



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

Audio Streamed on YouTube for Public at
<https://www.youtube.com/channel/UCuWsJpfyPMTCr66XoVFLdOA>

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

Public Attendance:

- This meeting will be streamed by AUDIO ONLY to YouTube at: <https://www.youtube.com/channel/UCuWsJpfyPMTCr66XoVFLdOA>
- Meeting documents are available and can be downloaded at: <https://www.jekyllisland.com/jekyll-island-authority/board-directors/>
- All applicable public comments will be read into the record during the appropriate committee section.
- Public comments will be accepted by email during the meeting at: Mwebb@Jekyllisland.com
- All comments received via email will be read into the record at no more than three minutes in length during the appropriate committee section of the meeting.

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

I. Historic Preservation/Conservation Committee

Bob Krueger, Chair

- A. No Report

II. Finance Committee

Bill Gross, Chair

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

III. Human Resources Committee

Buster Evans, Chair

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

IV. Marketing Committee

Joy Burch-Meeks, Chair

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

V. Legislative Committee

Trip Tollison, Chair

- A. No Report

VI. Committee of the Whole

Joseph B. Wilkinson, Jr., Chair

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

Adjournment of Committees

(No Break - Board Meeting Will Follow Immediately)

**Jekyll Island Authority
Board Meeting Agenda**

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

Action Items

- 1. Minutes of the February 18, 2020 Board Meeting
- 2. Fireworks Tax Grant of \$7,259 to Purchase Turn Out Gear for the Jekyll Island Fire Department- Marjorie Johnson, Chief Accounting Officer

3. Firewise Grant of \$5,000 to Jekyll Island Fire Department – Marjorie Johnson, Chief Accounting Officer
4. Georgia Trauma Commission Grant, Round 1 of \$1,452,331 to the Jekyll Island Fire Department - Marjorie Johnson, Chief Accounting Officer
5. Georgia Trauma Commission Grant, Round 2 of \$1,726,54 to the Jekyll Island Fire Department - Marjorie Johnson, Chief Accounting Officer
6. Contagious Conditions Policy
7. Jekyll Harbor Marina Sale - Right of First Refusal
8. Consideration of Covid-19 Commercial Lease Relief Recommendations

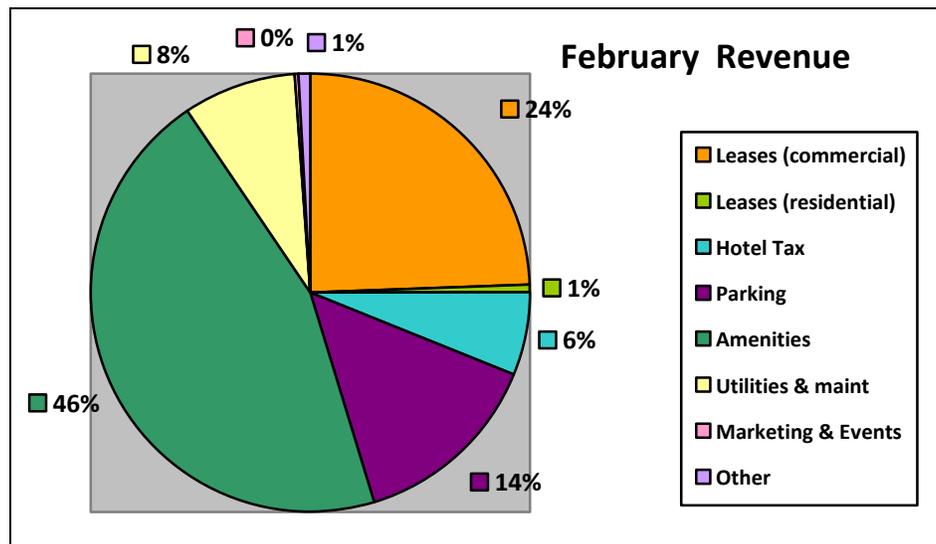
Adjournment

MEMORANDUM

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

Revenues

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



The largest variances for the month were:

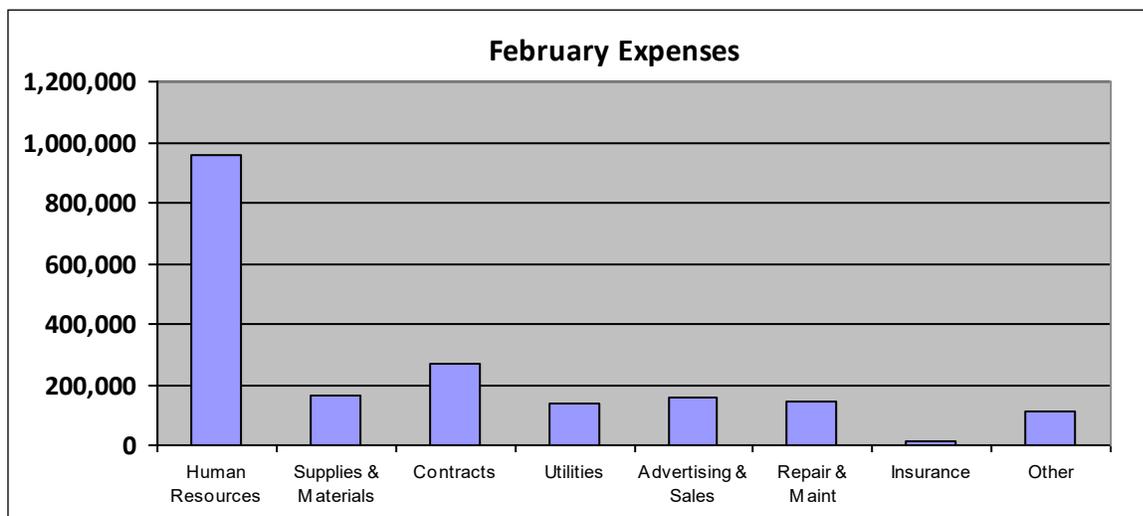
- Convention Center (+\$135K) – Staff added 3 conventions that were in the year for the year. The Center had 14 events with a total attendance of 8,579 and utilized 764,030 square feet of space.
- Destination Marketing (-\$51K) – Co-op advertising is \$52K less than budget for the month. This revenue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

Expenses

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

The largest budget variances for the month were:

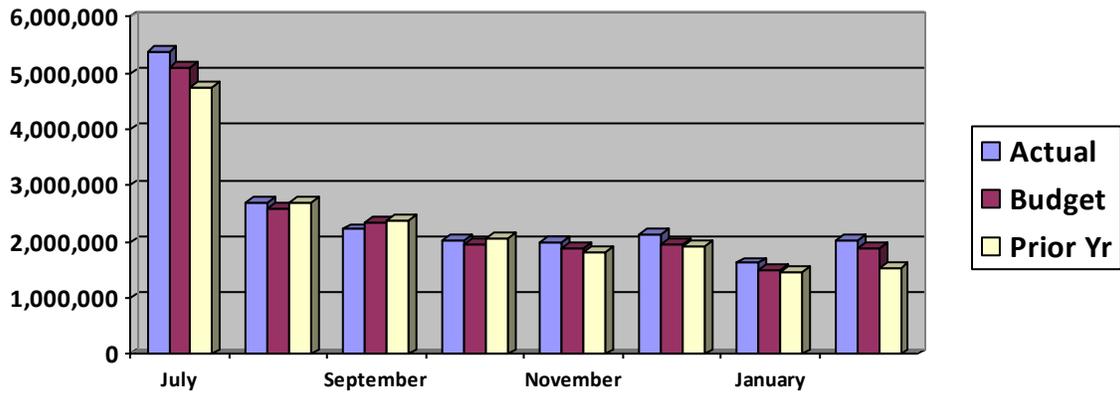
- Human Resources (-\$112K) – variance is due to open full-time positions and the related benefits which have resulted in cost savings for the year.
- Advertising expenses (-\$40K) – this difference is assumed to be timing related and is expected to be on track with budget by the end of the fiscal year.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



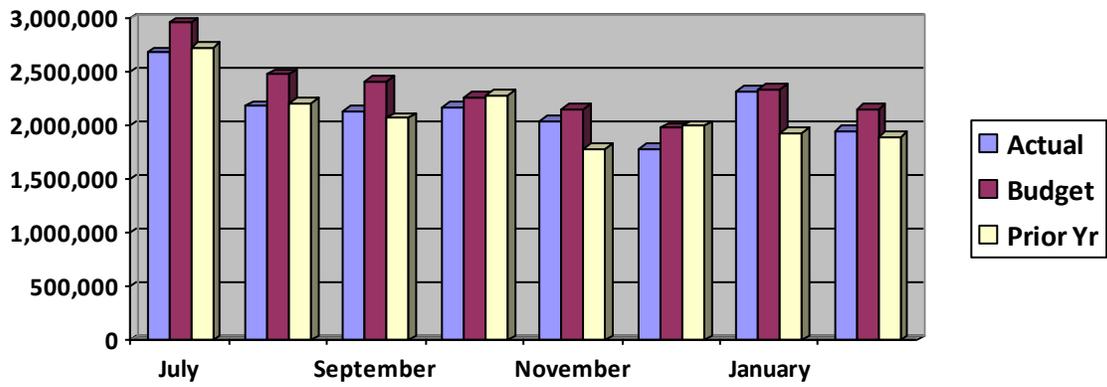
Net Operating Cash

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.

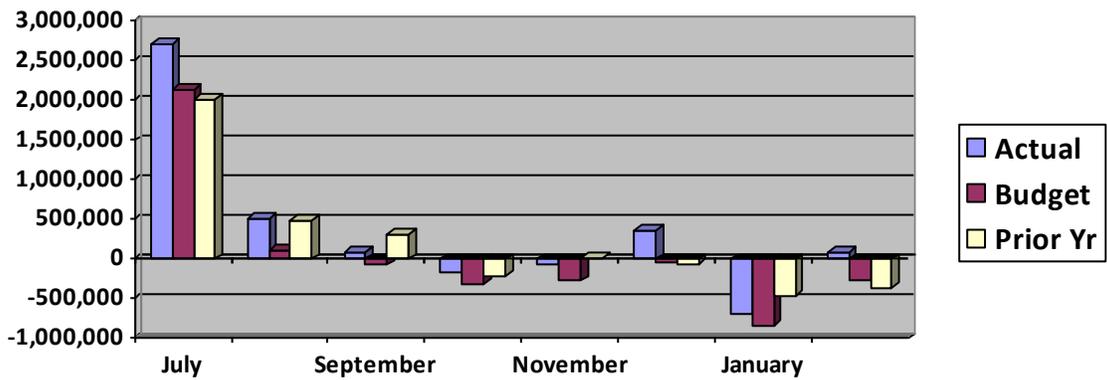
FY2020 Revenues



FY2020 Expenses



Net Operating Cash



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Eight Months Ending February 28, 2020

	MONTH	MONTH	BUDGET		YTD	YTD	BUDGET		PRIOR	VARIANCE	
	ACTUAL	BUDGET	VARIANCE	%	ACTUAL	BUDGET	VARIANCE	%	YEAR	ACTUAL	VARIANCE
			(000's)	%			(000's)	%		(000's)	%
Revenues											
Administration											
Business Leases	498,883	480,201	19	4%	3,324,972	3,174,190	151	5%	3,064,148	261	9%
Hotel Tax	83,659	68,775	15	22%	1,098,844	1,071,945	27	3%	999,002	100	10%
Tourism Development Fund	35,781	29,475	6	21%	470,860	459,405	11	2%	440,305	31	7%
Parking	292,090	273,963	18	7%	2,818,055	2,763,848	54	2%	2,222,851	595	27%
Interest	669	311	0	115%	6,760	4,641	2	46%	7,812	(1)	-13%
Lot Rentals	13,650	1,000	13	1265%	657,931	396,026	262	66%	769,114	(111)	-14%
Foundation	1,944	583	1	233%	6,856	7,469	(1)	-8%	48,276	(41)	-86%
Airport	-	1,980	(2)	-100%	-	18,336	(18)	-100%	-	-	0%
Administration revenue	12,068	4,636	7	160%	104,743	98,195	7	7%	133,835	(29)	-22%
Beach Village	1,507	-	2	0%	12,052	-	12	0%	12,052	(0)	0%
Intern Housing	2,850	3,580	(1)	-20%	29,425	27,620	2	7%	26,700	3	10%
Total Administration	943,100	864,505	79	9%	8,530,498	8,021,676	509	6%	7,724,096	806	10%
Enterprises											
Golf	141,455	163,034	(22)	-13%	1,157,064	1,184,556	(27)	-2%	1,153,398	4	0%
Convention Center	373,450	238,539	135	57%	2,562,858	2,105,279	458	22%	2,407,802	155	6%
McCormick's Grill	14,553	21,218	(7)	-31%	177,044	180,111	(3)	-2%	159,285	18	11%
Summer Waves	930	1,000	(0)	-7%	1,194,110	1,373,403	(179)	-13%	1,340,655	(147)	-11%
Campground	138,784	121,370	17	14%	1,033,041	989,073	44	4%	917,564	115	13%
Life is Good	11,993	9,000	3	33%	100,516	92,000	9	9%	96,454	4	4%
Museum	67,303	75,816	(9)	-11%	488,495	594,146	(106)	-18%	400,494	88	22%
Georgia Sea Turtle Center	126,213	131,122	(5)	-4%	1,323,220	1,195,862	127	11%	1,228,735	94	8%
Conservation	731	690	0	6%	6,221	8,524	(2)	-27%	1,129	5	451%
Miniature Golf & Bikes	17,965	17,476	0	3%	216,219	221,500	(5)	-2%	203,857	12	6%
Water/Wastewater	102,796	103,210	(0)	0%	1,051,150	1,005,025	46	5%	950,938	100	11%
Sanitation	46,370	46,939	(1)	-1%	375,446	370,412	5	1%	362,307	13	4%
Fire Department	11,344	5,540	6	105%	1,234,680	1,222,238	12	1%	1,073,707	161	15%
Tennis	10,535	8,485	2	24%	73,513	73,403	0	0%	71,930	2	2%
Destination Mktg & Special Events	290	51,500	(51)	-99%	348,258	402,064	(54)	-13%	343,363	5	1%
Guest Information Center	18,490	19,782	(1)	-7%	110,150	124,877	(15)	-12%	120,421	(10)	-9%
Sales	2,000	-	2	0%	2,000	-	2	0%	-	2	0%
Camp Jekyll & Soccer Fields	10,074	13,063	(3)	-23%	103,183	114,443	(11)	-10%	101,008	2	2%
Landscaping, Roads & Trails	180	2,016	(2)	-91%	8,850	11,225	(2)	-21%	7,156	2	24%

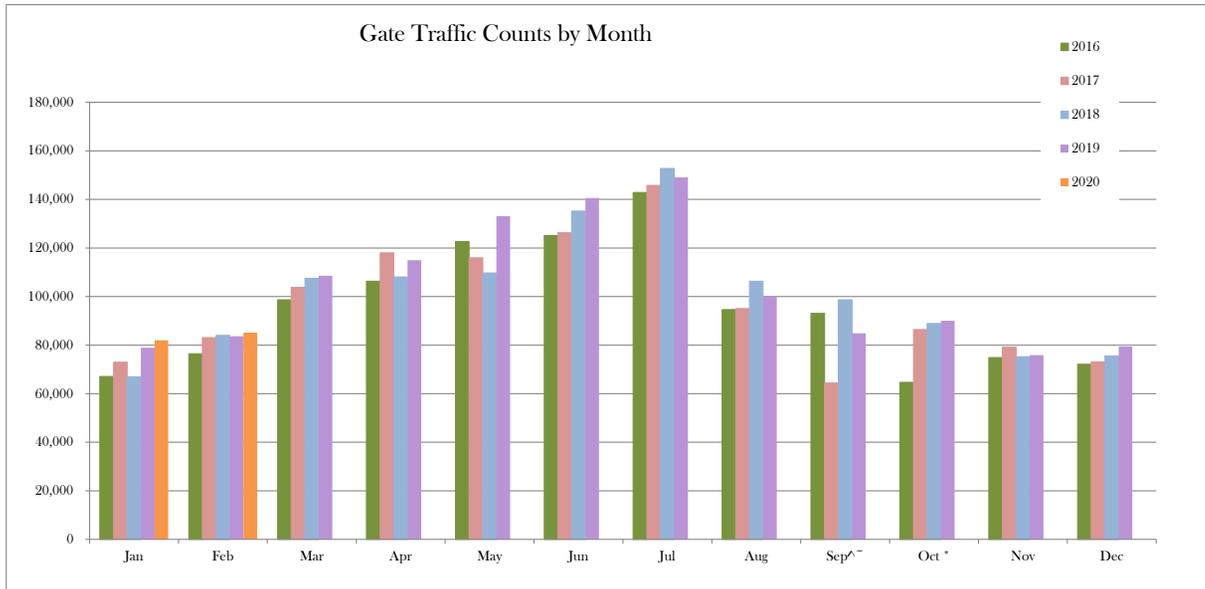
	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL		VARIANCE
			(000's)	%			(000's)	%		(000's)	%
Vehicle & Equipment Maintenance	308	-	0	0%	860	250	1	244%	-	1	0%
Facility Maintenance	-	-	-	0%	-	-	-	0%	787	(1)	-100%
Total Enterprises	1,095,763	1,029,799	66	6%	11,566,878	11,268,391	298	3%	10,940,988	626	6%
Total Revenues	2,038,862	1,894,304	145	8%	20,097,376	19,290,067	807	4%	18,665,084	1,432	8%
Expenses											
Human Resources	957,613	1,069,512	(112)	-10%	8,685,800	9,523,610	(838)	-9%	8,251,552	434	5%
Supplies & Materials	164,798	151,045	14	9%	1,129,063	1,322,420	(193)	-15%	1,068,305	61	6%
Advertising & Sales	157,783	197,344	(40)	-20%	521,869	797,686	(276)	-35%	881,198	(359)	-41%
Repairs - Facilities & Grounds	125,156	151,923	(27)	-18%	1,047,822	1,069,696	(22)	-2%	1,018,562	29	3%
Utilities	127,709	135,054	(7)	-5%	1,307,667	1,322,510	(15)	-1%	1,252,476	55	4%
Insurance	12,214	12,827	(1)	-5%	789,696	780,894	9	1%	838,007	(48)	-6%
Contracts	268,705	280,709	(12)	-4%	2,209,638	2,387,485	(178)	-7%	2,194,003	16	1%
Rentals	38,378	51,676	(13)	-26%	604,680	536,514	68	13%	424,011	181	43%
Printing	6,601	5,919	1	12%	107,852	91,755	16	18%	175,238	(67)	-38%
Motor Vehicle	16,586	19,025	(2)	-13%	198,339	195,072	3	2%	170,143	28	17%
Telephone	10,659	10,521	0	1%	81,332	83,933	(3)	-3%	82,519	(1)	-1%
Equipment Purchase <\$1K	5,134	1,950	3	163%	64,593	71,263	(7)	-9%	65,814	(1)	-2%
Equipment Purchase \$1K to \$5K	12,209	7,156	5	71%	56,803	72,255	(15)	-21%	81,975	(25)	-31%
Travel	5,891	12,129	(6)	-51%	67,158	76,774	(10)	-13%	69,345	(2)	-3%
Dues	19,312	21,838	(3)	-12%	190,567	207,095	(17)	-8%	181,745	9	5%
Credit Card Fees	23,473	22,779	1	3%	222,350	196,784	26	13%	204,730	18	9%
Bank Fees	-	35	(0)	-100%	554	280	0	98%	197	0	181%
Total Expenditures	1,952,221	2,151,442	(199)	-9%	17,285,782	18,736,025	(1,450)	-8%	16,959,822	326	2%
Net Operating Cash Income **	86,642	(257,138)	344	-134%	2,811,594	554,041	2,258	407%	1,705,263	1,106	65%

** Does not include depreciation or capital projects

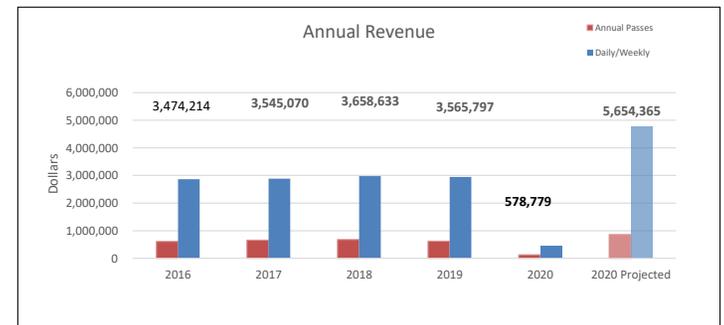
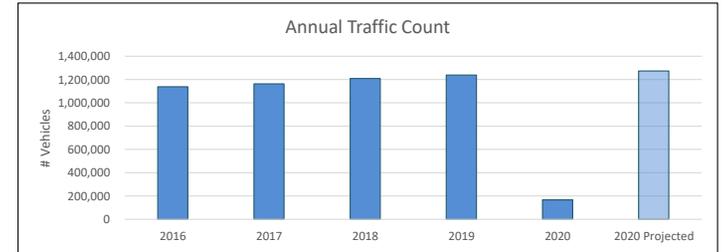
February 2020 Traffic Counts

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



^{*} Oct 2016 - Hurricane Matthew
[^] Sep 2017 - Hurricane Irma
[~] Sept 2019 - Hurricane Dorian



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

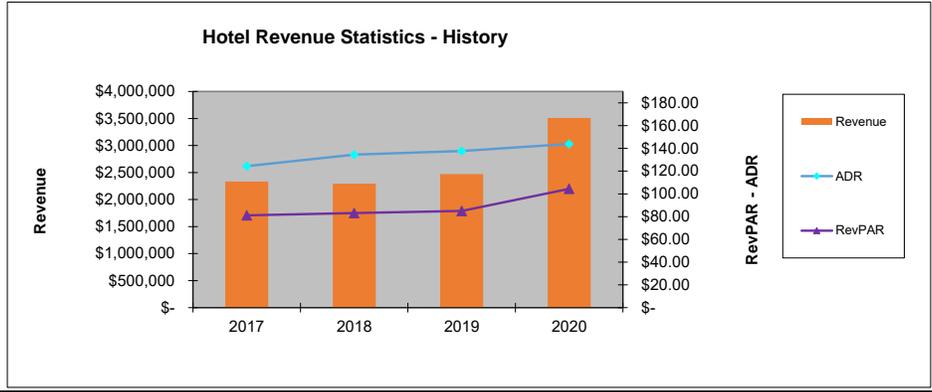
JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

February 2020

HOTEL STATISTICS AT-A-GLANCE

Feb-20		
Total Revenue	\$	3,511,106
Occupancy Rate		72.5%
Rev PAR	\$	104.40
ADR	\$	143.91
Feb-19		
Total Revenue	\$	2,470,070
Occupancy Rate		61.7%
RevPAR	\$	84.98
ADR	\$	137.73
Feb-18		
Total Revenue	\$	2,292,998
Occupancy Rate		61.9%
RevPAR	\$	83.17
ADR	\$	134.44



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2020 Room Revenue	2019 Room Revenue	Revenue Variance	
Beachview Club	38	1,077	678	63.0%	\$ 140.27	\$ 88.30	\$ 95,100.55	\$ 43,661.35	\$ 51,439	118%
Home2Suites	107	3,045	2,368	77.8%	\$ 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	124	3,596	2,733	76.0%	\$ 105.02	\$ 79.81	\$ 287,013.88	\$ 254,625.88	\$ 32,388	13%
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	137	2,954	2,215	75.0%	\$ 117.92	\$ 88.42	\$ 261,191.31	\$ 228,331.29	\$ 32,860	14%
Villas by the Sea - Jekyll Realty	20	580	354	61.0%	\$ 83.74	\$ 51.11	\$ 29,644.00	\$ 16,566.12	\$ 13,078	79%
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	4,489	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

2020

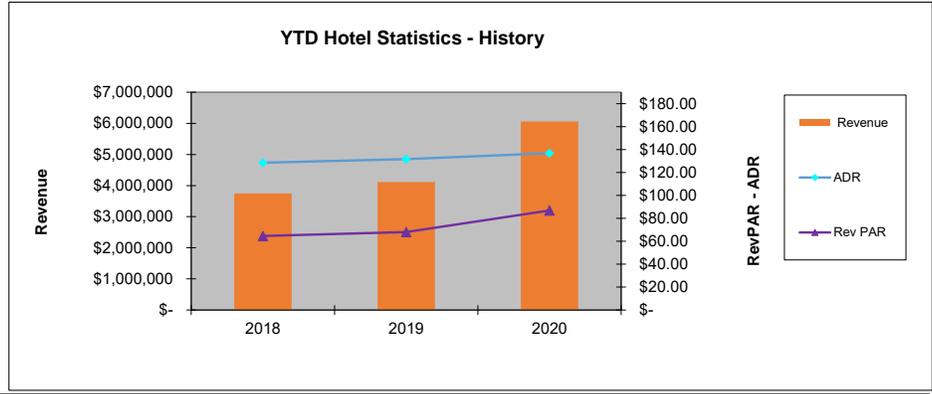
Total Revenue \$ 6,057,733
 Occupancy Rate 63.5%
 Rev PAR \$ 86.83
 ADR \$ 136.80

2019

Total Revenue \$ 4,113,275
 Occupancy Rate 51.7%
 RevPAR \$ 68.08
 ADR \$ 131.69

2018

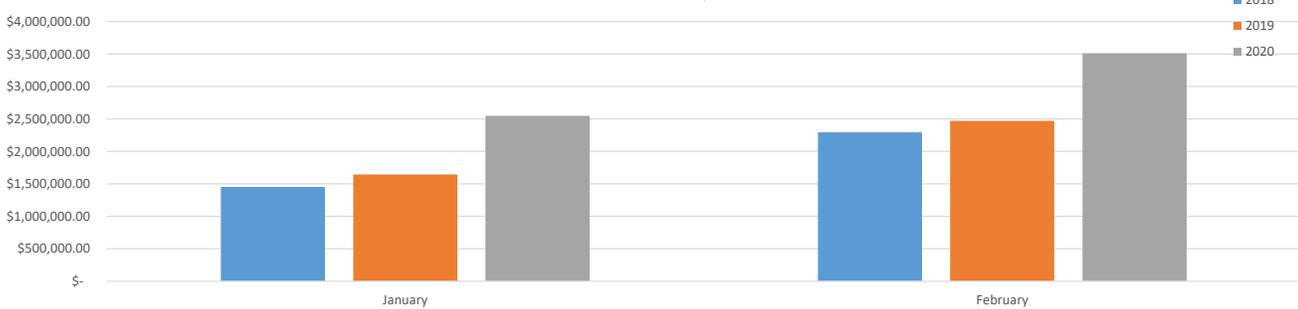
Total Revenue \$ 3,745,299
 Occupancy Rate 50.3%
 RevPAR \$ 64.59
 ADR \$ 128.51



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2020 Room Revenue	2019 Room Revenue	Revenue Variance	
Beachview Club	38	2,250	931	41.4%	\$ 138.68	\$ 57.38	129,109	47,370	\$ 81,740	173%
Home2Suites	107	6,346	3,971	62.6%	\$ 130.62	\$ 81.73	518,675	0	\$ 518,675	0%
Holiday Inn Resort	157	8,880	5,214	58.7%	\$ 130.06	\$ 76.37	678,123	550,255	\$ 127,868	23%
Days Inn & Suites	124	7,440	5,303	71.3%	\$ 101.30	\$ 72.21	537,205	477,766	\$ 59,439	12%
Hampton Inn	138	8,280	4,998	60.4%	\$ 134.27	\$ 81.05	671,082	612,623	\$ 58,459	10%
Jekyll Island Club Resort	200	12,000	7,452	62.1%	\$ 173.28	\$ 107.60	1,291,257	981,772	\$ 309,485	32%
Seafarer Inn & Suites	73	4,380	2,762	63.1%	\$ 137.51	\$ 86.71	379,803	179,881	\$ 199,921	111%
Villas by the Sea	137	6,178	3,926	63.5%	\$ 110.29	\$ 70.09	433,004	356,923	\$ 76,081	21%
Villas by the Sea - Jekyll Realty	20	1,200	529	44.1%	\$ 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%	\$ 156.52	\$ 111.47	1,337,628	833,120	\$ 504,508	61%
2020 Total		69,765	44,282	63.5%	\$ 136.80	\$ 86.83	\$ 6,057,733	\$ 4,113,275	\$ 1,944,457	47.3%
2019 Total		60,420	31,234	51.7%	\$ 131.69	\$ 68.08	\$ 4,113,275			
2018 Total		57,987	29,144	50.3%	\$ 128.51	\$ 64.59	\$ 3,745,299			

Revenues by Month



MEMORANDUM

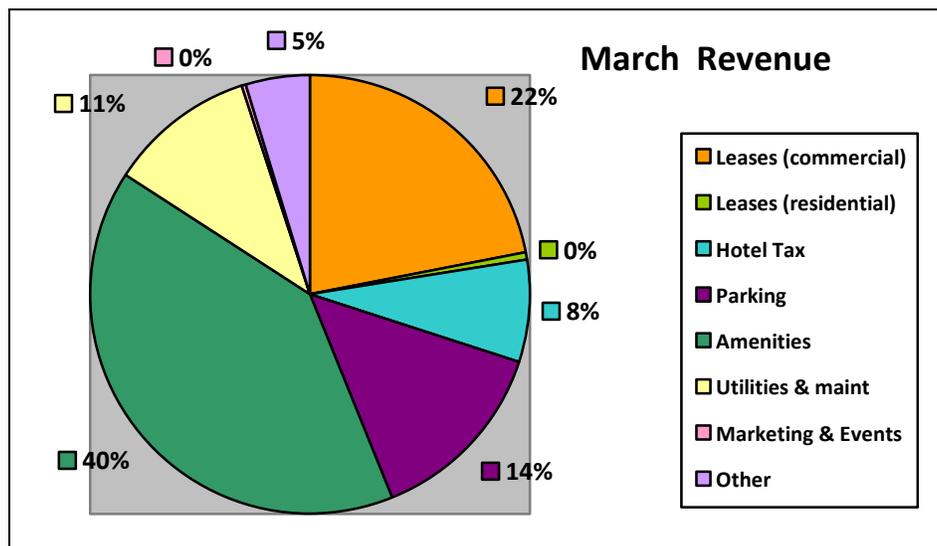
TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: MARCH FINANCIAL STATEMENTS
DATE: 4/10/2020

Revenues

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

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

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



The largest variances for the month were:

- Business lease revenues (+\$60K) and hotel tax revenues (+\$6K) reflected a favorable variance from budget for the month. These revenues are reported to the JIA in arrears and are reflective of the hotel and business revenues from February.

- Parking revenues (-\$152K) were significantly less than budget for the month. Closure of Island businesses as well as the beaches during Spring Break season had a major impact on the revenues and traffic counts at the Entry Gate.
- Amenity revenues (-\$415K) were also significantly impacted:
 - Convention Center (-\$44K) – the last event held for the month was on March 14th.
 - Golf (-\$168K) – was open all month, but play was significantly reduced.
 - Museum (-\$103K) – closed on March 17th.
 - Georgia Sea Turtle Center – closed on March 17th.
 - Mini-golf & Bikes – was open all month, but play was significantly reduced.

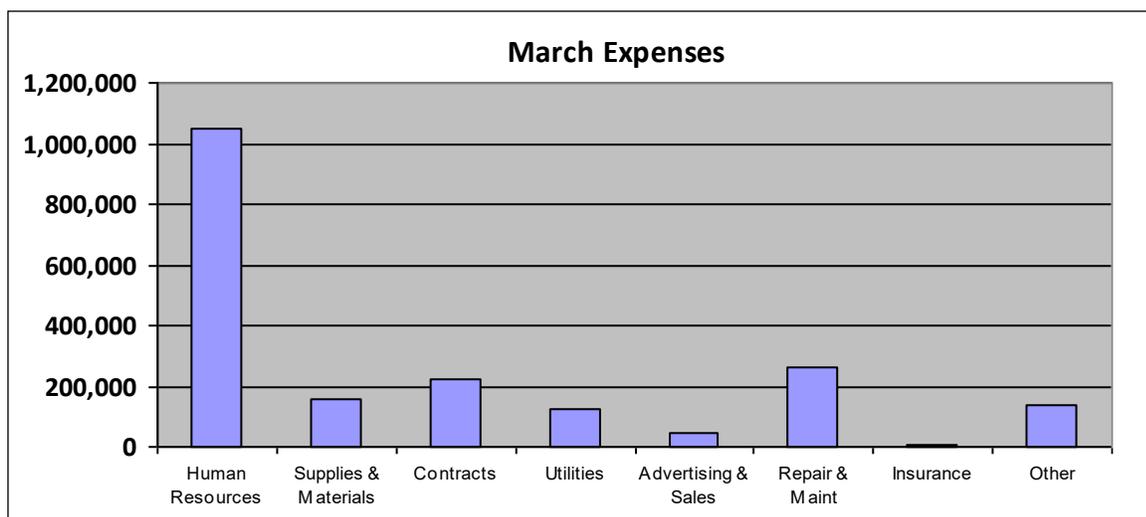
Expenses

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

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

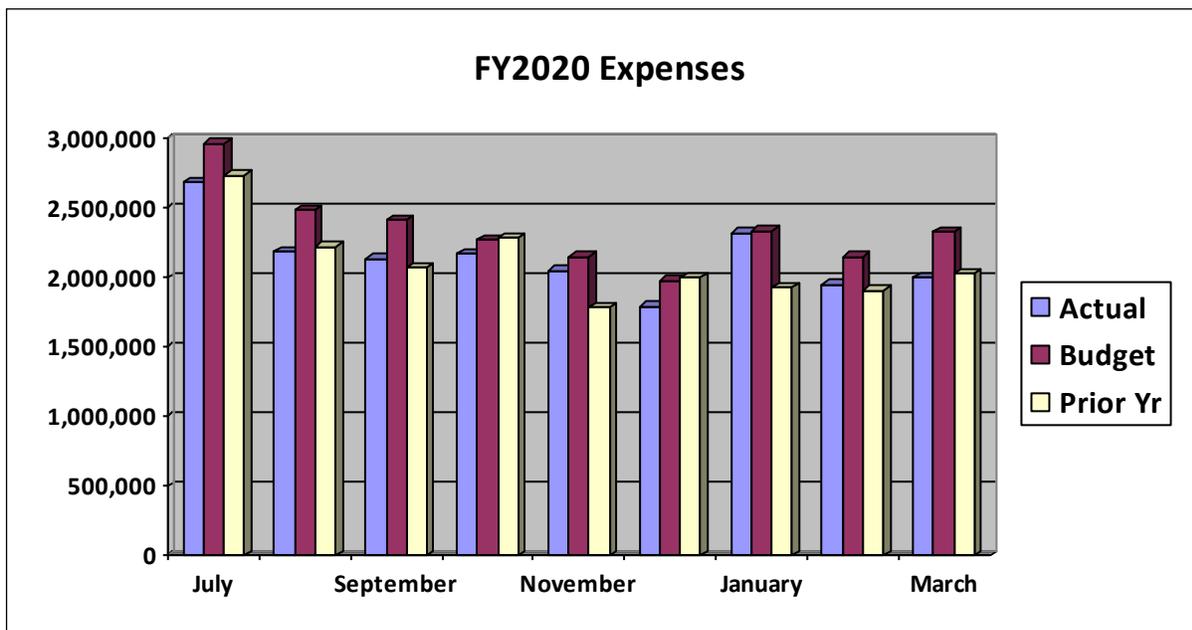
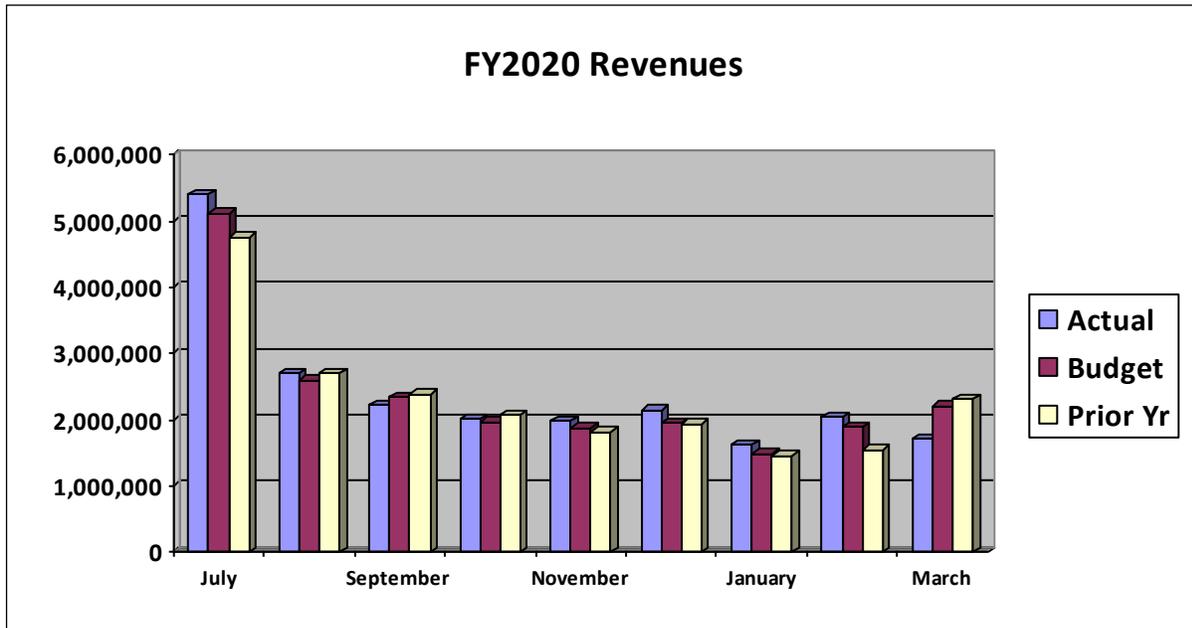
The largest expense reductions for the month are listed below:

- Human Resources (-\$136K)
- Supplies & Materials (-\$46K)
- Repairs – Facilities & Grounds (-\$28K)
- Contracts (-\$88K)
- Utilities (-\$18K)

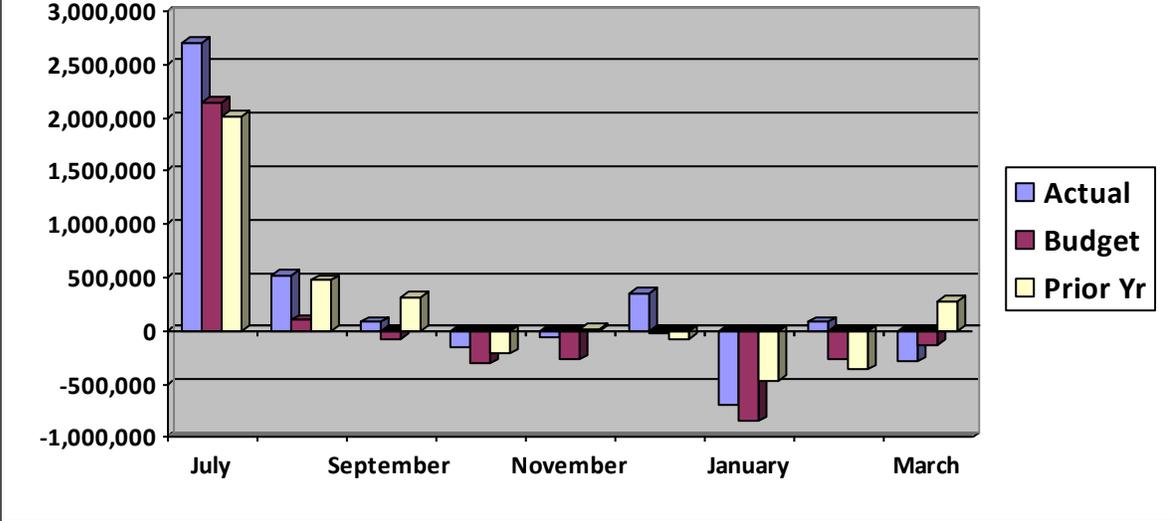


Net Operating Cash

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



Net Operating Cash



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Nine Months Ending March 31, 2020

	MONTH	MONTH	BUDGET		YTD	YTD	BUDGET		PRIOR	VARIANCE	
	ACTUAL	BUDGET	VARIANCE	%	ACTUAL	BUDGET	VARIANCE	%	YEAR	ACTUAL	VARIANCE
			(000's)	%			(000's)	%		(000's)	%
Revenues											
Administration											
Business Leases	377,288	317,164	60	19%	3,702,260	3,491,354	211	6%	3,519,268	183	5%
Hotel Tax	90,456	85,995	4	5%	1,189,300	1,157,940	31	3%	1,083,973	105	10%
Tourism Development Fund	38,767	36,855	2	5%	509,627	496,260	13	3%	476,721	33	7%
Parking	236,828	389,014	(152)	-39%	3,054,883	3,152,861	(98)	-3%	2,552,488	502	20%
Interest	702	395	0	78%	7,462	5,036	2	48%	8,723	(1)	-14%
Lot Rentals	8,024	3,000	5	167%	665,955	399,026	267	67%	822,700	(157)	-19%
Foundation	483	583	(0)	-17%	7,339	8,053	(1)	-9%	52,216	(45)	-86%
Airport	-	1,980	(2)	-100%	-	20,316	(20)	-100%	-	-	0%
Administration revenue	22,719	4,124	19	451%	127,462	102,319	25	25%	146,889	(19)	-13%
Beach Village	1,507	-	2	0%	13,559	-	14	0%	13,559	(0)	0%
Intern Housing	53,650	54,015	(0)	-1%	83,075	81,635	1	2%	31,750	51	162%
Total Administration	830,425	893,124	(63)	-7%	9,360,923	8,914,799	446	5%	8,708,288	653	7%
Enterprises											
Golf	154,657	322,914	(168)	-52%	1,311,722	1,507,470	(196)	-13%	1,411,029	(99)	-7%
Convention Center	135,301	178,811	(44)	-24%	2,698,159	2,284,091	414	18%	2,706,769	(9)	0%
McCormick's Grill	29,775	33,835	(4)	-12%	206,819	213,946	(7)	-3%	194,890	12	6%
Summer Waves	35,916	26,400	10	36%	1,230,026	1,399,803	(170)	-12%	1,367,383	(137)	-10%
Campground	134,695	130,018	5	4%	1,167,737	1,119,091	49	4%	1,058,324	109	10%
Life is Good	18,584	18,000	1	3%	119,100	110,000	9	8%	114,756	4	4%
Museum	34,661	137,763	(103)	-75%	523,156	731,909	(209)	-29%	491,441	32	6%
Georgia Sea Turtle Center	97,714	193,256	(96)	-49%	1,420,933	1,389,119	32	2%	1,459,856	(39)	-3%
Conservation	3,758	662	3	468%	9,979	9,186	1	9%	1,915	8	421%
Miniature Golf & Bikes	21,670	34,778	(13)	-38%	237,890	256,279	(18)	-7%	244,449	(7)	-3%
Water/Wastewater	102,328	99,224	3	3%	1,153,478	1,104,250	49	4%	994,454	159	16%
Sanitation	47,241	46,439	1	2%	422,687	416,851	6	1%	407,694	15	4%
Fire Department	10,574	7,360	3	44%	1,245,254	1,229,598	16	1%	1,079,812	165	15%
Tennis	12,688	14,670	(2)	-14%	86,200	88,073	(2)	-2%	85,531	1	1%
Destination Mktg & Special Events	3,125	37,000	(34)	-92%	351,383	439,064	(88)	-20%	383,201	(32)	-8%
Guest Information Center	15,439	16,529	(1)	-7%	125,589	141,406	(16)	-11%	139,804	(14)	-10%
Sales	-	-	-	0%	2,000	-	2	0%	-	2	0%
Camp Jekyll & Soccer Fields	12,686	12,572	0	1%	115,868	127,015	(11)	-9%	113,684	2	2%
Landscaping, Roads & Trails	2,718	1,716	1	58%	11,569	12,940	(1)	-11%	9,949	2	16%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Vehicle & Equipment Maintenance	8,500	250	8	3300%	9,360	500	9	1772%	-	9	0%
Facility Maintenance	-	-	-	0%	-	-	-	0%	787	(1)	-100%
Total Enterprises	882,031	1,312,198	(430)	-33%	12,448,908	12,580,589	(132)	-1%	12,265,730	183	1%
Total Revenues	1,712,456	2,205,322	(493)	-22%	21,809,832	21,495,389	314	1%	20,974,018	836	4%

Expenses

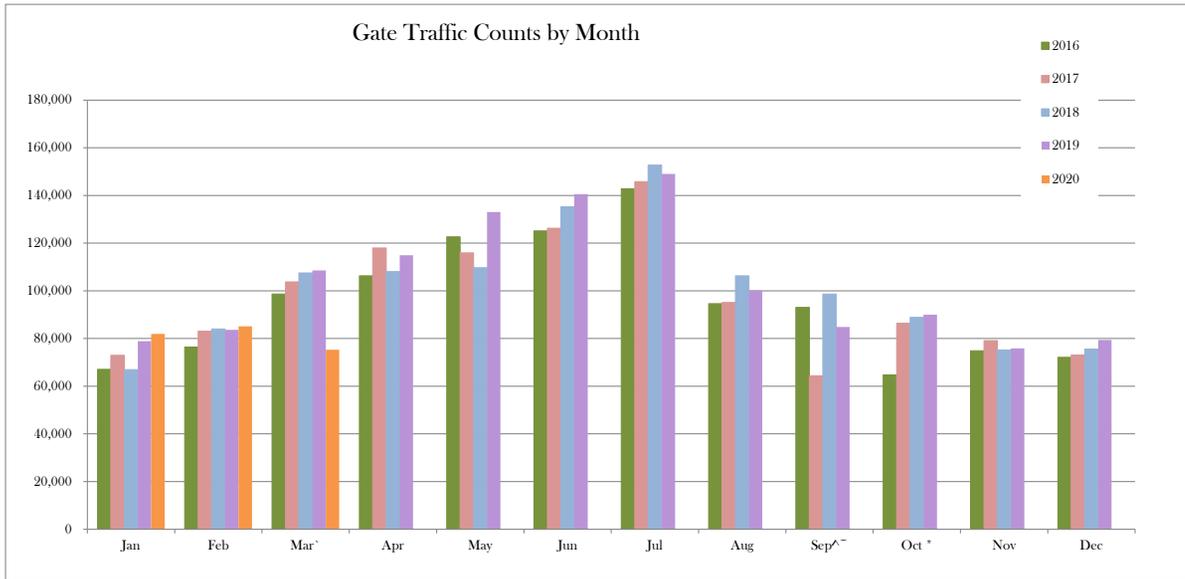
Human Resources	1,048,158	1,183,720	(136)	-11%	9,733,958	10,707,330	(973)	-9%	9,273,088	461	5%
Supplies & Materials	157,038	203,350	(46)	-23%	1,286,101	1,525,770	(240)	-16%	1,208,900	77	6%
Advertising & Sales	45,212	54,632	(9)	-17%	567,081	852,318	(285)	-33%	1,184,126	(617)	-52%
Repairs - Facilities & Grounds	241,241	269,052	(28)	-10%	1,289,063	1,338,748	(50)	-4%	1,086,047	203	19%
Utilities	115,350	133,555	(18)	-14%	1,423,017	1,456,066	(33)	-2%	1,370,447	53	4%
Insurance	4,349	3,903	0	11%	794,045	784,797	9	1%	841,297	(47)	-6%
Contracts	222,530	310,224	(88)	-28%	2,432,168	2,697,709	(266)	-10%	2,426,391	6	0%
Rentals	60,490	61,826	(1)	-2%	665,169	598,340	67	11%	467,852	197	42%
Printing	5,645	12,892	(7)	-56%	113,497	104,648	9	8%	178,349	(65)	-36%
Motor Vehicle	20,731	23,015	(2)	-10%	219,069	218,087	1	0%	186,633	32	17%
Telephone	10,443	10,501	(0)	-1%	91,775	94,434	(3)	-3%	92,439	(1)	-1%
Equipment Purchase <\$1K	5,375	9,338	(4)	-42%	69,968	80,601	(11)	-13%	73,990	(4)	-5%
Equipment Purchase \$1K to \$5K	12,525	5,150	7	143%	69,329	77,405	(8)	-10%	97,380	(28)	-29%
Travel	7,437	9,842	(2)	-24%	74,595	86,616	(12)	-14%	80,419	(6)	-7%
Dues	20,971	14,822	6	41%	211,538	221,916	(10)	-5%	197,210	14	7%
Credit Card Fees	22,657	23,060	(0)	-2%	245,007	219,843	25	11%	223,932	21	9%
Bank Fees	49	35	0	40%	603	315	0	91%	197	0	206%
Total Expenditures	2,000,201	2,328,917	(329)	-14%	19,285,983	21,064,943	(1,779)	-8%	18,988,696	297	2%
Net Operating Cash Income **	(287,745)	(123,595)	(164)	133%	2,523,849	430,446	2,093	486%	1,985,322	539	27%

** Does not include depreciation or capital projects

March 2020 Traffic Counts

	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	27,012	48,279	75,291
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	89,431	152,895	242,326

Year to Date Comparison	2016 YTD	2017 YTD	2018 YTD	2019 YTD	2020 YTD
	242,192	259,768	258,393	271,087	242,326

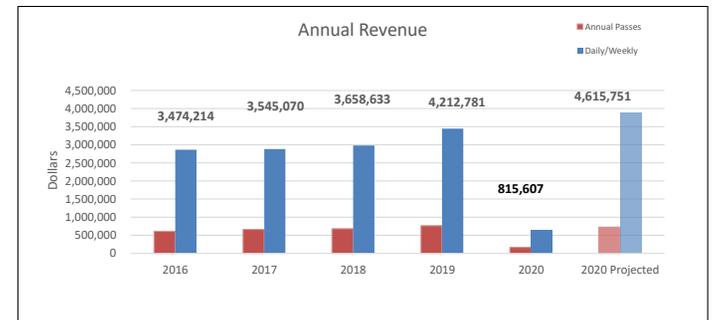
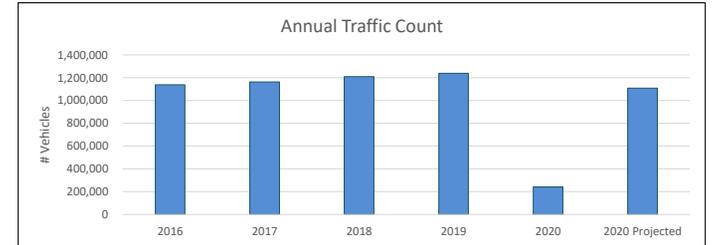


*Mar 2020 - COVID-19 outbreak

* Oct 2016 - Hurricane Matthew

*Sep 2017 - Hurricane Irma

*Sept 2019 - Hurricane Dorian



March 31, 2020
MARCH 2020 Financial Review for JIA Sales and
Jekyll Island Convention Center

MARCH	FY2020	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Number of Events	6	16	19	19	15	14	16	14
Event Days	14	25	39	34	25	20	27	25
Attendance	6353	6655	15,193	29807	4618	3138	5372	6363
Revenue	\$130,954ACT \$197,712BUD	\$332,180act	\$319,320 act	\$374,569 act	\$188,946 act	\$99,223 act	\$105,030 act	\$90,033 act
Square FT used	206,408	372,931						

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

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

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

PROPOSALS

- CVB – 12
- Westin – 2
- Cvent- 3
- SMG site pass -0
- Combined sites and planning meetings with all staff – 17

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

March 2020

HOTEL STATISTICS AT-A-GLANCE

Mar-20

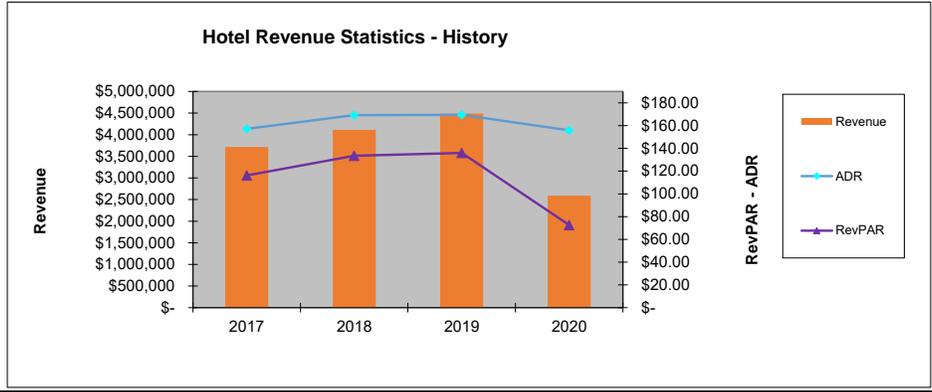
Total Revenue \$ 2,590,627
 Occupancy Rate 46.6%
 Rev PAR \$ 72.63
 ADR \$ 155.87

Mar-19

Total Revenue \$ 4,486,360
 Occupancy Rate 80.3%
 RevPAR \$ 135.99
 ADR \$ 169.44

Mar-18

Total Revenue \$ 4,114,759
 Occupancy Rate 78.9%
 RevPAR \$ 133.52
 ADR \$ 169.20



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2020 Room Revenue	2019 Room Revenue	Revenue Variance
Beachview Club	38	1,178	350	29.7%	\$ 172.07	\$ 51.12	\$ 60,223.17	\$ 92,162.87	\$ (31,940) -35%
Home2Suites	106	3,286	1,317	40.1%	\$ 153.15	\$ 61.38	\$ 201,693.00	\$ -	\$ 201,693 0%
Holiday Inn Resort	157	4,048	2,124	52.5%	\$ 141.22	\$ 74.10	\$ 299,944.95	\$ 665,680.41	\$ (365,735) -55%
Days Inn & Suites	124	3,844	1,884	49.0%	\$ 115.71	\$ 56.71	\$ 217,994.99	\$ 413,570.41	\$ (195,575) -47%
Hampton Inn	138	4,278	2,048	47.9%	\$ 154.00	\$ 73.72	\$ 315,385.00	\$ 647,730.00	\$ (332,345) -51%
Jekyll Island Club Resort	200	6,200	2,334	37.6%	\$ 218.72	\$ 82.34	\$ 510,485.00	\$ 1,054,775.00	\$ (544,290) -52%
Seafarer Inn & Suites	73	2,263	1,339	59.2%	\$ 176.62	\$ 104.50	\$ 236,488.00	\$ 227,793.44	\$ 8,695 4%
Villas by the Sea	136	3,317	1,833	55.3%	\$ 117.18	\$ 64.76	\$ 214,797.00	\$ 358,609.81	\$ (143,813) -40%
Villas by the Sea - Jekyll Realty	20	620	477	76.9%	\$ 89.12	\$ 68.57	\$ 42,511.89	\$ 53,376.89	\$ (10,865) -20%
Villas by the Sea - Parker Kaufman	14	434	320	73.7%	\$ 84.68	\$ 62.44	\$ 27,098.50	\$ 22,286.02	\$ 4,812 22%
Westin	200	6,200	2594	41.8%	\$ 178.88	\$ 74.84	\$ 464,005.00	\$ 950,375	\$ (486,370) -51%
Mar-20 Total	1,206	35,668	16,620	46.6%	\$ 155.87	\$ 72.63	\$ 2,590,627	\$ 4,486,360	\$ (1,895,733) -42.3%

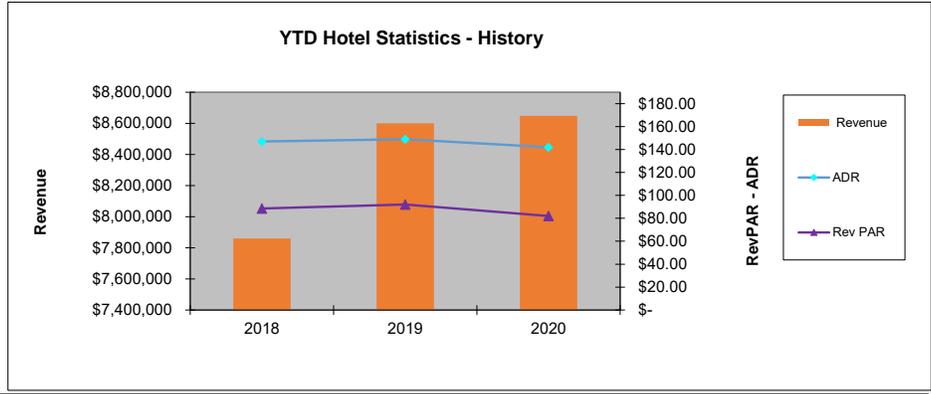
JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - March 2020

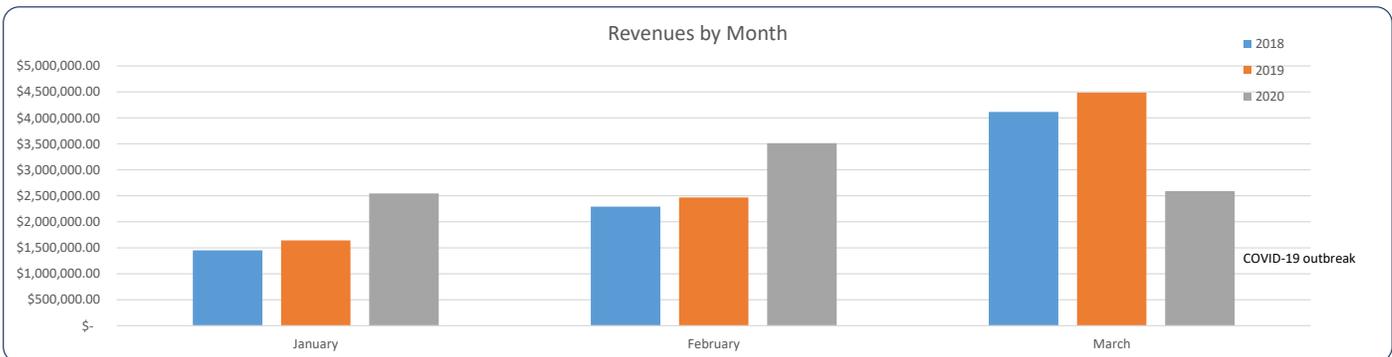
HOTEL STATISTICS AT-A-GLANCE

2020	
Total Revenue	\$ 8,648,359
Occupancy Rate	57.8%
Rev PAR	\$ 82.03
ADR	\$ 142.00
2019	
Total Revenue	\$ 8,599,635
Occupancy Rate	61.8%
RevPAR	\$ 92.06
ADR	\$ 149.01
2018	
Total Revenue	\$ 7,860,058
Occupancy Rate	60.2%
RevPAR	\$ 88.51
ADR	\$ 147.02



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2020 Room Revenue	2019 Room Revenue	Revenue Variance
Beachview Club	38	3,428	1,281	37.4%	\$ 147.80	\$ 55.23	189,333	139,533	\$ 49,800 36%
Home2Suites	106	9,632	5,288	54.9%	\$ 136.23	\$ 74.79	720,368	0	\$ 720,368 0%
Holiday Inn Resort	157	12,928	7,338	56.8%	\$ 133.29	\$ 75.66	978,068	1,215,935	\$ (237,867) -20%
Days Inn & Suites	124	11,284	7,187	63.7%	\$ 105.08	\$ 66.93	755,200	891,337	\$ (136,137) -15%
Hampton Inn	138	12,558	7,046	56.1%	\$ 140.00	\$ 78.55	986,467	1,260,353	\$ (273,886) -22%
Jekyll Island Club Resort	200	18,200	9,786	53.8%	\$ 184.11	\$ 99.00	1,801,742	2,036,547	\$ (234,805) -12%
Seafarer Inn & Suites	73	6,643	4,101	61.7%	\$ 150.28	\$ 92.77	616,291	407,675	\$ 208,616 51%
Villas by the Sea	136	9,495	5,759	60.7%	\$ 112.49	\$ 68.23	647,801	715,533	\$ (67,732) -9%
Villas by the Sea - Jekyll Realty	20	1,820	1,006	55.3%	\$ 85.60	\$ 47.32	86,118	81,025	\$ 5,093 6%
Villas by the Sea - Parker Kaufman	14	1,245	970	77.9%	\$ 67.36	\$ 52.48	65,339	68,202	\$ (2,864) -4%
Westin	200	18,200	11,140	61.2%	\$ 161.73	\$ 98.99	1,801,633	1,783,495	\$ 18,138 1%
2020 Total		105,433	60,902	57.8%	\$ 142.00	\$ 82.03	\$ 8,648,359	\$ 8,599,635	\$ 48,724 0.6%
2019 Total		93,411	57,711	61.8%	\$ 149.01	\$ 92.06	\$ 8,599,635		
2018 Total		88,805	53,463	60.2%	\$ 147.02	\$ 88.51	\$ 7,860,058		



MEMORANDUM

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

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

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

Staff hereby requests approval to accept the Fireworks Tax grant in the amount of \$7,259.00 to purchase Turn Out Gear for the firefighters.



**GEORGIA FIREFIGHTER
STANDARDS AND TRAINING COUNCIL**

Georgia Public Safety Training Center
1000 Indian Springs Drive
Forsyth, Georgia 31029-9599

Office (478) 993-4521
support@gfstconline.org

Gordon Henderson
Executive Director

LETTER OF ACCEPTANCE

March 11, 2020

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

Dear Dennis Gailey,

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

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

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

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

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

Fire Chief

Governing Official

Notary

MEMORANDUM

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

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

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

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

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

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



Chestatee/Chattahoochee RC&D Council, Inc.



Jekyll Island
200 Stable Road
Jekyll Island, GA

January 23, 2020

Dear Sir or Madame,

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

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

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

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

Frank M. Riley Jr, CF
Executive Director
Chestatee/Chattahoochee RC&D Council
Georgia Firewise Liaison
706-894-1591 Office
706-897-1676 Cell
frank.ccrccd@gmail.com



MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: GEORGIA TRAUMA COMMISSION GRANT – ROUND 1
DATE: 4/13/2020

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

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

There are no matching funds required of this grant.

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



GEORGIA TRAUMA COMMISSION

August 5, 2019

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

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

The GTCNC through the Subcommittee has approved another grant award opportunity using FY 2020 funding for your EMS agency "GRANTEE" for funds to be used for purchase(s) of Trauma Related Equipment to equip ambulances. The total amount of funds to be awarded is \$944,000 statewide. Our current ambulance count yielded 1,300 ambulances or reimbursement up of \$726.15 per ambulance. *These funds will be distributed on a reimbursement basis only. Attachment D contains the award amount per grantee contained herein. PLEASE SPEND ALL YOUR ELIGIBLE FUNDS!*

Attached please find the following documents:

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

\$ 726.15
 x 2

 \$ 1,452.30

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

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

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

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

approved equipment lists found in Attachment C. This has been updated with the approved most recent equipment grant cycle.

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

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

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

Sincerely,

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

Ecc: Dennis Ashley, MD, Commission chairman

FY 20 JIFD Trauma Grant Equipment Purchase Round 1

EMS Reporting

Used to complete field reports. FY 20 Trauma Grant Reimbursement

Item	Vendor	Price	Each	Total
Tablet S Pen	Amazon	32.99	3	98.97
Tablet Keyboard	Amazon	23.99	3	71.97
RamMount Dock	PCM-G	82.25	2	164.50
IntelliSkin	PCM-G	36.28	2	72.56
Universal Double Ball Mount	PCM-G	27.69	3	83.07
Tab-Lock™ Backplate with Ha	PCM-G	53.48	1	53.48
Portable Suction Unit	Bound Tree	899.99	1	899.99
Sub Total				1444.54
FY 20 Proposed Trauma Grant Funding-NonCompetitive				-1452.31
Total				-7.77

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

MEMORANDUM

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

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

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

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

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



**GEORGIA TRAUMA
COMMISSION**

March 20, 2020

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

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

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

Attached please find the following documents:

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

$$\begin{array}{r}
 \$863.27 \\
 \times \quad 2 \\
 \hline
 \underline{\underline{\$1,726.54}}
 \end{array}$$

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

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

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

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

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

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

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

Sincerely,

Elizabeth V. Atkins

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

Ecc: Dennis W. Ashley, MD, FACS
Chairman, Georgia Trauma Care Network Commission

FY 20 JIFD Trauma Grant Equipment Purchase Round 2

Used to complete field reports. FY 20 Trauma Grant Reimbursement

Item	Vendor	Price	Each	Total
SPO2 Probe	Zoll	236.00	1	236.00
Stretcher Battery Charger	Stryker	1104.27	1	1104.27
Interosseous Drill	BoundTree	531.00	1	531.00
			1	0.00
		Sub Total		1871.27
		FY 20 Proposed Trauma Grant Funding-NonCompetitive		-1,726.54
		Total		144.73

The Georgia Trauma Commission released a Round 2 Equipment Grant for FY20. The above equipment is within the grant guidance for reimbursement.

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 and the employee has been cleared with a health care provider's statement that the employee may return to work. Health care provider's release MUST be submitted BEFORE returning to work.
 - c. Will not report to the workplace after returning from, or after a family/household member has returned from, a geographic area or confined area recently identified by a recognized health organization to present a high degree of contagion health risk or an area for which the CDC has issued a Level 2 or 3 travel advisory. In such case, the employee cannot return to the workplace until completion of the incubation period as identified by a public health organization and/or the employee has been cleared with a health care provider's statement that the employee may return to work.
 - d. May be sent home, with or without the opportunity to work from home, based on observations of symptoms of a contagious condition.
4. **Absences:**
 - a. A full-time employee who has been sent home by the JIA and/or has not reported to work due to contagious symptoms and/or a contagious condition, or who has been quarantined, will be required to use accrued sick leave, annual leave, and/or compensatory time (if applicable).
 - b. If leave time, or compensatory time, is unavailable or exhausted, the employee will be recorded as absent with approved unpaid leave. Part-time employees will be recorded as absent with approved unpaid leave. In the event that an employee's absence pursuant to an approved unpaid leave extends beyond three (3) days and/or an employee's absence pursuant to an approved unpaid leave becomes a recurring issue, and such absences are deemed to constitute an undue burden upon the JIA department, the department manager may request that the employee provide a doctor's certification as to the employee's current condition. Any prolonged absences will be addressed in compliance with JIA policy and all federal and state laws and regulations, including the ADA and FMLA (where a serious health condition is involved).
 - c. The Division Director and Human Resources may approve an employee to work from home or another private location while recuperating. Such approval is dependent upon consideration of factors, including the employee's position, the severity of the illness, and other safety and logistical considerations.
 - d. Any employee subject to absence due to contagious symptoms or a contagious condition must contact Human Resources to determine if the employee and medical condition qualifies for Family Medical Leave. In such case, the policy covering Family Medical Leave Act shall apply.

5. **Return to Work:**

- a. As a condition for return to work, the employee will be required to provide a release to return from a professional health care provider stating the contagious symptom or contagious condition that the employee experienced has been cleared and the employee may return to work without risk to other employees.
- b. The release to return to work must be submitted **electronically** to Human Resources, which shall review and must approve **before** the employee may return to work. An employee failing to provide a written return to work authorization prior to reporting to work will be immediately sent home and may be subject to disciplinary action for failure to comply with this requirement.

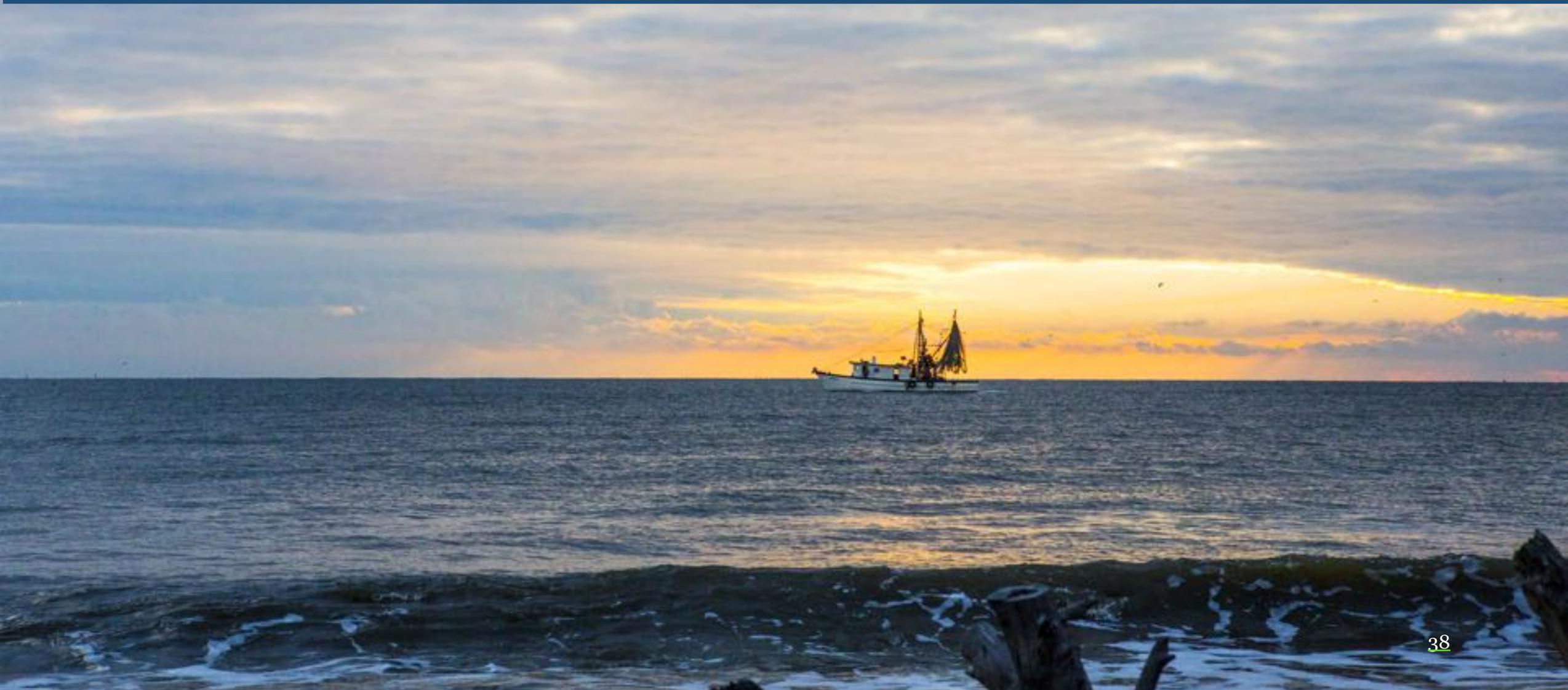
COMPLIANCE: Employees are required to comply with the provisions of this policy. Non-compliance with any portion of this policy will be subject to disciplinary action, up to and including termination of employment.

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

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



Marketing Response in These Uncertain Times





Website Updates



COVID-19 (Coronavirus) Response, Facility Closures, and Events Impacted [Learn More](#)

Discover What's in Season on Jekyll Island



Screenshot



Travel Updates Page

Impact on Travel to Jekyll Island

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

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

Executive Order to Ensure A Safe & Healthy Georgia

The Governor of Georgia has issued a shelter in place order with exceptions for essential services, minimum basic operations, and critical workforce. Full provisions, exceptions, and restrictions can be viewed in the order.

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

Download PDF: [Georgia Shelter in Place Order](#)



Increased Precautionary Hygiene Protocols

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

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

Restaurant, Hotel & Business Operation Changes & Closures

Business	Category	Operation Status	Phone	Address
102 Jekyll Island Mini Golf	Attraction...	Temporarily Closed	(912) 635-2648	100 James Rd.
103 Jekyll Island Tennis Center	Attraction...	Open	(860) 635-3154	400 Captain Wyly Rd.
104 Jekyll Wheels	Attraction...	Temporarily Closed	(912) 635-6185	371 Riverview Dr.
105 Mosaic, Jekyll Island Museum	Attraction...	Temporarily Closed	(912) 635-4036	100 Stable Rd.
106 Observation Platforms	Attraction...	Open		Guest Information Center - ...
107 Playground	Attraction...	Temporarily Closed		
108 Ranger Walks	Attraction...	Temporarily Closed		
109 Red Bug Motors Rentals	Attraction...	Open	(912) 635-9330	500 Riverview Dr.
110 Soccer Complex	Attraction...	Temporarily Closed		
111 Summer Waves Water Park	Attraction...	Temporarily Closed	(912) 635-2074	230 S. Riverview Dr.
The Emerald Princess Casino	Attraction...	Temporarily Closed	(800) 842-0115	1 Emerald Princess Dr.



Business Resources Page

Financial Relief

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

Unemployment/Labor Relief

- [Georgia Department of Labor COVID-19 Relief](#)

Small Business Resources

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





Facebook Focus

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

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



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

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

HIDDEN HISTORY: "Sometimes, at low tide, beachcombers on Jekyll's northern end might stumble across a barnacle-encrusted wood-and-metal structure about sixteen feet long."
Originally featured in 31•81, the Magazine of Jekyll Island.



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

Jekyll Island
Published by Sprout Social [?] - April 7 at 3:40 PM - 🌐

#FilmedOnJekyll and available to watch at home: "Glory," the Oscar-winning film about the Civil War battle of Fort Wagner, starring Denzel Washington and Matthew Broderick. [Amazon Prime, iTunes, Google Play]



42



Virtual Escape Videos

 **Jekyll Island** Published by Vimeo [?] - Yesterday at 11:27 AM · 🌐

Need a virtual visit? Experience a minute (or 30) of gentle waves at Driftwood Beach. Watch or download this looping escape and more at jekyllisland.com/virtualescape.



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

Virtual Escape

Driftwood Beach on Jekyll Isl... 1:07

St. Andrews Beach Sunset o... 1:10

Beach Sunrise on Jekyll Island 1:00



Scute School in session

- Early to market
- True to our mission
- Meets a need
- Makes a connection
- In great company





Scute School Reach and Coverage

65+ stories that have reached 100 million people nationwide (and still going). Major placements include:

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

Social Media channels reached **400,000** around the country

News outlets **'syndicating'** **Scute School** for their audiences

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

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

Georgia



Jekyll Island: The state's hospital for sick and injured online lessons for children. The Georgia Sea Turtle Center on Jekyll Island has been streaming live educational videos featuring insights from its turtle experts daily since March 19. The series aims to help children keep learning while schools are closed during the coronavirus pandemic. Lessons so far have included segments on the different sea turtle species found in coastal Georgia and a virtual field trip to the marshes of Jekyll Island. Called "Scute School" after the name for the bony plates that form turtle shells, the series is being streamed on the Facebook pages of the Georgia Sea Turtle Center and Jekyll Island. New installments are scheduled through at least April 10. The sea turtle center is closed to in-person visitors because of the virus outbreak. No date has been set for it to reopen.





Group Sales

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

JEKYLL ISLAND GROUP BUSINESS UPDATE						
DATE	EVENT	SCHEDULED DATE	EVENT LOCATION ON JI	STATUS DATE	GROUPS DESIRED DATE	EVENT STATUS/INITIAL
3.13.2020	Turtle Crawl	3.14.2020	Island Wide	3.16.2020	N/A	Cancelled - KH
3.17.2020	GA HS Cheer Coaches	3.19-21.2020	JICC, Hotels	3.17.2020	May	They cancelled and we have offered dates at the end of May. No word back from them since 3.13.2020-MT
3.16.2020	JIA FAM March 2020	3.20-22.2020	JICC, Hotels, Island Amenities	3.16.2020	TBD possibly Fall	Rescheduling for September. - MT
3.17.2020	Fiber Network Alliance	3.29-31.2020	JICC, Westin	3.17.2020	8.31-9.2.2020	Rescheduled-MT
3.16.2020	Jekyll Island Job Fair	4.2.2020	JICC, Hotels, JIA	3.16.2020	Cancelled indefinitely	No need at this time - KH
3.17.2020	WSA Cheer	4.4.2020	JICC, Hotels	3.17.2020	No date change at this time.	Possible rescheduling for May- MT
3.17.2020	SE DOT Pavement Preservation	4.7-9.2020	JICC, Hotels	3.17.2020	11.9-11.2020	Rescheduled-MT





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.

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PROSECUTION OF ORDINANCES

Sec. 1-11. - Prosecution of ordinances.

- (a) Violations of authority ordinances may be tried upon citations without a prosecuting attorney. The authority's attorney may prosecute a citation or the authority may request the attorney general to designate and furnish a prosecuting attorney for any trial upon a citation of a violation of an authority ordinance when either so requested by the judge of the magistrate court of the county or so determined appropriate by the authority or the attorney general.
- (b) Members of the uniform division of the department of public safety, or individuals appointed by the authority and sworn in as officers of the magistrate court, are authorized to issue citations for violations of authority ordinances. Each citation shall state the time and place at which the accused is to appear for trial, shall identify the offense with which the accused is charged, shall have an identifying number by which it shall be filed with the magistrate court, shall indicate the identity of the accused and the date of service, and shall be signed by the person who completes and serves the citation.
- (c) Prosecutions for violations of ordinances set forth in this Code upon citations shall be commenced by the completion, signing, and service of a citation by a member of the uniform division of the department of public safety or by an individual appointed by the authority and sworn in as an officer of the magistrate court. Except as provided for in subsection (d) of this Code section, the original of the citation shall be personally served upon the accused, and a copy shall be filed promptly with the magistrate court of the county. No person shall be arrested prior to the time of trial, except for the offenses of public drunkenness or disorderly conduct; but any defendant who fails to appear for trial shall be arrested thereafter on the warrant of the magistrate and required to post a bond for his future appearance.
- (d) (1) A citation for violation of an ordinance concerning the condition of real property may be served by:
 - (A) Posting a copy of it on the door of the premises where the alleged violation occurred;
 - (B) Mailing a copy of it by registered or certified mail or statutory overnight delivery to the owner of such premises at the address of record maintained by the applicable tax commissioner. The certificate of mailing to the accused shall constitute prima-facie evidence of compliance with this subparagraph; and
 - (C) Filing a copy of it with the clerk of magistrate court.
- (2) Service under paragraph (1) of this subsection shall not be authorized until there has been at least one attempt at personal service on the accused at the

67 address of record of the accused as maintained by the applicable tax
68 commissioner or of the accused’s registered agent as maintained by the Secretary
69 of State, provided that such attempt at personal service shall only be required if
70 the accused resides or has a registered agent in this state.

71
72 **SECTION 2.** If any portion of the ordinance is held invalid, the remaining
73 provisions continue in full force and effect.

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

75
76 **BOARD OF DIRECTORS,**
77 **JEKYLL ISLAND-STATE PARK AUTHORITY**

78
79 _____
80 JOSEPH B. WILKINSON, JR., CHAIRPERSON

81 ATTEST:

82
83 _____
84 William H. Gross, Secretary/Treasurer

85

EXPLANATION OF CHANGES

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

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

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.



April 14, 2020

MEMORANDUM

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

BACKGROUND

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

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

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

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



POSSIBLE BOARD ACTIONS

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

POSTING AND PUBLIC COMMENT

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

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

If the second reading will occur at the May 2020 board meeting, availability to comment on the website will be offered until May 7, 2020.



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 offer 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.



<p>PROHIBITION ON BEACHFRONT ARTIFICIAL LIGHTING, §10-80</p>	<p>(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 indirectly illuminated or cumulatively illuminated, of the nesting beaches or nonnesting beaches, including dunes and frontal dunes, is prohibited during nighttime during the sea turtle nesting season for the protection of nesting females, nests and hatchlings.</p> <p>(b) 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.</p>	<p>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.</p>
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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	(1) Artificial light fixtures shall be designed and positioned so that: <ul style="list-style-type: none"> a. The point source of light or any reflective surface of the light fixture is not directly visible from the beach; b. Areas seaward of the highest point of the frontal dune are not directly or indirectly illuminated; and c. Areas seaward of the highest point of the frontal dune are not cumulatively illuminated. 	(1) All artificial light fixtures, whether exterior or interior, shall be designed and positioned so that: <ul style="list-style-type: none"> a. The point source of light, such as the bulb, fluorescent tube, or diode, or any mirrored reflective surface of the light fixture is not directly visible from the beach; b. The beach is not directly or indirectly illuminated; and c. The beach is not cumulatively illuminated.
	n/a	(2) One or more of the following measures could be used as necessary to eliminate direct, indirect and cumulative beach illumination resulting from the interior light emanating from doors and windows that can be seen by an observer on the beach: <ul style="list-style-type: none"> a. Rearrange lamps and other moveable light fixtures away from windows; b. Use window treatments to shield interior lights from the beach and, during the nesting season, draw operable coverings each night; or c. Turn off unnecessary lights.



Section	Current Ordinance	Current Proposed Ordinance
	<p>(2) Exterior artificial light fixtures within direct line-of-sight of the beach shall be designed and oriented such that the fixtures are:</p> <ul style="list-style-type: none"> a. Completely shielded; b. Full cutoff design; c. Oriented in a downward direction. 	<p>(3) Exterior artificial light fixtures that can be seen by an observer on the beach shall be designed and oriented such that:</p> <ul style="list-style-type: none"> a. The point source of light or any mirrored reflective surface of the light fixture is not directly visible from the beach; b. Fixtures are completely shielded by an opaque material blocking direct view of bulbs or diodes from the beach; c. Fixtures project light in a downward direction only.
	<p>(3) Exterior artificial light fixtures which are prohibited, subject to condition set forth in subsection (5) of this section, include the following:</p> <ul style="list-style-type: none"> a. Pond lights. b. Uplights. c. Dune walkover lights. d. Tree-strap downlights. e. Decorative lighting, including rope lights and Christmas lights. 	<p>(4) Exterior artificial light fixtures which are prohibited from producing light that can be seen by an observer on the beach, include the following:</p> <ul style="list-style-type: none"> a. Lighting that is decorative in purpose and intent. b. Any light fixture that projects light in an upward direction. c. Any light fixture that directly illuminates vegetation, buildings, trees, or other objects that can be seen by an observer on the beach. d. Dune crossover lights. e. Tree mounted lights placed higher than fifteen (15) feet above the ground surface.



Section	Current Ordinance	Current Proposed Ordinance
	<p>(4) The only lamps/bulbs or other light sources that may be used in exterior light fixtures include:</p> <ul style="list-style-type: none"> a. Low-pressure sodium (LPS, 18 watts, 35 watts). b. Amber or red LED (greater than 580 nm). c. Turtle Safe Lighting, Inc. coated, compact fluorescent (CF) lamps (maximum 13 watts). d. True red neon. e. Other lighting sources that produce light of 580 nm or longer wavelength. 	<p>(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:</p> <ul style="list-style-type: none"> a. Low-pressure sodium (LPS, 18 watts, 35 watts). b. Amber or red LEDs producing light wavelengths not less than 560 nanometers). c. Any lamp/bulb authorized by the DNR. d. True red neon. e. Other lighting sources that produce light wavelengths not less than 560nm.
	<p>(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.</p>	<p>(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.</p>



Section	Current Ordinance	Current Proposed Ordinance
	<p>(7) Only low-intensity lighting shall be used in parking areas within line-of-sight of the beach, and shall be:</p> <ul style="list-style-type: none"> a. Set on a base which raises the source of light no higher than 48 inches off the ground. 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. c. Bulbs used in parking area fixtures must comply with condition set forth in subsection (4) of this section. 	<p>(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.</p>



Section	Current Ordinance	Current Proposed Ordinance
	<p>(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.</p>	<p>(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.</p>
<p>STANDARDS FOR PERMITTED BEACHFRONT LIGHTING ON NONNESTING BEACHES, §10-82</p>	<p>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.</p>	<p>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.</p>



Section	Current Ordinance	Current Proposed Ordinance
<p>PROHIBITION OF CERTAIN BEACH ACTIVITIES UTILIZING ARTIFICIAL LIGHTS AND LIGHTING AFFECTING SEA TURTLES, §10-83</p>	<p>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:</p> <ul style="list-style-type: none"> (1) The operation of all motorized vehicles or motorized machines, except governmental emergency and law enforcement vehicles or those permitted on the beach for research or sea turtle conservation. (2) The use of campfires or bonfires. (3) The use of lanterns or flashlights unless they produce light of 580 nm or longer wavelength (true red). 	<p>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:</p> <ul style="list-style-type: none"> (a) The operation of all motorized vehicles or motorized machines, except for those vehicles that are necessary for authorized public safety, law enforcement, or protected-wildlife related activities. Authorized vehicles operating on the beach on a routine, non-emergency, basis must be equipped with forward facing lights, sufficiently bright for safe operation, producing light wavelengths not less than 560nm. (b) Any source of open flame except handheld lighters. (c) The use of lanterns, flashlights, or any other portable light source except those producing light wavelengths not less than 560nm. (d) The use of fireworks unless approved by the authority and properly permitted under state and local law.



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

1 **ARTICLE IV. - BEACH LIGHTING**

2
3 **Sec. 10-78. - Definitions.**

4 The following words, terms and phrases, when used in this article, shall have the
5 meanings ascribed to them in this section, except where the context clearly indicates a
6 different meaning:

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

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

13 **Beachfront** means the area of land facing the beach.

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

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

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

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

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

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

31 **Hatchling** means any species of marine turtle, within or outside of a nest, that has
32 recently hatched from an egg.

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

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

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

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

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

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

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

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

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

57 **Sea (Marine) Turtle** means any marine-dwelling reptile of the families Cheloniidae
58 or Dermochelyidae found in state waters or using the beach as a nesting habitat, including
59 the following species: *Caretta caretta* (loggerhead), *Chelonia mydas* (green),
60 *Dermochelys coriacea* (leatherback), *Eretmochelys imbricata* (hawksbill), and

61 *Lepidochelys kempii* (Kemp's Ridley). For purposes of this ordinance, sea turtle is
62 synonymous with marine turtle.

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

67
68 **Sec. 10-79. - Purpose and intent.**

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

73
74 **Sec. 10-80. - Prohibition of beachfront artificial lighting.**

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

79
80 **Sec. 10-81. - Standards for permitted beachfront artificial lighting on nesting**
81 **beaches.**

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

- 84 (1) All artificial light fixtures, whether exterior or interior, shall be designed and
85 positioned so that:
- 86 a. The point source of light, such as the bulb, fluorescent tube, or diode, or any
87 mirrored reflective surface of the light fixture is not directly visible from the
88 beach;
 - 89 b. The beach is not directly or indirectly illuminated; and
 - 90 c. The beach is not cumulatively illuminated.

- 91 (2) One or more of the following measures could be used as necessary to eliminate
92 direct, indirect and cumulative beach illumination resulting from the interior light
93 emanating from doors and windows that can be seen by an observer on the
94 beach:
- 95 a. Rearrange lamps and other moveable light fixtures away from windows;
 - 96 b. Use window treatments to shield interior lights from the beach and, during
97 the nesting season, draw operable coverings each night; or
 - 98 c. Turn off unnecessary lights.
- 99 (3) Exterior artificial light fixtures that can be seen by an observer on the beach shall
100 be designed and oriented such that:
- 101 a. The point source of light or any mirrored reflective surface of the light fixture
102 is not directly visible from the beach;
 - 103 b. Fixtures are completely shielded by an opaque material blocking direct view
104 of bulbs or diodes from the beach;
 - 105 c. Fixtures project light in a downward direction only.
- 106 (4) Exterior artificial light fixtures which are prohibited from producing light that can
107 be seen by an observer on the beach include the following:
- 108 a. Lighting that is decorative in purpose and intent.
 - 109 b. Any light fixture that projects light in an upward direction.
 - 110 c. Any light fixture that directly illuminates vegetation, buildings, trees, or other
111 objects that can be seen by an observer on the beach.
 - 112 d. Dune crossover lights.
 - 113 e. Tree mounted lights placed higher than fifteen (15) feet above the ground
114 surface.
- 115 (5) The only lamps/tubes/bulbs/diodes or other light sources that may be used in
116 exterior light fixtures producing light that can be seen by an observer on the beach
117 include:
- 118 a. Low-pressure sodium (LPS, 18 watts, 35 watts).
 - 119 b. Amber or red LEDs producing light wavelengths not less than 560
120 nanometers).
 - 121 c. Any lamp/bulb authorized by the DNR.

- 122 d. True red neon.
- 123 e. Other lighting sources that produce light wavelengths not less than 560nm.
- 124 (6) Exterior lights used expressly for safety or security purposes shall be limited to
- 125 the minimum number and configuration required to achieve their functional roles
- 126 and must comply with conditions set forth in this section. Motion detector
- 127 switches, that keep lights off except when approached and that switch lights on
- 128 for the minimum duration necessary for security and safety, are desirable.
- 129 (7) Private balcony lights may only be low-mounted, not to exceed the height of the
- 130 railing around the balcony, fully-shielded from view from the beach, and produce
- 131 light that does not directly or indirectly illuminate any surfaces, other than the
- 132 associated balcony, that can be seen by an observer on the beach. Private
- 133 balcony lights must comply with the conditions set forth in this section.
- 134 (8) Lamps, bulbs, tubes, or diodes used to illuminate parking areas and roadways
- 135 must comply with conditions set forth in this section when producing light that can
- 136 be seen by an observer on the beach.
- 137 (9) Parking area and roadways, including any paved or unpaved areas upon which
- 138 motorized vehicles will park or operate, shall be designed and located to
- 139 minimize vehicular headlights from directly or indirectly illuminating the beach.
- 140 (10) Vehicular lighting, parking area lighting, and roadway lighting shall be shielded
- 141 from the beach through the use of ground-level barriers. Ground-level barriers
- 142 must not interfere with marine turtle nesting or hatchling emergence.
- 143 (11) Swimming pool and pool deck lights shall be turned off when the pool is closed
- 144 unless required for safety and security. Swimming pool deck lights must comply
- 145 with conditions set forth in this section. Underwater swimming pool lights shall be
- 146 designed and installed so as to avoid illuminating any buildings, trees, or other
- 147 objects that can be seen by an observer on the beach. If avoidance of such
- 148 illumination is not possible, then the wavelengths emitted by the underwater pool
- 149 lights shall not be less than 560nm. Swimming pool owners are encouraged to
- 150 seek a variance from the Glynn County Department of Public Health in order to
- 151 conform to these standards.

152 (12) Tinted glass shall be installed on all windows and glass doors of single or
153 multistory structures constructed within line-of-sight of the beach.

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

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

161
162 **Sec. 10-82. - Standards for permitted beachfront lighting on nonnesting beaches.**

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

168
169 **Sec. 10-83. - Prohibition of certain beach activities utilizing artificial lights and**
170 **lighting affecting sea turtles.**

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

174 (a) The operation of all motorized vehicles or motorized machines, except for those
175 vehicles that are necessary for authorized public safety, law enforcement, or
176 protected-wildlife related activities. Authorized vehicles operating on the beach
177 on a routine, non-emergency, basis must be equipped with forward facing lights,
178 sufficiently bright for safe operation, producing light wavelengths not less than
179 560nm.

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

181 (c) The use of lanterns, flashlights, or any other portable light source except those
182 producing light wavelengths not less than 560nm.

183 (d) The use of fireworks unless approved by the authority and properly permitted
184 under state and local law.

185

186 **Sec. 10-84. - Variances.**

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

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

194

195 **Sec. 10-85. - Noncompliance and enforcement.**

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

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

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

204

205



GEORGIA
DEPARTMENT OF NATURAL RESOURCES

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,



Rusty Garrison

Public Session 3:12 - Online Submissions

Date	Name-First	Name-Last	Feedback
2020-04-03 14:40:59	Dave Curtis &	Vance Hughes	<p>Lengthier comments have been shared with the Jekyll Island Authority in paper form, and via email, on April 3, 2020. Those complete comments have been summarized here.</p> <p>April 3, 2020</p> <p>Mr. C. Jones Hooks Executive Director Jekyll Island State Park Authority 100 James Road Jekyll Island, GA 31527</p> <p>Dear Mr. Hooks,</p> <p>Thank you for the opportunity to review and provide public comment of the Draft Turtle Lighting Ordinance ("Draft Ordinance").</p> <p>We agree that it is critically important to protect sea turtles on nesting beaches and to avoid degradation in sea turtle nesting habitats. Sea turtles are one of the most precious treasures of the golden isles. Being endangered, it is vital that all of us do our part to protect them and help them thrive. We are committed to continuing to be responsible members of the community.</p> <p>After a review of the Draft Ordinance, we have provided suggested revisions and accompanying commentary, which we believe would clarify and enhance the document. As currently written, the Draft Ordinance is nearly impossible to comply with. Our suggestions are designed to improve compliance, while also achieving our mutually-shared goal of protecting sea turtles.</p> <p>We thank you for your continued focus on protecting our sea turtles, and for the opportunity to review and comment.</p> <p>Sincerely,</p> <p>David W. Curtis & Vance Hughes</p> <p>On behalf of: Jekyll Ocean Front Hotel LLC JIDB Oceanfront Hotel LLC</p> <p>**Below are proposed changes, along with a description of those changes.**</p> <p>Sec. 10-78 – Definitions</p> <p>Lines 16-20, Proposed Verbiage:</p> <p>Directly Illuminated means an area illuminated by the point source of light emitted by the glowing elements, lamps, globes or reflectors of an artificial light source, which is directly visible to an observer on the beach.</p> <p>Lines 16-20, Commentary:</p> <p>The suggested change narrows the area directly illuminated to the specific area where the point source itself is directly visible, as is intended. This provides clarity, in order to differentiate between "direct" and "indirect" illumination. As currently written, "area illuminated as a result of glowing elements, lamps, globes or reflectors" implies all illumination.</p> <p>Lines 34-36, Proposed Verbiage:</p> <p>Indirectly illuminated means an area illuminated as a result of the glowing elements, lamps, globes or reflectors of an artificial light source, where the glowing element of the source is not directly visible to an observer on the beach.</p> <p>Lines 34-36, Commentary:</p> <p>The distinction between direct and indirect illumination is reinforced by insertion of "where the glowing element of the source is not directly visible."</p> <p>Sec. 10-80 – Prohibition of beachfront artificial lighting</p> <p>Lines 79-84, Proposed Verbiage:</p> <p>It shall be unlawful for a person to allow artificial light to directly, indirectly, or cumulatively illuminate the nesting beaches of Jekyll Island, including frontal dunes, during nighttime throughout the sea turtle nesting season, unless such lighting complies with one or more of the applicable standards set forth in sections 10-81 and 10-82.</p> <p>Lines 79-84, Commentary:</p> <p>The suggested insertion of "one or more of the applicable" standards is intended to confirm that persons are required to comply with the standards that are applicable to the light sources for which they are responsible.</p> <p>Sec. 10-81 – Standards for Permitted beachfront artificial lighting on nesting beaches</p> <p>Lines 87-179, Proposed Verbiage:</p> <p>Beachfront artificial lighting is permitted on nesting beaches during the sea turtle nesting season at nighttime under the following conditions:</p> <p>(Note: Item 1 is stricken. Item 2 becomes Item 1, and so on down the line.)</p> <p>(1) One or more measures are used to eliminate where practicable, or otherwise to minimize direct, indirect and cumulative beach illumination resulting from the interior light emanating from doors and windows that can be seen by an observer on the beach including the following: a. Position lamps and other moveable light fixtures away from windows; b. Use window treatments to shield interior lights from the beach, and, provide educational information and notices during the nesting season, that encourage occupants to draw operable coverings each night; and to turn off unnecessary lights when curtains are open; c. Use light fixtures where practicable that are designed and oriented to prevent, or otherwise minimize direct illumination of the beach by the point source of light, such as the bulb, fluorescent tube, or diode, or any mirrored reflective surface of the fixture.</p> <p>(2) Exterior artificial light fixtures that can be seen by an observer on the beach shall be designed and oriented such that: a. The point source of light, 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. Fixtures are completely shielded by an opaque material blocking direct view of bulbs or diodes from the beach; c. Fixtures project light in a downward direction only</p> <p>(3) Exterior artificial light fixtures which are prohibited from producing light that can be seen by an observer on the beach, except for indirect or cumulative illumination that complies with conditions set forth in this subsection and subsection (4) of this section, include the following: a. Lighting that is decorative in purpose and intent; b. Any light fixture that projects light in an upward direction; c. Any light fixture that directly illuminates vegetation, buildings, trees, or other objects, which direct illumination can be seen by an observer on the beach; d. Dune crossover lights unless approved by the authority as necessary for safety or way finding; e. Tree mounted lights placed higher than fifteen (15) feet above the ground surface.</p> <p>(4) (Note: No Change) (5) (Note: No Change)</p> <p>(6) Private balcony lights that can be seen by an observer on the beach may only be low-mounted, not to exceed the height of the railing around the balcony, with point source glowing elements that are fully-shielded from view from the beach, and produce light that does not directly or indirectly illuminate any surfaces, other than the associated balcony. Private balcony lights must comply with conditions set forth in subsection (4) of this section.</p> <p>(7) No Change (8) No Change (9) No Change (10) No Change (11) No Change (12) No Change (13) No Change</p> <p>Lines 87-179, Commentary:</p> <p>These suggested changes to the enumerated conditions are intended to continue and improve efforts to protect nesting beaches from degradation and adverse effects of artificial lighting. First, condition (1) should be deleted as it mirrors the prohibition of all lighting on the beach in the previous section and does not provide any practicable measures that would allow some level of continued beachfront lighting. Compliance with this condition as drafted requires elimination of all illumination. It is unlikely that total prohibition was intended by the drafters as they provided 13 additional conditions for management of illumination. Moreover, elimination of virtually all lighting is not necessary as many years of scientific data collected by the Georgia Sea Turtle Center confirm that Jekyll Nesting Beaches largely achieve the Purpose and Intent of the Lighting Ordinance.</p> <p>Assuming that condition (1) will be deleted, the remaining conditions are renumbered in the Redline. For newly numbered condition (1) the suggested changes include that the measures "are used to eliminate where practicable, or otherwise to minimize direct, indirect and cumulative beach illumination resulting from interior light emanating from doors and windows..." This wording is somewhat more affirmative and recognizes that where elimination of light is not practicable, efforts to minimize illumination are expected. Changes suggested to measures dealing with positioning of lights, window treatments and education on closing of curtains are self-explanatory. A measure for eliminating beach illumination from interior lights where practicable, or to otherwise minimize light reaching the beach is suggested.</p> <p>Suggested changes to new condition number (3) offers exceptions to the prohibition of certain exterior lights that are self-explanatory, including a reminder that exterior lights must comply with the turtle safe requirements in condition (4). Paragraph (c) should not prohibit all reflected indirect light that complies with subsection (4).</p> <p>Sec. 10-85 – Noncompliance and enforcement</p> <p>Lines 218-228, Proposed Verbiage:</p> <p>(b) Each violation of any provision of this Article that occurs after receipt of written notice of violation and an opportunity to discuss and correct the violation may subject the person committing the violation to a fine up to \$500 plus costs, unless the person is substantially in compliance with an approved lighting plan and one or more of the applicable standards set forth in this Article. Each day that any such violation continues after receipt of a notice of violation and opportunity to discuss corrective action shall constitute a separate and distinct offense.</p> <p>Lines 218-228, Commentary:</p> <p>Suggested changes are intended to provide opportunities for collaboration to solve the problem, before punitive measures are taken. This provision appears to grant unusually broad discretionary authority to a judge to impose any and all penalties, and should be deleted or clarified so as not to imply the judge may exceed the \$500 penalty amount set in the ordinance. Finally, the provision that forbids JIA from issuing permits for improvements or expansions while alleged violations are unresolved should be deleted.</p>

2020-03-09 19:12:45	Edward	Weintraut	<p>I will not be able to attend this meeting, but I have a few questions and a revision of section 10-85 that I would like to see addressed. I'd like the ordinance to have more overt consequences for any violations:</p> <ol style="list-style-type: none"> 1) Does this ordinance affect light fixtures that currently exist, or does it only pertain to fixtures that are about to be installed? 2) Are property owners responsible for the poor behavior of renters or guests? If so, would this place hotels or villas at a distinct disadvantage? 3) To whom are documentable violations of the ordinance to be addressed? Is there a form that needs to be filled out? How much time is allowed to elapse before a complaint is addressed and resolved? 4) Will violators and/or violations of the ordinance be publicly identified, perhaps as a regular point of interest for JIA meetings? <p>Proposed Revised Wording of Section 10-85, and Questions:</p> <p>THE FIRST violation of any provision of this Article shall subject the person or organization committing the violation to a fine up to \$500 plus costs and any or all penalties to be imposed at the discretion of the judge (Who is the judge? A JIA member?). WITH EACH SUBSEQUENT VIOLATION OF THIS ARTICLE THE AMOUNT OF THE FINE SHALL BE DOUBLED (i.e. SECOND OFFENSE, \$1000; THIRD OFFENSE, \$2000; FOURTH OFFENSE, \$4000; etc). Each day of any such violation shall constitute a separate and distinct offense (What does this last sentence mean?)</p>
2020-03-05 18:21:55	Philip	Khoury	<p>Is it possible to install a shield on the street lamp on Stewart Lane so the light doesn't go out to the dunes? In the current orientation, the light makes viewing of the night sky nearly impossible. Thank you, Phil Khoury</p>
2020-03-05 14:09:54	Mr. and Mrs. R.D.	Lang	<p>March 5, 2020</p> <p>Jones Hooks, Executive Director Ben Carswell, Conservation Director Bob Kreuger, Chairman of Conservation Committee</p> <p>RE: BEACH LIGHTING ORDINANCE REVISIONS</p> <p>Dear Gentlemen,</p> <p>What are you trying to hide or was it in error that the "new draft of revisions" to the ordinance that was put on the JIA website for public comment FAILED TO SHOW THE ORIGINAL ORDINANCE WITH THE REVISIONS (TEXT DELETED AND THE NEW LANGUAGE BEING ADDED)???</p> <p>We are unable to see what has been changed.</p> <p>Kindly post on the JIA website the current ordinance the "CHANGES BEING PROPOSED".</p> <p>Is this too much to ask????</p> <p>I quote Ben Carswell, JIA Director of Conservation "Opportunities abound on Jekyll to establish and promote ecosystem values that better support the creatures that call our island home – those animals that share the landscape with us, and whose forbears shared it with Jekyll Island Club members and with Native Americans." Posted on April 30, 2019.</p> <p>Sincerely, Mr. and Mrs. R.D. Lang</p>
2020-03-03 15:46:29	Pratibha	Dabholkar	<p>Please do not change any part of the Beach Lighting Ordinance. It is written as it is in order to protect nesting sea-turtles. Do not defeat the purpose of good ordinances!</p>

Beach Lighting Ordinance Public Meeting

March 12, 2020

McCormick's Grill, Jekyll Island

Below is a summary of the conversation points during the public commentary portion of the Beach Lighting Ordinance public meeting. This summary is not a comprehensive "word-for-word" transcription and should not be deemed as such.

Public Commentary

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

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

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

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

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

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

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

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

Ben Carswell: *The Georgia Sea Turtle Center is on patrol all night and they alert me when they see something and I follow up the next day. There's not much out there that they will not see, but the wildlife line can also be used to report violations.*

Bonnie Newell: One of the ideas developed by Jekyll Goes Green: In every lobby of every hotel we could have a flat screen to show story of loggerhead to educate guests as they are checking in. This could also introduce the lighting ordinance so people are aware of it.

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

Melissa Cruthirds: Yes.

Steve Newell: You've done a good job.

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

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

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

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

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

Vance Hughes: The ordinance does not explicitly state that enforcer has discretion.

Melissa Cruthirds: *The enforcer always has discretion. For example, a police officer can give a warning instead of a speeding ticket.*

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

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

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

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

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

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

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

Ben Carswell: Yes.

Bonnie Newell: Has The Westin ever been fined?

Ben Carswell: No.

Vance Hughes: The year after we delivered LEDs that were turtle compliant.

Mark Dodd: *Westin exteriors are basically perfect. The problem is the interior. They are working to resolve, but it is not an easy fix. With a four-story hotel on a beach you are going to have problems.*

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

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

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

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

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

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



APRIL 15, 2020

MEMORANDUM

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

BACKGROUND

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

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

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

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

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

POSSIBLE BOARD ACTIONS

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

EXECUTIVE DIRECTOR'S RECOMMENDATION

Decline the Authority's right to purchase the Marina.

April 13, 2020

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

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

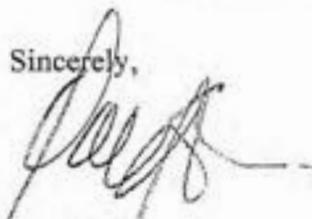
Dear Mr. Hooks,

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

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

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

Sincerely,



David Blue
President, Jekyll Island Marina, Inc.

Cc: Melissa Cruthirds, General Counsel (via e-mail)

Resume of Zachary Gilbert

(Cliff notes version)

1994-1998 Mac's Landing Marina: Guntersville, AL

Duties: Dockhand, Forklift Operator, Marina Manager

Began as a dockhand, age 14. Operating forklift in 1995-98, Began assistant management role in 1997 until business sold in 1998.

1998-2000 Covenant Cove Marina: Guntersville, AL

Duties: Forklift Operator, General Manager

Covenant Cove Marina,(formerly Mac's Landing Marina): Was hired on as General Manager by purchaser: Duties included management of all operations, forklift operator, customer billing, contracting new customers, dealing with customers on all relations of business. Began working in service to assist that department.

Increasing services offered to customers, such as washes/waxes, boat lifts(in wet slips), and general maintenance of property.

2000-2002 Bay Hill Marina: Athens, AL

Duties: Forklift Operator, Marina Manager, Service Technician

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

2002-2004 M/Y High Tide II (124' Christensen Motor Yacht)

Duties: Bosun, Engineer, 2nd Mate

M/Y High Tide II, based out of Guntersville, AL during summer/Ft. Lauderdale, FL and Caribbean during winter.

Duties included Yacht Maintenance, Cleaning, Repair, Operation, Provisioning for Guests and Crew, Navigation Systems, Scheduling of Major Haul outs in conjunction with Captain.

2004-Present Marina One: Deerfield Beach, FL

Duties: Forklift Operator, Sales Rep, Service Tech, General Management, Store Management, B2B Liaison, Division Manager, Ownership Role

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

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

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

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

Outside References Are Available, here are three:

Bill Pegg: North America District Sales Manager, Chaparral Boats Nashville, GA (Traded as MPX on DOW)

Joe Pegg: Eastern US. Sales Manager, Robalo Boats Nashville, GA (Traded as MPX on DOW)

Matt Sermarini: Vice President Sales RIVA Motorsports Pompano Beach, FL (#1 Worldwide Sales for Yamaha Watercraft)



COVID-19 Update and Response



COVID-19 Update and Response

Traffic Counts



Traffic Counts

March

Paying Guests Traffic 2019 vs 2020

March	2019	2020	Difference	Percentage
1	1,214	1,312	98	8%
2	1,676	935	741	-44%
3	1,043	853	190	-18%
4	872	684	188	-22%
5	744	926	182	20%
6	914	1,580	666	42%
7	1,242	1,991	749	38%
8	1,875	1,182	693	-37%
9	3,744	978	2,766	-74%
10	5,163	1,045	4,118	-80%
11	1,068	1,282	214	17%
12	1,134	1,056	78	-7%
13	1,123	1,673	550	33%
14	1,403	2,342	939	40%
15	1,744	1,839	95	5%
16	2,355	846	1,509	-64%
17	1,260	713	547	-43%
18	1,143	799	344	-30%
19	1,090	863	227	-21%
20	1,176	945	231	-20%
21	1,352	626	726	-54%
22	2,170	314	1,856	-86%
23	2,632	208	2,424	-92%
24	2,702	240	2,462	-91%
25	1,376	234	1,142	-83%
26	1,127	224	903	-80%
27	1,098	239	859	-78%
28	1,001	376	625	-62%
29	1,985	341	1,644	-83%
30	2,518	205	2,313	-92%
31	1,738	161	1,577	-91%

Annual Pass Traffic 2019 vs 2020

March	2019	2020	Difference	Percentage
1	1,870	1,488	382	-20%
2	1,697	1,862	165	9%
3	1,301	1,915	614	32%
4	1,725	1,754	29	2%
5	1,746	1,777	31	2%
6	1,744	1,985	241	12%
7	1,890	1,825	65	-3%
8	2,125	1,441	684	-32%
9	2,166	1,916	250	-12%
10	1,593	1,920	327	17%
11	1,864	2,244	380	17%
12	1,895	2,024	129	6%
13	1,914	2,182	268	12%
14	2,010	1,985	25	-1%
15	2,110	1,680	430	-20%
16	1,732	1,724	8	0%
17	1,146	1,687	541	32%
18	1,826	1,792	34	-2%
19	1,828	1,858	30	2%
20	1,874	1,866	8	0%
21	1,995	1,107	888	-45%
22	2,146	797	1,349	-63%
23	1,902	1,190	712	-37%
24	1,567	1,198	369	-24%
25	1,916	1,183	733	-38%
26	2,007	1,142	865	-43%
27	1,881	1,090	791	-42%
28	1,931	822	1,109	-57%
29	2,095	710	1,385	-66%
30	1,854	1,098	756	-41%
31	1,515	1,017	498	-33%

March Traffic 2019 vs 2020

March	2019	2020	Difference	Percentage
1	3,084	2,800	284	-9%
2	3,373	2,797	576	-17%
3	2,344	2,768	424	15%
4	2,597	2,438	159	-6%
5	2,490	2,703	213	8%
6	2,658	3,565	907	25%
7	3,132	3,816	684	18%
8	4,000	2,623	1,377	-34%
9	5,910	2,894	3,016	-51%
10	6,756	2,965	3,791	-56%
11	2,932	3,526	594	17%
12	3,029	3,080	51	2%
13	3,037	3,855	818	21%
14	3,413	4,327	914	21%
15	3,854	3,519	335	-9%
16	4,087	2,570	1,517	-37%
17	2,406	2,400	6	0%
18	2,969	2,591	378	-13%
19	2,918	2,721	197	-7%
20	3,050	2,811	239	-8%
21	3,347	1,733	1,614	-48%
22	4,316	1,111	3,205	-74%
23	4,534	1,398	3,136	-69%
24	4,269	1,438	2,831	-66%
25	3,292	1,417	1,875	-57%
26	3,134	1,366	1,768	-56%
27	2,979	1,329	1,650	-55%
28	2,932	1,198	1,734	-59%
29	4,080	1,051	3,029	-74%
30	4,372	1,303	3,069	-70%
31	3,253	1,178	2,075	-64%

TOTAL	51,682	27,012	24,670	-48%
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TOTAL	56,865	48,279	8,586	-15%
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TOTAL	108,547	75,291	33,256	-31%
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Traffic Counts

April

Paying Guests Traffic 2019 vs 2020

April	2019	2020	Difference	Percentage
1	1,496	181	1,315	-88%
2	1,536	217	1,319	-86%
3	2,219	172	2,047	-92%
4	2,648	286	2,362	-89%
5	2,236	279	1,957	-88%
6	3,253	304	2,949	-91%
7	2,050	283	1,767	-86%
8	1,273	271	1,002	-79%
9	1,021	314	707	-69%
10	1,275	391	884	-69%
11	1,554	683	871	-56%
12	2,213	264	1,949	-88%

TOTAL	22,774	3,645	19,129	-84%
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Annual Pass Traffic 2019 vs 2020

April	2019	2020	Difference	Percentage
1	1,522	1,032	490	-32%
2	1,629	1,151	478	-29%
3	1,909	964	945	-50%
4	2,017	776	1,241	-62%
5	1,871	535	1,336	-71%
6	1,565	1,002	563	-36%
7	1,318	977	341	-26%
8	1,812	919	893	-49%
9	1,706	1,046	660	-39%
10	1,851	1,047	804	-43%
11	1,981	969	1,012	-51%
12	2,036	510	1,526	-75%

TOTAL	21,217	10,928	10,289	-48%
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April Traffic 2019 vs 2020

April	2019	2020	Difference	Percentage
1	3,018	1,213	1,805	-60%
2	3,165	1,368	1,797	-57%
3	4,128	1,136	2,992	-72%
4	4,665	1,062	3,603	-77%
5	4,107	814	3,293	-80%
6	4,818	1,306	3,512	-73%
7	3,368	1,260	2,108	-63%
8	3,085	1,190	1,895	-61%
9	2,727	1,360	1,367	-50%
10	3,126	1,438	1,688	-54%
11	3,535	1,652	1,883	-53%
12	4,249	774	3,475	-82%

TOTAL	43,991	14,573	29,418	-67%
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COVID-19 Update and Response

Financial Forecasting



Forecasted Impact Revenues and Expenses

Jekyll Island Authority

Forecasted Impact of COVID-19 on Revenues and Expenses

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

	Actual March	Estimated April	Estimated May	Total
Estimated reduction in Revenues	22%	77%	84%	
Estimated reduction in Expenses	14%	20%	29%	
Estimated Revenues	1,712,456.00	585,313.20	465,880.64	2,763,649.84
Estimated Expenses	2,000,201.00	1,681,916.00	1,508,872.12	5,190,989.12
Estimated Net Income (Loss)	(287,745.00)	(1,096,602.80)	(1,042,991.48)	(2,427,339.28)
Budgeted Net Income	(123,595.00)	442,445.00	786,582.00	1,105,432.00
Estimated Variance from Budget	(164,150.00)	(1,539,047.80)	(1,829,573.48)	(3,532,771.28)
Current Budget Cushion**	164,150.00	1,539,047.80	554,802.20	2,258,000.00
Impact to Budgeted Bottom Line <small>(Amount to be taken from JIA reserve funds)</small>	-	-	(1,274,771.28)	(1,274,771.28)

Approved FY2020 Budget:	March	April	May	Total
Revenues	2,205,322.00	2,544,840.00	2,911,754.00	7,661,916.00
Expenses	2,328,917.00	2,102,395.00	2,125,172.00	6,556,484.00
Net Income	(123,595.00)	442,445.00	786,582.00	1,105,432.00

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



Forecasted Impact Amenity Sales



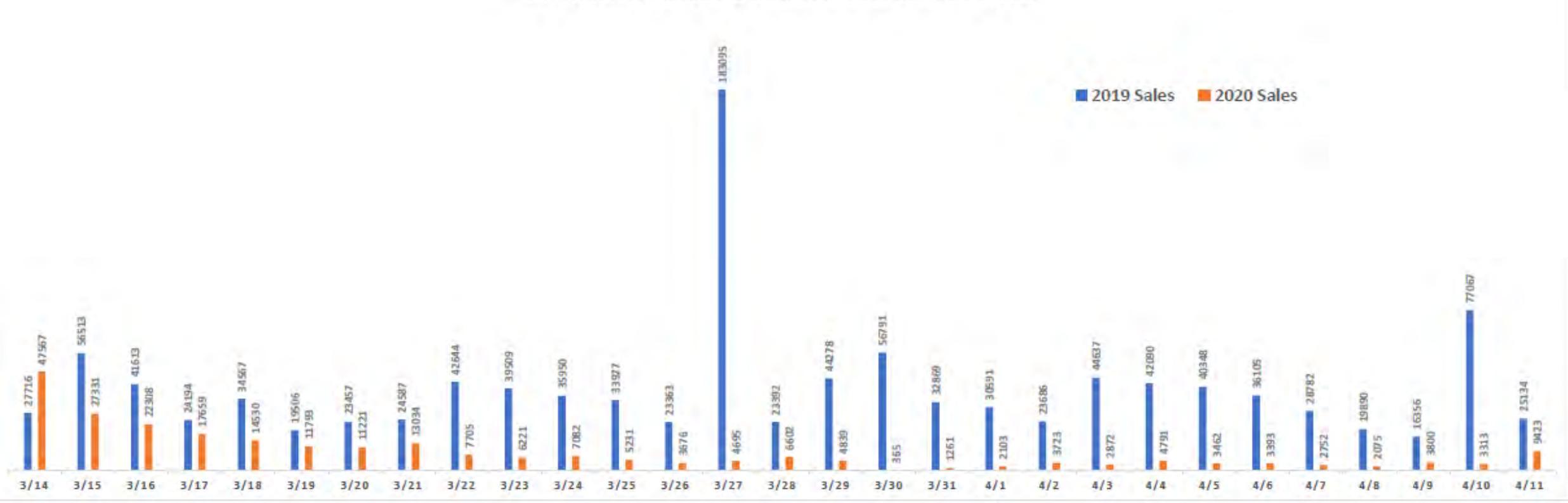
Amenity Sales are down 647,185 from last year for the past 29 period





Forecasted Impact Amenity and Convention Center Sales

JIA AMENITY SALES & CONVENTION CENTER SALES





COVID-19 Update and Response

Public Facing Aspects

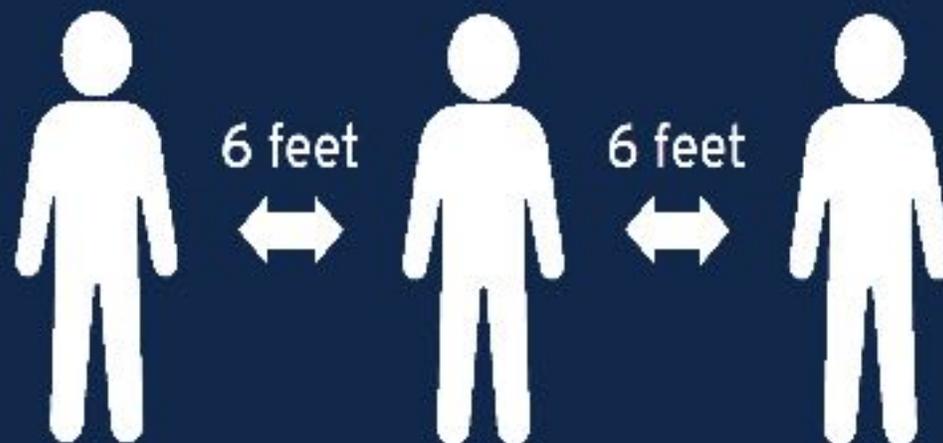


COVID-19 Public Facing Aspects



Social Distancing

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





COVID-19 Public Facing Aspects Ecolab





COVID-19 Update and Response

JIA Employees



JIA Employees

Staffing Summary by Week in Response to COVID-19

Week of 3/27/2020 to 4/2/2020

- 61 or 46% of part time employees received reduced or no hours of work.
- 27 or 20% of part time employees indicated they were unavailable for work
- 0 full time employees received reduced or no hours of work

Week of 4/3/2020 to 4/9/2020

- 91 or 68% of part time employees received reduced or no hours of work.
- 0 full time employees received reduced or no hours of work

Week of 4/10/2020 to 4/16/2020

- 96 or 72% of part time employees received reduced or no hours of work
- 9 or 5% of full time employees received reduced or no hours of work

Week of 4/17 to 4/23/2020

- 97 or 73% of part time employees received reduced or no hours of work
- 27 or 16% of full time employees received reduced or no hours of work

PLACEHOLDER

Consideration of Covid-19 Commercial Lease Relief Recommendations – Jones Hooks, Executive Director

This item will be emailed to Board Members as soon as it is available.

Jekyll Island Authority Golf Master Plan



Jekyll Island Facts

Rounds by Comparison	2014	2015	2016	2017	2018	2019
US Average per 18 (31,527) @ 63 Holes	110,344	110,344	110,344	110,344	110,344	110,344
Jekyll Island Total Rounds	69,482	66,923	64,528	62,068	62,517	64,964
Difference	-40,862	-43,421	-45,816	-48,276	-47,827	-45,380

- Membership rounds have increased and currently account for 1/3 of the total rounds over the last two years, averaging 21,500 rounds a year.
- In 2016, the National Golf Foundation (NGF) was retained to evaluate the operations and economic performance of the Jekyll Island Golf Club. A key finding was Jekyll Island Golf Club is operating below industry standards in both budget and available maintenance personnel per 18 holes.
- The NGF report consistently compares either keeping 63 holes or reducing to 45 holes. “Given this and the change in demand, the NGF sees a 45 hole golf facility as a much better option for JIGC.....”
- All data points to a 45 hole facility being optimal.
- The site analysis prepared by Vincent Design (2019) and NGF report (2017) both concur that Great Dunes, Oleander and Indian Mound have surpassed their life expectancy and are all in need of major upgrades.

Jekyll Island Facts

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

Jekyll Island Facts

Total Acres of the Jekyll Island Golf Courses

Oleander	Pine Lakes	Indian Mound	Great Dunes
179 acres	122 acres	120 acres	60 acres

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

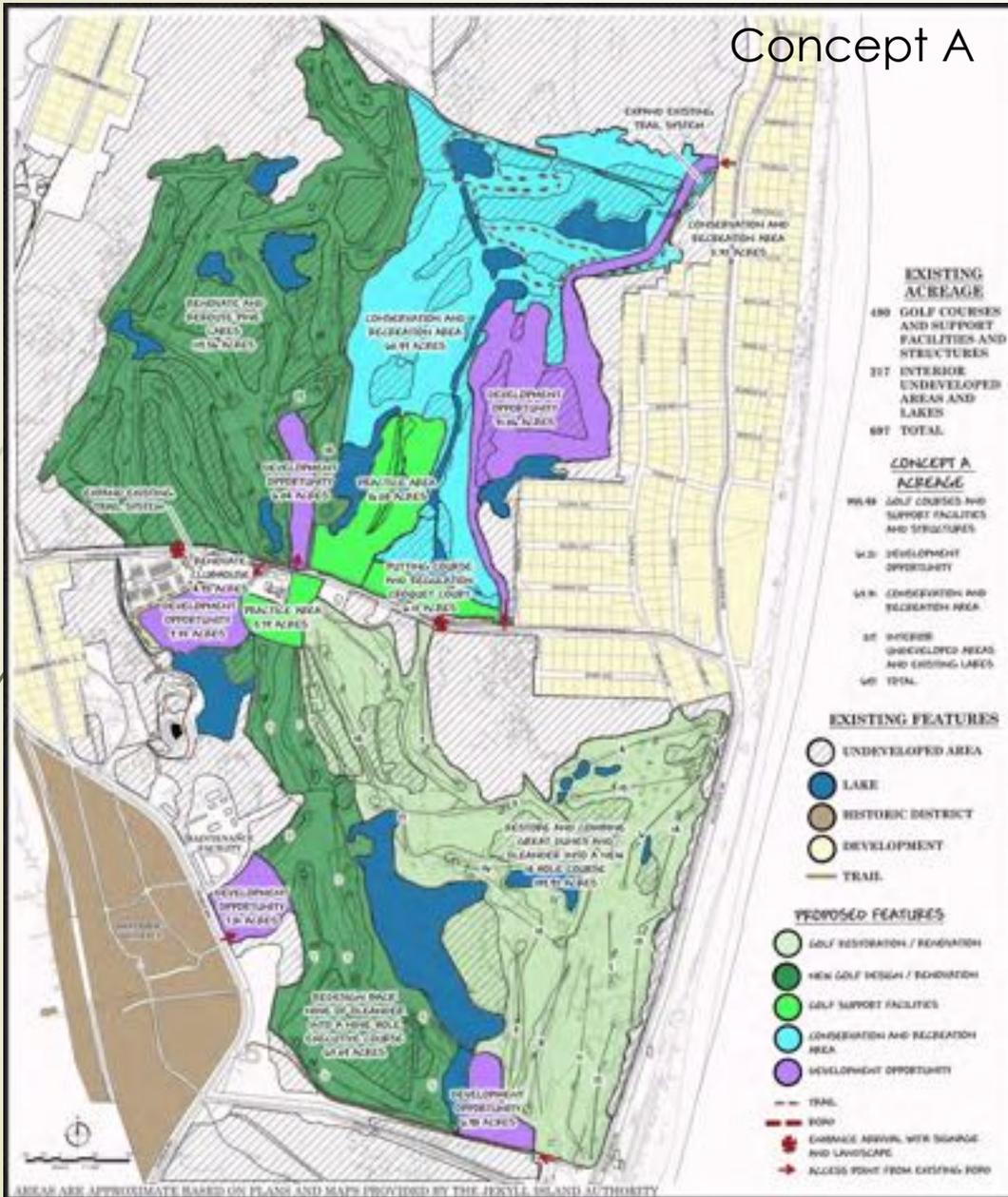
Jekyll Island Facts

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

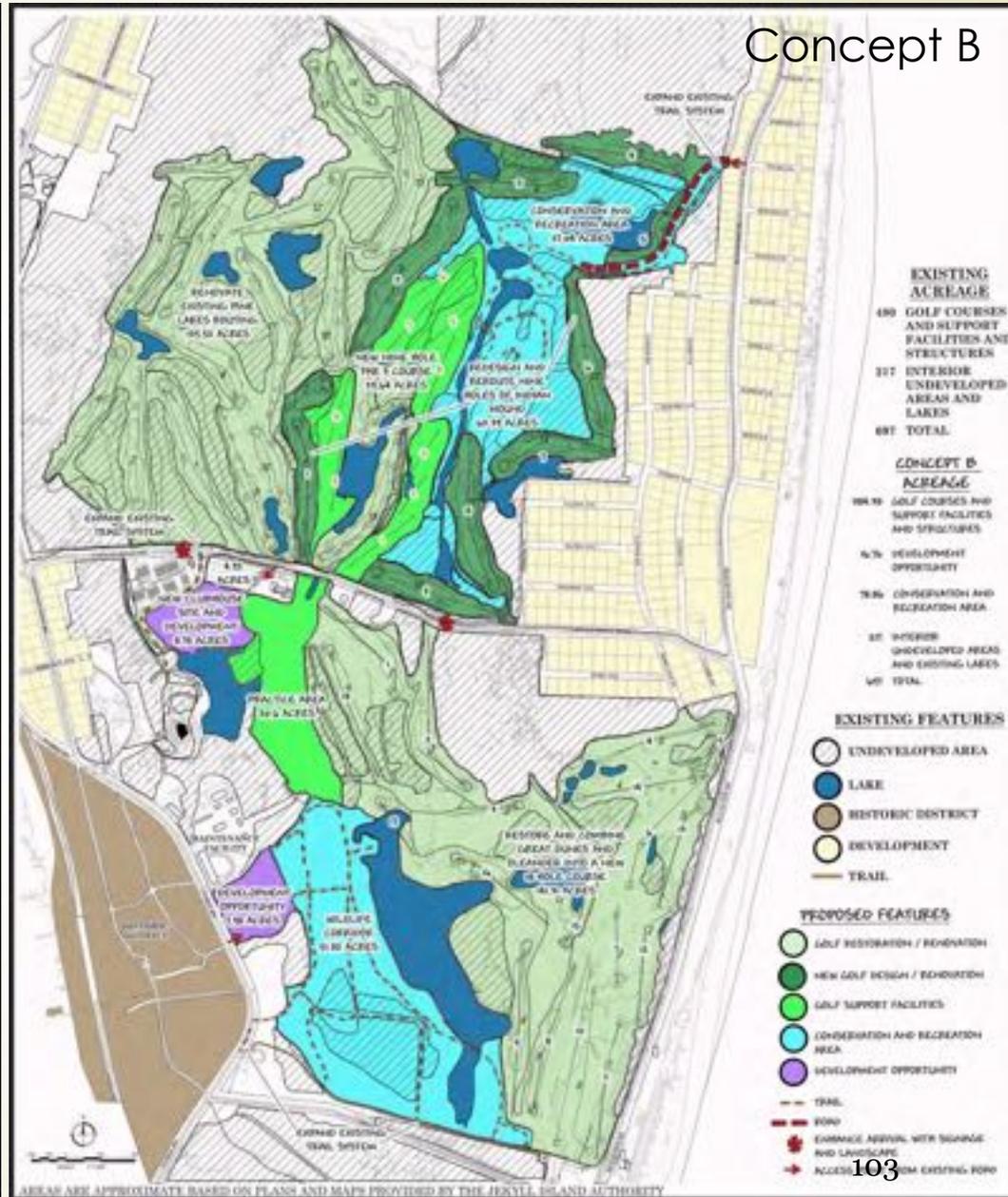
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Master Plan Concepts Review

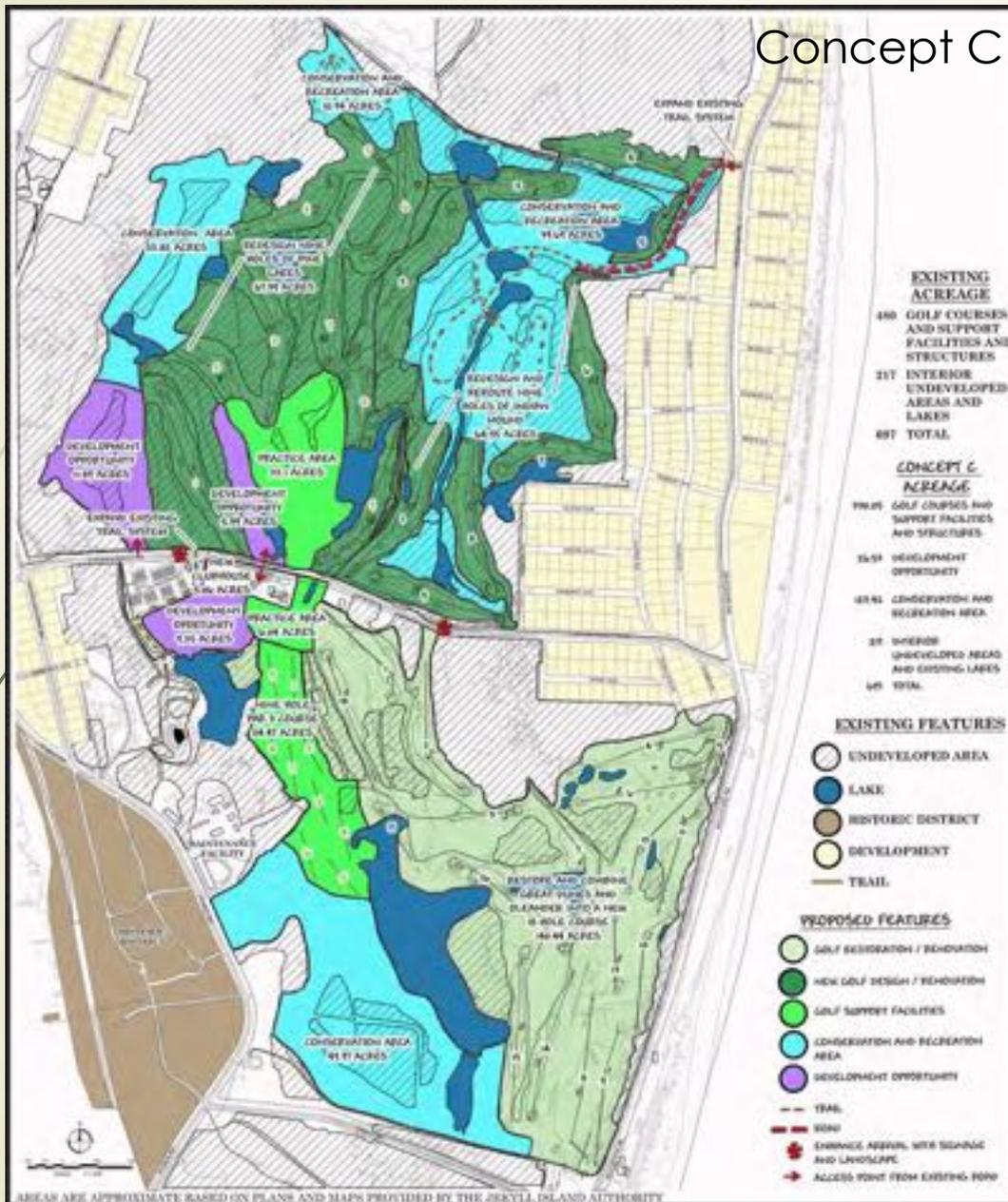
Concept A



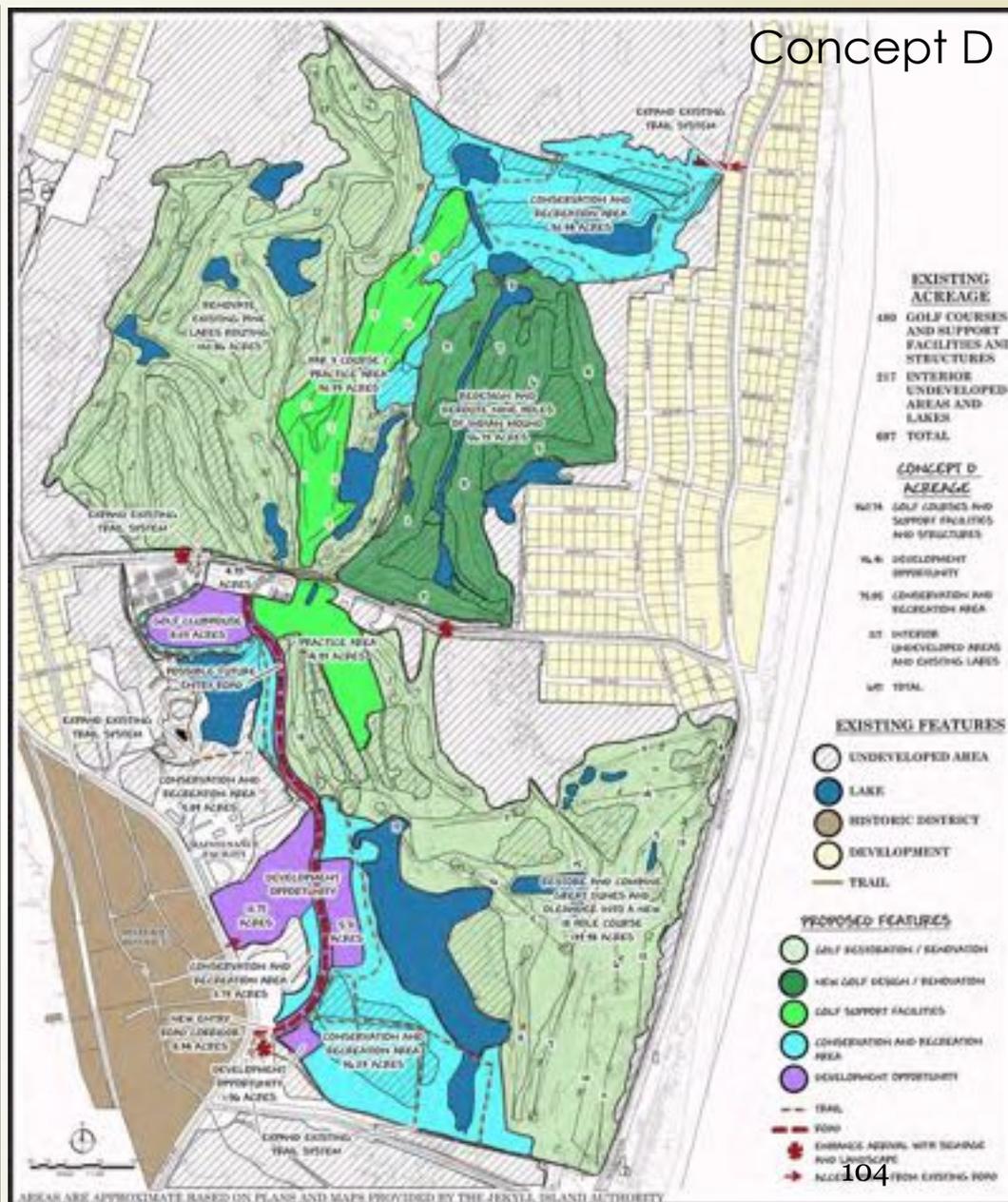
Concept B



Concept C



Concept D



Public Response Highlights

- **Keep golf affordable** – “if rates increased, we would lose play because Jekyll Island is cheaper than most surrounding courses”.
- **Make no changes** – “the courses are in good shape for the cost”, “ nothing should be changed on Jekyll Island... we do not need to destroy it for (rich) golfers and developers”.
- **Changes needed** – “ pick one and get started”, “the new concepts look good”,
- **Create a higher quality golf development** – “ I want the island to be known for golf”, “make Jekyll Island a golf destination”
- **Market the golf courses** – “ there is not enough marketing of the golf course”
- **Limited or no development** – “I am totally opposed to further development on Jekyll Island”, “ I like the the idea of some of the land being used for conservation and wildlife but none of the land should be used for development of homes or businesses”.
- **Additional recreational opportunities** – “We should include two full sized croquet lawns”, “on Jekyll, croquet has grown from about 20 participants to 40 in the past 18 months”. “Pickleball has become a fast growing sport...”
- **Secure State funding for the project**
- **Explore opportunity to relocate Fire Station-** “...utilizing some of the acreage on Oleander Course for Public Safety Complex...”

National Golf Foundation and Jekyll Island Authority Priorities

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

National Golf Foundation and Jekyll Island Authority Priorities

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



JEKYLL ISLAND GOLF MASTER PLAN

Project Opportunities

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

Project Opportunities

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

Master Plan Acreage Comparison Concepts vs. Recommended Plan

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

* Total Holes includes Executive or Par 3 Holes

Golf Courses

54 Total holes of golf

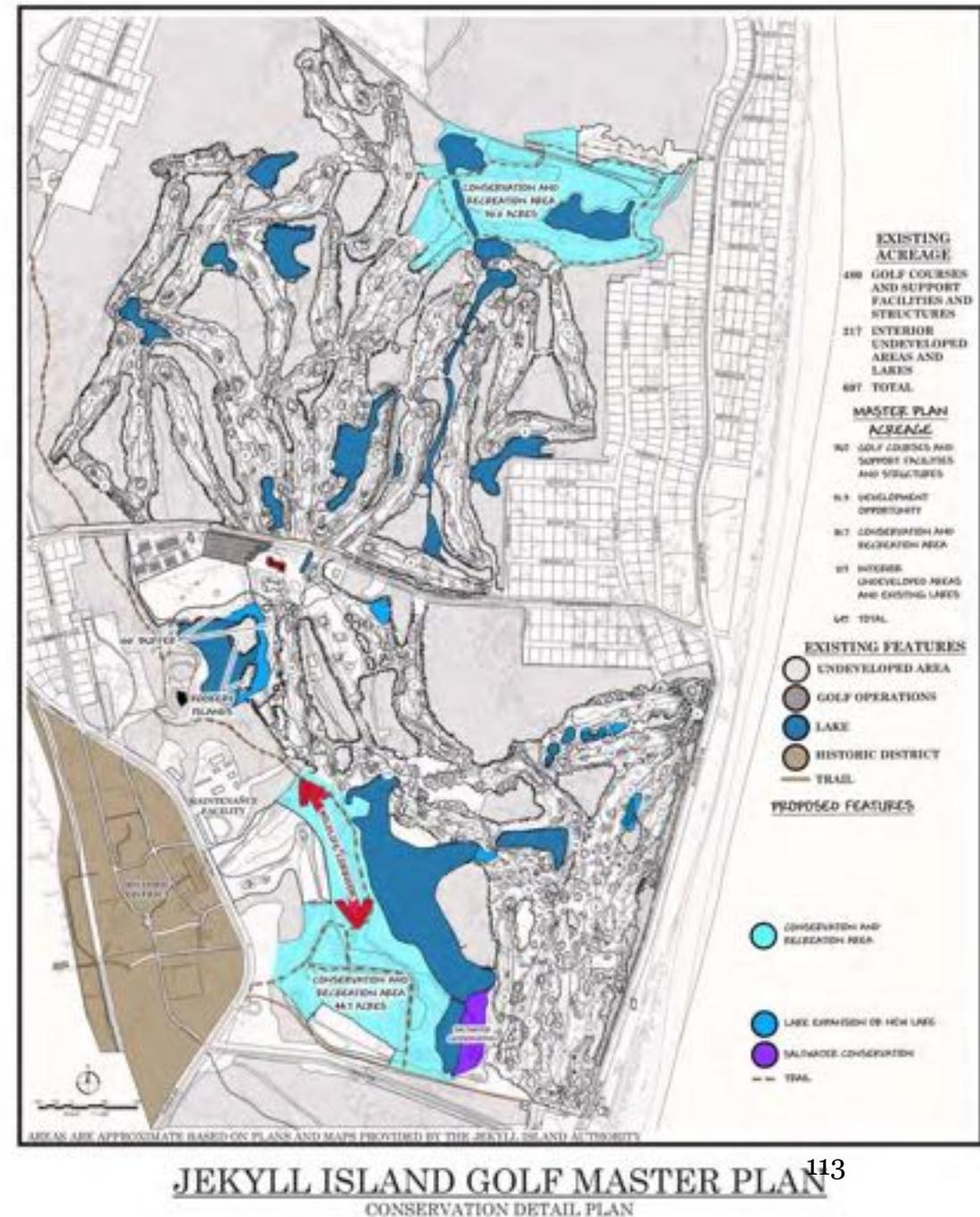
- Two 18 hole full sized golf courses (Pine Lakes and Great Dunes)
- One 9 hole regulation golf course (Indian Mound back 9 To Be Determined)
- One 9 hole par 3 course
- New practice area that includes larger tee area, chipping area, putting course and golf instruction center



Conservation Areas

Conservation area is increased by 81.7 acres by eliminating portions of the golf development. The new areas will allow for a number of possibilities such as the following:

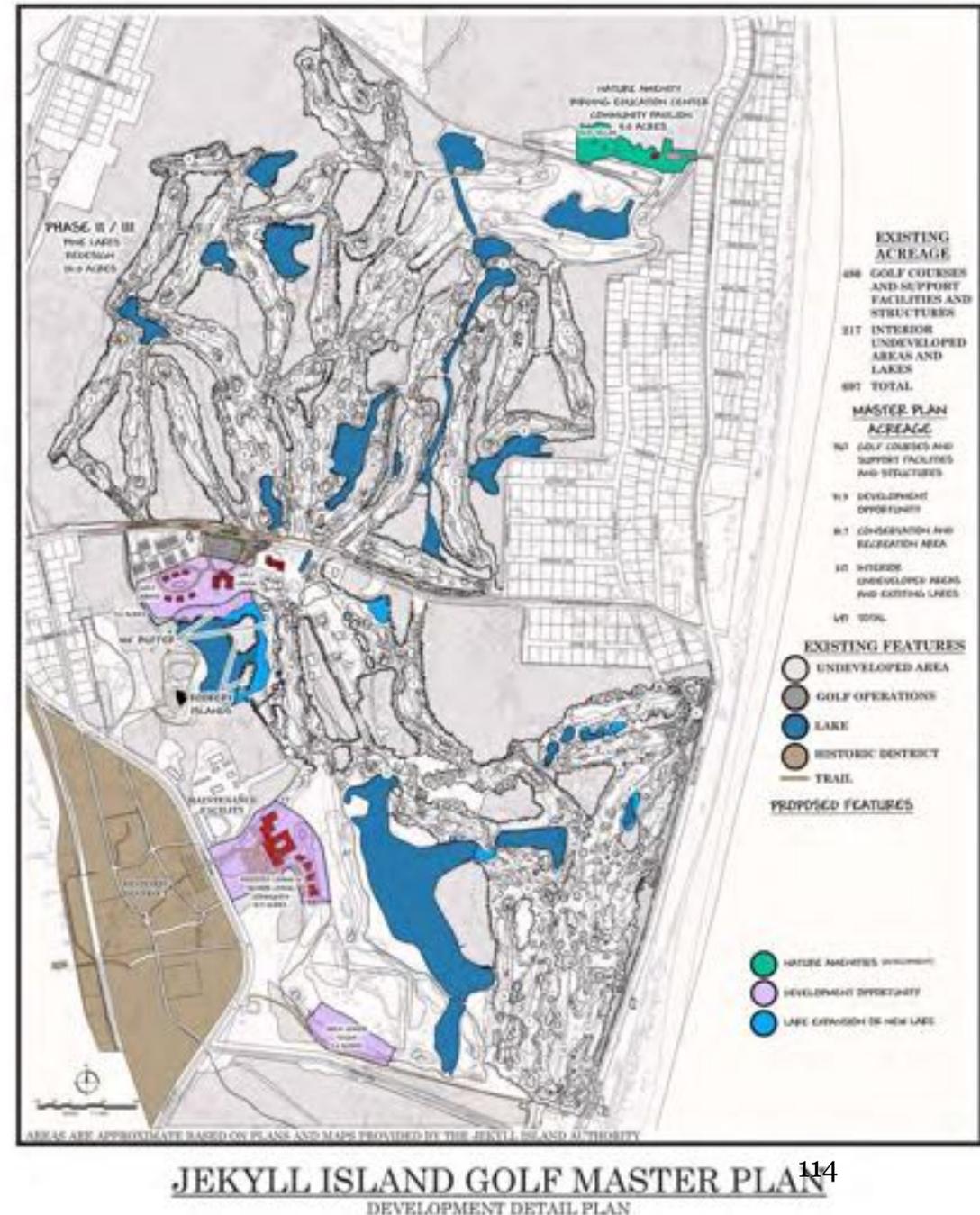
- ▶ Enhance linkages to the maritime forests north of Captain Wylly Road and south of Shell road by creating a north-south wildlife corridor
- ▶ Restore freshwater wetlands on north end of Indian Mound course
- ▶ Opportunity created for salt marsh expansion to accommodate sea level rise
- ▶ Provide a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



Development Areas

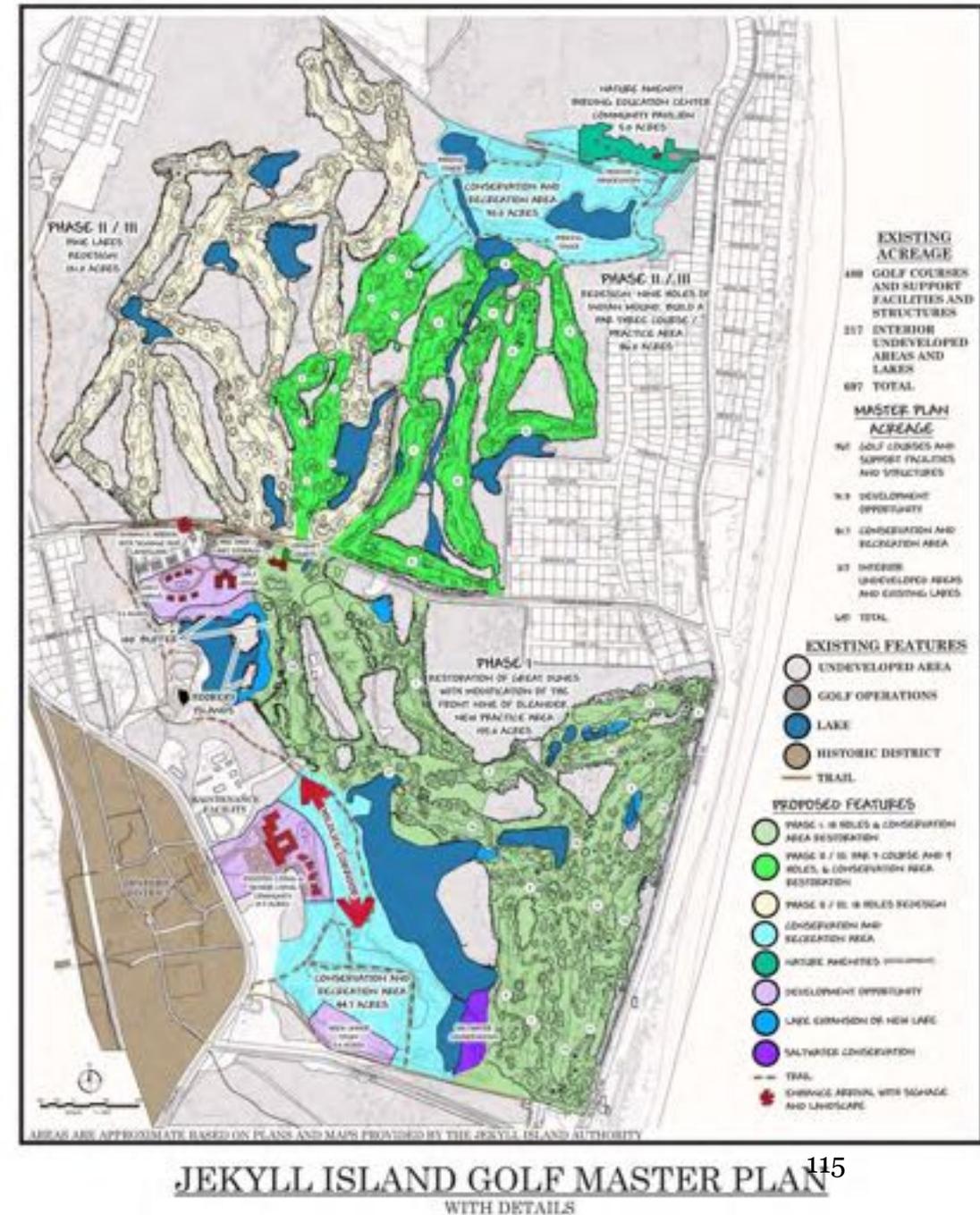
Five development areas that total 31.3 acres are all located within the “developable area” of the 65/35 plan

- ▶ Located along Stable Road and adjacent to the historic district, the largest tract is 12.3 acres, this would be the ideal site for a proposed low density (40-50 room) assisted and Independent living facility
- ▶ The current practice area is the site of the second tract. This 9 acre parcel could accommodate a proposed low-density boutique style (50 rooms) Golf Lodge villas for golfers, tennis and other tournament groups
- ▶ A 100' buffer would be incorporated along the rookery to further protect and enhance the area
- ▶ A small 5 acre area located along the north side of the current Indian Mound course could include a community pavilion and nature- oriented amenity
- ▶ A 5 acre parcel located along Shell Road is designed for low-density retail, which may include a nature-oriented shop or outlet



Master Plan Advantage

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



Golf Course Phasing

PHASE I

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

PHASE II and PHASE III

These Phases will be determined based on timing and results of Phase I

- Open new Great Dunes Course
- Re-design nine holes of Indian Mound course and construct nine hole par 3 course.
- Pine Lakes, New Great Dunes Course and New Practice Area open
- 36 holes and new Practice Area open
- Open Indian Mound nine hole course, Open new nine hole Par 3 course
- Pine Lakes re-design
- Great Dunes, Indian Mound, Par 3 course and Practice Area open
- 27 holes, 9 hole par 3 and Practice Area open

Oleander and Great Dunes



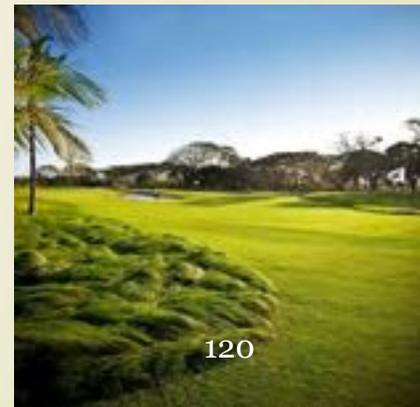


Indian Mound 9 Hole Course



New Par 3 Course

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



25

Pine Lakes





27

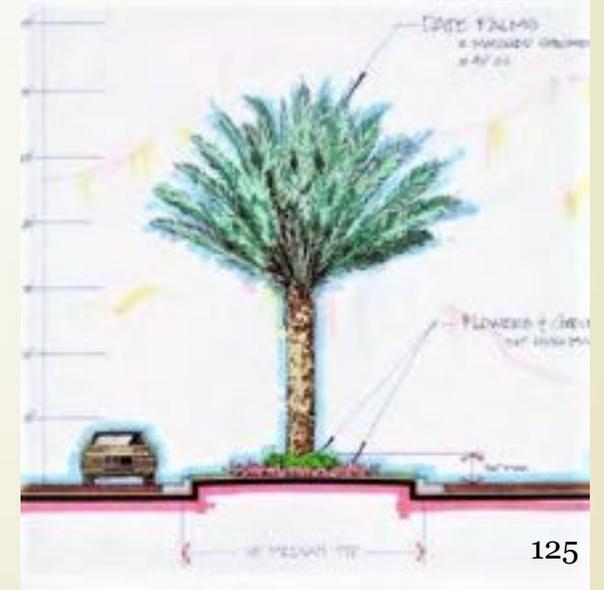
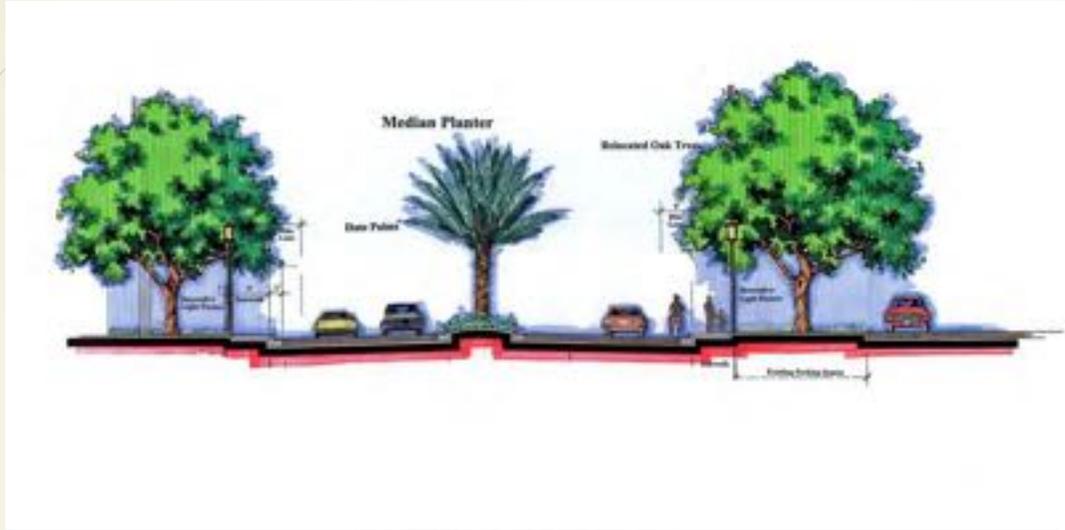
Program Element Examples

Repurposed Existing Clubhouse

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



Enhanced Entrance



Golf Lodge and Villa's

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



Assisted and Independent Living Facility

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



Public Green Space



Nature Amenities

5- acre area with numerous possible uses for enjoyment and education

- ▶ Community Pavilion
- ▶ Bird-Watching Stations
- ▶ Eco-Lodges
- ▶ Nature/Conservation Educational Center



Moving Forward

- ▶ **PLANNING** – Additional planning and design will be required at a more detailed level including archaeological evaluations
- ▶ **DETERMINE PHASING** – Map elements to be included in each phase of the project and evaluate what effect they will have on Jekyll Island
- ▶ **FUNDING** – Determine what options are available to fund the project and when they would become available
- ▶ **CONSERVATION PLANNING AND PRIORITIES** – Consider how to integrate conservation efforts and introduce new elements
- ▶ **EXPLORE PARTNERSHIPS** – If adopted, a number of elements will require Partners, RFP's issued to determine interest
- ▶ **DEFINE TIMEFRAME** – Timing of all the components, phases and their duration



VINCENT DESIGN



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The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, February 18, 2020 at the Jekyll Island Convention Center.

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

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

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

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

I. Historic Preservation/Conservation Committee

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

- Finally, a consultant will be working with JIA on the Conservation Plan update. There will be three phases of public engagement, and the goal will be to have the update complete by the end of the fiscal year.

There were no comments by the public or board.

II. Finance Committee

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

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

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

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

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

The motion was unanimously approved.

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

There was no public comment.

III. Human Resources Committee

A.) No Report

IV. Marketing Committee

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

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

I. Legislative Committee

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

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

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

VI. Committee of the Whole

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

Mr. Krueger moved to award RFP #358 – Jekyll Island Records Management Software and Hosting System project to Infolinx as recommended by staff. The motion was seconded by Mr. Gross. The motion was unanimously approved.

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

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

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

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

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

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

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

- E.) Jones Hooks, Executive Director, presented his report.
- The Projects Update highlighted projects under construction. Mr. Hooks stated he is developing a strategy for State of Georgia funding requests.
 - The island entrance new gate system is nearing completion. The new physical gates had already been installed with much faster arms.
 - More paving was planned for Jekyll Island. This final phase of paving would begin at the bike path off the Ben Fortson Parkway going to the three way stop. The paving would then turn on to Stable Road, going beyond the Fire Station, then turning off at Old Plantation. Finally, the paving would go from Old Plantation to Captain Wiley. This paving would be accomplished with funds from SPLOST. Also being paved would be the warehouse area using JIA funds previously appropriated.
 - The Golden Ray salvage was still under way. JIA staff had been briefed. It was reported that progress may be stalled as a legal challenge had been lodged. A Nixle alert would be issued when the next phase of work began. Sound monitoring was planned to take place above ground and in the water in the Clam Creek area.
 - The Pooler water slide contract was anticipated to be signed within the week.
 - This year's annual Chili Fundraiser for the United Way raised \$3,476.
 - The Jekyll Island Fire Department's new fire engine donated from Glynn county has been completed and was available to view in the Porte cochere. The 1999 engine, if purchased "today" would be \$350,000. The JIA Fire Department, Vehicle Maintenance Department, and some third-party contractors have worked to equip and refurbish the engine. The total price to refurbish the donated truck was only \$59,000.
 - Finally, Mr. Hooks congratulated and thanked Ms. Melissa Cruthirds, General Counsel, for all the time and effort she put in to working with Circle K. When the transition from Flash Foods to Circle K began, it was discovered that many of the agreements about the more subdued appearance of the pumps and 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 spirit.

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

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

The floor was then opened for public comment.

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

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

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

After the break, Chairman Wilkinson announced a quorum remained present.

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

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

Finance Committee:

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

Committee of the Whole:

3. HB 523 - relating to local government, prohibiting local governments from regulating the use of short-term rental properties
-No Action Taken
- 3.5 Committee recommended the Request for funding for new records management software from the current year net income in an amount up to \$95,000
-Passed Unanimously
4. Committee recommended Request for Proposal (RFP) #358 – Jekyll Island Records Management Software and Hosting System Award to Infolinx Records Management Software
-Passed Unanimously
5. Committee recommended Request for Proposal (RFP) #359 - Hollybourne Display Design
-Passed Unanimously
6. Committee recommended the Proposed Replacement of St. Andrews Storm Water Pumps for \$17,364
-Passed Unanimously
7. Committee recommended a Proposed Second Amendment to the Second Revised and Restated Ground Lease to combine legal descriptions at 90 South Beachview Drive (parcel next to Marriott/Residence Inn)
-Passed Unanimously

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

MEMORANDUM

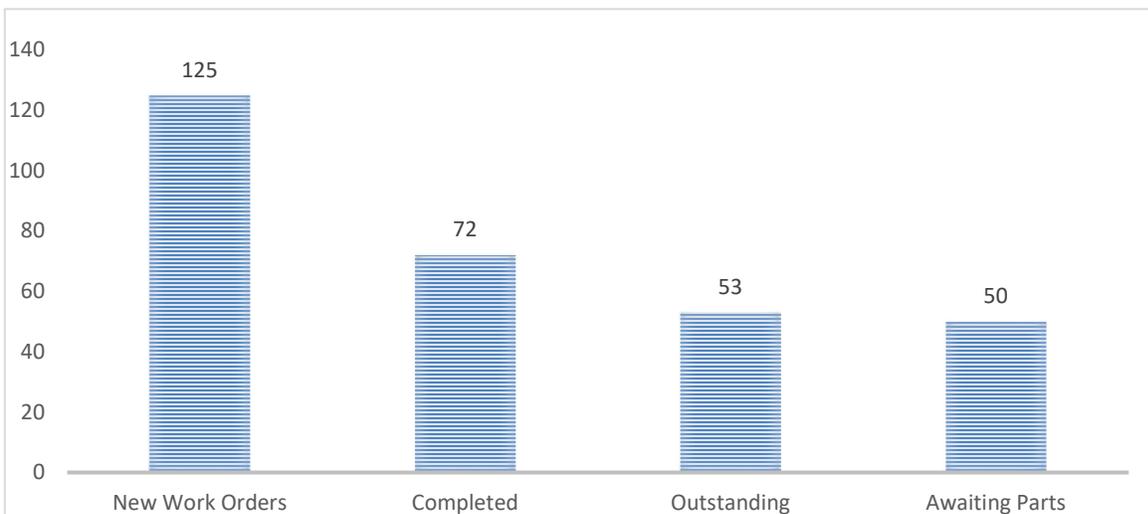
TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: OPERATIONS MONTHLY REPORT – FEBRUARY 2020
DATE: 3/9/2020

PUBLIC SERVICES

February Highlights:

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

Facilities Department Work Orders

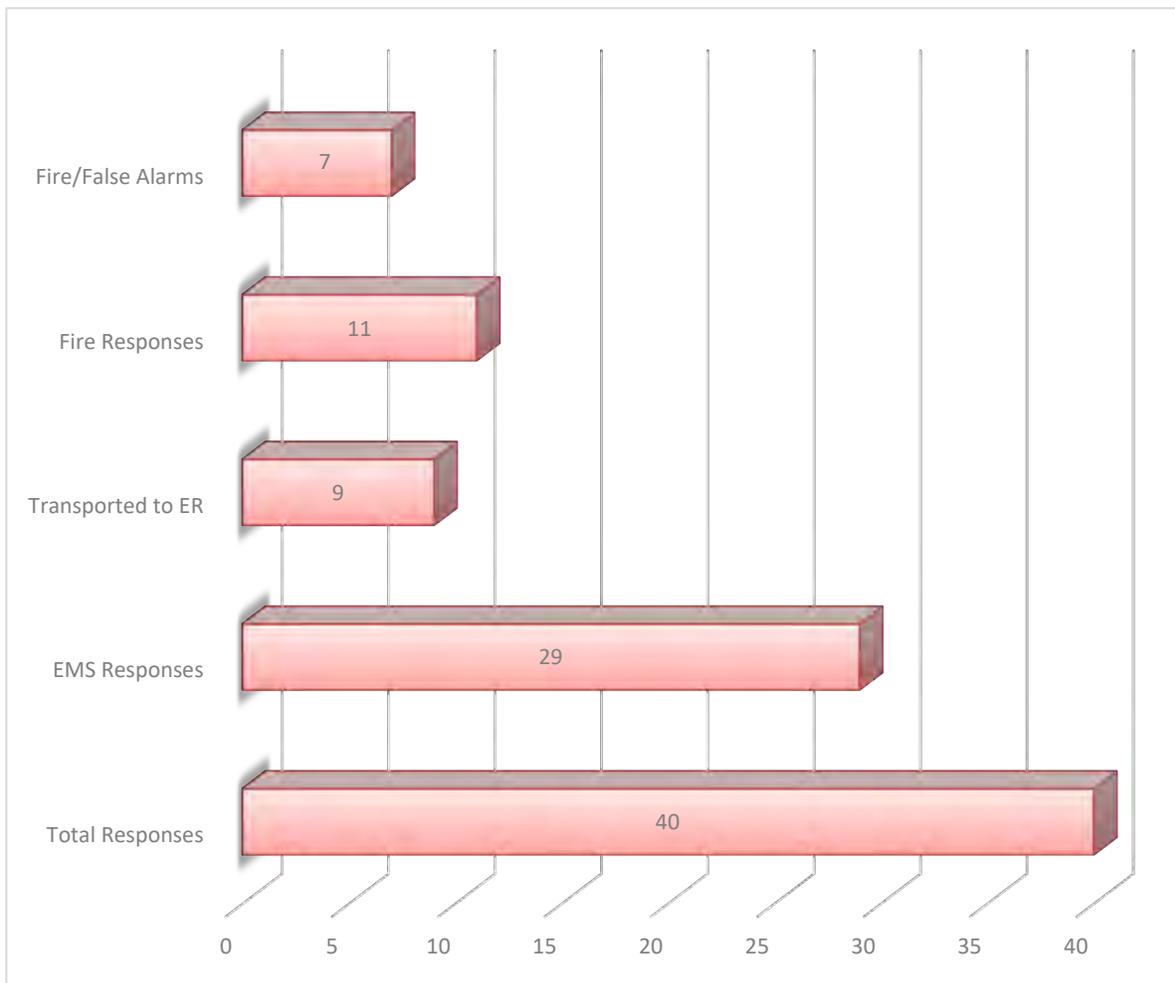


PUBLIC SAFETY – Fire & EMS

February Highlights:

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

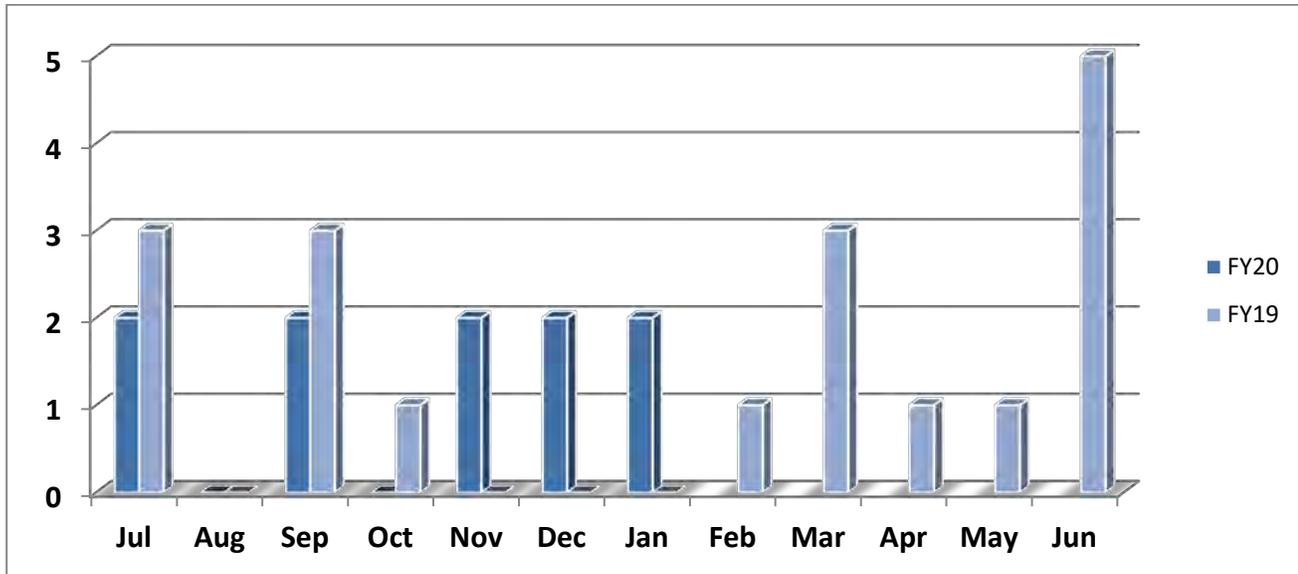
Jekyll Island Fire & EMS Responses



MEMORANDUM

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

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



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	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

Recognition:

- **Pocket Praise Kudos.....**Thank you for going above and beyond!
 - **Alicia Ehlers** with Landscape
 - **Reid Trawick** with Fire Department
 - **Kristy Anderson** with Georgia Sea Turtle Center Gift Shop

- **Retirements:**

- None

- **Meet our March Featured Employee: Deb Minick**



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

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

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

Thank you for being a part of the JIA!

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 Seascapes 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.



Special Events

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

Georgia History Day – 65 Attended - The Jekyll Island Museum engaged students in a bridge-building activity at Oglethorpe Point Elementary School in honor of Georgia History Day.
- **Sweetgrass Basketmaking Workshop – 27 attended** – In celebration of Black History Month, the Jekyll Island Museum hosted a sweetgrass basketmaking workshop. Participants learned to weave baskets from Master Basket Weaver Yvonne Grovner, continuing one of the oldest art forms of African origin in America. Guests enjoyed experiencing this 200-year-old tradition, making their own masterpieces from locally found sweet cord grass.
- **Jekyll Island Book Club – 18 attended** - The museum book club met on February 18 to discuss Jekyll Island's role in the moving true story of *Last Man Out: The Story of the Springfield Mine Disaster* by Melissa Faye Greene.
- **De Artistry of Gullah/Geechee – 58 attended** – This special cultural program included a histo-musical performance by Queen Quet, 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.

- 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

- **Dr. Norton attended the Southeast Regional Sea Turtle Symposium, hosted a 1-day sea turtle rehabilitation workshop, and gave 3 lectures (Overview of the GSTC, flotation abnormalities in sea turtles, and clinical aspects of sea turtle fibropapillomatosis).**
- 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 <i>(see YTD period definitions)</i>	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)

MEMORANDUM

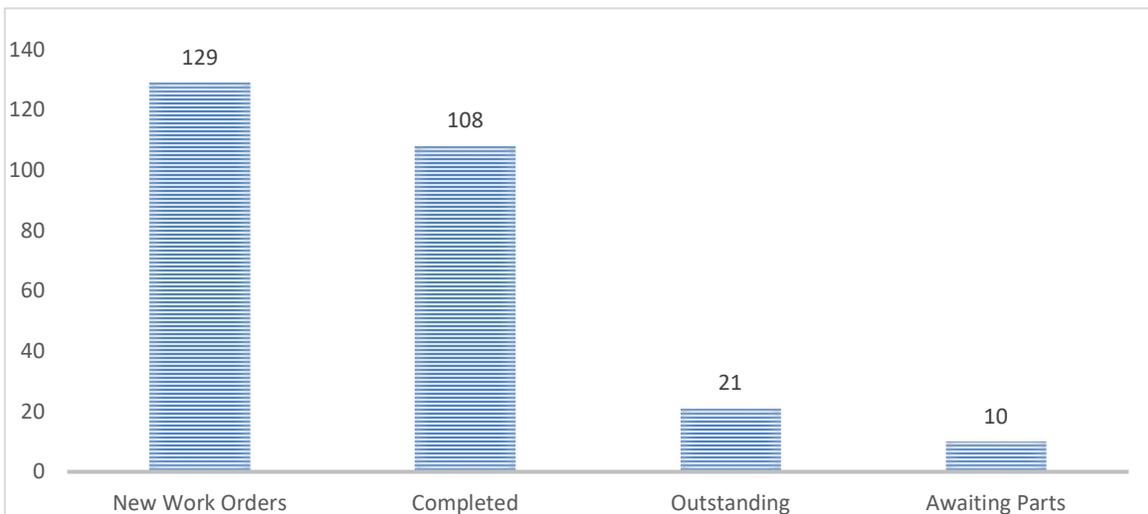
TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: OPERATIONS MONTHLY REPORT – MARCH 2020
DATE: 3/9/2020

PUBLIC SERVICES

March Highlights:

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

Facilities Department Work Orders

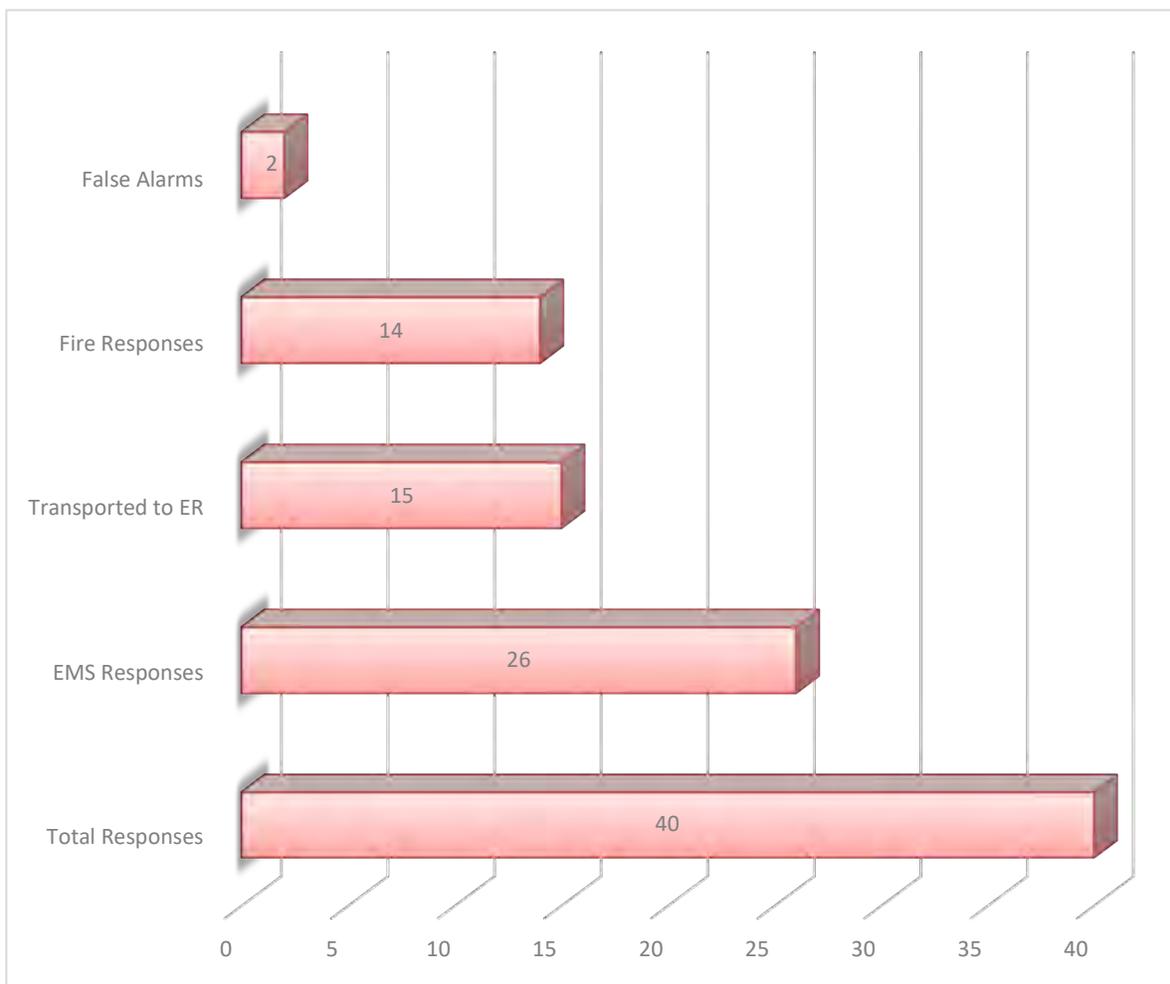


PUBLIC SAFETY – Fire & EMS

March Highlights:

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

Jekyll Island Fire & EMS Responses



COVID-19 Related Operations Information:

Closures

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

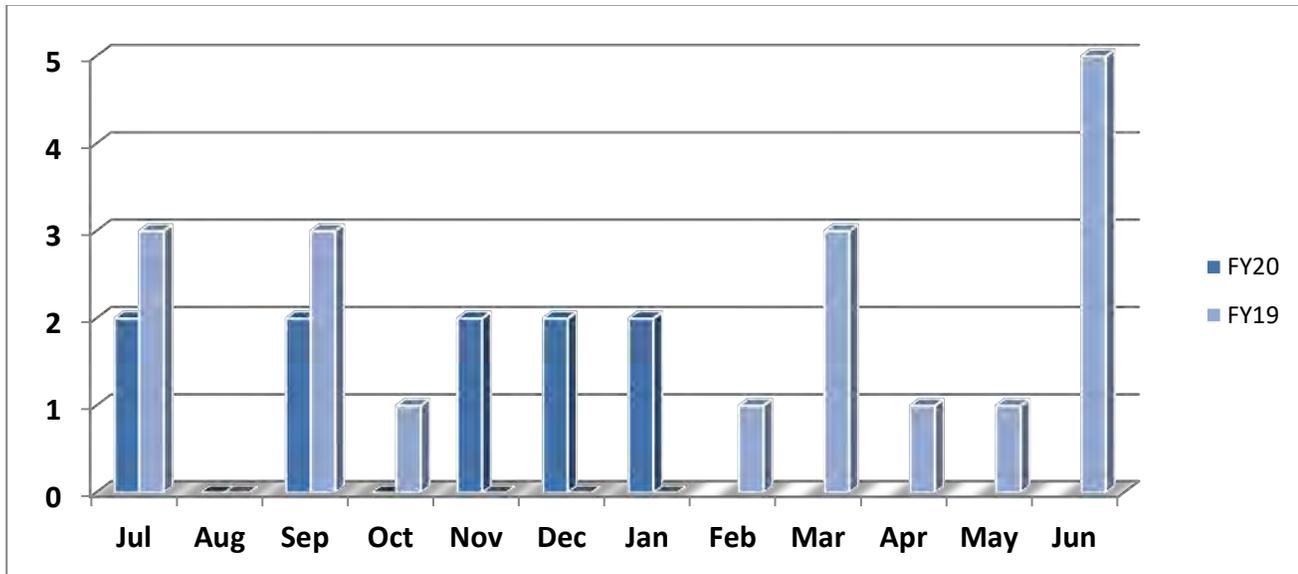
Operation Changes

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

MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 4/14/2020

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



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

JIA Employee Census: 335

Month	Full time	Part Time	Seasonal	Interns	Total Employees
Mar	170	132	9	24	335

Recognition:

- **Pocket Praise Kudos.....**On hold

- **Retirements:**

- None

- **Meet our April Featured Employee: Jonathan Trawick**



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

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

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

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

Thank you for being a part of the JIA!

MEMORANDUM

TO: HISTORIC PRESERVATION/CONSERVATION COMMITTEE
FROM: BEN CARSWELL, DIRECTOR OF CONSERVATION
SUBJECT: CONSERVATION UPDATE
DATE: 4/14/2020

Research and Monitoring

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

Management and Planning

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

Personnel

- The Conservation Department has adapted to minimum basic operations and maximum social distancing. The Director, Land Manager, and Wildlife Biologist are primarily teleworking from home on various desktop projects, including the Conservation Plan. Along with the Lead Park Ranger, these staff have a rotational Manager on Duty (MOD) arrangement, with the Land Manager and Wildlife Biologist being present on-island on their MOD-days. The Director and Lead Park Ranger are on MOD-days as well as generally. This arrangement ensures that we can have a minimum level of staffing to safely respond to any wildlife calls and ensure safety oversight of Americorps members continuing to carryout field work. These members are operating entirely outside of our office facilities. We have instituted a one-vehicle, one-driver policy so we do not have multiple people sharing a vehicle or have passengers.

Special Events

- **Historic District Property Rentals – 75 Attended** - In March, the Jekyll Island Museum hosted a reception at Villa Osposo, for a Total Value of \$3,000.
- **Memberships** – Met to discuss plans for a Museum Membership to be launched in the coming fiscal year.
- **Electric Trolley** – The museum’s new electric trolley was delivered.
- **COVID-19 Response** – Adopted precautionary measures in response to the public health situation, including closing galleries and museum activities to the public.

Curatorial/Research

- **Wayside Panels** – Received delivery of 8 revised wayside panels for replacing panels in the historic district. Staff conducted an annual review and cleaning of all existing interpretive panels in the historic district, Horton House, the Wanderer Memory Trail, St. Andrews Beach, and the golf course. Began cleaning conservation interpretive panels around the island.
- **Hollybourne Cottage** –Received a positive response to RFP 359 for developing an exhibit design plan for Hollybourne Cottage, with a total of 14 proposals submitted. The selection process has been placed on pause due to the COVID-19 public health emergency, to proceed at a date later determined.
- **Archaeology** – Obtained an estimate for conducting archaeological investigations on Jekyll Island’s golf courses, as part of advance planning prior to implementing for the Golf Course Master Plan currently under development.
- **Stained Glass Assessment** – Spoke to specialists to obtain cost estimates for conducting a condition assessment of Faith Chapel’s stained glass windows.
- **Blueprint Project** – A total of 4,756 blueprints from the residential blueprint collection were sent out in Phase I of an ongoing digitization project intended to create easier access to collections. Also began an inventory of blueprints pertaining to island infrastructure.
- **Historic District Gates** – Began installation and replacement of a variety of gates in the historic district, starting with gates located at Cherokee, Crane, Dubignon, and Admin.
- **Collection Management** – Completed inventory of catalog records for rare books. Continued inventory of Jekyll Island Museum Photographs and rehoused photographs for improved preservation. Scanned photographs from Club employee family. Worked with the legal department to sort through a backlog of materials in the legal collection. Sorted through blueprints in the Jim Broadwell collection according to the retention schedule. Sorted inactive records to transfer from the records room to permanent retention. Conducted an inventory of artifacts from Indian Mound Cottage. Began digitizing Edison Diamond Disk records in the museum collection. Transcribed Maurice family records for use in developing the exhibit design plan for Hollybourne Cottage. Conducted environmental monitoring throughout the historic district. Inventoried Museum Admin documents and rehoused the collection for improved preservation. Reviewed JIA Board Meeting Minutes for missing documents to locate and compile. Reviewed and updated accession records for accuracy. Began updating orphan loan collections in accordance with the Georgia Museum Property Act.

Historic District/Preservation

- **Bond Fund Project** – Completed the ADA access ramp at the Sweet Shop.
- **Volunteer Appreciation** – Hosted a volunteer appreciation lunch in recognition of preservation and collections volunteers for the Historic Resources Department.
- **Hollybourne Cottage** – Closed up the house and secured windows at the conclusion of a successful winter season of window rehab work at the cottage. A total of 18 windows, including 33 window sashes, were restored and rehung.
- **Mistletoe Cottage** – Completed a chimney capital repair which involved dismantling and relaying the brick crown of the chimney. Also made and installed chimney caps for all 4 chimneys at Mistletoe.
- **Horton Garden** - Conducted an archaeology project at Horton House in preparation for installing posts for the Horton Garden Fence.
- **Villa Osipo** – Began project in the Villa Osipo Great Room to freshen up the room for ongoing meetings and events.
- **Gould** – Began matching an assortment of architectural remnants stored in Gould Casino to their original locations, with plans to label them and eventually return them to their proper homes.

Education

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

Rehabilitation

	Sea Turtle	Other Patients
New Patients	5	12
Current Patients	12	33
Released Patients	11	1
Transferred Patients	0	7
Total Since 2007	882	1,778

- The GSTC hosted a veterinary student extern from the University of Missouri College of Veterinary Medicine. Unfortunately, her time with the GSTC was cut short due to COVID-19.

Research & Patrol

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

AmeriCorps Program, Volunteer Program, and Marine Debris Initiative

Service Hours			
	Monthly Total	YTD Date Total	Cumulative Total
	<i>(see YTD period definitions)</i>		
AmeriCorps Service Hours**	3,680.75	18,776.42	374,531.17
Volunteer Hours**	327.42	3,558.92	74,294.51
Marine Debris Hours*	97.5	626.25	9,656.08
MDI & Volunteer Program			
MDI Clean Ups	0	4	72
MDI Items Collected		5,421	362,730
New Volunteers Oriented	0	33	242
Volunteer Shadow Shifts	1	34	242
Volunteer Advancements	0	0	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)

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: DION DAVIS, E.D.
SUBJECT: JEKYLL ISLAND FOUNDATION UPDATE
DATE: 4/10/20

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

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