



Agenda
Tuesday, April 20, 2021
9:30 a.m.
Jekyll Island Convention Center
JIA Committees and Meeting

9:30 a.m. JIA Committee/ Meeting*

Jekyll Island Convention Center

Following Board Meeting Work Session

Convention Center

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, April 19th 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. Faith Chapel's Tiffany Windows – Michael Scott, Director of Historic Resources and Andrea Marroquin, Museum Curator

II. Finance Committee

Bill Gross, Chair

- A. March Financials – Bill Gross, Chair
- B. Capital Funding Request for Equipment Replacement in the Water/Wastewater Plant and Lift Station from Water/Wastewater Reserves– Noel Jensen, Chief Operations Officer
- C. Funding Request for Georgia Department of Transportation (GDOT) Intermodal for Airport Fuel Farm Correction of Federal Aviation Administration Funds – Colette

Edmisten, Assistant Aviation Program Manager for GDOT Intermodal and Noel Jensen, Chief Operations Officer

III. Human Resources Committee

Buster Evans, Chair

- A. Retirement of Gary Brunson, Golf Course Maintenance – 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. No Report

VI. Committee of the Whole

Joseph B. Wilkinson, Jr., Chair

- A. Assignment of Lease for Jekyll Beverage Center - Melissa Cruthirds, General Counsel
- B. Request for Proposal (RFP) #361 for Code Revision- Melissa Cruthirds, General Counsel
 - Consideration of Award
 - Funding Request
- C. Invitation for Proposals (IFP) #1 – Available Infill Lot for Residential Construction for 5 Hayes Avenue – Melissa Cruthirds, General Counsel
- D. Request for Proposal (RFP) #360 for Public Safety Complex - Noel Jensen, Chief Operations Officer
 - Consideration of Award
 - Funding Request
- E. Ordinance #O-2021-2, Rental of Certain Vehicles, First Reading – Jones Hooks, Executive Director and Melissa Cruthirds, General Counsel
- F. Request for Proposal (RFP) #363 for Jekyll Island Permitting, Licensing, & Lease/Contract Management Software – Marjorie Johnson, Chief Accounting Officer
- G. Resolution #R-2021-5 for Campground Bond Project - Jones Hooks, Executive Director and Marjorie Johnson, Chief Accounting Officer
- H. Consideration of Award for Request for Quotation (RFQ) #342 – Jekyll Island Sewer Cleaning and Mapping - Noel Jensen, Chief Operations Officer
- I. Request for Proposal (RFP)#364 for Jekyll Island Amphitheater - Jones Hooks, Executive Director
- J. Executive Director’s Report – Jones Hooks, Executive Director
 - Shrimp and Grits 2021
 - Proposed US Army Corps of Engineers Summer Dredging
- K. Chairman’s Comments – Joseph B. Wilkinson, Jr., Chairman

If Needed - 5 Minute Break

**Board Meeting Agenda
Tuesday, April 20, 2021**

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

Action Item

1. Minutes of the March 16, 2021 Board Meeting
2. Funding Request for Equipment Replacement in the Water/Wastewater Plant and Lift Station
3. Funding Request for Georgia Department of Transportation (GDOT) Intermodal for Airport Fuel Farm Correction of Federal Aviation Administration Funds
4. Assignment of Lease for Jekyll Beverage Center
5. Request for Proposal (RFP) #361 for Code Revision
 - Consideration of Award
 - Funding Approval
6. Invitation for Proposals (IFP) #1 - Available Infill Lot for Residential Construction for 5 Hayes Avenue
7. Request for Proposal (RFP) #360 for Public Safety Complex
 - Consideration of Award
 - Funding Approval
8. Request for Proposal (RFP) #363 for Jekyll Island Permitting, Licensing, & Lease/Contract Management Software
9. Resolution #R-2021-5 for Campground Bond Project
10. Consideration of Award for Request for Quotation (RFQ) #342 – Jekyll Island Sewer Cleaning and Mapping
11. Request for Proposal (RFP)#364 for Jekyll Island Amphitheater

Adjournment

15 Minute Break

**Work Session for Golf Master Plan –
Exploring Funding Options
Tuesday, April 20, 2021**

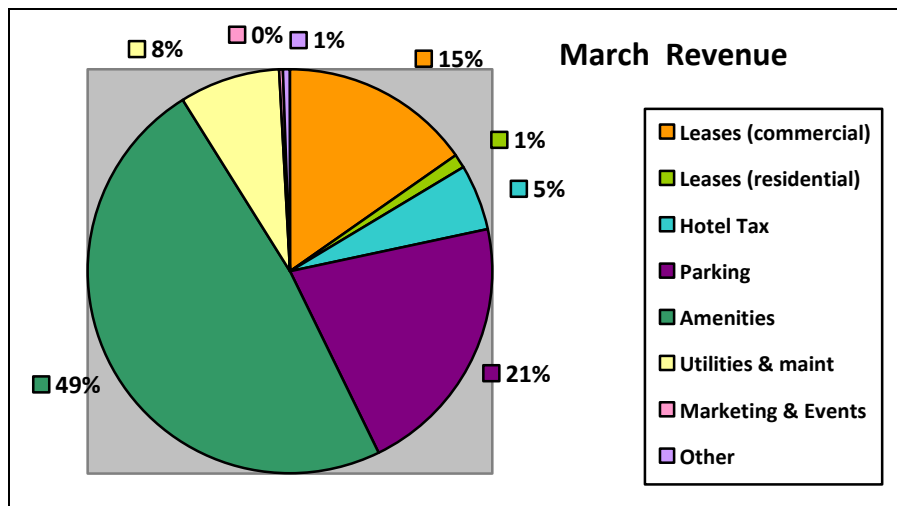
1. Reviewing the Recommended Master Plan – Troy Vincent, Vincent Design
2. Analysis
 - a. Options – Course Layouts
 - b. Phasing
3. Examining Funding Alternatives, Components, and Costs for Proposed Plan – Ken Bleakly, Bleakly Advisory Group, Inc.
4. Board Discussion

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: MARCH FINANCIAL STATEMENTS
DATE: 4/8/2021

Revenues

Revenues for March were \$2,142,748 which reflects a favorable \$104K (5%) variance from budget. Revenues reflect a favorable \$1.4M (8%) variance from year-to-date budget and an unfavorable \$1.7M variance from the prior year to date revenues.



The largest variances for the month were:

- Parking (+\$122K) – The weather in March was much better than it was last month. March also marked the beginning of Spring break, so traffic and revenues were both favorable for the month.
- Convention Center (-\$60K) – The center held 8 events this month resulting in \$175K in gross revenue. These events covered 15 event days with a total of 2,321 attendees.
- Campground (+\$46K) – Site rentals and concession sales continue to be better than budget again this month. Campground revenues have been up consistently for the past year, reflecting a \$363K favorable variance from prior year to date revenues.
- McCormick's Grill (-\$37K) – McCormick's Grill closed operations on March 1st, resulting in a variance between actual and budgeted revenues. This closure also

comes with a reduction in expenses and therefore will not have a negative impact on the bottom line for the fiscal year.

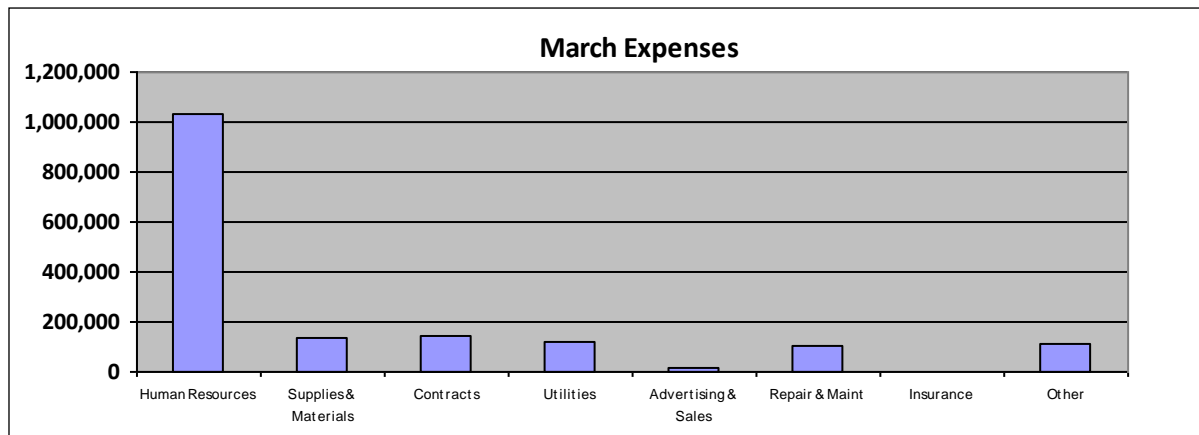
- Special Events (-\$48K) – Timing issue - Turtle Crawl was budgeted in March, but revenues will be recorded in April.

Expenses

Expenses were \$1,678,248 for March and reflected a favorable budget variance of \$315K (16%) for the month. Expenses also reflect a favorable \$2.3M (12%) variance from year-to-date budget and a favorable \$3.1M variance from Prior Year to Date expenses.

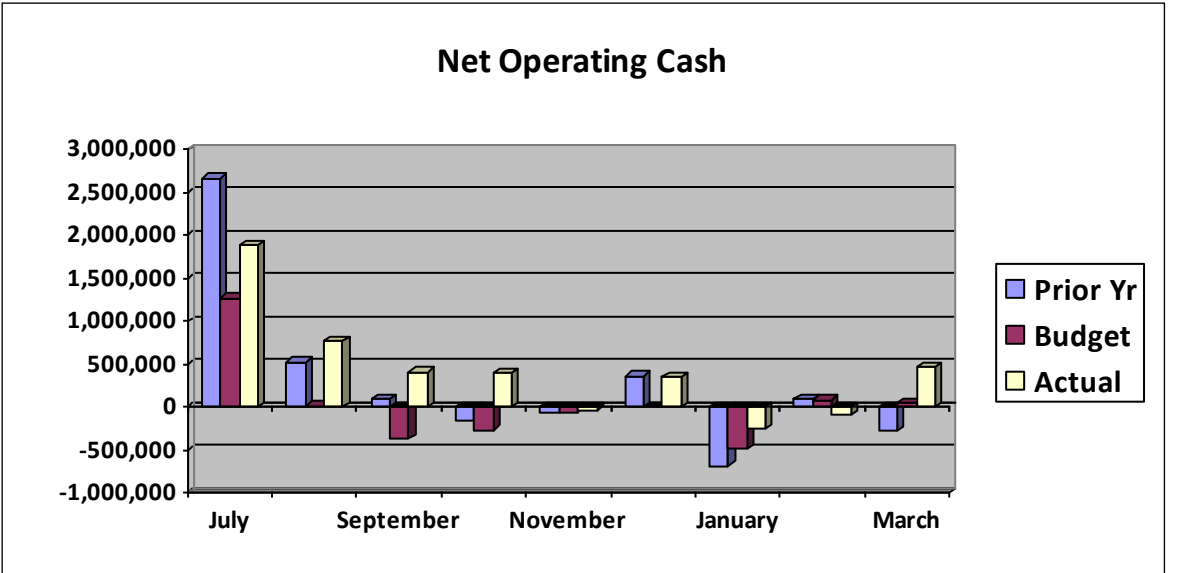
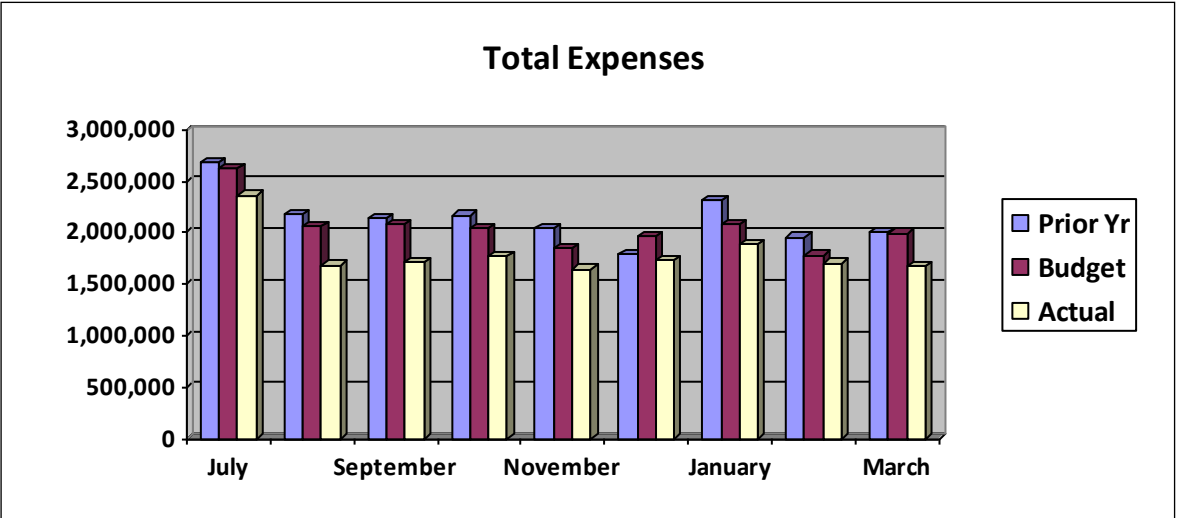
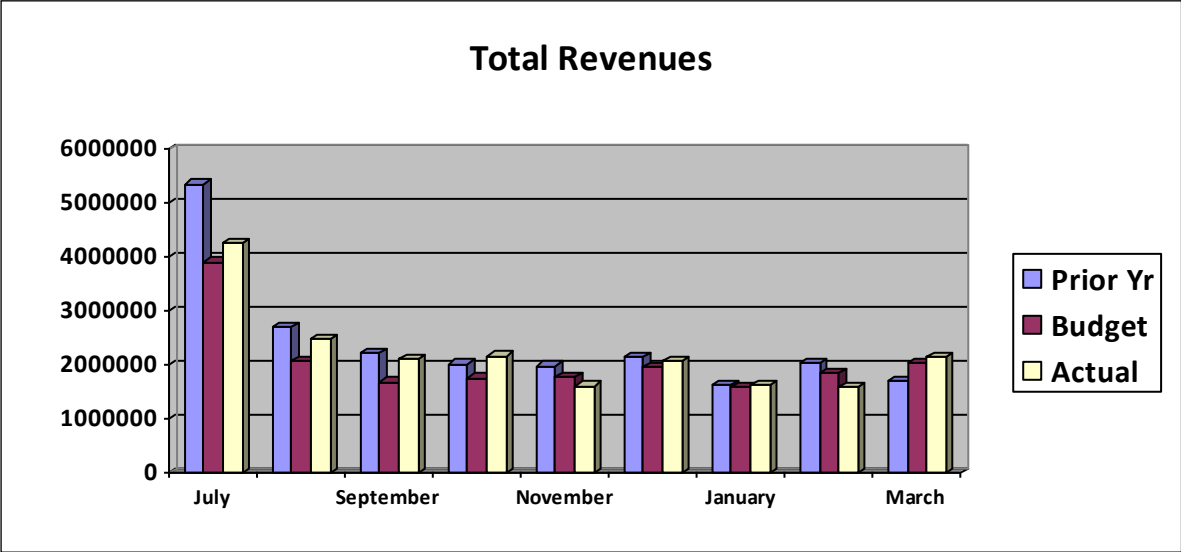
The largest budget variances for the month were:

- Human Resources (-\$77K) – vacant positions – full and part time.
- Repairs & Maintenance (-\$67K) – timing issue, some of this will be spent by year end.
- Contracts (-\$85K) – Convention Center staff was still on partial furlough and management fee is still deferred.



Net Operating Cash

The Net Operating Cash Income for the month is \$454,500, which is a \$419K favorable variance from the budgeted net operating cash income of \$45,264. Net Operating Cash Income reflects a favorable \$3.7M variance from year-to-date budget and a favorable \$1.4M variance from prior year to date income.



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Nine Months Ending March 31, 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	329,537	327,185	2	1%	3,660,155	3,716,939	(57)	-2%	3,702,260	(42)	-1%
Hotel Tax	81,023	98,128	(17)	-17%	1,224,701	1,065,694	159	15%	1,189,300	35	3%
Tourism Development Fund	34,724	42,055	(7)	-17%	524,872	456,726	68	15%	509,627	15	3%
Parking	451,771	329,637	122	37%	3,457,440	2,709,994	747	28%	3,054,883	403	13%
Interest	404	800	(0)	-49%	3,781	6,800	(3)	-44%	7,462	(4)	-49%
Lot Rentals	18,863	2,000	17	843%	700,283	461,700	239	52%	665,955	34	5%
Foundation	441	690	(0)	-36%	6,674	7,749	(1)	-14%	7,339	(1)	-9%
Airport	1,891	2,334	(0)	-19%	15,026	21,002	(6)	-28%	-	15	0%
Administration revenue	6,712	10,203	(3)	-34%	229,980	136,655	93	68%	127,462	103	80%
Beach Village	-	-	-	0%	1,507	1,507	-	0%	13,559	(12)	-89%
Intern Housing	4,050	5,050	(1)	-20%	33,575	34,925	(1)	-4%	83,075	(50)	-60%
Total Administration	929,416	818,081	111	14%	9,857,994	8,619,691	1,238	14%	9,360,923	497	5%
Enterprises											
Golf	263,346	236,667	27	11%	1,480,145	1,335,741	144	11%	1,349,084	131	10%
Convention Center	159,526	219,215	(60)	-27%	435,941	1,295,785	(860)	-66%	2,698,159	(2,262)	-84%
McCormick's Grill	(2,475)	34,718	(37)	-107%	105,935	175,536	(70)	-40%	206,819	(101)	-49%
Summer Waves	9,614	-	10	0%	1,079,478	837,249	242	29%	1,230,026	(151)	-12%
Campground	195,305	148,948	46	31%	1,528,082	1,164,984	363	31%	1,167,737	360	31%
Life is Good	37,368	18,039	19	107%	179,465	113,851	66	58%	119,100	60	51%
Museum	69,680	88,243	(19)	-21%	425,818	452,271	(26)	-6%	523,156	(97)	-19%
Georgia Sea Turtle Center	214,852	195,143	20	10%	1,317,629	1,198,026	120	10%	1,420,933	(103)	-7%
Conservation	1,213	629	1	93%	6,463	2,020	4	220%	9,979	(4)	-35%
Miniature Golf & Bikes	49,139	39,791	9	23%	293,054	204,609	88	43%	237,890	55	23%
Water/Wastewater	102,389	93,059	9	10%	1,145,459	1,106,073	39	4%	1,153,478	(8)	-1%
Sanitation	47,712	46,370	1	3%	426,348	423,692	3	1%	422,687	4	1%
Fire Department	9,833	5,709	4	72%	1,296,940	1,269,780	27	2%	1,245,254	52	4%
Tennis	20,037	14,448	6	39%	100,732	88,473	12	14%	86,200	15	17%
Destination Mktg & Special Events	350	48,000	(48)	-99%	99,617	146,417	(47)	-32%	314,021	(214)	-68%
Guest Information Center	18,358	16,125	2	14%	143,662	105,759	38	36%	125,589	18	14%
Sales	-	-	-	0%	-	-	-	0%	2,000	(2)	-100%
Camp Jekyll & Soccer Fields	14,906	12,758	2	17%	103,412	117,482	(14)	-12%	115,868	(12)	-11%
Landscaping, Roads & Trails	1,790	3,000	(1)	-40%	55,224	11,700	44	372%	11,569	44	377%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Vehicle & Equipment Maintenance	365	-	0	0%	2,413	250	2	865%	9,360	(7)	-74%
Facility Maintenance	25	-	0	0%	1,565	-	2	0%	-	2	0%
Golf Course Maintenance	-	-	-	0%	199	-	0	0%	-	0	0%
Total Enterprises	1,213,331	1,220,861	(8)	-1%	10,227,582	10,049,698	178	2%	12,448,908	(2,221)	-18%
Total Revenues	2,142,748	2,038,942	104	5%	20,085,575	18,669,390	1,416	8%	21,809,832	(1,724)	-8%

Expenses

Human Resources	1,035,181	1,112,082	(77)	-7%	9,182,899	9,863,493	(681)	-7%	9,733,958	(551)	-6%
Supplies & Materials	137,375	130,767	7	5%	874,991	1,070,380	(195)	-18%	1,286,101	(411)	-32%
Advertising & Sales	19,147	73,410	(54)	-74%	309,952	555,347	(245)	-44%	567,081	(257)	-45%
Repairs - Facilities & Grounds	86,917	154,134	(67)	-44%	880,592	1,089,568	(209)	-19%	1,289,063	(408)	-32%
Utilities	115,491	127,201	(12)	-9%	1,327,354	1,417,486	(90)	-6%	1,423,017	(96)	-7%
Insurance	2,515	3,808	(1)	-34%	816,619	795,977	21	3%	794,045	23	3%
Contracts	140,454	225,577	(85)	-38%	1,519,474	2,289,609	(770)	-34%	2,432,168	(913)	-38%
Rentals	54,603	63,648	(9)	-14%	448,621	477,996	(29)	-6%	665,169	(217)	-33%
Printing	6,694	19,415	(13)	-66%	50,867	82,992	(32)	-39%	113,497	(63)	-55%
Motor Vehicle	18,859	21,195	(2)	-11%	135,908	205,542	(70)	-34%	219,069	(83)	-38%
Telephone	7,223	10,251	(3)	-30%	86,205	92,193	(6)	-6%	91,775	(6)	-6%
Equipment Purchase <\$1K	2,966	5,769	(3)	-49%	56,219	51,298	5	10%	69,968	(14)	-20%
Equipment Purchase \$1K to \$5K	3,895	-	4	0%	27,497	17,579	10	56%	69,329	(42)	-60%
Travel	1,409	2,875	(1)	-51%	10,289	25,385	(15)	-59%	74,595	(64)	-86%
Dues	20,680	21,110	(0)	-2%	182,049	227,766	(46)	-20%	211,538	(29)	-14%
Credit Card Fees	24,714	22,401	2	10%	275,435	222,968	52	24%	245,007	30	12%
Bank Fees	126	35	0	260%	546	245	0	123%	603	(0)	-9%
Total Expenditures	1,678,248	1,993,678	(315)	-16%	16,185,515	18,485,824	(2,300)	-12%	19,285,983	(3,100)	-16%
Net Operating Cash Income **	464,500	45,264	419	926%	3,900,060	183,566	3,716	2025%	2,523,849	1,376	55%

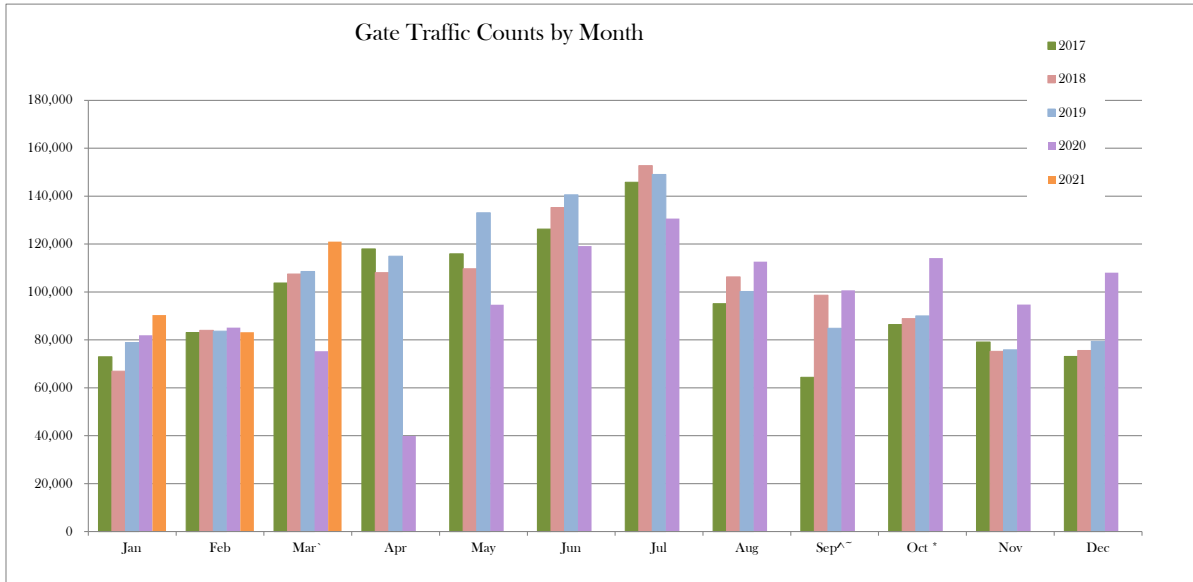
** Does not include depreciation or capital projects

March 2021 Traffic Counts

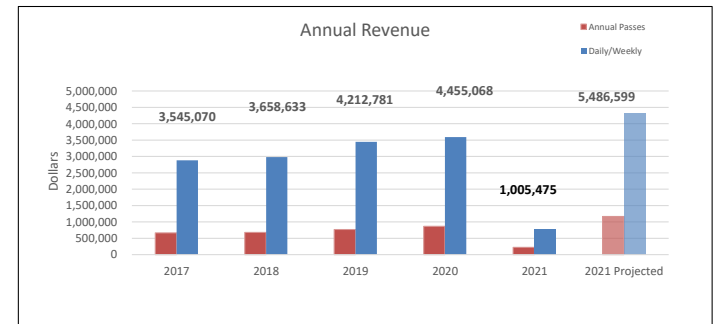
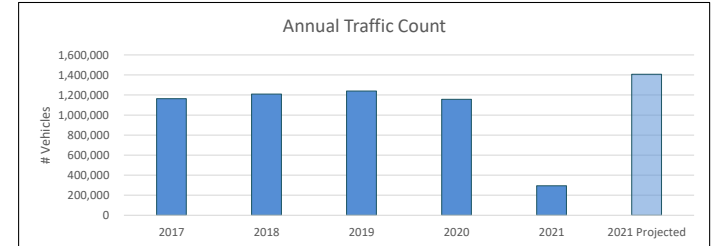
	2017			2018			2019			2020			2021		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total
January	26,372	46,562	72,934	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932	23,462	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	39,560	81,491	121,051
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	85,631	208,982	294,613

LPR System began April 2020

Year to Date Comparison	2017 YTD	2018 YTD	2019 YTD	2020 YTD	2021 YTD
	259,768	258,393	271,087	242,326	294,613



COVID - March 2020 through July 2020 (most significant impact)
 *Mar 2020 - COVID-19 outbreak
 * Oct 2016 - Hurricane Matthew
 ^Sep 2017 - Hurricane Irma
 ~Sept 2019 - Hurricane Dorian



April 6, 2021
MARCH 2021 Financial Review for JIA Sales and
Jekyll Island Convention Center

MARCH	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Number of Events	8	6	16	19	19	15	14	16	14
Event Days	15	14	25	39	34	25	20	27	25
Attendance	2321	6353	6655	15,193	29807	4618	3138	5372	6363
Revenue	\$174,645act \$242,494bud	\$130,954	\$332,180	\$319,320	\$374,569	\$188,946	\$99,223	\$105,030	\$90,033
Square FT used	323,360	206,408	372,931						

FROM MARCH 2020 Report... Not much to say – We had the Combined Concert of the Navy Band that included the Sea Chanters, the Cruisers and the Concert bands 76 members’ total. Though it was on the edge of world going upside down we had 2300+ people attend. This was March 11th last year. We had one more event Mar 14th.....

Though we still did not make budget – we are climbing our way up. This month we had GA Association of Realtors – 550 attendees. It was a great success. Their last meeting with us was SEP 2017 and we had to end the conference when Governor ordered evacuation for Hurricane Maria and we refunded \$25K due to force majeure.

FUTURE CONTRACTS ISSUED - 5 – Estimated revenues \$165,500

Conventions –3– Anticipated rev of \$94,500
Meetings –0–Anticipated revenue 0
Banquet –0 – Anticipated revenue 0
Weddings –1– Anticipated revenue 60,000
Public Event –1– Anticipated revenue 11,000

PROPOSALS

CVB – 7
Westin – 1
Combined sites and planning meetings with all staff – 9

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

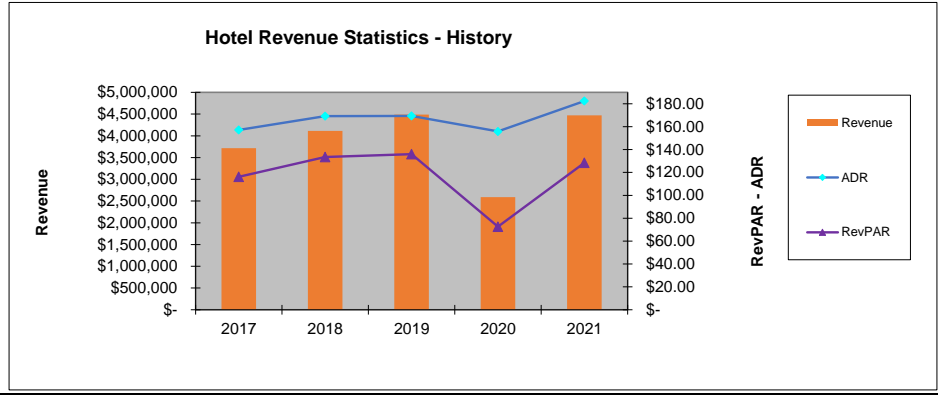
March 2021

HOTEL STATISTICS AT-A-GLANCE

Mar-21
 Total Revenue \$ 4,468,719
 Occupancy Rate 70.4%
 RevPAR \$ 128.42
 ADR \$ 182.41

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

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



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2021 Room Revenue	2020 Room Revenue	Revenue Variance	
Beachview Club	38	1,079	797	73.9%	\$ 166.37	\$ 122.89	\$ 132,596.44	\$ 60,223.17	\$ 72,373	120%
Home2Suites	107	3,157	2,227	70.5%	\$ 161.91	\$ 114.21	\$ 360,565.26	\$ 201,693.00	\$ 158,872	79%
Holiday Inn Resort	157	4,379	3,348	76.5%	\$ 160.50	\$ 122.71	\$ 537,354.91	\$ 299,944.95	\$ 237,410	79%
Days Inn & Suites	124	3,844	2,873	74.7%	\$ 140.97	\$ 105.36	\$ 405,013.06	\$ 217,994.99	\$ 187,018	86%
Hampton Inn	138	4,278	3,286	76.8%	\$ 141.94	\$ 109.03	\$ 466,410.85	\$ 315,385.00	\$ 151,026	48%
Jekyll Island Club Resort	200	6,200	3,883	62.6%	\$ 281.46	\$ 176.27	\$ 1,092,895.00	\$ 510,485.00	\$ 582,410	114%
Seafarer Inn & Suites	73	2,263	1,217	53.8%	\$ 149.83	\$ 80.58	\$ 182,343.40	\$ 236,488.00	\$ (54,145)	-23%
Villas by the Sea	133	2,591	1,631	62.9%	\$ 170.28	\$ 107.19	\$ 277,720.38	\$ 214,797.00	\$ 62,923	29%
Villas by the Sea - Jekyll Realty	11	341	161	47.2%	\$ 164.48	\$ 77.66	\$ 26,481.94	\$ 42,511.89	\$ (16,030)	-38%
Villas by the Sea - Parker Kaufman	19	465	306	65.8%	\$ 82.33	\$ 54.18	\$ 25,192.50	\$ 27,098.50	\$ (1,906)	-7%
Westin	200	6,200	4769	76.9%	\$ 201.75	\$ 155.18	\$ 962,145.00	\$ 464,005	\$ 498,140	107%
Mar-21 Total	1,200	34,797	24,498	70.4%	\$ 182.41	\$ 128.42	\$ 4,468,719	\$ 2,590,627	\$ 1,878,092	72.5%

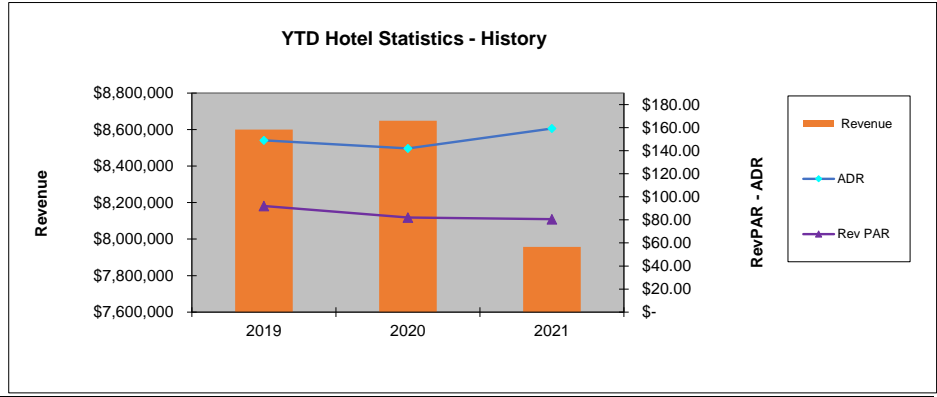
JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - March 2021

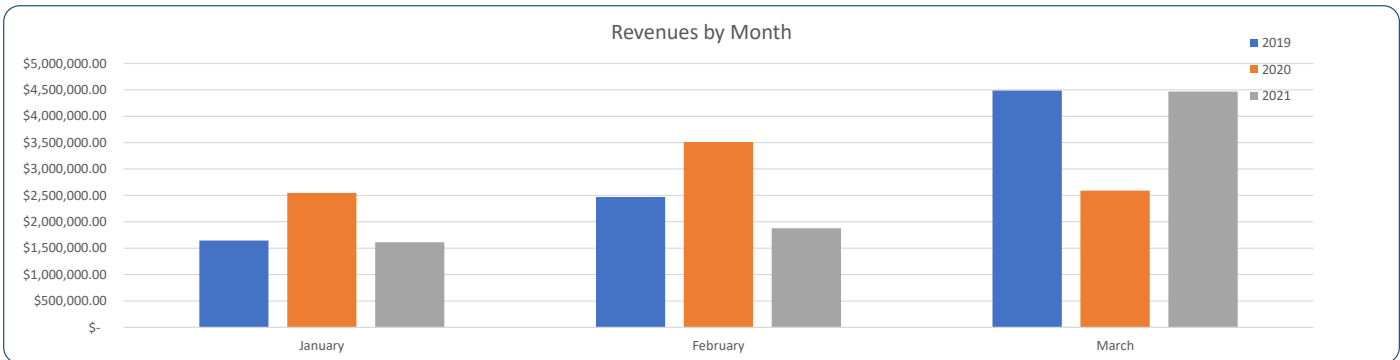
HOTEL STATISTICS AT-A-GLANCE

2021		
Total Revenue	\$	7,957,087
Occupancy Rate		50.6%
Rev PAR	\$	80.62
ADR	\$	159.27
2020		
Total Revenue	\$	8,648,359
Occupancy Rate		57.8%
RevPAR	\$	82.03
ADR	\$	142.00
2019		
Total Revenue	\$	8,599,635
Occupancy Rate		61.8%
RevPAR	\$	92.06
ADR	\$	149.01



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	3,015	1,282	42.5%	\$ 154.72	\$ 65.79	198,357	189,333	\$ 9,024	5%
Home2Suites	107	9,074	4,832	53.3%	\$ 141.76	\$ 75.49	684,983	720,368	\$ (35,385)	-5%
Holiday Inn Resort	157	11,649	5,967	51.2%	\$ 142.32	\$ 72.90	849,222	978,068	\$ (128,846)	-13%
Days Inn & Suites	124	11,160	6,920	62.0%	\$ 117.02	\$ 72.56	809,748	755,200	\$ 54,548	7%
Hampton Inn	138	12,420	6,379	51.4%	\$ 125.68	\$ 64.55	801,705	986,467	\$ (184,762)	-19%
Jekyll Island Club Resort	200	18,000	8,455	47.0%	\$ 236.86	\$ 111.26	2,002,670	1,801,742	\$ 200,928	11%
Seafarer Inn & Suites	73	6,570	2,452	37.3%	\$ 128.62	\$ 48.00	315,370	616,291	\$ (300,921)	-49%
Villas by the Sea	133	6,575	3,483	53.0%	\$ 147.19	\$ 77.97	512,662	647,801	\$ (135,139)	-21%
Villas by the Sea - Jekyll Realty	11	939	307	32.7%	\$ 131.17	\$ 42.89	40,270	86,118	\$ (45,848)	-53%
Villas by the Sea - Parker Kaufman	19	1,291	696	53.9%	\$ 58.00	\$ 31.27	40,370	65,339	\$ (24,969)	-38%
Westin	200	18,000	9,188	51.0%	\$ 185.21	\$ 94.54	1,701,731	1,801,633	\$ (99,902)	-6%
2021 Total		98,693	49,961	50.6%	\$ 159.27	\$ 80.62	\$ 7,957,087	\$ 8,648,359	\$ (691,272)	-8.0%
2020 Total		105,433	60,902	57.8%	\$ 142.00	\$ 82.03	\$ 8,648,359			
2019 Total		93,411	57,711	61.8%	\$ 149.01	\$ 92.06	\$ 8,599,635			



MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: CAPITAL IMPROVEMENT REQUESTS FROM WATER/WASTEWATER RESERVE FUND
DATE: 4/14/2021

Staff is requesting funding for capital improvements to the JIA water and wastewater systems. During a recent scheduled survey of operations, it was determined that replacement equipment which include multiple pumps, a bar screen at the wastewater plant, and associated parts were a top priority. In addition, the replacement of 10% of the water meters yearly per EPD standards was underfunded in the current budget due to COVID. Staff also would like to convey that lead times for these items were unusually long and noted on average to be between three and nine months for certain items.

Therefore, staff hereby requests capital expenditure from the water/wastewater reserves fund not to exceed \$300,000.00 for the items listed below.

Current listing of Priority 5 equipment and part with quoted estimates good for 15 days:

Bar Screen @ WPC (main) Plant	\$130,000
Pump for Lift Station (L/S) #14	\$14,000
East Raw Sludge Pump WPCP	\$12,000
Zero turn lawn mower	\$12,500
Glassware washer in Laboratory	\$10,000
Replace 10% of water meters	\$30,000
Replace control panel at L/S #8	\$8,000
Replace control panel at L/S #20	\$5,500

(Any remaining funds will be used on Priority 4 equipment and parts)

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: GDOT INTERMODAL (AVIATION) FUNDING CORRECTION
DATE: 4/14/2021

Staff was notified by GDOT Intermodal of intent to proceed with bidding, construction, and funding for Design & Build 8,000-Gal 100 LL Fuel Facility & Design Lighting Rehabilitation and Threshold Relocation at the Jekyll Island Airport on July 17, 2018. GDOT processed funding to the JIA in the amount of \$252,404.17 on April 17, 2019 for the projects. The fuel facility was completed and accepted on April 14, 2020 and has been operational ever since selling 13,792 gallons of self-serve aviation fuel for \$59,873.21 in its first year of operation.

JIA staff was recently notified that during a recent FAA audit of GDOT, three airports in Georgia received funding for fuel facility projects that GDOT incorrectly qualified for funding. Therefore, the Department requests the Authority please return \$169,931.70 in federal funds and \$9,440.65 in state funds by April 30, 2021. The Department apologizes for the inconvenience this may cause the Authority. In an effort to reimburse the JIA for this error, GDOT is offering to use \$179,372.35 as matching funds towards another project that GDOT would fund entirely or determine another method to refund us in the near future.



April 13, 2021

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: JEKYLL BEVERAGE CENTER
ASSIGNMENT OF LEASE

Since 2016, Jekyll Package Store, Inc. (Andy Taylor) has owned and operated Jekyll Beverage Center in the Beach Village shopping district. Mr. Taylor desires to sell the store to Glover Package of Jekyll, LLC, whose members are Michael Glover and Miller Glover. Pursuant to the current Rental Agreement, the Authority must approve the assignment of the Rental Agreement.

Both Michael Glover and Miller Glover have passed the Authority's background and credit references check. Most rental terms will remain the same, except for potential adjustments to a provision which is the subject of current litigation with the current owner.

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

- 1) The Assignment of the current rental agreement from Jekyll Package Store, Inc. to Glover Package of Jekyll, LLC.

As a reminder, the Rental Agreement contains the following terms:

LOCATION	This will be the same location, 31 Main Street, Suite 103. 1,964 square feet
LEASE TERM	Currently in first renewal option, which expires on 5/24/2025. RENEWAL OPTION: Two additional renewal options of 5 years each.



USE OF PREMISES	Retail sale of alcoholic beverages and other such beverages, mixers, garnishments, merchandise, and related sundries, as permitted by Georgia law.
RENT	Monthly Base Rent (as of 6/1/21): \$ 2,606.74 Annual Beach Village Special Event Assessment - \$1.50/sq. ft.
	<ul style="list-style-type: none"> • Annual CPI Adjustment to Base Monthly Rent <ul style="list-style-type: none"> ○ No more than 8% annual increase
SECURITY DEPOSIT	2 times the monthly base rent
INSURANCE	Commercial General Liability Insurance
UTILITIES	Tenant is responsible for all electricity, water, sewer, propane gas, janitorial service, interior maintenance, window washing, and locks/keys.
HOURS OF OPERATION	<p>Except for Thanksgiving Day and Christmas Day, Lessee is required to be open:</p> <ul style="list-style-type: none"> • 10AM-8PM - Mon-Sat (March- October) • 12:30PM-8PM – Sunday (March- October) • 10AM-6PM - Mon-Sat (November- February) • 12:30PM-5PM – Sunday (November- February)

POSSIBLE BOARD ACTIONS

1. Deny the Assignment of Jekyll Beverage Center to Glover Package of Jekyll, LLC.
2. Approve the Assignment of Jekyll Beverage Center to Glover Package of Jekyll, LLC and authorize the Executive Director to execute a revised lease, if necessary, after legal approval.
3. Suggest other alternatives.

RECOMMENDATION

Action Number Two is recommended if the Board wishes to approve the Assignment of Jekyll Beverage Center to Glover Package of Jekyll, LLC.



April 12, 2021

MEMORANDUM

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

On April 2, 2021, JIA staff received two bids for RFP #361 to revise certain ordinance of the JIA, the Design Review Guidelines, and to establish a permitting process. The two bidders were TSW and GMC. The review committee reviewed both proposals and decided per their ranking evaluations that the apparent awardee of the RFP would be GMC for an amount of \$88,520 pending contract completion.

GMC anticipates commencing this project immediately and schedules the project for completion at the end of 2021.

Staff hereby requests awarding of RFP #361 to GMC for an amount of \$125,000 pending final contract completion.



April 13, 2021

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: INVITATION FOR PROPOSAL #1 – 5 HAYES AVENUE

An Invitation for Proposals (IFP) #1 has been prepared for JIA Board consideration to accept plans for construction of a new home on the now-vacant lot at 5 Hayes Avenue.

The JIA obtained conveyance of the Leasehold Estate from the previous Leaseholder of the lot at 5 Hayes Avenue prior to the house being put up for a county tax sale. In exchange, the Authority paid the back property taxes and will not pursue the previous Leaseholder for additional monies owed to the Authority.

Since then, the JIA has demolished the structure at 5 Hayes due to its deteriorated condition. The Authority now desires to solicit proposals for construction of a residential home on the property, resulting in a transfer of the Leasehold Estate.

Staff recommends approval of this IFP, which, if approved, would be issued on April 20, 2021.

SECTION 8

IFP # 1

Available Infill Lot for Residential Construction

5 Hayes Avenue, Jekyll Island, Georgia

A. Project Overview: The JIA is seeking to convey a leasehold interest in an infill lot at 5 Hayes Avenue, Jekyll Island, Georgia (“the Lot”) for construction of a residential home, preferably a single-family home. The selected Proposer will be issued a letter of intent to enter into a Leasehold Transfer pending approval of the final design. Once the final design is approved by the Design Review Group, the Leasehold Transfer will be presented to the JIA Board of Directors for approval and execution.

B. Jekyll Island Residential Land Lots

Many people make the decision to make this island home or to become a homeowner. However, they are surprised to learn this little barrier island is a state park, which means there are special rules and guidelines for homeownership and property rental for the more than 600 private residences on the island.

Unlike traditional homeownership, all land on Jekyll Island is owned by the State of Georgia and leased by the JIA. Instead of purchasing a parcel of property and its buildings (fee-simple ownership), the JIA subleases the land to owners for a fee, known as leasehold ownership. In this scenario, the homeowner (Lessee) pays the Jekyll Island Authority (Lessor) rent to lease the land. Under this arrangement, you do not own the land, rather you own the structure, including any improvements, and have the right to use it exclusively and may transfer ownership for the remaining years of the lease. Residential leases are long-term, and current leases expire anywhere from 2049 to 2088.

As a leasehold property owner, the owner is financially responsible for the following:

- Property Taxes
- Maintenance Fees (fire fees, utilities, property maintenance, etc.)
- Annual Lease Rent (on top of a mortgage, if financed)

Additionally, you have the option to offer your home for rent on a short-term or long-term basis. However, you must first secure a rental license and adhere to all applicable ordinances found in the Jekyll Island Authority Code.

<https://www.jekyllisland.com/livinghere/home-ownership-property-rental/>

C. 5 Hayes Lot

The lot at 5 Hayes Avenue is an infill lot in a residential neighborhood, the previous site of a 1632 square foot duplex that had been converted to a single-family residence. The JIA obtained the leasehold interest in the lot prior to a county tax sale, and thus the JIA paid off the delinquent taxes in the amount of \$3,130.61. As part of the transfer to the JIA, the JIA absorbed \$1,262.35 in delinquent Fire Fees and \$2,058.60 in delinquent Lot Lease payments. The JIA also owes \$1,050.00 in attorney's fees and recording fees for the transfer from the previous owner to the JIA. The main house and accessory structure were demolished in March 2021 due to the condition of the house at a cost of \$6,225.66 to the JIA.

The lot has been appraised at \$350,000. See Attachment B.

Pictures are available in Attachment B.

Parcel Size: .35 acres

County Parcel Number: 06-00422

Zoned: C-L (see JIA Ord. Sec. 16-6).

Legal Description: Lot number 17 in Block I of Oakgrove Subdivision, being described and identified according to the map and plan of "Block I, an addition to Oakgrove Subdivision on Jekyll Island, Glynn County, Georgia," dated May, 1961, and recorded in the office of the Clerk of Superior Court of Glynn County, Georgia on June 11, 1962, in Deed Book 10-P, page 289. Said Lot 17 in Block I of Oakgrove Subdivision is a rectangle of the dimensions of 100 feet by 150 feet and is bounded as follows, to wit: northerly 100 feet by Lot 4 of said block, easterly 150 feet by Lot 18 of said block, southerly 100 feet by Hayes Avenue, and westerly 150 feet by Lot 16 of said block.

D. Project Objectives and Expected Outcome: Jekyll Island, and Hayes Avenue itself, is on the cusp of neighborhood revitalization. The JIA expects the new Leaseholder to construct a residential home, preferably a single-family home, on the Lot that is in keeping with the character of the existing neighborhood and that improves the existing neighborhood.

- 1) The JIA requires all homes to meet specific design standards, in addition to all sections of the JIA code.
 - Jekyll Island Ordinances: https://library.municode.com/ga/jekyll_island_authority/codes/code_of_ordinances
 - Design Review Guidelines: <http://www.jekyllisland.com/jekyllislandwp/wp-content/themes/jekyllisland2016/files/2018-Design-Guidelines-and-Revisions.pdf>

For any discrepancy between the Design Review Guidelines and this IFP, the requirements in this IFP controls.

2) Schedule for Project:

Description	Date and Time
Concept Proposals Due / Submission Date (see Section E, below)	5/21/2021 at 2:00 p.m. ET
Proposal Evaluation Completed (on or about)	One to Three Weeks after Submission Date
Interviews Begin (at JIA's discretion)	Four to Six Weeks after Submission Date
Negotiations (discretionary)	Four to Six Weeks after Submission Date
Notice of Intent to Select (emailed) (on or about)	Four to Six Weeks after Submission Date
Selected Proposer completes survey of property	30 Days after Notice of Intent to Select
Selected Proposer submits final stamped drawings to Design Review Group (see Section F, below)	90 Days after Notice of Intent to Select
(If needed, there may be additional submissions required of the selected Proposer to meet the requirements of the Design Review Group.)	
Approval by Design Review Group of stamped drawings	30-60 Days after submission of final stamped drawings, depending on revisions or requests for additional documents
Consideration of Board for Approval	30—60 Days after approval by Design Review Group
Leasehold Transfer Executed	Six to Ten day(s) after Board Approval
Construction Completed	Within 18 months of approval by Design Review Group

- 3) All fees or expenses of engineers, architects, financial consultants, attorneys, planning or other consultants or contractors retained by Proposer/Successful Proposer/Leaseholder for any study, analysis, evaluation, report, schedule, estimate, environmental review, surveys, planning and/or design activities, drawings, specifications or other activity or matter relating to the Project shall be the sole responsibility of and undertaken at the sole cost and expense of Proposer/Successful Proposer/Leaseholder and no such activity or matter shall be deemed to be undertaken for the benefit of, at the expense of, or in reliance upon the JIA. The Leaseholder shall be responsible for providing funding for the Project, whether it be in the form of debt financing, equity, tax credits or a combination of these methods. If debt financing is used, no financial risk or credit risk shall be imposed upon or borne by the JIA.

E. Proposals: To evaluate the alternatives and select the appropriate Leaseholder, Proposals must include the following information:

- a. **Description of the proposed project** to include, but not limited to:
 - i. Type of structure (e.g., duplex, single-family): Single-family home preferred.
 - ii. Total square feet of project, delineating heated/cooled square footage
 - iii. Type of use(s) planned (e.g., homeowner occupied, vacation rental [include percentage of time intended to be rented], long term rental)
 - iv. Conceptual design of main structure and accessory buildings, which must be drafted by a licensed architect or draftsman (no amateur/ hand drawn concepts will be considered), in compliance with the Design Guidelines, and must include:
 1. total height of structure;
 2. height of each floor;
 3. all other dimensions;
 4. façade materials and colors;
 5. floorplan with number and size of bedrooms, bathrooms,
 - v. Site plan, to include
 1. Setbacks: 10ft. for side yard; 25 ft. for rear yard; 27.5 ft. for front yard
 2. Elevation: No more than two stories
 3. Tree plan: see JIA Ord. Sec. 20-78 to 20-94).
 4. Parking: No more than two parking spaces per household
 5. Accessory structures: must not exceed height of home
 6. Fences: see JIA Ord. Sec. 16-70 to 16-74.
 - vi. Pervious / Impervious Surface Ratio: No more than 50% of the lot size may be impervious surface.
- b. The proposed **timeframe** for project.
- c. **Length of time Proposer intends to own** the structure (i.e., intent to sell at or soon after completion?).
- d. Description of the **benefit(s) your proposed project brings to the JIA** including:
 - i. Monetary offer to purchase the leasehold agreement
 - ii. Future projected revenue via hotel motel taxes & percentage rent, if applicable (see JIA Ord. Sec. 2-194 and 8-174 through -179)
 - iii. Other benefits to the JIA.
- e. **Construction financing** (e.g., cash, lender). If lender, include a pre-qualification or pre-approval letter from lender.

F. Successful Proposer/Leaseholder's Responsibilities: Following selection of the Proposer, the Successful Proposer/Leaseholder shall proceed with detailed due diligence to:

- a. Complete a survey of the property within 30 days of selection
- b. Design Approval – Within 90 days of selection, provide a full set of stamped architectural drawings, including site and landscape plan, for review by the Design Review Group. The Design Review Group meets once a month and has the discretion to accept or reject any plans under this project in its sole discretion. The drawings must be approved within 120 days of selection.
- c. Provide mitigation for lost trees. See JIA Ord. Sec. 20-90, 20-92, and 20-93.
- d. Construction- The Leaseholder agrees to abide by Section 3.3 of the Leasehold Agreement which states in part that the Lessee agrees to complete construction within eighteen months after the JIA's approval of the design. Such failure to complete construction can be considered a breach of contract under this IFP or under the Lease.

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: RFP #360 JEKYLL ISLAND PUBLIC SAFETY COMPLEX AWARD
DATE: 4/16/2021

On Friday 3/26/2021, JIA staff received thirteen bids for RFP #360 for A/E services for the construction of the Jekyll Island Public Safety Complex which will house Georgia State Patrol and JIA Fire/EMS departments. The thirteen bidders were Studio 8 Design, David L. Woodburn, Ussery-Rule, Jericho Design Group, Codgell-Mendrala, Kern Co., Foreman Seeley Fountain, LS3P Associates, Greenline, JMA, Raymond, Pond, and Hussey Gay Bell. The review committee carefully reviewed all thirteen proposals and determined per their individual rankings that the top five bidders were Studio 8 Design, David L Woodburn, Ussery-Rule, Jericho, and Codgell-Mendrala.

Per the RFP, the top five were to be interviewed in person. All interviews were completed the week of 4/12/2021 and scores were tallied for each of the five presentations. Upon review of the final scoring sheets, staff hereby recommends awarding RFP #360 to Jericho Design Group in an amount of \$152,500. This award includes a complete facility needs assessment, schematic drawings, and final construction documents for the Public Safety Complex.

Staff is also requesting funding for preliminary geotechnical testing on the site not to exceed \$7,500 to be completed immediately by EMC Engineering.

Total Funding Request: \$160,000



April 13, 2021

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: FIRST READING, O-2021-2
CHAPTER 8, ARTICLE II – RENTAL OF CERTAIN VEHICLES

BACKGROUND

Electric assisted bicycles, or e-bikes, are bicycles that can be operated with the assistance of an electric motor. The prevalence of e-bikes being operated on Jekyll Island is growing and has become a safety concern on the busy shared-use paths around the island.

SUMMARY

The Authority desires to limit the growth of e-bike use on the shared pedestrian/biking paths by prohibiting a bicycle license being issued for e-bike rentals. This proposed ordinance also prohibits e-bike tours and requires authorization from the authority for other bicycle tours.

POSTING AND PUBLIC COMMENT

This proposed ordinance will be posted on the JIA website for review and comment before the second reading.

NO BOARD ACTION REQUIRED FOR THIS FIRST READING

1 JEKYLL ISLAND AUTHORITY BOARD OF DIRECTORS

2 JEKYLL ISLAND, GEORGIA

3 Ordinance #O-2021-2

4 Adoption: _____

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

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

16 After a first reading held on April 20, 2021 and after allowing time thereafter for
17 public comment and public comments having been received and considered; and after a
18 second reading and motion to adopt, which carried _____, on May 18, 2021,
19 the following Ordinance was adopted:

20 **AN AMENDMENT TO THE RENTAL OF CERTAIN VEHICLES**
21 **ORDINANCE, SECTIONS 8-134 AND 8-135 OF THE CODE OF**
22 **ORDINANCES, JEKYLL ISLAND, GEORGIA, TO REVISE SAID**
23 **SECTIONS; AND FOR OTHER PURPOSES.**

24 **SECTION 1. BE IT ORDAINED**, by the Jekyll Island Board of Directors, this 18th
25 day of May 2021, that Sections 8-134 and 8-135 of the Code of Ordinances, Jekyll Island-
26 State Park Authority of Georgia, is hereby amended to read as follows:

27 **TITLE OF ORDINANCE**

28 **RENTAL OF CERTAIN VEHICLES**

29 Sec. 8-134. - Definitions.

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

32 *Annual license* means the license issued by the authority authorizing the holder thereof to engage in
33 the business of renting vehicles on the island for one calendar year.

34 *Bicycle* means every device propelled by human power only, including devices having two tandem
35 wheels and any device generally recognized as a bicycle though equipped with two front or two rear wheels,
36 such as a surrey bicycle, tandem bicycle, and tricycles, or quadricycle.

37 *Daily license* means the license issued by the authority authorizing the holder thereof to engage in the
38 business of renting vehicles on the island for a term of not more than three consecutive calendar days.

39 *Electric Assisted Bicycle, or e-bike*, means a device with two or three wheels which has a saddle and
40 fully operative pedals for human propulsion and also has an electric motor having a power output of not
41 more than 750 watts.

42 *License* means annual license and daily license.

43 *Licensee* means a person who holds a valid license to engage in the business of renting vehicles on
44 the island issued by the authority pursuant to this division.

45 *Person*.

46 (1) The term "person" means any individual, firm, partnership, cooperative, joint venture,
47 association, corporation (profit or nonprofit), trust, business trust or other legal entity, public or
48 private or quasi-public, and the plural as well as the singular number.

49 (2) The term "person" shall not be deemed to include the authority.

50 *Renting* means to grant the possession and enjoyment of a vehicle for an agreed sum to be paid for
51 the possession and use of that vehicle for a certain period of time.

52 *Tour(s)* shall mean the use of vehicles to conduct a tour for hire whether or of the tour is conducted
53 while the vehicle is operational or whether they are used for transportation to various locations where the
54 tour is conducted.

55 *Vehicle* means moped, bicycle, golf cart, low speed vehicle, any foot-powered vehicle, electric assisted
56 bicycle, and any wind-driven land vehicle (sand sailer, land yacht, beach sail boat, etc.).

57 Sec. 8-135. - Licensing requirement.

58 (a) No person shall engage in the business of renting vehicles on the island or for use on the island,
59 unless licensed to do so by the authority. Any person engaging in the business of renting vehicles
60 on the island, who does not possess a valid license or does not fully comply with the provisions of
61 this division as approved and adopted, and from time to time lawfully amended, shall be in violation
62 of this division.

63 (b) No license shall be issued for the renting of e-bikes on the island or for use on the island.

64 (c) No person shall operate or cause to be operated tours on a vehicle on the island without the
65 permission or authorization from the authority. E-bike tours are prohibited.

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

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

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

JOSEPH B. WILKINSON, JR., CHAIRPERSON

ATTEST:

William H. Gross, Secretary/Treasurer

EXPLANATION OF CHANGES

83

84 Sec. 8-134. - Definitions.

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90 wheels and any device generally recognized as a bicycle though equipped with two front or two rear wheels,
91 such as a surrey bicycle, tandem bicycle, and tricycles, or quadricycle.

92 *Daily license* means the license issued by the authority authorizing the holder thereof to engage in the
93 business of renting vehicles on the island for a term of not more than three consecutive calendar days.

94 Electric Assisted Bicycle, or e-bike, means a device with two or three wheels which has a saddle and
95 fully operative pedals for human propulsion and also has an electric motor having a power output of not
96 more than 750 watts.

97 *License* means annual license and daily license.

98 *Licensee* means a person who holds a valid license to engage in the business of renting vehicles on
99 the island issued by the authority pursuant to this division.

100 *Person.*

101 (1) The term "person" means any individual, firm, partnership, cooperative, joint venture,
102 association, corporation (profit or nonprofit), trust, business trust or other legal entity, public or
103 private or quasi-public, and the plural as well as the singular number.

104 (2) The term "person" shall not be deemed to include the authority.

105 *Renting* means to grant the possession and enjoyment of a vehicle for an agreed sum to be paid for
106 the possession and use of that vehicle for a certain period of time.

107 Tour(s) shall mean the use of vehicles to conduct a tour for hire whether or of the tour is conducted
108 while the vehicle is operational or whether they are used for transportation to various locations where the
109 tour is conducted.

110 *Vehicle* means moped, ~~tricycle~~ bicycle, golf cart, low speed vehicle, any foot-powered vehicle, electric
111 assisted bicycle, and any wind-driven land vehicle (sand sailer, land yacht, beach sail boat, etc.).

112 Sec. 8-135. - Licensing requirement.

113 (d) No person shall engage in the business of renting vehicles on the island or for use on the island,
114 unless licensed to do so by the authority. Any person engaging in the business of renting vehicles
115 on the island, who does not possess a valid license or does not fully comply with the provisions of
116 this division as approved and adopted, and from time to time lawfully amended, shall be in violation
117 of this division.

118 (e) No license shall be issued for the renting of e-bikes on the island or for use on the island.

119 ~~(e)~~(f) No person shall operate or cause to be operated tours on a vehicle on the island without
120 the permission or authorization from the authority. E-bike tours are prohibited.



100 JAMES ROAD

JEKYLL ISLAND, GA 31527

(912) 635-4000

Request for Proposal # 363

for

Jekyll Island Permitting, Licensing & Lease/Contract Management Software

Date Issued: April 20, 2021

Submission Deadline:

Friday, May 14, 2021
at 2:00p.m. Eastern Time

SECTION 8

PROPOSAL

RFP # 363

Jekyll Island Permitting, Licensing & Lease/Contract Management Software.

A. Background

The Jekyll Island Authority staff currently tracks permits, licenses, inspections, contracts and lease information, as well as warehouse supply inventory, in Microsoft Excel spreadsheets and hard copy documents in file folders. The JIA has grown to a level where this is no longer an efficient manner to handle these tasks. The JIA is seeking to gain efficiencies by streamlining and automating these processes.

B. Project Overview

The JIA is interested in selecting a qualified software company that can provide a cloud-based system for permits, licenses, inspections, lease management, contract management and warehouse supply inventory. JIA would prefer one software that can manage all of the items noted above and could possibly expand into other common government areas such as water billing, accounting, work orders, etc. in the future, as needed.

C. Deliverables - Project Objectives and Expected Outcome

- Permitting and Inspections for buildings, fences, signs, pools, and bicycles.
 - Permit applications must be available to complete online, through the Jekyll Island website.
 - Must have the ability to collect and import customer or contractor information such as company name, address, phone number, email and contractor license number from the application into the software.
 - Must allow online payment of fees for permits and inspections.
 - Ability to print approved Certificates of Occupancy.
 - Ability to print approved permits.
 - Capable of storing photos or other documents and attaching those to the specific permit or inspection file.
 - Ability to attach files and add notes or special restrictions to permits and inspections.
 - Must have canned and/or custom report capabilities for tracking permits and inspections.
 - Must have the ability for multiple staff to review and make comments/notes on permits and investigations. Software must be capable of tracking comments/notes by reviewer.
 - Must have the ability to import International Codes, NFPA Codes, Georgia Fire Marshal Codes, and Jekyll Island Code of Ordinances for reference in the field.

- Code and lease enforcement complaints.
 - Must have the ability for customers/residents to log a complaint online

- through the Jekyll Island website.
- Must be able to track complaints and notes regarding the investigation of those complaints.
- Provide a summary report of the investigation.
- Ability to track complaints or violations by location or person/company.
- Capable of storing photos or other documents as necessary and the ability to attach photos, documents and files to the reports.
- Must have canned and/or custom report capabilities for tracking complaints and investigations.
- Must have the ability to track multiple reviewer's comments and notes on complaints and investigations.
- Must have the ability to import International Codes, NFPA Codes, Georgia Fire Marshal Codes, and Jekyll Island Code of Ordinances for reference in the field.
- Residential rental licenses, alcohol licenses, bicycle licenses, etc.
 - License applications must be available to complete online, through the Jekyll Island website.
 - Must have the ability to import customer information such as name, address, phone number and email from the application into the software.
 - Must allow online payment of fees for licenses.
 - Ability to print approved licenses.
 - Capable of storing photos or other documents and attaching those to the specific license file.
 - Ability to add notes or special restrictions to licenses.
 - Must have canned and/or custom report capabilities for tracking licenses.
- Lease and contract management
 - Ability to track property leases and contracts by name and address.
 - Must have the ability to track lease/contract terms and expiration dates for each lease/contract.
 - Ability to attach documents and make notes to lease and contract files.
 - Must have flexibility in tracking contract/lease terms as not all of our agreements contain the same requirements.
 - Must be able to sort and print reports for leases/contracts based on multiple selection items such as name, specific contract term, expiration date, etc.
- Warehouse supply inventory management
 - Must be able to track inventory received as well as inventory disbursed to various JIA department (ex: cleaning supplies, maintenance supplies, building supplies, etc.)
 - Must be able to print inventory reports containing item detail such as an item description, the number on hand, cost per item, total cost per item number, etc.
 - Must have the ability to scan items with handheld scanner, tablet or mobile

phone in order to take monthly inventory counts, receive items into inventory or to disburse items to various JIA departments.

- Must provide for tracking and reporting of items disbursed to JIA departments. Required information would include person receiving items, number of items received, department number, cost of items received, etc.
- Software for all modules must have the ability to be used in the field with a tablet computer.
- The software must provide for different security level accesses depending on the user's authority and needs.
- Must have Multi-factor authentication when logging into the software.
- Must be able to provide an upload into the Infolinx Records Management system for records retention/archive purposes.
- Must have the ability to operate remotely on a laptop or tablet when no internet connection is available. The software would then need to sync with the database and update the laptop or tablet once an internet connection becomes available.
- Software must import street names from the Glynn County GIS system into the database for a drop-down window. This product must map an address using the Glynn County GIS mapping software and database and Glynn County Tax records.
- Software must be hosted externally but have the capability to be integrated (through an iframe or alternative) into www.jekyllisland.com, for all customer-facing service needs (file for a permit or license, make payments, log a complaint, etc.).

D) Expected Tasks and Services

- Set up of and installation of software and training of staff.
- Provide maintenance of software for five years after installation.
- Work with IT and Marketing as necessary when setting up software, security or connection to Jekyll Island website.

E) Contract Terms

- a. Annual Contract with renewal options to be negotiated.
- b. Special Billing Requirements
 - i. Set up, installation and training: by phases as completed.
 - ii. Ongoing software and maintenance: annually

**RESOLUTION
OF THE
THE JEKYLL ISLAND – STATE PARK AUTHORITY**

I. WHEREAS, the Jekyll Island-State Park Authority (the “Authority”) of the State of Georgia (the “State”) is charged with the direction, supervision and policy setting for the Jekyll Island State Park (the “Park”), in accordance with the Jekyll Island-State Park Authority Act, O.C.G.A. §§ 12-3-230, et seq., as amended (the “Jekyll Act”);

II. WHEREAS FURTHER, the Authority is a State authority created and activated prior to November 8, 1960, pursuant to the Jekyll Act;

III. WHEREAS FURTHER, the statutes which amended the powers of the Authority after November 8, 1960 have been germane to the original purposes and powers which the Authority had as of November 8, 1960, and have not been foreign or lacking in mutual connection with the original purposes and powers;

IV. WHEREAS FURTHER, pursuant to Article VII, Section IV of the Constitution of the State of Georgia (the “Georgia Constitution”), the State may finance certain capital needs directly through the issuance of general obligation debt;

V. WHEREAS FURTHER, pursuant to Article VII, Section IV, Paragraph VII(a) of the Georgia Constitution, and the “Georgia State Financing and Investment Commission Act”, O.C.G.A. § § 50-17-20 through 50-17-30, as amended (the “Commission Act”), the Georgia State Financing and Investment Commission (the “Commission”) is the agency and instrumentality of the State charged with issuing debt of the State and ensuring the proper application, as provided by law, of the proceeds of such debt to the purposes for which the debt is incurred;

VI. WHEREAS FURTHER, Article VII, Section IV, Paragraph I (c) of the Georgia Constitution, and the Commission Act provide that certain general obligation debt (as defined by O.C.G.A. § 50-17-21 (5) and hereinafter “General Obligation Debt”) may be incurred to acquire, construct, develop, extend, enlarge, or improve land, waters, property, highways, buildings, structures, equipment, or facilities of the State, its agencies, departments, institutions, and of those State authorities which were created and activated prior to November 8, 1960;

VII. WHEREAS FURTHER, as set forth in **ATTACHMENT 1** attached hereto and incorporated herein, the General Assembly of the State of Georgia (the “General Assembly”) has passed various appropriations acts authorizing amounts from state general funds to be appropriated for the purpose of financing certain capital projects through the issuance of General Obligation Debt, and such appropriations are more fully set forth in such **ATTACHMENT 1**;

VIII. WHEREAS FURTHER, the Authority finds an immediate need for certain project funding for the purposes of financing some or all of the projects and facilities associated with the appropriations set forth in **ATTACHMENT 1** hereto (the “Projects”) in the aggregate principal amount of \$2,950,000;

IX. WHEREAS FURTHER, the Authority therefore desires to request the issuance of \$2,950,000 in aggregate principal amount of State of Georgia General Obligation Bonds, the instruments of which shall have maturities not in excess of the respective appropriations set forth in **ATTACHMENT 1** hereto (the “General Obligation Bonds”), for the purpose of financing some or all of the Projects;

X. WHEREAS FURTHER, the Authority is aware of the provisions and requirements of the Internal Revenue Code of 1986, as amended (the “Code”) and the regulations issued thereunder respecting arbitrage bonds and private activity bonds, and is aware that the Projects must proceed with due diligence and be timely completed following receipt of the proceeds derived from the sale of the General Obligation Bonds (the “Bond Proceeds”);

XI. WHEREAS FURTHER, the Authority intends to use all or a portion of the Bond Proceeds for certain purposes which may give rise to “private business use” within the meaning of Section 141(b)(1) of the Code and thus is requesting that the General Obligation Bonds be issued as federally taxable bonds,

NOW, THEREFORE, BE IT RESOLVED BY THE JEKYLL ISLAND--STATE PARK AUTHORITY THAT:

SECTION 1.

The Authority hereby approves and authorizes the Projects.

SECTION 2.

The Authority hereby requests the Georgia State Financing and Investment Commission to undertake to issue \$2,950,000 in aggregate principal amount of State of Georgia General Obligation Bonds, the instruments of which shall have maturities not in excess of the respective appropriations set forth in **ATTACHMENT 1** hereto, for the purpose of financing some or all of the Projects.

SECTION 3.

The Authority intends to use all or a portion of the Bond Proceeds for certain purposes that may give rise to “private business use”, as defined by Section 141 of the Code, and therefore the Authority requests that the General Obligation Bonds be issued as federally taxable bonds.

SECTION 4.

The Authority hereby determines and agrees that with respect to any Authority project previously financed with proceeds of General Obligation Debt issued by the State with the intent that:

- (a) the interest on such bonds be excludable from gross income for federal income tax purposes pursuant to Section 103 of the Code; or
- (b) such bonds at the time of their issuance were designated by the State as Build America Bonds under Section 54AA of the Code;

and where any such bonds remain outstanding (including any refunding bonds), the Authority certifies that such project(s) are not now being used for any private business use within the meaning of pertinent provisions of the Code, except for those specific instances in which the Authority has identified to the Commission such use of the project(s) and (i) provision was made so as to retire, redeem or defease any and all then-remaining outstanding bonds for the project(s) concurrent with such use, or (ii) the Commission has determined that the aforementioned retirement, redemption or defeasance is not required to maintain the tax-exempt or Build America Bond status of such bonds.

SECTION 5.

The Executive Director, the Chairperson of the Authority, the Secretary of the Authority, and their valid delegates each are hereby authorized and directed to execute any instruments and take whatever action which may be necessary in connection with the issuance of the General Obligation Bonds by the Commission, including, but not limited to, the preparation and execution of answers in connection with any legal proceeding as to the validity of any action by the Authority with respect to the issuance of the General Obligation Bonds by the Commission. The Attorney General or any Assistant Attorney General of the State are authorized to execute Acknowledgment of Service and Waiver of Process in such legal proceedings.

SECTION 6.

All attachments, exhibits and schedules attached hereto or referenced in this resolution (the "Resolution") are hereby incorporated herein and made a part hereof.

[Remainder of page intentionally left blank]

This Resolution is hereby adopted this 20th day of April, 2021.

JOSEPH B. WILKINSON, JR.
CHAIRPERSON
JEKYLL ISLAND – STATE PARK AUTHORITY

ATTEST:

WILLIAM H. GROSS
SECRETARY
JEKYLL ISLAND-STATE PARK AUTHORITY

ATTACHMENT 1

**JEKYLL ISLAND-STATE PARK AUTHORITY
APPROPRIATIONS**

Pursuant to Paragraphs I through III of Section IV of Article VII of the Georgia Constitution, the General Assembly has passed and the Governor has signed various appropriations acts set forth in this Attachment 1, so as to make certain appropriations to the State of Georgia General Obligation Debt Sinking Fund for the purpose of financing certain capital projects through the issuance of General Obligation Debt.

H.B. 81, State Fiscal Year 2021-2022:

The General Appropriations Act for State Fiscal 2021-2022 (commencing at p. 1 of 209, 2021 Regular Session, H.B. 81).

[Remainder of page intentionally left blank]

H.B.	Bond	Appropriation	General Obligation Debt Authorized	General Obligation Debt Previously Issued	General Obligation Debt Available	General Obligation Debt Requested
81	353.651	[FEDERALLY TAXABLE] From State General Funds, \$267,860 is specifically appropriated for the purpose of financing projects and facilities for the Jekyll Island-State Park Authority by means of the acquisition, construction, development, extension, enlargement, or improvement of land, waters, property, highways, buildings, structures, equipment or facilities, both real and personal, necessary or useful in connection therewith, through the issuance of not more than \$2,950,000 in principal amount of General Obligation Debt, the instruments of which shall have maturities not in excess of two hundred and forty months.	\$2,950,000	\$0	\$2,950,000	\$2,950,000
Total			\$2,950,000	\$0	\$2,950,000	\$2,950,000

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: RFQ #342 SEWER CLEANING & MAPPING AWARD
DATE: 4/14/2021

On Friday, 4/09/2021 JIA staff received four bids for RFQ #342 for cleaning and mapping of the Jekyll Island Sewer system. The four bidders were EnviroWaste Services Group, Southeast Pipe, Roberts Civil Engineering and Gulf Coast Underground. The review committee reviewed all four proposals and decided per their ranking evaluations that the apparent awardee of the RFQ would be Roberts Civil Engineering for an amount of \$369,000 pending contract completion and legal review.

Staff hereby requests awarding of RFQ #342 to Roberts Civil Engineering.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: JONES HOOKS, EXECUTIVE DIRECTOR
SUBJECT: REQUEST FOR PROPOSALS #364, JEKYLL ISLAND AMPHITHEATER
DATE: 4/14/2021

The Jekyll Island Authority (JIA) is seeking developers and/or development teams/interested parties to submit proposals for the lease and development of the Jekyll Island Amphitheater. This project offers proposers a unique opportunity to develop a true island treasure.

Almost 50 years ago near the center of the island, the Jekyll Island Amphitheater was regularly filled with residents and tourists watching popular musicals as wood storks soared overhead and stars lit the stage. This formerly active amphitheater could seat 1,700 plus persons for various stage productions, movies, and musical acts. The acreage for the facility is 3.49 acres with 2.69 acres of adjacent parking.

Since 2011, the JIA has been interested in the restoration/reenergization of the amphitheater. Over the years, there have been several individuals to express interest in reopening the amphitheater; however, those discussions have never gained traction. The JIA included the Amphitheater project as one of its long-term action items in its 2014 Master Plan. In late 2019, there was interest among some local hoteliers to reopen the amphitheater as an events space. Despite these expressions of interest, the Amphitheater has remained closed since 2003 and the years of disuse and coastal weather have affected its condition.

An earlier engineering firm review of the facility for the JIA had positive findings regarding the seating and the structure of the facility. Today, the concrete/aluminum seating area remains. However, the stage and support facilities have been removed due to their derelict condition. That being said, it is the JIA's opinion that the site still has excellent potential to be turned into a first-class entertainment venue. Consequently, RFP #364 is a call for proposals to assess the potential reuse of this important site.

The goal of the RFP is to select a developer who will further progress the revitalization of Jekyll Island through the redevelopment/restoration of the historic amphitheater.

Note: There is no commitment by the JIA to provide subsidy for this project.



100 JAMES ROAD

JEKYLL ISLAND, GA 31527

(912) 635-4000

Request for Proposal # 364

for

JEKYLL ISLAND AMPHITHEATER

Date Issued: April 21, 2021

Submission Deadline:

On a Rolling Basis

SECTION 8

PROPOSAL

RFP # 364 - JEKYLL ISLAND AMPHITHEATER

A. Overview

The Jekyll Island Authority (JIA) is seeking developers and/or development teams/interested parties (developer) to submit proposals for the lease and development of the Jekyll Island Amphitheater. This project offers proposers a unique opportunity to develop a true island treasure.

The goal of the RFP is to select a developer who will further the progress of the revitalization of Jekyll Island through the redevelopment/restoration of the historic amphitheater.

Note: There is no commitment by the JIA to provide subsidy for this project. Proposals must take this information into consideration.

B. Jekyll Island Amphitheater Background:

Almost 50 years ago near the center of the island, the Jekyll Island Amphitheater was regularly filled with residents and tourists watching popular musicals as wood storks soared overhead and stars lit the stage. This formerly active amphitheater could seat 1700 plus persons for various stage productions, movies, and musical acts. The acreage for the facility is 3.49 acres with 2.69 acres of adjacent parking.

Since 2011, the JIA has been interested in the restoration/reenergization of the Amphitheater for some time. There have been several individuals to express interest in reopening the amphitheater; however, those discussions have never gained traction. The JIA included the Amphitheater project as one of its long-term action items in its 2014 Master Plan. As part of the Master Plan, the Fanning Institute of the University of Georgia completed a rendering of potential design ideas for the Amphitheater. In late 2019, there was interest among some local hoteliers to reopen the Amphitheater as an events space. Despite these expressions of interest, the Amphitheater has remained closed since 2003, and the years of disuse and coastal weather have affected its condition. An earlier engineering firm review of the facility for the JIA had positive findings regarding the seating and the structure of the facility. Today, the concrete/aluminum seating area remains; however, the stage and support facilities have been removed due to their derelict condition. That being said, it is the JIA's opinion that the site still has excellent potential to be turned into a first-class entertainment venue. Consequently, RFP is a call for proposals to assess the potential reuse of this important site.

Basic water/sewer infrastructure to the Amphitheater is installed, and water/sewer service is supplied by the JIA at Contractor's expense. Power service is provided through Georgia Power and can be configured to meet various needs. Previously, the JIA operated multiple three phase transformers for this facility, but these transformers were removed for safety reasons following Hurricane Matthew.

Available studies/drawings:

- Fanning Institute of Georgia Rendering (See Attachment A)
- 1973 “As Built Drawings” (See Attachment A)
- Structural Condition of Existing Facility, Jekyll Island Amphitheatre, January 2012 (See Attachment A)
- 2014 Master Plan (<https://www.jekyllisland.com/jekyll-island-authority/master-plan/>)
- JIA Capacity Study <https://www.jekyllisland.com/jekyll-island-authority/jekyll-island-carrying-capacity-infrastructure-assessment/>)

C. Additional Proposal Requirements:

- (1)** Project Description – specific plans, including schematic drawings of the proposed project and a site plan, including designated parking areas.
- (2) Financial Capacity**
 - i. Joint venture, general, or limited partners, and percentage of interest
 - ii. Statement of equity contribution with source identified
 - iii. Letters of References from two lending institutions
- (3)** Ownership entity – ability to finance the costs associated with the project, including previous experience in attracting equity investors
- (4)** Development entity – project management plan and role of each development partner in the implementation of the development plan
- (5)** Budgets, including identification of any funding gaps
- (6)** Proforma, including all anticipated operational and maintenance costs
- (7)** General Marketing Plan
- (8)** Sustainability goals – performance measures or industry standards that will be used to assess the sustainability of this project.
- (9)** Community engagement plan

D. Site Tour: To schedule a site tour, Taylor Davis, Historic Preservationist, Department of Historical Resources, at tdavis@jekyllisland.com or 912-506-0467.

E. The Contractor will be required to coordinate plans, design, and construction with the JIA to ensure the proposed project scope complements the Island and the JIA’s revitalization goals.

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

Members Present: Mr. Joseph B. Wilkinson, Chairman
Mr. Bob Krueger, Vice Chairman
Mr. Bill Gross, Secretary/Treasurer
Commissioner Mark Williams
Dr. Buster Evans
Mr. Glen Willard
Mr. Dale Atkins
Mr. Trip Tollison

Members Absent: Ms. Joy Burch-Meeks

Key Staff Present:
Ray Emerson, Park Ranger
Noel Jensen, Chief Operations Officer
Jenna Johnson, Director of Human Resources
Alexa Orndoff, Director of Marketing and Communications
Mark Horton, Facilities Superintendent
Maria Humphrey, Lease Manager
Dennis Gailey, Director of Public Safety
Melissa Cruthirds, General Counsel
Jones Hooks, Executive Director
Michelle Webb, Executive Assistant

Various members of the public, JIA staff, and press listed online.

Chairman Wilkinson called the committee session to order at 9:32 a.m. and the roll was called for members attending in person and those attending via teleconference. Ms. Joy Burch-Meeks was absent. Mr. Trip Tollison arrived shortly after the meeting had begun at approximately 9:36 a.m. and Commissioner Mark Williams after him at 10:03 a.m.

There were two public comments received online for this meeting. The name of the commenter and the subject of each public comment was read into the record as shown below. A copy of the full comments were given to each Board member and become part of the permanent record.

1. Steve Smith - Golf Master Plan
2. Julia Miller – Golf Course Master Plan Final Report

I. Historic Preservation/Conservation Committee

A. Park Ranger Ray Emerson presented the new beach informational signage roll out. The presentation explained that through 16 months of research using a software application called Survey 1,2,3, the Conservation Department was able to map and track “opportunities to educate” the public when they are violating policy or ordinance. Due to the mapping, they were able to identify the top 4 or 5 issues at each beach access point.

Using this information, the department had implemented ‘Doing More with Less’ by replacing numerous signs that educate on a number of prohibited behaviors with one

succinct sign outlining all guidelines for the specific beach access area. The intention was visitors would be more likely to read one sign upon entry.

The public comments received online were then read into the record. There were no public comments made in person at the meeting.

II. Finance Committee

A. Mr. Bill Gross, Finance Committee Chair summarized the February financials as included in the meetings materials. Mr. Gross stated that the revenue for February was \$251,000 less than budgeted. Mr. Gross stated that rainy weather had a significant impact on this result. Most notably, the Convention Center was off by \$239,000 with only 3 events and continues to be impacted by the pandemic. Campground revenues were \$27,000 better than budget, even with the rain. Expenses were 5% less than budgeted. Net operating cash loss was \$170,000 worse than budgeted than the net operating income. Year to date net operating cash flow was \$3.3 million better than budgeted. Year to date traffic counts were better than the prior calendar year to date. Hotel revenues were \$1.6 million less than February 2020.

B. Noel Jensen, Chief Operations Officer, presented the final funding request for Summer Waves Slide Complex. Mr. Jensen explained this request stemmed from Board's previous approval of the purchase of an additional slide complex from a closing waterpark in Pooler, Georgia. The Authority had paid less than half price for the slides (total for all funding requests) and received additional equipment for free that was be used to update the Summer Waves park, including an expanded splash pad (to be installed in 2022). The funding requests for the new slide complex installation project had been split into two portions, with the previous funding granted in December 2020. This had allowed the Authority to secure a better price for the vertical building package on this meeting's agenda. Staff requested \$198,837 to complete construction on the vertical package for the slide, enabling it to be open to the public May 2021.

The motion to approve was made by Mr. Tollison and seconded by Mr. Krueger, with lighthearted commentary from the Board. The motion was unanimously approved with no objections.

C. Mr. Jensen next discussed the funding request for pressure washing for the Beach Village, Convention Center, and Great Dunes Restrooms and sidewalks. Mr. Jensen stated normally pressure washing was included in the budget and conducted twice a year. However, it was removed this year due to COVID. The job was put out to the lowest responsive bid for hot water pressure washing. Of the three bids received, the lowest responsive bid was from \$37,325 from Superior Exterior Cleaning, LLC.

The motion to approve was made by Dr. Evans and seconded by Mr. Krueger, after clarifying the requested amount. The motion was unanimously approved with no objections.

D. Mr. Jensen then presented the funding request for replacement grass in four locations. Funding to replace grass and turf would also normally be included in the budget but was removed due to COVID as well. Replacement was needed due to a severe infestation of mole crickets. Replacement grass was to be located on portions of the golf course, an area to the right of the Welcome Center, the Causeway towers, and the Crane

Cottage courtyard. A portion of the grass for the golf course would also be going to the grass nursery to encourage further growth for later use. The requested amount was \$8,054.85 from current year funds for 38 pallets of grass sod from Pine Creek Turf Farms. Mr. Jensen noted that savings were achieved by ordering for all three departments in a single large order.

The motion to approve the request was made by Mr. Krueger and seconded by Mr. Tollison. The motion was unanimously approved with no objections.

In conclusion, Mr. Gross congratulated Mr. Trip Tollison and Savannah for being featured as the best in the nation in Site Selection Magazine.

There were no public comments.

III. Human Resources Committee

A. Jenna Johnson, Director of Human Resources, spoke about the retirement of Stephen Flynt of the Landscaping Department. Mr. Cliff Gawron, Director of Landscaping and Planning, spoke to Mr. Flynt's 10 years of valuable service and incredible work ethic, despite his illness. Ms. Johnson concluded by presenting a commemorative photo to Mr. Flynt which was accepted by Mr. Gawron, as Mr. Flynt was unable to be present.

There was no public comment.

IV. Marketing Committee

A. Alexa Orndoff, Director of Marketing and Communications gave the report from Marketing Department. Ms. Orndoff announced that the JIA had received several awards from the Southeast Festival and Events Association from the Holly Jolly Jekyll season including best website, best print ad, and best merchandise (face masks). Next, she discussed the annual Turtle Crawl, which was cancelled last year due to the Coronavirus. Ms. Orndoff was excited to note that the race would be held virtually this year on May 1st to mark the start of turtle nesting season. A week and half since the registration launch had resulted in nearly 500 registrations from several states and over \$3,000 in donations, more than both 2020 and 2019. She concluded by noting recent accolades the island had received included: Driftwood Beach voted one of the best beaches in the U.S. for 2021 by TripAdvisor, The Westin hotel voted best beach hotel in Georgia 2021 by Business Insider, most beautiful weekend road trip in Georgia 2021 by MSN, and most beautiful places to visit in Georgia 2021 by Thrillist.

There was no public comment.

V. Legislative Committee

A. Mr. Trip Tollison gave the Report from the Legislative Committee Chair. Mr. Tollison said that the Crossover Day had occurred and there had not been much activity related to the island. Mr. Wilkinson reminded the Board that there would be a special session for reapportionment which will likely occur in late August, to which Mr. Tollison agreed.

There were no public comments.

VI. Committee of the Whole

A. Mark Horton, Facilities Superintendent, gave the Facilities Update. Mr. Horton summarized the results of the digitized workorder system implemented by the Authority in 2018. In the year of 2020, the JIA received over 1600 workorders, averaging over six per day, seven days a week. The maintenance software recognized JIA as the 3rd most engaged and responsive local government in 2019, despite being compared with cities five to ten times larger (determined by the number of work orders created and completed). Mr. Horton noted that many services were provided at significant discounts and increased speed due to the in-house maintenance and skilled trade staff such as electrical, plumbing, HVAC, and carpentry.

Mr. Hooks, Executive Director, lauded Mr. Horton and his team as “exceptional” and was in deep regard for their level of efficiency and the high level of talent.

B. Mr. Jensen proposed the Request for Quotation (RFQ) #342 to Sewer Cleaning and Mapping. This RFQ included manhole inspections, CCTV inspections, and a new interactive mapping system. This software would allow maintenance to go to a specific point on a water or wastewater line and see inside the pipe, rate the lines’ condition, and allow staff to track and plan which lines would need future work or replacement based on a red, yellow, green system utilizing Google Earth. Mr. Jensen explained that there was no Board action necessary for this item. The presentation was to update the Board that the RFQ had been rewritten and there would be a future funding request from the Water Wastewater Reserves.

C. Mr. Jensen then presented the Special Purpose Local Option Sales Tax (SPLOST) 2016 Presentation. Mr. Jensen gave an update on four nearly completed projects funded by the 2016 SPLOST funds. The first was St. Andrews Public Parking, which included a paving design which minimized tree loss, and added both regular and ADA parking spots. The second project was the public parking at the Historic Boat House. Visitors had previously been parking on tree root systems and blocking bike paths. The improved area had been reorganized and paved with entirely pervious concrete, which allows all rainfall to pass through. Mr. Jensen stated that the University of Georgia Stormwater Division has recently inspected the site. They stated the new parking lot, and several other JIA projects, were some of the best stormwater retention projects in the coastal Georgia area. Mr. Jensen stated they would consider possible additions such as wheel stops in the future. Third was Americans with Disabilities Act (ADA) parking and bike lane was delineated for safety at Driftwood Beach. He hoped that an ADA accessible crossover for beach access would be possible in the future. Fourth, parking spots near the airport were built to facilitate a spot where visitors commonly stopped to view sunsets and access bike paths. Additionally, funding was used to pave an emergency exit for the airport which had been an unimproved shell road. Additionally, Mr. Jensen related the Boat Ramp Road was repaved all the way to the ADA boat parking area.

In conclusion, Mr. Jensen and Mr. Hooks remarked they were extremely proud of how the \$2.3 million of 2016 SPLOST projects had been efficiently implemented. In contrast, the City of Brunswick and Glynn County showed only 36% completed. Both men discussed the importance of SPLOST funds to Jekyll Island and that due to the very significant cost of these projects, it would have taken much longer to complete without the boost of SPLOST funding. Mr. Jensen and Ms. Marjorie Johnson, Chief Accounting Officer also clarified that

SPLOST funds were held in a separate, audited account. Not all funds are received at one time, and instead, accumulated slowly since the passage in 2016. Finally, Mr. Jensen stated JIA had always had a project manager in place for SPLOST projects since inception. Mr. Hooks encouraged Glynn County residents to vote on the SPLOST referendum happening the same day.

D. Maria Humphrey, Lease Manager, addressed the Doc's Snack Shop Assignment Lease. Ms. Humphrey explained that Doc's Snack Shop's owner James Dougherty had discussed and implemented a change of management in 2020. This new arrangement had grown into an offer of purchase. She noted that the new managers, Anthony and Rachel Pasqualichio, had thus far been well received and staff highly recommended approval of the assignment of lease.

The motion to approve was made by Mr. Krueger and seconded by Mr. Gross. The motion unanimously approved with no objections.

E. Dennis Gailey, Director of Public Safety, spoke to Resolution #R-2021-3 which would re-direct landline 911 calls from Georgia State Patrol to Glynn-Brunswick 911 Center. He explained this would expedite emergency service response time by sending all emergency calls to one place. Currently all landline services go to Georgia State Patrol, while cell and internet calls go to the Glynn Brunswick center. Also, the Glynn-Brunswick center has the capability to determine caller location which the Georgia State Patrol on the island currently does not. It was necessary to receive Board approval to allow AT&T to implement this change, which would be free of charge. This request was in collaboration with the Georgia State Patrol, Glynn Brunswick 911 Call Center, AT&T, and the JIA. If approved, the target to implement was the first week of April of this year.

Mr. Krueger asked how long the Brunswick Glynn County 911 Center had been in operation. Mr. Gailey answered he was unsure precisely how long, but many years. He was aware that in the early 2000s the City of Brunswick and Glynn County had consolidated 911 service when the new Public Safety Center was built off exit 38. Mr. Krueger further clarified that he was primarily interested when enhanced 911 (E911) service had become available. Mr. Gailey assured him it had been some time. Mr. Krueger was glad that with this resolution, Jekyll would also receive improved E911 services. Mr. Hooks that residents would not notice any change in service or need to take any action. Mr. Gailey confirmed, and also stated he felt that service would be greatly enhanced with E911 service through the Brunswick Glynn Call Center. E911 would provide automatic location and a call back number almost instantaneously to emergency personnel.

The motion to approve was made by Mr. Krueger and seconded by Mr. Gross. The motion unanimously approved with no objections.

NOTE: In the meeting, Ms. Cruthirds mistakenly addressed item G. before item F. Hence this order is reflected in these minutes.

G. Ms. Cruthirds continued by introducing Request for Proposals (RFP) #361 for code revisions. Due to the number of outdated and irrelevant codes for the Authority, she felt revision would be a large, but highly beneficial undertaking. Inclusion of recent trends such as including infographics in codes would make it much easier for enforcement and user comprehension. Ms. Cruthirds hoped the code revisions could be completed within the year but may be longer and preformed in stages due to the scope and size of the

revisions. Therefore, it was intended to review proposals and bids broken down into phases if necessary, to see what timelines were proposed.

The motion to approve was made by Dr. Evans and seconded by Mr. Tollison. The motion unanimously approved with no objections.

F. Ms. Cruthirds then introduced Resolution #R-2021-4 to adopt the proposed revised fine schedule. She explained that the previous Board action from last year revising the fine schedule has resulted in revisions listed in the resolution before the Board. After implementation last year, it was found that more information was needed. The revised fine schedule would specifically codify the amount fined for each infraction, making it much easier for offenders to pay their fines. The new schedule would also assist staff and the magistrate court in issuing fines.

Commissioner Williams asked if fines were flat fees, or if there was discretion in fine amounts. Ms. Cruthirds stated it depended on the offense, there was some of both.

The motion to approve was made by Mr. Tollison and seconded by Mr. Evans. It was unanimously approved with no objections.

H. Mr. Hooks followed with the Executive Director's Report. Mr. Hooks began by informing the Board that as a result of meeting with the Governor and his staff, the Authority had received an award of \$999,470 from the Georgia State Financing and Investment Commission for four bathhouses at the campground. This was a piece of the \$2 million 12-acre expansion to the campground as outlined in the Master Plan. With the input of a previous ADA reviews, the new buildings were designed to be ADA compliant. Two bathhouses will replace existing facilities and two bathhouses will be part of the campground expansion. The plans are expected to be complete as of April 2nd, construction to begin July 2021, and completion by February of 2022. Next, Mr. Hooks stated the Authority would be moving forward with new membership programs for the Mosaic Museum and Georgia Sea Turtle Center. Memberships will be similar and will include various benefits at different tiered levels. Next, Mr. Hooks informed the Board of the recent loss of the Emerald Princess ticketing building due to fire, but with no injuries. Staff was in contact with the Emerald Princess team and working to get a new temporary facility running as quickly as possible, potentially by the weekend (March 20th). Next, Mr. Hooks announced Jekyll Island had once again received the title of Tree City USA for the year of 2020. He applauded the Landscaping Department and their reforestation work, including some upcoming projects. Not only did Jekyll Island Authority budget funds every year for reforestation work, but the Tree Fund significantly increases the financial resources for trees each year. Finally, he updated the Board on the status of 5 Hayes Avenue. The neglected home, which Mr. Hooks had briefed the Board about last month, had been demolished. Now the Authority was able to move forward with selling the land lease publicly for a new project.

I. Mr. Wilkinson proceeded with Chairman's Comments. The Chairman stated his appreciation that the Authority staff had been able to accomplish despite the difficult circumstances of the pandemic.

There was one public comment. Dr. Al Tate spoke to the proposal for new code revision. He asked that the diverse residents of Jekyll be involved in all the details code revisions.

The Board moved directly into the Board Meeting Agenda.

The Jekyll Island State Park Authority Board Meeting
March 16, 2021

Mr. Wilkinson stated for the record item 5. Request for Quotation (RFQ) #342 for Sewer Cleaning and Mapping had been listed on the Board Meeting agenda in error and was an informational only item. Item 5. Request for Quotation (RFQ) #342 for Sewer Cleaning and Mapping had been removed from the agenda.

The roll was called, and all members were present except for Ms. Joy Burch-Meeks.

1. Mr. Krueger moved to accept the minutes of the February 16, 2021 Board meeting as presented. The motion was seconded by Mr. Gross. There was no discussion, and the minutes were approved unanimously with no objections.

2. Approval of funding request for Summer Waves slide complex, a recommendation of the Finance Committee, carried by unanimous consent.

3. Approval of funding request for pressure washing for Beach Village, Convention Center, and Great Dunes, a recommendation of the Finance Committee, carried by unanimous consent.

4. Approval of funding request for replacement grass in four locations, a recommendation of the Finance Committee, carried by unanimous consent.

6. Approval of Doc's Snack Shop Assignment of Lease, a recommendation of the Committee of the Whole, carried by unanimous consent.

7. Proposal for Resolution #R-2021-3 to re-direct landline 911 calls from Georgia State Patrol to the Glynn-Brunswick 911 Center, a recommendation of the Committee of the Whole, carried by unanimous consent.

8. Proposal for Resolution #R-2021-4 adopting a revised fine schedule, a recommendation of the Committee of the Whole, carried by unanimous consent.

9. Proposal of Request for Proposals (RFP) #361 for code revisions, a recommendation of the Committee of the Whole, carried by unanimous consent.

There was no public comment.

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 11:02 a.m.

The Board took a short break before the start of the work session.

MEMORANDUM

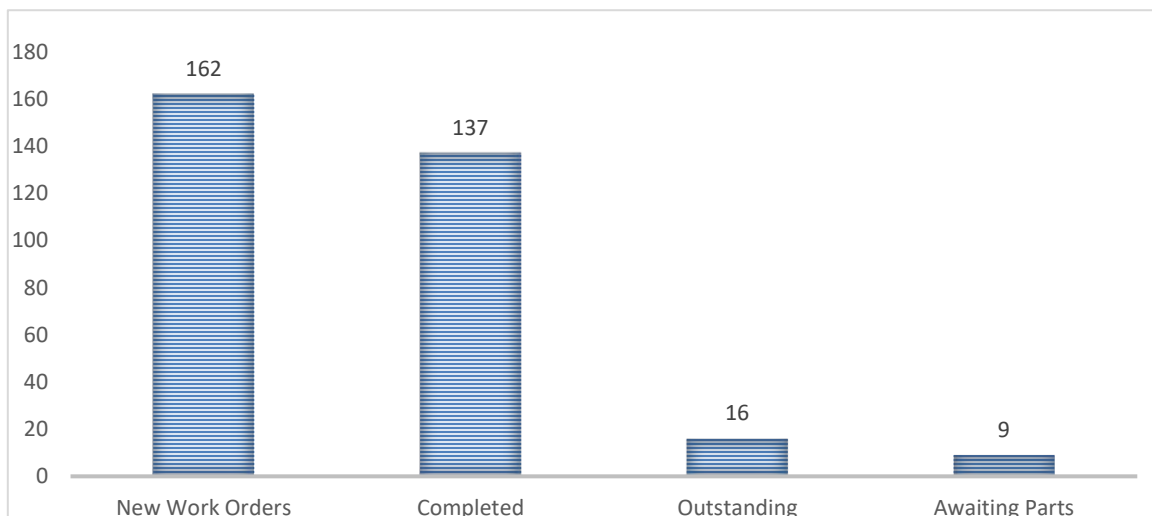
TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: OPERATIONS MONTHLY REPORT – MARCH 2021
DATE: 4/13/2021

PUBLIC SERVICES

March Highlights:

- After the re-opening of the Jekyll Island Airport (09J) on March 5, 2021, self-serve aviation fuel (100LL) sold 1,338.18 gallons of 100LL aviation fuel totaling \$6,365.42 in sales for the month of March.
- Construction to rejuvenate and remark runway 18-36 and displace runway 36 threshold has been completed at the Jekyll Island Airport. Runway lighting rehabilitation with LED lights and permanent markings are scheduled to be installed in May. Runway is open sans PAPI at 36 until flight checks are complete.
- Beach crossover construction continues with the completion of Barron Lane and the current construction of Bliss 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 was completed at the 3-way stop of Stable Road and Riverview Drive, Driftwood Beach, Airport Auxiliary and St. Andrews Beach continues. 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>
- The campground reached 93% occupancy in the month of March.

Operations Department Work Orders

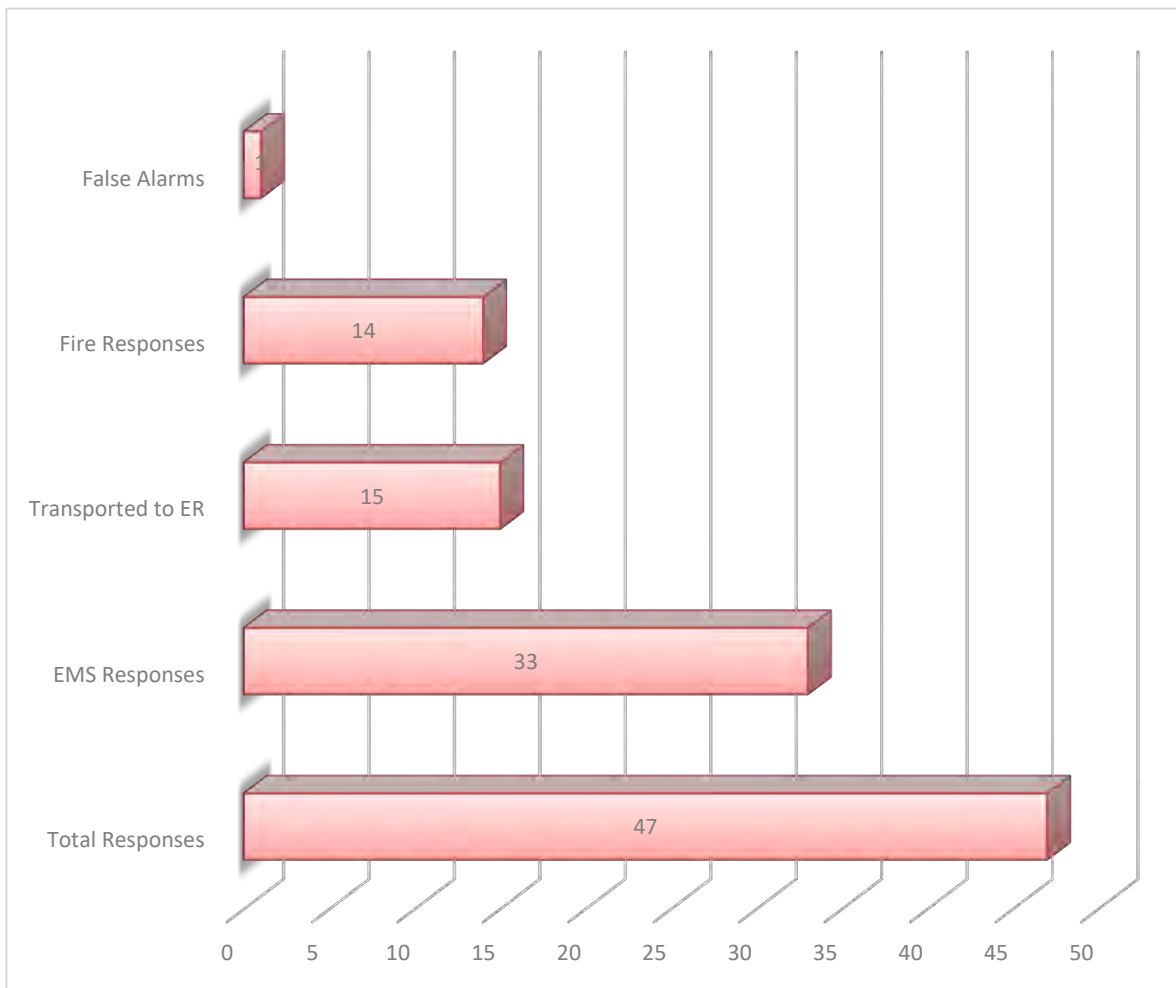


PUBLIC SAFETY – Fire & EMS

March Highlights:

- Completed 324 hours in staff training for the month.
- Twelve (12) building permits was issued, and there were five (5) complaints investigated by Code Enforcement.
- Convention Center inspection was conducted to test systems and emergency procedures involving loss of power.
- Presented an update at the JPSC meeting for Jekyll Island 911 and dispatching services from GB 911.
- JIA Board passed the resolution to move the 911 lines from GSP to GB911 (still working on a timeline with AT&T).
- Working on Firewise and Georgia EMS Trauma Grant funding for equipment. Enforcer 30 was ordered and should be in soon.

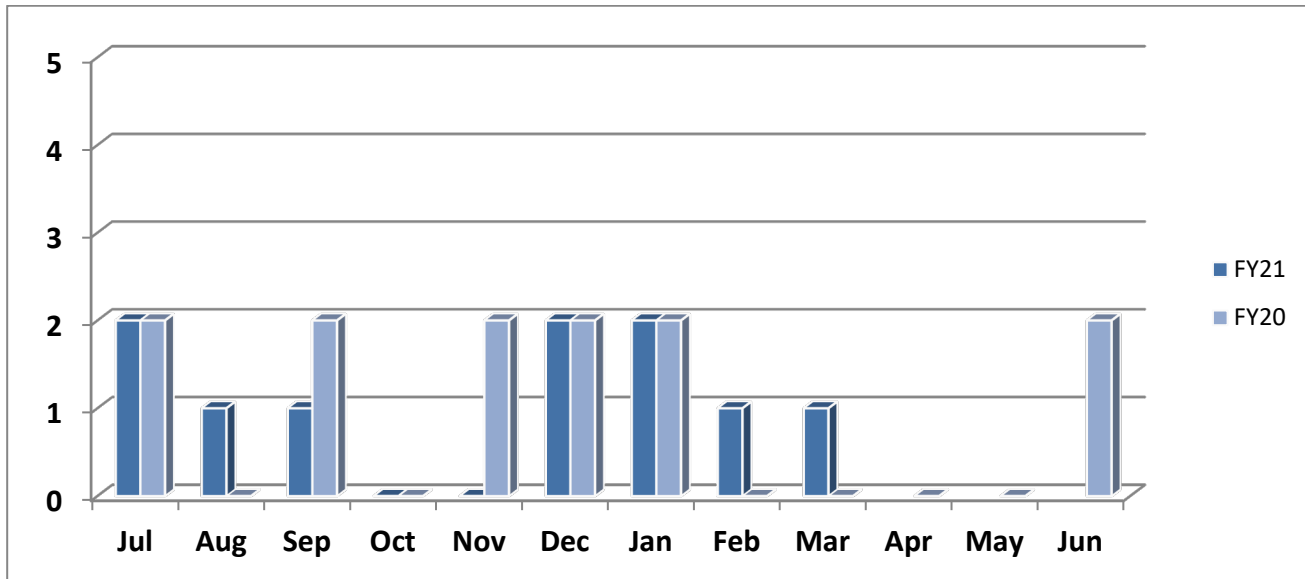
Jekyll Island Fire & EMS Responses



MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 4/13/2021

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	1				10
FY20	2	0	2	0	2	2	2	0	0	0	0	2	12

JIA Employee Census: 290

Month	Full time	Part Time	Seasonal	Interns/ Members	Total Employees
Mar	156	108	1	25	290

- **Retirements:**
 - Gary Brunson – Turf Assistant III, Golf Course Maintenance, retiring after 14 years of service.

Recognition:

○ **Meet our April Featured Employee: Jerod Meyers**



Originally from the corn fields of Ohio and now the hometown of Waynesville, Georgia, Jerod Myers began his career with the Jekyll Island Authority on November 26, 2012. As the Manager at the Guest Information Center (GIC), Jerod is responsible for managing an amazing team of customer service experts at the GIC. Every day the GIC has the privilege of helping guests with island information, parking passes and gifts from their retail store.

Jerod says his favorite part of working for Jekyll Island Authority is “meeting and interacting with our island guests each day, I love being able to share everything Jekyll Island has to offer to someone who has never visited before.” Then, Jerod was asked if you could improve one thing about Jekyll Island what would it be and he said, “The no-see-ums are no joke, #thestruggleisreal.”

When Jerod is not at the GIC assisting the Jekyll Island guest he is spending time with his wife, Jennifer, their 2 dogs (Cody & Emma) and 2 cats (Yoda & Chewy). They are very active in their church and recently started working in youth ministry. They enjoy traveling and hope to travel more in the coming year. An interesting fact about Jerod is that he is a big comic book nerd.

Jerod, we appreciate all that you do, thank you for your service!

MEMORANDUM

TO: HISTORIC PRESERVATION/CONSERVATION COMMITTEE
FROM: BEN CARSWELL, DIRECTOR OF CONSERVATION
SUBJECT: CONSERVATION UPDATE
DATE: 4/13/2021

Research and Monitoring

- JIA monitoring and research of the island's eastern diamondback rattlesnake population is approaching the 10-year mark, a threshold commonly associated with designation as a long-term research study. The first decade of this work has focused on characterizing movement, individual life history (births, deaths, growth, reproduction, feeding, health etc.), and habitat use. Moving forward, we are developing a rigorous estimate of the size of the isolated sub-population on the south end of the island.
- The staff committee that reviews requests from external researchers to carry out research on Jekyll island convened to consider four proposals including projects on, sea oats and the soil fungi that support their growth, snakes and an invasive parasite that could threaten native snake populations, seaside sparrow nesting and feeding, and diamondback terrapin juvenile dispersal around the causeway.

Management and Planning

- Conservation staff met with Georgia Power staff and consultants to discuss collaboration around developing best management practices for installation and maintenance of pollinator-friendly landscapes, such as the one Georgia Power installed in association with the Jekyll Causeway powerline rebuild project.
- Conservation Director Ben Carswell joined Executive Director Jones Hooks to tour a unique "nature-trail golf" facility near Augusta, Georgia, to investigate and consider the concept's prospective potential for Jekyll.
- Carswell engaged in virtual meetings and workshops with US Green Building Council staff and other LEED experts, learning that LEED-certification and re-certification are options for JIA buildings. For a time, this was off the table due to State policies, but that status has now changed, re-opening the possibility. Carswell is evaluating costs for LEED recertification and certification for operations and maintenance for the Convention Center.

Personnel

- The Conservation team welcomes two new part-time, seasonal Park Rangers, Andrea Deck and Angie Harvey.
- Conservation staff collaborated with Public safety staff to carry out a safety drill scenario. The scenario was based around a venomous-snake bite "victim" in a remote, wooded location, but the experience also served as a proxy for any medical emergency in a remote natural area. The emergency response team successfully located and reached the scenario's "victim" in 26 minutes from the time of the 911 call. During the debrief for the

drill, a number of adjustments to protocols were identified, and will be instituted, that could speed response times in a similar emergency.

Outreach and Leadership

- Ben Carswell was featured on Public Service Commissioner Tim Echols' live streamed show, Community Focus. A recording of the show is available here: https://www.youtube.com/watch?v=q9RqDd9oCx4&list=PL_wlrV0trP6pjQT_aAvGCcRWkA1S2cZEF&index=8 . Carswell's spot begins at 18:43 into the recording.

JIA Public Safety staff in route to the drill's "victim" (A). Public Safety and Conservation staff debrief following the mock snake-bite safety drill (B).

A.



B.

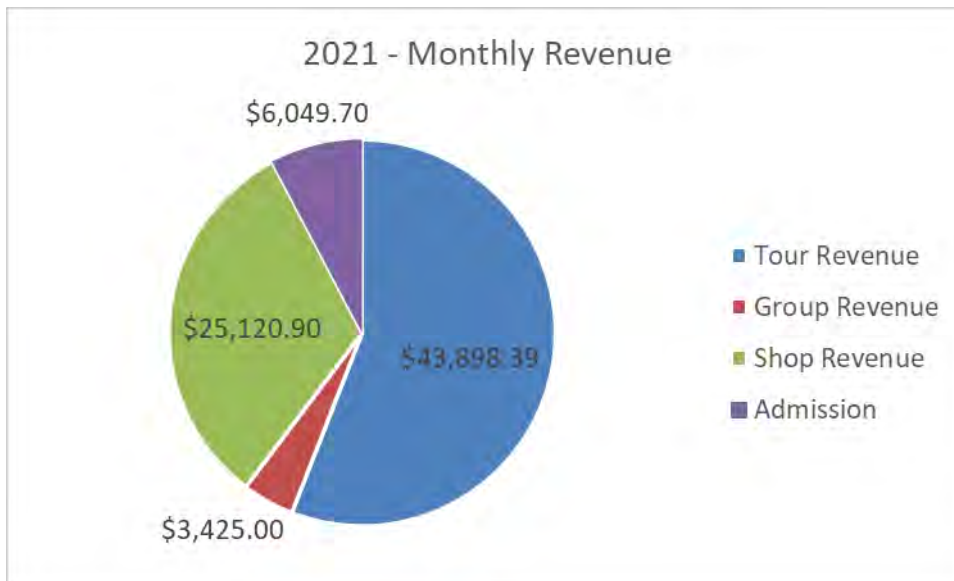


MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: MICHAEL SCOTT, HISTORIC RESOURCES
SUBJECT: HISTORIC RESOURCES MONTHLY UPDATE
DATE: APRIL 10, 2021

Mosaic 2021		<u>Visitors</u>	<u>Revenues</u>
March:	Public Tours:	2,623	\$ 43,898.39
	Admissions:	237	\$ 6,049.70
	Groups	435	\$ 3,425.00
	Museum Store		\$ 25,120.90
	Totals	3,295	\$ 78,493.99

Earned revenues continue to fall short of projection. March showed improved numbers compared to the past month. Visitors continue to react positively to the additional tour offerings. Group tour bookings grew compared to last month but continue to significantly trail past years numbers. Property rental information requests have decreased since the previous month.



“So beautiful and show much historical value. We absolutely loved the tour (Tom was an outstanding tour guide). I can’t wait to go back when the restoration has been completed.”
 Hollybourne Google review – March 2021

Mosaic Museum / Historic District

- **Admissions** – Highest admissions revenue since July 2019
- **Faith Chapel** – Highest visitor count since before pandemic with 1584 visitors
- **Memberships** – Now available for purchase in store and online
- **Museum Operations** – New Museum Operations Administrator hired, Morgan Cantrell
- **Property Rentals** – Increased from previous month to 5 events for \$3000 in revenue
- **GSTC** – Partnership to provide free gallery access for GSTC waitlist guests. Over \$500 in passes contributed in March

Curatorial/Research

- **Tiffany Centennial** – Window assessment completed. Working with conservator to determine next steps for conservation of window. Interpretive Panel celebrating 100th anniversary produced and installed. Reviewed and edited new Faith Chapel landing page documenting the story of the Tiffany Window. An audio presentation about the Tiffany Window by the stained-glass conservator is available online. Met with committee to discuss plans for upcoming centennial events.
- **Hollybourne Exhibits** – Received schematic plan for committee to review. Met to review presented options. Gathered and issued consolidated response.
- **Mosaic Rotating Exhibits** – Met with committee to outline future exhibit schedule. Researched and outlined plans for upcoming exhibits.
- **GSTC History Posters** – Developed concept for 4 new history posters to be located at the Georgia History Center. Provided content to marketing department for graphic development.
- **Records Software** - Conducting testing phase of records software development.
- **Window Treatments** – Met with contractor to review sample materials and take window measurements to obtain estimates for window treatments needed in four historic cottages.
- **Collections Work** – Worked with volunteer to continue cataloguing and digitizing the slide collection. Purchased curatorial supplies for collections projects. Made connections with five descendant families. Met with 5 new donors and potential donors. Worked to accession and process 14 new donations. Continued working on transcription project for Hollybourne exhibit. Continued work on the final stages of accession cleanup in accordance with the Georgia Museum Property Act. Continued rare book catalog updates.

Historic District/Preservation

- **Hollybourne** - coordinating volunteers continued on the multiple ongoing projects
- **Hollybourne** – Volunteer appreciation lunch
- **Chicota** - Work progressing on reclamation and documentation of courtyard tiles
- **Horton** - Completed work on garden fence
- **Mistletoe** – Continued to meet with contractor about back porch
- **Villa Marianna** - fountain basin rehabilitated and resealed
- **FOHJI** - completed construction of forms for casting appreciation monument in tabby
- **Youth Leadership Glynn** – visit included demonstration and tour of Hollybourne
- **Security** – 3 gate issues requiring repair and multiple false alarm events

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: TERRY M. NORTON, GSTC DIRECTOR AND VETERINARIAN, ROB MAHON, GSTC GENERAL MANAGER
SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – MARCH 2021
DATE: 4/13/2021

“Amazing Experience: Really enjoyed the experience. I learned a lot about turtles. I am so happy that this place exists. The center is so good for children. Keep up the good work!” (Trip Advisor Review, March 2021)

Admissions Comparison with Prior Year (March 2021 vs. March 2020)

The GSTC was open during the month of March under limited visitation capacity due to COVID-19. The March admission count totaled 10,972, which was 6,475 (59%) more than the admission count for March 2020. (Note: The GSTC was closed for approximately 2 weeks during March 2020 due to COVID-19)

Revenue Categories*

- March concessions \$136,351.51 was \$21,281.98 more than budgeted
- March admissions \$99,583.80 was \$8,419.10 more than budgeted
- Adoption (Sea Turtle) 43 | \$2,150 Donations (general) 59 | \$2,108.90
- Memberships 23 | \$2,798.40 Behind the Scenes 0 participants | \$00.00
- Daily Programs 152
Sub-Total Education Reservations: 217 Clients | Revenues \$6,118.95

*some online payments are received later

Marketing/PR/Events/Grants/Pubs

Social Media, Website and Communications Updates: Trip Advisor: 2,217 reviews, ranking GSTC #4 out of #17 Jekyll attractions; FB: 51,300 likes | 52,981 following; Instagram: 22.2k followers

- 51.3K Facebook Page Likes
 - Reach: 103.7K
 - Number of Posts: 25
 - The top post was the Turtle Crawl Announcement post with 35.9K people reached
- 22.2K Instagram Followers
 - Impressions: 144K
 - Number of Posts: 16
 - The top post was a photo of Balboa with bandaged front legs resulting from a dog attack; it had 1.4K engagements.
- The March Marine Debris Newsletter was completed by Katie Doherty (AmeriCorps member) and shared with GSTC volunteers via Constant Contact.
- Presentation by Tom Radzio during ‘Georgia 4-H meets the JIA-GSTC’ online event.
- Marine Debris Cleanup organized by GSTC Research and carried out by 20+ AmeriCorps members (March 10, 2021)
- Terrapin Nest Excavations and Assessments (GSTC Rehab) were supported with assistance from Davide Zailo (Research Specialist) and GSTC Research AmeriCorps members

Education

- The 2020 Diamondback Terrapin Hatchlings will come down from adoption sales in April in preparation for release in a few months.
- Three of the Coffee Turtles were released on March 11th: Bicerin, Borgia, and Café au Lait. Adoptive parents received an extra adoption update to alert them of the release.

Research & Patrol

- The GSTC Research team radio-tracked 15 Box Turtles bi-weekly on the golf courses and near residential homes.

- Nine AmeriCorps members and our new Research Specialist (Davide Zailo) were trained on various project protocols.
- We continued a manuscript collaboration with the JIA Conservation Department to evaluate headstarting (rearing hatchlings in captivity until they are large enough to avoid most predators) as a box turtle conservation tool.
- We refocused ongoing freshwater turtle study efforts to provide greater insights into the status of the island's populations.
- We hosted an online presentation by Dr. Brian Folt (United States Geological Survey; March 19, 2021) on the value of mark-recapture studies in freshwater turtle conservation and research.
- The Research team processed 29 pond sliders, 2 softshell turtles, 1 mud turtle, 2 box turtles, and 2 snapping turtle captures.
- We coordinated a collaboration with Dr. Adam Rosenblatt (University of North Florida) to investigate factors influencing loggerhead sea turtle false crawl activity.
- Efforts to mitigate impacts of marine debris on Jekyll Island continue with data collected by members of the community and GSTC Research. During the past month, 3,522 pieces of marine debris were collected from Jekyll Island beaches and logged with location coordinates into the Marine Debris Tracker application, of which 626 pieces were collected by the GSTC Research team.

Rehabilitation

	Sea Turtle	Other Patients
New Patients	4	12
Current Patients	24	57
Released Patients	5	6
Transferred Patients	0	3
Total Since 2007	945	1969

AmeriCorps Program, Volunteer Program, and Marine Debris Initiative

	Service Hours		
	Monthly Total	YTD Date Total <i>(see YTD period definitions)</i>	Cumulative Total
AmeriCorps Service Hours**	3,081	17,632.5	409,629.17
Volunteer Hours**	205.5	716.5	75,341.01
Marine Debris Hours*	100.5	650	10,467.33
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)**

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: DION DAVIS, E.D.
SUBJECT: JEKYLL ISLAND FOUNDATION UPDATE
DATE: 4/14/21

Finance (FC)/Executive Committee (EC) Meeting: The scheduled Finance/Executive Committee (FC/EC) Zoom meeting was held on Tuesday, March 30, 2021. Agenda items included: approval of February 24m 2021 FC/EC meeting minutes, financial statements, and disbursements, sustainable funding revenue report - tribute gifts, memberships, corporate sponsorships, and a discussion on projects in progress: GSTC UTV purchase and project development, hotel partners, JIF initiatives, Mosaic 2nd anniversary progress report, and an introduction to the newly released JI Conservation Plan 2020.

Board of Director's Meeting: The next quarterly board meeting is scheduled for Thursday, April 29, 2021. The agenda has not been set.