of the frontal dune. In cases with no identifiable frontal dune, beach means the zone of sand from the low-water mark of the ocean to the landward extent of sparsely vegetated sand.</td>
</tr>
<tr>
<td>Dune</td>
<td>mounds of sand deposited along a coastline by wind action, which mounds are often covered with sparse, pioneer vegetation and are located landward of the ordinary high-water mark and may extend to the tree line.</td>
<td>a natural or manmade mound or bluff of sand deposited along a coastline by wind action, which mounds are often covered with sparse, pioneer vegetation and are located landward of the ordinary high-water mark and may extend to the tree line.</td>
</tr>
<tr>
<td>Frontal Dune</td>
<td>the first natural or manmade mound or bluff of sand which is located landward of the beach and which has sufficient vegetation, height, continuity, and configuration to offer protective value.</td>
<td>the seaward-most dune on the nesting beach and which has sufficient vegetation, height, continuity, and configuration to offer significant protective value of landward areas.</td>
</tr>
<tr>
<td>Landward Toe</td>
<td>[not defined]</td>
<td>the lowest elevation of the landward side of the frontal dune.</td>
</tr>
<tr>
<td>Nesting Beach</td>
<td>any island beach capable of supporting sea turtle nesting habitat defined as dry sand beach above the ordinary high-water mark</td>
<td>any beach capable of supporting sea turtle nests as determined by available data or any beach location where natural changes or engineered and permitted activities have created the potential for sea turtle nesting as determined by DNR. The authority may post a map of each year’s nesting beaches on its website in advance of nesting season to identify the location of nesting beaches for that year’s nesting season in consultation with DNR.</td>
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<tr>
<td>PROHIBITION ON BEACHFRONT ARTIFICIAL LIGHTING, §10-80</td>
<td></td>
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<td>------------------------------------------------------</td>
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<tr>
<td><strong>(a)</strong> To protect sea turtles from the adverse effects of artificial lighting, provide overall improvement in sea turtle nesting habitat degraded by light pollution, and increase successful nesting activity and production of hatchlings, artificial illumination, whether directly illuminated or indirectly illuminated or cumulatively illuminated, of the nesting beaches or nonnesting beaches, including dunes and frontal dunes, is prohibited during nighttime during the sea turtle nesting season for the protection of nesting females, nests and hatchlings.</td>
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<tr>
<td><strong>(b)</strong> This article is applicable to individuals, legal entities, and may be enforced in rem against nonconforming property uses. The prohibition set forth herein is effective for all new construction or installations of artificial lighting upon approval of this article. Existing artificial lights or lighting must be brought into conformance as soon as practicable but in no event later than April 30, 2010. The authority may proceed immediately against any nonconforming use commencing May 1, 2010, by terminating electrical power to such nonconforming use and proceeding in rem against the person or entity holding the property interests for all costs and attorney fees.</td>
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<tr>
<td>It shall be unlawful for a person to allow artificial light to directly, indirectly, or cumulatively illuminate the nesting beaches of Jekyll Island, including frontal dunes, during nighttime throughout the sea turtle nesting season, unless such lighting complies with the standards set forth in sections 10-81 and 10-82.</td>
<td></td>
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<tr>
<td>Section</td>
<td>Current Ordinance</td>
<td>Current Proposed Ordinance</td>
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<tr>
<td>(c)</td>
<td>Artificial lighting may be operated on nesting and nonnesting beaches of the island during the sea turtle nesting season at nighttime only under the conditions set forth in sections 10-81 and 10-82</td>
<td></td>
</tr>
</tbody>
</table>
| **STANDARDS FOR PERMITTED BEACHFRONT LIGHTING ON NESTING BEACHES, §10-81** | (1) Artificial light fixtures shall be designed and positioned so that:  
   a. The point source of light or any reflective surface of the light fixture is not directly visible from the beach;  
   b. Areas seaward of the highest point of the frontal dune are not directly or indirectly illuminated; and  
   c. Areas seaward of the highest point of the frontal dune are not cumulatively illuminated. | (1) All artificial light fixtures, whether exterior or interior, shall be designed and positioned so that:  
   a. The point source of light, such as the bulb, fluorescent tube, or diode, or any mirrored reflective surface of the light fixture is not directly visible from the beach;  
   b. The beach is not directly or indirectly illuminated; and  
   c. The beach is not cumulatively illuminated. |
| n/a |  | (2) One or more of the following measures could be used as necessary to eliminate direct, indirect and cumulative beach illumination resulting from the interior light emanating from doors and windows that can be seen by an observer on the beach:  
   a. Rearrange lamps and other moveable light fixtures away from windows;  
   b. Use window treatments to shield interior lights from the beach and, during the nesting season, draw operable coverings each night; or  
   c. Turn off unnecessary lights. |
<table>
<thead>
<tr>
<th>Section</th>
<th>Current Ordinance</th>
<th>Current Proposed Ordinance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>Exterior artificial light fixtures within direct line-of-sight of the beach shall be designed and oriented such that the fixtures are: a. Completely shielded; b. Full cutoff design; c. Oriented in a downward direction.</td>
<td>Exterior artificial light fixtures that can be seen by an observer on the beach shall be designed and oriented such that: a. The point source of light or any mirrored reflective surface of the light fixture is not directly visible from the beach; b. Fixtures are completely shielded by an opaque material blocking direct view of bulbs or diodes from the beach; c. Fixtures project light in a downward direction only.</td>
</tr>
<tr>
<td>(3)</td>
<td>Exterior artificial light fixtures which are prohibited, subject to condition set forth in subsection (5) of this section, include the following: a. Pond lights. b. Uplights. c. Dune walkover lights. d. Tree-strap downlights. e. Decorative lighting, including rope lights and Christmas lights.</td>
<td>Exterior artificial light fixtures which are prohibited from producing light that can be seen by an observer on the beach, include the following: a. Lighting that is decorative in purpose and intent. b. Any light fixture that projects light in an upward direction. c. Any light fixture that directly illuminates vegetation, buildings, trees, or other objects that can be seen by an observer on the beach. d. Dune crossover lights. e. Tree mounted lights placed higher than fifteen (15) feet above the ground surface.</td>
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<td>(4)</td>
<td>The only lamps/bulbs or other light sources that may be used in exterior light fixtures include:</td>
<td>(5) The only lamps/tubes/bulbs/diodes or other light sources that may be used in exterior light fixtures producing light that can be seen by an observer on the beach include:</td>
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<td></td>
<td>a. Low-pressure sodium (LPS, 18 watts, 35 watts).</td>
<td>a. Low-pressure sodium (LPS, 18 watts, 35 watts).</td>
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<td></td>
<td>b. Amber or red LED (greater than 580 nm).</td>
<td>b. Amber or red LEDs producing light wavelengths not less than 560 nanometers).</td>
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<td>c. Turtle Safe Lighting, Inc. coated, compact fluorescent (CF) lamps (maximum 13 watts).</td>
<td>c. Any lamp/bulb authorized by the DNR.</td>
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<td>d. True red neon.</td>
<td>d. True red neon.</td>
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<td>e. Other lighting sources that produce light of 580 nm or longer wavelength.</td>
<td>e. Other lighting sources that produce light wavelengths not less than 560nm.</td>
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<td>(6)</td>
<td>The use of private balcony lights is prohibited unless fixtures are low-mounted (equal to or less than two-foot balcony floor), low-wattage, and fully-shielded from the beach. Private balcony lights must be in conformance with the conditions set forth in subsections (1) through (10) of this section.</td>
<td>(7) Private balcony lights may only be low-mounted, not to exceed the height of the railing around the balcony, fully-shielded from view from the beach, and produce light that does not directly or indirectly illuminate any surfaces, other than the associated balcony, that can be seen by an observer on the beach. Private balcony lights must comply with the conditions set forth in this section.</td>
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<td>(7)</td>
<td>Only low-intensity lighting shall be used in parking areas within line-of-sight of the beach, and shall be:</td>
<td>(8) Lamps, bulbs, tubes, or diodes used to illuminate parking areas and roadways must comply with conditions set forth in this section when producing light that can be seen by an observer on the beach.</td>
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<td>a. Set on a base which raises the source of light no higher than 48 inches off the ground.</td>
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<td></td>
<td>b. Positioned or shielded so that the light is cast downward and the source of light or any reflective surface of the light fixture is not visible from the beach and does not directly or indirectly illuminate the beach.</td>
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<td>c. Bulbs used in parking area fixtures must comply with condition set forth in subsection (4) of this section.</td>
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<td>(10)</td>
<td>Swimming pool and pool deck lights shall be turned off when the pool is closed unless required for safety and security, in which case such lights must conform to the condition set forth in subsection (5) of this section.</td>
<td>(11) Swimming pool and pool deck lights shall be turned off when the pool is closed unless required for safety and security. Swimming pool deck lights must comply with conditions set forth in this section. Underwater swimming pool lights shall be designed and installed so as to avoid illuminating any buildings, trees, or other objects that can be seen by an observer on the beach. If avoidance of such illumination is not possible, then the wavelengths emitted by the underwater pool lights shall not be less than 560nm. Swimming pool owners are encouraged to seek a variance from the Glynn County Department of Public Health in order to conform to these standards.</td>
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<td><strong>STANDARDS FOR PERMITTED BEACHFRONT LIGHTING ON NONNESTING BEACHES, §10-82</strong></td>
<td>Beachfront artificial lighting is permitted on nonnesting beaches during the sea turtle nesting season at nighttime, except such beachfront artificial lighting is prohibited when artificial lighting is within line-of-sight of any nesting beach, dune or frontal dune, whether directly illuminated or indirectly illuminated or cumulatively illuminated. When artificial lighting is within line-of-sight of any nesting beach, dune or frontal dune, all such artificial lighting must comply with conditions in subsections (1) through (13) of the standards set forth in section 10-81 concerning nesting beaches.</td>
<td>Beachfront artificial lighting is permitted on nonnesting beaches during the sea turtle nesting season at nighttime, except such lighting is prohibited when it can be seen by an observer on any nesting beach. When artificial lighting can be seen by an observer on a nesting beach, all such artificial lighting must comply with conditions in subsections (1) through (11) of the standards set forth in section 10-81 concerning nesting beaches.</td>
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<td>PROHIBITION OF CERTAIN BEACH ACTIVITIES UTILIZING ARTIFICIAL LIGHTS AND LIGHTING AFFECTING SEA TURTLES, §10-83</td>
<td>The following activities involving direct illumination of the beach are prohibited on nesting beaches, dunes, and frontal dunes at nighttime during the sea turtle nesting season for protection of nesting female sea turtles, nests, and hatchlings: (1) The operation of all motorized vehicles or motorized machines, except governmental emergency and law enforcement vehicles or those permitted on the beach for research or sea turtle conservation. (2) The use of campfires or bonfires. (3) The use of lanterns or flashlights unless they produce light of 580 nm or longer wavelength (true red).</td>
<td>The following activities involving direct illumination of the beach are prohibited on nesting beaches, dunes, and frontal dunes at nighttime during the sea turtle nesting season for protection of nesting female sea turtles, nests, and hatchlings: (a) The operation of all motorized vehicles or motorized machines, except for those vehicles that are necessary for authorized public safety, law enforcement, or protected-wildlife related activities. Authorized vehicles operating on the beach on a routine, non-emergency, basis must be equipped with forward facing lights, sufficiently bright for safe operation, producing light wavelengths not less than 560nm. (b) Any source of open flame except handheld lighters. (c) The use of lanterns, flashlights, or any other portable light source except those producing light wavelengths not less than 560nm. (d) The use of fireworks unless approved by the authority and properly permitted under state and local law.</td>
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<td>NONCOMPLIANCE AND ENFORCEMENT, §10-85</td>
<td>(a) The authority shall notify, in writing, the leaseholder of any premises that are in noncompliance with this article, and that the noncompliance must be corrected within ten calendar days. (b) Such notice of noncompliance shall be sent by certified mail or statutory mail, addressed to said leaseholder, at his last known address, or by posting on the premises. (c) Failure by the leaseholder to correct any item of noncompliance with this article shall be construed to be an item of default of the lease for these premises and shall be resolved as set forth in section 1-8 and by law, as applicable.</td>
<td>(a) The authority shall have the power to enforce the provisions of this article by all legal or administrative means. (b) Each violation of any provision of this Article shall subject the person committing the violation to a fine up to $500 plus costs and any or all penalties to be imposed at the discretion of the judge. Each day of any such violation shall constitute a separate and distinct offense. (c) No permit may be issued by the Authority to improve or expand any facility that is in violation of this ordinance unless such violation has been corrected.</td>
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ARTICLE IV. - BEACH LIGHTING

Sec. 10-78. - Definitions.
The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Artificial Light or Artificial Lighting means the light emanating from any manufactured device.

Beach means the zone of sand from the low water mark of the ocean to the landward toe of the frontal dune. In cases with no identifiable frontal dune, beach means the zone of sand from the low-water mark of the ocean to the landward extent of sparsely vegetated sand.

Beachfront means the area of land facing the beach.

Cumulatively Illuminated means illuminated by more than one artificial light sources that collectively illuminate any portion of the beach.

Directly Illuminated means an area illuminated as a result of glowing elements, lamps, globes or reflectors of an artificial light source, which is visible to an observer on the beach.

DNR means the Georgia Department of Natural Resources – Wildlife Resources Division which is responsible for conserving and protecting wildlife species, including Sea Turtles.

Dune means a natural or manmade mound or bluff of sand deposited along a coastline by wind action, which mounds are often covered with sparse, pioneer vegetation and are located landward of the ordinary high-water mark and may extend to the tree line.

Frontal Dune means the seaward-most dune on the nesting beach and which has sufficient vegetation, height, continuity, and configuration to offer significant protective value of landward areas.

Ground-level Barrier means any vegetation, natural feature or artificial structure rising from the ground, which obstructs beachfront lighting from illuminating the beach-dune system.
Hatchling means any species of marine turtle, within or outside of a nest, that has recently hatched from an egg.

Indirectly illuminated means an area illuminated as a result of the glowing elements, lamps, globes or reflectors of an artificial light source, which is not visible to an observer on the beach.

Landward Toe means the lowest elevation of the landward side of the frontal dune.

Nest means an area where sea turtle eggs have been naturally deposited or subsequently relocated.

Nesting Beach means any beach capable of supporting sea turtle nests as determined by available data or any beach location where natural changes or engineered and permitted activities have created the potential for sea turtle nesting as determined by DNR. The authority may post a map of each year’s nesting beaches on its website in advance of nesting season to identify the location of nesting beaches for that year’s nesting season in consultation with DNR.

Nesting Season means the period of time between May 1st and October 31st of each year. The authority, in consultation with DNR, may declare an end to the period of local regulation prior to October 31st of each year after the last remaining nest on Jekyll Island has been inventoried pursuant to DNR’s nesting protocols. Such a declaration would only apply to the beaches of Jekyll Island and pertain to this ordinance specifically.

Nighttime means the locally effective time period between sunset and sunrise.

Nonnesting Beach means any beach that is not a nesting beach.

Person means any individual, firm, association, joint venture, partnership, estate, trust, syndicate, fiduciary, corporation, or other legal entity, and all other groups or combinations thereof.

Private Balcony means a balcony or porch that is not considered a point of ingress and egress in local building code.

Sea (Marine) Turtle means any marine-dwelling reptile of the families Cheloniidae or Dermochelyidae found in state waters or using the beach as a nesting habitat, including the following species: Caretta caretta (loggerhead), Chelonia mydas (green), Dermochelys coriacea (leatherback), Eretmochelys imbricatta (hawksbill), and
Lepidochelys kempii (Kemp's Ridley). For purposes of this ordinance, sea turtle is synonymous with marine turtle.

**Tinted Glass** means any glass treated to achieve an industry-specified, inside-to-outside light transmittance value of 45 percent or less. Such transmittance is limited to the visible spectrum (400 to 700 nanometers) and is measured as the percentage of light that is transmitted through the glass.

**Sec. 10-79. - Purpose and intent.**

This article is intended to protect sea turtles on nesting beaches by averting adverse effects of artificial lighting during nesting season. Furthermore, this article is intended to avoid degradation in sea turtle nesting habitat due to light pollution and promote successful nesting activity and production of hatchlings.

**Sec. 10-80. - Prohibition of beachfront artificial lighting.**

It shall be unlawful for a person to allow artificial light to directly, indirectly, or cumulatively illuminate the nesting beaches of Jekyll Island, including frontal dunes, during nighttime throughout the sea turtle nesting season, unless such lighting complies with the standards set forth in sections 10-81 and 10-82.

**Sec. 10-81. - Standards for permitted beachfront artificial lighting on nesting beaches.**

Beachfront artificial lighting is permitted on nesting beaches during the sea turtle nesting season at nighttime only under the following conditions:

1. All artificial light fixtures, whether exterior or interior, shall be designed and positioned so that:
   a. The point source of light, such as the bulb, fluorescent tube, or diode, or any mirrored reflective surface of the light fixture is not directly visible from the beach;
   b. The beach is not directly or indirectly illuminated; and
   c. The beach is not cumulatively illuminated.
(2) One or more of the following measures could be used as necessary to eliminate direct, indirect and cumulative beach illumination resulting from the interior light emanating from doors and windows that can be seen by an observer on the beach:
   a. Rearrange lamps and other moveable light fixtures away from windows;
   b. Use window treatments to shield interior lights from the beach and, during the nesting season, draw operable coverings each night; or
   c. Turn off unnecessary lights.

(3) Exterior artificial light fixtures that can be seen by an observer on the beach shall be designed and oriented such that:
   a. The point source of light or any mirrored reflective surface of the light fixture is not directly visible from the beach;
   b. Fixtures are completely shielded by an opaque material blocking direct view of bulbs or diodes from the beach;
   c. Fixtures project light in a downward direction only.

(4) Exterior artificial light fixtures which are prohibited from producing light that can be seen by an observer on the beach include the following:
   a. Lighting that is decorative in purpose and intent.
   b. Any light fixture that projects light in an upward direction.
   c. Any light fixture that directly illuminates vegetation, buildings, trees, or other objects that can be seen by an observer on the beach.
   d. Dune crossover lights.
   e. Tree mounted lights placed higher than fifteen (15) feet above the ground surface.

(5) The only lamps/tubes/bulbs/diodes or other light sources that may be used in exterior light fixtures producing light that can be seen by an observer on the beach include:
   a. Low-pressure sodium (LPS, 18 watts, 35 watts).
   b. Amber or red LEDs producing light wavelengths not less than 560 nanometers).
   c. Any lamp/bulb authorized by the DNR.
d. True red neon.
e. Other lighting sources that produce light wavelengths not less than 560nm.

(6) Exterior lights used expressly for safety or security purposes shall be limited to
the minimum number and configuration required to achieve their functional roles
and must comply with conditions set forth in this section. Motion detector
switches, that keep lights off except when approached and that switch lights on
for the minimum duration necessary for security and safety, are desirable.

(7) Private balcony lights may only be low-mounted, not to exceed the height of the
railing around the balcony, fully-shielded from view from the beach, and produce
light that does not directly or indirectly illuminate any surfaces, other than the
associated balcony, that can be seen by an observer on the beach. Private
balcony lights must comply with the conditions set forth in this section.

(8) Lamps, bulbs, tubes, or diodes used to illuminate parking areas and roadways
must comply with conditions set forth in this section when producing light that can
be seen by an observer on the beach.

(9) Parking area and roadways, including any paved or unpaved areas upon which
motorized vehicles will park or operate, shall be designed and located to
minimize vehicular headlights from directly or indirectly illuminating the beach.

(10) Vehicular lighting, parking area lighting, and roadway lighting shall be shielded
from the beach through the use of ground-level barriers. Ground-level barriers
must not interfere with marine turtle nesting or hatchling emergence.

(11) Swimming pool and pool deck lights shall be turned off when the pool is closed
unless required for safety and security. Swimming pool deck lights must comply
with conditions set forth in this section. Underwater swimming pool lights shall be
designed and installed so as to avoid illuminating any buildings, trees, or other
objects that can be seen by an observer on the beach. If avoidance of such
illumination is not possible, then the wavelengths emitted by the underwater pool
lights shall not be less than 560nm. Swimming pool owners are encouraged to
seek a variance from the Glynn County Department of Public Health in order to
conform to these standards.
(12) Tinted glass shall be installed on all windows and glass doors of single or multistory structures constructed within line-of-sight of the beach.

(13) Temporary lighting of construction sites that can be seen by an observer on the beach during the sea turtle nesting season must comply with conditions set forth in this section.

(14) Prior to beachfront construction or renovation of any beachfront structure or facility, the lighting plan for the subject parcel, including during the construction phase, must be approved by the authority and the DNR Sea Turtle Biologist (primary), State Herpetologist (secondary), or other staff as assigned by DNR.

Sec. 10-82. - Standards for permitted beachfront lighting on nonnesting beaches.

Beachfront artificial lighting is permitted on nonnesting beaches during the sea turtle nesting season at nighttime, except such lighting is prohibited when it can be seen by an observer on any nesting beach. When artificial lighting can be seen by an observer on a nesting beach, all such artificial lighting must comply with conditions in subsections (1) through (11) of the standards set forth in section 10-81 concerning nesting beaches.

Sec. 10-83. - Prohibition of certain beach activities utilizing artificial lights and lighting affecting sea turtles.

The following activities involving direct illumination of the beach are prohibited on nesting beaches, dunes, and frontal dunes at nighttime during the sea turtle nesting season for protection of nesting female sea turtles, nests, and hatchlings:

(a) The operation of all motorized vehicles or motorized machines, except for those vehicles that are necessary for authorized public safety, law enforcement, or protected-wildlife related activities. Authorized vehicles operating on the beach on a routine, non-emergency, basis must be equipped with forward facing lights, sufficiently bright for safe operation, producing light wavelengths not less than 560nm.

(b) Any source of open flame except handheld lighters.

(c) The use of lanterns, flashlights, or any other portable light source except those producing light wavelengths not less than 560nm.
(d) The use of fireworks unless approved by the authority and properly permitted under state and local law.

Sec. 10-84. - Variances.

(a) Requests for variances to this article must be presented in writing to the authority. Such requests must state the rationale and must show how failure to receive a variance will cause an undue hardship on the requestor.

(b) The authority will confer with the DNR regarding any variance requested and shall respond in writing to each request subsequent to said consultation within ten days, unless DNR or the authority requests additional time for study, in which case the requestor shall be notified.

Sec. 10-85. - Noncompliance and enforcement.

(a) The authority shall have the power to enforce the provisions of this article by all legal or administrative means.

(b) Each violation of any provision of this Article shall subject the person committing the violation to a fine up to $500 plus costs and any or all penalties to be imposed at the discretion of the judge. Each day of any such violation shall constitute a separate and distinct offense.

(c) No permit may be issued by the Authority to improve or expand any facility that is in violation of this ordinance unless such violation has been corrected.
February 3, 2020

Mr. C. Jones Hooks
Executive Director
The Jekyll Island Authority
100 James Road
Jekyll Island, Georgia 31527

Dear Mr. Hooks:

I am sending this letter in support of the revised Jekyll Island beach lighting ordinance. As you know, representatives of the Georgia Department of Natural Resources, Wildlife Resources Division have been working with Jekyll Island Authority staff over the past year to update and revise this ordinance. The existing ordinance has been in effect since 2008 and has been successful in protecting sea turtles from the effects of light pollution during a period of substantial development along the Jekyll Island shoreline. While we expressed concern about the potential impacts of certain proposed changes in the first draft of the revised ordinance, we concurred with the Authority that an update was warranted to provide clarification and facilitate effective implementation.

In a series of meetings hosted by the Authority and facilitated by Mr. Robert Sutter of Enduring Conservation Outcomes, all major issues relating to the impacts of beach lighting on sea turtles were examined, and recommendations for improving language in the ordinance were discussed in detail. This rigorous collaborative effort resulted in the current draft of the revised ordinance. This draft includes updated terms and definitions, addresses current and potential lighting impacts, and clarifies responsibilities of the Wildlife Resources Division and the Jekyll Island Authority in implementation of the ordinance.

On behalf of the Wildlife Resources Division I want to thank you for hosting these meetings and providing an opportunity to collaborate on revision of this important ordinance. We look forward to working with the Authority on implementation of the revised beach lighting ordinance to conserve sea turtles on Jekyll Island.

Sincerely,

Rusty Garrison
Dear Mr. Hooks,

I am writing on behalf of Jekyll Ocean Front Hotel LLC, located at 100 James Road, Jekyll Island, GA 31527.

We agree that it is critically important to protect sea turtles on nesting beaches and to avoid degradation in sea turtle nesting habitats. Sea turtles are one of the most precious treasures of the golden isles. Being a responsible and forward-thinking developer, we take our stewardship responsibilities seriously.

We thank you for your continued focus on protecting our sea turtles, and for the opportunity to review and comment.

Sincerely,

David W. Curtis & Vance Hughes

On behalf of:

Jekyll Ocean Front Hotel LLC

April 3, 2020

Below are proposed changes, along with a description of those changes:

Sec. 10-80 – Prohibition of beachfront artificial lighting

Lines 79-84, Proposed Verbiage:

It shall be unlawful for a person to allow artificial light to directly, indirectly, or cumulatively illuminate the nesting beaches of Jekyll Island, including frontal dunes, during nighttime throughout the sea turtle nesting season, unless such lighting complies with one or more of the applicable standards set forth in sections 10-81 and 10-82.

Lines 89-94, Commentary:

Sec. 10-81 – Standards for permitted beachfront artificial lighting on nesting beaches

Lines 88-93, Proposed Verbiage:

Beachfront artificial lighting is permitted on nesting beaches during the sea turtle nesting season at night under the following conditions:

1. (Note: Item 1 is stricken. Item 2 becomes Item 1, and so on down the line.)

   a. Position lamps and other moveable light fixtures away from windows;
   b. Fixtures are completely shielded by an opaque material blocking direct view of bulbs or diodes from the beach;
   c. Design and orientation of light fixtures are used to eliminate where practicable, or otherwise to minimize direct, indirect and cumulative beach illumination resulting from the interior light emanating from doors and windows that can be seen by an observer on the beach including the following:
       i. Use light fixtures where practicable that are designed and oriented to prevent, or otherwise minimize direct illumination of the beach by the point source of light, such as the bulb, fluorescent tube, or diode, or any reflected or cumulative light source from the fixture.
   d. Dune crossover lights unless approved by the authority as necessary for safety or way finding;
   e. Any light fixture that projects light in an upward direction;
   f. Fixtures project light in a downward direction only;
   g. Fixtures are completely shielded by an opaque material blocking direct view of bulbs or diodes from the beach;
   h. Location of light such that it is not directly visible from the beach;
   i. Use light fixtures where practicable that are designed and oriented to prevent, or otherwise minimize direct illumination of the beach by the point source of light, such as the bulb, fluorescent tube, or diode, or any reflected or cumulative light source from the fixture.

Lines 99-104, Commentary:

These suggested changes to the enumeration of conditions are intended to continue and improve efforts to protect nesting beaches from degradation and adverse effects of artificial lighting. First, condition (1) should be deleted to remove the prohibition of all artificial lighting on the nesting beaches (this provision also does not provide any practicable measures that would allow some level of combined beachfront lighting. Compliance with the condition as drafted requires elimination of all illumination. In reality, total prohibition was intended by the city, as they provided 13 additional conditions for management of illumination. Moreover, elimination of all artificial lighting is not necessary as many species of sea turtles prefer lighted beaches for nesting. Therefore, our suggested changes are intended to continue and improve efforts to protect nesting beaches from degradation and adverse effects of artificial lighting. Assuming that condition (1) will be deleted, the remaining condition should be restated to the following. For newly enumerated condition (1) the suggested changes indicate that the measures "are used to eliminate where practicable, or otherwise to minimize direct, indirect and cumulative beach illumination resulting from the interior light emanating from doors and windows..." The wording is somewhat more accurate and recognizes that where elimination of illumination is not practicable, efforts to minimize illumination are expected. Changes suggested to measures dealing with positioning of lights, window treatments and education or closing of windows are self- explanatory.

Suggested changes to new enumeration of conditions (1) offer exceptions to the prohibition of certain exterior lights that are self-regulating, including a reminder that exterior lights must comply with the turtle safe requirements in condition (3). Paragraph 7 should prohibit all exterior light that complies with subsection (6).

Sec. 10-82 – Noncompliance and enforcement

Lines 218-223, Proposed Verbiage:

Any person who violates any of the provisions of this Article, or who causes such violation of another, is hereby declared to be guilty of a misdemeanor, and upon conviction thereof, shall be fined not more than $500 or imprisonment in the county jail for not more than 30 days, or both, in the discretion of the court, and shall be prohibited from continuing to violate the provisions of this Article. If such violation is continued after receipt of notice of violation, or if such violation is repeated, the court shall have the power to impose any and all penalties, and should be declared prohibited or as not to notify the judge may exceed the $500 penalty amount set in the ordinance. Finally, the provision that mandates civil action shall be deleted.

Lines 227-232, Commentary:

Compliance with the measures described in this Article are intended to provide opportunities for collaboration to solve the problem, before punitive measures are taken. This provision appears to grant virtually broad discretionary authority to a judge to impose any and all penalties, and should be declared prohibited as not to notify the judge may exceed the $500 penalty amount set in the ordinance. Finally, the provision that mandates civil action shall be deleted.
Edward Weintraut  
I will not be able to attend this meeting, but I have a few questions and a revision of section 10-85 that I would like to see addressed. I’d like the ordinance to have more overt consequences for any violations:

1) Does the ordinance affect light fixtures that currently exist, or does it only pertain to fixtures that are about to be installed?
2) To whom are documentable violations of the ordinance to be addressed? Is there a form that needs to be filed out? How much time is allowed before a complaint is addressed and resolved?
3) Will violations and/or violations of the ordinance be publicly identified, perhaps as a regular point of interest for JIA meetings?

Proposed Revised Wording of Section 10-85, and Questions:

THE FIRST violation of any provision of this Article shall subject the person or organization committing the violation to a fine up to $500 plus costs and any or all penalties to be imposed at the discretion of the judge (Who is the judge? A JIA member?!). WITH EACH SUBSEQUENT VIOLATION OF THIS ARTICLE THE AMOUNT OF THE FINE SHALL BE DOUBLED (i.e. SECOND OFFENSE, $1000; THIRD OFFENSE, $2000; FOURTH OFFENSE, etc.). AND EACH DAY OF ANY SUCH VIOLATION SHALL CONSTITUTE A SEPARATE AND DISTINCT OFFENSE (What does this last sentence mean?).

Philip Khoury  
Is it possible to install a shield on the street lamp on Stewart Lane so the light doesn’t go out to the dunes? In the current orientation, the light makes viewing of the night sky nearly impossible. Thank you, Phil Khoury.

Mr. and Mrs. R.D. Lang  
March 5, 2020

James Hooks, Executive Director
Ben Ginn, Conservation Director
Bob Henges, Chairman of Conservation Committee

RE: BEACH LIGHTING ORDINANCE REVISIONS

Dear Gentlemen,

What are you trying to hide or was it in error that the “new draft of revisions” to the ordinance that was put on the JIA website for public comment FAILED TO SHOW THE ORIGINAL ORDINANCE WITH THE REVISIONS (TEXT DELETED AND THE NEW LANGUAGE BEING ADDED)???

We are unable to see what has been changed.

In reply, post on the JIA website the changes being proposed.

Is this too much to ask????

I quote Ben Ginn, JIA Director of Conservation

“Opportunities abound on Jekyll to establish and promote ecologically valuable that better support the creatures that call our Island home – those animals that share the landscape with us, and whose forbears shared it with Jekyll Island Club members and with Native Americans.” Posted on April 30, 2019.

Sincerely,

Mr. and Mrs. R.D. Lang

Pratibha Dabholkar  
Please do not change any part of the Beach Lighting Ordinance. It is written as it is in order to protect nesting sea-turtles. Do not defeat the purpose of good ordinances!
Below is a summary of the conversation points during the public commentary portion of the Beach Lighting Ordinance public meeting. This summary is not a comprehensive “word-for-word” transcription and should not be deemed as such.

Public Commentary

**Steve Newell:** I was part of group that put together original ordinance. Concerned about patrons in rooms on upper floors of hotels. From my observation, folks will move things around the rooms. Have we been able to convince hoteliers to install tinting or film?

**Ben Carswell:** Every hotel has 45 percent tint.

**Steve Newell:** Ordinance does not included films? Should that be added?

**Mason Stewart:** I developed a turtle safe flashlight. Jekyll is the first place I put them, because they thought it was a good idea. Now I sell out every year. It started with Jekyll and it has a life of its own now.

**Gloria Zocchi:** Concerned about Great Dunes Park: When platform is rented, guests string up lights. What are the requirements?

**Ben Carswell:** There have been noncompliance issues and we intercede, but sometimes one will get past us. We try to have good communication with convention center staff who rent pavilions. We’ve added about $5,000 in additional compliant lighting. A lot of people don’t like it, because it doesn’t seem as festive. But it is turtle safe.

**Kathryn Ridley:** I want to thank all of you at the table. We recognize the amount of time you’ve taken to get this right. We recognized an opportunity and we are glad you took the time to get it right and it shows that you did. It’s an ordinance we can all be happy with and model. Thank you and we look forward to the next phase. Now that you have the ordinance, once it’s implemented we hope it’s enforced. 100 Miles is planning to launch an online resource that will help celebrate properties that are complying and encourage people to patronize. Would love to work with the Jekyll team and DNR and properties. Thank you for getting us where we are today.

**Jim Reed:** On Enforcement: Since most will happen at night, who do we call? If it’s 10 p.m. and people are stringing up lights, who do we call?

**Ben Carswell:** The Georgia Sea Turtle Center is on patrol all night and they alert me when they see something and I follow up the next day. There’s not much out there that they will not see, but the wildlife line can also be used to report violations.
**Bonnie Newell:** One of the ideas developed by Jekyll Goes Green: In every lobby of every hotel we could have a flat screen to show story of loggerhead to educate guests as they are checking in. This could also introduce the lighting ordinance so people are aware of it.

**Steve Newell:** As I recall, ordinance violations were sent to magistrate judge. Does the magistrate judge set fine?

*Melissa Cruthirds:* Yes.

**Steve Newell:** You’ve done a good job.

**Mason Stewart:** I provide instructions with lights. Used to have red and white lights. I stay away from amber. One of the reasons turtle light was developed was problem with red cellophane and rubber bands left on beach.

**Vance Hughes:** Y’all have done a lot of hard work I know. I’m encouraged by the mutual goal statement. Problem with first paragraph: Artificial light fixtures lists all of them that are not allowed. Once you read the first condition you find you are in violation. I don’t think you meant to wipe out all lights on the beach in the first sentence. Once the magistrate judge read this, the judge might throw it out. This might put the ordinance at risk. If it is overturned, we won’t have any ordinance. The first condition swallows up everything else you thought so hard about. Underpinning all this: You know the turtle nesting population is doing fairly well, especially compared to islands with a lot of habitation. What we are doing now, the turtles are thriving, so I presume you don’t want to remove all lights.

**Mark Dodd:** The beach cannot be directly or cummatively illuminated. In Florida they use this test: If you can stand on beach at night and see your shadow. It’s not no light at all, it’s an amount of light. We do not have a meter capable of measuring precisely so we use standing on the beach as proxy. It’s not enough just to have right wavelength, it’s the amount. Turtles see the full spectrum but are less likely to be disturbed at low levels. Not just wavelength, it’s quantity.

**Vance Hughes:** Concerned that we can’t really have any light at all at night the way this is written.

**Mark Dodd:** I’ve been involved with 21 years. We’ve been able to manage. This has not been a big issue. I understand: You want a better definition of illumination. There are studies underway, but we do not have results. This is the same ordinance since 2008.

**Vance Hughes:** The ordinance does not explicitly state that enforcer has discretion.
Melissa Cruthirds: The enforcer always has discretion. For example, a police officer can give a warning instead of a speeding ticket.

Dave Curtis: We know you are working with The Westin to get better compliance with interior can lights. It’s really a question of partnership. We are certainly into protection. The way it’s written, it’s impossible to comply. Any light is a technical violation. Melissa says it’s no different than a speeding ticket, but we are making an investment, not just driving down the road. In the spirit of all working toward the same goal, we need an ordinance that is understandable and can be complied with, not just the discretion of enforcer. Has the Attorney General reviewed this? I’m not a lawyer, but I wonder if this is even enforceable.

Jones Hooks: It will be reviewed by the Attorney General, but we are not going to piecemeal. We are shooting for this year’s season. Could be that a second reading will not occur in April.

Mark Dodd: The turtles are protected by the state and federal governments. By trying to get into compliance, you will reduce your federal and state liability.

Dave Curtis: Not concerned about judgement of Ben or Mark. But in the future, what if someone says they saw light on at a hotel and therefore you are in violation and now we can’t have any guests with lights on? Then you won’t have any tourists on Jekyll Island.

Vance Hughes: We have opportunity to improve education materials, because quite frankly, right now no one is bothering with lights. During turtle season only about half are using curtains. Instead of browbeating, we need to convince them to be part of protecting turtles. That’s what we have got to do, whether we have ordinance or not.

Jones Hooks: We have had great conversations with hoteliers about what works for education. Consulting with Dr. Terry Norton, we know what does not work. Door hangs do not work, data show. We are looking for ways to work with hotel partners to move needle on education.

Bonnie Newell: Question to Ben and Mark: It’s my understanding The Westin has been out of compliance for quite some time. Correct?

Ben Carswell: Yes.

Bonnie Newell: Has The Westin ever been fined?

Ben Carswell: No.

Vance Hughes: The year after we delivered LEDs that were turtle compliant.
**Mark Dodd:** Westin exteriors are basically perfect. The problem is the interior. They are working to resolve, but it is not an easy fix. With a four-story hotel on a beach you are going to have problems.

**Jones Hooks:** Lighting plans are approved by DNR.

**Craig Patterson:** Is the nesting beaches graphic available on Jekyll’s website?

**Ben Carswell:** No, not yet because it is not finalized. Will be updated annually before each season based on 10 years of data.

**Mason Stewart:** I travelled up and down the coast and talked with people who want totally dark beaches. I’ve found that residents and guests are driving this. People are asking about it. I think it’s a PR problem. Guests are on the side of the turtles, unless we create an us vs. them mentality.

**Kathryn Ridley:** With environmental education there are building blocks: First layer is awareness. We must build on that with knowledge and ways to take action. We appreciate the attention to detail. The expectation should be clear to all stakeholders. If they have things in place, visitors will make the right choice.

**Ben Carswell:** Thank you for your interest and care. We believe in continual improvement. This was good when passed. We believe we can make good things better.
APRIL 15, 2020

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: POTENTIAL PURCHASE OF JEKYLL HARBOR MARINA

CONSIDERATION OF RIGHT OF FIRST REFUSAL

BACKGROUND

The Jekyll Harbor Marina, on the south end of Jekyll Island, is currently owned by Jekyll Island Marina, Inc. (David Blue and Charles Commander). It has been leased from the Authority since 1990. The current lease expires in 2056.

Jekyll Island Marina has received the attached offer to purchase the Marina’s leasehold interest and property for $3,050,000.00 with an anticipated closing date in late July 2020. The offerors are Zachary and Stephanie Gilbert (resume of Zachary Gilbert attached).

The current lease provides the Jekyll Island Authority with a right of first refusal to purchase Lessee’s property at the same sales price, terms, and conditions as contained in the offer.

This action is presented to the board for consideration of whether or not the Authority wishes to exercise its option and purchase the Marina for $3,050,000.00.

If the Board declines to purchase the Marina, and if the purchase goes through, this matter will be back before the board for consideration of an Assignment and Assumption of the Lease.

POSSIBLE BOARD ACTIONS

1. Defer action.
2. Decline the Authority’s right to purchase the Marina.
3. Enact the Authority’s right to purchase the Marina.

EXECUTIVE DIRECTOR’S RECOMMENDATION

Decline the Authority’s right to purchase the Marina.
April 13, 2020

The Jekyll Island Authority  
Attn: C. Jones Hooks, Executive Director  
100 James Road  
Jekyll Island, GA 31527

Re:  Jekyll Island Harbor Marina  
1 Harbor Road, Jekyll Island, GA, 31527

Dear Mr. Hooks,

As you are aware, per Paragraph 19 of that certain Revised and Restated Lease Agreement – Jekyll Island Marina entered into by Jekyll Island Marina, Inc. and The Jekyll Island Authority (the “Authority”), dated April 1, 2016, as amended, the Authority retained a Right of First Refusal should Jekyll Island Marina, Inc. receive an offer to purchase its leasehold interest in said Lease, along with the facilities and personal property located at the above-referenced property.

Please allow this letter to serve as notice that Jekyll Island Marina, Inc. has received and accepted an offer to sell its leasehold interest in said property (subject to approval by the Authority), as well as all personal property and facilities located thereon, for Three Million Fifty Thousand and 00/100 Dollars ($3,050,000.00) with an anticipated closing in late July, 2020.

Please advise whether the Authority desires to exercise its Right of First Refusal.

Sincerely,

[Signature]

David Blue  
President, Jekyll Island Marina, Inc.

Cc:  Melissa Cruthirds, General Counsel (via e-mail)
Resume of Zachary Gilbert
(Cliff notes version)

1994-1998  Mac's Landing Marina: Guntersville, AL
Duties: Dockhand, Forklift Operator, Marina Manager


1998-2000 Covenant Cove Marina: Guntersville, AL
Duties: Forklift Operator, General Manager

Covenant Cove Marina, (formerly Mac's Landing Marina): Was hired on as General Manager by purchaser. Duties included management of all operations, forklift operator, customer billing, contracting new customers, dealing with customers on all relations of business. Began working in service to assist that department.
Increasing services offered to customers, such as washes/waxes, boat lifts (in wet slips), and general maintenance of property.

2000-2002 Bay Hill Marina: Athens, AL
Duties: Forklift Operator, Marina Manager, Service Technician

Hired on as multi role employee: Forklift Operator, Assistant Marina Manager, handling day to day business, began working heavily as a Service Technician during slow season, also working with boat rentals.

2002-2004 M/Y High Tide II (124' Christensen Motor Yacht)
Duties: Bosun, Engineer, 2nd Mate

M/Y High Tide II, based out of Guntersville, AL during summer/Ft. Lauderdale, FL and Caribbean during winter.
Duties included Yacht Maintenance, Cleaning, Repair, Operation, Provisioning for Guests and Crew, Navigation Systems, Scheduling of Major Haul outs in conjunction with Captain.
2004-Present Marina One: Deerfield Beach, FL
Duties: Forklift Operator, Sales Rep, Service Tech, General Management, Store Management, B2B Liaison, Division Manager, Ownership Role

Hired on in 2004 as Forklift Operator, Began working conjunctively with Sales Dept. 2005, Managed Boat Show production for Marina One at 3 Major Boat Shows (Ft. Lauderdale/Miami/Palm Beach) 2006-2011 representing Chaparral Boats, Formula Boats, Robalo Boats, Cruisers Yachts, Rampage Yachts, Southport Boatworks until company ceased new boat sales in 2011. Also worked as General Manager of Marina One, Pompano Beach, FL location until that location closed (2009)

Began Boat Rental, Boat Club division of Marina One (one location) along with my wife Stephanie in 2007. Currently operating in 2020 with 32 boats, 163 Members and substantial daily rental performance. Fleet Management, Customer Relations, Service & Repair

Work as B2B relations, 2009-Current: All aspects relating to sales, assisting other companies transitioning into new boat sales. Manage and present asset purchases for Marina One.

I politely as that no one contacts Marina One regarding employment history, due to sensitive family circumstances.

Outside References Are Available, here are three:

Bill Pegg: North America District Sales Manager, Chaparral Boats Nashville, GA (Traded as MPX on DOW)
Joe Pegg: Eastern US. Sales Manager, Robalo Boats Nashville, GA (Traded as MPX on DOW)
Matt Sermarini: Vice President Sales RIVA Motorsports Pompano Beach, FL (#1 Worldwide Sales for Yamaha Watercraft)
COVID-19 Update and Response
COVID-19 Update and Response

Traffic Counts
### Traffic Counts

#### March

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### Traffic Counts

#### April

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COVID-19 Update and Response

Financial Forecasting
Forecasted Impact
Revenues and Expenses

![Table and Diagram]

Based on a review of budgeted revenues and expenses for March - May, the information below provides a snapshot of the estimated impacts of COVID-19 on the revenues and expenses of the Jekyll Island Authority.

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<th>April</th>
<th>May</th>
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<tr>
<td>Estimated Revenues</td>
<td>1,712,456.00</td>
<td>585,313.20</td>
<td>465,880.64</td>
<td>5,190,989.12</td>
</tr>
<tr>
<td>Estimated Expenses</td>
<td>2,000,201.00</td>
<td>1,681,916.00</td>
<td>1,508,872.12</td>
<td></td>
</tr>
<tr>
<td>Estimated Net Income (Loss)</td>
<td>(287,745.00)</td>
<td>(1,096,602.00)</td>
<td>(1,042,991.48)</td>
<td>(2,427,339.28)</td>
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<tr>
<td>Budgeted Net Income</td>
<td>(123,595.00)</td>
<td>442,445.00</td>
<td>786,582.00</td>
<td>1,105,432.00</td>
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<tr>
<td>Estimated Variance from Budget</td>
<td>(164,150.00)</td>
<td>(1,539,047.80)</td>
<td>(1,829,573.48)</td>
<td>(3,532,771.28)</td>
</tr>
<tr>
<td>Current Budget Cushion**</td>
<td>164,150.00</td>
<td>1,539,047.80</td>
<td>554,802.20</td>
<td>2,258,000.00</td>
</tr>
<tr>
<td>Impact to Budgeted Bottom Line</td>
<td>-</td>
<td>-</td>
<td>(1,274,771.28)</td>
<td>(1,274,771.28)</td>
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</tbody>
</table>

** Amount of variance between Year-to-date budget and actual for FY2020 as of February 29, 2020. This variance is due to revenues being higher than anticipated and expenses being lower than anticipated as of 2-29-2020.
Forecastsed Impact

Amenity Sales

Amenity Sales are down 647,185 from last year for the past 29 period
Forecasted Impact
Amenity and Convention Center Sales
COVID-19 Update and Response

Public Facing Aspects
COVID-19 Public Facing Aspects

Social Distancing

Please remember to follow social distancing guidelines and remain more than 6 feet from others.

6 feet ↔ 6 feet
COVID-19 Update and Response

JIA Employees
JIA Employees

Staffing Summary by Week in Response to COVID-19

Week of 3/27/2020 to 4/2/2020
• 61 or 46% of part time employees received reduced or no hours of work.
• 27 or 20% of part time employees indicated they were unavailable for work
• 0 full time employees received reduced or no hours of work

Week of 4/3/2020 to 4/9/2020
• 91 or 68% of part time employees received reduced or no hours of work.
• 0 full time employees received reduced or no hours of work

Week of 4/10/2020 to 4/16/2020
• 96 or 72% of part time employees received reduced or no hours of work
• 9 or 5% of full time employees received reduced or no hours of work

Week of 4/17 to 4/23/2020
• 97 or 73% of part time employees received reduced or no hours of work
• 27 or 16% of full time employees received reduced or no hours of work
Consideration of Covid-19 Commercial Lease Relief Recommendations – Jones Hooks, Executive Director

This item will be emailed to Board Members as soon as it is available.
Jekyll Island Authority Golf Master Plan
Membership rounds have increased and currently account for 1/3 of the total rounds over the last two years, averaging 21,500 rounds a year.

In 2016, the National Golf Foundation (NGF) was retained to evaluate the operations and economic performance of the Jekyll Island Golf Club. A key finding was Jekyll Island Golf Club is operating below industry standards in both budget and available maintenance personnel per 18 holes.

The NGF report consistently compares either keeping 63 holes or reducing to 45 holes. “Given this and the change in demand, the NGF sees a 45 hole golf facility as a much better option for JIGC…..”

All data points to a 45 hole facility being optimal.

The site analysis prepared by Vincent Design (2019) and NGF report (2017) both concur that Great Dunes, Oleander and Indian Mound have surpassed their life expectancy and are all in need of major upgrades.

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<tbody>
<tr>
<td>US Average per 18 (31,527) @ 63 Holes</td>
<td>110,344</td>
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</tr>
<tr>
<td>Jekyll Island Total Rounds</td>
<td>69,482</td>
<td>66,923</td>
<td>64,528</td>
<td>62,068</td>
<td>62,517</td>
<td>64,964</td>
</tr>
<tr>
<td>Difference</td>
<td>-40,862</td>
<td>-43,421</td>
<td>-45,816</td>
<td>-48,276</td>
<td>-47,827</td>
<td>-45,380</td>
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- In 2016, the National Golf Foundation (NGF) was retained to evaluate the operations and economic performance of the Jekyll Island Golf Club. A key finding was Jekyll Island Golf Club is operating below industry standards in both budget and available maintenance personnel per 18 holes.
- The NGF report consistently compares either keeping 63 holes or reducing to 45 holes. “Given this and the change in demand, the NGF sees a 45 hole golf facility as a much better option for JIGC…..”
- All data points to a 45 hole facility being optimal.
- The site analysis prepared by Vincent Design (2019) and NGF report (2017) both concur that Great Dunes, Oleander and Indian Mound have surpassed their life expectancy and are all in need of major upgrades.
Jekyll Island Facts

- The Golf Master Plan process is designed to determine what options exist and recommend the best direction for the future of golf at Jekyll Island.
- Current course design does not align with Jekyll Island Authority’s mission as stewards of the island. Incorporating turf reduction, minimize aquifer withdraw for irrigation and introducing native grasses are more environmentally sound practices.
- The plan allows for a wider range of outdoor recreation and education opportunities with broader appeal to the general public, while enhancing the wildlife habitat.
- Conservation areas could accommodate conversion from golf to maritime grasslands, maritime forest, pine savannah, freshwater wetlands and areas that can accommodate expansion of saltwater high marsh.
- Focused outreach to Georgia Conservancy, Nature Conservancy and Bird Conservation Interests to discuss best course of action in restoring conservation areas.
Jekyll Island Facts

<table>
<thead>
<tr>
<th>Total Acres of the Jekyll Island Golf Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oleander</td>
</tr>
<tr>
<td>179 acres</td>
</tr>
</tbody>
</table>

- While considering the overall site, traffic patterns and access points as well as current issues with Oleander, eliminating the back 9 and re-purposing this portion of the site is practical.
- There is an opportunity to reallocate golf acreage to conservation land rather than to alternative development. The recommended plan calls for two and one half acres of conservation for each acre of alternative development.
- Bridging the wildlife corridor gap between Shell Road and Captain Wylly Road will allow a continuous wildlife passage without interruption for natural habitat on the island.
- Opportunity is created for salt marsh expansion to accommodate sea level rise along the tidal lake on the Oleander Course.
Jekyll Island Facts

- Regardless of the decision to keep all 63 holes or hole reduction, a financial plan is required to determine income generated to support the project costs.
- Spending 1.4 to 1.7 million on “basic improvements” will not address the overall issues that are and will continue to take place – for example, the $32,000.00 spent on the green on hole 2 at the Indian Mound course which did not solve the issue.
- Improving the overall golf courses will inspire a renewed marketing campaign. Highlighting new offerings will be more successful than promoting what currently exists. An aggressive and targeted campaign to build excitement and awareness will begin once the enhancements are underway.
- Development will only contribute a portion of the overall project costs. The Golf Master Plan will require development, loans, grants and partnerships.
- The complexity of securing sources of funding, it is not possible to determine the exact timeline.
Master Plan Concepts Review
Public Response Highlights

- **Keep golf affordable** – “if rates increased, we would lose play because Jekyll Island is cheaper than most surrounding courses”.

- **Make no changes** – “the courses are in good shape for the cost”, “nothing should be changed on Jekyll Island... we do not need to destroy it for (rich) golfers and developers”.

- **Changes needed** – “pick one and get started”, “the new concepts look good”,

- **Create a higher quality golf development** – “I want the island to be known for golf”, “make Jekyll Island a golf destination”

- **Market the golf courses** – “there is not enough marketing of the golf course”

- **Limited or no development** – “I am totally opposed to further development on Jekyll Island”, “I like the the idea of some of the land being used for conservation and wildlife but none of the land should be used for development of homes or businesses”.

- **Additional recreational opportunities** – “We should include two full sized croquet lawns”, “on Jekyll, croquet has grown from about 20 participants to 40 in the past 18 months”. “Pickleball has become a fast growing sport...

- **Secure State funding for the project**

- **Explore opportunity to relocate Fire Station**- “…utilizing some of the acreage on Oleander Course for Public Safety Complex…”
National Golf Foundation and Jekyll Island Authority Priorities

- Determine the correct number of holes for Jekyll Island today based on data compiled in NGF report.
- Reach Financial Sustainability
- Achieve Maintenance Sustainability
- Renew and improve Golf Experience to attract a broader audience
- Incorporate successful trends that are currently influencing the golf industry
- Build No housing on golf course
- Maintain Limited Development – Low density
- Create Partnerships
- Maximize Golf Marketing Opportunities
National Golf Foundation and Jekyll Island Authority Priorities

- Wildlife Corridors
- Utilize land effectively for additional JIA amenities/attractions – grow destination offerings
- Wetland restoration potential
- Diversifying outdoor recreation and education opportunities
- Introduction of additional green spaces
- Limited Retail
- Overall cost estimates
- All Master Plan components would be addressed in varied ways such as RFP’s, JIA budget, State funding or Partnerships
Project Opportunities

- Boutique Lodge and Villa’s- Low Density
- Existing Amphitheatre
- 100’ Buffer along bird rookery
- Assisted Living Facility- Low Density
- Wildlife Corridor
- Community Pavilion
- Great Dunes/ Oleander Course Combination
- Pine Lake Improvements
- Indian Mound Course Adjustment
- New 9 Hole Par 3 Course
- Practice Area and Golf Instruction Center
- Captain Wyly Road Enhancement
Project Opportunities

- Expand Trail System
- Salt Marsh/Conservation Expansion
- Natural Grasslands Establishment
- Open Parkland/Passive Recreation
- Croquet Courts
- Repurpose Existing Clubhouse for Pro Shop, Cart Storage and Fitness Center
# Master Plan Acreage Comparison

Concepts vs. Recommended Plan

<table>
<thead>
<tr>
<th>Master Plan Concept Comparison</th>
<th>Existing</th>
<th>Concept A</th>
<th>Concept B</th>
<th>Concept C</th>
<th>Concept D</th>
<th>Master Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf Course and Support Facilities</td>
<td>480</td>
<td>355.48</td>
<td>384.38</td>
<td>330.05</td>
<td>367.74</td>
<td>367</td>
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<tr>
<td>Development Opportunity</td>
<td>N/A</td>
<td>61.21</td>
<td>16.76</td>
<td>26.53</td>
<td>36.41</td>
<td>31.3</td>
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<tr>
<td>Conservation and Recreation</td>
<td>N/A</td>
<td>63.31</td>
<td>78.86</td>
<td>123.42</td>
<td>75.85</td>
<td>81.7</td>
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<tr>
<td>Undeveloped Area and Lakes</td>
<td>217</td>
<td>217</td>
<td>217</td>
<td>217</td>
<td>217</td>
<td>217</td>
</tr>
<tr>
<td>Total Acreage</td>
<td>697</td>
<td>697</td>
<td>697</td>
<td>697</td>
<td>697</td>
<td>697</td>
</tr>
<tr>
<td>Par 3 or Executive Course</td>
<td>N/A</td>
<td>Executive</td>
<td>Par 3</td>
<td>Par 3</td>
<td>Par 3</td>
<td>Par 3</td>
</tr>
<tr>
<td>New Clubhouse Location</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>*Total Number of Golf Holes</td>
<td>63</td>
<td>45</td>
<td>54</td>
<td>45</td>
<td>54</td>
<td>54</td>
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</table>

*Total Holes includes Executive or Par 3 Holes
Golf Courses

- 54 Total holes of golf
  - Two 18 hole full sized golf courses (Pine Lakes and Great Dunes)
  - One 9 hole regulation golf course (Indian Mound back 9 To Be Determined)
  - One 9 hole par 3 course
  - New practice area that includes larger tee area, chipping area, putting course and golf instruction center
Conservation Area is increased by 81.7 acres by eliminating portions of the golf development. The new areas will allow for a number of possibilities such as the following:

- Enhance linkages to the maritime forests north of Captain Wylly Road and south of Shell road by creating a north-south wildlife corridor
- Restore freshwater wetlands on north end of Indian Mound course
- Opportunity created for salt marsh expansion to accommodate sea level rise
- Provide a 100’ buffer along wading bird rookery and enhance habitat through expansion of pond to create rookery islands
- Diversify habitat with managed maritime grasslands
- Establish new environmental recreation areas
Development Areas

Five development areas that total 31.3 acres are all located within the “developable area” of the 65/35 plan:

- Located along Stable Road and adjacent to the historic district, the largest tract is 12.3 acres, this would be the ideal site for a proposed low density (40-50 room) assisted and Independent living facility.

- The current practice parcel is the site of the second tract. This 9 acre parcel could accommodate a proposed low-density boutique style (50 rooms) Golf Lodge villas for golfers, tennis and other tournament groups.

- A 100’ buffer would be incorporated along the rookery to further protect and enhance the area.

- A small 5 acre area located along the north side of the current Indian Mound course could include a community pavilion and nature-oriented amenity.

- A 5 acre parcel located along Shell Road is designed for low-density retail, which may include a nature-oriented shop or outlet.
Master Plan Advantage

- Create exciting classic golf course
- Improve Pine Lakes course
- Indian Mound becomes a nine hole course pending initial phase
- Create a new par 3 course
- Increase Conservation Area by 81.7 acres
- Repurpose existing Clubhouse into a Pro Shop, Cart Storage and Fitness Center
- Develop new Practice Facilities that include a golf instruction center
- Design a boutique golf lodge with grill room
- Construct a low density Assisted Living facility for those that enjoy Jekyll Island
Golf Course Phasing

PHASE I
- Restore the Great Dunes course and modify the front nine of Oleander to create a new 18 hole course that can be operated from a centralized location.
- Construct new Practice Area
- Pine Lakes, Indian Mound and a portion of Oleander could remain open for a period of time, Practice Area remain open.
- 45/36 holes and Practice Area

PHASE II and PHASE III
These Phases will be determined based on timing and results of Phase I
- Open new Great Dunes Course
- Re-design nine holes of Indian Mound course and construct nine hole par 3 course.
- Pine Lakes, New Great Dunes Course and New Practice Area open
- 36 holes and new Practice Area open
- Open Indian Mound nine hole course, Open new nine hole Par 3 course
- Pine Lakes re-design
- Great Dunes, Indian Mound, Par 3 course and Practice Area open
- 27 holes, 9 hole par 3 and Practice Area open
Oleander and Great Dunes
Indian Mound 9 Hole Course
New Par 3 Course

- 9-hole Par 3 Course with capabilities to double as additional practice area
- Unique design with no formal tees
- Single fairway cut eases maintenance
- Provides area for wide variety of golfers to enjoy the game on an abbreviated course, a variation that is steadily growing in popularity
Pine Lakes
Program Element Examples
Repurposed Existing Clubhouse

- Utilize the indoor and outdoor space without constructing a new building
- Re-establish first floor for golf cart storage
- Pro Shop will remain
- Configure the second floor into a Fitness Center
- Potential lease opportunity
Enhanced Entrance
Golf Lodge and Villa’s

- Commercial developed golf lodge to be designed from RFP Process
- Located at current practice area
- Recommend a Jekyll-appropriate coastal design with Restaurant/Grill
- Cluster of low-density villa’s located at the Golf Lodge to accommodate golfers, tennis and other tournament groups
Assisted and Independent Living Facility

- Located on proposed development parcel off Stable Road
- Low Density development
- Conveniently located adjacent to Historic District
- Main facility with cluster group of (5-6) independent villas
Public Green Space
Nature Amenities

5-acre area with numerous possible uses for enjoyment and education
- Community Pavilion
- Bird-Watching Stations
- Eco-Lodges
- Nature/Conservation Educational Center
Moving Forward

- **PLANNING** – Additional planning and design will be required at a more detailed level including archaeological evaluations
- **DETERMINE PHASING** – Map elements to be included in each phase of the project and evaluate what effect they will have on Jekyll Island
- **FUNDING** – Determine what options are available to fund the project and when they would become available
- **CONSERVATION PLANNING AND PRIORITIES** – Consider how to integrate conservation efforts and introduce new elements
- **EXPLORE PARTNERSHIPS** – If adopted, a number of elements will require Partners, RFP’s issued to determine interest
- **DEFINE TIMEFRAME** – Timing of all the components, phases and their duration
The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, February 18, 2020 at the Jekyll Island Convention Center.

Members Present: Joseph B. Wilkinson, Jr., Chairman  
Bob Krueger, Vice Chairman  
Bill Gross, Secretary/Treasurer  
Dale Atkinson  
Buster Evans  
Glen Willard, via Teleconference  
Mark Williams, via Teleconference  
Trip Tollison, via Teleconference  
Joy Burch-Meeks, via Teleconference

Key Staff Present: Jones Hooks, Executive Director  
Marjorie Johnson, Chief Accounting Officer  
Kate Harris, Marketing Director  
Rose Marie Kimbell, Archivist and Records Manager  
Andrea Marroquin, Museum Curator  
Maria Humphrey, Lease Manager  
Noel Jensen, Chief Operations Officer  
Melissa Cruthirds, General Counsel  
Jenna Johnson, Human Resources Director  
Yank Moore, Conservation Land Manager  
Michelle Webb, Executive Assistant

Various members of the public, JIA staff, and press were present.

Chairman Wilkinson called the committee sessions to order at 9:32 a.m., introduced those participating via teleconference, and a quorum was established.

I. Historic Preservation/Conservation Committee

A.) Ben Carswell, Director of Conservation, provided a Conservation Update.  
   • A Capital project to line the ponds at the entrance of the causeway was underway. Lining these ponds would result in cost saving and will positively affect the ecology by preventing seepage.  
   • A new proposed Beach Lighting Ordinance draft was nearing completion. This proposed change in ordinance was originally introduced approximately a year ago. After proposal, a series of collaborative sessions with key staff from Georgia Division of Natural Resources (DNR) Wildlife Conservation Section were facilitated. Recently, DNR sent a letter of support of the new version of the proposed ordinance. Furthermore, the proposed revisions have been reviewed with hotel managers on the island. Finally, a public meeting will be held Thursday, March 12 at 4:30 p.m. at McCormick’s Grill with DNR staff present. The new first reading should come before the board in March.  
   • Jekyll Island had recently been awarded a Tree City USA growth award and a five-year milestone. Mr. Hooks thanked Mr. Yank Moore and Mr. Cliff Gawron for their work on this program.  
   • Mr. Carswell stated that while Jekyll Island had not received a grant through the Georgia Outdoor Stewardship Program, he intended to try again in other award cycles.
• Finally, a consultant will be working with JIA on the Conservation Plan update. There will be three phases of public engagement, and the goal will be to have the update complete by the end of the fiscal year.

There were no comments by the public or board.

II. Finance Committee

Upon opening the Finance Committee, Mr. Krueger moved to add an item C.) to the published Finance Committee agenda to consider approval of funding for new records management software from the current year net income in an amount up to $95,000. This motion, if approved, would provide funding for item VI. A. on the agenda - - Consideration of Awarding Request for Proposal (RFP) #358 – Jekyll Island Records Management Software and Hosting System project to Infolinx Records Management Software. This motion was seconded by Dr. Evans. The motion was unanimously approved.

A.) Finance Committee Chair Bill Gross summarized the January Financials as presented in the published packet. There were no questions from the board.

B.) Marjorie Johnson, Chief Accounting Officer, introduced the request for replacement of new barrier gates, a capital project totaling $72,000 to be taken from current year revenues. She stated that phase one of this project had replaced five gates in the historic district. The current request was for phase two which would complete the upgrade and installation of the eight remaining gates. The new gates would have more advanced relays for vehicle traffic and backup safety features for vehicles and pedestrians. Mr. Krueger moved to approve the request for capital project replacement and new barrier gates for $72,000 as recommended by staff. The motion was seconded by Mr. Tollison. The motion was unanimously approved.

Mr. Hooks reminded the Board of the constitution the Finance Committee membership.

Mr. Gross asked Ms. Johnson if he remembered correctly that the $72,000 request was a significantly lower figure than the original estimate. Ms. Johnson stated that Mr. Gross’ memory was correct, the new vendor being used was much more cost responsive.

The motion was unanimously approved.

C.) Marjorie Johnson, Chief Accounting Officer, also presented the added request funding for new records management software from the current year net income in an amount up to $95,000. This request was recommended by staff for new records management software. She stated that current records management software being used is inadequate. If approved, the $95,000 would come from current year revenues. The motion to approve the request for funding for new records management software from the current year net income in an amount up to $95,000 was made by Dr. Evans and was seconded by Mr. Krueger. The motion was unanimously approved.

There was no public comment.

III. Human Resources Committee

A.) No Report
IV. Marketing Committee

A.) Senior Marketing Director, Kate Harris briefed the Board on the activities and events on Jekyll Island celebrating Black History Month and targeted outreach to tour operators in specific international markets. As part of the international program, Ms. Harris planned to attend ITV, the biggest travel show in the world in conjunction with several other Georgia locations. She hopes to not only promote Jekyll, but also bring back good ideas. The show’s theme this year will be smart tourism for the future: sustainable, digital, and relevant.

There were no questions or comments from the Board or the public.

I. Legislative Committee

A.) Mr. Tollison, Legislative Committee Chair, reviewed HB 523 - relating to local government, regulation of real estate as short-term rental property. Mr. Hooks stated that as the bill was currently written, the legislation would not pertain to Jekyll Island. However, if passed, the legislation would have a blanket approach to home rentals throughout the State of Georgia. The legislation would do away with any kind of registrations and local control. This was concerning as for issues like party houses and other nuisance issues that have occurred in the Golden Isles previously. Since Jekyll implemented its program, earlier concerns from renters discovering homes that did not have either listed amenities or even basic life safety equipment have all but disappeared. Mr. Hooks stated his belief that local determinations of what works for each community was the best practice. Mr. Hooks had spoken to both state and local officials who also agreed. He corrected one statement in the presented memo. He incorrectly stated in a Board memo that the Golden Isles Convention and Visitors Bureau was opposed to HB 523. The Golden Isles Convention and Visitors Bureau were currently still exploring the implications of the proposed legislation and had not taken a position.

Mr. Tollison stated that he had spoken to the author of the bill several times, and there was a compromise bill currently being discussed. This issue had gained a lot of attention and Mr. Tollison suggested watching the issue to see how things progressed.

There were no questions from the Board and no public comments.

VI. Committee of the Whole

A.) Rose Marie Kimbell, Archivist and Records Manager, spoke to the Board about the consideration of awarding Request for Proposal (RFP) #358 – Jekyll Island Records Management Software and Hosting System project to Infolinx Records Management Software. She explained that the current museum records system, PastPerfect, was no longer appropriate to handle JIA records. The original RFP dates for #358 had been amended when the complexity of the project and responses required an adjustment to the review committee schedule. The amended dates resulted in significantly more responses. Evaluation of a total of 15 responses led to five on-site interviews. The committee’s recommendation to the Board was Infolinx Records Management Software. Ms. Kimbell stated the Infolinx system was easy to use and would provide a simplified workflow and increased accountability and efficiency. This was also a financially viable solution with initial starting costs of $89,500 and an annual cost of $39,000 thereafter. Staff and the review committee recommend the selection of Infolinx as the awardee for RFP 358 pending contract completion and legal review.
Mr. Krueger moved to award RFP #358 – Jekyll Island Records Management Software and Hosting System project to Infolinx as recommended by staff. The motion was seconded by Mr. Gross. The motion was unanimously approved.

B.) Andrea Marroquin, Museum Curator, then spoke to the proposed Request for Proposal (RFP) #359 - Hollybourne Display Design. This proposed RFP was to develop an exhibit concept design plan and to prepare for opening Hollybourne Cottage to the public on a permanent and ongoing basis for the first time. If approved, this project would establish basic interpretive goals, themes, storylines, as well as conceptual floor plans and sketches for the use of the space. The RFP requests a recommendation of historic preservation objectives and goal, to provide a rough estimate of the cost to implement the proposed design, and possible phased implementations. If approved and successfully awarded, the final product would be used to plan and generate support for the next phases of the project to place Hollybourne Cottage into active use within the Jekyll Island Club National Historic Landmark District.

Mr. Hooks commended the volunteer work over the last 20 years. He stated that if this RFP was approved, Board consideration of award would be in April.

Mr. Atkins moved to approve RFP #359 - Hollybourne Display Design as recommended by staff. The motion was seconded by Mr. Krueger. The motion was unanimously approved.

C.) Noel Jensen, Chief Operations Officer, recommended the proposed replacement of St. Andrews storm water pumps for $17,364. He explained that during routine maintenance on stormwater pumps one of the two storm water pumps from St. Andrew’s neighborhood (on the south end of the island) was disabled and could not be repaired. The remaining pump also showed signs of failure. These existing pumps have been in service for about 12 years and the useful life of these pumps were usually 10 to 15 years. Without these pumps, heavy rainfall can accumulate and create potential flooding hazard in the neighborhood. Mr. Jensen clarified the pumps in question were not small. These were eight-inch diameter pump. He stated the good news was that Jekyll Island only has two storm water pumps. Sheet flow and gravity flow work for all other island stormwater needs.

Mr. Gross moved to approve the replacement of St. Andrews Storm Water Pumps for $17,364 as recommended by staff. The motion was seconded by Mr. Atkins. The motion was unanimously approved.

D.) Maria Humphrey, Lease Manager, presented a proposed Second Amendment to the Second Revised and Restated Ground Lease to combine legal descriptions at 90 South Beachview Drive (parcel next to Marriott/Residence Inn). Ms. Humphrey stated the amendment would take the two parcel legal descriptions in the current lease and combine them into a single legal description. She noted that there were no additions or subtractions of land; only the creation of a single parcel legal description, in accordance with the Glynn County Tax Office display.

Mr. Gross moved to approve the second amendment to the Second Revised and Restated Ground Lease to combine legal descriptions at 90 south Beachview Drive (parcel next to Marriott/Residence Inn) as recommended by staff. The motion was seconded by Dr. Evans. The motion was unanimously approved.
E.) Jones Hooks, Executive Director, presented his report.

- The Projects Update highlighted projects under construction. Mr. Hooks stated he is developing a strategy for State of Georgia funding requests.
- The island entrance new gate system is nearing completion. The new physical gates had already been installed with much faster arms.
- More paving was planned for Jekyll Island. This final phase of paving would begin at the bike path off the Ben Fortson Parkway going to the three way stop. The paving would then turn on to Stable Road, going beyond the Fire Station, then turning off at Old Plantation. Finally, the paving would go from Old Plantation to Captain Wiley. This paving would be accomplished with funds from SPLOST. Also being paved would be the warehouse area using JIA funds previously appropriated.
- The Golden Ray salvage was still under way. JIA staff had been briefed. It was reported that progress may be stalled as a legal challenge had been lodged. A Nixle alert would be issued when the next phase of work began. Sound monitoring was planned to take place above ground and in the water in the Clam Creek area.
- The Pooler water slide contract was anticipated to be signed within the week.
- This year’s annual Chili Fundraiser for the United Way raised $3,476.
- The Jekyll Island Fire Department’s new fire engine donated from Glynn county has been completed and was available to view in the Porte cochere. The 1999 engine, if purchased “today” would be $350,000. The JIA Fire Department, Vehicle Maintenance Department, and some third-party contractors have worked to equip and refurbish the engine. The total price to refurbish the donated truck was only $59,000.
- Finally, Mr. Hooks congratulated and thanked Ms. Melissa Cruthirds, General Counsel, for all the time and effort she put in to working with Circle K. When the transition from Flash Foods to Circle K began, it was discovered that many of the agreements about the more subdued appearance of the pumps and signage had been verbal agreements and not in their contract. Ms. Cruthirds spent a great deal of time and effort with Circle K to make sure that the appearance of the pumps and store were keeping in line with Jekyll’s spirit.

Mr. Krueger asked about the nature of the lawsuit involving the Golden Ray. Mr. Hooks stated it was a challenge from a former contractor to the award process by the Unified Command. Mr. Ben Carswell, Director of Conservation stated that the most recent information stated Unified Command was planning to proceed.

F.) Chairman Wilkinson stated in his comments how proud he was of team Jekyll.

The floor was then opened for public comment.

Mr. Al Tate stated that he was, for the third time, speaking about the deteriorated condition of the bike path on North Beachview.

Chairman Wilkinson announced there would be a five-minute break.

The Jekyll Island State Park Authority (JIA) Board Meeting
February 18, 2020

After the break, Chairman Wilkinson announced a quorum remained present.
Mr. Krueger moved to add action item 3.5 to the public board meeting agenda to consider approving funding for the new records management software from the current year net income in an amount up to $95,000. The motion was seconded by Mr. Atkins. The motion was unanimously approved.

1. Mr. Krueger moved to approve the Minutes of the January 28, 2020 Board Meeting as presented. The motion was seconded by Mr. Gross and passed unanimously.

**Finance Committee:**

2. Committee recommended approval of a Capital Project, Replacement and New Barrier Gates for $72,000 -Passed Unanimously

**Committee of the Whole:**

3. HB 523 - relating to local government, prohibiting local governments from regulating the use of short-term rental properties -No Action Taken

3.5 Committee recommended the Request for funding for new records management software from the current year net income in an amount up to $95,000 -Passed Unanimously

4. Committee recommended Request for Proposal (RFP) #358 – Jekyll Island Records Management Software and Hosting System Award to Infolinx Records Management Software -Passed Unanimously

5. Committee recommended Request for Proposal (RFP) #359 - Hollybourne Display Design -Passed Unanimously

6. Committee recommended the Proposed Replacement of St. Andrews Storm Water Pumps for $17,364 -Passed Unanimously

7. Committee recommended a Proposed Second Amendment to the Second Revised and Restated Ground Lease to combine legal descriptions at 90 South Beachview Drive (parcel next to Marriott/Residence Inn) -Passed Unanimously

Mr. Atkins moved to adjourn; seconded by Mr. Krueger. The vote was unanimous. The meeting concluded at 10:32 a.m.
MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: OPERATIONS MONTHLY REPORT – FEBRUARY 2020
DATE: 3/9/2020

PUBLIC SERVICES

February Highlights:

- Golf Course Maintenance continues prepping for several large tournaments to be held in March including US Kids and the Oglethorpe Division III Collegiate Invitational.
- Summer Waves staff continues installing new shade structures for Frantic Atlantic wave pool area, and replacement of Lazy River liner and tile work.
- Roads and Grounds continued trimming of bike paths, road shoulders and road overheads.
- Landscaping staff completed new green scape and flowers on several beds and replaced landscaping around Beach Village.
- Vehicle maintenance performed 100% of preventative maintenance for the month of February.

Facilities Department Work Orders
PUBLIC SAFETY – Fire & EMS

February Highlights:

- Completed 375 hours in staff training for the month.
- Had ISO follow up inspection by ISO field representative with final results expected in early April.
- Fire Marshall performed 23 fire inspections and 16 rental inspections.
- Performed standby duties for Glynn County EMS via mutual aid MOU.
- LEPC meeting at Glynn County EOC.

Jekyll Island Fire & EMS Responses

<table>
<thead>
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<td>Fire Responses</td>
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<td>Transported to ER</td>
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<tr>
<td>Total Responses</td>
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</tbody>
</table>
MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 3/10/2020

JIA Workers Compensation Claims: (Target goal for FY20 = 9).

<table>
<thead>
<tr>
<th></th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
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<th>Nov</th>
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JIA Employee Census: 318

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<th>Part Time</th>
<th>Seasonal</th>
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<th>Total Employees</th>
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<tr>
<td>Feb</td>
<td>167</td>
<td>136</td>
<td>1</td>
<td>14</td>
<td>318</td>
</tr>
</tbody>
</table>

Recognition:

- Pocket Praise Kudos.....Thank you for going above and beyond!
  - Alicia Ehlers with Landscape
  - Reid Trawick with Fire Department
  - Kristy Anderson with Georgia Sea Turtle Center Gift Shop
Retirements:
- None

Meet our March Featured Employee: Deb Minick

Deb is originally from Greensboro, NC and moved to the Golden Isles in 1983. She joined the JIA in March of 2007 and hasn’t looked back.

As the Manager of the front operations of Summer Waves, she is currently in preparation for the flood of newly hired employees. Busy orchestrating the on-boarding paperwork as well as gearing up to conduct all the training required to run the water park. Outside of new hires, Deb oversees the daily operations of group sales, the ticket windows, and cabana rentals! When not behind the scenes conducting park exclusives and catering needs with Larry’s Giant Subs, Deb enjoys greeting the guests every chance she gets!

For Deb there is no doubt what she loves most about working for the JIA. "I enjoy the people I work with. I couldn't imagine doing what we do day after day without their support and team spirit." Within the team, Deb enjoys the fact that she gets to meet and work with all the young people that seek employment within Summer Waves. She says she is proud to be a part of this work environment, the feeling of family and respect for one another and providing a positive impact on the young people we work with. "We are blessed to work with so many amazing kids!"

Thank you for being a part of the JIA!
TO: HISTORIC PRESERVATION/CONSERVATION COMMITTEE
FROM: BEN CARSWELL, DIRECTOR OF CONSERVATION
SUBJECT: CONSERVATION UPDATE
DATE: 3/10/2020

Research and Monitoring
- Pre-project monitoring will begin soon for the Coastal Incentive Grant funded restoration project, which constitutes the first active management towards restoring Fortson Pond, the degraded marsh area near the entrance to the island that has been extensively studied and modeled as we have planned for its restoration over the past 7 years. Later this year, a culvert will be enlarged, and a channel bottleneck deepened, to enhance tidal flooding/draining at Fortson Pond.

Management and Planning
- The capital project to install clay lining in the ponds at the entrance to the causeway has been completed. Sealing these ponds from quickly draining through the otherwise sand underlayment is a very important water conservation measure.
- Staff and a focus group of key technical advisors will be meeting this week with Jay Exum, the consultant facilitating stakeholder engagement with the Conservation Plan update. We will be scheduling a meeting in April with representatives of NGOs and Community groups.
- Meetings were held with two groups of Environmental Assessment Procedure (EAP) participants on two topics; a comprehensive fire management program for the island, and modifications to policies and procedures for authorized beach driving. Reports for both EAPs are currently in prep.

Outreach and Leadership
- Conservation Land Manager Yank Moore was an invited speaker for a lecture series during Invasive species awareness week. Yank focused on our successes controlling invasive plants on Jekyll.
- Yank also participated, along with Director of Public Safety Dennis Gailey, with a visiting group associated with the International Seminar on Community resilience, organized through Georgia Sea Grant and the US Forest Service’s international programs office.
- Wildlife Biologist Joseph Colbert attended the Southeast Partners in Plant Conservation meeting at the Atlanta Botanical Garden.
- Director of Conservation Ben Carswell led an invited talk and field trip for The Nature Conservancy’s Southeast Atlantic Seascape Retreat focused on coastal resiliency. Ben briefed the group on the revetment project on site and attended The Nature Conservancy’s partner reception.
Personnel and Professional development

- The Conservation Department welcomes new 6-month Americorps members Sergi Picas and Scott Kreeger.

The Nature Conservancy’s Southeast Atlantic regional staff attending the Southeast Atlantic Seascape Retreat on Jekyll Island. Their meeting venue was Villas by The Sea.
MEMORANDUM

TO:          COMMITTEE OF THE WHOLE
FROM:        ANDREA MARROQUIN, CURATOR
SUBJECT:     HISTORIC RESOURCES UPDATE
DATE:        3/9/2020

Jekyll Island Museum

Paid Tours: Public: 1,575
            Group: 537
            Tour Total: 2,112
            Total Visitation: 4,334

The Jekyll Island Museum set a new record for the month of February for Gift Shop Revenue and earned the highest ever Total Revenue for the Month of February. With the addition of Gallery Admissions, the museum also established a new record for Total Visitation for February, besting the prior monthly record established 28 years ago, in 1992.
Special Events

- **Historic District Property Rentals – 145 Attended** - In February, the Jekyll Island Museum hosted 2 events in the Historic District, including a memorial at Faith Chapel and a 3-day retreat at Villa Ospo, for a Total Value of $750.

- **Georgia History Day – 65 Attended** - The Jekyll Island Museum engaged students in a bridge-building activity at Oglethorpe Point Elementary School in honor of Georgia History Day.

- **Sweetgrass Basketmaking Workshop – 27 attended** – In celebration of Black History Month, the Jekyll Island Museum hosted a sweetgrass basketmaking workshop. Participants learned to weave baskets from Master Basket Weaver Yvonne Grovner, continuing one of the oldest art forms of African origin in America. Guests enjoyed experiencing this 200-year-old tradition, making their own masterpieces from locally found sweet cord grass.

- **Jekyll Island Book Club – 18 attended** - The museum book club met on February 18 to discuss Jekyll Island’s role in the moving true story of *Last Man Out: The Story of the Springfield Mine Disaster* by Melissa Faye Greene.

- **De Artistry of Gullah/Geechee – 58 attended** – This special cultural program included a histo-musical performance by Queen Quet, Chiefess of the Gullah Geechee Nation, handmade quilts by Gullah Geechee traditions keeper Carolee Holmes Brown, and paintings by Gullah Geechee artist Quadré Stuckey.

- **Remembrance Day** - Guests gathered at the Wanderer Memory Trail to discover the story of Umwalla, a young African Boy brought to America on the slave ship Wanderer. Guests followed Umwalla’s journey from capture through freedom through interactive exhibits along the trail and enjoyed storytime and arts and craft activities exploring African American culture and history.

Curatorial/Research

- **Mosaic Exhibits** – Completed the installation of a rotating exhibit commemorating the transcontinental telephone call and the artwork that highlighted the event in popular culture. Installed a new vitrine and returned the Jekyll Island Club hunting logbook to exhibit. Conducted environmental monitoring of the exhibit gallery.

- **Wanderer Memory Trail** – Conducted maintenance on the sound posts at the Wanderer Memory Trail to ensure all was in working order.

- **Hollybourne Cottage** – The Board approved RFP 359 for development of an exhibit design plan in preparation for opening Hollybourne Cottage to the public.

- **Records Software** – The board approved awarding RFP 358, Jekyll Island records management software and hosting system project, to Infolinx Records Management Software.

- **Collection Management** – Completed digitization of the letters of Jekyll Island Club Superintendent Ernest Grob. Accessioned and catalogued objects to be displayed in the transcontinental telephone exhibit. Sent out letters regarding orphan loan collections. Updating catalog records for rare books.

- **Archaeology** – Met with representatives from the Seminole Nation, Georgia Power, US Army Corps of Engineers, and Conservation Department to discuss management of a prehistoric site. Reviewed archaeological and architectural resources on Jekyll Island’s golf courses to assist with planning for the Golf Course Master Plan.
Historic District/Preservation

- **Bond Fund Project** – Elevators inspected and certified. Final walk through with architect to close out the ADA improvement contract with Fourth Street Designs and Restorations. Stanchions at Indian Mound reconfigured by Diversified Metals to allow for ADA access to elevators. Swindell Construction began work on the ADA access ramps at the Sweet Shop and Chichota and filled the Chichota pool for safety.

- **Hollybourne** – Continued working closely with Hollybourne volunteers on a window rehab project. Conducted a window rehabilitation workshop which included window glazing, epoxy work, sash cord replacement, and woodwork. Worked with a contractor, Pane in the Glass, to stabilize the leaded glass door which serves as the front entrance to Hollybourne Cottage.
TO: COMMITTEE OF THE WHOLE
FROM: TERRY M. NORTON, GSTC DIRECTOR AND VETERINARIAN, ROB MAHON, GSTC GENERAL MANAGER
SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – FEBRUARY 2020
DATE: 3/9/2020

“Thought we would see a few turtles in tanks so welcome surprise to see all the displays, listen to a short talk explaining what the centre was all about and do the turtle game (great for kids of all ages). Then take a walk through the turtle hospital, what fun! Lots of turtles in tanks and we were fortunate to be there when the vet was doing some work on the ‘patients’. Very pleasant young woman held the turtle up for us to see, then we proceeded to watch the vet’s examination. Staffed by enthusiastic knowledgeable people, well worth the admission, which helps pay for the facility.” TripAdvisor Review (February 2020)

Summary Comparisons with Prior Year (February 2020 vs. February 2019)
The GSTC visitation in February increased with admissions up 4% and admission revenue up 3%. Retail concessions increased as well (up 9%) from the previous year. GSTC adoptions netted another very positive month with number of adoptions and revenue both up 52% from the prior year.

Revenue Categories*  
- February concessions $70,658.86 was $6,017.56 more than budgeted  
- February admissions $50,353.40 was $1,330.50 more than budgeted  
- Adoption (Sea Turtle) 63 | $3,150  
- Donations (general) 52 | $1,630.95  
- Memberships 41 | $2,605  
- Behind the Scenes 100 participants | $3,850  
- Daily Programs 134  
- Sub-Total Education Reservations: 678 Clients | Revenues $4,098

*some online payments are received later

Education Program Audience  
February 2020  

<table>
<thead>
<tr>
<th>Child</th>
<th>Adult</th>
<th>Senior</th>
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</thead>
<tbody>
<tr>
<td>31</td>
<td>620</td>
<td>153</td>
</tr>
<tr>
<td>4%</td>
<td>77%</td>
<td>19%</td>
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</table>

Marketing/PR/Events/Grants/Pubs (continued pg. 2)  
- February 4th: GSTC hosted a seminar by Davide Zailo titled The Use of Recreational GPS Loggers to Study the Diamondback Terrapin.  
- February 25th: GSTC hosted a seminar by Dr. Ben Parrot titled Environmental sex determination and reproductive health in the Anthropocene.

Social Media, Website and Communications Updates: Trip Advisor: 2,130 reviews, ranking GSTC #4 out of #17 Jekyll attractions; FB: 47,477 likes | 48,158 following; Instagram: 17.9k followers  
- Most popular video for Facebook this month was “Lunchtime for Sea Turtles”, featuring the underwater shots Jamie took during feeding time. 13K views, 719 reactions, 122 shares and 31 comments.  
- Facebook post about the rings on a tortoise’s shell got a lot of attention. It received 229 reactions, 37 shares, and 17 comments. On Instagram it received 420 likes.  
- Minkus’ Super Bowl video went well. 2.3K views, 617 likes on Instagram and 3.2K views and 233 reactions on Facebook.
- Short high-quality videos of patient treatments are doing very well on Instagram. Tsunami's therapy received nearly 4.4K views and 702 likes. Barnacle removal received over 2.6K views and 536 likes. Both received many comments where people asked questions.
- Most popular Instagram post this month was Swiss yelling at people to adopt him. People love up-close shots.

**Education**
- In preparation for a possible release in a few months, Glitter Mittens was discontinued from adoption sales on February 16. He/she ended with 288 adoptive parents, bringing in $12,650.00 in adoption sales.
- Swiss (a cold-stunned Kemp’s Ridley Sea Turtle) was launched for adoption sales on February 22. Swiss got 10 adoptive parents in February. Swiss’ first adoption update email will be sent in mid-March.
- Feb. 15: GSTC hosted a Science Saturday entitled “Show Your Love to Wildlife” with 570 participants.
- Feb. 7: The installation of the new Sargasso Sea exhibit was finalized and it now fully operational.
- Anna Taylor, Educator II at the GSTC, became a certified Facilitator for Projects WET, WILD, and Learning Tree and is now able to host workshops to train formal and non-formal educators on how to use the k-12 curricula.

**Rehabilitation**

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>New Patients</td>
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<td>7</td>
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<tr>
<td>Current Patients</td>
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<td>Released Patients</td>
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<td>1</td>
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<tr>
<td>Transferred Patients</td>
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<tr>
<td>Total Since 2007</td>
<td>878</td>
<td>1,771</td>
</tr>
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</table>

- **Dr. Norton attended the Southeast Regional Sea Turtle Symposium, hosted a 1-day sea turtle rehabilitation workshop, and gave 3 lectures (Overview of the GSTC, flotation abnormalities in sea turtles, and clinical aspects of sea turtle fibropapillomatosis).**
- Diagnosis and Surgical Management of a Paratesticular Cyst in a Rehabilitating Juvenile Male Green Turtle (Chelonia mydas), by Tatiana C Weisbrod, Nicole Indra Stacy, Nancy L Stedman, Terry M Norton, published in Frontiers in Veterinary Science, section Veterinary Experimental and Diagnostic Pathology.

**Research & Patrol**
- We are continuing our long-term efforts to understand the ecology and conservation of turtles on and around Jekyll Island. One new adult female Pond Slider was found crossing the golf course green, uninjured, and was added to our mark and recapture study. All 16 radio-telemetered Box Turtles continue to be tracked once per week on the golf courses and near residential homes.
- Hired new research ecologist Dr. Tom Radzio.

**AmeriCorps Program, Volunteer Program, and Marine Debris Initiative**

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<tr>
<th>Service Hours</th>
<th>Monthly Total</th>
<th>YTD Date Total</th>
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<tr>
<td>AmeriCorps Service Hours**</td>
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<td>14,995.92</td>
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<td>Volunteer Hours**</td>
<td>791.5</td>
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<td>Marine Debris Hours*</td>
<td>144.25</td>
<td>582.75</td>
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<th>MDI &amp; Volunteer Program</th>
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<tr>
<td>MDI Clean Ups</td>
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<td>Volunteer Shadow Shifts</td>
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<td>Volunteer Advancements</td>
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*YTD Based off fiscal year (July 1, 2019-June 30, 2020) | **YTD Based off of AmeriCorps Program Year (September 1, 2019-August 31, 2020)
MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: OPERATIONS MONTHLY REPORT – MARCH 2020
DATE: 3/9/2020

PUBLIC SERVICES

March Highlights:

- Golf Course Maintenance continues routine maintenance and has rotationally closed 18-27 holes of golf due to COVID-19 downturn in play. GCM also adapted courses in response to COVID-19.
- Summer Waves staff continues installing new shade structures for Frantic Atlantic wave pool area, and replacement of Lazy River liner and tile work is nearing completion.
- Shipments of new slide complex purchased from Pooler began to arrive.
- Roads and Grounds continued trimming of bike paths, road shoulders and road overheads.
- Landscaping staff replaced landscaping around Beach Village.
- Vehicle maintenance performed 100% of preventative maintenance for the month of March.

Facilities Department Work Orders

<table>
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<tr>
<th>Category</th>
<th>Quantity</th>
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<td>New Work Orders</td>
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<tr>
<td>Completed</td>
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<td>Outstanding</td>
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<tr>
<td>Awaiting Parts</td>
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</table>
PUBLIC SAFETY – Fire & EMS

March Highlights:

- Completed 265.5 hours in staff training for the month.
- Had ISO follow up inspection by ISO field representative with final results expected in late April.
- Fire Marshall performed 8 fire inspections and 12 rental inspections.
- Performed standby duties for Glynn County EMS via mutual aid MOU.
- LEPC meeting at Glynn County EOC.

**Jekyll Island Fire & EMS Responses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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<tbody>
<tr>
<td>False Alarms</td>
<td>2</td>
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<tr>
<td>Fire Responses</td>
<td>14</td>
</tr>
<tr>
<td>Transported to ER</td>
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<tr>
<td>EMS Responses</td>
<td>26</td>
</tr>
<tr>
<td>Total Responses</td>
<td>40</td>
</tr>
</tbody>
</table>
COVID-19 Related Operations Information:

Closures
- Jekyll Island Mini Golf & Bike Barn
- Jekyll Island Tennis Center – more information on the USTA’s recommendations
- Mosaic, Jekyll Island Museum and Historic District facilities, programming and tours
- Faith Chapel
- Jekyll Island Convention Center
- Georgia Sea Turtle Center Gallery and Viewing Pavilion
  - Injured sea turtles can still be reported by calling: 912-264-7218 or 1-800-2SAVEME (800-272-8363)
- Public Playground located at 100 Great Dunes Lane
- Campground Pavilion
- Beach Pavilions, including Great Dunes Beach Park
- The following public restroom facilities are CLOSED: St. Andrews, Corsair, Great Dunes, and Oceanview Beach Parks, Mini-Golf/Playground, Tennis Center, Soccer Complex, Faith Chapel, and Doc’s Snack Shop
  - The following public restroom facilities remain OPEN: The Historic Wharf, Beach Village, McCormick’s Grill, South Dunes Beach Park Picnic Area, Guest Information Center & Entry Gate, Clam Creek Fishing Pier

Operation Changes
- Jekyll Island Guest Information Center – 912.635.3636
  - The Retail Shop is closed until further notice.
  - Annual Parking Passes may still be purchased at our new WALK-UP WINDOW from 8 a.m.-4 p.m. Monday-Sunday, but no other type of merchandise will be sold.
  - A Gate attendant will remain available 24/7 by pressing the HELP/INTERCOM in each lane for assistance.
- Jekyll Island Golf Club – 912.635.2368
  - Effective, Saturday, April 4, Club hours will be 7:45 a.m. – 4 p.m. Golf carts will not be available for use, until further notice.
  - The Golf Pro Shop will be limited to a maximum of 10 people, including staff, at all times.
  - Social distancing will be mandatory at all times.
- McCormick’s Grill – 912.635.4103
  - Open 10:00 a.m. - 4:00 p.m. for take-out service; dine-in service suspended until further notice.
  - On-island delivery service available for a $3 delivery fee; limited hours: Monday-Thursday, 9 a.m. – 2:30 p.m.; Saturday-Sunday, 10:30 a.m. – 3:30 p.m.
TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 4/14/2020

JIA Workers Compensation Claims: (Target goal for FY20 = 9).

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<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Total</th>
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<td>FY19</td>
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<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3</td>
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JIA Employee Census: 335

<table>
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<tr>
<th>Month</th>
<th>Full time</th>
<th>Part Time</th>
<th>Seasonal</th>
<th>Interns</th>
<th>Total Employees</th>
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<tbody>
<tr>
<td>Mar</td>
<td>170</td>
<td>132</td>
<td>9</td>
<td>24</td>
<td>335</td>
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</table>

Recognition:
- Pocket Praise Kudos.....On hold
Retirements:
- None

Meet our April Featured Employee: Jonathan Trawick

Brunswick, GA native Jonathan Trawick has been with the JIA since April 2015.

As the wastewater supervisor, he is responsible for maintaining the wastewater treatment plant, inspection and repairs of the wastewater collection stations as well as collecting and reporting information to the EPD for permits.

Jonathan says that what he likes the most about working at the JIA is the great work environment and the people he works with daily. "JIA also has some great benefits such as the amenities," he added.

When he is not hard at work keeping the water on the island up and running, Jonathan enjoys fishing, spending time with friends and family and working on his 66 Impala!

Thank you for being a part of the JIA!
Research and Monitoring

- Wilson’s plover nesting has begun and is off to a strong start. Habitat continues to look good this year with evidence of continued rapid beach accretion appearing on the southern point of the island and a new primary dune line becoming more established at points north, rebuilding earlier losses to Hurricane Irma. We’ll be carefully monitoring nesting success and evidence of disturbance or predation.

Management and Planning

- The Conservation Plan update is ongoing. A technical focus group was convened in the first half of March and a stakeholder focus group is scheduled to convene virtually in late April. A draft updated conservation plan will be made available for general public review and comment by June.

Personnel

- The Conservation Department has adapted to minimum basic operations and maximum social distancing. The Director, Land Manager, and Wildlife Biologist are primarily teleworking from home on various desktop projects, including the Conservation Plan. Along with the Lead Park Ranger, these staff have a rotational Manager on Duty (MOD) arrangement, with the Land Manager and Wildlife Biologist being present on-island on their MOD-days. The Director and Lead Park Ranger are on MOD-days as well as generally. This arrangement ensures that we can have a minimum level of staffing to safely respond to any wildlife calls and ensure safety oversight of Americorps members continuing to carryout field work. These members are operating entirely outside of our office facilities. We have instituted a one-vehicle, one-driver policy so we do not have multiple people sharing a vehicle or have passengers.
Revenues for the Jekyll Island Museum were severely impacted this month due to closures resulting from the COVID-19 public health emergency. As a result of the public closures, the museum earned the lowest revenue on record for the month. It also suffered its lowest visitation ever recorded for March.
Special Events

- **Historic District Property Rentals – 75 Attended** - In March, the Jekyll Island Museum hosted a reception at Villa Ospo, for a Total Value of $3,000.

- **Memberships** – Met to discuss plans for a Museum Membership to be launched in the coming fiscal year.

- **Electric Trolley** – The museum’s new electric trolley was delivered.

- **COVID-19 Response** – Adopted precautionary measures in response to the public health situation, including closing galleries and museum activities to the public.

Curatorial/Research

- **Wayside Panels** – Received delivery of 8 revised wayside panels for replacing panels in the historic district. Staff conducted an annual review and cleaning of all existing interpretive panels in the historic district, Horton House, the Wanderer Memory Trail, St. Andrews Beach, and the golf course. Began cleaning conservation interpretive panels around the island.

- **Hollybourne Cottage** – Received a positive response to RFP 359 for developing an exhibit design plan for Hollybourne Cottage, with a total of 14 proposals submitted. The selection process has been placed on pause due to the COVID-19 public health emergency, to proceed at a date later determined.

- **Archaeology** – Obtained an estimate for conducting archaeological investigations on Jekyll Island’s golf courses, as part of advance planning prior to implementing for the Golf Course Master Plan currently under development.

- **Stained Glass Assessment** – Spoke to specialists to obtain cost estimates for conducting a condition assessment of Faith Chapel’s stained glass windows.

- **Blueprint Project** – A total of 4,756 blueprints from the residential blueprint collection were sent out in Phase I of an ongoing digitization project intended to create easier access to collections. Also began an inventory of blueprints pertaining to island infrastructure.

- **Historic District Gates** – Began installation and replacement of a variety of gates in the historic district, starting with gates located at Cherokee, Crane, Dubignon, and Admin.

- **Collection Management** – Completed inventory of catalog records for rare books. Continued inventory of Jekyll Island Museum Photographs and rehoused photographs for improved preservation. Scanned photographs from Club employee family. Worked with the legal department to sort through a backlog of materials in the legal collection. Sorted through blueprints in the Jim Broadwell collection according to the retention schedule. Sorted inactive records to transfer from the records room to permanent retention. Conducted an inventory of artifacts from Indian Mound Cottage. Began digitizing Edison Diamond Disk records in the museum collection. Transcribed Maurice family records for use in developing the exhibit design plan for Hollybourne Cottage. Conducted environmental monitoring throughout the historic district. Inventoried Museum Admin documents and rehoused the collection for improved preservation. Reviewed JIA Board Meeting Minutes for missing documents to locate and compile. Reviewed and updated accession records for accuracy. Began updating orphan loan collections in accordance with the Georgia Museum Property Act.
Historic District/Preservation

- **Bond Fund Project** – Completed the ADA access ramp at the Sweet Shop.

- **Volunteer Appreciation** – Hosted a volunteer appreciation lunch in recognition of preservation and collections volunteers for the Historic Resources Department.

- **Hollybourne Cottage** – Closed up the house and secured windows at the conclusion of a successful winter season of window rehab work at the cottage. A total of 18 windows, including 33 window sashes, were restored and rehung.

- **Mistletoe Cottage** – Completed a chimney capital repair which involved dismantling and relaying the brick crown of the chimney. Also made and installed chimney caps for all 4 chimneys at Mistletoe.

- **Horton Garden** - Conducted an archaeology project at Horton House in preparation for installing posts for the Horton Garden Fence.

- **Villa Ospo** – Began project in the Villa Ospo Great Room to freshen up the room for ongoing meetings and events.

- **Gould** – Began matching an assortment of architectural remnants stored in Gould Casino to their original locations, with plans to label them and eventually return them to their proper homes.
“This place is awesome! I love that people have the opportunity to learn about sea turtles and get to see them and the care they receive. Anyone can walk through the turtle life experience, watch a veterinary checkup in the large picture window, and view and learn about the “patients” swimming in the tanks. The big bonus is the ability to use the pass all day so that if you miss a talk or have a cranky child, you can leave an come back for a later session. I love this place beyond the great work they do!” TripAdvisor Review (March 2020)

Admissions Comparison with Prior Year (March 2020 vs. March 2019)
The GSTC visitation in March decreased substantially (down 6,497 admissions) because of being closed due to the COVID-19 virus.

Revenue Categories*  
- March concessions $51,206.16 was $52,065.80 less than budgeted  
- March admissions $36,580.80 was $57,259.20 less than budgeted  
- Adoption (Sea Turtle) 35 | $1,750  
- Donations (general) 43 | $3,014.64  
- Memberships 16 | $1,080  
- Behind the Scenes 24 participants | $878.88  
- Daily Programs 73  

*some online payments are received later

Education Program Audience  
March 2020

Social Media, Website and Communications Updates:  
- Trip Advisor: 2,138 reviews, ranking GSTC #4 out of #17 Jekyll attractions; FB: 48,676 likes | 49,574 following; Instagram: 18.4k followers  
- The Education department began Scute’s School, a daily catalog of educational resources published on our website and social platforms while the GSTC is closed.  
- We have seen a tremendous amount of traffic as many people are home and schools move to online learning.
**Education**

- In preparation for release, Swiss was removed from adoption sales on March 31st.
- In preparation for a late-spring release, the 2019 Diamondback Terrapin Hatchlings will be discontinued from adoption sales in April.
- In an effort to reduce spreading germs related to COVID-19 (Coronavirus), we have temporarily paused mailing hard-copy adoption packages to new adoptive parents. While this policy is in effect, we are mailing electronic copies of all adoption materials.
- We welcomed three new AmeriCorps members to the Education department: Shante Williams, Kira Wilson, Maitland Bass.
- Evening and Sunrise Turtle Walk tickets online sales launched.

**Rehabilitation**

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<tr>
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<th>Sea Turtle</th>
<th>Other Patients</th>
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<tr>
<td><strong>New Patients</strong></td>
<td>5</td>
<td>12</td>
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<tr>
<td><strong>Current Patients</strong></td>
<td>12</td>
<td>33</td>
</tr>
<tr>
<td><strong>Released Patients</strong></td>
<td>11</td>
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<tr>
<td><strong>Transferred Patients</strong></td>
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<tr>
<td><strong>Total Since 2007</strong></td>
<td>882</td>
<td>1,778</td>
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- The GSTC hosted a veterinary student extern from the University of Missouri College of Veterinary Medicine. Unfortunately, her time with the GSTC was cut short due to COVID-19.

**Research & Patrol**

- We are continuing our long-term efforts to understand the ecology and conservation of turtles on and around Jekyll Island. All 16 radio-telemetered Box Turtles continue to be tracked once per week on the golf courses and near residential homes. We processed two additional box turtles, four snapping turtles, four pond sliders, and two mud turtles as part of the ongoing mark-recapture study. Incidental nesting observations and systematic x-rays of captured turtles continue to yield reproductive status and clutch size information. We also collected a Kemp’s Ridley turtle reported by a fisherman and brought him to the hospital for evaluation. The hook was removed successfully with surgery. The turtle was released in early April.
- We are using long-term data on loggerhead nest incubation duration and hatching success to characterize patterns of hatching sex ratio and productivity on Jekyll Island and to predict how these parameters may be impacted by future environmental conditions.
- Dr. Tom Radzio joined the Department as Research Ecologist.
- The Research Department welcomed eight AmeriCorps Members to the program, seven dedicated to research and one shared with Education.
- Members started and are continuing their training in box turtle, freshwater turtle, and sea turtle project protocols.

**AmeriCorps Program, Volunteer Program, and Marine Debris Initiative**

<table>
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<tr>
<th>Service Hours</th>
<th>Monthly Total</th>
<th>YTD Date Total (see YTD period definitions)</th>
<th>Cumulative Total</th>
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<td><strong>AmeriCorps Service Hours</strong></td>
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<td>18,776.42</td>
<td>374,531.17</td>
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<td><strong>Volunteer Hours</strong></td>
<td>327.42</td>
<td>3,558.92</td>
<td>74,294.51</td>
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<tr>
<td><strong>Marine Debris Hours</strong>*</td>
<td>97.5</td>
<td>626.25</td>
<td>9,656.08</td>
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<td><strong>MDI &amp; Volunteer Program</strong></td>
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<td>MDI Clean Ups</td>
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<td>MDI Items Collected</td>
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<td>362,730</td>
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<td>New Volunteers Oriented</td>
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<td>Volunteer Shadow Shifts</td>
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<tr>
<td>Volunteer Advancements</td>
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*YTD Based off fiscal year (July 1, 2019-June 30, 2020) | **YTD Based off of AmeriCorps Program Year (September 1,2019-August 31,2020)
TO: COMMITTEE OF THE WHOLE
FROM: DION DAVIS, E.D.
SUBJECT: JEKYLL ISLAND FOUNDATION UPDATE
DATE: 4/10/20

Executive/Finance Committee: The EC/FC held a re-scheduled meeting on Tuesday, April 7, 2020 via teleconference. Agenda items included: Approval of January and February 2020 Financials, Mosaic Updates: Accounts Payable, Phase II Fundraising, Grant Final Reports, and Donor Wall Kiosk Upgrades, Approval of January 22, 2020 FC/EC Meeting Minutes and January 28, 2020 Board Meeting Minutes. Dion Davis, executive director provided reports on: Sustainable Funding Revenue Streams, Corporate Sponsorship Program, Gate/Parking Pass System Upgrades, Conflict/Confidentiality Policy, and the new Foundation Executive Assistant.

Board of Director’s Meeting: The board will hold its final scheduled meeting of FY20 via teleconference on Friday, April 24, 2020. Agenda items include: Review of February 2020 Financials, Mosaic Updates: Accounts Payable, Phase II Fundraising, Grant Final Reports, Donor Wall Kiosk Upgrades, and an Executive Director’s Report: Sustainable Funding Revenue Streams, Corporate Sponsorship Program Content Review, Gate/Parking Pass System Upgrades/Launch Timeline, and the new Foundation Executive Assistant.