

#### Tuesday, March 17, 2020 9:30 a.m. Jekyll Island Authority Board and Committee Meeting Agenda Jekyll Island Convention Center Room 7/8

\*All applicable public comments will be heard during the appropriate committee section.

#### Chairman, Joseph B. Wilkinson, Jr. - Call to Order

#### I. Historic Preservation/Conservation Committee

Bob Krueger, Chair

A. New Sargasso Sea Exhibit – Rob Mahon, General Manager

#### **II. Finance Committee**

Bill Gross, Chair

- A. February Financials Bill Gross, Chair
- B. Grant Award of \$5,000 to Jekyll Island Fire Department from Chestee/Chattahoochee RC&D Council, Inc. (Firewise Program) 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. Report from Marketing Department – Nancy Kring Rowan, Director of Events and Alexa Hawkins, Director of Marketing and Communications

#### V. Legislative Committee

Trip Tollison, Chair

A. HB 523 Update - Jones Hooks, Executive Director

#### VI. Committee of the Whole

Joseph B. Wilkinson, Jr., Chair

- A. Golf Master Plan Update Troy Vincent, Vincent Design LLC
- B. First Reading, as Revised #O-2020-2, Proposed Revisions to the Jekyll Island Beach Lighting Ordinance – Jones Hooks, Executive Director and Ben Carswell, Director of Conservation
- C. First Reading #O-2020-1, Prosecution of Ordinances Melissa Cruthirds, General Counsel
- D. Executive Director's Report-Jones Hooks, Executive Director
  - Project's Update
  - COVID-19 Preparedness and Response
- E. Chairman's Comments

- D. Executive Director's Report-Jones Hooks, Executive Director
  - Project's Update
  - COVID-19 Preparedness and Response
- E. Chairman's Comments

#### <u>Adjournment</u>

#### If Needed - 5 Minute Break

#### 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. Grant Award of \$5,000 to Jekyll Island Fire Department from Chestee/Chattahoochee RC&D Council, Inc.
- 3. Contagious Conditions Policy

#### **Adjournment**

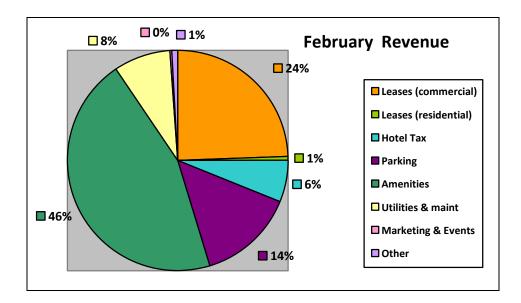
#### **Public Meeting Note:**

Golf Master Plan Public Session will take place today, March 17 from 2:30 to 4:00 p.m. also in Convention Center Room 7/8

	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:

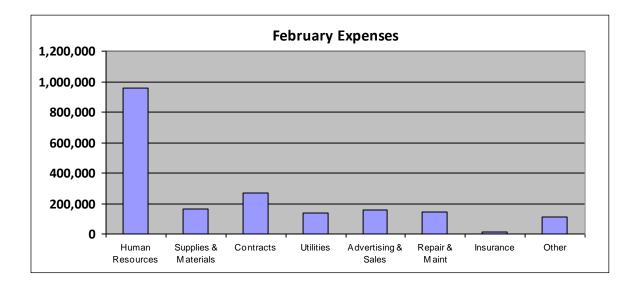
- Convention Center (+\$135K) Staff added 3 conventions that were in the year for the year. The Center had 14 events with a total attendance of 8,579 and utilized 764,030 square feet of space.
- Destination Marketing (-\$51K) Co-op advertising is \$52K less than budget for the month. This revenue budget 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.

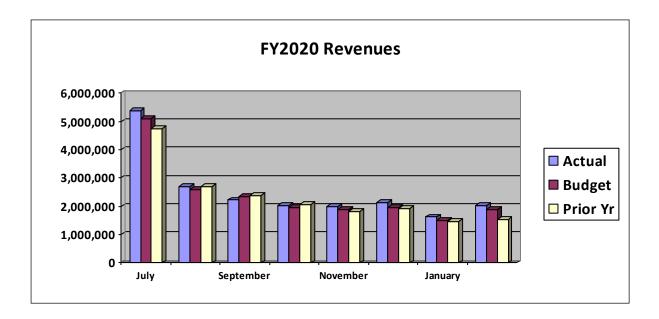
The largest budget variances for the month were:

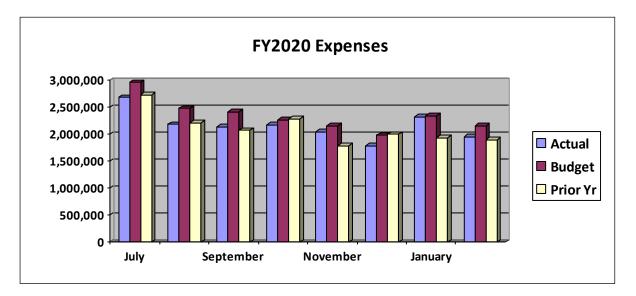
- Human Resources (-\$112K) variance is due to open full-time positions and the related benefits which have resulted in cost savings for the year.
- Advertising expenses (-\$40K) this difference is assumed to be timing related and is expected to be on track with budget by the end of the fiscal year.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

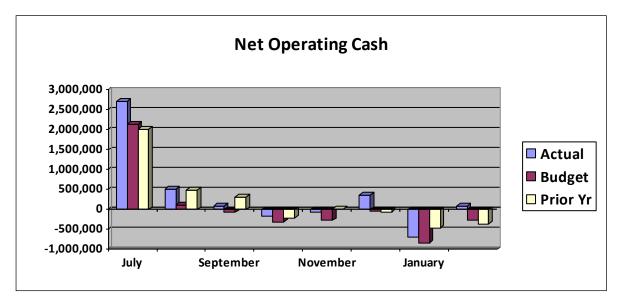


## Net Operating Cash

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.







#### Jekyll Island Authority CONSOLIDATED BUDGET COMPARISON For the Eight Months Ending February 28, 2019

	MONTH MONTH BUDG ACTUAL BUDGET VARIAN			YTD	BUDG		PRIOR YEAR	VARIANCE			
	ACTUAL	BUDGET	(000's)	NCE %	ACTUAL	BUDGET	(000's)	NCE %	ACTUAL	(000's)	NCE %
Revenues			(0000)	,,,			(000 0)	<i>,</i> 0		(0000)	70
Administration											
Business Leases	318,476	316,390	2	1%	3,064,148	2,832,121	232	8%	2,955,272	109	4%
Hotel Tax	79,798	59,010	21	35%	999,002	940,450	59	6%	896,202	103	11%
Tourism Development Fund	34,199	25,290	9	35%	440,305	403,050	37	9%	382,684	58	15%
Parking	218,012	228,532	(11)	-5%	2,222,851	2,163,442	59	3%	2,005,597	217	11%
Interest	820	311	1	163%	7,812	4,641	3	68%	5,276	3	48%
Lot Rentals	18,381	2,000	16	819%	769,114	402,364	367	91%	753,517	16	2%
Foundation	6,622	6,218	0	7%	48,276	47,672	1	1%	43,912	4	10%
Administration revenue	10,630	4,636	6	129%	133,835	78,707	55	70%	99,151	35	35%
Beach Village	1,507	1,507	-	0%	12,052	12,052	-	0%	10,546	2	14%
Intern Housing	2,750	3,580	(1)	-23%	26,700	27,620	(1)	-3%	26,635	0	0%
Total Administration	691,196	647,474	44	7%	7,724,096	6,912,120	812	12%	7,178,791	545	8%
Enterprises											
Golf	144,882	179,185	(34)	-19%	1,153,398	1,188,663	(35)	-3%	1,041,824	112	11%
Convention Center	207,864	235,834	(28)	-12%	2,407,802	2,191,540	216	10%	2,360,521	47	2%
McCormick's Grill	20,763	19,809	1	5%	159,285	202,182	(43)	-21%	137,347	22	16%
Summer Waves	208	1,258	(1)	-83%	1,340,655	1,360,844	(20)	-1%	1,335,926	5	0%
Campground	107,255	101,257	6	6%	917,564	819,502	98	12%	753,005	165	22%
Life is Good	9,637	7,991	2	21%	96,454	76,168	20	27%	68,527	28	41%
Museum	39,813	58,412	(19)	-32%	400,494	429,172	(29)	-7%	360,202	40	11%
Georgia Sea Turtle Center	109,156	120,838	(12)	-10%	1,228,735	1,131,169	98	9%	1,065,312	163	15%
Conservation	413	889	(0)	-54%	1,129	1,817	(1)	-38%	13,006	(12)	-91%
Miniature Golf & Bikes	16,052	20,969	(5)	-23%	203,857	200,786	3	2%	192,303	12	6%
Water/Wastewater	126,739	98,642	28	28%	950,938	943,842	7	1%	931,729	19	2%
Sanitation	44,869	46,218	(1)	-3%	362,307	364,640	(2)	-1%	350,652	12	3%
Fire Department	7,194	5,540	2	30%	1,073,707	1,075,255	(2)	0%	1,001,090	73	7%
Tennis	9,149	9,760	(1)	-6%	71,930	65,087	7	11%	45,061	27	60%
Destination Mktg & Special Events	903	4,580	(4)	-80%	343,363	382,089	(39)	-10%	206,459	137	66%
Guest Information Center	14,788	18,536	(4)	-20%	120,421	120,353	0	0%	88,535	32	36%
Sales	-	500	(1)	-100%	-	2,000	(2)	-100%	500	(1)	-100%
Camp Jekyll & Soccer Fields	10,314	13,210	(3)	-22%	101,008	118,508	(18)	-15%	97,201	4	4%
Landscaping, Roads & Trails	72	1,800	(2)	-96%	7,156	9,500	(2)	-25%	7,991	(1)	-10%
Vehicle & Equipment Maintenance	-	-	-	0%	-	250	(0)	-100%	3,455	(3)	-100%

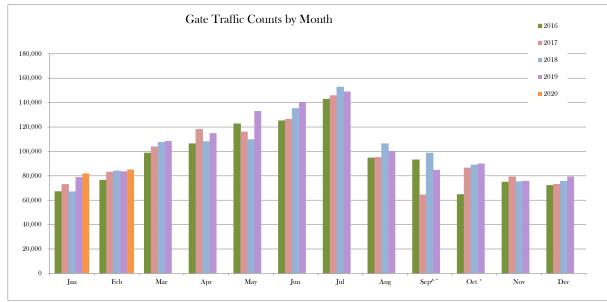
	MONTH ACTUAL	MONTH BUDGET	BUDG VARIAN		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIAN	ICE
			(000's)	%			(000's)	%		(000's)	%
Facility Maintenance	-	-	-	0%	787	-	1	0%	-	1	0%
Golf Course Maintenance	(17,182)	-	(17)	0%	-	-	-	0%	-	-	0%
Total Enterprises	852,889	945,227	(92)	-10%	10,940,988	10,683,368	258	2%	10,060,647	880	9%
Total Revenues	1,544,085	1,592,701	(49)	-3%	18,665,084	17,595,488	1,070	6%	17,239,437	1,426	8%
Expenses											
Human Resources	883,443	1,006,123	(123)	-12%	8,251,552	8,896,853	(645)	-7%	8,166,900	85	1%
Supplies & Materials	167,930	173,833	(6)	-3%	1,068,305	1,227,097	(159)	-13%	921,790	147	16%
Advertising & Sales	131,570	87,744	44	50%	881,198	930,196	(49)	-5%	801,667	80	10%
Repairs - Facilities & Grounds	149,809	203,981	(54)	-27%	1,018,562	1,077,882	(59)	-6%	752,753	266	35%
Utilities	124,617	128,191	(4)	-3%	1,252,476	1,268,675	(16)	-1%	1,262,685	(10)	-1%
Insurance	13,880	13,351	1	4%	838,007	762,365	76	10%	737,548	100	14%
Contracts	259,692	241,628	18	7%	2,194,003	2,188,435	6	0%	2,042,921	151	7%
Rentals	31,141	43,015	(12)	-28%	424,011	469,033	(45)	-10%	339,825	84	25%
Printing	18,443	23,093	(5)	-20%	175,238	138,818	36	26%	118,875	56	47%
Motor Vehicle	16,354	17,287	(1)	-5%	170,143	165,537	5	3%	138,885	31	23%
Telephone	10,240	10,607	(0)	-3%	82,519	84,575	(2)	-2%	84,319	(2)	-2%
Equipment Purchase <\$1K	19,947	24,395	(4)	-18%	65,814	70,971	(5)	-7%	56,600	9	16%
Equipment Purchase \$1K to \$5K	13,791	8,950	5	54%	81,975	74,884	7	9%	45,853	36	79%
Travel	12,895	11,430	1	13%	69,345	67,646	2	3%	47,869	21	45%
Dues	30,057	19,068	11	58%	181,745	188,547	(7)	-4%	149,849	32	21%
Credit Card Fees	18,895	15,714	3	20%	204,730	163,265	41	25%	165,063	40	24%
Bank Fees	5	35	(0)	-86%	197	280	(0)	-30%	155	0	27%
Total Expenditures	1,902,710	2,028,445	(126)	-6%	16,959,822	17,775,058	(815)	-5%	15,833,557	1,126	7%
Net Operating Cash Income **	(358,624)	(435,744)	77	-18%	1,705,263	(179,570)	1,885	-1050%	1,405,880	299	21%

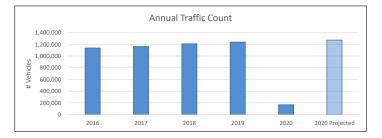
\*\* Does not include depreciation or capital projects

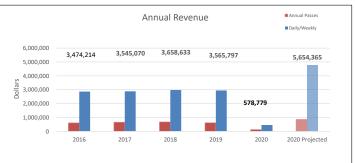
## February 2020 Traffic Counts

		2016		2017				2018			2019			2020	
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total									
January	24,977	42,084	67,061	26,372	46,562	72,934	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932
February	31,332	45,113	76,445	35,982	47,081	83,063	34,326	49,664	83,990	35,010	48,619	83,629	32,646	52,457	85,103
March	46,104	52,582	98,686	49,605	54,166	103,771	51,052	56,444	107,496	51,682	56,865	108,547	0	0	0
April	57,158	49,140	106,298	66,259	51,718	117,977	55,620	52,474	108,094	61,404	53,529	114,933	0	0	0
May	69,981	52,704	122,685	62,367	53,558	115,925	54,547	55,167	109,714	74,194	58,894	133,088	0	0	0
June	74,618	50,525	125,143	72,234	54,056	126,290	79,575	55,657	135,232	82,105	58,479	140,584	0	0	0
July	90,544	52,276	142,820	90,765	55,010	145,775	95,960	56,773	152,733	89,499	59,595	149,094	0	0	0
August	46,949	47,693	94,642	44,352	50,732	95,084	53,639	52,681	106,320	47,501	52,687	100,188	0	0	0
September	47,555	45,509	93,064	26,578	37,809	64,387	49,032	49,651	98,683	37,317	47,518	84,835	0	0	0
October	26,241	38,461	64,702	35,871	50,566	86,437	38,539	50,366	88,905	39,100	50,923	90,023	0	0	0
November	31,634	43,245	74,879	32,323	46,777	79,100	29,468	45,737	75,205	30,173	45,699	75,872	0	0	0
December	29,947	42,132	72,079	27,891	45,195	73,086	30,104	45,436	75,540	31,871	47,504	79,375	0	0	0
Totals	577,040	561,464	1,138,504	570,599	593,230	1,163,829	592,927	615,892	1,208,819	608,730	630,349	1,239,079	62,419	104,616	167,035

Year to Date	2016 YTD	2017 YTD	2018 YTD	2019 YTD	2020 YTD
Comparison	143,506	155,997	150,897	162,540	167,035







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

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#### March 6, 2020

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

FEBRUARY	FY2020	FY2019	FY20181	FY2017	FY2016	FY2015	FY2014	FY2013
Number of Events	14	9	9	9	16	10	11	17
Event Days	33	18	19	20	28	23	19	20
Attendance	8579	14,487	9144	9547	8359	5744	6434	4783
Revenue	\$420,630 actual \$268,230 budget	\$225,929 act	\$233,860 act	\$263,652 act	\$232,288 act	\$137,531 act	\$168,781 act	\$96,270 act
Square Feet	764,030	533,636						

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

#### JEKYLL ISLAND AUTHORITY

#### HOTEL OCCUPANCY STATISTICS

#### February 2020

#### HOTEL STATISTICS AT-A-GLANCE **Hotel Revenue Statistics - History** Feb-20 Total Revenue \$ 3,511,106 \$4,000,000 \$180.00 Occupancy Rate 72.5% \$3,500,000 104.40 . Rev PAR Revenue \$ \$160.00 ŝ 143.91 ADR \$3,000,000 \$140.00 ADR \$2,500,000 \$120.00 Feb-19 ADR Revenue \$100.00 \$2,000,000 Total Revenue \$ 2.470.070 \$80.00 RevPAR Occupancy Rate 61.7% \$1,500,000 RevPAR RevPAR 84.98 \$60.00 \$ \$1,000,000 ADR 137.73 \$40.00 \$ \$500,000 \$20.00 Feb-18 \$-\$-Total Revenue \$ 2,292,998 2017 2019 2020 2018 Occupancy Rate 61.9% RevPAR 83.17 \$ ADR OCCUPANCY REPORT DETAIL 2020 2019 # of Units Units Percent Average Room Room Rms Avalbl Hotel Occpd Occpd Daily Rate RevPAR Revenue Revenue **Revenue Variance Beachview Club** 38 1,077 678 63.0% \$ 140.27 \$ 88.30 \$ 95,100.55 \$ 43,661.35 \$ 118% 51,439 77.8% \$ Home2Suites 107 3,045 2,368 140.78 \$ 109.48 \$ 333,378.64 \$ -\$ 333,379 0% Holiday Inn Resort 157 4,283 2,969 69.3% \$ 135.40 \$ 93.86 \$ 401,991.19 \$ 359,114.51 \$ 42,877 12% Days Inn & Suites 2,733 13% 124 3,596 76.0% \$ 105.02 \$ 79.81 \$ 287,013.88 \$ 254,625.88 \$ 32,388 Hampton Inn 138 4.002 2.802 70.0% \$ 142.09 \$ 99.48 \$ 398.134.00 \$ 373.661.00 \$ 24.473 7% Jekyll Island Club Resort 200 5.800 3.922 67.6% \$ 183.81 \$ 124.29 \$ 720.892.00 \$ 553.059.00 \$ 167.833 30% Seafarer Inn & Suites 73 2,117 1,515 71.6% \$ 142.01 \$ 101.62 \$ 215,137.67 \$ 109,707.84 \$ 105,430 96% Villas by the Sea 2,215 14% 137 2,954 75.0% \$ 117.92 \$ 88.42 \$ 261,191.31 \$ 228,331.29 \$ 32,860 Villas by the Sea - Jekyll Realty 580 354 61.0% \$ 83.74 \$ 16,566.12 \$ 13.078 79% 20 51.11 \$ 29.644.00 \$ Villas by the Sea - Parker Kaufman 13 377 353 93.6% \$ 63.51 \$ 59.47 \$ 22,420.00 \$ 27,560.00 \$ (5,140) -19% Westin 200 5,800 4489 77.4% \$ 166.23 \$ 128.66 \$ 746,203.00 \$ 503,783 \$ 242,420 48% Feb-20 Total 1,207 33,631 24,398 72.5% \$ 143.91 104.40 3,511,106 2,470,070 \$ 1,041,036 42.1% \$ \$ \$

#### **JEKYLL ISLAND AUTHORITY**

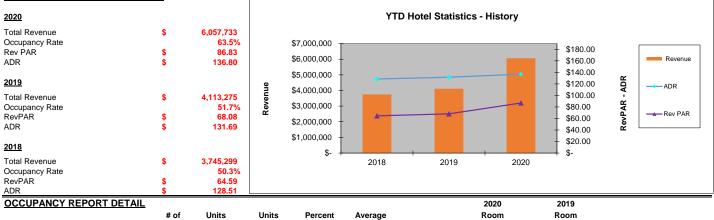
#### HOTEL OCCUPANCY STATISTICS

#### Calendar Year to Date - February 2020

#### HOTEL STATISTICS AT-A-GLANCE

2019

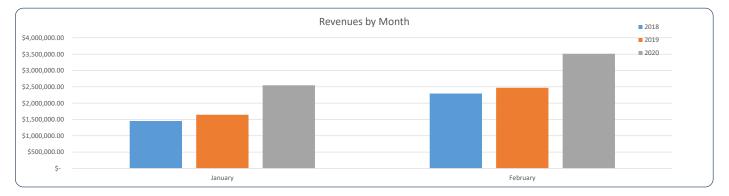
2018



Hotel	# of Rms	Units Avalbl	Occpd	Percent Occpd		rage Rate	R	evPAR	Room	Room Revenue		Revenue Va	iance
Beachview Club	38	2,250	931	41.4%	\$ 13	38.68	\$	57.38	129,109	47,370	\$	81,740	173%
Home2Suites	107	6,346	3,971	62.6%	\$ 13	30.62	\$	81.73	518,675	0	\$	518,675	0%
Holiday Inn Resort	157	8,880	5,214	58.7%	\$ 13	30.06	\$	76.37	678,123	550,255	\$	127,868	23%
Days Inn & Suites	124	7,440	5,303	71.3%	\$ 10	01.30	\$	72.21	537,205	477,766	\$	59,439	12%
Hampton Inn	138	8,280	4,998	60.4%	\$ 13	34.27	\$	81.05	671,082	612,623	\$	58,459	10%
Jekyll Island Club Resort	200	12,000	7,452	62.1%	\$ 17	73.28	\$	107.60	1,291,257	981,772	\$	309,485	32%
Seafarer Inn & Suites	73	4,380	2,762	63.1%	\$ 13	37.51	\$	86.71	379,803	179,881	\$	199,921	111%
Villas by the Sea	137	6,178	3,926	63.5%	\$ 1 <sup>.</sup>	10.29	\$	70.09	433,004	356,923	\$	76,081	21%
Villas by the Sea - Jekyll Realty	20	1,200	529	44.1%	\$8	82.43	\$	36.34	43,606	27,648	\$	15,958	58%
Villas by the Sea - Parker Kaufman	13	811	650	80.1%	\$ !	58.83	\$	47.15	38,240	45,916	\$	(7,676)	-17%
Westin	200	12,000	8,546	71.2%	\$ 15	56.52	\$	111.47	1,337,628	833,120	\$	504,508	61%
2020 Total		69,765	44,282	63.5%	\$ 1:	36.80	\$	86.83	\$ 6,057,733 \$	4,113,275	\$ ·	1,944,457	47.3%

Total 60,420 31,234 51.7% \$ 131.69 \$ 68.08 \$ 4,113,275

Total 57,987 29,144 50.3% \$ 128.51 \$ 64.59 \$ 3,745,299



TO:FINANCE COMMITTEEFROM:MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICERSUBJECT:FIREWISE GRANTDATE:3/10/2020

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.



Chestatee/Chattahoochee RC&D Council, Inc.



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.

January 23, 2020

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. Ríley Jr, CF

Executive Director Chestatee/Chattahoochee RC&D Council *Georgia Firewise Liaison* 706-894-1591 Office 706-897-1676 Cell *frank.ccrcd@gmail.com* 







## JEKYLL ISLAND-STATE PARK AUTHORITY POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.23		
	Effective Date:		
Subject: Contagious Conditions	Revision Dates:		
	Original Dates:		

#### **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 <u>and</u> 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.

**<u>COMPLIANCE</u>**: Employees are required to comply with the provisions of this policy. Noncompliance 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.

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#### MARCH 11, 2020

#### **MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: BEN CARSWELL, DIRECTOR OF CONSERVATION

RE: FIRST READING, AS REVISED

CHAPTER 10, ARTIVLE 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 form 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." <u>B. Carswell, Minutes of March 19, 2019 Jekyll Island-State Park Authority Board Meeting, p. 8.</u>

After the March 19, 2019, considerable feedback was presented to the Authority from Georgia Department of Natural Resources and other community members regarding the proposed ordinance. At that time, the Authority felt it necessary to go back to the drawing board and start from scratch with a new proposed, revised ordinance. Since that time, JIA and DNR staff have met in person several 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 copious changes were made, significant 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 under *Public Input* for public review and comment. The public was notified of the posting through our Nixle system on February 28, 2020. If the second reading will occur at the April 2020 board meeting, availability to comment on the website will be offered until April 3, 2020.

A public session regarding these proposed changes is scheduled for March 12, 2020.



Section	Current Ordinance	Current Proposed Ordinance				
DEFINITIONS, §10-78		•				
Beach	the zone of unconsolidated material that extends landward from the ordinary low-water mark to the line of permanent vegetation	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, <i>beach</i> means the zone of sand from the low-water mark of the ocean to the landward extent of sparsely vegetated sand.				
Dune	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.	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	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.	the seaward-most dune on the nesting beach and which has sufficient vegetation, height, continuity, and configuration to offe significant protective value of landward areas.				
Landward Toe	[not defined]	the lowest elevation of the landward side of the frontal dune.				
Nesting Beach	any island beach capable of supporting sea turtle nesting habitat defined as dry sand beach above the ordinary high- water mark	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.				



PROHIBITION ON BEACHFRONT ARTIFICIAL LIGHTING, §10-80	(a)	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 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. 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.	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.
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Section	Current Ordinance	Current Proposed Ordinance
	(c) 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	
STANDARDS FOR PERMITTED BEACHFRONT LIGHTING ON NESTING BEACHES, §10-81	<ul> <li>(1) Artificial light fixtures shall be designed and positioned so that:</li> <li>a. The point source of light or any reflective surface of the light fixture is not directly visible from the beach;</li> <li>b. Areas seaward of the highest point of the frontal dune are not directly or indirectly illuminated; and</li> <li>c. Areas seaward of the highest point of the frontal dune are not cumulatively illuminated.</li> </ul>	<ul> <li>(1) All artificial light fixtures, whether exterior or interior, shall be designed and positioned so that: <ul> <li>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;</li> <li>b. The beach is not directly or indirectly illuminated; and</li> <li>c. The beach is not cumulatively illuminated.</li> </ul> </li> </ul>
	n/a	<ul> <li>(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: <ul> <li>a. Rearrange lamps and other moveable light fixtures away from windows;</li> <li>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.</li> </ul> </li> </ul>



Section	Current Ordinance	Current Proposed Ordinance
	<ul> <li>(2) Exterior artificial light fixtures within direct line-of- sight of the beach shall be designed and oriented such that the fixtures are: <ul> <li>a. Completely shielded;</li> <li>b. Full cutoff design;</li> <li>c. Oriented in a downward direction.</li> </ul> </li> </ul>	<ul> <li>(3) Exterior artificial light fixtures that can be seen by an observer on the beach shall be designed and oriented such that:</li> <li>a. The point source of light or any mirrored reflective surface of the light fixture is not directly visible from the beach;</li> <li>b. Fixtures are completely shielded by an opaque material blocking direct view of bulbs or diodes from the beach;</li> <li>c. Fixtures project light in a downward direction only.</li> </ul>
	<ul> <li>(3) Exterior artificial light fixtures which are prohibited, subject to condition set forth in subsection (5) of this section, include the following: <ul> <li>a. Pond lights.</li> <li>b. Uplights.</li> <li>c. Dune walkover lights.</li> <li>d. Tree-strap downlights.</li> <li>e. Decorative lighting, including rope lights and Christmas lights.</li> </ul> </li> </ul>	<ul> <li>(4) Exterior artificial light fixtures which are prohibited from producing light that can be seen by an observer on the beach, include the following: <ul> <li>a. Lighting that is decorative in purpose and intent.</li> <li>b. Any light fixture that projects light in an upward direction.</li> <li>c. Any light fixture that directly illuminates vegetation, buildings, trees, or other objects that can be seen by an observer on the beach.</li> <li>d. Dune crossover lights.</li> <li>e. Tree mounted lights placed higher than fifteen (15) feet above the ground surface.</li> </ul> </li> </ul>



Section	Current Ordinance	Current Proposed Ordinance
	<ul> <li>(4) The only lamps/bulbs or other light sources that may be used in exterior light fixtures include:</li> <li>a. Low-pressure sodium (LPS, 18 watts, 35 watts).</li> <li>b. Amber or red LED (greater than 580 nm).</li> <li>c. Turtle Safe Lighting, Inc. coated, compact fluorescent (CF) lamps (maximum 13 watts).</li> <li>d. True red neon.</li> <li>e. Other lighting sources that produce light of 580 nm or longer wavelength.</li> </ul>	<ul> <li>(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: <ul> <li>a. Low-pressure sodium (LPS, 18 watts, 35 watts).</li> <li>b. Amber or red LEDs producing light wavelengths not less than 560 nanometers).</li> <li>c. Any lamp/bulb authorized by the DNR.</li> <li>d. True red neon.</li> <li>e. Other lighting sources that produce light wavelengths not less than 560nm.</li> </ul> </li> </ul>
	(6) 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.	(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.



Section	Current Ordinance	Current Proposed Ordinance
	<ul> <li>(7) Only low-intensity lighting shall be used in parking areas within line-of-sight of the beach, and shall be:</li> <li>a. Set on a base which raises the source of light no higher than 48 inches off the ground.</li> <li>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.</li> <li>c. Bulbs used in parking area fixtures must comply with condition set forth in subsection (4) of this section.</li> </ul>	(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.



Section	Current Ordinance	Current Proposed Ordinance
	(10) 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.	(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.
STANDARDS FOR PERMITTED BEACHFRONT LIGHTING ON NONNESTING BEACHES, §10-82	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.	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.



SectionCurrent OrdinanceCurrent Proposed OrdinancePROHIBITION OF CERTAIN BEACH ACTIVITIES UTLIZING ARTIFICIAL LIGHTS AND LIGHTING AFFECTING SEA TURTLES, §10-83The 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: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: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: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.(a) The operation of all motorized wehicles that are necessary for 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
<ul> <li>produce light of 580 nm or longer wavelength (true red).</li> <li>(b) Any source of open flame except handheld lighters.</li> <li>(c) The use of lanterns, flashlights, or any other portable light source except those producing light wavelengths not less than 560nm.</li> <li>(d) The use of fireworks unless approved by the authority and the second sec</li></ul>



Section	Current Ordinance	Current Proposed Ordinance
NONCOMPLIANCE AND ENFORCEMENT, §10-85	<ul> <li>(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.</li> <li>(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.</li> <li>(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.</li> </ul>	<ul> <li>(a) The authority shall have the power to enforce the provisions of this article by all legal or administrative means.</li> <li>(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.</li> <li>(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.</li> </ul>



## WILDLIFE RESOURCES DIVISION

MARK WILLIAMS COMMISSIONER RUSTY GARRISON DIRECTOR

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,

R2 An

**Rusty Garrison** 

	PREPARED FOR FIRST READING
1	JEKYLL ISLAND AUTHORITY BOARD OF DIRECTORS
2	JEKYLL ISLAND, GEORGIA
3	Ordinance #O-2020-2
4	Adoption:
5 6	At the regular meeting of the Jekyll Island-State Authority Board, held at the Morgan Center on Jekyll Island, Georgia, there were present:
7 8 9 10 11 12 13 14 15	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
16	After a first reading held on 2020, and after allowing time thereafter for
17	public comment, and after a second reading on, on the motion
18	of, which carried
19	, the following Ordinance was adopted:
20 21 22 23 24	AN AMENDMENT TO THE BEACH LIGHTING ORDINANCE, ARTICLE IV, CHAPTER 10 OF THE CODE OF ORDINANCES, JEKYLL ISLAND, GEORGIA, TO DELETE AND REPLACE; TO UPDATE, MODERNIZE, REFORMAT, AND CORRECT ERRORS OR OMMISSIONS IN THE ORDINANCE; AND FOR OTHER PURPOSES.
25	SECTION 1. BE IT ORDAINED, by the Jekyll Island Board of Directors, this
26	day of, 2020, that Article IV of Chapter 10 of the Code of
27	Ordinances, Jekyll Island-State Park Authority of Georgia, is hereby deleted in its entirety

and replaced as follows:

DRAFT

29

#### **BEACH LIGHTING**

#### 30 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.

36 Beach means the zone of sand from the low water mark of the ocean to the landward 37 toe of the frontal dune. In cases with no identifiable frontal dune, *beach* means the zone 38 of sand from the low-water mark of the ocean to the landward extent of sparsely vegetated 39 sand.

40 **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.

46 DNR means the Georgia Department of Natural Resources – Wildlife Resources
 47 Division which is responsible for conserving and protecting wildlife species, including Sea
 48 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.

52 **Frontal Dune** means the seaward-most dune on the nesting beach and which has 53 sufficient vegetation, height, continuity, and configuration to offer significant protective 54 value of landward areas.

55 **Ground-level Barrier** means any vegetation, natural feature or artificial structure 56 rising from the ground, which obstructs beachfront lighting from illuminating the beach-57 dune system.

58 **Hatchling** means any species of marine turtle, within or outside of a nest, that has 59 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.

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

64 **Nest** means an area where sea turtle eggs have been naturally deposited or 65 subsequently relocated.

66 **Nesting Beach** means any beach capable of supporting sea turtle nests as 67 determined by available data or any beach location where natural changes or engineered 68 and permitted activities have created the potential for sea turtle nesting as determined by 69 DNR. The authority may post a map of each year's nesting beaches on its website in 70 advance of nesting season to identify the location of nesting beaches for that year's 71 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.

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

78 **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. 90 Tinted Glass means any glass treated to achieve an industry-specified, inside-to-91 outside light transmittance value of 45 percent or less. Such transmittance is limited to 92 the visible spectrum (400 to 700 nanometers) and is measured as the percentage of light 93 that is transmitted through the glass.

94

#### 95 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.

100

#### 101 Sec. 10-80. - Prohibition of beachfront artificial lighting.

- 102 It shall be unlawful for a person to allow artificial light to directly, indirectly, or 103 cumulatively illuminate the nesting beaches of Jekyll Island, including frontal dunes, 104 during nighttime throughout the sea turtle nesting season, unless such lighting 105 complies with the standards set forth in sections 10-81 and 10-82.
- 106

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

- 109 Beachfront artificial lighting is permitted on nesting beaches during the sea turtle 110 nesting season at nighttime only under the following conditions:
- (1) All artificial light fixtures, whether exterior or interior, shall be designed andpositioned 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
- 117 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 120 beach: 121 a. Rearrange lamps and other moveable light fixtures away from windows; 122 Use window treatments to shield interior lights from the beach and, during 123 b. the nesting season, draw operable coverings each night; or 124 Turn off unnecessary lights. 125 C. (3) Exterior artificial light fixtures that can be seen by an observer on the beach shall 126 be designed and oriented such that: 127 a. The point source of light or any mirrored reflective surface of the light fixture 128 is not directly visible from the beach; 129 b. Fixtures are completely shielded by an opaque material blocking direct view 130 131 of bulbs or diodes from the beach; c. Fixtures project light in a downward direction only. 132 133 (4) Exterior artificial light fixtures which are prohibited from producing light that can be seen by an observer on the beach, subject to conditions set forth in subsection 134 135 (5) of this section, include the following: a. Lighting that is decorative in purpose and intent. 136 137 b. Any light fixture that projects light in an upward direction. c. Any light fixture that directly illuminates vegetation, buildings, trees, or other 138 139 objects that can be seen by an observer on the beach. d. Dune crossover lights. 140 e. Tree mounted lights placed higher than fifteen (15) feet above the ground 141 surface. 142 (5) The only lamps/tubes/bulbs/diodes or other light sources that may be used in 143 144 exterior light fixtures producing light that can be seen by an observer on the beach include: 145 a. Low-pressure sodium (LPS, 18 watts, 35 watts). 146 b. Amber or red LEDs producing light wavelengths not less than 560 147 nanometers). 148 c. Any lamp/bulb authorized by the DNR. 149 d. True red neon. 150

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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 171 unless required for safety and security. Swimming pool deck lights must comply 172 with conditions set forth in this section. Underwater swimming pool lights shall be 173 174 designed and installed so as to avoid illuminating any buildings, trees, or other 175 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 176 lights shall not be less than 560nm. Swimming pool owners are encouraged to 177 seek a variance from the Glynn County Department of Public Health in order to 178 179 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.
- 189

#### 190 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.

196

# 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.
- 208 (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 permittedunder state and local law.

## 213 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.
- 221

### 222 Sec. 10-85. - Noncompliance and enforcement.

- (a) The authority shall have the power to enforce the provisions of this article by alllegal 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.

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232	SECTION 2. If any portion of t	the	ordinance	is	held	invalid,	the	remaining
233	provisions continue in full force and effect	ct.						
234	SECTION 3. This Amendment sh	nall b	ecome effe	ectiv	/e imn	nediately	upo	n adoption.
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236		BO	ARD OF D	IRE	сто	RS,		
237		JEł	YLL ISLA	ND	-STA	TE PARI	k au	THORITY
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240		JOS	SEPH B. W	ΊLΚ	INSO	N, JR., C	CHAI	RPERSON
241	ATTTEST:							
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244	William H. Gross, Secretary/Treasurer							



## 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.

1	JEKYLL ISLAND AUTHORITY BOARD OF DIRECTORS
2	JEKYLL ISLAND, GEORGIA
3	Ordinance #O-2020-1
4	Adoption:
5 6	At the regular meeting of the Jekyll Island-State Authority Board, held at the Morgan Center on Jekyll Island, Georgia, there were present:
7 8 9 10 11 12 13 14	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
15	Mark Williams, Commissioner of Department of Natural Resources
16 17 18 19	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:
20 21 22 23	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.
24 25 26	<b>SECTION 1. BE IT ORDAINED,</b> 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:
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# **PROSECUTION OF ORDINANCES**

30 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 37 appointed by the authority and sworn in as officers of the magistrate court, are 38 authorized to issue citations for violations of authority ordinances. Each citation 39 shall state the time and place at which the accused is to appear for trial, shall 40 identify the offense with which the accused is charged, shall have an identifying 41 number by which it shall be filed with the magistrate court, shall indicate the identity 42 of the accused and the date of service, and shall be signed by the person who 43 completes and serves the citation. 44
- Prosecutions for violations of ordinances set forth in this Code upon citations shall (c) 45 be commenced by the completion, signing, and service of a citation by a member 46 of the uniform division of the department of public safety or by an individual 47 appointed by the authority and sworn in as an officer of the magistrate court. 48 Except as provided for in subsection (d) of this Code section, the original of the 49 50 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 51 52 to the time of trial, except for the offenses of public drunkenness or disorderly 53 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 54 55 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;
- 60 (B) Mailing a copy of it by registered or certified mail or statutory overnight 61 delivery to the owner of such premises at the address of record maintained by the 62 applicable tax commissioner. The certificate of mailing to the accused shall 63 constitute prima-facie evidence of compliance with this subparagraph; and
- 64 (C) Filing a copy of it with the clerk of magistrate court.
- 65 (2) Service under paragraph (1) of this subsection shall not be authorized until 66 there has been at least one attempt at personal service on the accused at the

67	address of record of the accused as maintained by the applicable tax
68 60	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
69 70	the accused resides or has a registered agent in this state.
70	the accused resides of has a registered agent in this state.
/1	
72	<b><u>SECTION 2.</u></b> If any portion of the ordinance is held invalid, the remaining
73	provisions continue in full force and effect.
74	<b>SECTION 3.</b> This Amendment shall become effective immediately upon adoption.
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76	BOARD OF DIRECTORS,
77	JEKYLL ISLAND-STATE PARK AUTHORITY
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80	JOSEPH B. WILKINSON, JR., CHAIRPERSON
81	ATTTEST:
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84	William H. Gross, Secretary/Treasurer
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# EXPLANATION OF CHANGES

- 87 Sec. 1-11. Prosecution of ordinances.
- (a) Violations of authority ordinances may be tried upon citations without a prosecuting
   attorney. The association authority's attorney may prosecute a citation or the
   authority shall 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 <u>authority or the</u> attorney general.
- Members of the uniform division of the department of public safety, or individuals (b) 94 95 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 96 shall state the time and place at which the accused is to appear for trial, shall 97 identify the offense with which the accused is charged, shall have an identifying 98 number by which it shall be filed with the magistrate court, shall indicate the identity 99 of the accused and the date of service, and shall be signed by the member of the 100 uniform division of the department of public safetyperson who completes and 101 serves the citation. 102
- (c) Prosecutions for violations of ordinances set forth in this Code upon citations shall 103 be commenced by the completion, signing, and service of a citation by a member 104 of the uniform division of the department of public safety or by an individual 105 appointed by the authority and sworn in as an officer of the magistrate court.-106 Except as provided for in subsection (d) of this Code section, T the original of the 107 citation shall be personally served upon the accused;, and a copy shall be filed 108 promptly with the magistrate court of the county. No person shall be arrested prior 109 110 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 111 on the warrant of the magistrate and required to post a bond for his future 112 113 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
- 122 (C) Filing a copy of it with the clerk of magistrate court.

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

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 fiveyear 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

Mr. Tollison, Legislative Committee Chair, reviewed HB 523 - relating to local A.) 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 Jekvll 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.

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- 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 sinage 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 spirt.

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.

# <u>The Jekyll Island State Park Authority (JIA) Board Meeting</u> 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
- Committee recommended Request for Proposal (RFP) #358 Jekyll Island Records Management Software and Hosting System Award to Infolinx Records Management Software -Passed Unanimously
- Committee recommended Request for Proposal (RFP) #359 Hollybourne Display Design -Passed Unanimously
- 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

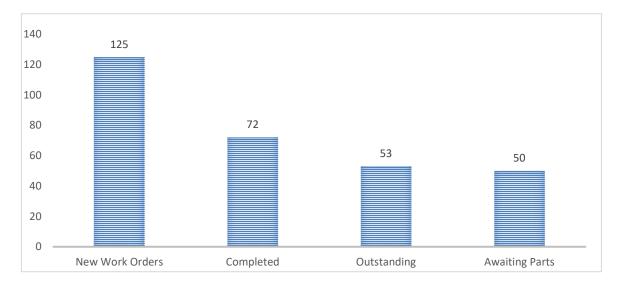
SUBJECT: OPERATIONS MONTHLY REPORT – FEBRUARY 2020

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.

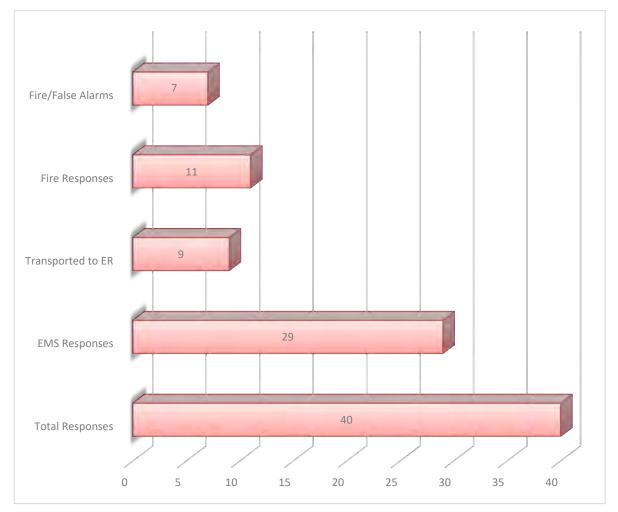


# **Facilities Department Work Orders**

# 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.



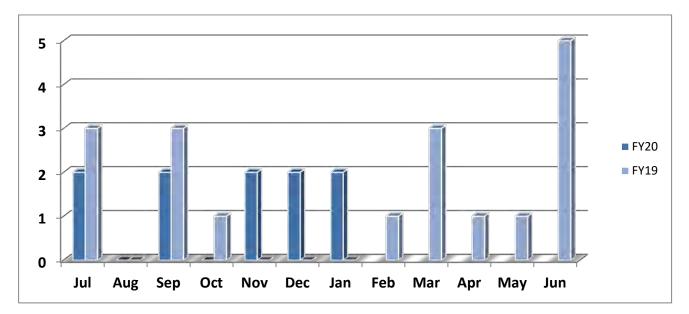
# Jekyll Island Fire & EMS Responses

- **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).



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun	Total
FY20	2	0	2	0	2	2	2	0					10
FY19	3	0	3	1	0	0	0	1	3	1	1	6	19

# JIA Employee Census: 318

Month	Full time	Part Time	Seasonal	Interns	Total Employees
Feb	167	136	1	14	318

# **<u>Recognition</u>**:

- **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:**

o 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 onboarding 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!

#### MEMORANDUM

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.

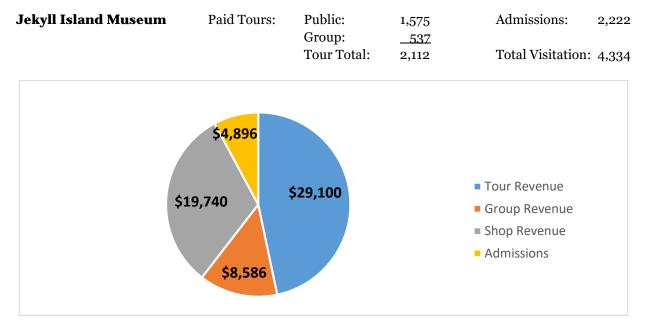
# **Personnel and Professional development**

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

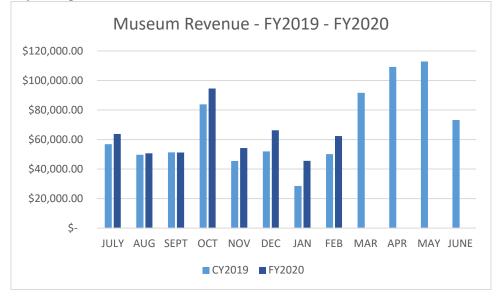
The Nature Conservancy's Southeast Atlantic regional staff attending the Southeast Atlantic Seascape Retreat on Jekyll Island. Their meeting venue was Villas by The Sea.



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



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 3day 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, Chieftess 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.

#### MEMORANDUM

TO: FROM:	COMMITTEE OF THE WHOLE TERRY M. NORTON, GSTC DIRECTOR AND VETERINARIAN, ROB MAHON, GSTC GENERAL MANAGER
SUBJECT:	GEORGIA SEA TURTLE CENTER UPDATE – FEBRUARY 2020
DATE:	<b>3/9/</b> 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)

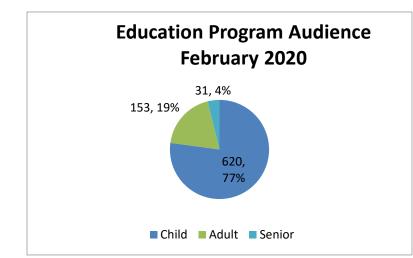
#### Summary Comparisons with Prior Year (February 2020 vs. February 2019)

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 Behind the Scenes 100 participants | \$3,850
- Memberships 41 | \$2,605Daily Programs 134

Sub-Total Education Reservations: 678 Clients | Revenues \$4,098 \*some online payments are received later



These numbers include select education activities including events and off-island outreach; does not include Eco-programs or Daily programs admissions.

#### Marketing/PR/Events/Grants/Pubs (continued pg. 2)

- February 4<sup>th</sup>: GSTC hosted a seminar by Davide Zailo titled *The Use of Recreational GPS Loggers to Study the Diamondback Terrapin.*
- February 25<sup>th</sup>: 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**

	Sea Turtle	Other Patients
New Patients	4	7
Current Patients	23	42
Released Patients	0	1
Transferred Patients	0	0
Total Since 2007	878	1,771

- <u>Dr. Norton attended the Southeast Regional Sea Turtle Symposium, hosted a 1-day sea turtle</u> rehabilitation workshop, and gave 3 lectures (Overview of the GSTC, flotation abnormalities in sea turtles, and clinical aspects of sea turtle fibropapillomatosis).
- Epidemiological Investigation of a Mortality Event in a Translocated Gopher Tortoise (Gopherus polyphemus) Population in Northwest Florida, by Rebecca A. Cozad, Sonia Hernandez, Terry M Norton, Tracey D Tuberville, Nicole Indra Stacy, Nancy L Stedman, Matthew J Aresco, published in Frontiers in Veterinary Science, section Zoological Medicine.
- 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

	Service Hours				
	Monthly Total	YTD Date Total (see YTD period definitions)	Cumulative Total		
AmeriCorps Service Hours**	2,222.5	14,995.92	370,850.42		
Volunteer Hours**	791.5	3,231.5	73,967.09		
Marine Debris Hours*	144.25	582.75	9,558.58		
MDI & Volunteer Program					
MDI Clean Ups	1	4	72		
MDI Items Collected	1,292	5,421	362,730		
New Volunteers Oriented	17	33	242		
Volunteer Shadow Shifts	14	33	241		
Volunteer Advancements	1	1	265		

\*YTD Based off fiscal year (July 1, 2019-June 30, 2020) / \*\*YTD Based off of AmeriCorps Program Year (September 1, 2019-August 31, 2020)