



Agenda
Tuesday, March 16, 2021
9:30 a.m.
Jekyll Island Convention Center
JIA Committees and Meeting

Due to the current COVID-19 pandemic, special remote procedures will be in place for this meeting.

Public Remote Attendance:

- This meeting will be streamed to YouTube at:
<https://www.youtube.com/channel/UCuWsJpfyPMTCr66XoVFLdOA>
- Meeting documents and public comments are available at:
<https://www.jekyllisland.com/jekyll-island-authority/board-directors/>

Public Comment

Written public comments can be submitted online until 12:00 noon on Monday, March 15th at the JIA Board of Directors website (above). The name of the person and the topic of the comment will be read into the record. The full public comment will become part of the permanent record.

Opportunities for in-person public comment will be offered at the Board meeting.

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

I. Historic Preservation/Conservation Committee

Bob Krueger, Chair

- A. New Beach Informational Signage Roll Out – Ray Emerson, Park Ranger

II. Finance Committee

Bill Gross, Chair

- A. February Financials – Bill Gross, Chair
- B. Funding Request for Summer Waves Slide Complex – Noel Jensen, Chief Operations Officer
- C. Funding Request for Pressure Washing for Beach Village, Convention Center, and Great Dunes Restrooms – Noel Jensen, Chief Operations Officer
- D. Funding Request for Replacement Grass in Four Locations – Noel Jensen, Chief Operations Officer

III. Human Resources Committee

Buster Evans, Chair

- A. Retirement of Stephen Flynt, Landscaping – Jenna Johnson, Director of Human Resources

IV. Marketing Committee

Joy Burch-Meeks, Chair

- A. Report from Marketing Department – Alexa Orndoff, Director of Marketing and Communications

V. Legislative Committee

Trip Tollison, Chair

- A. Report from Chair – Trip Tollison, Chair

VI. Committee of the Whole

Joseph B. Wilkinson, Jr., Chair

- A. Facilities Update – Mark Horton, Facilities Superintendent
- B. Request for Quotation (RFQ) #342 to Sewer Cleaning and Mapping - Noel Jensen, Chief Operations Officer
- C. Special Purpose Local Option Sales Tax (SPLOST) 2016 Presentation – Noel Jensen, Chief Operations Officer
- D. Doc's Snack Shop Assignment of Lease – Maria Humphrey, Lease Manager
- E. Resolution #R-2021-3, to Re-Direct Landline 911 Calls from Georgia State Patrol to Glynn-Brunswick 911 Center– Dennis Gailey, Director of Public Safety
- F. Resolution #R-2021-4, Adopting Revised Fine Schedule – Melissa Cruthirds, General Counsel
- G. Request for Proposals (RFP) #361 for Code Revisions - Melissa Cruthirds, General Counsel
- H. Executive Director's Report – Jones Hooks, Executive Director
- I. Chairman's Comments – Joseph B. Wilkinson, Jr., Chairman

I f N e e d e d - 5 M i n u t e B r e a k

Board Meeting Agenda

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

Action Item

1. Minutes of the February 16, 2021 Board Meeting
2. Funding Request for Summer Waves Slide Complex
3. Funding Request for Pressure Washing for Beach Village, Convention Center, and Great Dunes Restrooms
4. Funding Request for Replacement Grass in Four Locations
5. Request for Quotation (RFQ) #342 to Sewer Cleaning and Mapping
6. Doc's Snack Shop Assignment of Lease
7. Resolution #R-2021-3, to Re-Direct Landline 911 Calls from Georgia State Patrol to Glynn-Brunswick 911 Center

8. Resolution #R-2021-4, Adopting Revised Fine Schedule
9. Request for Proposals (RFP) #361 for Code Revisions

Adjournment

15 Minute Break

**Work Session Agenda
Convention Center Room 7/8
Post Meeting to 1:30 p.m.**

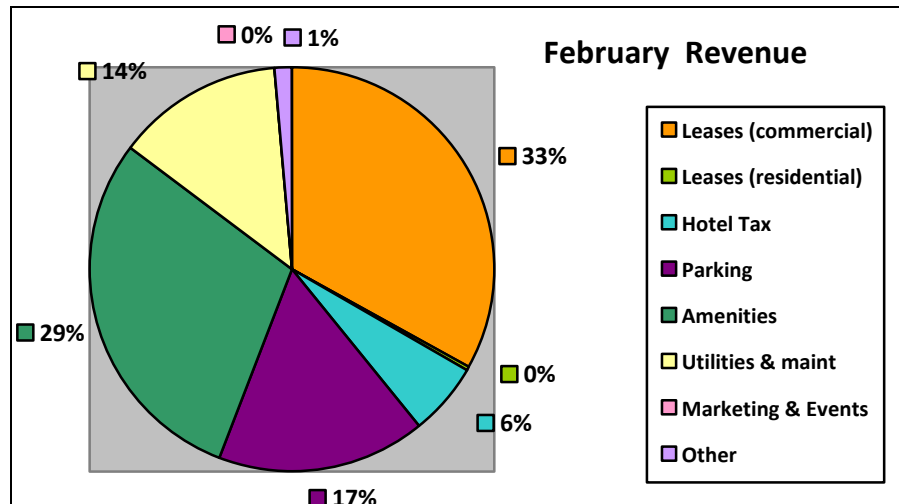
1. Previous Golf Studies
2. History and Context of the Golf Master Plan
3. Analysis and Discussion of Vincent Design Recommendations
4. General Discussion

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: FEBRUARY FINANCIAL STATEMENTS
DATE: 3/6/2021

Revenues

Revenues for February were \$1,603,865 which reflects an unfavorable \$251K (14%) variance from budget. Revenues reflect a favorable \$1.3M (8%) variance from year to date budget and an unfavorable \$2.2M variance from the prior year to date revenues.



We experienced rain on 16 of the 28 days this month, resulting in a total of 4" of rain, which is about 20% higher than average. The weather had a big impact on traffic counts and parking revenues as well as revenues for several of our other Amenities.

The largest variances for the month were:

- Convention Center (-\$239K) – The center had 3 events resulting in \$38K in revenue for the month, but COVID is still having a major impact on the revenues at the Center.
- Museum (-\$29K) – Due to COVID, tour buses still have not returned to JIA, in addition the rain had a big impact on daily visitation at this Amenity.
- Landscaping (+\$44K) – funds were moved from the Tree Fund account to cover expenses for trees purchased for the Island reforestation project.

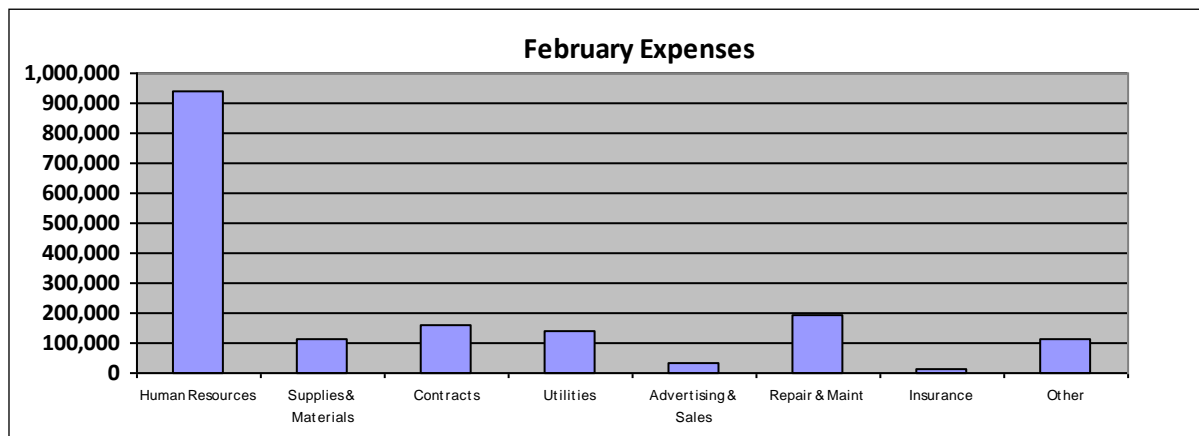
- Campground (+\$27K) – Even with all the rain this month, site rentals and concession sales are both better than budget for the month. Campground revenues have been up consistently for the past year, reflecting a \$317K favorable variance from prior year to date revenues.

Expenses

Expenses were \$1,699,973 for February and reflected a favorable budget variance of \$80K (5%) for the month. Expenses also reflect a favorable \$2M (12%) variance from year to date budget and a favorable \$2.8M variance from Prior Year to Date expenses.

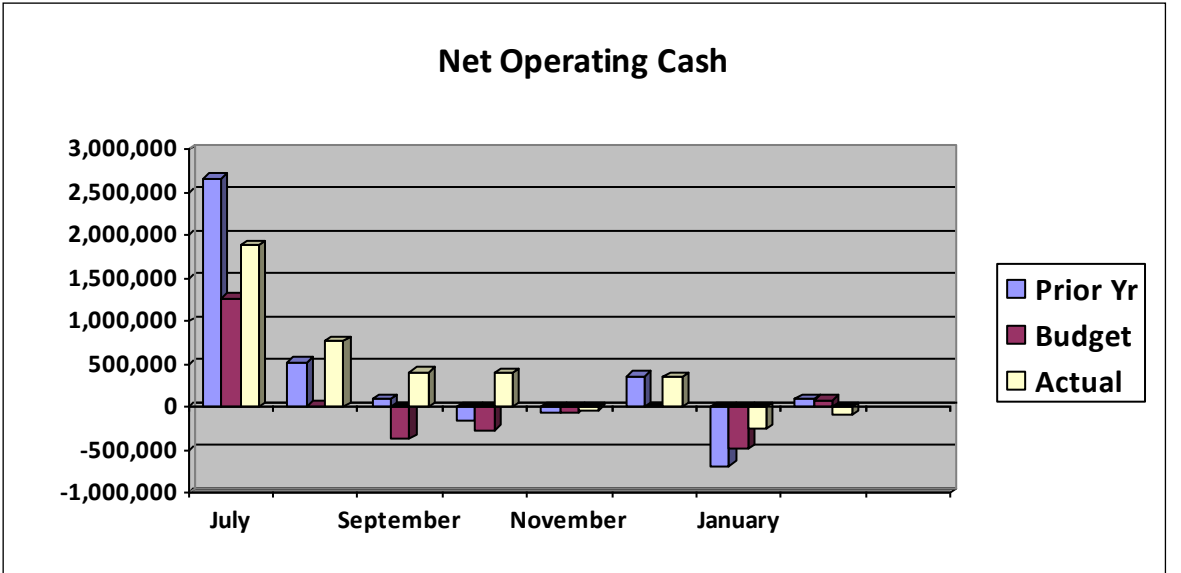
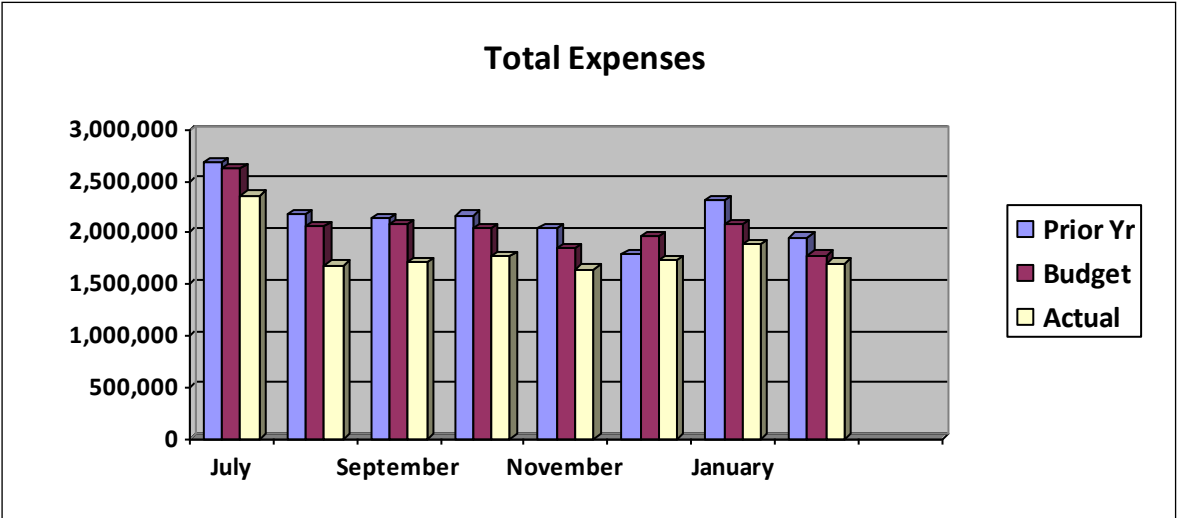
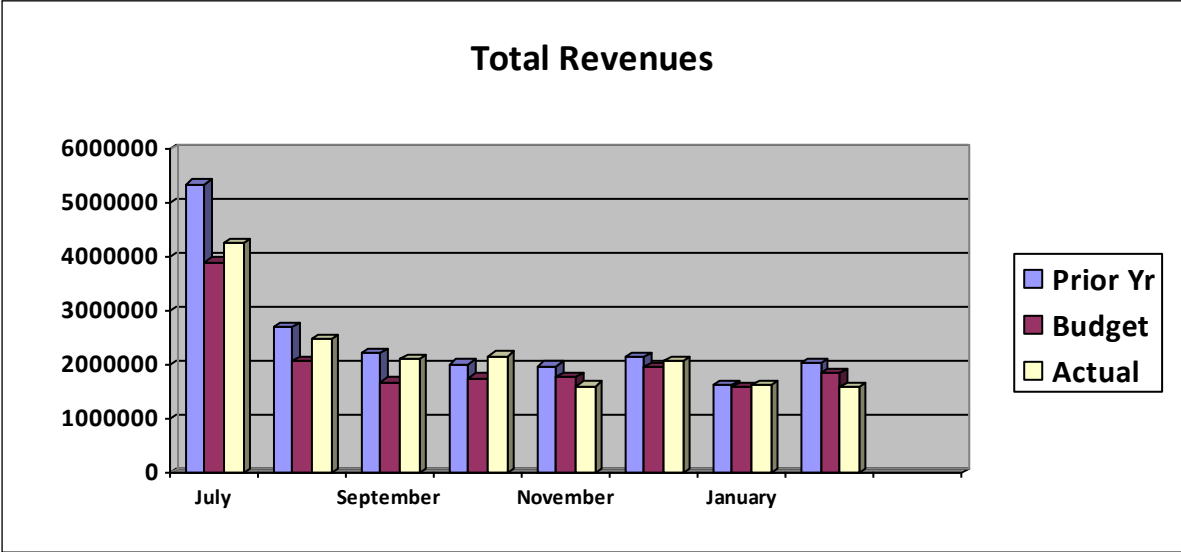
The largest budget variances for the month were:

- Human Resources (-\$64K) – vacant positions
- Repairs & Maintenance (+\$106K) – timing issue
- Contracts (-\$96K) – Convention Center staff is still on partial furlough



Net Operating Cash

The Net Operating Cash Loss for the month is \$96,109, which is a \$170K unfavorable variance from the budgeted net operating cash income of \$74,368. Net Operating Cash Income reflects a favorable \$3.3M variance from year to date budget and a favorable \$624K variance from prior year to date income.



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Eight Months Ending February 28, 2021

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		PRIOR YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Revenues											
Administration											
Business Leases	528,773	513,793	15	3%	3,330,619	3,389,754	(59)	-2%	3,324,972	6	0%
Hotel Tax	65,616	83,231	(18)	-21%	1,143,678	967,566	176	18%	1,098,844	45	4%
Tourism Development Fund	28,121	35,670	(8)	-21%	490,148	414,671	75	18%	470,860	19	4%
Parking	266,334	292,090	(26)	-9%	3,005,669	2,380,357	625	26%	2,818,055	188	7%
Interest	361	700	(0)	-48%	3,376	6,000	(3)	-44%	6,760	(3)	-50%
Lot Rentals	4,951	2,000	3	148%	681,421	459,700	222	48%	657,931	23	4%
Foundation	1,979	551	1	259%	6,232	7,060	(1)	-12%	6,856	(1)	-9%
Airport	8,271	2,334	6	254%	13,135	18,668	(6)	-30%	-	13	0%
Administration revenue	5,945	4,028	2	48%	223,268	126,452	97	77%	104,743	119	113%
Beach Village	-	-	-	0%	1,507	1,507	-	0%	12,052	(11)	-87%
Intern Housing	3,200	2,750	0	16%	29,525	29,875	(0)	-1%	29,425	0	0%
Total Administration	913,552	937,148	(24)	-3%	8,928,577	7,801,611	1,127	14%	8,530,498	398	5%
Enterprises											
Golf	108,036	125,534	(17)	-14%	1,216,799	1,099,074	118	11%	1,194,427	22	2%
Convention Center	37,828	277,054	(239)	-86%	276,415	1,076,570	(800)	-74%	2,562,858	(2,286)	-89%
McCormick's Grill	4,914	20,046	(15)	-75%	108,410	140,819	(32)	-23%	177,044	(69)	-39%
Summer Waves	(444)	-	(0)	0%	1,069,864	837,249	233	28%	1,194,110	(124)	-10%
Campground	137,891	111,383	27	24%	1,332,777	1,016,036	317	31%	1,033,041	300	29%
Life is Good	11,638	9,641	2	21%	142,096	95,811	46	48%	100,516	42	41%
Museum	30,683	59,442	(29)	-48%	356,138	364,028	(8)	-2%	488,495	(132)	-27%
Georgia Sea Turtle Center	95,607	114,240	(19)	-16%	1,102,777	1,002,883	100	10%	1,323,220	(220)	-17%
Conservation	531	330	0	61%	5,251	1,391	4	277%	6,221	(1)	-16%
Miniature Golf & Bikes	16,843	15,933	1	6%	243,915	164,818	79	48%	216,219	28	13%
Water/Wastewater	107,745	93,434	14	15%	1,043,070	1,013,014	30	3%	1,051,150	(8)	-1%
Sanitation	47,762	45,851	2	4%	378,636	377,322	1	0%	375,446	3	1%
Fire Department	3,395	4,230	(1)	-20%	1,287,107	1,264,071	23	2%	1,234,680	52	4%
Tennis	8,276	8,419	(0)	-2%	80,695	74,026	7	9%	73,513	7	10%
Destination Mktg & Special Events	2	0	0	100%	99,267	98,417	1	1%	310,896	(212)	-68%
Guest Information Center	21,473	18,753	3	15%	125,304	89,634	36	40%	110,150	15	14%
Sales	-	-	-	0%	-	-	-	0%	2,000	(2)	-100%
Camp Jekyll & Soccer Fields	12,993	12,797	0	2%	88,506	104,724	(16)	-15%	103,183	(15)	-14%
Landscaping, Roads & Trails	44,563	250	44	17725%	53,435	8,700	45	514%	8,850	45	504%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Vehicle & Equipment Maintenance	577	-	1	0%	2,047	250	2	719%	860	1	138%
Facility Maintenance	-	-	-	0%	1,540	-	2	0%	-	2	0%
Golf Course Maintenance	-	-	-	0%	199	-	0	0%	-	0	0%
Total Enterprises	690,313	917,338	(227)	-25%	9,014,250	8,828,837	185	2%	11,566,878	(2,553)	-22%
Total Revenues	1,603,865	1,854,486	(251)	-14%	17,942,828	16,630,448	1,312	8%	20,097,376	(2,155)	-11%

Expenses

Human Resources	941,135	1,005,632	(64)	-6%	8,147,718	8,751,411	(604)	-7%	8,685,800	(538)	-6%
Supplies & Materials	110,983	114,424	(3)	-3%	737,616	939,613	(202)	-21%	1,129,063	(391)	-35%
Advertising & Sales	31,361	48,786	(17)	-36%	290,805	481,936	(191)	-40%	521,869	(231)	-44%
Repairs - Facilities & Grounds	177,087	70,728	106	150%	793,675	935,433	(142)	-15%	1,047,822	(254)	-24%
Utilities	129,424	129,591	(0)	0%	1,211,863	1,290,285	(78)	-6%	1,307,667	(96)	-7%
Insurance	13,151	12,732	0	3%	814,104	792,169	22	3%	789,696	24	3%
Contracts	157,357	253,842	(96)	-38%	1,379,020	2,064,032	(685)	-33%	2,209,638	(831)	-38%
Rentals	50,921	49,588	1	3%	394,018	414,348	(20)	-5%	604,680	(211)	-35%
Printing	3,397	3,723	(0)	-9%	44,172	63,577	(19)	-31%	107,852	(64)	-59%
Motor Vehicle	13,224	23,268	(10)	-43%	117,048	184,348	(67)	-37%	198,339	(81)	-41%
Telephone	9,611	10,321	(1)	-7%	78,982	81,942	(3)	-4%	81,332	(2)	-3%
Equipment Purchase <\$1K	7,830	9,550	(2)	-18%	53,254	45,529	8	17%	64,593	(11)	-18%
Equipment Purchase \$1K to \$5K	4,500	-	5	0%	23,602	17,579	6	34%	56,803	(33)	-58%
Travel	740	2,675	(2)	-72%	8,880	22,510	(14)	-61%	67,158	(58)	-87%
Dues	21,762	23,854	(2)	-9%	161,369	206,656	(45)	-22%	190,567	(29)	-15%
Credit Card Fees	27,440	21,370	6	28%	250,721	200,567	50	25%	222,350	28	13%
Bank Fees	49	35	0	40%	420	210	0	100%	554	(0)	-24%
Total Expenditures	1,699,973	1,780,118	(80)	-5%	14,507,268	16,492,146	(1,985)	-12%	17,285,782	(2,779)	-16%
Net Operating Cash Income **	(96,109)	74,368	(170)	-229%	3,435,560	138,301	3,297	2384%	2,811,594	624	22%

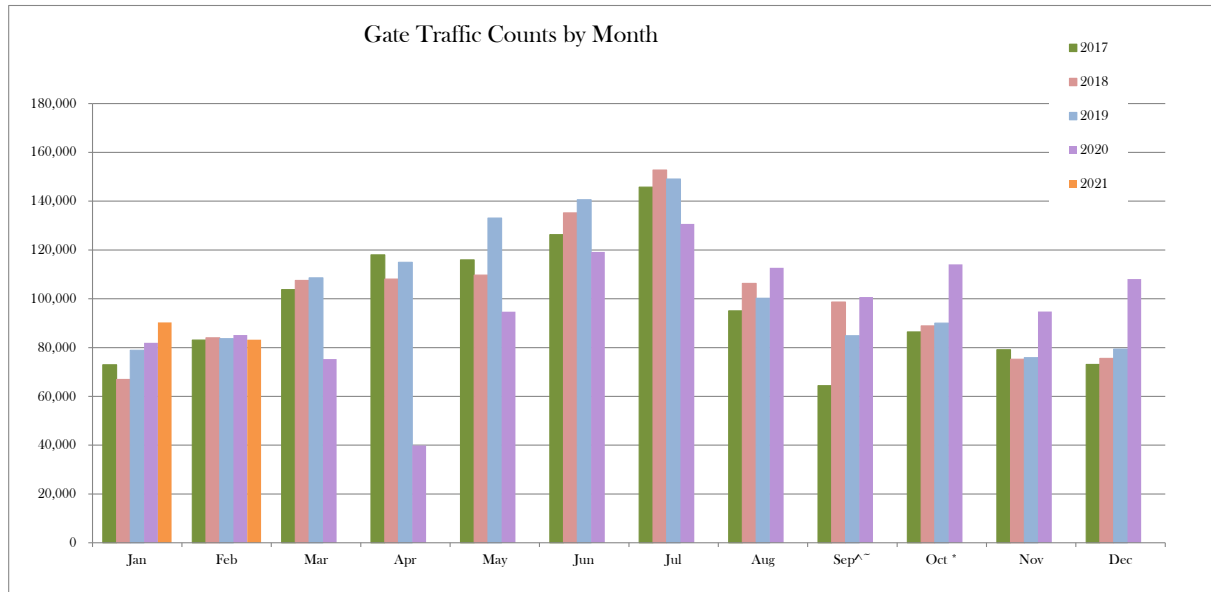
** Does not include depreciation or capital projects

February 2021 Traffic Counts

	2017			2018			2019			2020			2021		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total
January	26,372	46,562	72,934	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932	23,462	66,875	90,337
February	35,982	47,081	83,063	34,326	49,664	83,990	35,010	48,619	83,629	32,646	52,457	85,103	22,609	60,616	83,225
March	49,605	54,166	103,771	51,052	56,444	107,496	51,682	56,865	108,547	27,012	48,279	75,291	0	0	0
April	66,259	51,718	117,977	55,620	52,474	108,094	61,404	53,529	114,933	12,082	27,810	39,892	0	0	0
May	62,367	53,558	115,925	54,547	55,167	109,714	74,194	58,894	133,088	44,891	49,825	94,716	0	0	0
June	72,234	54,056	126,290	79,575	55,657	135,232	82,105	58,479	140,584	51,147	68,042	119,189	0	0	0
July	90,765	55,010	145,775	95,960	56,773	152,733	89,499	59,595	149,094	56,441	74,236	130,677	0	0	0
August	44,352	50,732	95,084	53,639	52,681	106,320	47,501	52,687	100,188	39,096	73,585	112,681	0	0	0
September	26,578	37,809	64,387	49,032	49,651	98,683	37,317	47,518	84,835	34,055	66,662	100,717	0	0	0
October	35,871	50,566	86,437	38,539	50,366	88,905	39,100	50,923	90,023	33,851	80,276	114,127	0	0	0
November	32,323	46,777	79,100	29,468	45,737	75,205	30,173	45,699	75,872	22,914	71,876	94,790	0	0	0
December	27,891	45,195	73,086	30,104	45,436	75,540	31,871	47,504	79,375	29,842	78,215	108,057	0	0	0
Totals	570,599	593,230	1,163,829	592,927	615,892	1,208,819	608,730	630,349	1,239,079	413,750	743,422	1,157,172	46,071	127,491	173,562

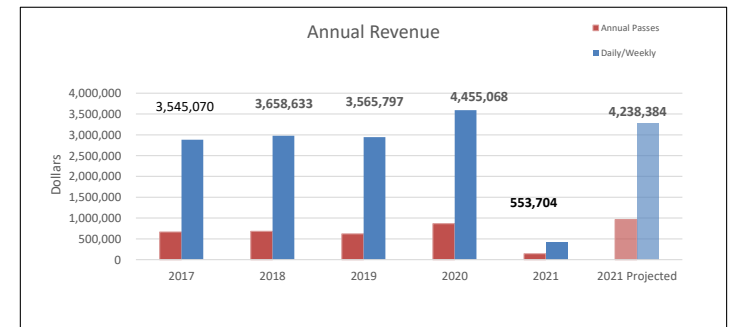
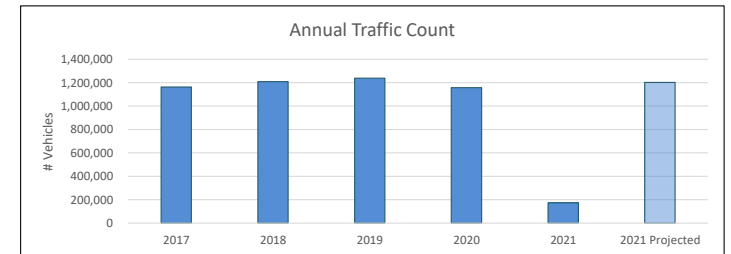
LPR System began April 2020

Year to Date Comparison	2017 YTD	2018 YTD	2019 YTD	2020 YTD	2021 YTD
	155,997	150,897	162,540	167,035	173,562



COVID - March 2020 through July 2020 (most significant impact)

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



March 4, 2021

February FY21 Financial Review JIA Sales and SMG

Jekyll Island Convention Center

FEBRUARY	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Number of Events	3	14	9	9	9	16	10	11	17
Event Days	8	33	18	19	20	28	23	19	20
Attendance	5100	8579	14,487	9144	9547	8359	5744	6434	4783
Revenue	\$42,900 actual \$308,350 budget	\$420,630 act	\$225,929 act	\$233,860 act	\$263,652 act	\$232,288 act	\$137,531 act	\$168,781 act	\$96,270 act
Square Feet	343,400	764,030	533,636						

Seeing FEB 2020 versus this year is harsh. We did have 2 good events. Jekyll Island Gymnastics with 700 competitors and their families/coaches/siblings, and Encore Dance which was a new event – very professional with 625 dancers competing. Their competition went from 8a until 11:45p Saturday and again 8a-6p on Sunday. Both groups had competition times assigned so rarely were there more than 250 +/- people in the ballroom at any one time.

FUTURE CONTRACTS ISSUED – 14 – Estimated revenues \$446,500

Conventions –4– Anticipated rev of \$220,000
Meetings –0–Anticipated revenue 8,000
Banquet –3 – Anticipated revenue 49,500
Weddings –1 – Anticipated revenue 8,000
Public Event –4 – Anticipated revenue 94,000

COVID-19 Contracts Re-do - 8

PROPOSALS

CVB –11
Westin – 2
Cvent - 3
SMG Sitepass - 0

Combined sites and planning meetings with all staff – 10

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

February 2021

HOTEL STATISTICS AT-A-GLANCE

Feb-21

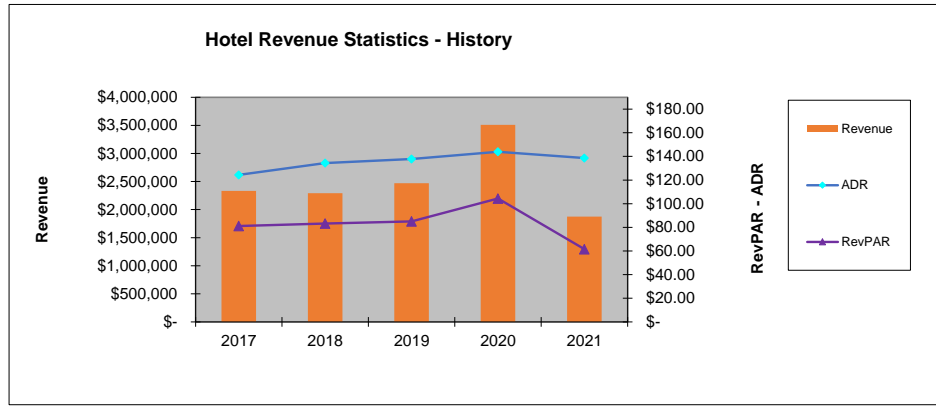
Total Revenue	\$	1,875,679
Occupancy Rate		44.4%
Rev PAR	\$	61.53
ADR	\$	138.67

Feb-20

Total Revenue	\$	3,511,106
Occupancy Rate		72.5%
RevPAR	\$	104.40
ADR	\$	143.91

Feb-19

Total Revenue	\$	2,470,070
Occupancy Rate		61.7%
RevPAR	\$	84.98
ADR	\$	137.73



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Avail	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2021 Room Revenue	2020 Room Revenue	Revenue Variance	
Beachview Club	38	917	314	34.2%	\$ 138.63	\$ 47.47	\$ 43,529.99	\$ 95,100.55	\$ (51,571)	-54%
Home2Suites	107	2,834	1,370	48.3%	\$ 127.56	\$ 61.66	\$ 174,755.91	\$ 333,378.64	\$ (158,623)	-48%
Holiday Inn Resort	1,157	3,531	1,558	44.1%	\$ 120.19	\$ 53.03	\$ 187,252.67	\$ 401,991.19	\$ (214,739)	-53%
Days Inn & Suites	124	3,472	2,150	61.9%	\$ 97.32	\$ 60.27	\$ 209,242.18	\$ 287,013.88	\$ (77,772)	-27%
Hampton Inn	138	3,864	1,546	40.0%	\$ 116.08	\$ 46.44	\$ 179,456.33	\$ 398,134.00	\$ (218,678)	-55%
Jekyll Island Club Resort	200	5,600	2,322	41.5%	\$ 204.46	\$ 84.78	\$ 474,767.00	\$ 720,892.00	\$ (246,125)	-34%
Seafarer Inn & Suites	73	2,044	747	36.5%	\$ 109.64	\$ 40.07	\$ 81,904.28	\$ 215,137.67	\$ (133,233)	-62%
Villas by the Sea	133	1,933	1,029	53.2%	\$ 136.20	\$ 72.50	\$ 140,150.47	\$ 261,191.31	\$ (121,041)	-46%
Villas by the Sea - Jekyll Realty	19	296	91	30.7%	\$ 90.00	\$ 27.67	\$ 8,190.00	\$ 29,644.00	\$ (21,454)	-72%
Villas by the Sea - Parker Kaufman	17	392	226	57.7%	\$ 33.08	\$ 19.07	\$ 7,477.00	\$ 22,420.00	\$ (14,943)	-67%
Westin	200	5,600	2173	38.8%	\$ 169.79	\$ 65.88	\$ 368,953.00	\$ 746,203	\$ (377,250)	-51%
Feb-21 Total	2,206	30,483	13,526	44.4%	\$ 138.67	\$ 61.53	\$ 1,875,679	\$ 3,511,106	\$ (1,635,427)	-46.6%

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - February 2021

HOTEL STATISTICS AT-A-GLANCE

2021

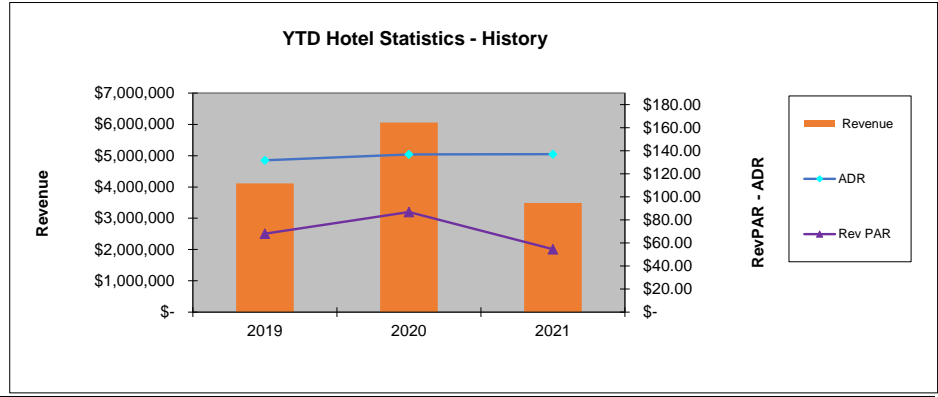
Total Revenue	\$	3,488,368
Occupancy Rate		39.9%
Rev PAR	\$	54.59
ADR	\$	137.00

2020

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

2019

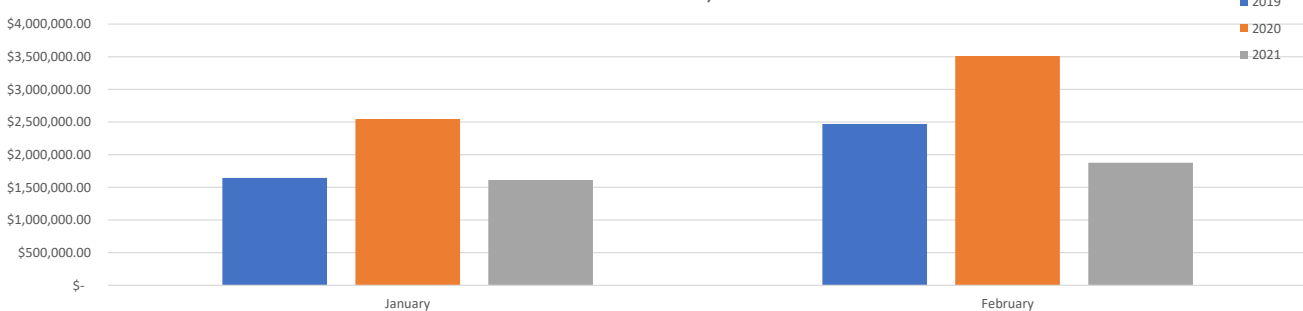
Total Revenue	\$	4,113,275
Occupancy Rate		51.7%
RevPAR	\$	68.08
ADR	\$	131.69



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2021 Room Revenue	2020 Room Revenue	Revenue Variance	
Beachview Club	38	1,936	485	25.1%	\$ 135.59	\$ 33.97	65,760	129,109	\$ (63,349)	-49%
Home2Suites	107	5,917	2,605	44.0%	\$ 124.54	\$ 54.83	324,417	518,675	\$ (194,257)	-37%
Holiday Inn Resort	1,157	7,270	2,619	36.0%	\$ 119.08	\$ 42.90	311,868	678,123	\$ (366,256)	-54%
Days Inn & Suites	124	7,316	4,047	55.3%	\$ 100.01	\$ 55.32	404,735	537,205	\$ (132,470)	-25%
Hampton Inn	138	8,142	3,093	38.0%	\$ 108.40	\$ 41.18	335,294	671,082	\$ (335,788)	-50%
Jekyll Island Club Resort	200	11,800	4,572	38.7%	\$ 198.99	\$ 77.10	909,775	1,291,257	\$ (381,482)	-30%
Seafarer Inn & Suites	73	4,307	1,235	28.7%	\$ 107.71	\$ 30.89	133,026	379,803	\$ (246,777)	-65%
Villas by the Sea	133	3,984	1,852	46.5%	\$ 126.86	\$ 58.97	234,941	433,004	\$ (198,063)	-46%
Villas by the Sea - Jekyll Realty	19	598	146	24.4%	\$ 94.44	\$ 23.06	13,788	43,606	\$ (29,818)	-68%
Villas by the Sea - Parker Kaufman	17	826	390	47.2%	\$ 38.92	\$ 18.37	15,177	38,240	\$ (23,063)	-60%
Westin	200	11,800	4,419	37.4%	\$ 167.37	\$ 62.68	739,586	1,337,628	\$ (598,042)	-45%
2021 Total		63,896	25,463	39.9%	\$ 137.00	\$ 54.59	\$ 3,488,368	\$ 6,057,733	\$ (2,569,364)	-42.4%
2020 Total		69,765	44,282	63.5%	\$ 136.80	\$ 86.83	\$ 6,057,733			
2019 Total		60,420	31,234	51.7%	\$ 131.69	\$ 68.08	\$ 4,113,275			

Revenues by Month



MEMORANDUM

TO: FINANCE COMMITTEE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: SUMMER WAVES NEW SLIDE COMPLEX VERTICAL CONSTRUCTION PACKAGE
DATE: 3/10/2021

Surf Lagoon Waterpark in Pooler, Georgia closed for business reasons in March of 2019 after only two years of operation. With JIA Board approval, Summer Waves management purchased a four-slide complex worth \$1,200,000 for \$100,000 in February of 2020. JIA Board also approved funding for dismantling and transportation of slide complex totaling \$68,000 in addition to a capital expenditure of \$231,000.00 for the civil package.

In order to complete the project, staff recommended splitting the construction costs into a civil package and a vertical/finishing package. The civil package consisted of all underground work, pool and sump construction, pilings, concrete, and reinforcement. The vertical package consists of steel erection, slide assembly, water supply, piping/pumps, electrical systems and is estimated at \$198,837.

To have the new attraction open for this season beginning in May, staff requests a capital expenditure of \$198,837.00 for the vertical package of the Summer Waves waterpark slide complex. The vertical/finishing package ensures the completion of this project within the next 30-45 days.

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: FUNDING REQUEST: PRESSURE WASHING FOR BEACH VILLAGE, CONVENTION CENTER, AND GREAT DUNES RESTROOMS
DATE: 3/9/2021

Due to budgetary decisions made during COVID, funding for pressure washing Beach Village, Great Dunes bathrooms and the Convention Center was eliminated. Commonly this task is performed twice yearly. Due to unexpected high visitation, the exterior walls and sidewalks throughout Beach Village and surrounding areas have become stained and in need of cleaning. With Spring Break visitors right around the corner, JIA would like to have work completed as soon as possible.

Three bids for this work were received and Superior Exterior Cleaning, LLC was the lowest responsive bid utilizing hot water pressure washing equipment. Staff requests an expenditure of \$37,325.00 from current year funds for pressure washing the following buildings and sidewalks: Beach Village retail buildings, the Convention Center, and Great Dunes restrooms (#1 & #2).

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: REPLACEMENT GRASS REQUEST
DATE: 3/10/2021

Staff is requesting to replace grass in certain areas as there has been a severe infestation of mole crickets that have caused excessive damage. These locations include the Golf Course, Welcome Center, Causeway Towers, and Crane Cottage Courtyard. A portion of the grass for the Golf Course will be going to the grass nursery to encourage additional growth for future usage.

A quote was received from Pike Creek Turf Farms for a total of 38 pallets of grass sod. Staff requests an expenditure of \$8,054.85 from the current year fund for grass replacement.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: REQUEST FOR QUOTATION (RFQ) FOR SEWER CLEANING AND MAPPING
DATE: 3/10/2021

Staff has finalized an RFQ for JIA Board consideration to accomplish sewer line cleaning and mapping services for existing sewer lines. The proposed project to be performed by a contractor include, but are not limited to: sewer line cleaning, manhole inspections, CCTV inspections, and providing an interactive mapping system highlighting pipe condition ratings and easy access to CCTV videos by clicking on the desired pipe from a map enabled cell phone or computer.

Staff is informing the board of this solicitation in anticipation of a future funding request from Water/Wastewater Department reserves to cover the cost of sewer cleaning and mapping services.

ATTACHMENT #1 SCOPE OF SERVICES

A. Manhole Inspections

The identified manholes in the sanitary sewer system shall be inspected for general construction, condition, and evidence of inflow, infiltration, or surcharges. Manholes are identified by number. Other manholes encountered in the area to be inspected shall also be inspected and their location in the system identified. The interior of each manhole shall also be video recorded and documented similar to what is required for the CCTV inspection in Section B. below.

The Authority will provide the Contractor with the following:

- System drawings in hard copy and PDF Format (when available).
- A list of manholes to be inspected.
- Assistance with locating manholes (on an as-needed basis).

B. CCTV Inspection

The Contractor shall perform pipeline internal inspections of the sanitary sewer system located on Jekyll Island. Sewers to be inspected shall be cleaned sufficiently for televising and video recording. Specific fire hydrants will be identified for use in obtaining cleaning water at no charge to the Contractor. Videos shall be easily accessed by clicking the desired pipe within the provided mapping system.

The Authority will provide the Contractor with the following:

- Assistance with locating manholes (on an as-needed basis).
- Maps of the gravity sewer system.
- Identify hydrants for the Contractor's use.
- Identify manhole(s) for the Contractor's use when decanting liquid from vacuum truck(s) or temporary holding vessel(s).
- Clearing vegetation from easements as needed to perform the tasks as described in the Scope
- Identify an area for dumping solids collected from the Jekyll Island Sewer System during the time of this project.
- Identify areas for equipment storage.

The Contractor will be responsible for performing the following tasks:

- Determine pipe conditions in accordance with the National Association of Pipeline Sewer Service Company's (NASSCO) Pipeline Assessment and Certification Program (PCAP).
- Documenting the location of connections (laterals) by showing on the interactive map.
- Provide interactive map-based pipe rating software that can show pipe conditions as well as accessing CCTV video by clicking pipe on the interactive map. Pipe conditions would include, but not be limited to, material changes, gushers, stains, cracks, and fractures.
- Cleaning the pipes sufficient for proper video inspection, and removal and disposal of solid waste.

The Contractor shall provide a draft of the CCTV inspection report for review and comment by the Authority

thirty (30) days before submitting the final Report of Recommendations.

The Contractor shall provide the Authority with the following deliverables (to be submitted as attachments to the final report of recommendations) in connection with the tasks performed as outlined in this Section:

- Three (3) sets of videos in DVD format with voice over.
- Three (3) copies of bound computer-generated reports and one (1) PDF copy of the computer-generated reports.
- Summary sheet(s) of observed conditions.
- System map with manholes identified (inserted into the report).

March 16, 2021

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MARIA HUMPHREY, LEASE MANAGER
RE: DOC'S SNACK SHOP
ASSIGNMENT OF LEASE

Since 2010 James "Doc" Dougherty has owned and operated Jekyll Isles Enterprises, Inc. d/b/a Doc's Snack Shop in the Pier Road shopping district. Mr. Dougherty has sold the corporation to Anthony & Rachel Pasqualichio who have been managing the restaurant for him and are requesting the Jekyll Island Authority Board of Directors approve an assignment of the current Rental Agreement.

The Pasqualichios have passed the Authority's background and credit references check. All Rental Agreement terms will remain the same. The Pasqualichios have expressed a desire to expand the menu in the future, and JIA key staff will be working with them to make sure the facility is capable of the additional food options before any menu changes are made. The JIA staff has gotten good feedback and is pleased with the Pasqualichio's operation of the restaurant in a management capacity. We expect their success to continue as they move to their new role as owners.

There is one document to be considered by this board to effectuate this sale:

- 1) The Assignment of the current rental agreement from James M. Dougherty to Anthony and Rachel Pasqualichio.

Pursuant to the current Rental Agreement, the Authority must approve the assignment of the Rental Agreement. As a reminder, the Rental Agreement contains the following terms which were approved by this Board at the November 17, 2020 meeting:

ASSIGNOR:	Jekyll Isles Enterprises, Inc. d/b/a Doc's Snack Shop
ASSIGNEE:	TRAmerasian Incorporated
LOCATION	This will be the same location, 9 Pier Road.
LEASE TERM	<p>Until December 31, 2023.</p> <p>RENEWAL OPTION: None. Renewal would require renegotiation of a new Rental Agreement.</p>
USE OF PREMISES	<p>Lessee is allowed to use the premises as a concession establishment allowed to sell the items listed as follows:</p> <ul style="list-style-type: none"> • Sandwiches • Hot dogs • Beverages • Beer • Wine • Pre-Packaged snacks <p>Tenant shall not modify or change the premises without prior, express written consent of Landlord. (Assignee is aware that this includes any modifications made to sell grilled or fried foods.)</p>
RENT	<p>Monthly Base Rent: \$ 169.50 Interior Space \$9.00/ Sq. Ft.</p> <p style="text-align: center;"><u>+\$ 267.50</u> Exterior Space \$6.00/ Sq. Ft.</p> <p style="text-align: center;">\$ 437.00 Total Monthly Base Rent</p>
	<ul style="list-style-type: none"> • Annual CPI Adjustment to Base Monthly Rent <ul style="list-style-type: none"> ○ At least 1.5% annual increase ○ No more than 10% annual increase

SECURITY DEPOSIT	2 times the monthly base rent
INSURANCE	<ul style="list-style-type: none"> • Commercial General Liability Insurance • Workers' Compensation Insurance
UTILITIES	Lessee is responsible for all water, gas, light, power, sanitation (sewerage or otherwise), garbage and recycling pick-up and disposal, telephone, internet, cable, and other utilities or services required for Lessee's use of the premises.
HOURS OF OPERATION	<p>Lessee is required to be open a minimum of 352 during each lease year.</p> <ul style="list-style-type: none"> • 10AM-6PM - Mon-Sat (March- November) • 12PM-5PM – Sunday (March- November) • 10AM-5PM - Mon-Sat (December- February) • 12PM-4PM – Sunday (December- February)

POSSIBLE BOARD ACTIONS

1. Deny the Assignment of Doc's Snack Shop to the Pasqualichios.
2. Approve the Assignment of Doc's Snack Shop to the Pasqualichios.
3. Suggest other alternatives.

RECOMMENDATION

Action Number Two is recommended if the Board wishes to approve the Assignment of Doc's Snack Shop to the Pasqualichio's.

1 Jekyll Island Authority Board of Directors

2 Jekyll Island, Georgia

3 Resolution #R-2021-3

4 Passed and Resolved: March 16, 2021

5 **RESOLUTION TO REDIRECT LANDLINE 911 CALLS**

6 **FROM GEORGIA STATE PATROL TO GLYNN-BRUNSWICK 911 CENTER**

7 **WHEREAS**, the State of Georgia has enacted and established the Georgia
8 Emergency Telephone Number “911” Service Act of 1977, as amended; and

9 **WHEREAS**, there are two types of 911 systems: Basic 911 and Enhanced 911;
10 and

11 **WHEREAS**, Enhanced 911 provides several benefits over Basic 911, including: a
12 visual display of the caller’s telephone number and the address of the calling telephone
13 at the answering center; the ability of the 911 attendant to coordinate emergency aid with
14 push-button speed when more than one emergency service is needed; and data
15 collection to provide an opportunity for study and improvement in delivery of emergency
16 services, among other benefits; and

17 **WHEREAS**, the Georgia Emergency Management and Homeland Security
18 Agency (“GEMA”) recommends that local governments implement the Enhanced 911
19 System; and

20 **WHEREAS**, Jekyll Island has installed a 911 emergency telephone system for use
21 on Jekyll Island, Georgia; and

22 **WHEREAS**, End Users who call 911 from Jekyll Island on a cell phone or Voice
23 Over Internet Protocol (VOIP) are routed directly to the Glynn-Brunswick 911 Center for
24 handling and with Enhanced 911 capabilities; and

25 **WHEREAS**, End Users who call 911 from a Jekyll Island landline are routed
26 directly to the Georgia State Patrol, without the Enhanced 911 capabilities of telephone
27 number and address recognition; and

28 **WHEREAS**, Jekyll Island-State Park Authority, Georgia State Patrol, and Glynn-
29 Brunswick 911 Center all desire that 911 landline calls from Jekyll Island be routed to the
30 Glynn-Brunswick 911 Center for safety and continuity reasons; and

31 **WHEREAS**, Georgia State Patrol and Jekyll Island Fire/EMS will still be
32 responding to the appropriate 911 calls on Jekyll Island but Georgia State Patrol will no
33 longer be directly answering 911 calls from Jekyll Island landlines;

34 **NOW, THEREFORE, BE IT RESOLVED** by the Jekyll Island Board of Directors,
35 that AT&T, the landline provider for 911 calls from Jekyll Island, Georgia is directed to re-

36 route 911 landline calls from Jekyll Island, Georgia from Georgia State Patrol on Jekyll
37 Island to the Glynn-Brunswick 911 Center in Brunswick, Georgia at a mutually-agreed
38 upon date between all parties;

39 **BE IT FURTHER RESOLVED** that this Resolution shall become effective upon its
40 approval by the Jekyll Island Board of Directors.

41 **BE IT FURTHER RESOLVED** that the General Counsel for the Jekyll Island-State
42 Park Authority is hereby directed to provide a certified copy of this Resolution to the
43 Glynn-Brunswick 911 Center, Georgia State Patrol, GEMA, and AT&T phone company.

44
45 **PASSED AND RESOLVED** this 16th day of March, 2021.

46 **BOARD OF DIRECTORS,**
47 **JEKYLL ISLAND-STATE PARK AUTHORITY**

48
49 _____
50 JOSEPH B. WILKINSON, JR., CHAIRPERSON

51 ATTEST:

52
53 _____
54 WILLIAM H. GROSS, SECRETARY/TREASURER

JEKYLL ISLAND AUTHORITY BOARD OF DIRECTORS
JEKYLL ISLAND, GEORGIA

Resolution #R-2021-4

Passed and Resolved: March 16, 2021

RESOLUTION

**TO ADOPT A SCHEDULE OF FINES FOR VIOLATIONS OF
JEKYLL ISLAND STATE-PARK AUTHORITY ORDINANCES**

WHEREAS, the Jekyll Island-State Park Authority is the governing authority for Jekyll Island State Park, and as such, has the power to “adopt reasonable ordinances and resolutions relating to the property, affairs, and government of Jekyll Island,” O.C.G.A. § 12-3-236.1(a); and

WHEREAS, The Code of the Jekyll Island-State Park Authority includes numerous provisions relation to the imposition of fines for unlawful conduct conducted upon Jekyll Island; and

WHEREAS, the “Magistrate Court of Glynn County shall have jurisdiction and authority to hear and try those cases occurring within the limits of Jekyll Island,” O.C.G.A. § 12-3-236.1(b); and

WHEREAS, the Magistrate Court of Glynn County has asked that the Authority provide it with a Schedule of Fines to facilitate the efficient administration of justice of the Authority’s ordinances; and

WHEREAS, the attached Schedule of Fines revises the Schedule of Fines adopted by this Board on January 28, 2020 to include fines for offenses that have no statutorily prescribed fines; and

WHEREAS, the Jekyll Island Board of Directors now wishes to provide the attached 2021 Schedule of Fines to the Magistrate Court of Glynn Count.

NOW, THEREFORE, BE IT RESOLVED by the Jekyll Island Board of Directors, a Schedule of Fines is hereby established as set forth in the attachment.

BE IT FURTHER RESOLVED that if there are any conflicts between the fines in this Resolution and the fines as set forth in The Code of the Jekyll Island-State Park Authority, the fines adopted in The Code shall control.

BE IT FURTHER RESOLVED that if a code violation is not represented in the attached Schedule of Fines, such omission shall not preclude prosecution of such

unlawful conduct and the fine for such unlawful conduct shall be as set forth in The Code of the Jekyll Island-State Park Authority.

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its approval by the Jekyll Island Board of Directors.:

BE IT FURTHER RESOLVED that the General Counsel for the Jekyll Island-State Park Authority is hereby directed to provide a certified copy of this Resolution to the Magistrate Court of Glynn County, Georgia.

PASSED AND RESOLVED this 16th day of March, 2021.

**BOARD OF DIRECTORS,
JEKYLL ISLAND-STATE PARK AUTHORITY**

JOSEPH B. WILKINSON, JR., CHAIRPERSON

ATTEST:

William H. Gross, Secretary/Treasurer



Fine Schedule

As of March 16, 2021

Violation	Violation Ordinance Section	Fine Amounts				Fine Ordinance Section
		1st Offense	2nd Offense	3rd Offense	4th + Offense	
Noise Ordinance Violations						
Motor Vehicle Horn	10-50(1)	\$125	\$250	\$375	\$500	1-8
Radios, TVs, and similar devices	10-50(2)	\$125	\$250	\$375	\$500	1-8
Loudspeakers and Amplifiers	10-50(3)	\$125	\$250	\$375	\$500	1-8
Construction equipment and activity	10-50(4)	\$125	\$250	\$375	\$500	1-8
Exhausts	10-50(5)	\$125	\$250	\$375	\$500	1-8
Animals and Birds	10-50(6)	\$125	\$250	\$375	\$500	1-8
Vehicle Repair in residential areas	10-50(7)	\$125	\$250	\$375	\$500	1-8
Schools and Churches	10-50(8)	\$125	\$250	\$375	\$500	1-8
Hawkers and Peddlers	10-50(9)	\$125	\$250	\$375	\$500	1-8
Drums and other instruments	10-50(10)	\$125	\$250	\$375	\$500	1-8
Land Development and Use						
Building Restrictions and Requirements	6-1 to 6-5; 16-8 to 16-9	\$125	\$250	\$375	\$500	1-8
General Property Restrictions	20-47 to 20-51	\$125	\$250	\$375	\$500	1-8
Residential Home Occupation	16-45 to 16-69	\$125	\$250	\$375	\$500	16-46; 1-8
Setbacks and Grades	16-12	\$125	\$250	\$375	\$500	1-8
Fences	16-9(j); 16-70 to 16-74	\$125	\$250	\$375	\$500	1-8
Flood Prevention	14-1 to 14-121	\$125	\$250	\$375	\$500	1-8
Septic Tanks and Grease Traps	16-13	\$125	\$250	\$375	\$500	1-8

Violation	Violation Ordinance Section	Fine Amounts				Fine Ordinance Section
		1st Offense	2nd Offense	3rd Offense	4th + Offense	
Air Quality	10-19 to 10-47	\$125	\$250	\$375	\$500	10-19(a); 1-8
Outdoor Garbage Cans	22-1	\$50	\$75	\$100	\$125	1-8
Tree Protection	20-78 to 20-94	\$50 per day				20-79
Animals						
Restraint of all animals or pets	4-2	\$125	\$250	\$375	\$500	1-8
Outdoor Feeding	4-5	\$125	\$250	\$375	\$500	1-8
Pets on beaches or in dunes	4-6	\$125	\$250	\$375	\$500	1-8
Removal of fecal matter	4-7	\$125	\$250	\$375	\$500	1-8
Animal Abandonment	4-8	\$125	\$250	\$375	\$500	1-8
Rabies	4-9	\$125	\$250	\$375	\$500	1-8
Miscellaneous Offenses						
Disorderly conduct	18-1	\$125	\$250	\$375	\$500	1-8
Discharging firearms, air guns, etc.	18-2(a)	\$500				18-2(b)
Throwing of missiles	18-3	\$125	\$250	\$375	\$500	1-8
Ball Playing	18-4	\$125	\$250	\$375	\$500	1-8
Drinking in Public	18-5	\$125	\$250	\$375	\$500	1-8
Weeds	18-6	\$125	\$250	\$375	\$500	1-8
Accumulation of Junk	18-7	\$125	\$250	\$375	\$500	1-8
Abandonment of Vehicles	18-8	\$125	\$250	\$375	\$500	1-8
Tampering with signs	18-9	\$125	\$250	\$375	\$500	1-8
Freshwater Fishing	18-10	\$125	\$250	\$375	\$500	1-8
Dumping into creeks, rivers, etc.	18-13(a)	\$500				18-13(b)
Outdoor water use restrictions	18-14(a)	Written Notice		Terminate Water Service		18-14(b)
Use of Beaches						
Placement of Litter	18-16(a)(2)	\$100	\$250 w/in 12 mos	\$375 w/in 12 mos	\$500 w/in 12 mos	18-16(f)
Glass or breakable containers	18-16(a)(3)	\$250	\$500	750	1000	18-16(d)
Disturbing Dune Vegetation	18-16(a)(4)	\$250	\$500	750	1000	18-16(d)

Violation	Violation Ordinance Section	Fine Amounts				Fine Ordinance Section
		1st Offense	2nd Offense	3rd Offense	4th + Offense	
Motorized vehicles	18-16(a)(7)	\$250	\$500	750	1000	18-16(d)
Fires	18-16(a)(10)	\$250	\$500	750	1000	18-16(d)
Disorderly Conduct	18-16(a)(11)	\$250	\$500	750	1000	18-16(d)
Nudity	18-16(a)(12)	\$250	\$500	750	1000	18-16(d)
Beer Kegs	18-16(a)(13)	\$250	\$500	750	1000	18-16(d)
Jumping or diving from pier or public structure	18-16(a)(14)	\$250	\$500	750	1000	18-16(d)
Walking or Climbing on rocks	18-16(a)(15)	\$250	\$500	750	1000	18-16(d)
Lanterns and flashlight	18-16(a)(16)	\$250	\$500	750	1000	18-16(d)
Pets	18-16(a)(5)	\$200	\$400 w/in 12 mos	450 w/in 12 mos	500 w/in 12 mos	18-16(e)
Horseback Riding	18-16(a)(6)	\$250	\$500	750	1000	18-16(d)
Beach Lighting	10-78 to 10-85	\$500				10-85(b)
Fire Prevention						
Open Burning	10-21	\$125	\$250	\$375	\$500	10-19; 1-8
Flammable Liquids	12-57	\$125	\$250	\$375	\$500	1-8
Liquefied Petroleum Safety Act	12-56	\$125	\$250	\$375	\$500	1-8
Fire Code	12-21	\$125	\$250	\$375	\$500	12-20; 1-8
Bonfires	12-24	\$125	\$250	\$375	\$500	12-20; 1-8
Fire Services Fee	12-26	\$125	\$250	\$375	\$500	12-20; 1-8
False Alarm	12-27	Written Warning		\$150	4 th \$300 5 th + \$500	12-27(d)
Other						
Overnight Parking	24-3	\$125	\$250	\$375	\$500	1-8
Unlawful Camping	18-18	\$125	\$250	\$375	\$500	1-8
Golf Carts Violation	24-4	\$100				24-4(e)
Satellite Dish Violations	16-171 to 16-175	\$125	\$250	\$375	\$500	16-175(c); 1-8
Signs	16-92 to 16-104	\$50 per day				16-101(f)
Public Gatherings	20-19 to 20-46	\$500				20-26
Sale of Liquor, Malt Beverages, Wine	8-90 to 8-133	\$125	\$250	\$375	\$500	1-8
Vehicle/Bike Rentals	8-13 to 8-173	\$125	\$250	\$375	\$500	1-8

Violation	Violation Ordinance Section	Fine Amounts				Fine Ordinance Section
		1st Offense	2nd Offense	3rd Offense	4th + Offense	
Residential Rental License	8-174 to 8-179	\$125	\$250	\$375	\$500	8-178(d); 1-8
Places of Lodging Tax	2-194	\$125	\$250	\$375	\$500	2-194(k); 1-8

March 16, 2021

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: RFP # 361 – CODE REVISION

A Request for Proposals (RFP) #361 has been prepared for JIA Board consideration for revision of the JIA Code of Ordinances and the Design Review Guidelines.

The Jekyll Island Authority's Code of Ordinances was adopted in 1981, re-codified in 2012, and amended numerous times since then. Parallel to these changes, the JIA has had several master planning documents produced.

The JIA is entering into the final stages of the revitalization of Jekyll Island, which began over twelve years ago. This revitalization has brought new interest, both residential and commercial, to Jekyll Island. As such, staff has recognized that the current Code and Design Review Guidelines include outdated and antiquated terminology, inconsistency, lack of standards, and codes that do not align with the vision of the JIA. Although a zoning revision will comprise a majority of this project, there are a myriad of other issues that will be addressed, which are outlined in the RFP.

The objective of this project is an updated, well organized, concise Code that is easy to understand and interpret for users; provides quick reference tools, which may include visual elements such as drawings, graphics, and cross-referencing tables; and clearly detailed processes and procedures that are simple, flexible, and easily administered. This should include revised Design Review Guidelines, a written process for permitting, zoning/land use ordinances, a zoning and current/future land use map, landscape regulations, and sign ordinances.

Staff would like for this project to be completed by the end of 2021, however that depends on the proposals submitted.

Staff recommends approval of this RFP, which if approved, will be issued on March 16, 2021.

Proposed Schedule of Events

Description	Date and Time
Deadline for written questions	3/23/2021 at 2:00 p.m. ET
Responses to Written Questions	3/26/2021 at 5:00 p.m. ET
Proposals Due / Close Date Proposal Opening Date	4/1/2021 at 2:00 p.m. ET
Proposal Evaluation Completed (on or about)	4/5/2021
Interviews Begin	4/7/2021 – 4/13/2021
Negotiations (discretionary)	4/7/2021 – 4/14/2021
Notice of Intent to Award (emailed) (on or about)	4/15/21
Resolution of Contract Terms	Prior to Consideration of Board Approval
Consideration of Board for Approval	4/20/2021
Notice to Proceed Issued - Estimated Work to Begin	Five days after Board Approval

PROPOSAL FOR RFP # 361

Code Revision

A. Background

Jekyll Island Authority, as the legislatively created governing authority for Jekyll Island, leases the entire island from the State of Georgia. The JIA owns several buildings and other structures on the island and sub-leases/rents some of those to commercial tenants. Residential homeowners own the improvements on their property, but sub-lease the land from the JIA. Contractors should not approach Jekyll Island as a standard municipality or county. As a state park, it is a distinctive area with unique needs.

The Jekyll Island Authority's Code of Ordinances was adopted in 1981, re-codified in 2012, and amended numerous times since then. Parallel to these changes, the JIA has had several master planning documents produced, including:

- 2014 Master Plan, which is being updated in 2021: It is anticipated that the 2021 update will include goals for updating the JIA code;
- Conservation Plan, recently updated;
- Carrying Capacity and Infrastructure Assessment;
- Comprehensive Disability Accessibility Assessment and Improvement Plan; and
- Design Guidelines.

The JIA is entering into the final stages of the revitalization of Jekyll Island, which began over twelve years ago. This revitalization has brought new interest, both residential and commercial, to Jekyll Island. As such, the JIA has determined that its codes and processes need to be revised to address the current and future demands of the island.

The JIA is looking to update its ordinances, Design Guidelines, and create a zoning and land use map in a manner that preserves the appeal of Jekyll Island while not infringing on the rights of leaseholders and tenants.

The JIA desires to award the contract to one firm but is open to sourcing parts of this project to different contractors and invites proposals on individual parts, i.e. urban design and planning firm, a firm with expertise in developing landscape regulations, GIS Specialist, land-use attorney, an individual with experience in miscellaneous code writing, etc.

The JIA desires to complete this project at one time, but recognizes that, due to budget constraints, the project may need to be completed in phases.

Ideally, the JIA would like to present the code for first reading on October 19, 2021 with a proposed adoption by the Board on December 14, 2021, but alternate timelines will be considered.

Please review:

Jekyll Island Ordinances: https://library.municode.com/ga/jekyll_island_authority/codes/code_of_ordinances
Enabling Legislation, O.C.G.A. § 12-3-230 to 12-3-277: <http://www.lexisnexis.com/hottopics/gacode>
Important Documents: <https://www.jekyllisland.com/jia-category/important-documents/>
Living on Jekyll Island: <https://www.jekyllisland.com/livinghere/>

B. Project Overview

The JIA has recognized that the current Code and Design Review Guidelines include outdated and antiquated terminology, inconsistency, lack of standards, and codes that do not align with the vision of the JIA. Although a zoning revision will comprise a majority of this project, there are a myriad of other issues that will be addressed. The following specific issues have been identified:

- Chapter 4: Revision of animal control ordinance to reflect current practices
- Chapter 6:
 - The construction codes need to be updated to reflect current state code and to adopt future state code adoptions
 - Building requirements and general specifications need to be updated
- Chapter 8
 - Article II, Division 2: Assessment of need of Innkeeper's license and revision if applicable
 - Article II, Division 3: The alcohol license code needs to be updated
 - Article III: Update Residential Rental License code
- Chapter 12: The fire code needs to be updated to reflect current state code and to adopt future state code adoptions. The rest of the Article II needs to be revised.
- Chapter 16: The land use regulations should take into account the proposed Golf Master Plan.
 - Article I: The "zoning code" is outdated and only applies to part of the island. A form-based code will be entertained.
 - A land-use map needs to be developed that can be uploaded to the county GIS. Chapter 16 and the Design Review Guidelines should be consistent with each other.
 - It is critical to the JIA that neighborhood characteristics are considered in approving new or additional structures and that historical architecture be maintained if possible.
 - RV storage and "party houses" should be addressed
 - Parking in yard; non-working vehicles
 - Natural Landscaping on leased lots
 - Article II: The residential home occupation code is outdated and should reflect modern practices while maintaining the residential character of neighborhoods.
 - Article III: Update fence ordinance.
 - Article IV: The signs ordinance is outdated and is not user-friendly.
- Section 18: Assessment and revision if applicable
 - Revised definition of "junk"
 - Allow ball-playing in street

- Assess “drinking in public” as related to current practices and/or commercial district
 - Impose prohibition for dumping trash in JIA-owned containers
- Chapter 20, Article IV: The Tree Protection Ordinance is not user-friendly and lends itself to undesirable outcomes. As any fine money for ordinance violations is kept by the county and is not returned to the JIA, it is desirable to revise the Tree Mitigation Fund ordinances so that monies can be used for reforestation of the island.
- Design Review Guidelines: These guidelines are outdated, inconsistent, and insufficient for the diversity of projects and developments across the island. The JIA also desires to update the permitting process for the Design Review Group, which handles permits, to improve efficiency and effectiveness.
- Miscellaneous issues to consider:
 - Commercial Compactor requirements, if any
 - Imposing specific penalties for altering landscape off leased premises
 - Adopting Department of Natural Resources State Park Rules regarding collection of artifacts, drones, leash laws, etc.
 - Cell Towers/Small Cells
 - E-Bikes
 - Compliance with the Georgia Coastal Stormwater Supplement
 - Registration process for golf carts
 - Regulation of human directionals
 - Regulation of “pop-up shops” or the like in commercial districts
 - Imposition of percentage rent for non-lessees doing business on Jekyll Island
 - Non-lessee business regulations

C. Deliverables - Project Objectives and Expected Outcome

- An updated, well organized, concise Code addressing the above issues that is easy to understand and interpret for users; provides quick reference tools, which may include visual elements such as drawings, graphics, and cross-referencing tables; and clearly detailed processes and procedures that are simple, flexible, and easily administered.
- A revised Design Review Guidelines
- A written process for permitting
- Zoning/Land-Use ordinances
- Creation of a zoning and current/future land use map in a shapefile format, able to be uploaded to the county GIS
- Landscape regulations, including, but not limited to, redevelopment and infill properties, public rights-of-way
- Sign ordinances

D. Expected Tasks and Services

With assistance from JIA staff, the Contractor will conduct a public process to develop a new Zoning Code; revise and update existing ordinances and add new ordinances where needed; and revise the Design Review Guidelines.

It is expected that the Contractor will work with staff and the public to develop a “hybrid” zoning ordinance and Design Guidelines that incorporate form-based and traditional

standards in neighborhoods and commercial districts to preserve the character of Jekyll Island. It should incorporate architectural standards and graphics when appropriate.

JIA staff will be the technical resource for revision and will coordinate meetings and produce copies of documents.

The final work will be developed in conjunction with JIA staff, but the scope of work should include the following:

- **Current Code Analysis:** The Contractor will work closely with HIA staff in producing a diagnosis of the existing codes and guidelines, looking for possible legal issues, antiquated content, inconsistent standards, and enforceability. The analysis shall be made in consideration of the Contractor's knowledge of best practices in other communities, innovative zoning and land use practices, and user-friendly zoning codes.
- The Contractor will review and identify goals, objectives, and recommendations to ensure the new code will be consistent across all planning documents
- **Evaluation of Existing Neighborhoods and Districts:** The JIA contains many unique areas that may warrant context-sensitive regulations. JIA staff will work with the Contractor to identify these areas.
- **Outline of Proposed Code Changes:** The Contractor shall provide an outline of the proposed changes, which shall include:
 - An overview of the proposed structure and substance of the new codes;
 - Different options for addressing issues;
 - A recommended approach for each issue; and
 - Commentary on the rationale for the recommended approach.
- **Public Outreach:** The Contractor will develop a public outreach strategy designed to inform community stakeholders and the general public on the benefits of the new code and guidelines, as well as conduct regular meetings and web/social media interaction throughout the process. The Contractor will be required to attend public hearings. Public hearings should have in-person and virtual attendance components.
- **Drafting the Documents:** The Contractor will prepare drafts of new codes, design guidelines, maps, and graphics for review by staff, culminating in a final version to be approved by the Board of Directors.
- **Presentation to Board of Directors:** The Contractor is expected to make draft, revised, and final presentations to the Board of Directors in at least three meetings.
- **Final Documents:** The Contractor shall provide a final copy of the adopted documents in a modifiable digital file approved by JIA.

E. Additional Proposal Requirements

- a. The proposal should include a timeline of events, including the projected number of meetings/presentations/workshops and other sessions for gathering staff and public input.
- b. The proposal should include the cost estimate for each phase of the Proposer's work. By including this information, Proposer acknowledges that an award may be made for one phase, more than one phase, or all phases of the Proposal.
- c. It is expected that the draft documents will have multiple rounds of drafting,

circulation, and revisions. The proposal should describe the manner in which you intend to circulate drafts and gather proposed changes. The JIA is seeking to avoid a myriad of individual emails.

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, February 16, 2021 via phone and YouTube, broadcasted to the public.

Members Present: Mr. Joseph B. Wilkinson, Jr., Chairman
Mr. Bob Krueger, Vice Chairman
Mr. Bill Gross, Secretary/Treasurer
Commissioner Mark Williams
Dr. Buster Evans
Ms. Joy Burch-Meeks
Mr. Glen Willard
Mr. Dale Atkins

Members Absent: Mr. Trip Tollison

Key Staff Present: Yank Moore, Conservation Land Manager
Joseph Colbert, Wildlife Biologist
Dennis Gailey, Director of Public Safety
Ben Carswell, Director of Conservation
Michael Scott, Director of Historic Resources
Jones Hooks, Executive Director
Marjorie Johnson, Chief Accounting Officer
Alexa Orndoff, Director of Marketing and Communications
Andrea Marroquin, Curator
Noel Jensen, Chief Operations Officer
Melissa Cruthirds, General Counsel
Michelle Webb, Executive Assistant

Various members of the public, JIA staff, and press attended in person and listened online.

Vice Chair Krueger called the committee sessions to order at approximately 9:33 a.m. and introduced those participating via teleconference. The roll was called, and all members were present except Mr. Trip Tollison who was absent, Mr. Wilkinson and Mr. Willard arrived at approximately 9:42 a.m. and 9:36 a.m. respectively.

There were six comments received online for this meeting. The name of the commenter and the subject were read into the record as shown below and a copy of the full comments were given to each Board member.

1. Jackie Becker - Assignment of Lease for Tribuzio's Grill
2. Teresa Gerry - Action item 11 - Tribuzio Grill LLC lease
3. Harper Gerry - Action item #11 - Tribuzio Grill, LLC lease
4. Mike & Rita Thompson - Tribuzio Grille
5. Karyn Cochran - Golf Master Plan
6. Heather Wallace - Sunrise Grille 2.0

I. Historic Preservation/Conservation Committee

A. Yank Moore, Conservation Land Manager; Joseph Colbert, Wildlife Biologist; Dennis Gailey, Director of Public Safety; and Ben Carswell, Director of Conservation delivered the Prescribed Fires presentation. Mr. Moore began by talking about the reintroduction of fire to Jekyll's northern forests with piolet burns and describing the resources and planning that go into a prescribed burn. Next Mr. Colbert discussed the burning operations and

monitoring. Mr. Gailey thanked the Conservation Department for leading this process and spoke to the mopping-up/response. He discussed other agencies roles and involvement for contingency readiness. Mr. Carswell completed the presentation with discussing the next steps in the fire management program. There were no questions from the Board.

B. Mr. Michael Scott, Director of Historic Resources, then spoke about the Mosaic Museum. Mr. Scott began by explaining that the large lobby space in the Mosaic was initially intended to accommodate large groups, but due to the ongoing Pandemic, the department sought to re-envision what the space could be used instead. It was decided that the best use would be a small exhibit space, unlike the existing gallery. The first topic presented in this new area was women's suffrage, and the newest exhibit was a celebration of Black History Month. The exhibit was set for three months and connected to a larger "In Service of Others" narrative to explore the story and contributions of other workers and individuals at the Club Hotel.

Chairman Wilkinson was then presiding over the meeting and apologized for his lateness. It was noted for the record that Mr. Glen Willard had also arrived.

There were no public comments.

II. Finance Committee

A. Mr. Bill Gross, Finance Committee Chair summarized the January financials as included in the meeting materials. Mr. Gross stated that the revenue for January was \$37,000 more than budgeted. The Convention Center had a budget shortfall of \$66,000 and continued to show significant revenue impact due to the Pandemic. Campground revenues continued to be above budget. Expenses were 9% less than budgeted. Net operating cash flow and income were both better than budgeted. Traffic to the island was up in January and hotel revenues were down \$934,00 then January 2020.

B. Mr. Hooks, Executive Director, and Ms. Marjorie Johnson, Chief Accounting Officer then introduced the proposed Budget Revisions. Mr. Hooks began by reminding attendees that the current budget had been built around anticipated COVID losses. This entailed furloughing, realigning positions, and new/extra duties for many employees. However, the Authority has done well thus far by keeping down expenses and the boom in leisure travel. Therefore, staff recommends the following revisions to the budget.

a. Ms. Marjorie Johnson delivered the request for compensation and merit increases. She stated the proposed revision was for a 2% increase in compensation for all full time and part time employees in line with regular merit increase qualifications. She noted that no additional funds would be necessary from the budget as the amount needed to complete this action was considerably less than the amount the Human Resources Department had remained under budget for expenses.

Mr. Krueger asked what the total dollar amount of the increase was. Ms. Johnson replied it was around \$130,000 with benefits. Mr. Gross stated that he believed that the Authority had done a great job exceeding expectations in a declining and constructing market.

Mr. Gross moved to recommend approval of the request; seconded by Mr. Atkins. The motion was unanimously approved.

b. Mr. Hooks then spoke about FY 2021 Budget amendment requests. Like the compensation and merit increases, staff felt the positive progress of the budget would allow accommodation of additional budget items and the reinsertion of some important items which had been cut. For example, the \$75,000 for design of the new public safety complex had been proposed so that plans could move forward on that project. He stated that he believed it was a good time to move forward on the projects listed in the memo with respect to securing future State and other funding prospects. Furthermore, Hooks explained more funds were needed to update the Master Plan which had been postponed due to the ramifications of the pandemic.

Ms. Johnson then proceeded to speak about the request for \$27,000 to replace 50 bicycles for the JIA bike rental. This funding would include custom graphics, plates, baskets, and bells for the bikes. She noted a number of bikes had been replaced over the last two years, but further replacements were postponed due to the pandemic. She stated it was important to secure funding now to have new bikes in time for the summer season. Bikes still in good condition from the mini-golf bike rental would be used to replace some of the oldest bikes at the Campground.

Dr. Evans moved to recommend approval of the request; and it was seconded by Mr. Krueger. The motion was unanimously approved.

There were no public comments.

IV. Marketing Committee

A. Alexa Orndoff, Director of Marketing and Communications presented the Marketing Department report. Ms. Orndoff began by explaining Marketing's role in the Black History Month Mosaic exhibit. Additionally, the display had received significant media coverage in print and online from both the local drive market and Atlanta. Next, she reported the annual Island Treasures event had continued to grow in popularity. She noted that island visitation was up roughly 20,000 visitors despite the pandemic. Island Treasure sales in the Guest Information Center were nearly double from last year. Lastly, she cited a recent story in the Wall Street Journal which highlighted a company NatureQuant. Using a metric term "NatureScore", this company ranked areas from "Nature Deficient" to "Nature Rich" based on quantity of natural elements that correspond to good health. This study labeled Jekyll Island as the highest category of healthiness scoring for green space and nature exposure opportunities. She stated that the Marketing Department would continue to try and leverage these kinds of stories, especially during the pandemic.

There were no public comments.

V. Legislative Committee

A. Mr. Tollison was absent, so Mr. Hooks presented Resolution #R-2021-1, opposition to House Resolution 30, casino gambling as it relates to Jekyll Island. He stated the Board resolution was to formalize opposition to Georgia House Resolution 30 which, if passed, would authorize a limited number of casino resorts statewide. Mr. Jones reiterated that the board had voiced opposition to casino gambling on Jekyll Island on two previous occasions. This included wide media reporting of the November 14th, 2011 Board opposition. It was noted that House Resolution 30 did not specifically cited Jekyll Island as a possible location, and in fact, required a vote from local jurisdictions before casino

placement. However, due to recent concerns expressed in a Brunswick News editorial and online, this resolution would formally reaffirm the Board's opposition to casino gambling on Jekyll Island and the Board's continued focus on Jekyll as a family-friendly location.

The motion to recommend adoption of Resolution 2021-1 was made by Mr. Krueger and seconded by Mr. Wilkinson.

However, Mr. Krueger asked that the resolution be clarified. He wished to make clear that the Board did not take a position on casino gambling in other areas of the state of Georgia; that their opposition applied solely with regards to Jekyll Island.

Chairman Wilkinson asked if that was already included in the resolution, and Mr. Krueger answered no. Mr. Hooks offered to make the sentiment clear in the cover letter, and Chairman Wilkinson agreed.

Ms. Burch-Meeks asked if the Board was sending this resolution up to the listed recipients from the JIA Board or if the JIA Board was asking the local state delegation to introduce this Resolution at the capitol. Mr. Hooks responded that it was not staff's intent to request introduction of the resolution at the state level. The intent of the Resolution was simply for the Board to formally inform state officials of the Board's opposition to any consideration of Jekyll Island as a location for casino gambling.

Ms. Burch-Meeks suggested that there could be an amendment to the last paragraph to include the local state delegation receive a copy of the Resolution. Mr. Hooks stated that Resolution already included the local delegation as they were either specifically designated or were members of the Legislative Oversight Committee. Mr. Hooks offered to name each individually if Ms. Burch-Meeks thought it would be better. She declined and withdrew her suggestion of an amendment.

Commissioner Williams asked if the verbiage Mr. Krueger discussed could be added to the Resolution. Mr. Wilkinson confirmed with Commissioner Williams that he wished to amend the Resolution. Commissioner Williams clarified the wish to amend the resolution to include a paragraph or a sentence that would indicate this is not a Resolution taking a position in favor or opposition to casino gambling in the State, but rather on Jekyll Island. Mr. Krueger seconded the amendment. There was no further discussion on the amendment. The amendment as discussed was unanimously approved

The motion, as amended, was also unanimously approved.

There was one public comment. Mr. Jim Reed, President of the Jekyll Island Citizen's Association (JICA), spoke on behalf of the Association. JICA agreed and supported the Board's Resolution and its passage. He thanked the Board for their proactive action.

VI. Committee of the Whole

A. Andrea Marroquin, Curator, presented on the history of golf on Jekyll Island. She presented the Board images and information about the first golf links on Jekyll Island in 1899, the Ross Course which opened in 1910, Holes in the Dunes which were completed in 1924, and information about the use of Jekyll courses as a testing ground in 1924. She then went on to detail the history of each of the current courses: Great Dunes opened in 1928, Oleander completed in 1964, Pine Lakes dedicated in 1967, and Indian Mound which

opened in 1975. Ms. Marroquin completed her presentation discussing the archaeology of the golf courses regarding known sites, surveyed areas, and the currently unsurveyed areas remaining.

- a. Mr. Hooks then touched on the Golf Master Plan next steps. He reviewed the plan for public work session following the March and April Board meetings to have more detailed discussions with Board members, staff, and other resources as needed.

B. Noel Jensen, Chief Operations Director then gave an update on the Jekyll Island airport. He began by outlining the previously completed projects which began in 2016 using a capital improvement plans and matching funds. Of the \$1.06 million spent on small airport renovations, JIA had only expended \$50,000 using other government funding as leverage. The current lighting and remarking project included upgraded, more efficient, and lower maintenance light emitting diode (LED) lighting and bringing a threshold into compliance without cutting down historic live oak trees. Also included in the current phase was a remark and rejuvenator to the runway surface, which extended the surfaces' lifespan 10 additional years. Future projects as submitted to Georgia Department of Transportation include: a design and building of a new Americans with Disabilities (ADA) compliant terminal building, more runway safety, the design of a larger and improved hangar facility, and other projects. Correspondence with current airport stakeholders shows not only demand for increased hangar space, but additional four aircraft based from a new hangar on Jekyll Island was be needed to secure and increase additional Federal Aviation Administration (FAA) funding.

Chairman Wilkinson inquired if the airport had a private fixed-base operator (FBO). Mr. Hooks answered no; however, the Authority has an operator who works with Mr. Jensen and is available much of the time.

C. Mr. Jensen introduced the Request for Proposals (RFP) #360 – Public Safety Complex Architectural and Engineering Services. The request was for a new Public Safety Complex to house both Georgia State Patrol and Jekyll Fire/Emergency Medical Services (EMS) which were currently housed in separate buildings. Additionally, the new building would feature a small emergency operation center. Mr. Jensen stated the new building would not only be beneficial to encourage cohesion of the State Patrol and Jekyll Fire/EMS; but the location of the new Complex (previously approved by the Board) lay within a one and half miles of the greatest commercial and population areas on the island in accordance with ISO Insurance Services guidelines. The new location on Shell Road west of the mini golf/bike rental, as well as other building improvements, would place emergency services in a higher ISO category and result in a reduction to resident and business insurance costs.

Mr. Gross moved to recommend approval RFP #360. The motion was seconded by Mr. Krueger and was unanimously approved.

D. Mr. Hooks then discussed Resolution #R-2021-2, Endorsement of the Glynn County 2021 Special Purpose Local Option Sales Tax (SPLOST). Mr. Hooks explained that the Board had recently submitted a request to be included in the 2021 SPLOST funds for Glynn County. The JIA requested \$1 million for Clam Creek pier access and safety improvements and \$1.5 million for bike path paving. The referendum for SPLOST was scheduled for March 16, 2021. The estimated total taxes raised over a three-year period

would be \$68.5 million for the whole of Glynn County, the City of Brunswick, the JIA, and the Joint Water and Sewer Authority. Mr. Hooks stated studies showed the majority of sales tax revenue in Glynn County was generated from non-residents/visitors. This Resolution provides JIA Board support of the 2021 SPLOST program.

Dr. Evans moved to recommend adoption of Resolution 2021-2. The motion was seconded by Ms. Burch-Meeks; unanimously approved.

E. Next Mr. Hooks presented the University of Georgia (UGA) Proposal for 2021 Master Plan. The Carl Vinson Institute at the University of Georgia created the 2014 Master Plan for Jekyll Island and agreed to submit a proposal for an updated 2021 plan. The proposal as included in the meeting documents, would review the 2014 plan, account for items accomplished and not yet accomplished, measure revitalization, update graphics, etc. Public input opportunities, a survey, and Board presentations were also included in the proposal. Mr. Hooks anticipated the draft of the new plan would be presented to the Board at the September meeting. The proposed contract from UGA was not to exceed \$65,000 and would begin immediately upon Board approval and legal review.

Mr. Krueger moved for approval of the recommendation. The motion was seconded by Mr. Willard; unanimously approved.

F. Mr. Hooks then reviewed the Letter of Support for the current Metropolitan/Micropolitan Statistical Area (MSA) standard. The Brunswick Area Transportation Study (BATS) committee suggested the JIA, the City of Brunswick, and Glynn County draft letters expressing concern over the recent movement to alter the definitional standard of a small Metropolitan Statistical Area from a minimum population of 50,000 to 100,000. This definition change would adversely affect Brunswick and six other MSAs within Georgia in regard to Department of Transportation funding. Mr. Hooks clarified this was a letter expressing opposition to the change to be signed by the Chairman and was not a resolution from the Board.

Mr. Krueger moved to recommend approval of the letter of support; seconded by Ms. Burch-Meeks. The motion unanimously approved.

G. Ms. Melissa Cruthirds, General Counsel, then introduced the second reading and consideration of O-2021-1, an amendment to the False Alarm Ordinance. Ms. Cruthirds explained the proposed amendment changed the citation procedure so a citation could be issued at the discretion of the Fire Marshal or Code Enforcement Officer to the owner, manager, or the hotel guest if they are repeat offender. This change would allow the Authority more discretion in issuing citations false alarm tickets.

Mr. Willard moved to recommend the adoption of Ordinance 2021-1; seconded by Mr. Adkins.

In discussion, Dr. Evans asked if the Authority had yet levied any fines and whether the original ordinance had helped reduce false alarms since its adoption. Ms. Cruthirds replied she believed two citations had been issued, but both had been dismissed with no fines levied due to the technicality. Hence the request for this amendment.

There were no further questions from the Board, and the motion was unanimously approved.

H. Ms. Cruthirds then spoke to the contract for Summer Waves management. The proposed contract was for renewal with SCS Resort Management, LLC which was owned and operated by Mr. Steve Sharp. The contract renewal would be for three years, instead of previous one-year contracts. The renewal would also increase the management fees paid to Mr. Sharp as well as the rental fees paid to the JIA. The incentive structure had been clarified and the scope of work had been more clearly delineated in the renewal contract.

Mr. Hooks interjected that Mr. Sharp was the current and long-time manager of Summer Waves and had always done an outstanding job for the Authority. Summer Waves is among the Authorities most revenue positive amenities in a normal year. Even during COVID significant revenues were generated. Mr. Sharp had a great reputation with both outside entities and seasonal staff. Mr. Hooks stated his strong support of this contract proposal.

Mr. Gross moved to recommend the approval of the contract. The motion was seconded by Mr. Krueger; unanimously approved.

I. Mr. Hooks presented the consideration of the lease agreement for Tribuzio's Grille, LLC. Mr. Hooks explained that personnel changes in December at McCormick's Grill coupled with interest by the owners of the Sunrise Grille presented an opportunity. For context he explained the conversion of Authority operated services to private business had occurred numerous times to the benefit of both the Authority and users. Examples included outsourcing the gas station, garbage collection, management of the convention center, and the operation of the restaurant currently known as Tortuga Jacks. Mr. Hooks emphasized that Rob and Brittney Tribuzio were residents and experienced in the food and customer service industries and had a track record of success at Sunrise Grill in the Beach Village, even during the Coronavirus pandemic. Their other business, Brittney's Closet was one the first stores leased in the Beach Village.

Ms. Cruthirds then explained the terms in the proposal were from March 1st, 2021 until February 28th, 2026 and included a clause which would allow the Authority to terminate the contract after three years if it became necessary to proceed with the Golf Master Plan. The base monthly rent, CPI adjustment, insurance requirements, and other details were outlined in the memo in the Board materials. The Tribuzios would be purchasing McCormick's appliances and furniture from the Authority. Additionally, the new business would continue to offer a 25% discount of food and non-alcoholic beverages to authority employees, would interview any current McCormick's employees who would like to apply for positions, and would be able to rent the upstairs space not included in their premises from the Authority for a set fee. Finally, the Authority would be allowed to maintain use of the building for emergency operations.

Mr. Hooks also mentioned the name "Tribuzio's Grille" had been approved by the JIA internal naming committee.

Mr. Krueger moved to recommend the approval of the Lease agreement for Tribuzio's Grill, LLC. The motion was seconded by Dr. Evans.

Mr. Krueger asked what the length of lease would be, and Ms. Cruthird answered till 2026. Mr. Krueger then asked if the Golf Master Plan progressed, would the lease transfer to another facility. Ms. Cruthirds stated it would not and it was clarified that a lease transfer

would be a separate negotiation. She reminded the board the lease could be terminated after three years. Mr. Krueger questioned if the Tribuzios would receive consideration for bidding on a potential new space lease, to be determined later? Mr. Hooks stated they would not be excluded, should that come to pass.

The motion was unanimous.

J. Ms. Cruthirds then gave a legal update. Ms. Cruthirds summarized that the Authority had several litigation cases being handled in conjunction with her office with the State of Georgia Attorney Generals (AG) Office by Special Assistant Attorney Generals (SAGs). The first was a personal injury case in its early stages which was being handled by the AG office and the Department of Administrative Services had previously denied the claim. There were also two trademark cases being handled by SAGs. Lastly, there was a breach of contract case currently in dispositive motions also being handled by a SAG through the State.

As a non-litigation matter, she also updated the Board that the Authority had become the owner of a single-family home located at 5 Hayes. The property had been vacant for more than four years and had become a safety and neighborhood concern. It was slated to become part of a tax lien auction, which would require the property to remain vacant and unimproved for a minimum of another year, and possibly several more. To avoid this outcome, the Authority and the State Attorney Generals Office were able to obtain a limited warranty deed from the owner and in exchange the Authority paid the back property taxes and chose not to pursue the \$3000+ in fees owed to the Authority. Ms. Cruthirds emphasized that the Authority did not wish to pursue purchasing residential real estate. This move was to preserve safety and mitigate neighborhood concerns in a timely manner. Ms. Cruthirds concluded by noting that the Authority had already received multiple inquiries into the property and the Authority was considering options.

K. Mr. Hooks then provided the Executive Director's Report. He highlighted a letter of thanks from the Turtles Fly Too organization. This team of volunteers fly cold stunned sea turtles from all over to the Jekyll Island airport for aid from Georgia Sea Turtle Center.

Mr. Hooks then unveiled the 2020 Progress Report to the Board. This year's theme of open spaces was in response to the pandemic and its effects. The report would now be distributed to state senators, representatives, and administration.

The Executive Director then highlighted the work of Ben Rushing with Jekyll Island's Fleet Management. The Authority not only maintained Tier 1 status but was one of only seven to maintain or gain Tier 1 states during the pandemic. He was very proud of the Authority's ability to maintain such a high standard during such a difficult time.

L. Chairman Wilkinson proceeded with Chairman's Comments. The Chairman stated that he was amazed, thankful, and proud of the entire Authority team.

The Board moved directly into the Board Meeting Agenda.

The Jekyll Island State Park Authority (JIA) Board Meeting
February 16, 2021

The roll was called, and all members were present except for Mr. Trip Tollison.

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1. Mr. Krueger moved to accept the minutes of the February 16, 2021 Board meeting as presented. The motion was seconded by Mr. Evans. There was no discussion, and the minutes were approved unanimously with no objections.
 2. Approval of the request for budget revisions to add compensation and merit increases, a recommendation of the Finance Committee, carried by unanimous consent.
 3. Approval of the request for budget revisions for various listed fiscal year 2021 budget amendments, a recommendation of the Finance Committee, carried by unanimous consent.
 4. Adoption of Resolution #R-2021-1, opposition to House Resolution 30, casino gambling as relates to Jekyll Island as amended, a recommendation of the Legislative Committee, was approved unanimously.
 5. Approval of the Request for Proposals #360 for the Public Safety Complex architectural and engineering services, a recommendation of the Committee of the Whole, carried by unanimous consent.
 6. Adoption of Resolution #R-2021-2, an endorsement of Glynn County 2021 Special Purpose Local Option Sales Tax (SPLOST), a recommendation of the Committee of the Whole, carried by unanimous consent.
 7. Approval of the University of Georgia proposal for 2021 Master Plan update, a recommendation of the Committee of the Whole, carried by unanimous consent.
 8. Approval of a letter of support to retain the present population sizes of Metropolitan/Micropolitan Statistical Area (MSA) as recommended by the Brunswick Area Transportation Study (BATS) committee, recommended by the JIA Committee of the Whole; carried by unanimous consent.
 9. Adoption of Ordinance #O-2021-1, an amendment to the false alarm ordinance a recommendation of the Committee of the Whole, carried by unanimous consent.
 10. Approval of contract for Summer Waves management, a recommendation of the Committee of the Whole, carried by unanimous consent.
 11. Approval of the lease agreement for Tribuzio's Grille, LLC, a recommendation of the Committee of the Whole, carried by unanimous consent.

The motion to adjourn was made by Mr. Krueger and was seconded by Mr. Willard. There was no objection to the motion and the meeting adjourned at 11:39 a.m.

MEMORANDUM

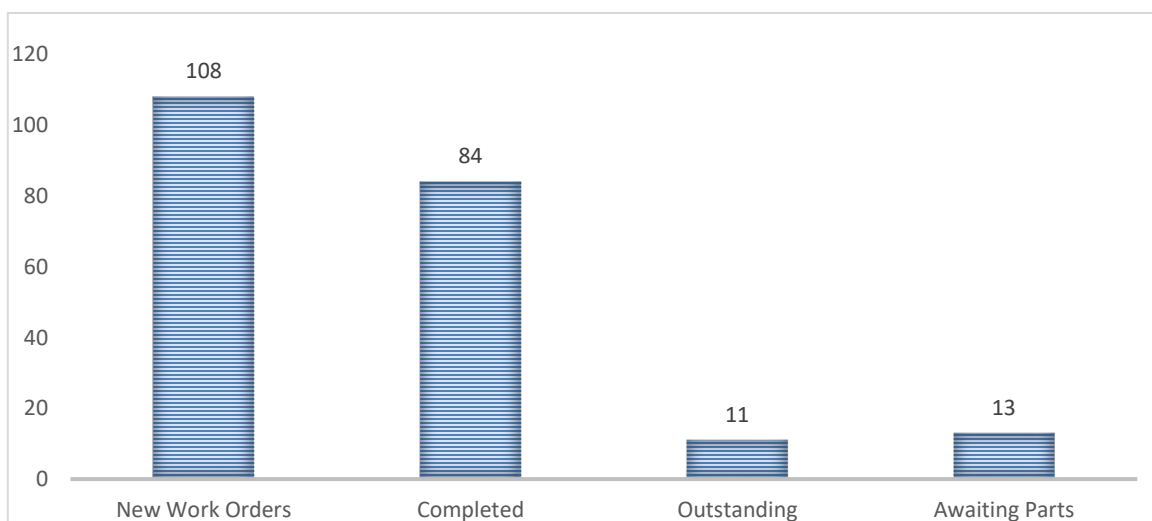
TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: OPERATIONS MONTHLY REPORT – FEBRUARY
DATE: 3/09/2021

PUBLIC SERVICES

February Highlights:

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 148.05 gallons of 100LL aviation fuel totaling \$695.67 in sales for the month of February. This drastic decrease is due to the airport being closed for runway rejuvenation and lighting rehabilitation beginning 2/08/2021.
- Construction to rejuvenate and remark runway 18-36, displace runway 36 threshold and construct runway lighting rehabilitation at the Jekyll Island Airport with LED lights continues. Beginning 3/05/2021, runway will be open sans PAPI at 36 and taxiway lights as they are currently inoperable until supplies are delivered and flight checks are complete.
- Beach crossover construction continues with the completion of Stewart Lane and the current construction of Barron Lane. Updates and photos can be found on the Projects page of the Jekyll Island website:
<https://www.jekyllisland.com/jekyll-island-authority/beach-crossover-construction/>
- Public parking lot construction, funded by SPLOST 2016, at the 3-way stop of Stable Road and Riverview Drive, Driftwood Beach, Airport Auxiliary and St. Andrews Beach continues. All projects scheduled to be completed on 3/16/2021. Information can be found on the Projects page of the Jekyll Island website:
<https://www.jekyllisland.com/jekyll-island-authority/public-parking/>
- Installation of a new waterslide attraction is underway at Summer Waves. Information can be found on the Projects page of the Jekyll Island website:
<https://www.jekyllisland.com/jekyll-island-authority/summer-waves-attraction>

Operations Department Work Orders

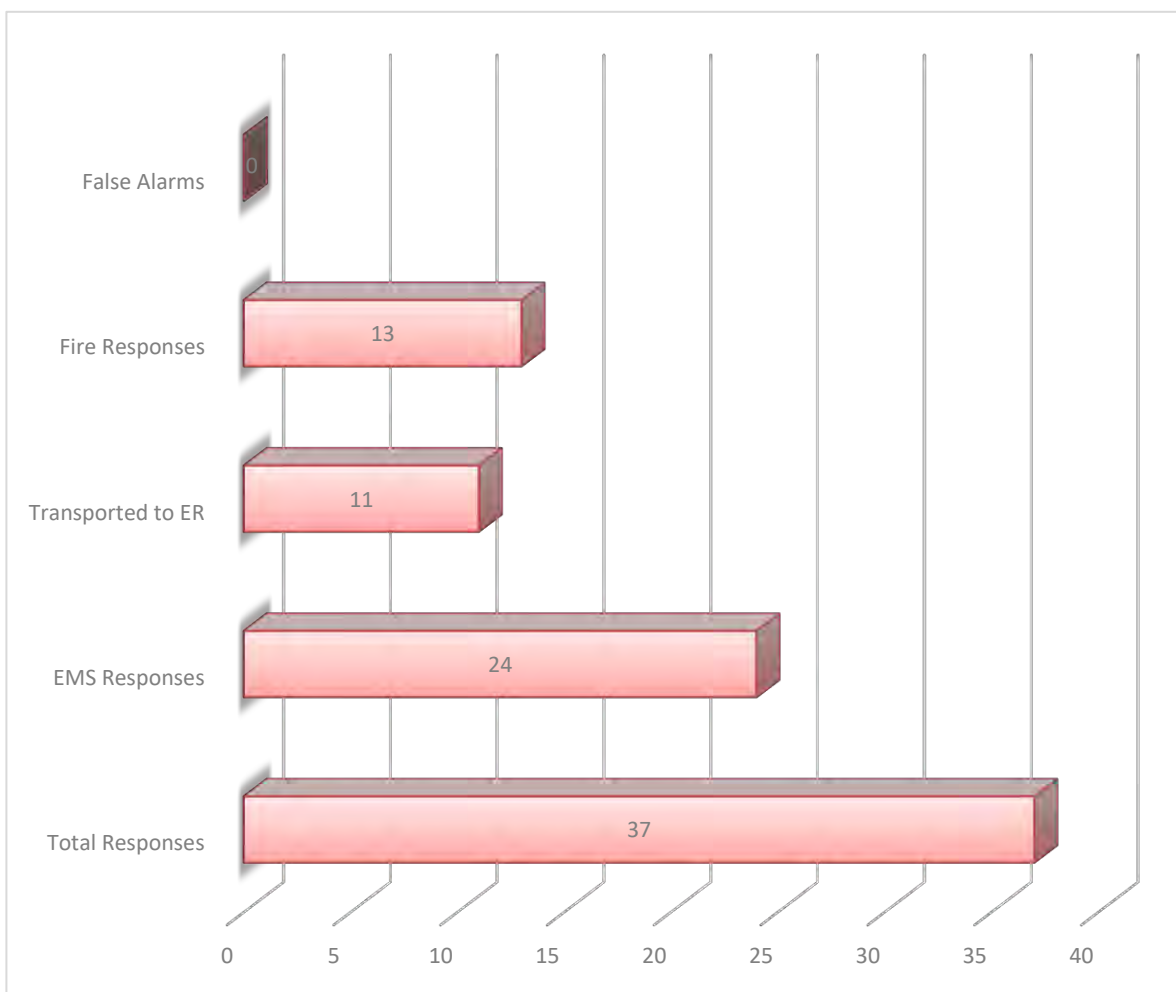


PUBLIC SAFETY – Fire & EMS

February Highlights:

- Completed 352 hours in staff training for the month.
- Fire Marshall performed 21 fire commercial inspections.
- Two (2) building permits was issued, and there were three (3) complaints investigated by Code Enforcement.
- GCFD was not available to assist via Mutual Aid for one (1) EMS transport due to a JIFD primary unit already in transit to the hospital. However, plenty of qualified staff were available to transport the patient to the hospital utilizing JIA's backup ambulance.

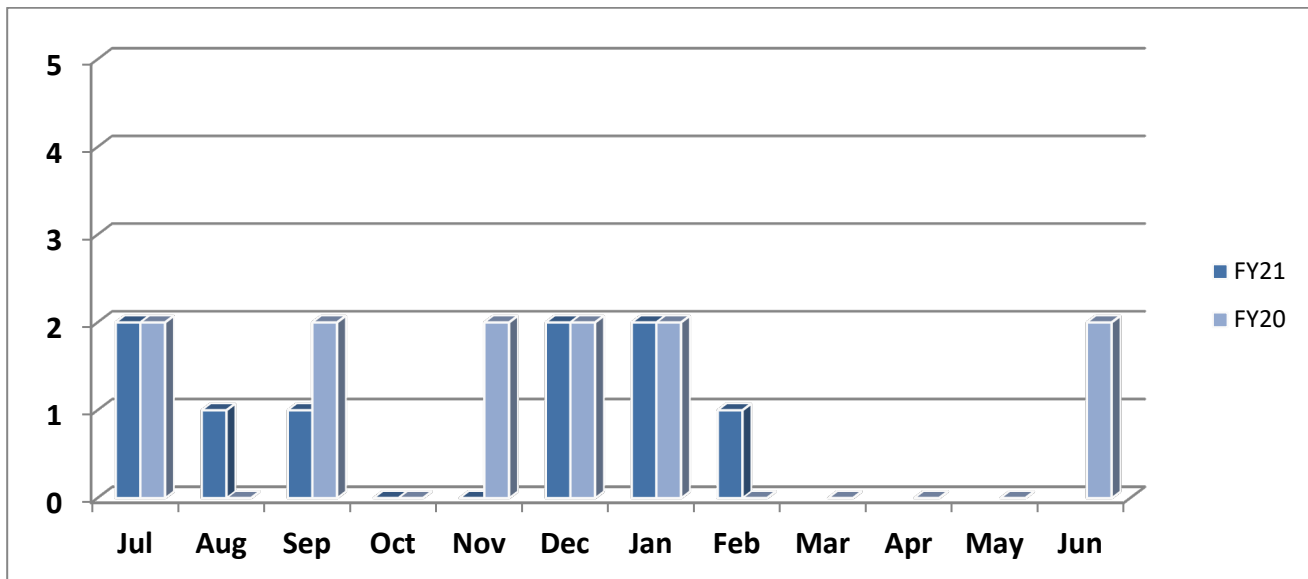
Jekyll Island Fire & EMS Responses



MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 3/9/2021

JIA Workers Compensation Claims: (Target goal for FY21 = 9).



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY21	2	1	1	0	0	2	2	1					9
FY20	2	0	2	0	2	2	2	0	0	0	0	2	12

JIA Employee Census: 281

Month	Full time	Part Time	Seasonal	Interns	Total Employees
Feb	154	112	0	15	281

- **Retirements:**
 - Stephen Flynt – Landscape Crew Leader, retiring after 10 years of service.

Recognition:

○ Meet our March Featured Employee: Joey Ogasawara



Joey Ogasawara began his career with the Jekyll Island Authority in 2012 and is the Sanitation Supervisor in the Roads and Grounds / Sanitation Department. A native of Tifton, Georgia, he has lived in the Golden Isles for 10 years.

Joey has the responsibility of maintaining Roads, Trash Pick-up, Trimming and Cutting Trees. In addition to being a Heavy Equipment Operator. What Joey likes most about working for the Jekyll Island Authority is the great employees and the benefits. When Joey was asked, if you could improve one thing about Jekyll Island, he said “Consider fast food on the island... like McDonalds.”

When Joey is not operating heavy equipment or maintaining roads, he enjoys NASCAR, the GA Bulldogs, Hunting and Fishing. Something interesting to know about Joey is July 23, 2021 he will celebrate his 22nd wedding anniversary with his wife Patricia.

Thank you for all you do Joey, we appreciate you!

MEMORANDUM

TO: HISTORIC PRESERVATION/CONSERVATION COMMITTEE
FROM: BEN CARSWELL, DIRECTOR OF CONSERVATION
SUBJECT: CONSERVATION UPDATE
DATE: 3/9/2021

Research and Monitoring

- Preparations are underway for the routine increase in wildlife research and monitoring activities that accompanies the return of spring weather. This includes eastern diamondback rattlesnake tracking, Wilson's plover nest monitoring, and alligator population monitoring.

Management and Planning

- Conservation staff have joined GSTC staff and Cliff Gawron, Director of Landscape and Planning in recent discussions to coordinate causeway vegetation management plans with Terrapin conservation, monitoring and research.
- Conservation staff participated, along with executive leadership, on the multi-agency "Glynn Shoreline Taskforce" developing the Glynn County Sea Level Rise Response Plan supported by CIG-grant funding made available through DNR and NOAA.

Personnel

- The Conservation Team welcomes new AmeriCorps members Meghan Connelly and Juane Schoeman who are joining us for 6-month terms.
- Applications are being solicited and reviewed for seasonal, part-time Park Rangers

Outreach and Leadership

- Wildlife Biologist Joseph Colbert will be giving an invited virtual presentation as part of the North Carolina Museum of Natural Sciences Reptile and Amphibian Days series. The presentation will be streamed live and the recording will be available here: <https://www.youtube.com/user/ncnaturalsciences>
- Lead Park Ranger Ray Emerson supported an AmeriCorps Service Day activity which provided assistance to DNR with a trail improvement project at Hofwyl-Broadfield Plantation.
- Emerson also spearheaded the creation of new signage that will communicate beach rules to guests and residents at all beach access points and will consolidate signage to reduce the total number of signs necessary at many locations. See Figure 1 for an example. Installation of these signs will begin this week.

Figure 1. New beach-rules signage

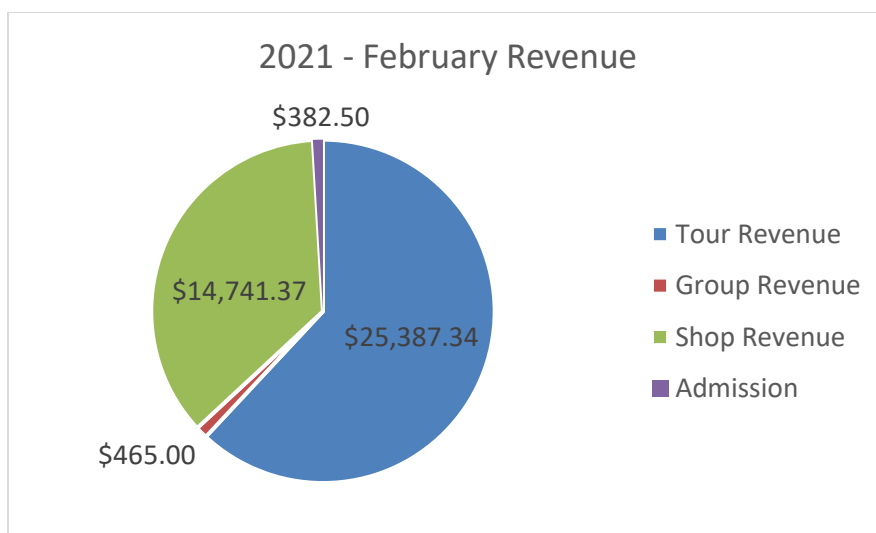


MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: MICHAEL SCOTT, HISTORIC RESOURCES
SUBJECT: HISTORIC RESOURCES MONTHLY UPDATE
DATE: MARCH 8, 2021

Mosaic 2021		<u>Visitors</u>	<u>Revenues</u>
January:	Public Tours:	1242	\$25,387.34
	Admissions:	451	\$382.50
	Groups	31	\$465.00
	Museum Store		\$14,741.37
	Totals	1724	\$40,976.21

Earned revenues continue to fall short of projection. Despite significant rain and continuing depressed demand because of the pandemic, February showed improved numbers compared to the past month. Visitors have reacted positively to the additional tour offerings. Group tour bookings are picking up compared to last month but continue to significantly trail past years numbers. Property rental information requests and bookings are strong for the late spring and beginning to fill fall time slots.



"Clean facilities; friendly, helpful staff; Landmark Historic Trolley Tour was a great way to get a lot of information on the history of Jekyll Island and included a tour of the Indian Mound Cottage. Tour ticket also included tour of Faith Chapel and entrance to the Museum. Definitely worth the cost of admission! A lot of nice, reasonably priced items in the gift shop as well, that help support the museum. Emily was our tour guide and did an incredible job! I was shocked to learn she had only been doing solo tours for a couple of weeks."

Google review – Feb 2021

Mosaic Museum / Historic District

- **“In the Service of Others” Tour** – Saw moderate success, selling 55 tickets for a total of \$1,162.
- **Memberships** – Met with GSTC staff to develop matching membership program planned to start in person sales March 1st and online by April 1st.
- **Museum Operations** – conducted interviews for interpretive staff and museum operations assistant positions.
- **Property Rentals** continue to receive steady number of requests to see the properties for potential bookings.

Curatorial/Research

- **Hollybourne Exhibit Planning** –Hosted a three-day exhibit workshop, led by the HW Exhibits team, to begin development of preservation and exhibit planning for Hollybourne Cottage. Reviewed present conditions and current visitor experiences, project goals and objectives, overarching messages, available research, and approaches to interpretation.
- **Archaeology** – Conducted archaeological monitoring of a runway improvement project at the airport.
- **Collections** – Continued cataloguing and digitizing the slide collection through volunteer assistance. Continued cataloguing objects on display as part of Mosaic rotating exhibits. Provided treatment for rare books in response to moisture, mold, and mildew issues. Pulled rare books from exhibit, placed in isolation, and continued updating catalog records. Continuing work on the final stages of accession cleanup in accordance with the Georgia Museum Property Act. Provided images pertaining to entertainers and music of the Dolphin Club for on-island exhibit through private partnership. Responded to numerous other research requests and photo requests. Spoke with multiple donors regarding potential donations.

Historic District/Preservation

- **Hollybourne** - coordinating volunteers continued work on the multiple ongoing projects re. Window rehab continued, rehab of Butlers Pantry woodwork, replacement of wood lath for plaster
- **Chicota** - Began reclamation and documentation of courtyard tiles
- **Horton** - Continued work on garden fence
- **Mistletoe** - Met with contractor about back porch
- Several gate issues

TO: COMMITTEE OF THE WHOLE
FROM: TERRY M. NORTON, GSTC DIRECTOR AND VETERINARIAN, ROB MAHON, GSTC GENERAL MANAGER
SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – FEBRUARY 2021
DATE: 3/9/2021

The GSTC was open during the month of February under limited visitation capacity due to COVID-19. The February admission count totaled 5,054, which was 1,289 (26%) less than the admission count for February 2020.

- January concessions \$58,861.94 was \$5,507.39 less than budgeted
- January admissions \$41,728.02 was \$8,602.88 less than budgeted
- Adoption (Sea Turtle) 33 | \$1,645 Donations (general) 28 | \$1,333.96
- Memberships 20 | \$1,420.40 Behind the Scenes 0 participants | \$00.00
- Daily Programs 91

Sub-Total Education Reservations: 263 Clients | Revenues \$4,695

- 51K Facebook Page Likes
 - Reach: 60.7K
 - Number of Posts: 12
 - The top post was an x-ray image of a gravid chicken turtle: 13.2K people reached, 413 reactions, 36 comments, and 53 shares
- 21.8K Instagram Followers
 - Reach: 31.2K
 - Number of Posts: 7
 - The top post was a photo of a cold-stunned green (Ristretto) with epibiota “hair”: 15.6K reached, 1.3K likes & reactions, 25 comments
- Virtual Science Saturday | February 13 | \$110 in donations
 - We began Science Saturday promotions on February 5th through internal communication lists (Members, Adoptive Parents, Teachers & Coastal Educators)
 - Within 48 hours, each workshop had filled to its maximum capacity of 15 people; we raised the capacity to 20, but no additional people reserved those spaces.
 - Facebook Live Patient Feeding – we did a patient feeding of Coco on Facebook Live at 10 AM; we had about 90-110 people watching at any given point during the live broadcast and a good amount of engagement on the post.
 - Workshops – We did a Diamondback Defenders Workshop (led by Taylor) and a Sea Turtle 911 Workshop (led by John) held via Zoom. Several attendees registered for both workshops. The cost was free, with the option of donating; we got \$110 between both workshops. There were a couple minor technical issues, but overall they went well and we got good feedback from participants.
- The February Marine Debris Newsletter was completed by Katie Doherty (AmeriCorps member) and shared with GSTC volunteers via Constant Contact.
- Jekyll Island Foundation eBlast article completed by Katie Doherty and Tom Radzio.
- Presentation by Tom Radzio for the Jekyll Rotary Club on Loggerhead turtle conservation and research.

- This will be the final year we put the diamondback terrapin hatchlings up for adoption; they comparatively don't perform as well as other adoptees and they create challenging customer service issues when people believe they will receive actual turtles in exchange for their donation

Rehabilitation

	Sea Turtle	Other Patients
New Patients	3	20
Current Patients	25	52
Released Patients	0	2
Transferred Patients	1	5
Total Since 2007	942	1,949

Research & Patrol

- The GSTC Research team radio-tracked 15 Box Turtles bi-weekly on the golf courses and near residential homes. One chicken turtle was captured at 4-H Center. Chicken turtles appear uncommon on Jekyll Island, and we are working with the 4-H Center to enhance efforts to understand this local population.
- We continued a manuscript collaboration with the JIA Conservation Department to evaluate head starting (rearing hatchlings in captivity until they are large enough to avoid most predators) as box turtle conservation tool.
- Scheduled invited speaker, Dr. Brian Folt of the United States Geological Survey, to give a MS Teams talk to the JIA-GSTC in March on the value of mark-recapture studies in freshwater turtle conservation and ecology.
- Established a formal collaboration with Dr. Brian Shamblin to compare reproductive parameter estimates based on single-island flipper tagging and range-wide (Florida-Virginia) genetic mark-recapture observations.
- Efforts to mitigate impacts of marine debris on Jekyll Island continue with data collected by members of the community and GSTC Research.

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**	2,066	14,551.5	406,548.17
Volunteer Hours**	128.5	511	75,135.51
Marine Debris Hours*	108.25	549.5	10,366.83
MDI & Volunteer Program			
MDI Clean Ups	0	4	72
MDI Items Collected			368,566
New Volunteers Oriented	0	0	242
Volunteer Shadow Shifts	0	0	242
Volunteer Advancements	0	0	265

*YTD Based off fiscal year (July 1, 2020-June 30, 2021) / **YTD Based off of AmeriCorps Program Year (September 1, 2020-August 31, 2021)