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**Agenda**  
**Tuesday, June 15, 2021**  
**9:30 AM**  
**Jekyll Island Club Resort Ball Room**  
**JIA Committees and Meeting**

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, June 14<sup>th</sup> 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.

As always, opportunities for in-person public comment will be offered at the Board meeting.

**Vice Chairman, Bob Krueger – Call to Order**

**I. Historic Preservation/Conservation Committee**

Bob Krueger, Chair

- A. Mid-Century Modern Architecture on Jekyll Island - Taylor Davis, Historic Preservationist
- B. Update from the Unified Command – Ben Carswell, Director of Conservation and Lieutenant Commander Pat Frain, U.S. Coast Guard

**II. Finance Committee**

Bill Gross, Chair

- A. May Financials – Bill Gross, Chair
- B. Request for Acceptance of the Georgia Department of Transportation Bike Path Grant, Funding Request for Matching Funds, and Signature Authorization – Jones Hooks, Executive Director; Marjorie Johnson, Chief Accounting Officer; and Noel Jensen, Chief Operations Officer
- C. Request for Approval of Campground Grant Funds from the Georgia State Financing & Investment Commission– Marjorie Johnson, Chief Accounting Officer

**III. Human Resources Committee**

Buster Evans, Chair

- A. Retirement of Mark Bowen of Vehicle Maintenance – Jenna Johnson, Human Resources Director

#### **IV. Marketing Committee**

Joy Burch-Meeks, Chair

- A. Report from Marketing Department –Alexa Hawkins, Director of Marketing and Communications
- B. Motor Coach Presentation – Kevin Udell, Senior Sales Manager

#### **V. Legislative Committee**

Trip Tollison, Chair

- A. No Report

#### **VI. Committee of the Whole**

Bob Krueger, Vice Chair

- A. Hurricane Preparedness Presentation – Noel Jensen, Chief Operations Officer
- B. R-2021-6, Resolution to Amend By-Laws and Policy Manual: Contract Authorization, Litigation Management, and Emergency Management - Melissa Cruthirds, General Counsel
- C. Third Amendment to Executive Director’s Employment Agreement – Melissa Cruthirds, General Counsel
- D. The Proposed Fiscal Year 2022 Budget – Jones Hooks, Executive Director and Marjorie Johnson, Chief Accounting Officer
  - a. Full-Time Position Changes for FY 2022
  - b. Capital Equipment and Project Requests
  - c. Rate Increases
  - d. Incentive Plans
- E. Executive Director’s Report – Jones Hooks, Executive Director
- F. Chairman’s Comments – Joseph B. Wilkinson, Jr., Chairman

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

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### **Board Meeting Agenda**

#### **Vice Chairman, Bob Krueger – Call to Order**

#### **Action Item**

1. Minutes of the May 18, 2021 Board Meeting
2. Minutes of the June 2, 2021 Finance Committee Budget Meeting
3. Request for Acceptance of the Georgia Department of Transportation Bike Path Grant, Funding Request for Matching Funds, and Signature Authorization
4. Request for Approval of Campground Grant Funds from the Georgia State Financing & Investment Commission
5. R-2021-6, Resolution to Amend By-Laws and Policy Manual: Contract Authorization, Litigation Management, and Emergency Management
6. Third Amendment to Executive Director’s Employment Agreement
7. The Proposed Fiscal Year 2022 Budget

#### **Adjournment**

Note: The Board will attend a ribbon cutting at the new Marriott Courtyard at 178 South Beachview Drive, Jekyll Island, GA following the Board meeting.

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**MEMORANDUM**

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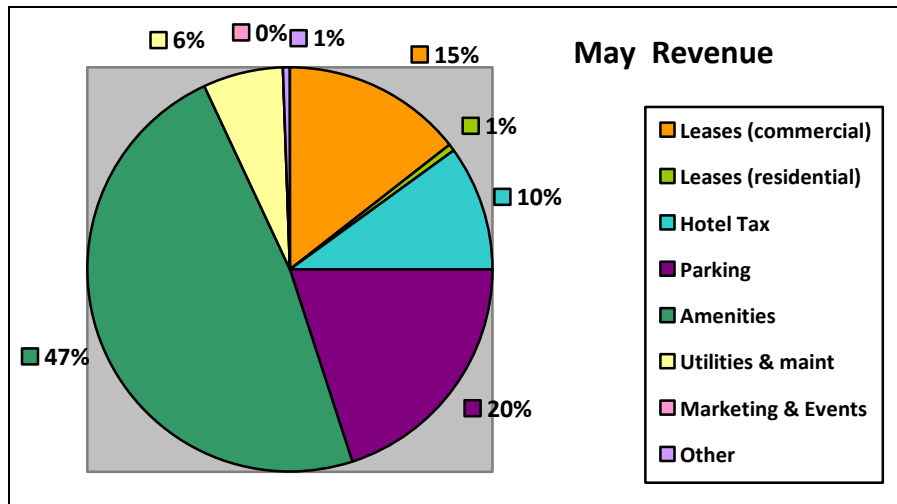
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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON  
**SUBJECT:** MAY FINANCIAL STATEMENTS  
**DATE:** 6/9/2021

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## Revenues

Revenues for May were \$3,267,464 which reflects a favorable \$358 (12%) variance from budget. Revenues reflects a favorable \$1.8M (7%) variance from year-to-date budget and a favorable \$1.7M variance from the prior year to date revenues.



The largest variances for the month were:

- **Parking (+\$252K)** – The weather remained nice, convention groups have picked up and we continue to have strong traffic from our daily and weekly guests. Annual pass sales are \$63K higher than budgeted and daily pass sales are \$189K higher than budgeted.
- **Summer Waves (-\$164K)** – The waterpark was opened for weekends only for the first couple of weeks in May, therefore revenues were a little shy of budget for the month. We are hopeful we will make up this revenue in June.
- **Golf (+\$73K)** – Greens fees (+\$56K), membership fees (+\$13K) and electric cart rentals (+\$19K) were all higher than budget for the month. There has been a lot of activity on the courses this month, which is great to see.

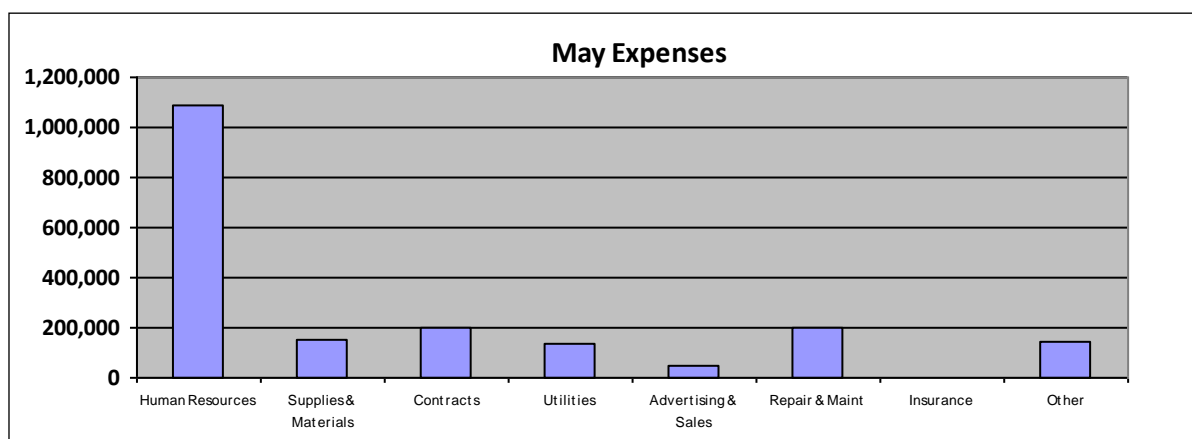
- Hotel/Motel Taxes (+\$71K) – Hotel revenues from April were better than anticipated. Taxes received in May are based on April room income.

## Expenses

Expenses were \$1,969,369 for May and reflected a favorable budget variance of \$39K (2%) for the month. Expenses also reflect a favorable \$2.6M (12%) variance from year-to-date budget and a favorable \$2.5M variance from Prior Year to Date expenses.

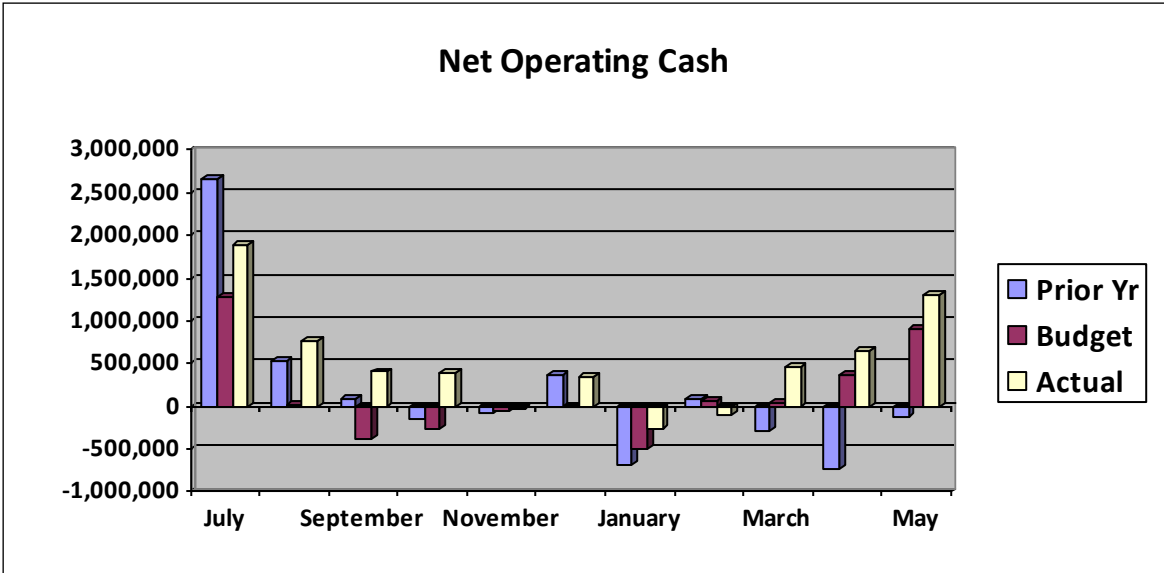
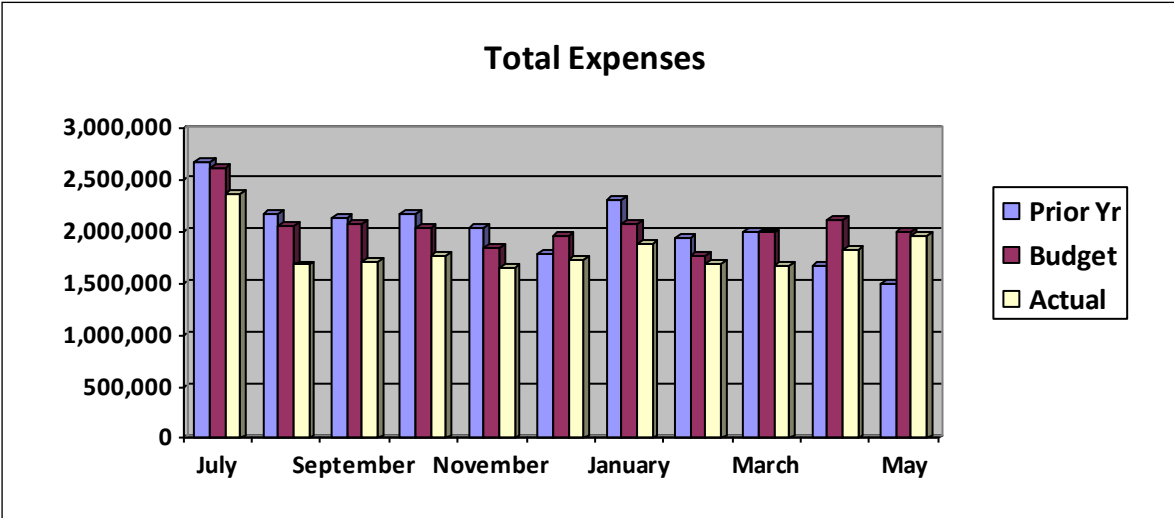
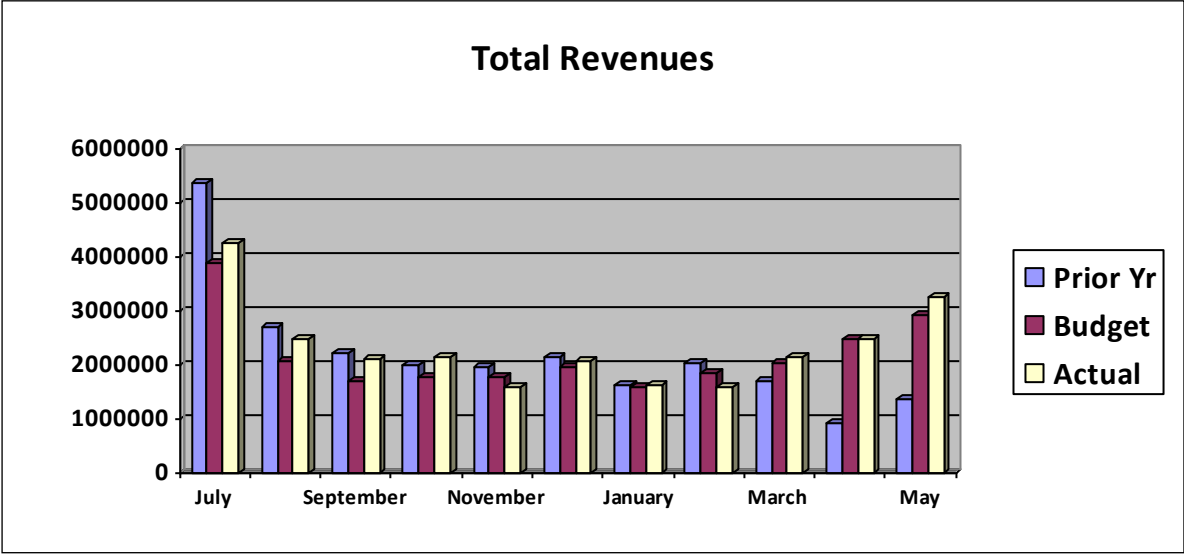
The largest budget variances for the month were:

- Human Resources (-\$102K) – vacant positions – full and part time.
- Repairs & Maintenance (+\$116K) –this variance is from timing differences from earlier in the year. Some of the projects that were held early in the year are now being completed.



## Net Operating Cash

The Net Operating Cash Income for the month is \$1,298,095, which is a \$398K favorable variance from the budgeted net operating cash income of \$900,582. Net Operating Cash Income reflects a favorable \$4.4M variance from year-to-date budget and a favorable \$4.2M variance from prior year to date income.



Jekyll Island Authority  
CONSOLIDATED BUDGET COMPARISON  
For the Eleven Months Ending May 31, 2021

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		PRIOR YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
<b>Revenues</b>											
<b>Administration</b>											
Business Leases	474,325	435,325	39	9%	4,544,502	4,554,749	(10)	0%	4,282,643	262	6%
Hotel Tax	225,929	175,678	50	29%	1,626,057	1,387,935	238	17%	1,302,987	323	25%
Tourism Development Fund	96,762	75,291	21	29%	696,817	594,829	102	17%	546,218	151	28%
Parking	660,108	407,986	252	62%	4,657,891	3,460,954	1,197	35%	3,665,608	992	27%
Interest	480	800	(0)	-40%	4,695	8,400	(4)	-44%	8,410	(4)	-44%
Lot Rentals	16,716	2,000	15	736%	752,595	465,700	287	62%	682,111	70	10%
Foundation	276	516	(0)	-47%	7,244	9,034	(2)	-20%	8,458	(1)	-14%
Airport	2,113	2,334	(0)	-9%	20,867	25,669	(5)	-19%	20	21	106800%
Administration revenue	7,499	7,407	0	1%	243,668	150,790	93	62%	161,557	82	51%
Beach Village	-	-	-	0%	1,507	1,507	-	0%	16,572	(15)	-91%
Intern Housing	4,800	5,250	(0)	-9%	43,425	45,425	(2)	-4%	92,825	(49)	-53%
<b>Total Administration</b>	<b>1,489,008</b>	<b>1,112,587</b>	<b>376</b>	<b>34%</b>	<b>12,599,268</b>	<b>10,704,991</b>	<b>1,894</b>	<b>18%</b>	<b>10,767,409</b>	<b>1,832</b>	<b>17%</b>
<b>Enterprises</b>											
Golf	312,785	239,294	73	31%	2,058,561	1,841,840	217	12%	1,523,744	535	35%
Convention Center	390,610	410,767	(20)	-5%	905,795	2,165,967	(1,260)	-58%	2,706,097	(1,800)	-67%
McCormick's Grill	1,466	34,802	(33)	-96%	108,919	240,620	(132)	-55%	217,010	(108)	-50%
Summer Waves	216,047	380,122	(164)	-43%	1,304,034	1,222,938	81	7%	1,209,435	95	8%
Campground	198,988	162,147	37	23%	1,934,428	1,491,680	443	30%	1,427,656	507	35%
Life is Good	33,837	16,297	18	108%	234,094	150,162	84	56%	127,083	107	84%
Museum	86,170	100,034	(14)	-14%	599,523	658,060	(59)	-9%	554,482	45	8%
Georgia Sea Turtle Center	226,157	198,328	28	14%	1,796,655	1,610,931	186	12%	1,548,218	248	16%
Conservation	1,434	901	1	59%	8,603	3,629	5	137%	10,229	(2)	-16%
Miniature Golf & Bikes	55,832	28,158	28	98%	408,051	275,375	133	48%	247,879	160	65%
Water/Wastewater	128,019	129,325	(1)	-1%	1,390,557	1,339,881	51	4%	1,342,330	48	4%
Sanitation	48,200	51,197	(3)	-6%	522,491	515,501	7	1%	515,842	7	1%
Fire Department	11,916	5,180	7	130%	1,314,871	1,280,530	34	3%	1,263,642	51	4%
Tennis	25,339	11,559	14	119%	136,757	111,734	25	22%	91,266	45	50%
Destination Mktg & Special Events	335	0	0	0%	127,361	146,417	(19)	-13%	298,501	(171)	-57%
Guest Information Center	21,456	13,845	8	55%	185,720	133,525	52	39%	125,301	60	48%
Sales	-	-	-	0%	-	-	-	0%	2,000	(2)	-100%
Camp Jekyll & Soccer Fields	13,555	13,002	1	4%	128,149	145,635	(17)	-12%	134,488	(6)	-5%
Landscaping, Roads & Trails	5,253	1,500	4	250%	61,254	20,700	41	196%	12,799	48	379%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Vehicle & Equipment Maintenance	1,057	-	1	0%	3,817	250	4	1427%	9,791	(6)	-61%
Facility Maintenance	-	-	-	0%	1,565	-	2	0%	-	2	0%
Golf Course Maintenance	-	-	-	0%	199	-	0	0%	-	0	0%
<b>Total Enterprises</b>	<b>1,778,457</b>	<b>1,796,459</b>	<b>(18)</b>	<b>-1%</b>	<b>13,231,404</b>	<b>13,355,376</b>	<b>(124)</b>	<b>-1%</b>	<b>13,367,793</b>	<b>(136)</b>	<b>-1%</b>
<b>Total Revenues</b>	<b>3,267,464</b>	<b>2,909,046</b>	<b>358</b>	<b>12%</b>	<b>25,830,672</b>	<b>24,060,366</b>	<b>1,770</b>	<b>7%</b>	<b>24,135,203</b>	<b>1,695</b>	<b>7%</b>

### Expenses

Human Resources	1,085,417	1,187,274	(102)	-9%	11,278,108	12,161,279	(883)	-7%	11,529,223	(251)	-2%
Supplies & Materials	149,842	177,295	(27)	-15%	1,193,567	1,413,680	(220)	-16%	1,459,316	(266)	-18%
Advertising & Sales	50,818	86,196	(35)	-41%	374,622	729,534	(355)	-49%	611,206	(237)	-39%
Repairs - Facilities & Grounds	179,551	63,909	116	181%	1,162,882	1,305,270	(142)	-11%	1,514,204	(351)	-23%
Utilities	125,293	137,680	(12)	-9%	1,575,341	1,688,580	(113)	-7%	1,670,997	(96)	-6%
Insurance	2,515	3,808	(1)	-34%	848,048	828,070	20	2%	840,418	8	1%
Contracts	203,929	203,359	1	0%	1,958,085	2,764,901	(807)	-29%	2,853,184	(895)	-31%
Rentals	58,366	56,032	2	4%	556,956	586,223	(29)	-5%	765,175	(208)	-27%
Printing	9,646	4,837	5	99%	65,195	92,734	(28)	-30%	119,057	(54)	-45%
Motor Vehicle	19,336	24,817	(5)	-22%	173,734	252,051	(78)	-31%	254,418	(81)	-32%
Telephone	9,109	10,417	(1)	-13%	104,425	112,575	(8)	-7%	113,885	(9)	-8%
Equipment Purchase <\$1K	4,127	4,744	(1)	-13%	62,484	58,242	4	7%	79,801	(17)	-22%
Equipment Purchase \$1K to \$5K	9,811	1,500	8	554%	45,418	39,659	6	15%	52,500	(7)	-13%
Travel	3,056	2,375	1	29%	13,193	30,085	(17)	-56%	77,173	(64)	-83%
Dues	12,998	13,942	(1)	-7%	214,950	262,079	(47)	-18%	234,383	(19)	-8%
Credit Card Fees	45,575	30,245	15	51%	362,971	281,643	81	29%	273,472	89	33%
Bank Fees	(20)	35	(0)	-157%	526	280	0	88%	610	(0)	-14%
<b>Total Expenditures</b>	<b>1,969,369</b>	<b>2,008,464</b>	<b>(39)</b>	<b>-2%</b>	<b>19,990,506</b>	<b>22,606,884</b>	<b>(2,616)</b>	<b>-12%</b>	<b>22,449,021</b>	<b>(2,459)</b>	<b>-11%</b>
<b>Net Operating Cash Income **</b>	<b>1,298,095</b>	<b>900,582</b>	<b>398</b>	<b>44%</b>	<b>5,840,167</b>	<b>1,453,482</b>	<b>4,387</b>	<b>302%</b>	<b>1,686,182</b>	<b>4,154</b>	<b>246%</b>

\*\* Does not include depreciation or capital projects

May 2021  
Traffic Counts

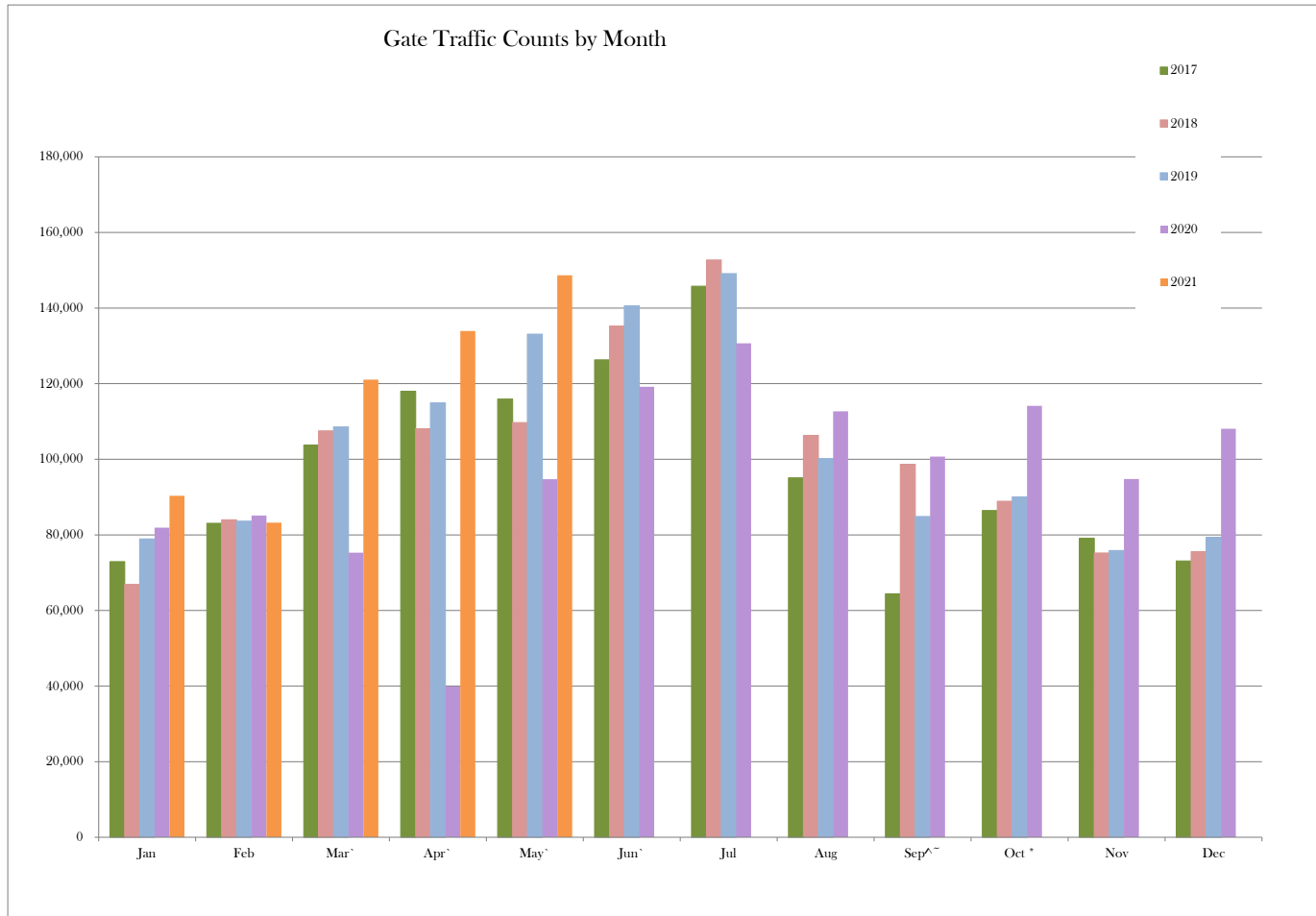
	2017			2018			2019			2020			2021		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total
January	26,372	46,562	72,934	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932	23,462	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	47,198	86,746	133,944
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	58,179	90,491	148,670
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	191,008	386,219	577,227

LPR System began April 2020

Year to Date	2017 YTD	2018 YTD	2019 YTD	2020 YTD	2021 YTD
Comparison	493,670	476,201	519,108	376,934	577,227

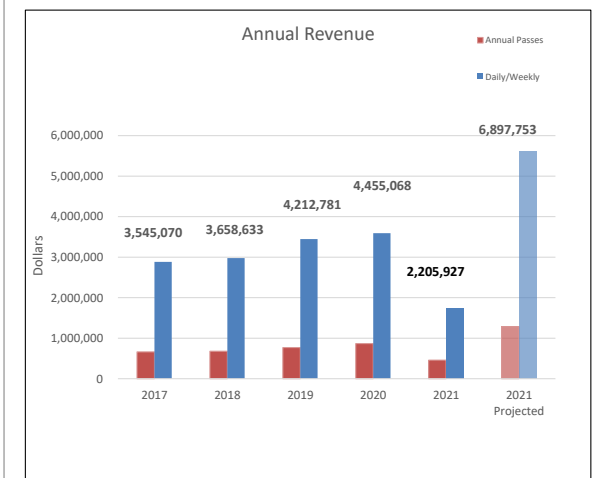
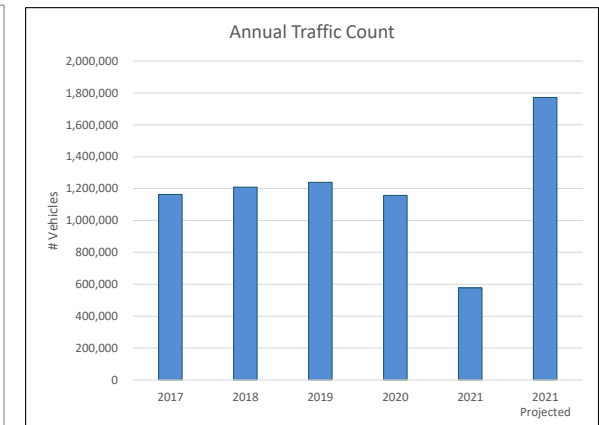


## May 2021 Traffic Counts



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

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



MAY 2021

Combined Revenue for JIA Marketing and ASM Global

Jekyll Island Convention Center

June 7, 2021

MAY	FY2021	FY2020	FY 2019	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Events	18	0	25	20	24	29	21	22	17
Event Days	32	0	46	44	49	51	40	40	52
Attendance	9343	0	15,224	13008	11954	12,853	15,492	14,162	22,713
Revenue	\$420,896act \$459,065bud	\$850	\$595,560	\$576,751	\$461,680	\$437,736	\$357,216	\$410,867	\$371,931
Square FT used	658,110	0	996,796	N/A	N/A	N/A	N/A	N/A	N/A

\$420,896 - not what MAY should be but a whole lot closer! Month started with a Hindu Wedding for \$108K. It was a reschedule from 2020 and smaller than planned as they had no family come from India. GA Rural Water also came back – a smaller format but still had total revenues of \$188K. June will be a good month as well. Like Rural Water attendance numbers are a bit off which is lowering the revenue from the past.

#### **FUTURE CONTRACTS ISSUED - 4– Estimated revenues \$256,000**

Conventions –2– Anticipated rev of	\$220,000
Meetings –0–Anticipated revenue	0
Banquet –1 – Anticipated revenue	11,000
Weddings –0– Anticipated revenue	
Public Event –1 – Anticipated revenue	25,000

#### **PROPOSALS**

CVB –11

Westin – 0

Cvent- 5

SMG site pass -0

Meeting planner meetings and site tours (all staff) - 13

# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

May 2021

### HOTEL STATISTICS AT-A-GLANCE

#### May-21

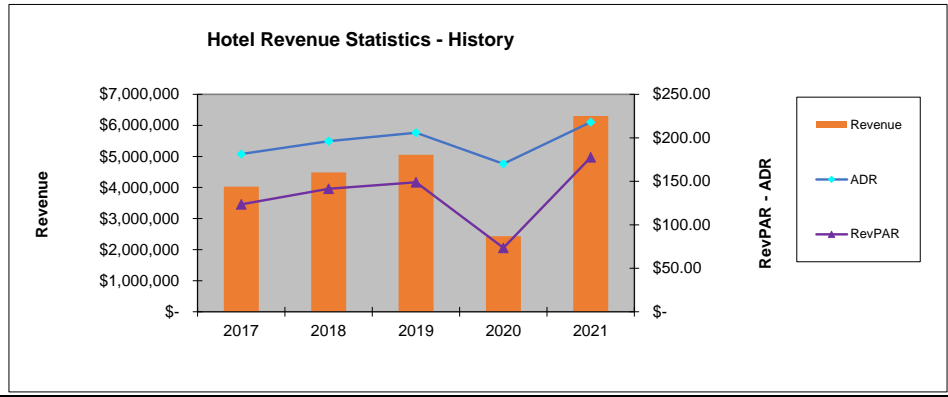
Total Revenue	\$	6,301,351
Occupancy Rate		81.4%
Rev PAR	\$	177.51
ADR	\$	218.05

#### May-20

Total Revenue	\$	2,430,539
Occupancy Rate		43.2%
RevPAR	\$	73.48
ADR	\$	170.09

#### May-19

Total Revenue	\$	5,053,443
Occupancy Rate		72.3%
RevPAR	\$	148.81
ADR	\$	205.83



### 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	1,156	856	74.0%	\$ 219.48	\$ 162.52	\$ 187,873.01	\$ 96,071.96	\$ 91,801	96%
Home2Suites	107	3,317	2,644	79.7%	\$ 192.87	\$ 153.74	\$ 509,944.00	\$ 204,523.00	\$ 305,421	149%
Holiday Inn Resort	157	4,682	3,884	83.0%	\$ 210.59	\$ 174.70	\$ 817,930.41	\$ 336,892.89	\$ 481,038	143%
Days Inn & Suites	124	3,844	3,296	85.7%	\$ 166.84	\$ 143.05	\$ 549,889.12	\$ 227,513.15	\$ 322,376	142%
Hampton Inn	138	4,278	3,673	85.9%	\$ 186.59	\$ 160.20	\$ 685,355.48	\$ 302,662.00	\$ 382,693	126%
Jekyll Island Club Resort	200	6,200	4,868	78.5%	\$ 307.54	\$ 241.47	\$ 1,497,083.00	\$ 499,441.00	\$ 997,642	200%
Seafarer Inn & Suites	73	2,263	1,791	79.1%	\$ 174.06	\$ 137.75	\$ 311,735.21	\$ 123,667.83	\$ 188,067	152%
Villas by the Sea	129	2,762	2,025	73.3%	\$ 196.56	\$ 144.11	\$ 398,027.87	\$ 338,220.61	\$ 59,807	18%
Villas by the Sea - Jekyll Realty	15	465	290	62.4%	\$ 148.64	\$ 92.70	\$ 43,104.16	\$ 20,685.69	\$ 22,418	108%
Villas by the Sea - Parker Kaufman	19	332	256	77.1%	\$ 122.84	\$ 94.72	\$ 31,446.00	\$ 22,946.20	\$ 8,500	37%
Westin	200	6,200	5316	85.7%	\$ 238.71	\$ 204.67	\$ 1,268,963.00	\$ 257,915	\$ 1,011,048	392%
<b>May-21 Total</b>	<b>1,200</b>	<b>35,499</b>	<b>28,899</b>	<b>81.4%</b>	<b>\$ 218.05</b>	<b>\$ 177.51</b>	<b>\$ 6,301,351</b>	<b>\$ 2,430,539</b>	<b>\$ 3,870,812</b>	<b>159.3%</b>

# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - May 2021

### HOTEL STATISTICS AT-A-GLANCE

#### 2021

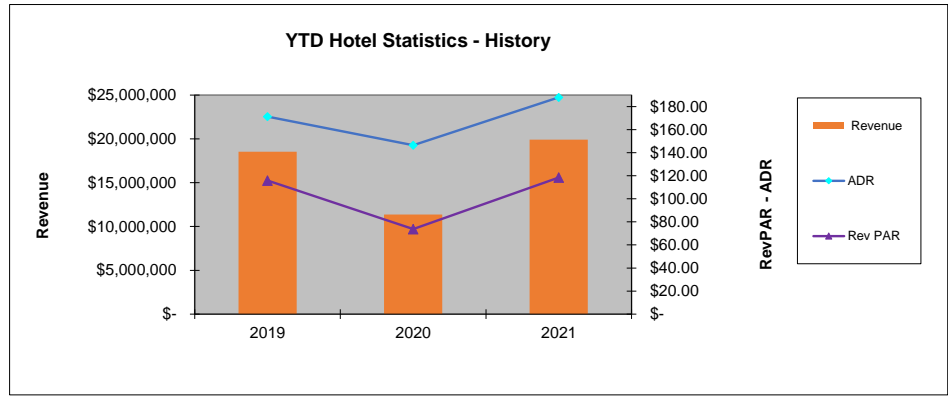
Total Revenue	\$	19,911,045
Occupancy Rate		63.0%
Rev PAR	\$	118.47
ADR	\$	188.03

#### 2020

Total Revenue	\$	11,357,101
Occupancy Rate		50.4%
RevPAR	\$	73.79
ADR	\$	146.50

#### 2019

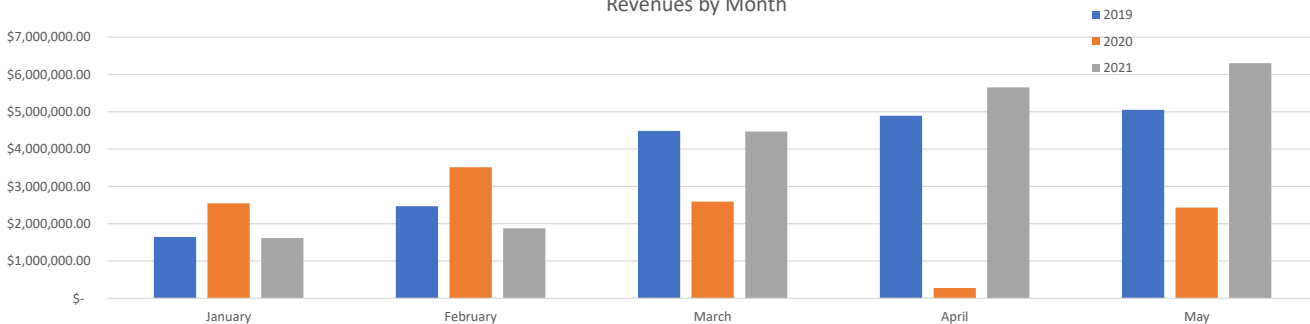
Total Revenue	\$	18,543,464
Occupancy Rate		67.6%
RevPAR	\$	115.91
ADR	\$	171.42



### 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	5,258	3,018	57.4%	\$ 181.58	\$ 104.23	548,020	297,386	\$ 250,634	84%
Home2Suites	107	15,487	10,080	65.1%	\$ 164.22	\$ 106.88	1,655,317	960,909	\$ 694,408	72%
Holiday Inn Resort	157	20,764	13,522	65.1%	\$ 174.97	\$ 113.95	2,365,998	1,382,340	\$ 983,659	71%
Days Inn & Suites	124	18,724	13,102	70.0%	\$ 140.20	\$ 98.11	1,836,963	982,713	\$ 854,250	87%
Hampton Inn	138	20,838	13,574	65.1%	\$ 151.77	\$ 98.86	2,060,064	1,335,815	\$ 724,249	54%
Jekyll Island Club Resort	200	30,400	18,041	59.3%	\$ 269.07	\$ 159.68	4,854,267	2,301,183	\$ 2,553,084	111%
Seafarer Inn & Suites	73	11,023	5,721	51.9%	\$ 155.51	\$ 80.71	889,698	758,958	\$ 130,740	17%
Villas by the Sea	129	11,684	7,243	62.0%	\$ 171.62	\$ 106.39	1,243,067	1,057,197	\$ 185,870	18%
Villas by the Sea - Jekyll Realty	15	1,704	791	46.4%	\$ 150.86	\$ 70.03	119,332	120,722	\$ (1,389)	-1%
Villas by the Sea - Parker Kaufman	19	1,983	1,207	60.9%	\$ 89.67	\$ 54.58	108,232	100,331	\$ 7,901	8%
Westin	200	30,200	19,592	64.9%	\$ 215.91	\$ 140.07	4,230,086	2,059,548	\$ 2,170,538	105%
<b>2021 Total</b>		<b>168,065</b>	<b>105,891</b>	<b>63.0%</b>	<b>\$ 188.03</b>	<b>\$ 118.47</b>	<b>\$ 19,911,045</b>	<b>\$ 11,357,101</b>	<b>\$ 8,553,944</b>	<b>75.3%</b>
<b>2020 Total</b>		<b>153,905</b>	<b>77,522</b>	<b>50.4%</b>	<b>\$ 146.50</b>	<b>\$ 73.79</b>	<b>\$ 11,357,101</b>			
<b>2019 Total</b>		<b>159,984</b>	<b>108,178</b>	<b>67.6%</b>	<b>\$ 171.42</b>	<b>\$ 115.91</b>	<b>\$ 18,543,464</b>			

Revenues by Month



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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** GDOT GRANT FUNDS ACCEPTANCE REQUEST & CAPITAL REQUEST FOR MATCHING FUNDS  
**DATE:** 6/10/2021

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The Georgia Department of Transportation (GDOT) has notified us that we have been selected to participate in Federal Grant Program PI No. 0016635 Jekyll Island Causeway Bike Path Grant for the preliminary engineering of approximately six miles of the Jekyll Island Causeway Bike Path along the Jekyll Island Causeway continuing from the Guest Information Center and terminating at Highway 17.

The grant is from the Statewide Transportation Improvement Plan and GDOT will provide \$227,706.17 in funding and the JIA will be responsible for \$45,541.23 in matching funds.

Staff hereby requests approval of the following:

1. Accept the grant from GDOT in the amount of \$227,706.17.
2. Approval for funding of \$45,541.23 for the matching portion of the grant. If approved, these funds would be set aside as capital funds from FY 2021 income.
3. Approve the Memorandum of Agreement with GDOT and authorize the Executive Director to sign on behalf of the JIA.

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MEMORANDUM

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ADMINISTRATIVE OFFICER  
**SUBJECT:** GSFIC GRANT FUNDS ACCEPTANCE REQUEST  
**DATE:** 6/10/2021

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The Georgia State Financing & Investment Commission notified Staff that an application for funding of four bathrooms in the campground was committed for possible funding on February 15, 2021. On May 28, 2021, staff received approval to place the projects out for bid from GSFIC and other grant related paperwork for the grant award process. GSFIC will provide project management and oversight of the approved project. With the construction bids currently pending and due on June 17, 2021, Staff recommends accepting the grant award from GSFIC.

**Staff hereby recommends accepting GSFIC grant award of \$999,480 for the construction of four identical campground bathroom/shower facilities at the Jekyll Island Campground.**

Also, important to note is that the State held a bond sale on June 8<sup>th</sup> and the bonds for the remainder of the campground expansion was included in that sale. The funding from the bond sale is \$2,950,000.00 and those funds will be available on or about July 1, 2021.



# GEORGIA STATE FINANCING & INVESTMENT COMMISSION CONSTRUCTION DIVISION

270 Washington Street, SW, Suite 2101, Atlanta, Georgia 30334

*Chairman*  
Brian P. Kemp  
*Governor*

*Director/State Property Officer*  
Marty W. Smith

## MEMORANDUM

**TO:** Jones Hooks, Executive Director

**FROM:** Marty W. Smith, State Property Officer

**DATE:** February 15, 2021

**SUBJECT:** Notice of Project Approval from GSFIC

Congratulations, the Georgia State Financing and Investment Commission Construction Division (GSFIC) is pleased to offer notice of project approval and funding for the following statewide project:

Project Name - Description	Project Amount
Construction for Jekyll Island Campground Bathhouses, Jekyll Island, Glynn County.	\$999,480.00

GSFIC will provide project management and oversight of the approved projects. Details will be forthcoming. In the meantime, if you have any questions please contact Lindsey Sprewell, Executive Administrative Assistant, at [lindsey.sprewell@spo.ga.gov](mailto:lindsey.sprewell@spo.ga.gov) or 404-656-3250.

We look forward to the successful completion of this project.

JEKYLL ISLAND AUTHORITY BOARD OF DIRECTORS

JEKYLL ISLAND, GEORGIA

Resolution #R-2021-6

Passed and Resolved: June 15, 2021

**RESOLUTION TO AMEND THE BY-LAWS AND POLICY  
OF THE JEKYLL ISLAND-STATE PARK AUTHORITY**

**WHEREAS**, the Jekyll Island-State Park Authority Board of Directors establishes and oversees implementation of overall policies delegated to the Executive Director and reviews and approves written policies;

**WHEREAS**, the Board of Directors desires to update the By-Laws to provide for contractual powers for the Deputy Executive Director;

**WHEREAS**, the Board of Directors desires to amend the Executive Director's Responsibilities as to litigation management by the Board of Directors and Executive Director; to provide for contractual signing power by the Deputy Executive Director; and to provide for contract amendments to be executed without Board approval if such amendments are not substantive;

**WHEREAS**, the Board of Directors desires to add an Emergency Management Policy to the Policy Manual to provide for the authority and responsibility of the Chairman of the Board, Executive Director, and Deputy Executive Director during times of emergency or disaster;

**NOW, THEREFORE, BE IT RESOLVED** by the Jekyll Island-State Park Board of Directors, as follows:

1. The By-Laws of the Jekyll Island-State Park Authority are amended as attached hereto.
2. Section VI of the Jekyll Island-State Park Authority Policy Manual, Executive Director's Responsibilities and Authority, is amended as attached hereto.
3. A new section of the Jekyll Island-State Park Authority Policy Manual, Board's Operations, shall be added and be titled VII-A-13, Emergency Management Policy, as attached hereto.



**PASSED AND RESOLVED** this 15<sup>th</sup> day of June, 2021.

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

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ROBERT W. KREUGER, VICE CHAIRPERSON  
*Signed with authority as Acting Chairperson*

ATTTEST:

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William H. Gross, Secretary/Treasurer

[AFFIX SEAL]

## **EXPLANATION OF CHANGES**

# JEKYLL ISLAND-STATE PARK AUTHORITY POLICY MANUAL

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The By-Laws of the Jekyll Island-State Park Authority are as follows:

## I. NAME

This body corporate and politic, and an instrumentality and public corporation of the State of Georgia, shall be named the "Jekyll Island-State Park Authority." The Jekyll Island-State Park Authority shall be hereafter referred to in these By-Laws as the "Authority" and may refer to itself and cause itself to be commonly known as the "Jekyll Island Authority."

## II. RULES AND ORDINANCES

The Authority shall promulgate such rules, regulations and ordinances for the government of Jekyll Island, Georgia, as the Authority may deem necessary or expedient.

## III. OFFICES

The Authority may establish within the State of Georgia its principal office and such other offices as its members may from time to time authorize and direct.

## IV. MEMBERS

- A. The size, composition, and appointment and terms of members of the Board of the Authority shall be as provided in the

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- 28 Official Code of Georgia Annotated, as the same may from  
29 time to time be amended. Such matters are currently found in  
30 O.C.G.A. § 12-3-233(a). Hereinafter, the members as a body  
31 may be referred to as the "Board."  
32
- 33 B. The business and affairs of the Authority shall be governed by  
34 rules and policy established by the Board to the full extent of the  
35 powers and authority conferred upon the Board by law.  
36
- 37 C. The Board shall establish the compensation of the Executive  
38 Director.  
39
- 40 D. Notwithstanding the provisions of subsections B and C of this  
41 Subsection IV, the Board has in these By-Laws delegated and  
42 may by By-Law or other action delegate to one or more of its  
43 committees, officers, agents, or employees such powers and  
44 duties as it may deem proper; provided, however, that any such  
45 delegation shall not be deemed to be in derogation of any of the  
46 Board's powers.  
47
- 48 E. No vacancy in the Board membership shall impair the right of a  
49 quorum to exercise all the rights and perform all the duties of  
50 the Board.  
51  
52  
53

# JEKYLL ISLAND-STATE PARK AUTHORITY

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54 V. LEGAL COUNSEL

55

56 The legal counsel for the Authority shall be as provided by law.

57

58 VI. BONDS AND INDEMNITIES

59

60 All officers, agents, and employees of the Authority and Board shall furnish such  
61 bonds and indemnities as required by law and the Board.

62

63 VII. ADDRESSES

64

65 All notices and written material required to be given to any Board member  
66 shall be sent to such member at the preferred address and/or e-mail of said  
67 member.

68

69 VIII. SEAL

70

71 The seal of the Authority shall have inscribed thereon the words "Jekyll Island  
72 State Park Authority" between two (2) concentric circles and the words  
73 "Georgia", and "Seal" in the center thereof, or such other configuration as the  
74 Board shall deem appropriate.

75

76 IX. FISCAL YEAR

77

78 The fiscal year of the Authority shall begin on the first (1st) day of July in  
79 each year and end on the thirtieth (30th) day of June of each succeeding year.

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## X. NAMED OFFICERS

The officers of the Authority shall consist of a Chairperson of the Board, who shall be appointed by the Governor as set out in O.C.G.A. § 12-3-233(b) and 45-2-4, a Vice- Chairperson of the Board, a Secretary of the Board, a Treasurer of the Board, and such other officers, including, but not limited to, an Executive Director of the Authority, as may be deemed necessary or desirable by the Board for the efficient conduct of its business and affairs.

## XI. QUALIFICATIONS FOR OFFICE

The Chairperson and the Vice-Chairperson must be members of the Board. The Executive Director and any other officer employed by the Authority must not be members of the Board. All other offices may be held by either members of the Board or by non-members, as the Board shall elect. The offices of Secretary and Treasurer may be held by one person. No two other offices shall be held by one person.

## XII. NON-MEMBER VOTING

No non-member officer shall be entitled to vote at meetings of the Board or otherwise upon any action of the Board.

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106 XIII. ELECTION OF OFFICERS

107

108 The Vice-Chairperson, Secretary and Treasurer of the Board, and any other  
109 elected officers of the Board as deemed necessary by the Board, shall be  
110 elected by the Board at its annual meeting and shall serve for a term of one  
111 year and until their successors are elected and qualified.

112

113 XIV. RESIGNATION OR DISCHARGE FROM OFFICE

114

115 Any officer elected, appointed or employed by the Board may resign or may be  
116 removed from office by the Board, or as otherwise provided in law, the Code of  
117 Ordinances, or these By-Laws, but such removal shall be without prejudice to the  
118 contractual rights, if any, of the person so removed'.

119

120

121 XV. ABOLITION OF OFFICES

122

123 The Board may abolish any office not established by statute. Any such  
124 abolition shall be without prejudice to the contractual rights, if any, of the  
125 person holding such office at the time of the abolition thereof.

126

127 XVI. VACANCIES

128

129 A vacancy in any Board member office, whether by reason of death, resignation,  
130 removal, or otherwise, shall be filled for the unexpired term thereof as provided  
131 by law. A vacancy in any Board non-member office, whether by reason of death,

# JEKYLL ISLAND-STATE PARK AUTHORITY

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132 resignation, removal, or otherwise, may be filled by the Board unless otherwise  
133 provided in these By-Laws or the Code of Ordinances.

### 134 135 XVII. DUTIES OF EXECUTIVE DIRECTOR

136  
137 The Board shall employ a full time Executive Director to execute the policy  
138 decisions of the Board and to provide continuing professional management of  
139 the day-to-day activities of the Authority. The Executive Director shall retain,  
140 employ, dismiss, and determine the compensation of all employees of the  
141 Authority and shall be the fiscal officer of the Authority. All employees of the  
142 Authority shall be subject to the direction and administration of the Executive  
143 Director. Any dismissal of an employee of the Authority shall be without  
144 prejudice to the contractual rights, if any, of the person dismissed. The  
145 Executive Director shall have such other and further powers, duties, and  
146 responsibilities as the Board may direct.

### 147 148 XVIII. DUTIES OF CHAIRPERSON

149  
150 The Chairperson shall preside at all meetings of the Board at which he is  
151 present. The Chairperson shall have such general powers and responsibilities  
152 as may be delegated by the Board and shall perform or cause to be performed  
153 the duties incident to such general powers and responsibilities. The  
154 Chairperson shall execute (sign, seal and deliver), in the name of the Authority  
155 all written instruments of every kind and character which the Board or the law  
156 has authorized the Office to execute.

157



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158 Notwithstanding the Chairperson's duty to execute all authorized written  
159 instruments, the Executive Director shall undertake those duties of executing  
160 written instruments as set forth in these By-Laws.

## 161 162 XIX. DUTIES OF VICE-CHAIRPERSON

163  
164 The Vice-Chairperson, in the absence or disability of the Chairperson, shall  
165 exercise the powers and perform the duties of the Chairperson. The Vice-  
166 Chairperson shall in addition exercise such other powers and perform such  
167 other duties as from time to time may be assigned by the Board.

## 168 169 XX. DUTIES OF SECRETARY

170  
171 The Secretary shall be responsible for the recording of votes and the preparing  
172 and keeping of written minutes of all Board meetings. The Secretary shall  
173 attest, and affix the Authority seal to, such documents as the Board or the  
174 Chairperson may direct or as the law may require. The Secretary shall  
175 perform such duties incident to the office of Secretary as the Board may  
176 direct. Should the Secretary fail or refuse to give notice of any meeting called  
177 in accordance with the provisions of these By-Laws or the Code of  
178 Ordinances, the Chairperson, the Vice-Chairperson when acting in the place of  
179 the Chairperson, or the Board members calling such meeting shall then give  
180 the notice required.

181  
182  
183

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184 XXI. ASSISTANT SECRETARY

185  
186 The Assistant Secretary shall perform such duties of the Secretary as the  
187 Secretary may direct.

188  
189 XXII. DUTIES OF TREASURER

190  
191 The Treasurer shall perform such duties incident to the office of Treasurer as  
192 the Board may direct.

193  
194 XXIII. ANNUAL MEETINGS

195  
196 An annual meeting of the Board shall be held during the first quarter of each  
197 fiscal year on a day and at a time and place designated by the Board.

198  
199 XXIV. REGULAR MEETINGS

200  
201 The Board may provide for regularly held meetings at such times, dates and  
202 places within the State of Georgia as it may deem necessary or convenient for  
203 the handling of its business and affairs.

204  
205 XXV. SPECIAL MEETINGS

206  
207 Special meetings of the Board may be called by the Chairperson, the Vice-  
208 Chairperson, or by any five (5) members of the Board acting together. Such  
209 meetings shall be held on the date and at the time and place within the State of

# JEKYLL ISLAND-STATE PARK AUTHORITY POLICY MANUAL

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Georgia as the person or persons authorized to call the special meeting may direct.

## XXVI. MEETINGS BY ~~SPEAKER—TELEPHONE~~AUDIO OR VIDEO CONFERENCING

A. Any Board member who cannot personally attend a meeting of the Board may participate in such meeting by ~~speaker—telephone communication~~audio or video communication. The Executive Director shall be given twenty-four hours' notice that any such member of the Board desires to participate in a meeting ~~by speaker—telephone communications~~such means. The ~~speaker—telephone communication device~~ shall be arranged and connected at such meeting so that all persons in the room where the meeting is held and the Board member or members communicating by ~~speaker—telephones~~such device can hear and speak to each other. The Board member or members participating in a meeting of the Board by ~~speaker—telephone—communication~~audio or video communication shall be counted present at the meeting for all purposes.

B. Any annual, regular or special meeting of the Board may be held by ~~teleconference—audio or video communication~~ or other similar means when deemed by the Chairperson to be in the best interest of the Board; provided, however, that any such meeting shall be conducted according to the provisions of O.C.G.A. §§ 50-1-5 and 50-14-1, as the same may from time to time be amended. Compliance with O.C.G.A. § 50-14-1 shall not prohibit the Board to meet by teleconference as

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authorized by O.C.G.A. § 50-1-5.

## XXVII. NOTICE

- A. At least three (3) calendar days' notice of the date and time of a regular meeting shall be given in writing to each member of the Board, the Executive Director, and legal counsel respecting the holding of a regular meeting. Such notice may be given in person by mail, electronic mail, or by facsimile. If mailed, such notice shall be deemed to be given when deposited in the United States Mail, correctly addressed and bearing sufficient postage. Notice in writing of special meetings shall be given to each member of the Board, the Executive Director, and legal counsel either in person, by mail, electronic mail, or by facsimile, provided that such notice shall in all cases be given such reasonable time in advance of the holding of the special meeting as the exigencies of the situation may permit. Notice in person, by mail, electronic mail, or facsimile of a special meeting shall be deemed to be given when the same is given in conformity with the provisions of this By-Law governing the giving of notice of regular meetings. The attendance of a person entitled to notice under this subsection at any meeting shall constitute a waiver of notice of that meeting unless such person declares at the outset of such meeting that he is present for the express purpose of objecting to the transaction of any business. The business to be transacted at, and the purpose of, a regular or special meeting shall be specified in writing and shall be part of the notice of such meeting. Notice of annual meetings shall be given in conformity with the notice requirements for regular meetings.

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- B. Notice of all annual, regular and special meetings shall be given to the public in accordance with O.C.G.A. § 50-14-1(d), as the same may from time to time be amended.

### XXVIII. QUORUM

~~At all meetings of the Board, five (5) members of the~~ A majority of the Board membership shall constitute a quorum for the transaction of its business and affairs.

### XXIX. MEMBER VOTING

In voting, each member of the Board present at a meeting shall have one vote. The action taken by a majority of the membership of the Board at a meeting at which there is a quorum shall constitute an action of the Board. A member of the Board present at a meeting of the Board at which an action is taken shall be presumed to have voted affirmatively for such action unless his negative vote or abstention shall have been registered and entered in the minutes of the meeting.

### XXX. MINUTES

Accurate written minutes shall be kept recording the official actions and proceedings at any meeting of the Board, and a copy of said minutes shall be delivered in person, by facsimile, by mail, or electronic mail to each member of

# JEKYLL ISLAND-STATE PARK AUTHORITY

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288 the Board, the Executive Director, and legal counsel no later than three (3) days  
 289 prior to the Board meeting at which those minutes are acted upon. The official  
 290 minutes of a Board meeting shall be acted upon by the Board at the next annual or  
 291 regular meeting of the Board.

292

### 293 XXXI. EXECUTIVE COMMITTEE

294

295 The Board may designate in writing attached to the minutes an Executive  
 296 Committee, which shall be composed of the Chairperson, Vice-Chairperson,  
 297 and Secretary of the Board. The officers of the Executive Committee shall  
 298 consist of a Chairperson, Vice-Chairperson and Secretary, which offices shall  
 299 be held by the Chairperson, Vice-Chairperson and the Secretary of the Board,  
 300 respectively. Notice of meetings of the Executive Committee shall be given in  
 301 conformity with notice requirements for regular meetings of the Board. Three  
 302 (3) members of the Executive Committee shall constitute a quorum, and three  
 303 (3) affirmative member votes shall be necessary for an action of the Executive  
 304 Committee. All actions of the Executive Committee shall only be of an  
 305 advisory nature to the Board and shall be reported by the Secretary of the  
 306 Executive Committee by written minutes to the Board at the meeting of the  
 307 Board next succeeding the meeting of the Executive Committee. The  
 308 Executive Committee shall perform such duties, and shall have only such  
 309 responsibilities and powers, as the Board may direct by written resolution  
 310 consistent with applicable law.

311

### 312 XXXII. OTHER COMMITTEES

313

# JEKYLL ISLAND-STATE PARK AUTHORITY

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314 The Chairperson of the Board may designate such other permanent or  
315 temporary committees and members of such committees as the Chairperson  
316 may deem necessary. Any such permanent or temporary committee shall be  
317 for the purpose of advisory action only unless the Board by Resolution shall  
318 authorize the committee to take action binding on the Board.

### 319 320 XXXIII. CONTRACTUAL POWER

321  
322 In addition to the powers herein previously delegated, the Board may delegate  
323 to the Executive Committee, Chairperson, or any other officer, agent or  
324 employee the power to enter into any contract or execute and deliver any  
325 instrument in the name of and on behalf of the Authority. The Board hereby  
326 delegates to the Executive Director and the Deputy Executive Director the  
327 power to execute and deliver any instrument approved by the Board or those  
328 instruments set forth in the Section VI of this Policy Manual in the name of  
329 and on behalf of the Authority.

### 330 331 XXXIV. DEBT

332  
333 No debt shall be contracted or assumed on behalf of the Authority and no  
334 evidence of indebtedness shall be issued in its name unless specifically authorized  
335 by the Board in accordance with applicable law.

### 336 337 XXXV. CHECKS

338  
339 Unless otherwise provided by law, all checks, drafts, or other orders for the

# JEKYLL ISLAND-STATE PARK AUTHORITY

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340 payment of money, notes or other evidence of indebtedness authorized by the  
341 Board shall be signed by the Chairperson, Executive Director or other officer,  
342 member, employee or agent authorized by the Board. The Board hereby  
343 authorizes the Executive Director or his or her designee to sign such  
344 documents in the ordinary course of business.

### 345 XXXVI. DEPOSITS

346 All funds, securities, and moneys of the Authority shall be deposited in such  
347 banks, trust companies, or other depositories as the Board shall select in  
348 accordance with applicable law.

### 351 XXXVII. AUDIT

352 The Authority shall submit all books and fiscal records of all receipts, income, and  
353 expenditures of every kind, together with a proper statement of the Authority's  
354 financial position, to the State Auditor in his official capacity, for inspection and  
355 auditing at least once during each fiscal year in accordance with applicable law.  
356 The Board may cause such other audits to be made at such times as it may  
357 determine to be in the best interest of the Authority.

360



# JEKYLL ISLAND-STATE PARK AUTHORITY POLICY MANUAL

SECTION: EXECUTIVE DIRECTOR'S RESPONSIBILITIES AND AUTHORITY	SECTION: VI
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SUBJECT:	ORIGINAL DATE: OCT. 31, 1983
	REVISION DATES: Nov. 8, 1999 Oct. 16, 2018 Sept. 15, 2020 <u>June 15, 2021</u>

361 The authority and responsibilities of the Executive Director of the Jekyll Island-  
362 State Park Authority include the following:

- 363
- 364 A. Reports to and serves at the pleasure of the Jekyll Island-State Park  
365 Authority Board.
- 366
- 367 B. Implements and monitors compliance with overall policy as approved by  
368 the Board.
- 369
- 370 C. Develops and submits the Mission, Vision and Strategic Objectives for  
371 the Authority's operations to the Board for approval.
- 372
- 373 D. Develops and submits to the Board for approval the following:
- 374 • annual operating budgets for the internal operations of the  
375 Island;
  - 376 • budget revisions and amendments for internal operations;
  - 377 • plans and proposals to significantly modify, eliminate, or add to  
378 the Authority's existing services to residents and businesses  
379 located on the Island;
  - 380 • plans or proposals that would significantly impact the services  
381 currently provided to tourists;
  - 382 • all business leases and land leases which exceed one year in  
383 duration;
  - 384 • all additions, deletions, and modifications to the Authority's  
385 ordinances;
  - 386 • all major proposals to reorganize the Authority's staff;

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

SECTION: EXECUTIVE DIRECTOR'S RESPONSIBILITIES AND AUTHORITY	SECTION: VI
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- 387 • all across-the-board salary increases for Authority employees;
- 388 • all across-the-board upgrading of employee classifications
- 389 which constitute a change in the existing compensation and
- 390 classification plan;
- 391 • all proposed legislation for the Authority to be considered by the
- 392 State Legislature;
- 393 • ~~legal documents through which the Board takes action in litigation~~
- 394 ~~matters~~ the settlement of any claims against or in favor of the
- 395 Authority and for which the Authority must consent;
- 396 • all proposed revisions to the Authority's current service charges to
- 397 Island residents, businesses, guests and general public for any
- 398 governmental service provided by the Authority;
- 399 • all new service charges or fees to be assessed on the public,
- 400 Island residents or businesses;
- 401 • all plans or proposals concerning the physical development of the
- 402 island;
- 403 • all plans and proposals to modify or add to the Island's existing
- 404 tourist amenities or services; and
- 405 • all new contracts which exceed \$50,000 in total annual cost that
- 406 do not arise out of the Board-approved Authority's annual
- 407 operating or capital budgets or that are not the result of a
- 408 previously approved action of the Board.
- 409
- 410 E. Develops and submits to the Board periodic progress reports on:
- 411 • the financial status of the Authority in terms of revenues and
- 412 expenditures as compared to the budget;

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

SECTION: EXECUTIVE DIRECTOR'S RESPONSIBILITIES AND AUTHORITY	SECTION: VI
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- all lease negotiations;
  - litigation in which the Authority is a party;
  - all major projects which are being performed by the Authority's staff or contract personnel; and
  - The overall activities of the Authority.
- F. Hires and fires all employees. This authority may be delegated to supervisory staff.
- G. Manages the day-to-day operations of the Authority through a professional staff and directs the development and implementation of operational policies and procedures as needed.
- H. Ensures that all revenues are properly collected, recorded, deposited, and invested in accordance with the Board's policies.
- I. Ensures that the Authority's expenditures are in accordance with the Board's and the Legislature's budgetary limitations.
- J. Coordinates the Authority's activities with other organizations and state and local governments.
- K. Have custody of the book of minutes and the seal of the Authority; and
- L. Give, or cause to be given, notice of all meetings of the Board as provided for by these By-Laws.

# JEKYLL ISLAND-STATE PARK AUTHORITY POLICY MANUAL

SECTION: EXECUTIVE DIRECTOR'S RESPONSIBILITIES AND AUTHORITY	SECTION: VI
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- 439
- 440 M. Executes and delivers on behalf of and in the name of the Authority the
- 441 following contracts, and such contracts shall not require Board review and
- 442 approval and such contracts may be executed by the Deputy Executive
- 443 Director:
- 444 • All contracts of \$50,000 or less in total annual cost, regardless of
- 445 the term of such contracts, that do not arise out of the Board-
- 446 approved Authority's annual operating or capital budgets;
- 447 • All contracts, regardless of the amount or terms of such contracts,
- 448 that arise out of the Board-approved Authority's annual operating
- 449 or capital budgets;
- 450 • All contracts that are the result of an approved action of the Board,
- 451 once approved by the Authority's legal counsel;
- 452 • Amendments to contracts that do not substantively change the
- 453 nature of the contract. Non-substantive changes include, but is not
- 454 limited to, a scrivener's error. Substantive changes include, but are
- 455 not limited to, term of the lease or rental amount; and
- 456 • All other contracts as authorized.
- 457
- 458 N. Receives complaints regarding the Authority's operations and policies
- 459 and develops solutions.
- 460
- 461 O. Develops plans to promote Jekyll Island to the public and presents all such
- 462 plans to the Board for their information and approval.
- 463
- 464 P. Manages and directs special projects at the direction of the Board.

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

SECTION: EXECUTIVE DIRECTOR'S RESPONSIBILITIES AND AUTHORITY	SECTION: VI
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465

466 Q. Provides information to the public on the Authority's operations and  
467 planned activities to the extent required by the Board and by the law.

468

469 Q.R. Manages and directs the litigation in lawsuits in which the Authority is a  
470 party.

# JEKYLL ISLAND-STATE PARK AUTHORITY POLICY MANUAL

<u>SECTION:</u> <u>BOARD'S OPERATIONS</u>	<u>SECTION: VII-A-13</u>
	<u>PAGE: Page 1 of 5</u>
<u>SUBJECT:</u> <u>Emergency Management Policy</u>	<u>ORIGINAL DATE: June 15, 2021</u>
	<u>REVISION DATES:</u>

In order to ensure that preparations on Jekyll Island will be adequate to deal with emergencies or disasters, to protect the public peace, health, and safety, and to preserve the lives and property of the people of Jekyll Island, it is declared necessary to create an Emergency Management Policy.

## I. Emergency Powers.

- A. In the event of actual or impending emergency or disaster of natural or man-made origin on Jekyll Island, the Executive Director may declare a state of emergency.
- B. A declaration of a state of emergency or disaster shall activate the emergency and disaster response and recovery aspects of the plans applicable to Jekyll Island and shall be authority for the deployment and use of force to which the plans apply and for the use or distribution or any supplies, equipment and materials and facilities assembled, stockpiled or arranged to be made available pursuant to provisions of this Policy.
- C. Upon declaration of a state of emergency, the Executive Director may temporarily suspend the enforcement of the Jekyll Island Authority Code of Ordinances, or any portion thereof, where: (a) the emergency or disaster is of such nature that immediate action outside the Code is required; (b) such suspension is consistent with the protection of the public health, safety and welfare; and (c) such suspension is not inconsistent with any federal or state statutes or regulations.
- D. Upon declaration of a state of emergency, the Executive Director may temporarily reduce or suspend any permit fees, application fees or

# JEKYLL ISLAND-STATE PARK AUTHORITY POLICY MANUAL

<u>SECTION:</u> <u>BOARD'S OPERATIONS</u>	<u>SECTION: VII-A-13</u>
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	<u>REVISION DATES:</u>

other rate structures as necessary to encourage the recovery of the area impacted by the disaster or emergency.

E. Upon declaration of a state of emergency, the Executive Director, or his or her designee, may issue permits for the use of temporary mobile homes, trailers, recreational vehicles or other temporary dwelling structures in any zoning district while the primary dwelling is being repaired provided that such temporary dwellings are designed by an engineer and the plans are approved by the Jekyll Island Authority and the Glynn County Building Inspections Division. The temporary permit shall not exceed twelve (12) months in duration. In the case of continuing hardship, and upon the approval of the Board of Directors, the permit may be extended one time for an additional six (6) months. Upon expiration of the temporary permit or an extension, the temporary dwelling shall be removed.

F. The Executive Director shall have and may exercise for such periods as the state of emergency or disaster exists or continues the following emergency powers:

1. Command or utilize any private property if he finds this necessary to cope with the emergency or disaster;
2. Direct and compel the evacuation of all or a part of the population from any stricken or threatened area within Jekyll Island if he or she deems this action necessary for the preservation of life or other disaster mitigation or response;
3. Prescribe routes, modes of transportation, and destinations in connection with the evacuation;

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

<u>SECTION:</u> <u>BOARD'S OPERATIONS</u>	<u>SECTION: VII-A-13</u>
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4. Control ingress and egress to and from the disaster area and the occupancy of premises therein;
5. Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives or combustibles;
6. Make provision for the availability and use of temporary emergency housing;
7. Suspend any regulatory ordinance prescribing the procedure for conduct of, or the orders, rules and regulations of any department of the Authority, if strict compliance with any ordinance, order, rule, or regulation would in any way prevent, hinder or delay necessary action in coping with the emergency or disaster;
8. Utilize all available resources as may be reasonably necessary to cope with the emergency or disaster;
9. To perform and exercise such other functions, powers, and duties as may be necessary to promote and secure the safety and protection of the public;
10. To enforce all laws, rules and regulations relating to emergency management and to assume direct operational control of all civil forces and helpers on Jekyll Island; and
11. To seize or take for temporary use, property for the protection of the public.

G. Any power or authority granted to the Executive Director by this Policy may be exercised by the Chairman of the Board of Directors so long as the Executive Director is unable to perform the duties of the Executive Director. If the Executive Director and Chairman are both



# JEKYLL ISLAND-STATE PARK AUTHORITY POLICY MANUAL

<u>SECTION:</u> <u>BOARD'S OPERATIONS</u>	<u>SECTION: VII-A-13</u>
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unable to perform the duties of the office of the Executive Director or Chairman, any power or authority granted to the Executive Director by this Policy may be exercised by Deputy Executive Director. If the Executive Director, Chairman, and Deputy Executive Director are unable to perform the duties of their respective office or position, any power or authority granted to the Executive Director by this Policy may be exercised by Vice Chairperson.

H. Any action taken under this Section by the Executive Director, Chairperson, Deputy Executive Director, or Vice Chairperson shall be communicated to the Board of Directors as expeditiously as reasonable under the circumstances.

## II. Regulations.

A. The Executive Director is authorized and empowered to make orders, rules and regulations as may be necessary for emergency management and security purposes, provided such orders, rules and regulations are not inconsistent with any orders, rules or regulations promulgated by the Governor of the State of Georgia or by any state agency exercising power delegated to it by the Governor.

B. All such orders, rules and regulations promulgated by the Executive Director shall have the full force and effect of law.

## III. Institution of Curfew.

# JEKYLL ISLAND-STATE PARK AUTHORITY POLICY MANUAL

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A. Upon declaration of a state of emergency, the Executive Director may institute a curfew when it is determined necessary to protect and safeguard the people and property of Jekyll Island.

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A.B. The Executive Order instituting the curfew shall include the dates and hours that the curfew shall be in effect.



June 15, 2021

**MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL

RE: EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT  
THIRD AMENDMENT

The current term of the Executive Director's Employment Agreement ends on June 30, 2021. The original Employment Agreement automatically renewed, unless terminated. However, at the time of the execution of the Second Amendment, the State was attempting to establish uniformity in employment agreements before Governor Deal left office, and contracts were only allowed to be extended through July 2021. Consequently, in September of 2018, the JIA Board approved extending the contract for two years plus nine months in accordance with the uniformity requests. At this point, no new orders have been received regarding the length of contracts for State contractual employees.

Mr. Hooks has expressed his interest in continuing his employment. Therefore, this Third Amendment is presented to you to extend his contract for another two-year term, with automatic renewals of two-year terms, unless terminated.

**POSSIBLE BOARD ACTIONS**

1. Do not approve the proposed Third Amendment to the Employment Agreement, which would terminate Mr. Hooks' employment effective June 30, 2021.
2. Approve the proposed Third Amendment to the Employment Agreement, which would extend Mr. Hooks' employment for successive two-year terms.
3. Suggest other alternatives.

**RECOMMENDATION**

Action Number Two is recommended if the Board wishes to extend the Employment Agreement with Mr. Hooks.

**THIRD AMENDMENT TO THE JEKYLL ISLAND - STATE PARK AUTHORITY  
EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

**THIS AGREEMENT** (the "Third Amendment") is made and entered into as of June 15, 2021, by and between the Jekyll Island - State Park Authority ("JIA") and C. Jones Hooks (the "Executive Director").

WITNESS:

Background: The JIA and the Executive Director entered into that certain JIA Executive Director Employment Agreement dated April 30, 2008 (the "Executive Director Employment Agreement"), which Executive Director Employment Agreement subsequently was amended by agreement of the parties dated December 19, 2011 (the "First Amendment") and September 25, 2018 (the "Second Amendment") in accordance with renewal terms. The Second Amendment provides that the renewal term shall end on June 30, 2021. The parties desire to amend and modify the Executive Director Employment Agreement, as previously amended, but only as set forth below.

Therefore, for and in consideration of the mutual promises set forth herein, the receipt and sufficiency of which hereby are acknowledged, the JIA and the Executive Director agree as follows:

1. Extension of Term. The Executive Director Employment Agreement shall be extended for an additional two Contract Years (the "Third Extended Term") and shall automatically renew for successive terms of two (2) years each unless terminated sooner pursuant to the provisions of the Executive Director Employment Agreement.
2. No Other Changes. Except as set forth above, the Executive Director Employment Agreement, as previously amended, shall remain in full force and effect and not be altered hereby.

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

\_\_\_\_\_  
ROBERT W. KREUGER, Vice Chairperson  
*Signed with authority as Acting Chairperson*

ATTEST:

\_\_\_\_\_  
WILLIAM H. GROSS, Secretary/Treasurer

**EXECUTIVE DIRECTOR**

\_\_\_\_\_  
C. JONES HOOKS

*Jekyll Island Authority*  
*Fiscal Year 2022 Budget*



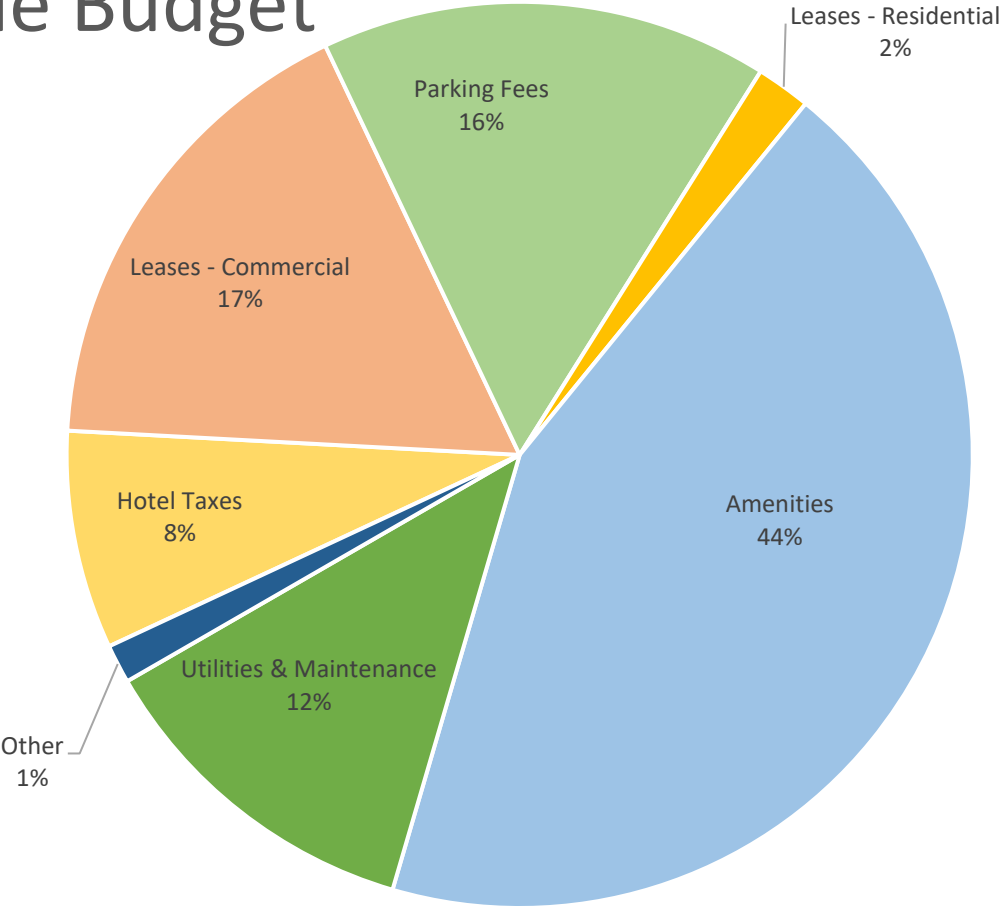
Jekyll Island Authority -Consolidated  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	32,342,701.54	Business leases \$5.2M; Lot leases \$591K; Parking fees & annual passes \$4.9M; H/M tax \$2.4M; Concessions \$2.9M; Food \$2M; Admission fees \$3M; Campsite rental \$1.6M; Green fees & carts \$.21M; Fire fees \$1.3M; Water/Wastewater fees \$1.3M	30,757,937.33	28,116,024.12	29,358,568.02	28,106,608.47	31,701,259.43	29,899,981.59	29,343,154.15	26,681,623.35	23,148,002.11
COST OF GOODS SOLD	1,941,214.56	Cost of merchandise, food, beverage and fuel sold	1,920,255.08	1,824,039.65	1,812,826.48	1,643,418.02	1,889,105.88	1,819,716.46	2,065,475.37	1,863,187.94	1,629,819.16
NET REVENUE	30,401,486.98		28,837,682.25	26,291,984.47	27,545,741.54	26,463,190.45	29,812,153.55	28,080,265.13	27,277,678.78	24,818,435.41	21,518,182.95
<b>EXPENSES</b>											
PERSONNEL	15,243,051.47	FT labor \$8.3M; PT labor \$1.9M; staffing service labor \$374K; Health insurance \$1.9M; Retirement \$2M; FICA \$681K; employee development \$53K; includes 2% merit increase for staff	12,905,475.13	12,023,838.76	13,767,178.03	12,525,004.68	12,667,952.32	12,543,526.62	11,804,335.98	11,229,200.71	9,939,927.91
MOTOR VEHICLE	246,051.93	Fuel for vehicles & equipment \$145K; R&M of vehicles and ATV's \$101K	199,824.12	192,596.06	272,661.13	271,446.00	256,276.65	237,433.05	222,937.94	201,253.21	230,706.43
SUPPLIES & MATERIALS	1,886,977.45	Chemicals & Fertilizers \$555K; Special Event supplies \$130K; Plants & Seeds \$134K; Bathroom/cleaning supplies \$128K; Uniforms \$76K; Sand & Soil \$73K; First Aid/Medical Supplies \$62K; shop supplies \$114K	1,354,802.57	1,308,164.12	1,571,819.37	1,583,258.24	1,850,740.96	1,701,862.96	1,694,142.49	1,651,796.42	1,588,509.50
REPAIRS & MAINTENANCE	1,986,905.95	Building/Structure R&M \$889K (Historic bldgs, Summer Waves, Convention Center); Roads/Grounds R&M \$138K (road & path improvements, cart path improvements, concrete repair, etc); Equipment R&M \$288K (pumps, motors, wells, mowers, etc); Service Contracts \$623K (Water tower maint \$203K; equipment svc agreements)	1,168,485.19	1,262,288.73	1,431,537.21	1,647,083.47	1,575,951.94	1,410,583.86	1,580,381.76	1,421,108.90	1,442,491.76
UTILITIES	1,975,088.28	Electricity \$1.1M; heating/cooking fuel \$32K; water/sewer \$288K; trash \$328K; internet/cable \$1268K; telephone \$122K	1,866,846.26	1,823,420.81	1,980,863.45	1,931,185.39	1,907,796.12	1,927,045.83	1,866,167.09	1,696,278.86	1,747,615.26
INSURANCE	998,669.00	Worker's comp \$341K; liability ins \$91K; property ins \$51K; vehicle ins \$7K; fire fee \$441K	853,180.44	850,430.17	831,882.24	840,637.82	879,553.88	807,138.76	844,487.09	821,443.86	874,461.17
ADVERTISING & PROMOTION	1,227,565.48	Brand & advertising \$591K; Public Relations \$102K; 31-81 Magazine \$252K; BGIVB \$100K; Convention Sales \$10K; Group promotions (meetings, promotional) \$62K; Event promotins \$56K	478,989.03	657,170.35	808,522.98	785,625.44	1,504,226.52	1,301,632.76	1,007,841.93	1,176,771.48	857,953.57
TRAVEL	56,874.00	Sales travel; continuing education & conference travel; Board meals & lodging	22,312.17	15,471.28	39,885.00	80,849.90	96,432.71	73,822.77	74,032.91	70,343.48	66,012.54
LICENSES, REGISTRATIONS & SUBCRIPTIONS	394,333.70	Professional associations; training registration fees; Microsoft subscription; web hosting	231,705.47	221,346.81	281,097.25	247,869.72	232,089.56	201,880.04	196,315.83	149,280.07	125,736.61
CONTRACTS	3,560,932.43	SMG contract and staffing \$1.8M; Special events \$113K (entertainment, fireworks, etc); Sanitation \$329K; Golf Course archaeology \$130K; Misc contracts \$100K; Bike path engineering plan \$75K; Website redesign \$100K; also includes payroll processing; IT managed services; Tennis & Summer Waves management	2,249,429.51	2,088,225.80	3,106,814.90	3,010,864.34	3,292,477.64	3,237,532.88	3,044,249.11	2,679,025.22	2,171,208.96
BUILDING & EQUIPMENT RENTAL	716,351.76	Golf carts and maintenance equipment leases; golf maintenance equipment lease; Event equipment rental; heavy equipment rental; manlift rental; copier rental	617,785.72	593,840.07	649,324.69	810,302.49	619,899.50	497,299.26	370,949.86	358,399.96	317,559.09
CREDIT CARD FEES & BANK FEES	366,134.96	Credit card processing fees, bank stop payment fees, statement fees	382,897.83	349,933.37	318,298.72	297,126.72	318,627.81	267,558.34	273,447.65	250,844.85	218,674.46
PRINTING & PUBLICATIONS	89,925.31	Marketing \$55K (Island Guide, maps, brand books, etc.); new gate system - no longer need AVI tags and prox cards	65,396.73	69,238.47	97,847.90	130,607.53	275,440.01	221,939.82	187,094.24	173,385.07	172,859.10
EQUIPMENT PURCHASES <\$5K	148,785.52	General equipment: Computers, blowers, edgers, weed eaters, pumps, controllers, small appliances, chainsaws, table saw, tool sets, small equipment	101,108.65	109,210.79	98,950.21	139,162.97	264,136.06	214,158.78	195,623.81	205,559.74	129,503.72
INTEREST EXPENSE	0.00	Converted to grant 06/17 - no further payments due	0.00	0.00	0.00	0.00	0.00	0.00	41,194.10	33,616.33	0.00
TOTAL OPERATING EXPENSES	28,897,647.24		22,498,238.82	21,565,175.59	25,256,683.08	24,301,024.71	25,741,601.68	24,643,415.73	23,403,201.79	22,118,308.16	19,883,220.08
OPERATING INCOME	1,503,839.74		6,339,443.44	4,726,808.88	2,289,058.46	2,162,165.75	4,070,551.87	3,436,849.40	3,874,476.99	2,700,127.25	1,634,962.87
<b>BOARD DESIGNATED FUND CONTRIBUTIONS</b>											
Tourism Development Fund	711,236.50		752,321.86	643,601.45	671,805.37	582,567.72	697,322.85	603,569.41	601,448.08	548,841.00	243,444.00
Water / Sewer Fund	188,143.12		521,713.06	438,492.73	450,223.74	534,217.95	351,836.33	305,497.09	400,646.39	261,657.00	197,498.00
Retail Village \$1.6M loan payment (fixed)	0.00	Converted to grant 06/17; no future payments due	0.00	0.00	0.00	0.00	0.00	0.00	142,792.70	150,370.47	0.00
Fire Department equipment fund	205,119.47		336,937.73	305,905.70	270,216.17	294,367.43	194,162.89	182,019.11	71,572.30	25,000.00	28,000.00
Public area Improvement Fund	216,896.61		1,456,347.06	1,671,975.09	268,233.84	0.00	0.00	0.00	0.00	0.00	0.00
Beach Village Entertainment fees (carryover)	0.00		74,405.36	64,042.18	0.00	18,575.65	10,194.36	16,547.37	0.00	0.00	0.00
Hollybourne Lintel Project	0.00		0.00	0.00	0.00	0.00	0.00	180,662.50	0.00	0.00	0.00
Payment to JIF for Mosaic project	0.00		0.00	0.00	0.00	0.00	300,000.00	150,000.00	150,000.00	150,000.00	0.00

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
Total Designated Fund Contributions	1,321,395.70		3,141,725.07	3,124,017.15	1,660,479.12	1,429,728.75	1,553,516.43	1,438,295.48	1,366,459.47	1,135,868.47	468,942.00
AMOUNT AVAILABLE FOR CAPITAL OR CASH RESERVES	182,444.04		3,197,718.37	1,602,791.73	628,579.34	732,437.00	2,517,035.44	1,998,553.92	2,508,017.52	1,564,258.78	1,166,020.87
CAPITAL PROJECTS AND EQUIPMENT			2,553,987.25			410,463.00	2,092,016.16	1,409,730.00	1,782,101.00	1,357,300.00	970,144.00
CONTRIBUTION TO CASH RESERVES			643,731.11			321,974.00	425,019.28	588,823.92	725,916.52	206,958.78	195,876.87

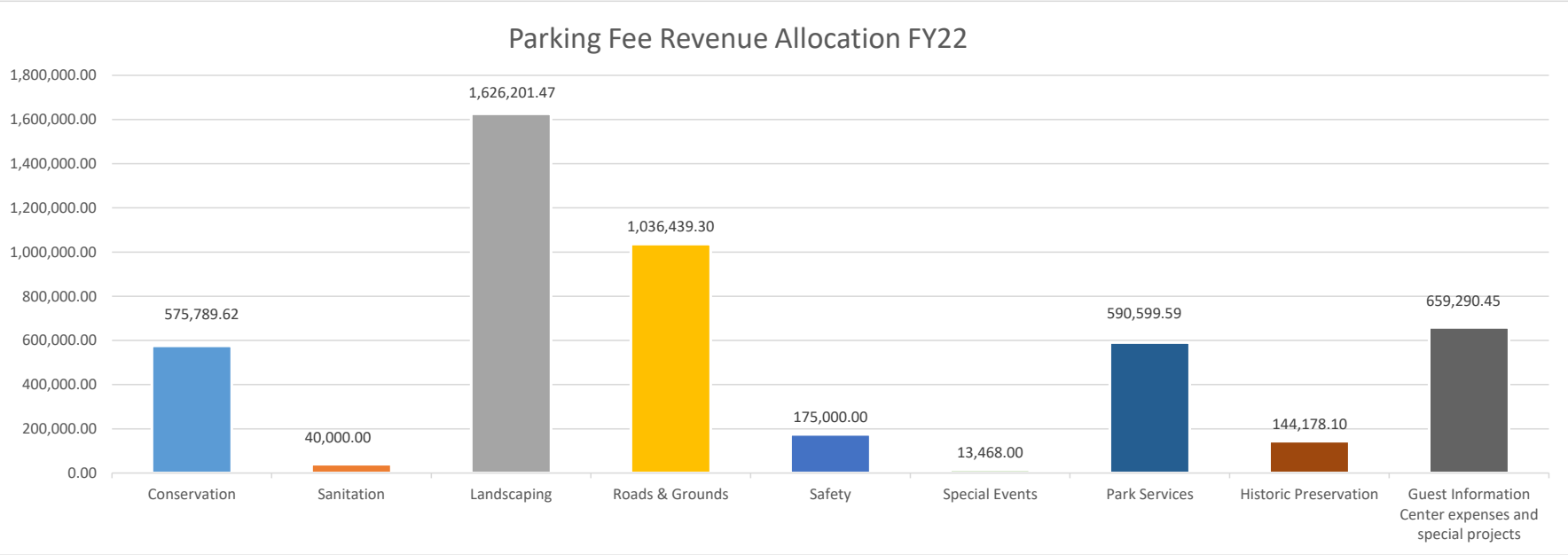
# FY22 Revenue Budget

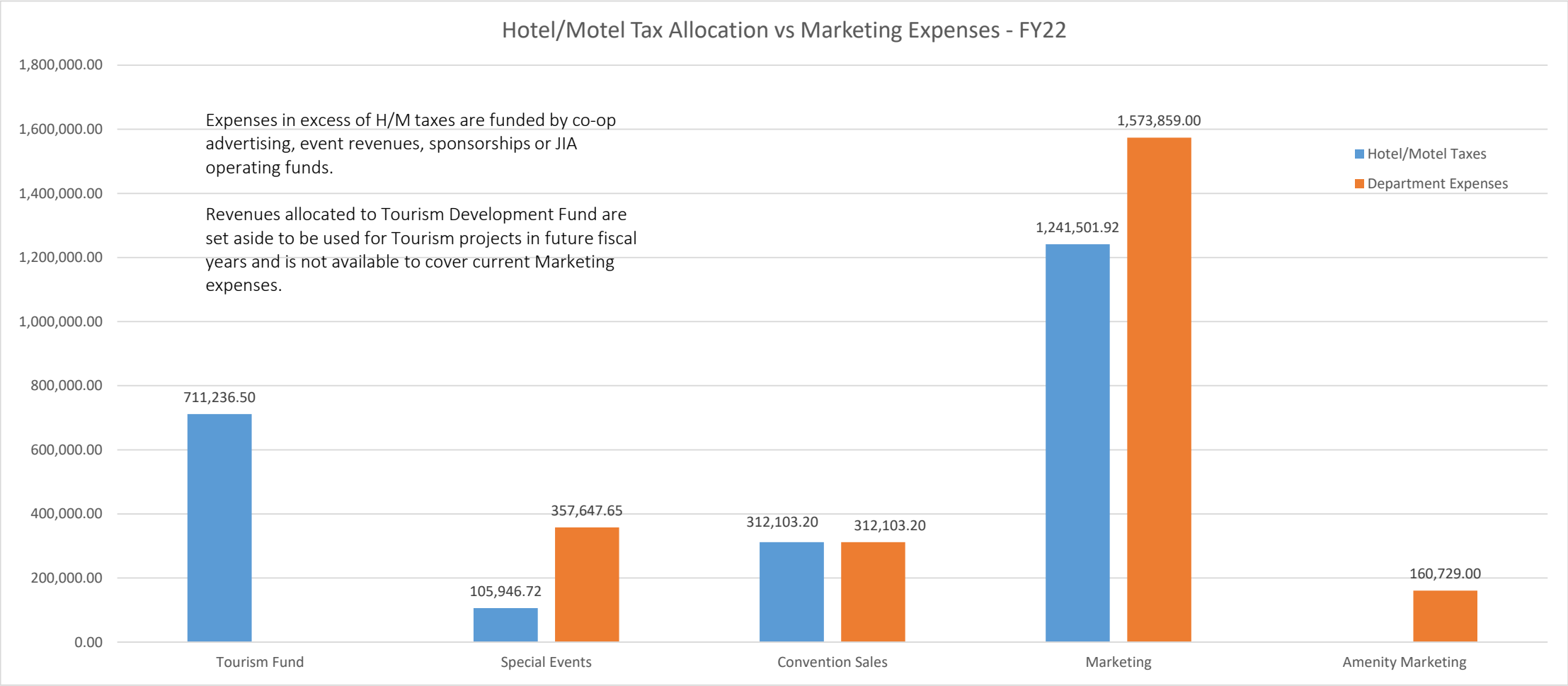




Allocation of Parking fees

		July	August	September	October	November	December	January	February	March	April	May	June	Total
Parking fee revenue		\$ 613,500.00	\$ 396,135.00	\$ 382,153.00	\$ 349,192.56	\$ 262,453.00	\$ 294,870.00	\$ 287,370.00	\$ 266,334.00	\$ 451,770.91	\$ 530,343.23	\$ 456,844.83	\$ 570,000.00	\$ 4,860,966.53
Percent of total		12.6209%	8.1493%	7.8617%	7.1836%	5.3992%	6.0661%	5.9118%	5.4790%	9.2938%	10.9102%	9.3982%	11.7261%	100.0000%
Conservation	575,789.62	72,670.10	46,922.85	45,266.66	41,362.44	31,088.00	34,927.84	34,039.46	31,547.71	53,513.02	62,820.04	54,114.03	67,517.45	575,789.62
Sanitation	40,000.00	5,048.38	3,259.72	3,144.67	2,873.44	2,159.68	2,426.43	2,364.71	2,191.61	3,717.54	4,364.10	3,759.29	4,690.43	40,000.00
Landscaping	1,626,201.47	205,242.02	132,524.12	127,846.54	116,819.87	87,801.77	98,646.64	96,137.57	89,100.13	151,136.72	177,422.52	152,834.16	190,689.41	1,626,201.47
Roads & Grounds	1,036,439.30	130,808.45	84,462.60	81,481.41	74,453.69	55,959.37	62,871.21	61,272.09	56,786.86	96,325.11	113,078.04	97,406.95	121,533.53	1,036,439.30
Safety	175,000.00	22,086.66	14,261.28	13,757.92	12,571.31	9,448.59	10,615.64	10,345.63	9,588.31	16,264.24	19,092.92	16,446.90	20,520.61	175,000.00
Special Events	13,468.00	1,699.79	1,097.55	1,058.81	967.49	727.16	816.98	796.20	737.92	1,251.70	1,469.39	1,265.75	1,579.27	13,468.00
Park Services	590,599.59	74,539.26	48,129.76	46,430.97	42,426.33	31,887.62	35,826.23	34,914.99	32,359.15	54,889.44	64,435.85	55,505.91	69,254.08	590,599.59
Historic Preservation	144,178.10	18,196.64	11,749.51	11,334.80	10,357.18	7,784.45	8,745.96	8,523.50	7,899.57	13,399.70	15,730.18	13,550.19	16,906.41	144,178.10
0.00														
Total allocated to other departments		530,291.30	342,407.41	330,321.78	301,831.75	226,856.63	254,876.93	248,394.15	230,211.25	390,497.45	458,413.04	394,883.20	492,691.19	4,201,676.08
Balance left to cover														
Guest Information Center expenses and sp		83,208.70	53,727.59	51,831.22	47,360.81	35,596.37	39,993.07	38,975.85	36,122.75	61,273.46	71,930.19	61,961.63	77,308.81	659,290.45





Total Hotel/Motel tax budget:     \$2,370,788.35

Jekyll Island Authority -Administration  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	4,295,073.64	Business leases \$3.6M; Lot leases \$591K; Alcohol license, alcohol taxes & residential rental licenses \$119K; Reimbursement from property insurance FY20 \$18K; Allocation to Museum (\$75K); other \$16K	4,446,274.28	4,426,193.18	4,124,194.98	4,301,811.75	4,414,388.33	4,423,425.32	4,180,020.91	3,675,504.37	3,549,549.19
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	4,295,073.64		4,446,274.28	4,426,193.18	4,124,194.98	4,301,811.75	4,414,388.33	4,423,425.32	4,180,020.91	3,675,504.37	3,549,549.19
EXPENSES											
PERSONNEL	2,619,291.40	19 FT positions; requesting 2 additional positions; retention & retirement funds \$250K; staff training & software \$15K; tuition reimbursement \$16K; employee & supervisor meetings & orientation \$15K; adding PT legal/lease assistant \$20K	2,296,177.95	1,853,560.42	2,349,216.83	1,903,382.52	1,909,676.16	1,812,438.38	1,703,465.91	1,641,655.59	1,225,405.94
MOTOR VEHICLE	3,180.00	Fuel and misc repairs for admin vehicle	572.68	552.56	980.00	6,811.23	715.42	181.97	928.03	638.14	(313.67)
SUPPLIES & MATERIALS	43,982.09	Office supplies \$18K; postage \$12K; Furniture & fixtures \$7K; Uniforms/name tags \$5.4K; other \$1.5K	31,938.34	30,799.04	31,401.52	46,356.09	33,738.04	39,942.20	35,748.44	57,568.63	36,980.60
REPAIRS & MAINTENANCE	123,657.07	General building R&M \$44K for admin building and leased properties; Service contracts \$75K (incl software maintenance agreements; HVAC service agreement; pest control)	92,725.73	92,346.75	102,523.03	137,614.24	94,275.06	73,875.45	116,800.44	95,046.28	126,304.21
UTILITIES	85,880.33	Electricity \$20K; Water/Sewer \$6.3K; Trash \$3.2K; internet \$18.5K; telephones \$37K	85,974.58	86,439.66	86,352.44	87,038.51	91,997.56	93,829.78	95,800.07	78,218.62	99,252.22
INSURANCE	217,000.85	Fire fee \$63K; worker's comp \$53K; liability ins \$27K; building ins \$19K; Business interruption ins \$21K; Cyber insurance \$23K	148,927.62	148,927.62	130,157.76	142,850.26	167,141.10	126,566.43	152,696.16	128,439.31	152,632.83
ADVERTISING & PROMOTION	23,460.04	Board and general meeting expenses and promo items \$14K; help wanted ads \$1.5K; Advertising for lease space \$8K	10,055.97	7,225.28	14,800.00	13,900.36	12,250.15	16,086.38	14,984.75	18,465.73	15,146.06
TRAVEL	21,980.00	Board members \$6K; Auditor travel \$5K; Staff travel \$11K	10,619.38	3,734.27	19,300.00	14,413.45	21,120.04	24,763.79	21,504.29	18,069.37	22,593.65
LICENSES, REGISTRATIONS & SUBCRIPTIONS	171,550.08	Professional memberships, training & registration fees, Microsoft Office subscription \$50K, anti-virus, spam filters, security \$26K; cloud backup & ransomware scan \$11K; monitoring software \$35K; trademarks \$11K	114,803.24	114,729.66	92,931.28	88,431.26	56,956.09	67,332.86	65,965.52	46,491.07	20,349.01
CONTRACTS	687,970.23	Dept of Law \$36K; SAAG fees \$250K; new Trademarks \$17K; Payroll processing \$74K; IT services \$80K; Golf Course Archaeology \$130K; Project management \$75K	412,944.66	423,819.46	257,192.74	368,070.31	306,311.65	407,244.93	390,957.81	319,931.76	227,490.69
BUILDING & EQUIPMENT RENTAL	11,234.80	Copier rental \$7.4K; postage meter rental \$2.7K; water coolers \$1K	9,516.47	9,378.40	10,018.80	10,907.03	12,237.89	10,121.76	9,353.03	9,970.99	15,995.64
CREDIT CARD FEES & BANK FEES	25,128.14	Credit card processing fees; stop payment fees; statement fees	35,626.71	35,221.23	25,143.14	25,102.66	23,394.37	19,311.55	14,266.10	21,554.03	21,253.29
PRINTING & PUBLICATIONS	5,532.94	Business cards, checks, letterhead	8,754.35	6,202.91	4,937.04	2,273.85	5,968.08	4,100.93	3,057.92	2,957.57	2,734.95
EQUIPMENT PURCHASES <\$5K	19,910.00	Replace 20 computers; 15 monitors and 1 laptop \$3K	15,799.30	13,105.30	10,426.00	31,819.31	37,010.52	19,966.41	37,067.53	8,100.07	9,569.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	4,059,757.97		3,274,436.98	2,826,042.56	3,135,380.58	2,878,971.08	2,772,792.13	2,715,762.82	2,662,596.00	2,447,107.16	1,975,394.42
OPERATING INCOME	235,315.67		1,171,837.30	1,600,150.62	988,814.40	1,422,840.67	1,641,596.20	1,707,662.50	1,517,424.91	1,228,397.21	1,574,154.77

DRAFT BUDGET

Jekyll Island Authority -Conservation FY2022 Budget											
	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	608,192.12	Lease payments for solar farm \$5K; nature programs & tours \$20.5K; parking fees allocated for conservation expenses \$575K; grants, donations & reimbursements \$7K	395,932.69	413,416.13	420,459.34	499,153.19	408,241.43	396,127.19	343,697.35	261,259.34	227,154.65
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	608,192.12		395,932.69	413,416.13	420,459.34	499,153.19	408,241.43	396,127.19	343,697.35	261,259.34	227,154.65
EXPENSES											
PERSONNEL	486,970.07	6 FT Employees & PT rangers; includes benefits; rabies vaccinations \$1.2K	395,507.37	418,333.35	440,372.98	396,920.36	424,012.47	351,888.43	312,494.68	292,995.47	231,394.41
MOTOR VEHICLE	5,254.29	Gas for UTVs and vehicles; misc. repair	4,831.22	4,621.98	6,074.29	4,713.70	7,412.37	3,912.90	2,236.36	1,328.96	833.19
SUPPLIES & MATERIALS	21,913.69	Supplies for conservation & research programs \$6K; Seeds & plants for restoration work \$4.5K; Uniforms \$2.8K; Sand fencing \$2K; office supplies, cleaning supplies; chemicals for control of invasive species	7,311.53	6,766.88	9,820.81	11,072.91	13,855.44	9,753.57	7,011.41	13,841.71	17,375.19
REPAIRS & MAINTENANCE	3,437.50	Equipment R&M \$2.5K; 25% of maintenance cost of Annex building	16,679.30	16,880.06	26,650.00	4,653.68	982.85	1,217.49	796.96	788.32	158.72
UTILITIES	4,872.61	Electricity \$566; Land lines and cell phones \$4.3K	5,172.17	5,176.52	4,413.57	4,984.35	4,037.25	3,992.37	3,889.30	1,157.17	1,265.61
INSURANCE	13,280.57	Worker's Comp insurance \$10.6K; Fire fee \$1.5K; Liability insurance \$849; property insurance \$103; Auto insurance \$167	9,448.51	9,448.51	9,199.28	9,587.02	11,364.71	10,818.03	8,067.75	8,365.12	5,599.28
ADVERTISING & PROMOTION	2,590.00	Parking passes and sponsorships for key partners; refreshments for select meetings; facebook ads	255.00	55.00	550.00	419.72	841.10	225.53	314.55	1,233.61	264.84
TRAVEL	2,350.00	Travel expense for Director and Managers	0.00	0.00	0.00	2,218.39	6,761.64	2,144.70	1,026.12	5,284.25	7,012.07
LICENSES, REGISTRATIONS & SUBCRIPTIONS	7,472.00	Wildlife Society membership; GIS software; Prescribed fire recertification; boat tow insurance; meetings and workshop registrations; Environmental Leadership program \$4.8K	812.79	787.79	960.00	3,332.98	6,104.18	3,008.48	1,720.43	800.00	775.00
CONTRACTS	38,061.21	Pond maint \$14K; water sample testing \$3K (CIG grant); GA Sea Grant Fellowship \$17.5K; GA Forestry Commission support \$3K	22,783.83	30,382.90	38,580.00	68,015.89	57,596.43	85,002.82	71,868.79	34,210.83	17,345.70
BUILDING & EQUIPMENT RENTAL	0.00		2,817.83	2,443.01	5,000.00	0.00	311.04	0.00	0.00	0.00	1,620.28
CREDIT CARD FEES & BANK FEES	785.36	Ticket Leap fees (transactions/credit card fees)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
PRINTING & PUBLICATIONS	8,354.82	Jr. Ranger Field Guide \$5K; educational signage \$2.8K; scientific publications \$500	2,842.58	7,153.08	4,154.82	5,197.53	5,600.90	5,307.58	525.97	1,153.10	1,412.40
EQUIPMENT PURCHASES <\$5K	12,850.00	Remote ignition device \$4K; PIT tags, trail cams, soil agitation and seed planting equipment; snake trackers; rifle for injured animals \$1.3K; radio tracking receiver \$1.3K	2,930.53	6,871.05	2,700.00	5,820.00	16,507.07	5,053.60	2,003.78	5,137.81	5,316.24
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	608,192.12		471,392.66	508,920.13	548,475.75	516,936.53	555,387.45	482,325.50	411,956.10	366,296.35	290,482.93
OPERATING INCOME	0.00	Conservation and GSTC Research departments combined in FY22 - history reflects the combination	(75,459.97)	(95,504.00)	(128,016.41)	(17,783.34)	(147,146.02)	(86,198.31)	(68,258.75)	(105,037.01)	(63,328.28)

Jekyll Island Authority -Intern Housing  
FY2022 Budget

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	47,375.00	Rental income from Americorps members and interns; FY22 does not contain reimb from GSTC for improvements to housing. FY17, FY19 and FY20 contain \$50K per year reimb to improve housing.	46,725.00	47,975.00	50,375.00	97,425.00	97,200.00	44,335.00	104,772.76	44,010.00	39,547.50
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	47,375.00		46,725.00	47,975.00	50,375.00	97,425.00	97,200.00	44,335.00	104,772.76	44,010.00	39,547.50
<b>EXPENSES</b>											
PERSONNEL	0.00	No staff assigned to this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MOTOR VEHICLE	0.00	No vehicles assigned to this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	3,700.00	Furniture for renovated houses \$3K; misc household supplies; pots, pans, dishes, small tools	807.27	795.37	3,600.60	6,884.99	4,338.07	2,751.10	6,869.25	2,172.28	1,565.22
REPAIRS & MAINTENANCE	5,800.00	General maint \$3K; floor repair 59 Clafin \$1.2K; pest control \$1.2K; wi-fi repair; FY17, FY19 and FY20 include housing renovations.	11,360.84	11,069.58	4,200.00	49,801.68	46,579.86	11,203.81	51,923.86	20,192.01	2,503.08
UTILITIES	24,094.94	Electricity \$11K; water/sewer \$6K; trash \$2.9K; internet \$4.2K	23,083.17	24,396.11	21,405.67	23,747.49	20,027.47	19,996.06	24,038.78	19,211.85	17,493.39
INSURANCE	1,514.28	Fire protection fee \$1.4K; property insurance \$94	1,501.05	1,501.05	1,501.15	1,501.13	1,409.91	1,474.14	1,491.48	1,491.48	1,491.48
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS	3,000.00	Cleaning of houses 2x per year	950.00	950.00	3,000.00	3,529.00	1,230.00	0.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	5,700.00	Small appliance replacement \$1.7K; spare waste grinder pump \$1K; HVAC replacement \$3K	2,449.96	2,684.94	600.00	2,435.32	9,169.97	8,289.90	4,439.88	6,344.29	4,651.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	43,809.22		40,152.29	41,397.05	34,307.42	87,899.61	82,755.28	43,715.01	88,763.25	49,411.91	27,704.17
OPERATING INCOME	3,565.78		6,572.71	6,577.95	16,067.58	9,525.39	14,444.72	619.99	16,009.51	(5,401.91)	11,843.33

Jekyll Island Authority - Airport  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	75,440.00	Red Bug Motors lease \$8.4K; Aviation fuel \$67K (began selling May 2020)	82,114.57	74,548.88	86,400.00	13,834.31	8,100.00	8,150.00	0.00	0.00	3,308.18
COST OF GOODS SOLD	46,230.00	Estimated cost of fuel 69%	50,293.43	45,614.68	49,998.00	3,654.25	0.00	0.00	0.00	0.00	0.00
NET REVENUE	29,210.00		31,821.14	28,934.20	36,402.00	10,180.06	8,100.00	8,150.00	0.00	0.00	3,308.18
EXPENSES											
PERSONNEL	0.00	No employees in this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MOTOR VEHICLE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	730.00	Restroom supplies \$100; Wheel chocks & wind socks \$630	191.98	191.98	0.00	59.50	70.50	0.00	0.00	0.00	85.07
REPAIRS & MAINTENANCE	4,778.50	General Repair \$1.3K; runway lights \$700; secondary exit improvements \$500; Fuel tank support and cell service \$1.4K; fire extinguisher service \$53; fuel tank inspection \$800	5,893.12	379.52	2,963.50	4,437.75	440.50	7,221.29	0.00	0.00	0.00
UTILITIES	15,609.87	Electricity for runway lights & terminal lights \$10.2K; water & sewer fees \$2.3K; trash fee \$1.6K; cable TV/internet \$1.4K	15,352.81	15,264.11	16,420.40	16,267.11	14,514.71	13,489.86	0.00	0.00	0.00
INSURANCE	2,224.26	Fire protection \$2.1K, property insurance \$139	2,085.50	2,085.50	2,204.97	795.50	863.41	0.00	0.00	0.00	0.00
ADVERTISING & PROMOTION	134.00	Basic listing for Jekyll Island Airport on fuel website - AirNav.com	184.00	184.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	400.00	Airport license renewal \$100; GA Airports Assoc \$300	0.00	1,725.00	400.00	2,115.00	300.00	100.00	0.00	0.00	0.00
CONTRACTS	300.00	Pump out septic tank	270.00	270.00	0.00	0.00	0.00	0.00	0.00	0.00	3,223.11
BUILDING & EQUIPMENT RENTAL	0.00		939.66	939.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	1,668.30	Credit card fees for fuel sales	1,484.72	1,621.97	0.00	137.25	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	28.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	0.00		206.70	206.70	200.00	850.00	3,489.27	0.00	0.00	0.00	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	25,844.93		26,608.49	22,896.44	22,188.87	24,662.11	19,678.39	20,811.15	0.00	0.00	3,308.18
OPERATING INCOME	3,365.07		5,212.65	6,037.76	14,213.13	(14,482.05)	(11,578.39)	(12,661.15)	0.00	0.00	0.00

Jekyll Island Authority -Foundation  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	9,285.48	Reimbursement for expenses paid by JIA (JIF reimburses all except H/R expenses)	8,299.05	8,538.56	9,587.17	9,352.06	66,090.62	63,959.29	69,747.05	63,275.76	103,999.56
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	9,285.48		8,299.05	8,538.56	9,587.17	9,352.06	66,090.62	63,959.29	69,747.05	63,275.76	103,999.56
<b>EXPENSES</b>											
PERSONNEL	225,939.90	2 FT employees; includes retirement, FICA and health insurance benefits; requesting PT Admin Assist in FY22 to help with capital campaign	167,855.09	163,911.88	186,012.63	154,878.86	212,463.60	173,454.34	185,670.19	169,900.95	143,881.86
MOTOR VEHICLE	0.00	No vehicle assigned to this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	0.00		0.00	0.00	0.00	393.74	1,806.70	3,465.55	3,060.31	3,273.46	3,705.28
REPAIRS & MAINTENANCE	0.00		0.00	0.00	0.00	0.00	0.00	70.00	140.00	1,441.60	86.25
UTILITIES	4,029.65	Electricity \$2.2K; telephone \$1.6K; water/sewer rates \$183	3,626.11	3,749.13	4,586.49	4,246.53	5,068.90	4,829.65	5,213.57	6,202.13	4,093.44
INSURANCE	3,821.27	Worker's comp \$3.5K; liability ins \$283	3,146.89	3,146.89	3,019.37	3,195.67	3,788.23	3,606.01	6,677.16	6,488.36	5,599.28
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	3,172.22	2,445.52	3,528.43	3,325.11	2,834.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	1,795.07	2,187.62	2,288.75	2,643.42	3,970.99
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	622.09	1,264.97	1,506.02	973.54	2,606.50
CONTRACTS	0.00		0.00	0.00	0.00	0.00	33,836.46	32,831.46	31,750.00	29,350.00	26,743.02
BUILDING & EQUIPMENT RENTAL	1,434.56	Copier lease; (Prior years included rent which is now invoiced directly to JIF each month)	1,526.05	1,413.06	1,981.31	1,491.17	8,286.36	7,916.04	7,802.03	7,928.18	2,304.02
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	24.95	0.00	4,203.50	3,587.08	3,862.87	6,707.90
EQUIPMENT PURCHASES <\$5K	0.00		0.00	0.00	0.00	0.00	474.84	1,138.97	279.99	0.00	329.95
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	235,225.38		176,154.14	172,220.96	195,599.80	164,230.92	271,314.47	237,413.63	251,503.53	235,389.62	202,897.49
OPERATING INCOME	(225,939.90)		(167,855.09)	(163,682.40)	(186,012.63)	(154,878.86)	(205,223.85)	(173,454.34)	(181,756.48)	(172,113.86)	(98,897.93)

Jekyll Island Authority -Life is Good  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	455,120.00	Retail sales - clothing and other merchandise	478,061.47	507,663.29	339,232.13	349,445.15	342,485.95	280,508.71	244,882.79	207,886.72	0.00
COST OF GOODS SOLD	227,500.00	Cost of merchandise sold	242,018.72	269,158.78	169,556.07	191,164.27	170,231.73	142,710.87	120,861.72	104,070.35	0.00
NET REVENUE	227,620.00		236,042.75	238,504.51	169,676.06	158,280.88	172,254.22	137,797.84	124,021.07	103,816.37	0.00
<b>EXPENSES</b>											
PERSONNEL	102,121.93	1 FT manager and PT employees; includes benefit	93,648.41	98,060.97	81,942.59	85,540.58	80,993.30	80,391.71	95,315.80	75,531.33	4,224.40
MOTOR VEHICLE	0.00	No vehicle assigned to this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	5,035.20	Office supplies \$650; bathroom/cleaning supplies \$150; shop supplies \$3.2K; uniforms \$700; store fixtures \$300	5,612.79	5,333.29	2,849.70	4,025.89	3,036.34	2,860.62	3,884.05	5,741.78	12,981.91
REPAIRS & MAINTENANCE	2,246.00	General R&M, pest control, camera and alarm inspections and repairs	1,926.82	1,862.22	1,064.00	904.40	2,823.35	942.94	672.41	53,261.44	12,865.75
UTILITIES	5,884.90	Electricity \$3.6K; Water/sewer \$747; internet \$1.2K; telephone \$351	5,864.17	5,799.49	5,719.51	5,584.77	6,584.52	5,482.94	3,380.79	3,187.17	174.10
INSURANCE	1,910.63	Worker's comp \$1.8K; liability insurance \$141	1,572.67	1,572.67	1,509.68	1,597.86	1,894.13	1,803.00	2,001.62	2,091.28	0.00
ADVERTISING & PROMOTION	0.00	Life is Good ads, local publicatons, sponsored facebook ads	0.00	0.00	0.00	0.00	0.00	1,000.00	702.97	11,076.66	0.00
TRAVEL	0.00	Local mileage reimbursement	0.00	0.00	0.00	0.00	0.00	10.70	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	395.40	XM Radio	395.40	395.40	395.40	395.40	395.93	0.00	0.00	161.94	120.00
CONTRACTS	0.00		0.00	0.00	0.00	76.50	0.00	825.00	297.00	3,141.00	7,032.19
BUILDING & EQUIPMENT RENTAL	24,957.73	Rent \$24,957.73;special event fee \$2,333.96	24,101.33	22,580.77	23,980.53	22,277.17	23,440.93	22,906.08	21,148.56	19,269.38	488.20
CREDIT CARD FEES & BANK FEES	7,962.50	Credit card processing fees based on estimated sales	9,301.32	8,876.90	6,675.00	6,491.48	6,682.50	4,967.31	4,805.56	3,289.00	0.00
PRINTING & PUBLICATIONS	0.00		45.00	45.00	0.00	0.00	0.00	0.00	0.00	265.73	16.50
EQUIPMENT PURCHASES <\$5K	0.00		0.00	608.71	0.00	608.71	4,222.54	0.00	0.00	1,731.07	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	150,514.29		142,467.91	145,135.42	124,136.41	127,502.76	130,073.54	121,190.30	132,208.76	178,747.78	37,903.05
OPERATING INCOME	77,105.71		93,574.84	93,369.09	45,539.65	30,778.12	42,180.68	16,607.54	(8,187.69)	(74,931.41)	(37,903.05)



Jekyll Island Authority -Village Retail  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	573,152.08	Lease revenue from retail shops, does not include lease for space upstairs	560,230.98	559,828.27	550,591.54	568,175.56	559,915.65	545,611.27	436,096.91	453,620.17	488.20
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	573,152.08		560,230.98	559,828.27	550,591.54	568,175.56	559,915.65	545,611.27	436,096.91	453,620.17	488.20
<b>EXPENSES</b>											
PERSONNEL	152,883.22	1 FT Roads & Grounds employee; 2 FT Landscaping employees; staffing service labor \$32K; labor for upkeep of village area and surrounding parks	98,459.14	87,420.77	111,475.01	72,313.55	20,145.03	0.00	0.00	0.00	0.00
MOTOR VEHICLE	0.00	No vehicles assigned to this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	35,650.00	Plants/Seeds \$15K (shrub repair & replace crepe myrtle); mulch \$9.8K; colorscape for Conv Ctr entrances \$4K; bathroom & cleaning supplies \$800; Christmas wreaths \$5K; flower pots, small tools \$1K	11,024.38	11,001.88	9,690.00	8,003.40	6,157.00	2,991.40	1,386.65	7,330.30	0.00
REPAIRS & MAINTENANCE	42,642.88	General R&M \$3K; restroom repair \$10K; paint \$3K; HVAC R&M \$3K; Elevator service agreement \$2.7K; Fire alarm/sprinkler maint \$3.6K; HVAC maint \$12K; pest & termite \$3K; alarm service \$1.6K	30,438.52	32,650.20	33,449.90	32,872.60	34,171.83	19,976.25	15,043.11	91,215.81	0.00
UTILITIES	88,445.65	Electricity (public areas) \$10.3K; trash compactors \$64K; JIA trash \$8.6K; 1G internet at Convention Center - cost and service shared with village \$6K	84,557.77	83,825.84	72,584.99	76,838.41	67,657.75	56,795.35	44,818.05	28,722.52	0.00
INSURANCE	42,148.77	Property insurance \$2.3K; fire protection fee \$34K; workers comp \$5.3K; liability insurance \$425	40,729.96	40,729.96	40,630.11	36,062.21	32,369.60	35,286.87	956.24	0.00	0.00
ADVERTISING & PROMOTION	52,876.44	Beach Village entertainment fee - JIA matching funds	50,450.58	50,450.58	49,208.71	54,065.64	47,881.70	47,352.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS	97,630.00	Pressure washing & painting buildings \$70K; mulch installation \$10K; trim palm trees \$15K; tree maint at Round-a-bout \$2.6K	46,736.34	52,282.24	12,525.90	14,600.90	0.00	0.00	5,554.00	7,647.72	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	0.00	FY21 = Wireless access points; CO2 detectors; added camera in recycle area	5,107.91	5,107.91	0.00	0.00	0.00	0.00	0.00	34,125.44	0.00
INTEREST EXPENSE	0.00	Interest expense on OneGeorgia loan; converted to grant 06/17	0.00	0.00	0.00	0.00	0.00	0.00	41,194.10	33,616.33	0.00
TOTAL OPERATING EXPENSES	512,276.96		367,504.60	363,469.38	329,564.62	294,756.71	208,382.91	162,401.87	108,952.15	202,658.12	0.00
OPERATING INCOME	60,875.12		192,726.38	196,358.89	221,026.92	273,418.85	351,532.74	383,209.40	327,144.76	250,962.05	488.20

Jekyll Island Authority - Marketing, Sales & Events  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	1,834,572.72	H/M taxes \$1.7M; Village event assessment \$106K; event admissions \$40K (no Shrimp & Grits festival in FY21); sponsorships \$8K; Allocation from parking fee \$13K; co-op advertising \$7.8K	1,882,443.41	1,622,907.13	1,713,963.29	1,750,637.83	2,007,825.59	1,780,305.28	1,765,133.62	1,815,656.78	1,359,462.95
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	1,834,572.72		1,882,443.41	1,622,907.13	1,713,963.29	1,750,637.83	2,007,825.59	1,780,305.28	1,765,133.62	1,815,656.78	1,359,462.95
<b>EXPENSES</b>											
PERSONNEL	757,177.70	9 FT employees; Brand Ambassador position eliminated; requesting Marketing Coordinator; includes benefits	720,902.54	680,144.93	772,490.00	783,586.35	836,112.40	878,949.75	834,831.43	762,704.36	519,926.80
MOTOR VEHICLE	1,040.00	Gas for sales vehicle, ADA van and Electric van	779.25	593.06	1,992.78	924.74	3,676.52	3,169.49	252.90	84.67	61.06
SUPPLIES & MATERIALS	92,307.38	Office supplies \$2.1K; special events supplies & sponsorships \$84K; postage \$2.2K; lights and decorations for Holly Jolly \$3.2K	19,172.04	16,690.78	67,380.44	115,525.87	113,082.27	108,823.41	131,940.50	130,722.62	97,436.05
REPAIRS & MAINTENANCE	1,037.50	25% of maintenance, fire alarm inspection, etc at Annex building	748.21	748.21	150.00	602.10	945.84	435.11	1,096.72	1,990.24	4,798.42
UTILITIES	14,394.39	25% of utilities for Annex building \$5.1K (electric, water/sewer, trash); landlines & cell phone \$8.6K; internet reimb for offsite sales staff \$720	14,574.73	14,326.31	15,941.48	16,139.45	17,184.67	16,012.87	15,910.26	16,147.59	9,825.99
INSURANCE	17,032.27	Worker's comp \$14K; liability insurance \$1.1K; fire fee \$1.6K; property insurance \$103; auto insurance \$98	15,877.08	15,877.08	15,260.25	19,251.07	20,795.08	21,341.81	23,595.71	22,261.60	19,597.48
ADVERTISING & PROMOTION	969,600.00	Media & agency fees \$430K; public relations \$102K; BGIVB contract \$100K; Convention sales funds \$10K; group promotion (meetings, promos) \$24K; 31-81 Magazine production\$252K; event promotion \$52K	298,794.14	520,425.31	592,566.87	633,440.69	1,246,669.20	1,097,320.85	958,972.56	831,626.36	720,146.27
TRAVEL	9,250.00	Conferences, meetings, sales travel	4,539.48	3,027.18	10,000.00	21,678.01	28,173.20	18,759.04	18,644.70	18,090.46	9,979.26
LICENSES, REGISTRATIONS & SUBCRIPTIONS	80,507.39	Mail Chimp \$8.1K; Sprout \$6K; trademark \$10K; Cision \$13K; Sprout \$6K; registrations and association fees for sales team \$33K; adobe software \$3.4K	53,146.34	48,546.09	71,496.00	80,066.67	96,256.58	72,228.12	77,883.68	52,449.07	53,385.57
CONTRACTS	242,580.00	Website re-design \$100K, NuSpace \$9.6K; Events (fire works, production contracts, entertainment, security, etc) \$113K	111,532.38	40,063.58	256,355.00	180,081.30	165,040.01	182,655.94	317,653.46	251,552.55	122,604.35
BUILDING & EQUIPMENT RENTAL	4,183.22	Copier rental; event rentals \$2K (restrooms, lights, chairs, tents, etc)	2,019.51	1,737.89	13,761.00	75,818.37	78,421.94	20,435.02	15,305.26	52,757.86	39,144.87
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	(100.00)	0.00	0.00	1,742.12	(450.00)	0.00
PRINTING & PUBLICATIONS	54,500.00	Annual reports \$4K; Island Guides \$30K; Event guides \$12K	26,281.12	24,366.74	57,750.00	73,035.00	103,553.64	92,438.34	84,137.92	79,139.09	46,383.69
EQUIPMENT PURCHASES <\$5K	0.00		449.99	449.99	0.00	6,369.70	3,539.55	5,554.44	195.98	5,213.27	593.93
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	2,243,609.85		1,268,816.81	1,366,997.15	1,875,143.82	2,006,419.32	2,713,450.90	2,518,124.19	2,482,163.20	2,224,289.74	1,643,883.74
OPERATING INCOME	(409,037.13)		613,626.60	255,909.98	(161,180.53)	(255,781.49)	(705,625.31)	(737,818.91)	(717,029.58)	(408,632.96)	(284,420.79)

Jekyll Island Authority -Tourism Development  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	711,236.50	30% of Hotel/Motel tax budget	752,321.86	643,601.45	671,805.37	582,567.72	697,322.85	603,569.41	601,448.08	548,840.90	243,443.46
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	711,236.50		752,321.86	643,601.45	671,805.37	582,567.72	697,322.85	603,569.41	601,448.08	548,840.90	243,443.46
<b>EXPENSES</b>											
PERSONNEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MOTOR VEHICLE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REPAIRS & MAINTENANCE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING INCOME	711,236.50	Amount will be set aside as Designated Fund Balance to be used in the next Fiscal Year for Tourism Development	752,321.86	643,601.45	671,805.37	582,567.72	697,322.85	603,569.41	601,448.08	548,840.90	243,443.46

Jekyll Island Authority -Guest Information Center  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	1,025,256.59	Annual pass \$948K; daily parking fee \$3.9M; Concession sales \$366K; Amount allocated to Conservation, Landscaping, Roads & Grounds, Safety, Park Services, Events and Historic Preservation \$4.2M	1,949,513.97	2,149,072.62	930,336.83	741,732.12	968,443.45	540,941.82	1,038,450.48	1,144,478.60	1,053,899.71
COST OF GOODS SOLD	182,790.12	Cost of merchandise sold	185,986.37	185,303.48	146,288.81	170,805.52	186,169.33	179,220.37	259,054.48	160,085.33	176,844.09
NET REVENUE	842,466.47		1,763,527.60	1,963,769.14	784,048.02	570,926.60	782,274.12	361,721.45	779,396.00	984,393.27	877,055.62
EXPENSES											
PERSONNEL	333,576.99	2 FT staff; PT staff for gate and gift shop	275,265.81	267,193.39	293,329.55	279,473.43	325,055.67	331,339.07	292,815.06	284,265.55	283,553.30
MOTOR VEHICLE	320.00	Vehicle fuel & repairs	146.60	126.60	320.00	0.00	0.00	219.97	0.00	0.00	0.00
SUPPLIES & MATERIALS	17,720.00	Shop supplies (bags, shipping supplies, register tape) \$12K; uniforms \$1.2K; postage \$2.8K; office supplies \$480; bathroom & cleaning supplies \$300	21,938.20	23,347.88	14,627.40	20,396.53	18,633.96	23,639.69	31,712.91	13,689.27	11,752.74
REPAIRS & MAINTENANCE	58,858.40	Gate and camera repair & maint \$11K; general building and equipment repair \$3K; Gate maintenance agreement \$41K; camera repairs; pest control; alarm maintenance	42,783.83	96,201.02	50,922.50	79,816.02	15,669.87	20,822.24	16,030.08	54,183.75	33,062.96
UTILITIES	27,754.02	Electricity \$9K; water/sewer \$2.7K ; trash fees \$2.6K; internet \$9.7K; and phones \$3.1K; propane for generator \$700	26,892.34	26,759.80	27,907.88	27,152.08	25,824.34	25,589.00	19,361.09	15,993.95	16,692.02
INSURANCE	7,957.30	Worker's comp \$3.5K; liability insurance \$283; fire fee \$3.9K; property insurance \$257; auto ins \$9	7,238.37	7,238.37	7,111.07	8,885.20	9,525.38	8,050.84	8,820.29	6,998.07	8,414.79
ADVERTISING & PROMOTION	20,000.00	Island Treasures program - 20th anniversary	9,506.91	9,506.91	10,000.00	10,687.05	8,925.75	14,704.15	6,324.97	17,261.59	2,133.77
TRAVEL	0.00	On-island mileage reimbursement	0.00	0.00	0.00	762.46	536.38	1,620.94	1,349.94	1,167.29	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	120.00	Authorize.net monthly fee	110.00	120.00	120.00	130.00	910.00	1,922.31	2,403.60	719.53	3,045.04
CONTRACTS	6,348.33	shopify fees for online retail	22,265.39	26,517.79	6,348.33	11,026.52	6,734.97	7,465.64	4,233.89	3,538.84	855.50
BUILDING & EQUIPMENT RENTAL	2,183.88	Copier; water cooler; will no longer rent postage machine at this location	2,480.45	2,434.10	2,795.88	4,165.54	5,973.55	2,538.18	4,407.98	5,022.30	5,337.99
CREDIT CARD FEES & BANK FEES	147,730.94	Credit card processing fees and per transaction fees from gate company	161,388.06	157,291.12	101,331.57	104,801.61	97,954.31	80,146.27	79,265.07	75,143.48	63,772.75
PRINTING & PUBLICATIONS	3,000.00	Jekyll parking pass brochure; New system does not need AVI tags, prox cards, parking application cards	1,590.00	1,789.44	1,000.00	16,616.64	114,016.56	86,112.23	60,828.88	61,793.38	90,821.16
EQUIPMENT PURCHASES <\$5K	0.00		0.00	2,185.65	0.00	3,801.95	6,895.00	1,580.77	10,090.00	0.00	2,419.02
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	625,569.86		571,605.96	620,712.07	515,814.18	567,715.03	636,655.74	605,751.30	537,643.76	539,777.00	521,861.04
OPERATING INCOME	216,896.61		1,191,921.64	1,343,057.07	268,233.84	3,211.57	145,618.38	(244,029.85)	241,752.24	444,616.27	355,194.58

Jekyll Island Authority - Camp Jekyll  
FY2022 Budget

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	153,692.93	Reimbursement by 4-H for Camp Jekyll	139,845.94	133,370.44	157,884.67	144,276.62	165,467.28	149,522.61	115,142.08	28,597.89	28,354.20
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	153,692.93		139,845.94	133,370.44	157,884.67	144,276.62	165,467.28	149,522.61	115,142.08	28,597.89	28,354.20
<b>EXPENSES</b>											
PERSONNEL	81,608.21	2 FT positions plus allocations for other landscaping staff to handle landscaping & maintenance	92,769.44	90,638.21	104,888.24	103,802.80	106,033.75	99,684.03	57,030.46	4,837.40	6,285.56
MOTOR VEHICLE	3,832.42	Gas & diesel for mowers and equipment	1,388.63	939.59	4,876.16	3,432.45	3,536.58	2,398.86	1,989.91	38.06	155.45
SUPPLIES & MATERIALS	37,200.00	Fertilizer \$15K; Grass seed & plants \$6K; small tools \$3K; uniforms \$750; irrigation supplies \$3.8K; sand & soil \$6K (mulch & top dressing); landscape materials (fence railing \$3K)	14,497.38	10,464.38	24,500.00	14,273.94	28,894.49	20,651.60	18,503.23	6,375.59	5,033.19
REPAIRS & MAINTENANCE	6,150.00	General building repair \$1.8K; maint of mowing equipment \$3.6K; sprinkler inspection \$750	12,989.19	12,896.15	6,150.00	4,194.24	4,550.42	3,752.12	7,129.93	320.52	3,955.28
UTILITIES	10,665.49	Electricity \$1.8K; water/sewer for irrigation \$1.3K; trash fees \$7.6K	10,380.52	10,611.36	10,474.35	12,364.08	11,712.21	12,091.32	13,601.08	5,499.23	5,810.71
INSURANCE	10,236.81	Worker's comp \$3.5K; liability insurance \$283; vehicle insurance \$25; Fire fee (soccer) \$305 ; Property insurance \$6K	7,500.72	7,500.75	3,395.92	5,028.43	6,052.83	5,676.46	7,670.35	263.05	263.05
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS	2,000.00	Tree trimming of live oaks at soccer complex and Camp Jekyll	0.00	0.00	1,600.00	0.00	3,450.00	3,200.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	2,000.00	Chainsaws, power pole pruner & hedge trimmers	320.00	320.00	2,000.00	1,180.68	1,237.00	2,020.48	3,975.00	0.00	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	153,692.93		139,845.88	133,370.44	157,884.67	144,276.62	165,467.28	149,474.87	109,899.96	17,333.85	21,503.24
OPERATING INCOME	0.00	All expenses reimbursed by 4-H	0.06	0.00	0.00	0.00	0.00	47.74	5,242.12	11,264.04	6,850.96

Jekyll Island Authority -Museum  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	1,897,734.82	Lease revenue \$771K; concession sales \$343K; district tours \$358K; motorcoach tours \$92K; historic building rental \$35K; Admission fees for Mosaic \$45K; allocation for Records mgmt \$75K; parking fees for historic preservation \$144K	1,604,265.61	1,321,144.64	1,679,643.32	1,304,210.07	1,765,055.82	1,600,500.98	1,467,599.24	1,355,171.08	969,040.19
COST OF GOODS SOLD	171,666.45	Cost of merchandise sold	151,276.57	157,909.40	166,511.49	141,438.72	148,292.04	147,279.28	129,744.86	134,591.18	122,737.60
NET REVENUE	1,726,068.37		1,452,989.04	1,163,235.24	1,513,131.83	1,162,771.35	1,616,763.78	1,453,221.70	1,337,854.38	1,220,579.90	846,302.59
<b>EXPENSES</b>											
PERSONNEL	871,813.06	12 FT staff; PT staff for tours and gift shop \$151K; GSP security for Holly Jolly \$4K; Benefits for FT staff	646,244.52	562,268.35	812,490.20	700,727.96	696,215.95	621,787.59	540,069.29	535,744.11	467,425.28
MOTOR VEHICLE	2,700.00	Fuel for trams and 6 passenger cart; general repairs & maintenance	1,587.75	1,533.25	3,732.65	2,547.45	10,366.32	4,718.41	3,773.03	7,203.19	5,736.59
SUPPLIES & MATERIALS	60,398.80	Archival & curatorial supplies \$6K; special event supplies \$7K; exhibits \$11K; Christmas décor \$10K; bathroom supplies \$4.5K; Uniforms \$3.6K; small tools \$2.4K; Shop supplies \$3.1K; fixtures \$6K	30,187.63	25,323.61	41,917.20	83,131.18	169,032.23	97,426.74	86,035.39	40,400.98	43,343.66
REPAIRS & MAINTENANCE	371,125.04	General Maint \$36K; Tiffany window conservation & shutters \$53K; exterior painting \$150K; porches \$20K; Small Dorm roof \$15K; gate repairs \$6.9K; fire/security \$10K; HVAC; gate maint; pest control; elevator	113,870.25	124,254.39	219,338.08	281,410.59	239,124.59	179,319.60	320,166.26	158,818.94	339,336.41
UTILITIES	176,751.94	Electricity \$90K; water/sewer \$53K; trash fees \$23K; telephone \$9.5K	174,924.60	174,310.69	189,556.75	186,611.40	150,661.27	177,976.27	170,703.26	147,290.06	147,673.92
INSURANCE	93,946.61	Worker's comp \$21K; liability insurance \$1.7K; Fire fee \$66K; property insurance \$4.6K, Motor Vehicle insurance \$31	84,968.57	84,968.57	84,014.72	88,007.39	79,986.52	78,241.99	79,200.72	80,004.61	81,927.02
ADVERTISING & PROMOTION	18,000.00	Sustaining marketing support for Mosaic	7,202.95	5,787.75	12,000.00	(2,288.40)	68,034.56	0.00	978.90	14,570.65	66.35
TRAVEL	200.00	Mileage reimbursement to pick up artifacts or attend meetings	100.00	0.00	500.00	2,284.75	11,310.26	5,461.99	3,054.18	1,743.46	458.48
LICENSES, REGISTRATIONS & SUBCRIPTIONS	48,366.24	Records software maintenance \$35.5K; Data hosting software \$7.5K; Association memberships	15,570.23	8,586.03	47,210.80	3,942.96	7,992.00	4,453.13	5,046.63	3,589.44	1,812.89
CONTRACTS	48,000.00	Digitize blueprints and other documents \$43K; archive contract staff \$5K	90,934.38	115,378.48	121,000.00	52,959.49	33,346.08	11,818.00	22,807.67	156.40	5,856.99
BUILDING & EQUIPMENT RENTAL	13,319.28	Copier, manlift, 6-passenger cart; Rent for Remember gift shop \$5.8K	10,418.05	10,413.47	12,867.84	12,712.25	6,883.80	6,069.56	1,450.16	11,549.35	5,941.10
CREDIT CARD FEES & BANK FEES	15,606.20	Credit card processing fees	17,823.49	13,283.02	19,999.22	16,033.90	19,431.54	16,903.47	17,425.35	16,696.95	13,466.19
PRINTING & PUBLICATIONS	3,841.20	Printing - graphics and oversize printing	4,995.54	5,576.55	2,150.00	3,674.37	1,227.86	1,058.65	1,786.55	251.80	0.00
EQUIPMENT PURCHASES <\$5K	2,000.00	Small equipment replacements	12,415.30	12,401.25	2,000.00	16,954.19	16,271.45	43,929.39	5,902.87	1,470.68	3,800.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,726,068.37		1,211,243.26	1,144,085.41	1,568,777.46	1,448,709.48	1,509,884.43	1,249,164.79	1,258,400.26	1,019,490.62	1,116,844.88
OPERATING INCOME	0.00		241,745.78	19,149.83	(55,645.63)	(285,938.13)	106,879.35	204,056.91	79,454.12	201,089.28	(270,542.29)

Jekyll Island Authority -Turtle Center  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	2,730,926.45	Adopt-a-turtle program & donations \$94K; Turtle Tag license plates \$36K; Memberships \$19K; Concession Sales \$1.1M; School & Education programs \$115K; Admission fees \$983K; Americorp grant \$343K; increased admission rates \$1 in FY2022	2,623,755.32	2,441,124.76	2,428,050.97	2,196,358.98	2,643,266.53	2,429,726.59	2,337,559.23	2,239,222.72	2,074,879.64
COST OF GOODS SOLD	554,409.90	Cost of goods sold in gift shop	595,081.88	548,200.36	525,933.78	440,123.52	480,721.30	443,569.52	584,454.82	497,772.78	470,537.13
NET REVENUE	2,176,516.55		2,028,673.44	1,892,924.40	1,902,117.19	1,756,235.46	2,162,545.23	1,986,157.07	1,753,104.41	1,741,449.94	1,604,342.51
<b>EXPENSES</b>											
PERSONNEL	1,494,501.92	18 FT staff; requesting 1 FT Hospital Tech \$32K; Americorps member stipends \$276K; PT staff for camps and gift shop \$64K; includes benefits for FT staff	1,314,867.36	1,240,003.76	1,367,985.73	1,317,347.18	1,186,837.03	1,225,227.29	1,219,768.97	1,111,622.35	1,037,584.23
MOTOR VEHICLE	5,110.27	Gas for van, ATVs; van repair & ATV repair	3,787.35	3,145.61	5,110.27	4,249.04	6,351.64	6,270.91	7,529.19	3,645.80	7,241.02
SUPPLIES & MATERIALS	144,391.43	Drugs and supplies for treating sick turtles \$52K; uniforms for staff and Americorps members \$4.8K; exhibit maint \$4K; camp supplies \$5K; shop supplies \$11K; Turtle supplies \$38K; Education supplies \$7.1K	168,390.34	148,704.98	152,092.21	146,468.21	188,266.20	161,963.71	157,232.14	178,442.44	139,403.31
REPAIRS & MAINTENANCE	57,544.73	General Repairs & Maint. \$32K; Repair & paint windows \$10K; maintenance & service agreements \$15K	51,431.53	50,344.01	36,162.28	97,741.63	96,782.16	54,824.95	86,358.66	102,314.59	56,048.66
UTILITIES	77,099.94	Electricity \$48K; propane to heat pavillion \$570; water/sewer \$10K; trash fees \$3.8K; land lines & cell phones \$15K	77,226.31	76,316.44	78,061.79	75,368.37	76,544.48	75,923.13	70,645.73	74,038.71	70,849.40
INSURANCE	41,070.88	Worker's Comp \$28K; Liability Insurance \$2K Fire fees \$9.5K Property insurance \$635; auto insurance \$323	35,489.54	35,489.54	34,615.87	34,359.56	39,674.04	33,432.96	38,264.38	34,018.44	45,172.93
ADVERTISING & PROMOTION	7,010.00	Advertising expenses and Facebook advertising for programs; welcome baskets for Americorps members; member completion awards	621.03	581.03	1,010.00	2,891.97	1,844.77	1,045.74	989.31	29,853.70	1,564.50
TRAVEL	7,384.00	Conferences and training for staff; Required travel for Americorps members training	3,493.00	2,101.72	2,375.00	19,667.05	17,553.00	8,245.41	12,008.51	9,366.27	8,306.58
LICENSES, REGISTRATIONS & SUBCRIPTIONS	16,526.52	Registrations for conferences; association dues; & training courses; survey monkey; Adobe subscription	8,548.64	8,173.64	10,033.88	13,388.56	12,979.21	9,344.72	9,818.78	12,435.55	8,271.00
CONTRACTS	33,046.00	FBI background checks \$2K; diagnostic testing \$31K	8,793.60	10,069.49	21,289.92	39,906.13	34,535.55	23,721.55	23,959.07	19,677.02	16,285.19
BUILDING & EQUIPMENT RENTAL	5,769.72	Copier & water cooler rental	3,827.48	5,409.84	5,290.32	5,974.96	6,884.42	4,371.17	4,244.16	6,744.02	7,956.50
CREDIT CARD FEES & BANK FEES	43,440.40	Credit card processing fees	37,295.62	28,878.73	40,000.00	37,125.38	44,737.42	35,798.21	34,488.87	33,311.47	28,434.28
PRINTING & PUBLICATIONS	5,073.52	Signs; photos; brick engraving fees; summer program brochures; misc printing	5,540.17	3,548.00	10,189.52	7,098.10	19,090.66	5,582.59	7,620.07	7,225.82	11,596.14
EQUIPMENT PURCHASES <\$5K	8,609.00	Pumps, controllers, probes, check valves, filter blower, etc.; replacement microphones, laptop, speakers, etc for educational programs	9,742.39	12,143.11	9,884.00	16,211.05	28,528.66	18,780.35	2,625.41	23,007.49	6,719.25
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,946,578.33		1,729,054.36	1,624,909.90	1,774,100.79	1,817,797.19	1,760,609.24	1,664,532.69	1,675,553.25	1,645,703.67	1,445,432.99
OPERATING INCOME	229,938.22	Research department moved under Conservation in FY2022; historical expenses moved also	299,619.08	268,014.50	128,016.40	(61,561.73)	401,935.99	321,624.38	77,551.16	95,746.27	158,909.52

DRAFT BUDGET

Jekyll Island Authority -Fire Department  
FY2022 Budget

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	1,601,700.00	Fire fees \$1.3M; ambulance service \$45K; permit fees \$7.2K; contribution from Admin for Code Compliance Officer \$66K; allocation from parking fees for fire equipment fund \$175K	1,555,464.66	1,535,435.85	1,528,000.00	1,409,721.22	1,141,495.69	1,125,229.80	964,783.41	929,409.05	929,744.56
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	1,601,700.00		1,555,464.66	1,535,435.85	1,528,000.00	1,409,721.22	1,141,495.69	1,125,229.80	964,783.41	929,409.05	929,744.56
<b>EXPENSES</b>											
PERSONNEL	1,228,674.54	10 FT employees; requesting addition of 1 FT EMT; and 1 FT Paramedic; balance of staffing is covered by PT employees (\$270K); includes benefits for FT staff	1,064,499.90	1,056,089.30	1,112,725.91	958,786.51	826,599.52	813,975.74	797,259.29	830,776.85	801,753.66
MOTOR VEHICLE	22,137.82	Gas, diesel and repairs for ambulance, fire trucks, pickup truck and ATV	24,562.58	38,325.32	23,490.10	36,814.31	25,833.03	22,224.17	12,951.91	22,171.63	21,901.87
SUPPLIES & MATERIALS	31,439.87	Firefighter supplies \$13K; uniforms \$4.7K; first aid supplies \$7.7K; bathroom & cleaning \$2.2K; office supplies \$1.3K; small tools, postage	32,444.78	31,396.84	27,677.93	33,244.73	21,686.92	30,620.33	16,777.25	17,344.67	21,647.61
REPAIRS & MAINTENANCE	20,772.40	General R&M for station and grounds \$3K; service contracts \$14K (software maint agreements, pest control, etc); equipment R&M \$3.7K	26,565.52	29,866.13	24,832.00	20,637.42	15,999.74	21,196.87	15,596.07	12,588.45	23,130.95
UTILITIES	22,004.37	Electricity \$7.9K; water/sewer \$3.6K; trash fees \$1.9K; cable \$534; telephone \$8K	21,553.00	23,012.57	17,046.38	19,320.69	15,709.96	18,609.18	18,973.12	18,896.58	18,311.37
INSURANCE	26,729.54	Worker's comp \$21K; liability insurance \$1.7K; property insurance \$171; vehicle insurance \$1K; fire fees \$2.6K	20,392.85	20,392.85	21,278.62	14,829.36	16,463.08	14,571.00	18,384.02	17,497.36	22,133.44
ADVERTISING & PROMOTION	1,000.00	Hosting local courses (instructor rooms,etc); lunch meetings	1,001.20	601.20	1,000.00	857.02	368.36	1,300.46	510.09	2,672.50	125.29
TRAVEL	4,510.00	Travel for conferences & training for FT staff	2,021.70	1,759.15	3,510.00	2,492.83	1,972.84	1,995.29	3,636.36	2,945.44	848.31
LICENSES, REGISTRATIONS & SUBCRIPTIONS	21,582.68	Ambulance licenses (2) \$5.3K; conference fees, Nixel system \$4.5K, Education conferences	14,478.63	14,358.63	14,070.00	13,463.90	12,594.02	11,925.00	6,113.25	6,570.00	4,775.00
CONTRACTS	4,083.76	EMS billing fees	3,891.61	3,919.21	6,108.95	5,992.44	929.70	0.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	1,800.00	Copier rental & oxygen tank rental; FY21 includes UTV rental \$3K	4,599.61	4,939.74	2,273.23	2,862.06	1,750.36	1,326.98	1,164.92	1,240.94	1,886.12
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	2,174.55	Misc printing needs & CPR cards for certification classes	1,577.80	1,915.94	2,620.71	2,126.84	1,913.39	2,578.69	1,545.83	442.00	623.08
EQUIPMENT PURCHASES <\$5K	9,671.00	Miscellaneous equipment replacement; Training equipment; Defibrillator training device \$2K; ice maker \$3.7K	937.75	2,953.27	1,150.00	3,925.68	5,511.88	2,886.98	299.00	1,409.93	1,902.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,396,580.53		1,218,526.93	1,229,530.15	1,257,783.83	1,115,353.79	947,332.80	943,210.69	893,211.11	934,556.35	919,038.70
OPERATING INCOME	205,119.47	Amount to be set aside in Fire equipment fund (\$175K from parking; \$30K from Fire fees; balance from operations)	336,937.73	305,905.70	270,216.17	294,367.43	194,162.89	182,019.11	71,572.30	(5,147.30)	10,705.86



Jekyll Island Authority -Roads & Grounds  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	1,037,389.30	Amount allocated from Parking fees to pay for Roads & Grounds expenses	1,230,802.66	1,230,802.66	1,189,869.79	1,415,720.95	1,226,670.86	1,201,351.51	1,242,863.11	984,692.96	800,000.00
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	1,037,389.30		1,230,802.66	1,230,802.66	1,189,869.79	1,415,720.95	1,226,670.86	1,201,351.51	1,242,863.11	984,692.96	800,000.00
EXPENSES											
PERSONNEL	521,210.18	9 FT staff; includes \$30K in temp service labor for causeway clearing/projects and Christmas lights	673,838.62	650,317.79	804,778.55	726,373.23	613,574.52	766,265.75	653,819.52	566,391.54	499,601.02
MOTOR VEHICLE	42,753.97	Gas and diesel for equipment and vehicles \$25K; vehicle repairs \$18K	48,219.63	46,227.13	60,648.44	61,009.49	58,200.13	66,036.96	55,098.03	46,545.42	51,840.26
SUPPLIES & MATERIALS	76,527.74	Christmas lights \$60K; uniforms \$1.5K; small tools \$3.2K; shop supplies \$5K; limerock for road repairs \$6K	86,357.21	77,688.60	68,182.02	134,208.57	104,533.80	88,429.04	99,430.66	111,099.53	44,095.54
REPAIRS & MAINTENANCE	48,514.04	General building R&M \$16K; Roads & bike path repairs \$18.6K; general equipment R&M \$14K	64,585.81	65,514.57	15,664.04	54,435.87	139,659.90	94,422.28	111,537.69	78,752.27	79,673.00
UTILITIES	157,545.00	Electricity \$42K (street lights, parks, restrooms); water/sewer \$21K; trash fees \$95K (public areas)	157,271.70	154,886.14	150,904.40	154,812.09	116,638.53	111,358.84	106,632.29	97,998.43	115,974.63
INSURANCE	38,655.66	Worker's comp \$16K; liability insurance \$1.2K; vehicle insurance \$3.6K; property insurance \$1.1K; fire fee \$17K	47,397.15	47,397.15	47,205.07	31,970.23	36,827.03	35,033.86	41,131.71	34,029.81	35,113.37
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	756.28	456.54	248.28
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	108.65	0.00	450.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	9.00	(1,050.72)	0.00	0.00	0.00
CONTRACTS	75,000.00	Bike Path Engineering plan	0.00	0.00	0.00	1,126.85	70.08	0.00	(350.00)	1,398.21	5,429.95
BUILDING & EQUIPMENT RENTAL	59,916.00	4 Manlifts for christmas lights \$20K; Drum roller for trail work \$2.5K; Excavator lease \$37K	26,360.88	21,710.88	32,250.00	85,489.63	55,765.93	0.00	12,494.62	16,226.96	10,648.90
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		3,461.58	3,461.58	0.00	0.00	0.00	16.98	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	17,266.71	Grills, chainsaws, 12 picnic tables, small equipment; misc equipment replacement \$4K	4,049.72	2,199.72	10,237.28	7,152.87	1,995.00	7,874.69	5,164.41	16,104.17	14,987.49
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,037,389.30		1,111,542.30	1,069,403.56	1,189,869.80	1,256,578.83	1,127,273.92	1,168,387.68	1,085,823.86	969,002.88	858,062.44
OPERATING INCOME	0.00	Park Services was broken out into a separate department in FY2022	119,260.36	161,399.10	(0.01)	159,142.12	99,396.94	32,963.83	157,039.25	15,690.08	(58,062.44)

Jekyll Island Authority -Park Services  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	590,599.59	Amount allocated from Parking fees to pay for Park Services expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	590,599.59		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>EXPENSES</b>											
PERSONNEL	490,165.87	10 FT staff currently; adding Park Services Manager; includes benefits for FT staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MOTOR VEHICLE	15,504.00	Gas for equipment and vehicles \$9.5K; vehicle repairs \$6K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	61,675.00	Bathroom supplies for public areas \$61K; uniforms \$1.5K; small tools, shop supplies, first aid supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REPAIRS & MAINTENANCE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITIES	604.02	Cell phone for Park Services supervisor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE	21,400.70	Worker's comp \$19K; liability insurance \$1.6K; vehicle insurance \$384	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	1,250.00	Vaccuum cleaners	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	590,599.59		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING INCOME	0.00	Park Services was separated into its own department in FY2022 (was part of Roads & Grounds dept)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Jekyll Island Authority -Landscaping  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	1,651,158.27	Wright Tree Service (rental space for equipment) \$3K; Plant sales \$20K; Tree fund contributions \$2K; Allocation from parking fees \$1.6M	1,418,466.54	1,416,381.82	1,332,281.91	1,582,356.64	1,448,283.36	1,572,865.87	1,445,523.55	1,405,861.95	1,353,095.43
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	1,651,158.27		1,418,466.54	1,416,381.82	1,332,281.91	1,582,356.64	1,448,283.36	1,572,865.87	1,445,523.55	1,405,861.95	1,353,095.43
EXPENSES											
PERSONNEL	1,138,289.20	20 FT employees; cost allocations to Camp Jelyll \$22K; 2 college interns \$8K; Temp service staffing \$97K; benefits for FT staff	973,369.73	932,529.65	956,974.22	895,035.00	1,011,283.96	1,031,575.86	912,173.62	925,893.27	934,814.85
MOTOR VEHICLE	33,407.78	Gas & diesel for vehicles & equipment \$25K; vehicle repairs \$11K	30,397.63	25,654.71	41,558.73	33,041.27	52,042.45	37,029.65	26,134.26	29,588.26	35,178.01
SUPPLIES & MATERIALS	213,924.12	Plants/seeds \$88K (incl \$15K reforestation; \$10K Great Dunes plants); sand/soil \$30K; chemicals/fertilizer \$45K; irrigation supplies \$16K; landscape & greenhouse materials \$16K; uniforms \$7.5K; small tools \$7.5K	162,966.09	148,841.96	157,381.12	141,826.28	181,320.40	175,234.29	161,101.23	150,149.88	148,061.91
REPAIRS & MAINTENANCE	26,694.00	General bldg R&M \$9.5K; Roads & Grounds R&M \$3K; General equipment R&M \$14K	17,781.80	15,181.24	23,400.00	17,801.71	17,628.55	28,074.92	34,092.73	17,881.38	30,247.77
UTILITIES	104,418.19	Electricity \$54K; Propane \$3.7K; Water/sewer \$35K; trash fees \$9.4K; telephone \$2K	98,024.02	99,553.75	86,112.94	105,833.21	138,583.48	138,002.40	146,311.39	123,039.42	140,566.57
INSURANCE	40,067.97	Worker's comp \$35K; liability insurance \$2.8K; vehicle insurance \$250; fire fee \$1.5K	33,527.46	33,527.46	32,594.90	38,911.92	45,902.42	43,180.35	46,028.56	48,209.60	61,317.18
ADVERTISING & PROMOTION	500.00	Advertisements for plant sales	0.00	0.00	500.00	0.00	0.00	448.54	848.51	285.62	369.30
TRAVEL	2,000.00	ASLA conference	0.00	1,701.60	0.00	1,701.60	1,560.08	2,817.46	1,449.26	1,423.53	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	2,360.00	Conference registrations and association memberships	90.00	90.00	960.00	514.50	680.00	1,305.00	791.74	1,655.00	930.00
CONTRACTS	17,000.00	Tree maintenance & stump grinding \$16K; yearly professional tree consultations \$1K	9,720.00	7,620.00	20,000.00	12,640.00	19,725.00	18,550.00	4,685.00	15,845.46	14,481.47
BUILDING & EQUIPMENT RENTAL	48,833.20	Hydraulic lift for trimming palm trees \$4K; mowing equipment lease and tractor lease \$44K	718.25	718.25	4,000.00	10,709.98	7,795.37	4,606.08	2,105.38	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		20.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	23,663.81	Trimmers,edgers,pruners,chainsaws,blowers \$5.9K; Push mower \$1.3K; 84" double spike roller \$3.8K; Cellular irrigation controllers (6) \$13K	6,062.59	6,144.59	8,800.00	2,991.46	9,533.53	4,801.97	3,875.95	5,203.50	11,944.37
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,651,158.27		1,332,677.57	1,271,583.21	1,332,281.91	1,261,006.93	1,486,055.24	1,485,626.52	1,339,597.63	1,319,174.92	1,377,911.43
OPERATING INCOME	0.00		85,788.97	144,798.61	0.00	321,349.71	(37,771.88)	87,239.35	105,925.92	86,687.03	(24,816.00)

Jekyll Island Authority - Facility Maintenance  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	0.00	Reimbursement for building trash containers	1,565.00	1,565.00	0.00	0.00	787.25	2,455.09	1,045.78	1,555.87	0.00
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	0.00		1,565.00	1,565.00	0.00	0.00	787.25	2,455.09	1,045.78	1,555.87	0.00
<b>EXPENSES</b>											
PERSONNEL	707,531.48	11 FT employees; PT labor for Christmas lights and Summer Waves start up work \$16K; includes benefits for FT employees	599,558.79	575,898.53	648,851.43	652,831.87	714,356.05	642,056.10	674,913.75	604,913.54	498,362.50
MOTOR VEHICLE	12,500.09	Fuel for vehicles & equipment \$8K; vehicle R&M \$4.9K	13,621.90	12,135.19	13,221.44	10,430.37	15,263.75	14,773.82	13,611.12	11,181.26	12,717.33
SUPPLIES & MATERIALS	8,342.82	Uniforms \$3.2K; replacement hand tools \$3K; office supplies \$1.3K, shop supplies, first aid supplies, bathroom & cleaning supplies	6,813.68	6,098.94	8,695.32	10,005.59	7,958.90	10,934.00	12,821.09	7,690.76	10,168.52
REPAIRS & MAINTENANCE	40,082.50	General building R&M \$18K; Beach access repair \$5K; Great Dunes sand pump out \$2K; parking lot paint \$5K; Equipment R&M \$2K; Maintenance agreements \$6.9K	34,556.34	33,733.24	35,848.72	27,442.94	50,116.64	35,485.92	22,691.60	21,397.61	47,534.57
UTILITIES	24,166.48	Electricity \$11K; water/sewer \$3.9K ; trash fees \$3.6K; telephone \$5K	23,814.11	23,754.09	24,481.76	23,836.54	24,246.39	25,502.08	31,258.34	23,592.97	23,328.70
INSURANCE	29,310.97	Worker's comp \$19K; liability insurance \$1.6K; vehicle insurance \$76; property insurance \$512; fire fee \$7.7K	25,566.57	25,566.57	24,870.30	27,481.76	30,487.57	28,859.67	25,949.06	28,580.58	31,128.26
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	73.73	95.55	453.32	54.85
TRAVEL	100.00	Travel to pick up pumps	200.68	240.68	100.00	1,471.95	66.49	209.60	158.56	107.01	129.08
LICENSES, REGISTRATIONS & SUBCRIPTIONS	1,510.00	Inventory software license	0.00	1,000.00	1,510.00	4,017.32	4.50	0.00	3.08	0.00	0.00
CONTRACTS	0.00		0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	825.00	0.00	1,000.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	12.66	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	1,800.00	Ladders, batteries and tool replacements	2,341.28	2,041.28	3,300.00	5,530.34	21,388.21	9,444.84	16,470.91	2,051.00	3,364.66
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	825,344.34		706,473.35	680,468.52	760,878.97	763,048.68	864,776.16	767,339.76	798,973.06	699,968.05	626,788.47
OPERATING INCOME	(825,344.34)		(704,908.35)	(678,903.52)	(760,878.97)	(763,048.68)	(863,988.91)	(764,884.67)	(797,927.28)	(698,412.18)	(626,788.47)

Jekyll Island Authority -Vehicle & Equipment Maintenance  
FY2022 Budget

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	1,000.00	Sale of scrap metal and equipment	2,759.50	3,693.65	500.00	10,293.77	287.00	4,030.85	0.00	0.00	10,011.05
COST OF GOODS SOLD	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00
NET REVENUE	1,000.00		2,759.50	3,693.65	500.00	10,293.77	287.00	4,030.85	0.00	0.00	10,011.05
<b>EXPENSES</b>											
PERSONNEL	383,678.94	7 FT employees; includes increase for 1 CDL certification \$1K; includes benefits for FT staff	365,092.36	366,760.30	399,717.53	397,322.89	368,584.36	400,008.21	374,619.52	379,533.42	334,278.21
MOTOR VEHICLE	14,400.00	Fuel and R&M for general fleet vehicles; also includes adjustment for inventory variances	6,709.62	3,697.20	14,400.00	6,732.12	(22,300.23)	3,514.80	15,806.58	12,294.94	2,227.00
SUPPLIES & MATERIALS	17,250.00	Shop supplies (lubricants ,fittings, oil) \$8.6K; Uniforms \$4.5K; small tools \$3.6K	9,658.64	8,257.03	13,663.80	13,310.83	21,838.26	16,090.71	15,259.23	21,488.37	12,087.58
REPAIRS & MAINTENANCE	31,941.07	General building & equipment R&M \$13.5K; fuel tank inspection \$7K; garage management system \$7.5K; vehicle diagnostic service \$1.5K	25,983.77	28,568.68	32,826.20	28,653.00	23,014.31	41,832.15	32,406.80	25,196.72	31,195.83
UTILITIES	13,320.24	Electricity \$3.4K; water/sewer \$5K; trash fees \$3.6K; telephone \$1.2K;	14,022.29	13,812.44	14,928.82	14,505.19	15,597.78	15,302.70	13,574.12	15,510.88	13,584.93
INSURANCE	14,518.27	Worker's comp \$11K; liability insurance \$849; vehicle insurance \$514; property insurance \$158; fire fee \$2.4K	13,992.80	13,965.80	13,809.30	14,286.90	16,279.54	14,560.53	16,225.64	16,233.22	21,141.78
ADVERTISING & PROMOTION	0.00	Help wanted ads	0.00	0.00	0.00	0.00	0.00	0.00	155.77	47.81	55.57
TRAVEL	1,000.00	Travel for training classes for staff - none planned in FY21	30.62	30.62	0.00	1,406.66	358.16	660.92	476.86	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	1,772.00	Tag registration for vehicles; highway impact fees \$1.7K	1,258.50	1,246.50	1,772.00	1,286.00	5,277.19	1,512.00	503.02	224.08	0.00
CONTRACTS	0.00		240.50	240.50	0.00	3,040.25	500.00	0.00	0.00	0.00	700.00
BUILDING & EQUIPMENT RENTAL	0.00	Rental of car hauler, small equipment or tool rental	878.40	878.40	0.00	0.00	163.00	0.00	43.24	109.90	375.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	237.32	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	62.32	Manuals & publications	0.00	22.99	12.32	22.99	1,619.56	39.99	311.56	217.70	0.00
EQUIPMENT PURCHASES <\$5K	3,075.00	Battery operated tool upgrades; tool set for service truck; sandblaster	827.35	827.35	1,200.00	5,329.09	8,345.79	12,699.21	19,455.82	8,029.62	9,644.71
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	481,017.84		438,694.85	438,307.81	492,329.97	485,895.92	439,515.04	506,221.22	488,838.16	478,886.66	425,290.61
OPERATING INCOME	(480,017.84)		(435,935.35)	(434,614.16)	(491,829.97)	(475,602.15)	(439,228.04)	(502,190.37)	(488,838.16)	(478,886.66)	(415,279.56)

Jekyll Island Authority -Water/Wastewater  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	1,584,755.97	Rate increase in sewer/water rates in FY22; water \$591K, sewer \$690K; water test fees \$11K, JIA water/sewer usage \$288K; No allocation from parking fees in FY2022	1,694,857.93	1,648,229.27	1,733,521.76	1,678,116.59	1,335,751.14	1,384,606.05	1,388,486.98	1,207,134.28	1,169,087.79
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	1,584,755.97		1,694,857.93	1,648,229.27	1,733,521.76	1,678,116.59	1,335,751.14	1,384,606.05	1,388,486.98	1,207,134.28	1,169,087.79
EXPENSES											
PERSONNEL	725,631.06	9 FT employees; requesting 1 FT Assistant Superintendent position \$56K; includes \$16.6K for pay increases for certifications; includes benefits for FT staff	585,938.04	568,058.78	628,542.91	521,910.46	487,047.64	568,066.30	505,794.38	481,593.91	466,428.10
MOTOR VEHICLE	16,410.65	Fuel for vehicles, generator & equipment \$9K; vehicle R&M \$7.4K	15,972.71	15,258.74	16,675.61	32,598.97	13,687.46	11,817.92	12,322.59	11,776.27	19,137.12
SUPPLIES & MATERIALS	108,328.15	Shop supplies \$56K (includes \$30K for residential merter replacements); Chemicals \$21K; lab supplies \$21K; uniforms \$4.5K.	80,472.91	78,766.49	76,037.69	74,915.50	56,465.96	67,081.96	59,204.77	56,089.21	54,125.23
REPAIRS & MAINTENANCE	311,386.82	Building R&M \$11K; equipment R&M for motors, control systems, etc \$49K; service contracts \$250K (includes water tank maint \$203K, required EPD testing, fuel tank testing, etc)	269,313.88	331,353.16	321,595.00	305,349.47	166,029.05	156,612.25	151,847.12	162,737.02	183,596.80
UTILITIES	118,338.64	Electricity \$93K; Water/sewer \$15K; fuel \$4.2K; telephone \$4.1K; trash fees \$1.9K	119,478.29	115,197.90	122,414.86	110,545.58	144,041.98	184,492.28	155,209.46	144,715.46	164,422.67
INSURANCE	82,661.79	Worker's comp \$18K; liability insurance \$1.4K; property insurance \$4K; fire fee \$59K; motor vehicle \$202	75,447.07	75,447.07	74,940.03	75,431.83	74,231.24	64,217.82	68,600.84	71,370.48	68,459.81
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00
TRAVEL	3,100.00	On call mileage; travel for lab school and conference	1,307.31	1,065.96	4,100.00	2,242.10	1,521.16	2,786.61	1,770.48	1,650.71	1,179.04
LICENSES, REGISTRATIONS & SUBCRIPTIONS	5,976.86	Conferences, schools, memberships	953.86	953.86	6,315.00	6,150.89	6,425.00	4,998.00	3,190.00	4,726.00	4,484.88
CONTRACTS	15,680.00	Republic/Broadhurst \$8K (sludge & grit removal and disposal); Water/sewer study \$8K	11,951.32	11,015.22	13,980.00	6,190.01	10,731.16	5,664.71	1,637.96	0.00	5,363.00
BUILDING & EQUIPMENT RENTAL	1,898.88	Copier rental and copy fees	1,803.50	1,914.44	624.00	1,414.84	0.00	0.00	0.00	63.00	501.20
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	198.94	0.00	198.94	0.00	60.00	50.00	0.00	375.38
EQUIPMENT PURCHASES <\$5K	7,200.00	Chainsaws \$1.2K; Chlorinators ST3 \$3K; SCBA air pack \$3K	10,505.98	10,505.98	18,072.93	6,950.06	23,684.16	13,311.11	28,212.99	10,755.11	3,516.09
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,396,612.85		1,173,144.87	1,209,736.54	1,283,298.03	1,143,898.65	983,914.81	1,079,108.96	987,840.59	945,477.17	971,589.32
OPERATING INCOME	188,143.12	Amount set aside for Water/Wastewater reserve funds to be used for future facility & equipment upgrades	521,713.06	438,492.73	450,223.73	534,217.94	351,836.33	305,497.09	400,646.39	261,657.11	197,498.47

Jekyll Island Authority -Sanitation  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	609,626.16	Residential and commercial trash fees \$336K; JIA trash fees \$233K; Allocation from parking fee \$40K; Rate increase in trash fees 2% in FY2022	572,021.52	567,669.57	562,034.91	562,196.28	543,115.51	526,701.00	536,335.76	498,506.89	475,244.50
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	609,626.16		572,021.52	567,669.57	562,034.91	562,196.28	543,115.51	526,701.00	536,335.76	498,506.89	475,244.50
<b>EXPENSES</b>											
PERSONNEL	211,026.63	3 FT staff; includes benefits for FT staff	214,210.13	216,363.86	199,383.75	211,933.91	196,258.47	182,765.68	172,709.82	134,263.88	146,070.86
MOTOR VEHICLE	25,448.36	Fuel for vehicles and equipment \$8.4K; Routine vehicle maintenance and repairs \$17K	12,375.48	10,670.78	35,527.77	30,560.58	31,702.28	25,194.03	32,965.20	19,327.64	23,750.60
SUPPLIES & MATERIALS	4,123.79	Bathroom/cleaning supplies; small tools. 30 or 96 gallon recycle bins replacement (\$3K)	1,014.30	635.30	4,467.80	958.80	1,761.67	974.30	1,478.00	665.00	988.15
REPAIRS & MAINTENANCE	1,650.00	General equipment R&M \$1.6K	300.00	0.00	11,800.00	221.49	613.87	131.53	1,013.06	170.22	1,067.57
UTILITIES	2,400.00	Water/sewer	1,754.44	1,748.50	297.60	268.26	291.42	337.00	311.28	242.15	295.99
INSURANCE	6,081.56	Worker's comp \$5.3K; liability insurance \$425; vehicle insurance \$350	4,902.43	4,902.43	4,835.60	5,101.16	5,957.38	5,675.05	6,583.26	6,773.72	9,203.44
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	300.00	303.00	0.00
CONTRACTS	329,275.57	Waste Management, hauling/dumping fees; increase in Waste Management fees 2%	287,426.74	284,906.83	305,603.05	248,486.68	381,671.16	273,005.29	313,747.68	282,924.01	250,311.49
BUILDING & EQUIPMENT RENTAL	10,000.00	Equipment rental for landfill grinding project - if needed	14,690.00	7,065.80	10,000.00	90,824.40	8,684.98	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	0.00		0.00	0.00	0.00	0.00	0.00	0.00	175.40	0.00	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	590,005.91		536,673.52	526,293.50	571,915.57	588,355.28	626,941.23	488,082.88	529,283.70	444,669.62	431,688.10
OPERATING INCOME	19,620.25	Allocation of \$40K from parking fees to cover landfill grinding & equipment rental	35,348.00	41,376.07	(9,880.66)	(26,159.00)	(83,825.72)	38,618.12	7,052.06	53,837.27	43,556.40

Jekyll Island Authority -McCormick's Grill  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	0.00	Food/alcohol sales	226,324.69	277,381.03	407,073.70	404,710.49	475,951.48	453,624.28	522,734.43	541,083.30	583,495.01
COST OF GOODS SOLD	0.00	Cost of food and alcohol sold	118,872.29	145,121.83	140,945.07	174,351.33	197,724.97	200,871.85	211,039.83	233,626.47	230,048.70
NET REVENUE	0.00		107,452.40	132,259.20	266,128.63	230,359.16	278,226.51	252,752.43	311,694.60	307,456.83	353,446.31
<b>EXPENSES</b>											
PERSONNEL	0.00	Labor and benefits	131,618.76	162,853.15	227,769.87	232,719.35	251,109.19	208,395.33	229,641.30	257,481.19	258,687.02
MOTOR VEHICLE	0.00	Fuel for beverage cart	0.00	0.00	0.00	0.00	0.00	0.00	138.10	291.04	302.33
SUPPLIES & MATERIALS	0.00	Restroom & cleaning supplies; linens; staff uniforms; food service supplies (carryout supplies, eco-friendly supplies, food prep supplies)	24,303.36	28,574.40	37,358.47	30,862.32	39,558.70	31,489.33	48,269.59	41,306.41	32,794.37
REPAIRS & MAINTENANCE	0.00	Building repair & maintenance; equipment repair & maintenance; service contracts	17,272.75	18,379.81	26,198.64	19,762.81	17,674.32	31,031.75	36,166.26	26,158.23	30,449.94
UTILITIES	0.00	Electricity; fuel for cooking; trash fees; telephone	29,706.16	35,041.19	39,678.99	37,164.50	41,559.74	42,440.96	40,553.17	44,804.31	46,475.54
INSURANCE	0.00	Workers comp; liability insurance	4,626.59	4,626.59	4,529.05	4,793.52	5,682.38	5,409.01	6,004.78	8,365.08	11,198.56
ADVERTISING & PROMOTION	0.00	Advertising & promotional ads; facebook ads	0.00	0.00	3,000.00	0.00	3,000.00	0.00	301.25	12,318.78	237.56
TRAVEL	0.00		0.00	0.00	0.00	0.00	149.02	0.00	603.97	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00	Alcohol licenses; health inspections; XM radio	899.55	965.45	2,820.40	2,545.40	2,400.00	2,075.00	573.68	229.99	571.86
CONTRACTS	0.00		830.00	830.00	0.00	215.95	0.00	43,066.45	1,175.00	1,399.00	2,961.11
BUILDING & EQUIPMENT RENTAL	0.00	Beverage cart lease; CO2 rental	1,514.36	2,243.89	2,130.12	5,274.30	9,094.94	11,362.59	4,637.94	1,982.89	0.00
CREDIT CARD FEES & BANK FEES	0.00	Credit card processing fees	6,202.10	7,244.10	8,942.82	8,100.06	4,873.14	8,981.56	10,011.85	10,505.22	8,771.77
PRINTING & PUBLICATIONS	0.00		160.00	160.00	0.00	319.88	1,270.66	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	0.00	Vacuum cleaners and small equipment	0.00	0.00	450.00	1,181.31	3,454.24	8,088.66	0.00	485.99	467.60
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00		217,133.63	260,918.58	352,878.36	342,939.40	379,826.33	392,340.64	378,076.89	405,328.13	392,917.66
OPERATING INCOME	0.00		(109,681.23)	(128,659.38)	(86,749.73)	(112,580.24)	(101,599.82)	(139,588.21)	(66,382.29)	(97,871.30)	(39,471.35)



Jekyll Island Authority - Convention Center  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	3,534,387.00	Based on actual bookings plus estimated pickup business of \$317K; Sales were significantly impacted by COVID-19 restrictiions but business is returning to normal levels	1,668,550.13	593,067.43	3,034,508.00	2,947,038.51	4,510,465.79	4,281,554.33	3,958,637.82	3,473,863.68	2,585,101.04
COST OF GOODS SOLD	400,049.73	Cost of food and alcohol sold	184,643.45	73,857.02	294,602.27	237,706.11	386,583.61	388,773.82	395,610.87	364,794.77	282,813.02
NET REVENUE	3,134,337.27		1,483,906.68	519,210.41	2,739,905.73	2,709,332.40	4,123,882.18	3,892,780.51	3,563,026.95	3,109,068.91	2,302,288.02
EXPENSES											
PERSONNEL	91,607.00	Temp staffing service labor and contract security services - all other labor is under contract expenses	35,767.54	16,425.54	52,607.00	78,991.62	163,696.88	208,936.45	146,736.48	127,998.03	121,598.38
MOTOR VEHICLE	370.00	Fuel & repair for vehicle	337.08	337.08	143.00	141.31	692.52	325.36	866.70	933.59	995.60
SUPPLIES & MATERIALS	129,160.00	Food supplies \$43K; linens \$25K; bathroom/cleaning supplies \$24K; uniforms \$3K; furniture replacement \$30K; office supplies, flags, postage, small tools	45,223.14	23,572.36	79,170.00	58,562.04	100,516.29	116,333.64	109,068.52	100,900.35	76,374.48
REPAIRS & MAINTENANCE	224,810.00	General bldg R&M \$52K; building supplies \$34.4K; door maint \$2K;Repair/upgrades \$25K; general equipment R&M \$27K; window cleaning \$13K; A/C maint \$38K; water softener treatment \$14K	121,541.95	82,263.33	166,804.00	136,903.03	143,465.83	137,967.14	121,379.31	113,064.69	99,957.26
UTILITIES	331,703.00	Electricity \$251K; fuel \$18K; water/sewer \$9.4K; trash \$23K; internet \$22K; telephone \$8.9K	236,647.69	217,342.02	333,073.15	320,812.33	321,933.71	310,726.71	311,992.02	311,996.10	290,885.00
INSURANCE	192,038.75	General liability insurance \$41K; fire fee \$142K; property insurance \$9.4K	186,962.33	184,239.03	195,726.31	194,317.45	187,059.10	194,231.24	207,507.02	205,443.42	184,583.78
ADVERTISING & PROMOTION	0.00	Help wanted ads	0.00	59.29	0.00	59.29	0.00	898.78	163.93	47,246.41	167.84
TRAVEL	0.00	SMG travel is included in contract expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	25,587.00	Software licensing; health inspections; alcohol license; organizational memberships; includes Eventbooking.com \$6.5K	11,258.40	11,258.40	16,587.00	15,273.45	14,253.77	11,491.31	11,271.00	11,282.00	11,406.00
CONTRACTS	1,779,918.00	Contract fee \$128K; SMG staff and benefits \$1.6M	1,004,079.07	873,622.89	1,823,519.01	1,790,410.95	2,023,092.62	1,942,668.86	1,702,846.59	1,526,466.34	1,268,936.29
BUILDING & EQUIPMENT RENTAL	7,823.00	Copier, manlift, Ecolab (dishwasher) rental	8,543.43	8,570.04	10,228.00	11,696.25	9,097.16	9,012.25	9,301.37	8,505.05	6,755.04
CREDIT CARD FEES & BANK FEES	7,300.00	Credit card processing fees	3,847.26	2,966.52	7,300.00	5,172.54	7,812.61	8,696.40	10,358.36	9,405.14	7,675.55
PRINTING & PUBLICATIONS	40.00	Business cards	23.00	23.00	40.00	12.48	281.29	479.49	1,109.45	93.21	449.60
EQUIPMENT PURCHASES <\$5K	1,590.00	General small equipment replacement	744.62	987.52	2,000.00	1,452.79	1,588.35	10,226.64	3,573.10	16,403.17	8,782.60
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	2,791,946.75		1,654,975.51	1,421,667.02	2,687,197.47	2,613,805.53	2,973,490.13	2,951,994.27	2,636,173.85	2,479,737.50	2,078,567.42
OPERATING INCOME	342,390.52		(171,068.83)	(902,456.61)	52,708.26	95,526.87	1,150,392.05	940,786.24	926,853.10	629,331.41	223,720.60

Jekyll Island Authority - Tennis  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	138,452.70	Memberships \$33K; tennis fees \$10K; Concession Sales \$10K; lessons \$35K; tournaments \$48K; summer camp 1.5K	138,404.31	134,699.22	129,558.93	110,120.69	124,768.30	92,396.71	62,783.39	71,648.10	71,615.04
COST OF GOODS SOLD	6,018.01	Cost of goods sold in tennis shop	6,515.57	5,439.54	7,399.13	5,696.16	9,273.06	8,483.12	9,556.17	9,566.85	11,073.29
NET REVENUE	132,434.69		131,888.74	129,259.68	122,159.80	104,424.53	115,495.24	83,913.59	53,227.22	62,081.25	60,541.75
<b>EXPENSES</b>											
PERSONNEL	43,773.17	No FT staff - Tennis Pro is contracted to manage facility; shop staff and court maintenance staff are part time	36,566.16	26,120.47	29,194.75	38,634.73	41,921.29	41,164.62	46,436.16	95,618.15	92,780.58
MOTOR VEHICLE	318.78	Fuel for court equipment	602.27	619.43	217.61	307.98	179.47	144.74	109.63	34.15	8.34
SUPPLIES & MATERIALS	29,458.20	Tournament expenses \$23K (referees, shirts, trophies, etc); Court materials \$2.5K; Camp expenses, irrigation supplies, office supplies, nets, balls, postage	30,068.60	32,665.52	32,405.38	24,637.12	18,410.05	6,877.85	14,198.12	12,918.65	8,383.92
REPAIRS & MAINTENANCE	22,258.50	Building M&R \$9.8K; Landsape improvements \$10K; Service contracts \$2K (pest control; fire extinguisher service; camera inspection and service)	3,399.85	2,325.35	6,138.50	2,525.95	8,347.78	4,431.72	9,013.13	1,991.75	2,950.88
UTILITIES	25,664.83	Electricity \$3.9K; water/sewer \$15K; trash fees \$2.3K; cable/internet \$2.6K; telephone \$2K	23,413.11	23,278.24	27,618.42	27,634.87	26,401.28	21,002.44	23,441.76	15,174.86	15,547.70
INSURANCE	1,567.35	Property insurance \$98; fire fees \$1.5K	1,553.65	1,553.65	1,553.75	1,553.77	1,459.32	1,504.51	3,572.04	3,661.73	4,344.47
ADVERTISING & PROMOTION	9,000.00	Marketing expense	17,200.00	9,000.00	12,600.00	12,184.14	3,814.00	875.00	0.00	1,652.67	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	621.00	Tournament sanction fees	107.89	107.89	522.00	99.00	0.00	0.00	476.00	534.00	522.00
CONTRACTS	75,690.33	Tennis pro \$45K; lessons paid to Pro \$28K; Active network fees	103,532.33	99,384.33	103,412.00	70,389.01	77,247.62	73,196.80	50,817.00	144.40	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00	280.00
CREDIT CARD FEES & BANK FEES	2,595.99	Credit card processing fees	1,932.88	1,658.16	1,960.03	1,656.41	1,793.78	1,380.94	1,119.56	1,212.43	795.64
PRINTING & PUBLICATIONS	0.00		12.66	0.00	12.66	0.00	12.66	0.00	327.25	59.20	0.00
EQUIPMENT PURCHASES <\$5K	500.00	Miscellaneous small equipment replacements	1,176.83	1,176.83	500.00	0.00	199.89	64.98	1,372.70	1,900.90	1,382.27
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	211,448.15		219,566.23	197,889.87	216,135.10	179,622.98	179,787.14	150,643.60	150,883.35	135,182.89	126,995.80
OPERATING INCOME	(79,013.46)		(87,677.49)	(68,630.19)	(93,975.30)	(75,198.45)	(64,291.90)	(66,730.01)	(97,656.13)	(73,101.64)	(66,454.05)

Jekyll Island Authority - Mini-Golf, Bikes, Playground & Skating Rink  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>											
GROSS REVENUES	415,183.20	Concession sales \$27K; bicycle rentals \$170K; Mini-golf admission fees \$217K; no skating rink in FY21; Rate increase on bikes in FY22	440,204.48	399,633.22	334,490.05	285,634.60	375,624.04	353,090.10	374,309.22	358,777.98	288,746.11
COST OF GOODS SOLD	12,438.09	Cost of concessions sold	12,197.67	11,072.05	11,485.38	11,224.45	12,948.00	11,845.96	11,133.76	6,393.31	9,499.07
NET REVENUE	402,745.11		428,006.81	388,561.17	323,004.67	274,410.15	362,676.04	341,244.14	363,175.46	352,384.67	279,247.04
<b>EXPENSES</b>											
PERSONNEL	81,235.74	Managed by Golf Dept; allocation of 20% of Golf Pro's salary; Guest service staff is all PT \$68K	70,827.91	61,769.04	71,975.79	65,897.41	80,231.71	96,885.42	82,054.59	65,842.61	50,554.11
MOTOR VEHICLE	0.00		122.72	122.72	0.00	10.49	274.35	194.69	551.54	189.17	157.90
SUPPLIES & MATERIALS	11,236.32	Decorations for Peppermint Land \$5K; Putters, balls, helmets, bells for bikes; uniforms; small tools	4,349.73	3,456.98	3,964.22	7,220.00	10,366.89	7,747.55	5,220.98	5,953.16	3,257.93
REPAIRS & MAINTENANCE	93,745.50	Replace (2) minigolf obstacles \$28K; replace carpet on courses \$50K; lanscaping & benches \$7K; General R&M \$5K	3,780.76	2,780.76	7,825.50	3,987.31	8,839.97	24,005.44	26,066.38	9,903.57	47,272.58
UTILITIES	10,730.82	Electricity \$2.4K; water/sewer \$2.4; trash \$3.3K; internet \$1.3K; telephone \$580	9,425.16	9,300.95	8,417.88	8,720.25	9,434.02	11,153.03	10,443.57	7,291.69	8,006.68
INSURANCE	933.30	Fire fees \$860; property insurance \$57; Vehicle insurance \$16	909.20	909.20	909.27	909.28	854.00	836.17	874.77	874.77	874.77
ADVERTISING & PROMOTION	6,000.00	Advertising and social media expenses	2,500.00	0.00	4,000.00	128.07	2,893.01	10,732.21	100.00	9,827.93	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	250.00	0.00	250.00	(250.00)	250.00	0.00	0.00	0.00
CONTRACTS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	192.31	12,763.25	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	371.00	841.52
CREDIT CARD FEES & BANK FEES	7,784.69	Credit card processing fees	9,430.74	7,825.64	7,299.26	6,374.09	7,693.40	6,335.93	6,712.48	6,559.91	5,061.23
PRINTING & PUBLICATIONS	715.31	Bike forms, score cards	771.36	712.36	715.31	656.31	2,853.98	864.00	1,675.36	2,606.29	546.00
EQUIPMENT PURCHASES <\$5K	14,000.00	Surreys (single bench and double bench)	11,380.00	12,638.00	12,730.00	(689.30)	13,991.89	6,913.00	5,108.77	12,656.52	5,048.75
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	226,381.68		113,497.58	99,765.65	117,837.23	93,463.91	137,183.22	165,917.44	139,000.75	134,839.87	121,621.47
OPERATING INCOME	176,363.43		314,509.24	288,795.52	205,167.44	180,946.24	225,492.82	175,326.70	224,174.71	217,544.80	157,625.57

Jekyll Island Authority - Summer Waves

FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	2,443,061.20	Admission fees \$1.72M; Annual passes \$127K; Concession sales \$119K; cabana rentals \$120K; locker rental \$122K; group sales \$137K; Lease revenue \$73K; Consignment ticket sales \$16K	2,295,351.03	1,486,970.70	2,037,007.87	1,627,568.49	2,666,042.20	2,458,008.50	2,501,173.12	2,183,799.97	2,070,555.19
COST OF GOODS SOLD	58,310.00	Cost of merchandise sold	58,424.72	64,111.59	46,091.32	54,621.00	49,481.61	55,776.97	81,587.02	81,513.88	51,162.81
NET REVENUE	2,384,751.20		2,236,926.31	1,422,859.11	1,990,916.55	1,572,947.49	2,616,560.59	2,402,231.53	2,419,586.10	2,102,286.09	2,019,392.38
EXPENSES											
PERSONNEL	668,927.93	3 FT staff; Seasonal staff \$443K; bonus program for seasonal staff \$18.5K; GSP (security) and temp service labor \$23.6K	538,747.21	439,297.82	553,393.25	432,034.06	525,125.69	514,703.23	490,706.27	476,330.35	455,745.23
MOTOR VEHICLE	911.41	Fuel for pumps and equipment	620.00	670.84	1,445.00	1,285.31	453.67	1,259.97	1,648.90	1,386.91	1,668.43
SUPPLIES & MATERIALS	145,265.00	Chemicals for pools \$61K; bathroom/cleaning supplies \$10K; waterpark supplies (life jackets, tubes, rescue tubes) \$7.5K; uniforms \$12K; lounge chairs & park tables \$30K; recreation supplies \$5K	96,981.27	98,656.71	148,190.00	118,952.77	123,834.41	120,254.52	97,586.44	106,971.20	112,380.40
REPAIRS & MAINTENANCE	307,815.00	General park/slide maint \$50K; sandblast Nature's tower \$30K; remodel bathrooms \$35K; Liner for F-3 catch pool \$30K; repair flat roofs \$25K; park lighting \$13K; pump & equipment R&M \$34K	87,777.97	118,435.01	150,916.28	250,310.47	319,700.33	339,731.82	237,942.52	176,972.69	131,654.09
UTILITIES	254,812.15	Electricity \$183K; water/sewer \$39K; trash fees \$19K; internet \$10.9K; telephone \$3.2K	238,625.66	221,679.68	251,371.29	223,803.69	231,470.76	218,785.89	210,561.39	188,026.84	196,671.26
INSURANCE	11,574.59	Worker's comp \$5K; liability insurance \$424; property insurance \$364; fire fee \$5.5K	10,511.23	10,511.23	10,321.08	10,585.56	11,122.36	10,134.35	10,975.92	11,244.94	10,570.42
ADVERTISING & PROMOTION	100,000.00	Summer Waves specific advertising	55,094.00	49,844.00	100,000.00	58,526.32	100,901.95	96,745.89	5,918.93	96,598.91	86,886.67
TRAVEL	2,000.00	IAAPA Show in Orlando	0.00	1,810.10	0.00	4,632.61	681.44	600.09	563.02	907.69	290.36
LICENSES, REGISTRATIONS & SUBCRIPTIONS	4,099.53	Health & ride inspections; Splash Radio; ASCAP fees	1,070.00	3,034.47	4,064.49	4,059.43	2,028.00	1,995.00	724.90	1,012.00	918.48
CONTRACTS	88,749.00	General Manager contract; aerobics instructor; FY21 included soil survey for new slide \$6K	100,297.36	98,702.88	89,800.00	88,892.64	91,284.25	96,396.60	79,300.00	75,606.69	70,957.19
BUILDING & EQUIPMENT RENTAL	14,630.00	Copier \$250/mo; CO2 tank rental \$1.2K; Allied Chemical tank rentals; heavy equipment for repairs	25,833.94	22,102.06	18,980.00	25,270.21	5,573.95	12,434.14	22,521.16	18,959.17	16,387.71
CREDIT CARD FEES & BANK FEES	28,070.26	Credit card processing fees	12,899.69	8,444.35	22,987.65	22,850.97	28,435.90	19,784.76	26,608.44	19,356.58	18,862.63
PRINTING & PUBLICATIONS	3,550.00	Tickets; handouts	3,218.99	8,174.36	3,345.06	5,539.78	3,614.06	3,027.95	2,505.80	2,653.61	5,434.10
EQUIPMENT PURCHASES <\$5K	6,700.00	Chlorine pump \$3.2K; flow meters \$3.5K	6,699.20	6,672.67	7,700.00	5,251.81	22,230.20	14,584.02	7,777.92	9,365.08	19,620.54
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,637,104.87		1,178,376.52	1,088,036.18	1,362,514.10	1,251,995.63	1,466,456.97	1,450,438.23	1,195,341.61	1,185,392.66	1,128,047.51
OPERATING INCOME	747,646.33		1,058,549.79	334,822.93	628,402.45	320,951.86	1,150,103.62	951,793.30	1,224,244.49	916,893.43	891,344.87

Jekyll Island Authority - Campground  
FY2022 Budget

DRAFT BUDGET

	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	1,761,803.56	Site rental \$1.6M; Concession sales \$141K; Propane sales \$16K; Bike Rentals \$11K; washing machines \$12K; camping fees (pet fee, late check out fees, etc) \$12K	2,156,293.11	2,205,025.63	1,735,927.32	1,707,327.35	1,611,348.01	1,348,678.95	1,307,479.33	1,143,875.27	1,205,895.55
COST OF GOODS SOLD	79,324.93	Cost of merchandise and propane sold	84,341.54	87,171.38	69,383.02	75,142.28	67,867.25	60,725.66	67,263.92	67,384.99	55,854.61
NET REVENUE	1,682,478.63		2,071,951.57	2,117,854.25	1,666,544.30	1,632,185.07	1,543,480.76	1,287,953.29	1,240,215.41	1,076,490.28	1,150,040.94
EXPENSES											
PERSONNEL	273,581.69	4 FT employees; PT guest services staff; includes benefits for FT positions	251,970.43	254,292.46	240,184.97	261,101.85	252,135.79	236,736.56	233,261.54	211,168.98	203,593.59
MOTOR VEHICLE	2,188.36	Fuel and general R&M	1,382.45	1,151.00	2,188.36	1,676.43	4,209.50	2,457.15	1,776.16	1,710.83	2,548.29
SUPPLIES & MATERIALS	27,967.38	Bathroom/cleaning supplies \$10K; office supplies \$8K; shop supplies \$7K; uniforms \$2.3K; small tools, bird seed	24,237.00	24,752.84	28,771.48	33,550.57	32,105.99	25,013.64	32,281.49	44,248.86	29,277.71
REPAIRS & MAINTENANCE	16,431.50	General building R&M \$6K; Road repairs \$6K; general equipment R&M \$3K; pest control; A/C maint	22,398.16	15,205.80	24,330.20	17,217.43	34,782.52	45,144.73	63,561.54	22,635.87	26,383.95
UTILITIES	273,134.86	Electricity \$147K; water/sewer \$37K; trash fees \$36K; internet & cable \$44K; telephone \$3.5K; propane \$4K	264,372.69	259,218.28	262,211.79	242,151.47	230,966.80	215,977.41	207,684.23	197,218.78	205,145.53
INSURANCE	9,116.52	Worker's comp \$7K; liability insurance \$566; property insurance \$89; fire fee \$1.3K; vehicle ins \$40	7,713.43	7,713.43	7,460.03	7,812.64	7,149.41	6,626.68	6,772.80	7,060.02	9,166.90
ADVERTISING & PROMOTION	9,075.00	Good Sam Publication advertising	9,103.25	0.00	0.00	86.17	153.19	1,069.20	(543.17)	30,426.97	4,851.14
TRAVEL	0.00		0.00	0.00	0.00	1,425.10	1,091.93	500.20	3,009.22	5,852.95	8,002.75
LICENSES, REGISTRATIONS & SUBCRIPTIONS	535.00	Health inspection fee	535.00	535.00	435.00	1,500.00	1,620.00	2,112.00	1,820.42	2,438.86	7,024.22
CONTRACTS	12,600.00	Tree trimming & stump grinding	8,300.00	6,300.00	12,000.00	23,423.97	25,790.83	11,536.64	12,262.50	26,729.37	14,720.21
BUILDING & EQUIPMENT RENTAL	8,099.83	Liberty rolloff dumpster	7,315.00	8,613.23	700.00	8,598.93	3,851.01	2,647.34	5,300.55	3,945.94	4,746.24
CREDIT CARD FEES & BANK FEES	32,152.91	Credit card processing fees	40,477.87	39,299.93	33,888.74	30,658.34	33,562.94	28,616.12	28,293.25	23,386.28	21,156.17
PRINTING & PUBLICATIONS	2,312.42	Car hang tags; misc printing	3,110.64	3,147.64	10,552.23	10,482.67	12,638.23	11,161.29	10,974.45	1,741.57	1,221.82
EQUIPMENT PURCHASES <\$5K	1,000.00	Fire rings	519.79	1,287.51	0.00	6,782.44	16,176.08	6,352.51	15,725.98	8,817.47	3,568.05
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	668,195.47		641,435.71	621,517.12	622,722.80	646,468.01	656,234.22	595,951.47	622,180.96	587,382.75	541,406.57
OPERATING INCOME	1,014,283.16		1,430,515.86	1,496,337.13	1,043,821.50	985,717.06	887,246.54	692,001.82	618,034.45	489,107.53	608,634.37

DRAFT BUDGET											
Jekyll Island Authority - Golf FY2022 Budget											
	Budget FY2022	Comments	Projected FY2021	Rolling 12 months	Budget FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
REVENUES											
GROSS REVENUES	2,556,526.26	Memberships \$501K; greens fees \$730K; golf cart rentals \$469; golf card sales \$134K; concession sales \$337K; tournament \$182K; Trackman system rentals 418K; Driving range \$44K; Lease income \$92K	2,387,087.62	2,266,084.72	2,171,269.17	1,806,822.53	2,096,865.30	2,228,705.08	2,332,447.75	2,043,889.72	1,952,283.41
COST OF GOODS SOLD	202,477.33	Cost of merchandise sold	230,602.87	231,079.54	184,632.14	137,490.41	179,812.98	180,459.04	195,167.92	203,388.03	219,248.84
NET REVENUE	2,354,048.93		2,156,484.75	2,035,005.18	1,986,637.03	1,669,332.12	1,917,052.32	2,048,246.04	2,137,279.83	1,840,501.69	1,733,034.57
EXPENSES											
PERSONNEL	1,551,833.64	Golf has 4 FT staff; GCM has 17 FT staff; temp service staffing \$95K; includes benefits for FT staff	1,261,771.92	1,235,526.04	1,320,874.34	1,253,458.20	1,338,481.89	1,256,830.78	1,242,747.95	1,192,137.88	1,155,978.02
MOTOR VEHICLE	38,263.73	Gas and diesel for equipment and vehicles \$38K; general vehicle R&M \$300	31,806.57	26,213.27	40,058.92	34,158.76	43,979.42	31,587.28	32,247.80	30,883.28	44,559.71
SUPPLIES & MATERIALS	559,250.47	Chemicals/fertilizers \$411K; irrigation supplies \$15.5K; uniforms \$10.7K; overseeding \$30K; sand/soil \$17.1K; golf course supplies \$16K; Special events supplies - Paulk Cup tournament \$38K	438,839.98	465,380.08	527,974.26	444,410.87	549,471.48	530,512.21	538,060.84	515,411.31	665,203.93
REPAIRS & MAINTENANCE	163,527.00	General R&M \$10.2K; renovate gazebo \$10K; renovate starter shack \$8K; restroom renovations (2) \$50K; cart path repairs & bench repair kits \$3K; General equipment R&M \$63K; Service contracts \$19K (A/C maint; pest control; Waste2Water; Trackman system)	92,379.29	79,049.54	99,784.84	67,785.64	93,732.80	76,854.09	100,909.12	172,084.93	128,256.83
UTILITIES	100,761.95	Electricity \$65K; water/sewer \$16K; trash fees \$12K; internet \$3.5K; telephone \$3K	101,108.66	98,619.60	108,879.85	105,434.17	99,105.14	107,346.31	121,858.97	112,101.39	135,267.89
INSURANCE	71,867.53	General liability insurance on carts and equipment \$12K; Liability insurance \$3K; Workers comp \$39K; fire fees \$16K; property insurance \$1K	61,191.20	61,191.20	59,228.78	61,531.14	65,214.11	55,999.98	56,434.81	71,677.81	84,526.85
ADVERTISING & PROMOTION	8,320.00	Golf-specific advertising and facebook ads	17,020.00	3,450.00	7,287.40	667.40	3,426.56	9,308.78	12,738.35	47,370.61	22,801.28
TRAVEL	3,000.00	PGA show; meeting travel	0.00	0.00	0.00	4,452.94	1,782.00	1,058.41	2,380.04	1,091.63	2,791.97
LICENSES, REGISTRATIONS & SUBCRIPTIONS	4,952.00	PGA dues; US Golf Assoc; Walter Travis Society; new VIPER tournament software	7,667.00	4,483.00	8,494.00	6,907.00	4,532.00	5,612.86	6,204.08	2,685.00	4,739.16
CONTRACTS	4,000.00	Tree/stump work \$4K	1,950.00	1,950.00	14,500.00	21,789.55	19,304.07	18,682.19	8,853.38	66,542.37	109,911.51
BUILDING & EQUIPMENT RENTAL	500,267.66	Copier rental \$1.7K; golf cart lease with GPS feature \$278K; Golf cart utility vehicles, equipment leases, and rentals for path maint \$212K	467,881.52	458,333.14	492,443.66	434,815.40	374,857.87	381,552.07	248,669.50	193,473.03	196,348.76
CREDIT CARD FEES & BANK FEES	45,909.27	Credit card processing fees	45,187.37	37,321.70	42,771.29	32,722.03	42,018.58	36,635.82	38,350.64	30,874.36	29,279.96
PRINTING & PUBLICATIONS	768.23	Printing tickets, registration, program course signs, golf tickets, etc	2,991.94	2,691.94	368.23	3,327.20	1,765.82	4,907.61	7,050.15	8,922.13	4,536.38
EQUIPMENT PURCHASES <\$5K	10,000.00	General Small equipment replacement - Golf Course Maint \$5K; rental clubs \$5K	6,441.46	5,691.46	5,000.00	7,253.51	8,690.97	10,595.86	21,830.42	27,247.16	11,876.20
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	3,062,721.48		2,536,236.91	2,479,900.97	2,727,665.57	2,478,713.81	2,646,362.71	2,527,484.25	2,438,336.05	2,472,502.89	2,596,078.45
OPERATING INCOME	(708,672.55)		(379,752.16)	(444,895.79)	(741,028.54)	(809,381.69)	(729,310.39)	(479,238.21)	(301,056.22)	(632,001.20)	(863,043.88)

## Jekyll Island – State Park Authority FY 2022 Budget Information

### Full-time position changes for FY 2022:

- Add Accounting Director *(Executive Development & assistance with higher level accounting functions)*
- Add Water/Wastewater Assistant Superintendent *(Executive Development)*
- Promote Chief Operations Officer to Deputy Executive Director *(Executive Development & increased executive duties)*
  
- Add Firefighter/Paramedic *(change position from PT to FT for better coverage)*
- Add Firefighter/EMT II *(change position from PT to FT for better coverage)*
- Add Marketing Coordinator *(Social media & public relations)*
- Add H/R Recruiter *(Additional staff needed to assist with recruiting and retention of staff)*
- Add Museum Collections Specialist *(position needed to assist with care and tracking of Museum Collections)*
- Add Park Services Manager *(breaking out Park Services into a separate department)*
- Add GSTC Hospital Technician *(additional staff needed to treat turtles)*
  
- Eliminate Museum Interpreter/Tour Guide *(will fill with Part time staffing)*
- Eliminate Brand Ambassador position *(Position currently vacant)*

*Jekyll Island Authority -Consolidated  
Fiscal Year Budgetary & Capital Comparison*

	Projected FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016	Actual FY2015
<b>REVENUES</b>							
GROSS REVENUES	30,757,937.33	28,106,608.47	31,701,259.43	29,899,981.59	29,343,154.15	26,681,623.35	23,148,002.11
COST OF GOODS SOLD	1,920,255.08	1,643,418.02	1,889,105.88	1,819,716.46	2,065,475.37	1,863,187.94	1,629,819.16
NET REVENUE	28,837,682.25	26,463,190.45	29,812,153.55	28,080,265.13	27,277,678.78	24,818,435.41	21,518,182.95
<b>EXPENSES</b>							
PERSONNEL	12,905,475.13	12,525,004.68	12,667,952.32	12,543,526.62	11,804,335.98	11,229,200.71	9,939,927.91
MOTOR VEHICLE	199,824.12	271,446.00	256,276.65	237,433.05	222,937.94	201,253.21	230,706.43
SUPPLIES & MATERIALS	1,354,802.57	1,583,258.24	1,850,740.96	1,701,862.96	1,694,142.49	1,651,796.42	1,588,509.50
REPAIRS & MAINTENANCE	1,168,485.19	1,647,083.47	1,575,951.94	1,410,583.86	1,580,381.76	1,421,108.90	1,442,491.76
UTILITIES	1,866,846.26	1,931,185.39	1,907,796.12	1,927,045.83	1,866,167.09	1,696,278.86	1,747,615.26
INSURANCE	853,180.44	840,637.82	879,553.88	807,138.76	844,487.09	821,443.86	874,461.17
ADVERTISING & PROMOTION	478,989.03	785,625.44	1,504,226.52	1,301,632.76	1,007,841.93	1,176,771.48	857,953.57
TRAVEL	22,312.17	80,849.90	96,432.71	73,822.77	73,924.26	70,343.48	66,012.54
LICENSES, REGISTRATIONS & SUBCRIPTIONS	231,705.47	247,869.72	232,089.56	201,880.04	196,424.48	149,280.07	125,736.61
CONTRACTS	2,249,429.51	3,010,864.34	3,292,477.64	3,237,532.88	3,044,249.11	2,679,025.22	2,171,208.96
BUILDING & EQUIPMENT RENTAL	617,785.72	810,302.49	619,899.50	497,299.26	370,949.86	358,399.96	317,559.09
CREDIT CARD FEES & BANK FEES	382,897.83	297,126.72	318,627.81	267,558.34	273,447.65	250,844.85	218,674.46
PRINTING & PUBLICATIONS	65,396.73	130,607.53	275,440.01	221,939.82	187,094.24	173,385.07	172,859.10
EQUIPMENT PURCHASES <\$5K	101,108.65	139,162.97	264,136.06	214,158.78	195,623.81	205,559.74	129,503.72
INTEREST EXPENSE	0.00	0.00	0.00	0.00	41,194.10	33,616.33	0.00
TOTAL OPERATING EXPENSES	22,498,238.82	24,301,024.71	25,741,601.68	24,643,415.73	23,403,201.79	22,118,308.16	19,883,220.08
<b>OPERATING INCOME</b>	<b>6,339,443.44</b>	<b>2,162,165.75</b>	<b>4,070,551.87</b>	<b>3,436,849.40</b>	<b>3,874,476.99</b>	<b>2,700,127.25</b>	<b>1,634,962.87</b>
<b>BOARD DESIGNATED FUND CONTRIBUTIONS</b>							
TOURISM DEVELOPMENT FUND	752,321.86	582,567.72	697,322.85	603,569.41	601,448.08	548,841.00	243,444.00
WATER / WASTEWATER FUND	521,713.06	534,217.95	351,836.33	305,497.09	400,646.39	261,657.00	197,498.00
RETAIL VILLAGE - LOAN PAYMENT (\$1.6M LOAN)	0.00	0.00	0.00	0.00	142,792.70	150,370.47	0.00
FIRE DEPARTMENT EQUIPMENT FUND	336,937.73	294,367.43	194,162.89	182,019.11	71,572.30	25,000.00	28,000.00
PUBLIC AREA IMPROVEMENT FUND	1,456,347.06	0.00	0.00	0.00	0.00	0.00	0.00
BEACH VILLAGE ENTERTAINMENT FEES - CARRYOVER	74,405.36	18,575.65	10,194.36	16,547.37	0.00	0.00	0.00
HOLLYBOURNE LINTEL PROJECT	0.00	0.00	0.00	180,662.50	0.00	0.00	0.00
PAYMENT TO JIF FOR MOSAIC PROJECT	0.00	0.00	300,000.00	150,000.00	150,000.00	150,000.00	0.00
TOTAL DESIGNATED FUND CONTRIBUTIONS	3,141,725.07	1,429,728.75	1,553,516.43	1,438,295.48	1,366,459.47	1,135,868.47	468,942.00
<b>AMOUNT AVAILABLE FOR CAPITAL OR RESERVES</b>	<b>3,197,718.37</b>	<b>732,437.00</b>	<b>2,517,035.44</b>	<b>1,998,553.92</b>	<b>2,508,017.52</b>	<b>1,564,258.78</b>	<b>1,166,020.87</b>
<b>CAPITAL PROJECTS AND EQUIPMENT</b>	<b>2,553,987.25</b>	<b>410,463.00</b>	<b>2,092,016.16</b>	<b>1,409,730.00</b>	<b>1,782,101.00</b>	<b>1,357,300.00</b>	<b>970,144.00</b>
<b>CONTRIBUTION TO CASH RESERVES</b>	<b>643,731.11</b>	<b>321,974.00</b>	<b>425,019.28</b>	<b>588,823.92</b>	<b>725,916.52</b>	<b>206,958.78</b>	<b>195,876.87</b>



**FY 2021 Income available for Capital Projects and Reserves:**

Description	Amount
<b>Estimated amount available for capital projects and reserves as of 06/30/2021</b>	<b>3,197,718.37</b>
Beach Village Fire alarm panel replacement	44,577.80
Summer Waves Slide & Splash Pad extension - Engineering	67,775.00
Summer Waves Slide - civil engineering	231,000.00
Summer Waves Slide - vertical construction	198,837.00
Airport Matching funds - Electrical rehab, pavement & remarking	7,095.10
Bike path rehabilitation	311,330.00
Public Safety Center design	157,500.00
Bicycles (50)	27,000.00
Master Plan Update	65,000.00
GDOT indermodal funding for fuel station - repayment	179,372.35
RFP #361 - revision of code of ordinances	125,000.00
<b>Subtotal - projects previously approved by Board</b>	<b>1,414,487.25</b>
Vehicle replacements	120,000.00
GSTC gift shop HVAC replacement	20,000.00
GSTC Sub-low freezer for specimens - replacement	10,000.00
GSTC Commissary counter tops/cabinetry (safety issue)	10,000.00
Gas Sterilizer - GSTC	10,000.00
Blood Gas Analyzer machine - GSTC	10,000.00
Endoscopy Equipment - GSTC	45,500.00
HVAC system replacements (Moss Cottage or other, as needed)	100,000.00
Range machine - replacement - Golf	8,000.00
Range picker - replacement - Golf	6,000.00
Airport Hangar - Public/Private partnership (total cost \$500K)	250,000.00
Mini-golf & Bikes - reconfiguration of building and restrooms	200,000.00
Golf course improvements	250,000.00
Software - Permitting, Licensing, lease management and contract management	100,000.00
<b>Subtotal - staff recommendations for additional consideration</b>	<b>1,139,500.00</b>
<b>Estimated balance of FY 2021 funds remaining for reserves or additional capital</b>	<b>643,731.12</b>

**Public Improvement Fund:**

Description	Amount
<b>Estimated amount available in Public Area Improvement Fund of 06/30/2021</b>	<b>1,456,347.06</b>
Toro Workman HD with canopy & bedliner (2) - landscaping (\$22K each)	44,000.00
Dingo TX-1000 Wide track with bucket and trencher - landscaping	42,000.00
Greenhouse - sliding door, pad system, cloth, hardware for shade system	55,000.00
Playground equipment - replacement	250,000.00
Beach Village restroom	260,000.00
South Dunes restrooms remodel	400,000.00
Bike path rehab and construction - section F	160,000.00
Bike path rehab and construction - section H	150,000.00
Gate cameras - additional	5,000.00
<b>Subtotal - staff recommendations for consideration</b>	<b>1,366,000.00</b>
<b>Estimated balance remaining for future projects</b>	<b>90,347.06</b>

**Water/Wastewater Fund:**

<b>Estimated amount available in Water/Wastewater Fund as of 6/30/2021</b>	<b>1,496,350.37</b>
Manhole liners	4,000.00
Incubator for water testing	5,755.95
Fire Hydrants (4)	6,336.12

Pump at Lift Station #14 - replace	14,000.00
East Raw Sludge Pump WPCP - replace	12,000.00
Lawn mower - replace	12,500.00
Dishwasher in water lab - replace	10,000.00
Bar Screen at WPCP - replace	130,000.00
Commercial water meters - replace	30,000.00
Control Panel at Lift Station #8 - replace	8,000.00
Control Panel at Lift Station #20 - replace	5,500.00
Pump at Lift Station #18 - replace	4,500.00
Pump at Lift Station #3 - replace	4,500.00
Pump at Lift Station #10 - replace	4,500.00
Pump at Lift Station #6 - replace	4,500.00
Pump at Lift Station #9 - replace	4,500.00
West Intermediate pump at WPCP	16,000.00
Pump at Lift Station #5	15,000.00
Pump at Lift Station #15	14,000.00
Contingency fund for above projects	10,500.00
Sewer cleaning and mapping project (pending)	369,000.00
<b>Subtotal - projects previously approved by Board</b>	<b>685,092.07</b>
Sewer Vac truck (Estimate of \$380K total - \$84K was approved in FY19 Capital)	300,000.00
<b>Subtotal - staff recommendations for additional consideration</b>	<b>300,000.00</b>
<b>Estimated balance remaining for future projects</b>	<b>511,258.30</b>

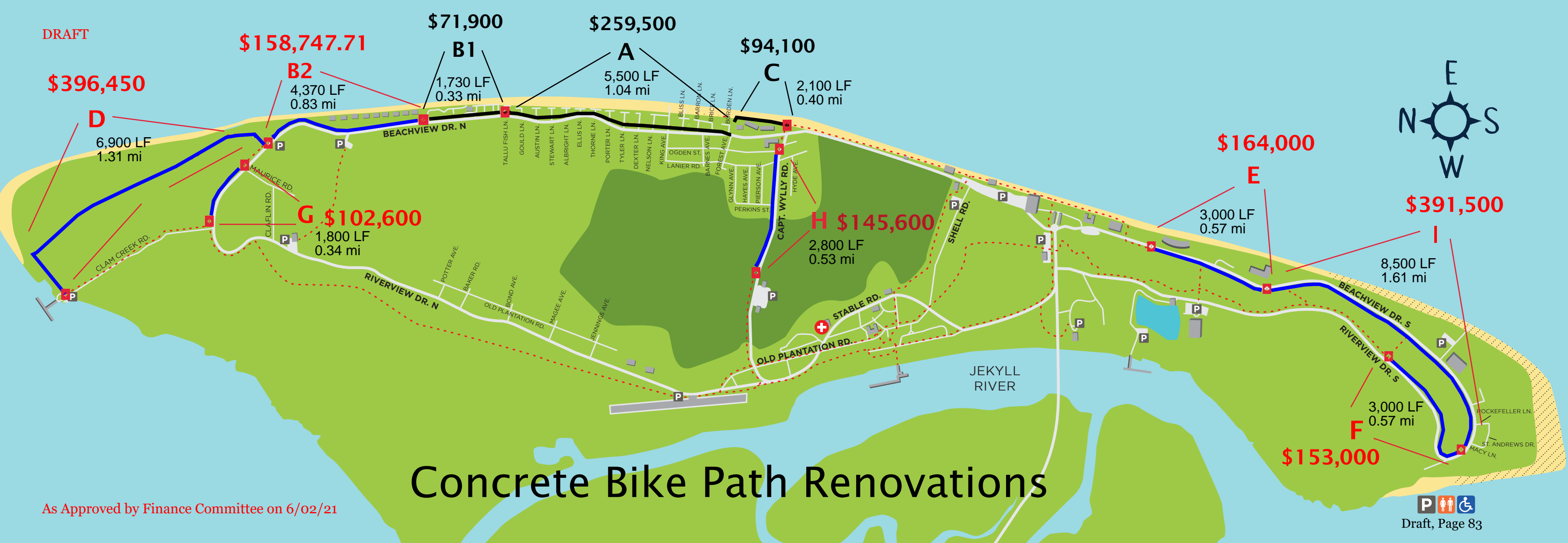
#### *Fire Equipment Fund:*

<b>Estimated amount available in Fire Equipment Fund as of 6/30/2021</b>	<b>300,941.26</b>
Turnout Gear (3)	8,125.50
Enforcer 30 Firefighting SKID - Firewise grant matching funds	6,800.00
<b>Subtotal - projects previously approved by Board</b>	<b>14,925.50</b>
Turnout Gear (3)	7,000.00
4x4 Pickup truck for off road firefighting with foam	15,000.00
Truck bed slide out tray with bed cover	7,500.00
UTV for beach for rescue and code enforcement staff	20,000.00
Ambulance chasis for remount project	150,000.00
<b>Subtotal - staff recommendations for additional consideration</b>	<b>199,500.00</b>
<b>Estimated balance remaining for future projects</b>	<b>86,515.76</b>

#### *Tourism Development Fund:*

<b>Estimated amount available in Tourism Development Fund as of 6/30/2021</b>	<b>1,371,860.28</b>
Bike path improvements - section B2	160,000.00
Bike path improvements - section E	170,000.00
<b>Subtotal - staff recommendations for consideration</b>	<b>330,000.00</b>
<b>Estimated balance</b>	<b>1,041,860.28</b>

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As Approved by Finance Committee on 6/02/21

## Jekyll Island – State Park Authority FY 2022 Budget Information

### Recommended Rate changes FY2022:

#### Golf Memberships:

- Single membership increases from \$2,220.00 to \$2,580.00.
- Family memberships increase from \$3,120.00 to \$3,600.00.
- Seasonal single membership increased from \$850.00 to \$1,100.00 for six-month plan; increase from \$600.00 to \$900.00 for three-month plan; one month membership option eliminated.
- Seasonal family membership increased from \$1,700.00 to \$2,200.00 for six-month plan; increase from \$1,200.00 to \$1,700.00 for three-month plan; one month membership option eliminated.

#### Golf Round rates:

- Regular golf rate increase from \$59 per round to \$69 per round
- 12 noon – 2:00pm increase from \$45 to \$50 per round
- Twilight rates increase from \$40 to \$45 per round
- Walking twilight rate increase from \$20 to \$25 per round

#### Bike rental rates:

- 4-hour rental rate increase from \$11 to \$15
- Daily rate increase from \$15 to \$20
- Weekly rate increase from \$57 to \$70.

GSTC admission rate increase \$1.00; new rate is: Adult \$10, Senior \$9, Child \$8

Water rates – no increase in residential rate; 13.6% increase in commercial and hotels rates

Sewer rates – 7% increase in residential rate; 13.6% increase in commercial and hotel rates

Trash fees – Waste Management 2% increase in rate due to increased cost



Jekyll Island Authority Hiring Incentive Plan

Effective:

Purpose: The purpose of **the Jekyll Island Authority's** hiring incentive pay is to induce the employment of a prospective employee with particularly desirable qualifications and/or for a position that is difficult to fill. Positions identified are critical positions that present recruiting challenges due to skill level, area of expertise and/or geographic location.

Hiring Incentive Plan Guidelines for FY22:

Positions: The following positions, if vacated, may include a hiring incentive to induce employment:

- Chief Accounting Officer
- Chief Operations Officer
- Director of Accounting
- Director of Conservation
- Director/Veterinarian of Georgia Sea Turtle Center
- Director of Historic Resources
- Director of Landscape and Planning
- Director of Marketing
- Director of Retail Operations
- General Counsel (Legal)
- Golf Course Maintenance Superintendent
- Golf Course Maintenance Assistant Superintendent
- Facilities Superintendent
- Water/Wastewater Superintendent
- Water/Wastewater Assistant Superintendent

Incentive amount: Hiring incentive pay of up to 5% of base salary, not to exceed maximum of \$5,000, may be provided for hard to fill, critical positions which involves relocation of the selectee for the position.

Agreement: Employees receiving hiring incentive pay are required to sign repayment agreement terms prior to payment request approval.

Repayment Terms: In the event of a voluntary resignation by the employee during the initial twelve months of employment, the employee will be required to repay the full incentive amount.

Approval: Hiring incentive pay is subject to fund availability and approval by the Executive Director.

Reporting: The Chief Accounting Officer and Director of Human Resources shall monitor all payments made in accordance within this plan for compliance with the Jekyll Island Authority Incentive Pay policy.

Review: Hiring incentive plans are reviewed prior to each fiscal year during budget development and may vary depending on budget each fiscal year.

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Jekyll Island Authority Performance Incentive Plan

Effective:

Purpose: **The purpose of the Jekyll Island Authority's performance incentive pay is to reward employees for extraordinary performance, significant contributions and/or substantial accomplishments well beyond normal or regular work responsibilities impacting JIA operations.**

Performance Incentive Plan Guidelines for FY22

Recommendation: Managers may recommend individual employees for performance incentive pay within the following;

- Accomplishing and exceeding expectations on major projects or initiatives established by division director and/or immediate supervisor.
- Participation in or completion of a project with significant impact to one or more JIA operation processes.
- Significant cost saving or cost avoidance realized beyond normally expected or established standards.
- Extraordinary effort during times of critical department need such as meeting critical deadline that could otherwise have an adverse impact on critical business operations or major project.
- Contribution that clearly and significantly impacts the accomplishment of important or critical business operational goals, deliverables and/or time line.

Eligibility:

- Employees recommended for performance incentive pay must be in active employment.
- **Employees must have had at least "met expectations" on their last performance review** and/or there are no current or ongoing performance issues.
- Employees may not be awarded more than once for the same achievement.

Documentation: Managers must submit appropriate documentation including specific reason employee should receive performance incentive pay, including date or timeframe of contribution event and recommended bonus amount.

Incentive amount: Performance incentive pay may not exceed \$5,000 per employee per fiscal year.

Approval: Performance incentive pay is subject to fund availability and approval by the Executive director.

Reporting: The Chief Accounting Officer and Director of Human Resources shall monitor all recommendations and payments made in accordance with this plan for compliance with the Jekyll Island Authority Incentive pay policy.

Review: Performance incentive pay plan is reviewed prior to each fiscal year during budget development and may vary depending on budget each fiscal year.

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Jekyll Island Authority Goal Based Incentive Plan

Effective:

Purpose: The purpose of the Jekyll Island Authority's goal-based incentive pay is to reward Managers and Directors of Retail and Amenity departments that are responsible for bringing in revenue to the organization. Payments under this plan will be based on the goal criteria listed in the plan and will be reviewed, validated and confirmed by the Chief Accounting Officer and Executive Director as a realized goal.

Goal Based Incentive Plan Guidelines for FY22

The goal-based plan is developed to encourage the department Managers and Directors to manage multiple aspects of their budget including revenue, cost of goods sold %, labor % and total expenses. Managers and Directors that are successful in managing these items should reflect Net Income which exceeds budget for their department.

Manager positions eligible for the goal-based incentive plan:

- Guest Information Center Manager
- GSTC Gift Shop Manager
- Life is Good Manager
- Museum Gift Shop Manager
- Summer Waves Sales & Operations Managers
- Campground Manager
- Assistant Campground Manager
- Golf Pro Shop Manager
- Head Golf Professional

Director positions eligible for the goal-based incentive plan:

- Director of Retail Operations
- Director of Golf

Allocation: This Goal-based incentive plan is structured on an allocation approach as follows:

- The available incentive pool for each Manager/Director is determined as a percentage of Actual Net income in excess of Budgeted Net Income. The available incentive amount is set on an increasing scale as noted below.
  - 5%-10% = \$2,000.00
  - 11%-15% = \$2,500.00
  - 16%-20% = \$3,000.00
  - 21%-25% = \$3,500.00
  - 26%-30% = \$4,000.00
  - 31%+ = \$5,000.00
- For departments with cost of goods, the goals are broken down into 4 sections each worth 25% of the eligible incentive amount determined above. For departments without cost of goods sold, the

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allocation for the 3 applicable sections are each worth 33% of the eligible bonus amount determined above.

- Revenues – must be in excess of budget for the fiscal year
  - Cost of goods sold % - must be less than budget or no more than 1.5% higher than budget for the year.
  - Labor as a % of revenue – must be less than budget or no more than 1.5% higher than budget for the year.
  - Expenses – must be equal to or less than budget for the year (expenses increased in proportion to revenue increases will be considered)
- Payment of the incentive will be allocated between the Manager and Director as follows:
    - Guest Information Center – 75% to Manager; 25% to Director of Retail
    - GSTC Gift Shop – 75% to Manager; 25% to Director of Retail
    - Life is Good – 75% to Manager; 25% to Director of Retail
    - Museum Gift Shop – 75% to Manager; 25% to Director of Retail
    - Mini-golf & bikes – 75% to Manager; 25% to Director of Golf
    - Summer Waves Gift Shop – 100% to Director of Retail
    - Summer Waves Operations – 50% to Operations Manager; 50% to Revenue Manager
    - Campground – 45% to Manager; 30% Asst. Manager 25% to Director of Retail
    - Golf – 30% to Pro Shop Manager; 25% Head Golf Pro; 45% to Director of Golf

**Payment:** The incentive shall be awarded in the fall of each year between August and November for the prior fiscal year. Payments will be included as bonus pay in the pay period issued and will be taxed accordingly. Bonus pay shall not be included as earnable compensation for determining retirement benefits.

### Eligibility:

- Payment will only be made to employees who have at least “met expectations” on their last performance review, and/or there are no current or ongoing performance issues.
- Employees must be in an active employment status to receive the incentive.
- Employees who terminate either voluntarily or involuntarily prior to payment will not receive incentive pay.
- Payments may only be made for accomplished goals and may not be made in advance.

**Reporting:** The Chief Accounting Officer and Director of Human Resources shall monitor all payments made in accordance with this plan for compliance with the Jekyll Island Authority Incentive pay policy.

**Review:** Goal-based incentive plans are reviewed prior to each fiscal year during budget development and may vary depending upon budget each fiscal year.

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The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, May 18, 2021 via phone and YouTube, broadcasted to the public.

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

Key Staff Present: Jones Hooks, Executive Director  
Melissa Cruthirds, General Counsel  
Michelle Webb, Executive Assistant  
Alexa Orndoff Hawkins, Director of Marketing and Communications  
Kevin Udell, Sales Manager  
Maria Humphrey, Lease Manager  
Ben Carswell, Director of Conservation  
Andrea Marroquin, Museum Curator  
Jenna Johnson, Director of Human Resources  
Noel Jensen, Chief Operations Officer

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

There were no public comments received online for this meeting.

## **I. Historic Preservation/Conservation Committee**

A. Ben Carswell, Director of Conservation, gave a Comprehensive Waste/Recycling Assessment and Planning Update. Mr. Carswell began by explaining a study was conducted by the University of Georgia College of Engineering to establish a baseline of the waste being produced on Jekyll Island in the hopes of decreasing waste and increasing recycling in the future. With a JIA contribution of \$6,500 to offset the studies expenses, a report was completed. The report included mapping of all the garbage and recycling cans on Jekyll Island as well as a quantitative analysis of the waste produced on the island. A key finding of the report showed that plastic made up 21% of the total waste of the island, of which, 18% was recyclable. However, this recycling portion was being sent to the landfill. He proceeded to explain that currently, the waste being recycled from the island is being sent to a facility in Conyers, Georgia owned by Pratt Industries. Here 100% of the paper waste was recycled into new paper and the rest of the unrecyclable items were put into a gasifier which converted them into energy to fuel the plant. Recyclable plastics and metals are sold for future use.

Lastly, Mr. Carswell spoke on the pollinator meadow at the Solar Farm created in conjunction with Cherry Street Energy as a part of their lease. In addition to providing electricity, the area now supports bees and hosts up to 60 varieties of native plants with the help of soil and seeds from the Authority.

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Mr. Hooks and Mr. Carswell highlighted another key finding of the study which found that some businesses were working hard to use recyclable products. However, there was use of commercially compostable products, that could not be recycled in this region. The Authority would use this finding to better communicate with businesses to use more environmentally friendly products such 100% recycled plastics or biodegradable plastic instead.

There were no public comments received online.

## **II. Finance Committee**

A. Mr. Bill Gross, Finance Committee Chair summarized the April financials as presented in the meeting materials. Revenues for April were \$2,477,632, which was \$4000 less than budgeted for the year. Year-to-date revenues reflect a favorable \$1.4 million variance from budget and unfavorable \$197,000 variance from prior year-to-date. The largest variances from budget were traffic, which was \$197,000 greater than budgeted and the convention center was behind \$380,000. The campground was \$43,000 better than budgeted and showed a favorable \$486,000 from fiscal year-to-date. Hotel taxes were also better than budgeted and expenses were 13% better than budgeted. Year-to-date expenses were \$2.6 million less than budgeted and \$2.9 million less than prior year-to-date. The largest variances were Human Resources, off by \$101,000 due to vacant positions, advertising and sales by \$74,000 due to cutbacks during the pandemic, and maintenance as several projects were held back due to the uncertain circumstances with the pandemic. Net operating cash income was \$273,000 better than budgeted. The year-to-date net operating income was \$4 million better than budgeted and \$2.7 million better than prior year-to-date income. Total traffic was 133,944 vehicles, which was 94,000 better than April 2020. The year-to-date traffic count was 146,339 better than prior calendar year-to-date. Hotel revenues were \$5.4 million more than April 2020 and the hotels had a 79% occupancy rate. Their year-to-date revenues were \$4.7 million greater than prior year-to-date.

There were no public comments.

## **IV. Marketing Committee**

A. Alexa Orndoff Hawkins, Director of Marketing and Communications gave the report from the Marketing Department. Under the direction of Creative Director Claire Davis, the Authority Marketing Department recently won several awards at the Hermes Creative Awards for JIA publications. The four awards were: Platinum in the Illustration and Design category for the Jekyll Island Junior Ranger Field Guide; Gold in the Website Design Category for the Holly Jolly Jekyll campaign and website design; Gold in the Design category for the Jekyll Island Conservation Plan 2020, and an Honorable Mention in the Advertising category for the brand campaign launched for the summer in light of the pandemic. Also, several stories from the 31-81 publication had recently been featured in other large publications, namely the story of the ship The Wanderer as “The Water and the Blood” in The Smithsonian Magazine, as well as the “In Service of Others” which was published in Jacksonville Magazine. Both features centered around Black History on Jekyll Island. Ms. Hawkins noted that a new page on the website chronicled the timeline of Black History on the island.

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Kevin Udell, Senior Sales Manager, then discussed group business at the convention center. Mr. Udell stated that 100 groups were definitively booked for May 2021-December 2022 and 20% of those will be new customers. These bookings would amount to \$13 million in hotel revenues and potentially a new record for the pace of bookings. For the rest of 2022, there are leads for 134 groups, 57% of whom are new customers. In conclusion, the Georgia State Republican Convention was planned for the first time on Jekyll in June 2021. The convention will bring in 2500+ attendees and May be the largest group in the convention center's history. Also mentioned was the Georgia Society of Association Executives in June 2022, which will return for the first time since 1998 with over 200 attendees.

There was no public comment.

## **VI. Committee of the Whole**

At the start of the Committee of the Whole Mr. Gross moved that items B, Request for Quotation #342 – Sewer Cleaning and Mapping Award – Appeal Hearing Decision; and D, Assignment of Lease for Caroline's Gifts, be removed from the agenda as both issues had become null.

Ms. Melissa Cruthird, General Counsel, explained that item D. the Assignment of Lease for Caroline's Gift was null as sale of the business was no longer moving forward. Therefore, there was no Assignment. Item B. for RFQ #342 Sewer Cleaning and Mapping Award – Appeal Hearing Decision was removed at the advice of the State of Georgia Attorney General's (AG's) Office. A protest of this RFQ was received regarding qualifications of the bidders. JIA staff has followed protest procedures and the Executive Director cancelled the solicitation. The State AG's Office advised as there was no denial, only a cancelation, the protestor had no grounds for a hearing.

The motion was seconded by Mr. Willard and the motion to remove the items carried unanimously.

A. Mr. Hooks and Andrea Marroquin, Museum Curator presented the Request for Proposals #366 – Phase I & II Archaeological Investigations of the Jekyll Island Golf Courses. Mr. Hooks introduced the project. Proposers are asked to bid on both phase I and II of the archaeological investigations to determine potential archaeological sites and cultural resources at the golf courses. This is of particular need due to the proposed Golf Master Plan. Ms. Marroquin stated that the consultant would then assess the significance of those resources and recommend the best course of action to mitigate potential damage to those resources. A final report would also document the entire investigation. Mr. Hooks noted that the endeavor would be coordinated with the Golf Operations and Maintenance Departments to ensure the least amount of disruption.

Mr. Hooks stated that Ms. Marroquin was not only the JIA Curator, but an archaeologist by training and had participated in previous studies. He noted that even when swimming pools are dug on Jekyll, Ms. Marroquin and her team survey the work for historic artifacts.

The motion to approve RFP #366 was made by Dr. Evans and seconded by Mr. Atkins. The motion was approved unanimously with no objections.

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C. Ms. Cruthirds then proceeded by introducing the Second Reading and Consideration of Adoption of Ordinance #O-2021-2, Rental of Certain Vehicles. Ms. Cruthirds began by stating that this ordinance was designed to manage the safety and traffic on the island's multiuse paths. The Authority had received many comments both for and against the proposed ordinance, and it had elicited discussion in the local community. She clarified for the Board that the proposed ordinance would only prohibit licensing to rent or deliver e-bikes to the island. Current owners of personal e-bikes would be allowed continue their use if the ordinance passed.

Ms. Cruthirds emphasized the proposed non-substantive wording change from the first reading. This change was from "no person shall be engaged in the business of renting vehicles on the island or for use on the island" to "no person shall be engaged in the business of renting vehicles on the island or for *delivery* to the island". This was to clarify that use was not forbidden, but that the rental of e-bikes off island to be brought in for use on the island was also prohibited.

Mr. Hooks clarified that the new ordinance would also not target pedal-assisted mobility aids, which generally only go up to 20 mph. The ordinance instead targets e-bikes with throttles as these can exceed 25 mph and be potentially dangerous when used on sidewalks amongst walkers and regular bikers. He also noted that the ordinance would forbid e-bike tours and require regular bike tours to be licensed. Therefore, the Authority could limit such tours to a reasonable group size on the bike paths. According to Mr. Hooks, presently licensing does not limit the number of bike rentals, just the number of bike rental opportunities available on the island. In the future, in accordance with recommendations of the capacity study, the number of bikes available for rent may need to be restricted.

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

E. Ms. Cruthirds then discussed the First Amendment to Rental Agreement with Lighthouse Trolleys. She explained that this amendment would simply entail moving the leased parking spots for the trolleys to the opposite side of the parking lot. This amendment was proposed to due to the discovery that the trolleys were visible in the background of photos taken at the nearby Morgan Center, frequently used for formal events such as weddings. The owner of Lighthouse Trolleys, Mr. Fendig, was agreeable to the minor change.

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

F. Mr. Hooks then gave the Executive Director's Report. He began by reminding members of the Finance Committee that the committee meeting to review budget recommendations for 2022 would be held on June 2<sup>nd</sup> at 9:30 a.m., Board members not on the committee were welcome to call in and join.

Ms. Jenna Johnson, Director of Human Resource then discussed staffing shortages. Ms. Johnson stated there were 34 positions within the Authority vacant, which was an abnormally high number. She stated that currently of 105 positions in amenities and public services, only 88 were filled. She noted that as these positions do not require extensive skill or education, the hourly wage was less than \$15 an hour. She noted that as the governor of

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Georgia and Department of Labor had announced the State would be leaving the federal unemployment benefits system, and it was believed there would be a rise in applications.

Dr. Evans asked Ms. J. Johnson how long it had been since the JIA has preformed a comprehensive salary compensation study. Ms. Johnson stated that while the Authority constantly looked at the market in this region and what other local businesses are advertising for wages, a formal salary study had not been completed in a while.

Mr. Hooks then updated the Board about the departure of Ms. Kate Harris, Director of Strategic Partnerships for over two years. She recently resigned to pursue other opportunities. Following this, he introduced Ms. Anna Trapp, who will be replacing Ms. Webb and will be able to train with her for several weeks before Ms. Webb departs.

Next, Mr. Hooks gave the Board a report regarding the Master Plan Update process with the University of Georgia Carl Vinson Institute of Government. He stated that the first public input session to discuss the Master Plan will take place June 16<sup>th</sup> from 5:00 – 7:00 p.m. He stated that the opportunity to attend this meeting will be publicized on the website. An online survey is now available through June 30, 2021. Board members were reminded about their interview opportunities.

Mr. Hooks stated the Ordinance revision project was underway. The consultants were currently working with staff and a public meeting would be scheduled for the future. This concluded the Executive Director's report.

G. Acting Chairman Krueger gave the Chairman's Comments. Mr. Krueger stated that much was going on with the island and that it was an exciting and hopeful time to be a part of the island's future. Mr. Wilkinson was participating on the phone and did not have any comments.

Mr. Krueger then opened the floor to public comments. There was one comment received from resident Mindy Egan. Ms. Egan began stating her belief the Authority's efforts to include input from residents, visitors, and other members of the public had greatly improved. She was thankful for the livestreamed Board meetings. She then shared a personal story with Board about her husband having a biking accident on a Jekyll Island Road, causing them to consider safety issues on the island. Ms. Egan's public time expired, but she also delivered written copies of her comments to the Board.

The Board moved directly into the Board Meeting.

The Jekyll Island State Park Authority (JIA) Board Meeting  
May 18, 2021

The roll was called, and all members were present.

1. Mr. Atkins moved to accept the minutes of the April 20, 2021 board meeting as presented. The motion was seconded by Mr. Willard. There was no discussion, and the minutes were approved unanimously.

2. Approval of Request for Proposals #366 – Phase I & II Archaeological Investigations of Jekyll Island Golf Courses, a recommendation of the Committee of the Whole, was carried by unanimous consent.

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3. Adoption of Ordinance #O-2021-3, Rental of Certain Vehicles, a recommendation of the Committee of the Whole, carried by unanimous consent.

4. Approval of the First Amendment to Rental Agreement with Lighthouse Trolleys, a recommendation of the Committee of the Whole, carried by unanimous consent.

The motion to adjourn was made by Mr. Evans and was seconded by Mr. Willard. There was no objection to the motion and the meeting adjourned at 10.40 a.m.



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The Jekyll Island State Park Authority (JIA) Finance Committees met in a public session at the Administration Conference Room at 100 James Road, Jekyll Island Georgia on Wednesday, June 2, 2021 in person and via phone.

Finance Committee Members Present:

Mr. Bill Gross, Finance Committee Chair  
Commissioner Mark Williams  
Mr. Joseph B. Wilkinson Jr. via Teleconference  
Mr. Bob Krueger via Teleconference  
Mr. Trip Tollison via Teleconference  
Dr. Buster Evans via Teleconference

Finance Committee Members Absent

Mr. Glen Willard

Key Staff Present:

Jones Hooks, Executive Director  
Marjorie Johnson, Chief Accounting Officer  
Noel Jensen, Chief Operations Officer  
Jenna Johnson, Human Resources Director  
Michelle Webb & Anna Trapp, Executive Assistants  
Alexa Orndoff-Hawkins, Director of Marketing & Communications  
via phone  
Melissa Cruthirds, General Counsel via phone

It was noted on the agenda that opportunities for written public comments would be received online as part of the regular June Board Meeting prior to budget consideration by the Board.

**I. Finance Committee**

Chairman Bill Gross called the meeting to order at 9:30 a.m. and called the roll. A quorum of the Finance Committee was established.

A.) Mr. Jones Hooks, Executive Director and Ms. Marjorie Johnson, Chief Accounting Officer gave the Committee an overview of the Fiscal Year 2022 Proposed Budget. Mr. Hooks highlighted the Authority's efforts to also control and cut costs during this unexpected and unprecedented year of leisure travel. Both the COVID-19 Pandemic and the Ransomware attack were challenging, but the organization was able to overcome.

Mr. Hooks announced that if adopted, this budget would be the largest in JIA history with expected net revenues of \$30,401,486. Mr. Hooks then spoke to the following highlights from the proposed budget:

- A 2% merit raise for employees
- Creation of a separate Park Services Department to enhance janitorial operations for guests
- \$100,000 budgeted for website redesign improvements
- \$75,000 budgeted for oceanside bike path engineering
- \$130,000 allotted for the golf course archaeology study
- \$72,000 for additional computer security
- \$17,000 for trademark registration fees

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- Increased personnel coverage for Beach Village janitorial and landscaping and services, as well as \$70,000 for pressure washing and painting
  - \$203,000 for water tank maintenance
  - \$20,000 for the 20<sup>th</sup> annual celebration of Island Treasures (glass floats)
  - \$50,000 to for improvements to mini golf, including the replacement of carpet
  - \$307,000 for additional Summer Waves improvements
  - A projected \$132,000 in Tennis Revenues, as compared to five years ago when tennis revenues which were only \$53,000.

Also,

- \$2.5 million in Golf net revenues as compared to \$1.9 million before the pandemic began
- The continuation of JIA amenities to account for more than 40% of JIA net revenues
- Parking fees contributing 16% of revenue

Mr. Hooks highlighted the parking fee and Hotel/Motel Tax allocation recommendations. Mr. Hooks concluded his overview with an emphasis that the budget was crafted follow the Capacity Study.

Commission Williams complimented the budget and particularly liked the parking fee allocation explanation. He requested more details about the amount budgeted to the Golden Isles Convention and Visitors Bureau. Mr. Hooks explained that the amount was a negotiated fee and was covered by the Hotel/Motel tax.

Mr. Krueger commented that he felt this budget was realistic and represented a resurgence from the pandemic. Mr. Hooks thanked Mr. Krueger for his vote of confidence. Mr. Hooks did state that the Summer Waves budget, due to two summers of pandemic impact, was predicted to be low, but he was hoping for increased revenues.

There were no other comments or questions regarding the budget overview.

1. Mr. Hooks then presented the full-time position changes for FY 2022. Several of these were executive development positions in Accounting, Water/Wastewater, and a new Deputy Director position. Also changing, but not requiring a vote, was the promotion of Michelle Kaylor to Director of the Sea Turtle Center. Dr. Terry Norton would become the Director of Veterinary Services and Wildlife Health. Also proposed were several full-time firefighter/paramedic positions to ensure coverage on the island. Also included in the FY 2022 budget were a Human Resources Recruiter, and a Park Services Manager. Two positions proposed to be eliminated were a Museum Interpreter/Tour Guide and the Brand Ambassador.

Commissioner Williams inquired if the Chief Operations Officer position would be retained with the addition of the Deputy Executive Director position. Mr. Hooks clarified that the Chief Operations Officer position would be eliminated if this budget was approved. Ms. M. Johnson clarified for Commissioner Williams the personnel cost for the Administration Department was proposed to be \$2.6 million which included benefit costs. This was a change from \$2.3 million from the year previous.

Mr. Hooks then discussed the ongoing improvements to training. Ms. M. Johnson then also discussed the addition of a part-time position to the Legal Department.



Commissioner Williams asked about the role of Special Assistant Attorney Generals (SAAGs). Mr. Hooks responded that the Authority primarily utilizes their services for trademark work.

Commissioner Williams moved to approve the full-time position changes for FY 2022. Mr. Krueger seconded the motion. The motion was unanimously approved by those Committee Members present.

2. Mr. Hooks then discussed the Capital Equipment and Projects Requests. The history and the current requests were presented to the Committee for their review. Also listed were the projects already approved by the Board during regular Board Meetings. A total of \$1,139,500 was requested for additional projects. Mr. Hooks highlighted the following projects including:

- an airport hanger designed to attract ten planes required by the Federal Aviation Administration (FAA) for an annual funding stream for future improvements
- funding for Golf Course improvements and a possible reserve account
- and money allocated for leasing management software which is sorely needed

Additionally, the estimated balance of FY 2021 funds remaining for reserves or additional capital was \$643,731.

The Public Improvement Fund proposals included a new playground and additional sections of bike path paving. Tourism Development funds will also be used for bike path paving. Water/Wastewater projects from the Water/Wastewater fund were also listed. The Fire Equipment Fund was reviewed.

Ms. M Johnson outlined for the Board the Public Improvement Fund. This new fund was created from the remaining Parking Fees after departmental allocations.

Mr. Noel Jensen clarified for the Board that the ambulance reviewed was a new chassis which will extend the life and decrease the cost of future replacements.

Mr. Gross clarified, after the proposed improvements, which sections of the bike path system would remain to be repaved. Mr. Hooks responded only sections D, G, and I in north of the island would remain. Section I the most challenging and expensive due to construction across the marsh.

Dr. Evans moved to approve the Capital Equipment and Projects Requests for the fiscal year 2022. The motion was seconded by Mr. Krueger. The motion was unanimously approved by those Committee Members present.

3. Next, Mr. Hooks outline the rate increases for the Committee. Mr. Jensen had performed significant comparative work to ensure the Authority was charging appropriately for the region. Fees in golf, bike rentals so new equipment can be purchased, and \$1 increase to admissions to the Georgia Sea Turtle Center were proposed. New water rates for commercial customers have also been proposed since no fee increases had been implemented during the pandemic. Sewer fees were proposed for a 7% increase for residential rates and 13.6 increase for commercial customers. Waste Management, who

provides trash service for Jekyll Island is also raising their rates by 2%. Mr. Jensen then spoke in detail to the comparison work he had completed in conjunction with the University of North Carolina Department of Government Water, Wastewater, and Storms. He noted the importance of charging the appropriate amount for services so deferred maintenance can be addressed, maintaining the integrity of the infrastructure systems as outlined in the Capacity Study.

Commissioner Williams asked about the Authority's communication with hotel partners regarding the water fee increases. Mr. Jensen answered they were informed previously of the increases to catch up with the deferred maintenance. Mr. Hooks stated that even with these increases, water on Jekyll Island would still be less expensive than other areas of Glynn County.

Mr. Gross asked if the JIA had any capital recovery fees. Mr. Jensen said no, only a tap fee for equipment and installation. Mr. Gross said this was unlike other areas that charged capital recovery fees for new construction. Mr. Hooks stated new properties did have to participate in other improvement opportunities such as paving.

Commissioner Williams stated that it was his understanding to participate in grant funding for water/sewer systems, municipalities had to show they were charging appropriately to maintain the infrastructure systems.

The motion to approve the rate increases was made by Commissioner Williams and was seconded by Mr. Krueger. The motion was unanimously approved by those Committee Members present.

4. Ms. Jenna Johnson then gave a report on the Incentive Plans. The State of Georgia requires an incentive policy. JIA approves the proposed 3 plans every year with the budget. There were no changes to these plans from years previous. She highlighted incentives for employees were conditional to fund availability and performance.

Mr. Krueger moved to approve the Incentive Plans. The motion was seconded by Dr. Evans. The motion was unanimously approved by those Committee Members present.

B.) Committee Consideration of the Fiscal Year 2022 Proposed Budget and its components was then considered. Commissioner Williams inquired about the proposed budget for the Golf Course. Mr. Hooks reported that while Golf was still operating at a deficit, it was a considerably smaller deficit than years previous. Mr. Gross commented that downstream revenue had the potential to balance future budgets.

Mr. Krueger moved to approve and recommend the adoption of the Fiscal Year 2022 Proposed Budget and its components. Commissioner Williams seconded the motion. The motion was unanimously approved by those Committee Members present.

There were no public comments.

The motion to adjourn was made by Commissioner Williams and was seconded by Mr. Krueger. The motion to adjourn was passed with no objections. The Finance Committee Meeting adjourned at 10:26 a.m.

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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, CHIEF OPERATIONS OFFICER  
**SUBJECT:** OPERATIONS MONTHLY REPORT – MAY 2021  
**DATE:** 6/08/2021

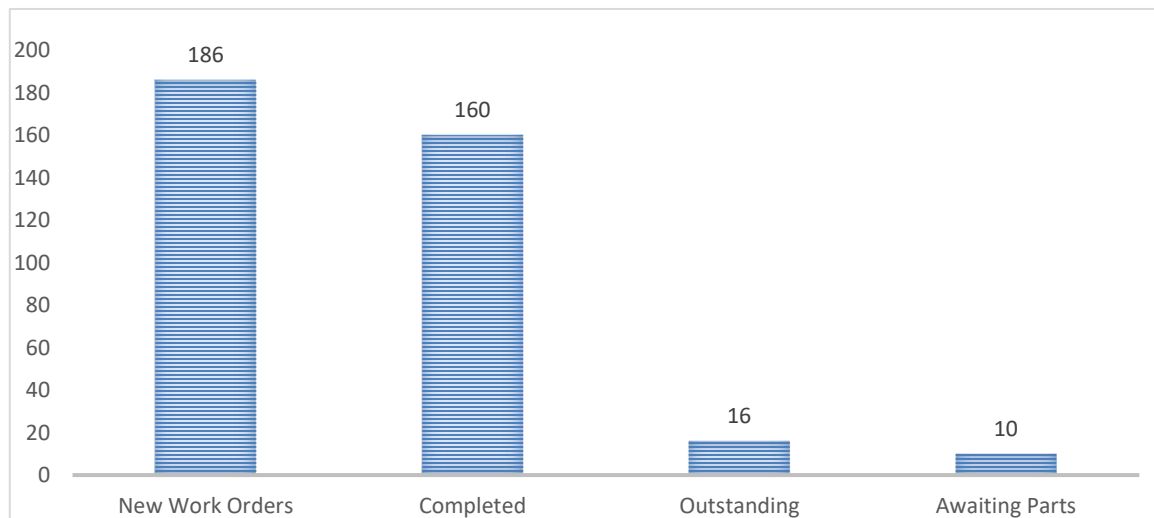
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### **PUBLIC SERVICES**

#### **May Highlights:**

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,601.33 gallons of 100LL aviation fuel totaling \$7,990.67 in sales for the month of May.
- The Lighting Rehabilitation and Remarking for Displaced Threshold RW 36 has been completed at the Jekyll Island Airport. Runway was closed for completion May 17-19 but is now open sans PAPI on runway 36 until flight checks are complete.
- State Office of Fleet Maintenance recognized the JIA vehicle maintenance department as one of only seven tier one fleets in the State of Georgia with a perfect score of 20 out of 20 in graded criteria.
- Beach crossover construction reaches the final leg with the completion of Bliss Lane and the current construction of Nelson 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/>
- 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 80% occupancy in the month of May.

#### **Operations Department Work Orders**

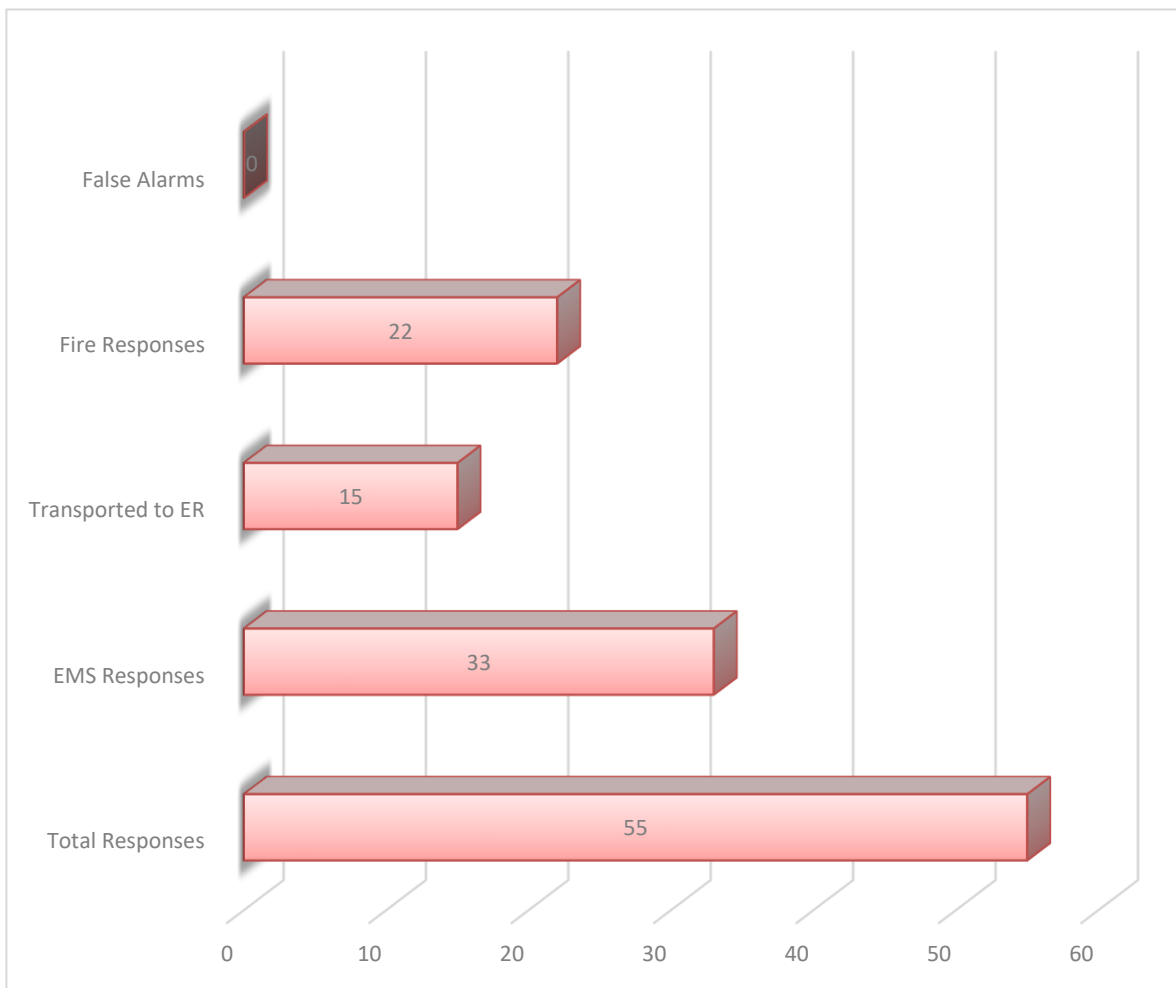


## **PUBLIC SAFETY – Fire & EMS**

### **May Highlights:**

- Completed 316 hours in staff training for the month.
- Five (5) building permits were issued, and there were four (4) complaints investigated by Code Enforcement.
- Two (2) missing person calls were taken, and both safely found.
- JIA Board passed the resolution to move the 911 lines from GSP to GB911 (still working on a timeline with AT&T).
- Fire alarm drill took place at the JIA Administration building.
- Engine 2 sent mutual aid to the Brunswick Port fire incident.

### **Jekyll Island Fire & EMS Responses**



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## MEMORANDUM

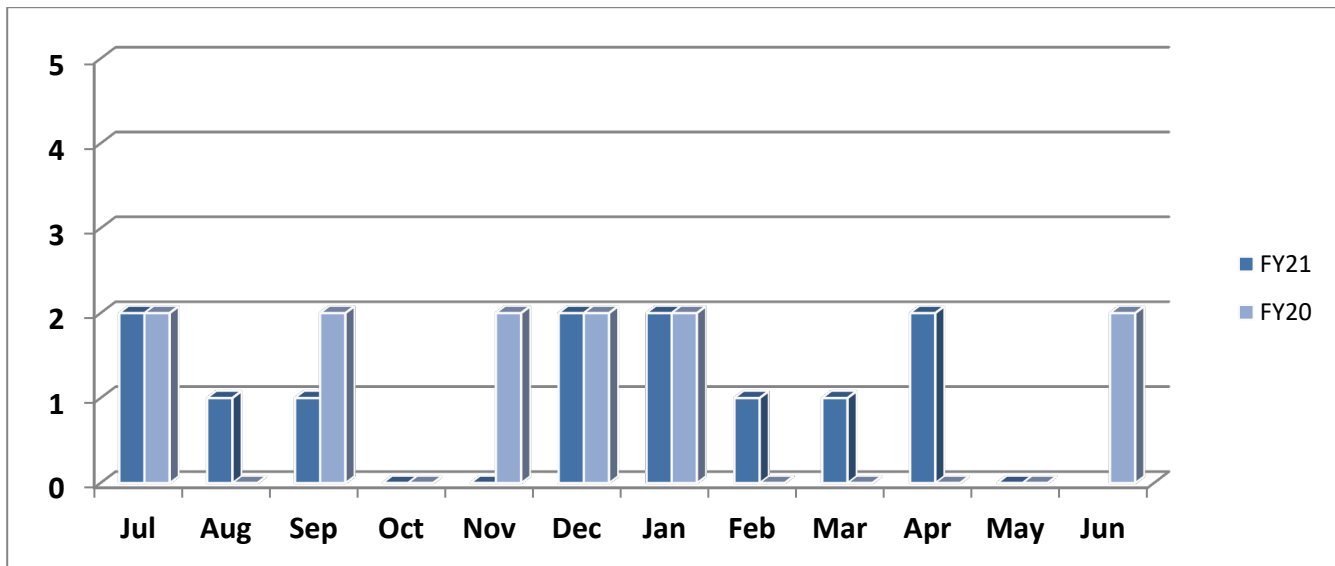
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**TO:** HUMAN RESOURCES COMMITTEE  
**FROM:** JENNA JOHNSON, HR DIRECTOR  
**SUBJECT:** HUMAN RESOURCES COMMITTEE REPORT  
**DATE:** 6/8/2021

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



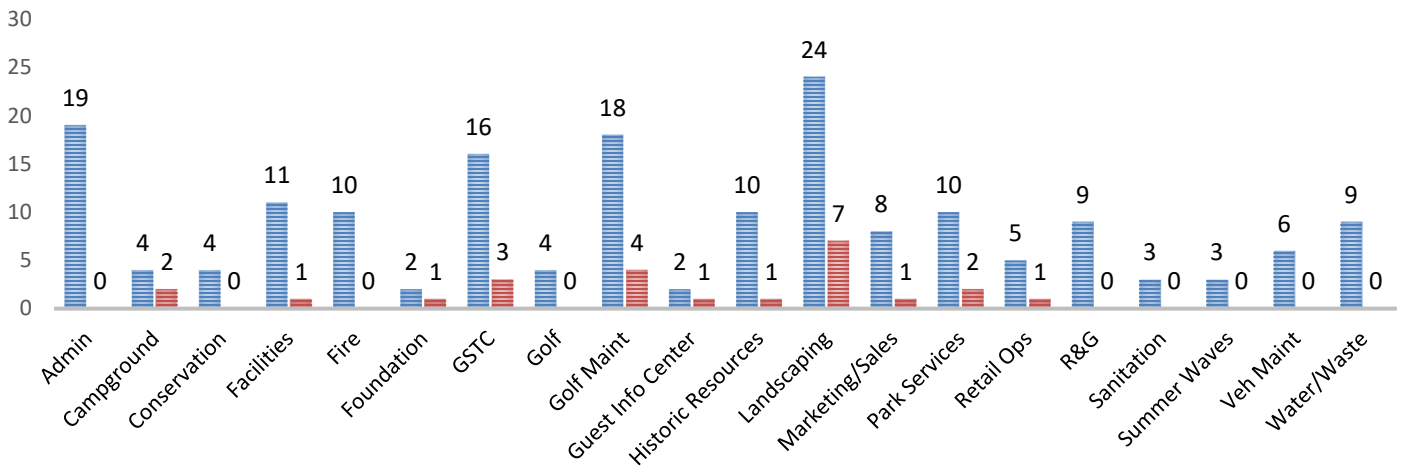
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY21	2	1	1	0	0	2	2	1	1	2	0		12
FY20	2	0	2	0	2	2	2	0	0	0	0	2	12

**JIA Employee Census:**

Month	Full time	Part Time	Seasonal	Interns/ Members	Total Employees
May	155	105	59	24	343

## FULL TIME STAFFING

■ Positions Funded ■ Positions Vacant



Full-time Staffing as of 6/7/2021

### Retirements:

- Marcus Bowen, Mechanic II, Vehicle Maintenance, retiring after 25 years of service.

### Recognition:

- **Meet our June Featured Employee: Billy Lartz**



Originally from Hortense, GA (A Golden Isle Native), Billy Lartz began his career with the Jekyll Island Authority on January 22, 2009. As a Captain with the Jekyll Island Fire Department, Billy is the Training Officer, EMS Coordinator, Public Education Coordinator, and a supervisor.

Billy says what he likes most about working for Jekyll Island Authority is “The family style atmosphere, the island’s history and its nature”. Billy was asked, if you could improve one thing about Jekyll Island what would it be, he said, “More things for the younger crowds to do and improved fishing opportunities.”

When Billy is not at the Jekyll Island Fire Department, he is traveling, spending time with family and outdoors. He and his wife love to travel seeing new places and things. His children are grown and out of the house, but he and his wife continue to do family things like regular outings and their monthly "total family" get togethers. Billy also said that he really enjoys his job and the people he works with. He is a big promoter of “Teamwork” and it takes all of us to make Jekyll Island run smoothly. He has seen huge positive growths under the current JIA leadership and looks forward to seeing continued positive results.

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

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**MEMORANDUM**

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**TO:** HISTORIC PRESERVATION/CONSERVATION COMMITTEE  
**FROM:** BEN CARSWELL, DIRECTOR OF CONSERVATION  
**SUBJECT:** CONSERVATION UPDATE  
**DATE:** 6/8/2021

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**Research and Monitoring**

- Wilson's Plover nests have begun hatching with a total of 5 known to us at this point. We have banded 6 individual chicks from these nests with unique codes to help us identify them up until they fledge (fly for the first time).
- The Conservation team is revamping our Alligator database in preparation for updating the island's alligator population estimate. With more data to work with, we are aiming for a more accurate estimate than was previously possible.
- Our team has also just finished our rattlesnake detectability surveys for the year that will eventually lead us to a population estimation methodology that can be used on Jekyll and by external partners throughout the Eastern Diamondback Rattlesnake's range.

**Management and Planning**

- Yank Moore and Joseph Colbert continue to assist Cherry Street Engineering in monitoring the success of the native pollinator friendly seed mix that was installed back in late winter/early spring. We have identified nearly 10 species thriving and blooming in the site so far.
- Ben Carswell has been contributing to internal discussions and planning surrounding future Georgia Sea Turtle Center renovation and expansion opportunities.

**Outreach and Leadership**

- Yank Moore attended the North Georgia Prescribed Fire Council meeting held this past week, keeping up to date with new research and techniques to further our prescribed fire management program.
- Joseph Colbert and Yank Moore attended the Georgia Flyway Workshop to continue collaboration with organizations up and down the coast to benefit shorebird nesting and habitat.
- Gatorology Programs have been consistently sold out. Tickets for these educational programs about alligators, held at the Horton Pond observation deck, are currently limited to six per session to allow for social distancing in the limited space on the deck.





**This image shows 3 Wilson's Plover Chicks using their camouflage to hide in the wrack along the beachfront.**



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**MEMORANDUM**

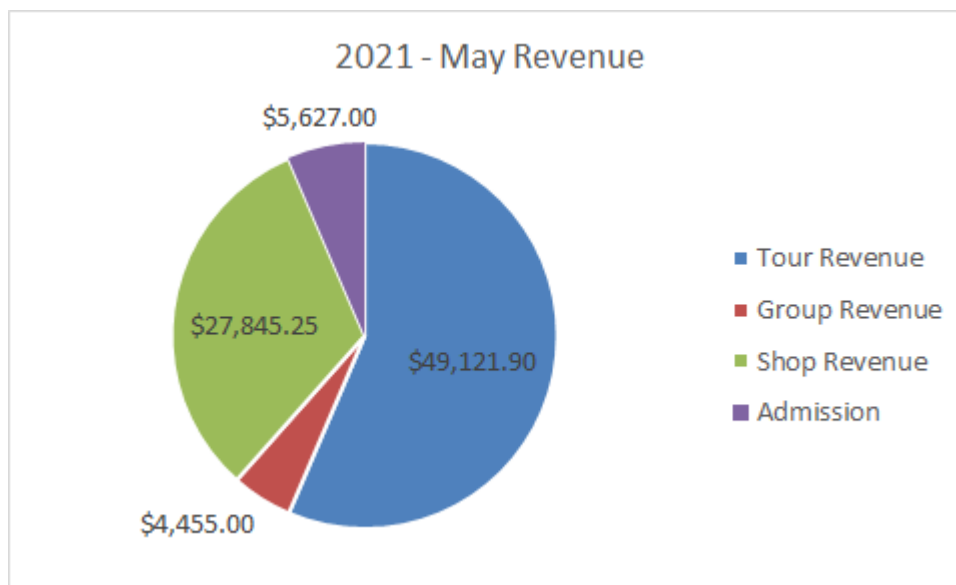
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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** MICHAEL SCOTT, HISTORIC RESOURCES  
**SUBJECT:** HISTORIC RESOURCES MONTHLY UPDATE  
**DATE:** JUNE 7, 2021

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<b>Mosaic 2021</b>		<u>Visitors</u>	<u>Revenues</u>
<b>May:</b>	Public Tours:	2,777	\$49,121.90
	Admissions:	754	\$5,627.00
	Groups	320	\$4,455.00
	Museum Store	--	\$27,845.25
	Totals	3,851	\$89,070.15

Earned revenues continue to trail projections. May showed improved numbers compared to the past month. Visitors have reacted positively to the additional tour offerings but increased trolley capacities and the return of group tours may make them unsustainable. Group tour bookings grew compared to last month but continue to significantly trail past years numbers. Property rental information requests are steady as we enter the summer months but are expected to increase as fall events are planned and restrictions on gatherings ease.



We were very impressed with the museum and the exhibits. It was well organized and included the history of the island's indigenous people and the history of slavery on the island as well as the gradual shift to the summer retreat for the super wealthy. Definitely worth an hour or so before taking the tram ride. -- TripAdvisor May 2021

### **Mosaic Museum / Historic District**

- **Group Tours** – Bookings for Fall 2021 and Spring 2022 continue to increase. Morgan Cantrell, Museum Operations Assistant, attended the ABA Motorcoach Conference to promote tours to Jekyll Island.
- **Museum Operations** – Hired new part-time tour guide, Tim Maki
- **Property Rentals** – Continue to receive steady number of requests to see the properties for potential bookings. .

### **Programs/Events**

- **Programs** – Four new programs were offered in May on the cottage's architecture, preserving family history, Journals and diaries of the club guests, and a drop-in activity on bridge building on the Hollybourne porch. The programs on cottage architecture and preserving family history were also offered virtually.

### **Curatorial/Research**

- **Tiffany Exhibit** – Developed and installed a new rotating exhibit for Mosaic, Jekyll Island Museum, entitled *Centennial Celebration: 100 Years of Painting in Glass*. The exhibit tells the story of the 100-year-old art glass masterpiece located in Jekyll Island's Faith Chapel. In celebration of the famed Tiffany window's centennial year, visitors can now experience this immersive exhibit within Mosaic, Jekyll Island Museum.
- **Hotel Display**– Installed a new display for hotel guests at the Westin showcasing a historic figure and artifact and drawing visitors to experience the Mosaic to learn more about Jekyll Island history.
- **Archaeology** – Prepared and posted an RFP seeking proposals for Phase I & II Archaeological Investigations of Jekyll Island Golf Courses.
- **Oral History** – Conducted an oral history of two women who have worked and visited Jekyll Island, beginning in the 1980s. Their interview highlighted their observations of and contributions to the evolution of Jekyll Island over the years, with a focus on the museum and historic district.
- **Collections** – During the month of May, 198 collection catalog records were added or updated in Past Perfect, including slides, artifacts, manuscripts, books, and blueprints. Organized exhibit takedown and installation of new exhibit. Digitized letters written by Jekyll Island Club Superintendent Ernest Grob. Responded to 10 research requests, 6 image requests, and met with 2 researchers.

### **Historic District/Preservation**

- **Maymester** – Began instruction for UGA Maymester field school on multiple "hands-on" projects in the Historic District
- **Marianna** – Fountain epoxy final coat
- **Faith Chapel** – Discussion of hurricane prep for Tiffany Window and security updates
- **Elevators/ADA** - Jed Wainright for annual certification of all 6 elevator/lifts in the Historic District
- **FOHJI** - Helped Bradley Hoyt with photos for FOHJI book
- **Dubignon** - Met with BTS contractor for annual security/fire check
- 4 entry gate issues
- Assisted with historic carriage relocation for Westin exhibit

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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** TERRY M. NORTON, GSTC DIRECTOR AND VETERINARIAN  
**SUBJECT:** GEORGIA SEA TURTLE CENTER UPDATE – JUNE 2021  
**DATE:** 6/9/2021

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**“Turtle Power!!- Not just a mission, but an amazing education for everyone! From the standing exhibits with multiple interactive facts and pictures, then to the window to watch the staff giving aid to turtles and then, THEN going to the hospital next door; this facility is awesome! Something for all ages.”** (Trip Advisor Review, May 2021)

### **Admissions Comparison with Prior Year (May 2020 vs. May 2021)**

<u>May 2020</u>	<u>May 2021</u>
3,772	13,109

May 2021 was a record year for May visitation. We saw 2,777 more visitors than the next highest May visitation, which occurred in 2017.

*(Note: There were capacity restrictions in place during the month of May 2020. Capacity restrictions were loosened and fluctuated through the month in 2021.)*

### **Revenue Categories\***

- May concessions \$165,167.11 was \$62,011.96 more than budgeted
- May admissions \$110,117.63 was \$28,005.02 more than budgeted
- Adoption (Sea Turtle) 75 | \$3,385 | Donations (General) 58 | \$1,860.00
- Memberships 21 | \$2,358.50
- Daily Programs 189
- Sub-Total Education Reservations: 114 Clients\*

*\*Some online payments are received in previous month for educational programs conducted in May*

### **Marketing/PR/Events/Grants/Pubs**

**Social Media, Website, and Communications Updates:** Trip Advisor: 2,232 reviews, ranking GSTC #4 out of #17 Jekyll attractions

- 51.9K Facebook Page Likes
  - Impressions: 34.6K
  - Number of Posts: 18
  - The top post was an announcement of Jekyll’s first sea turtle nest with a reach of 43.7K people.
- 22.8K Instagram Followers
  - Impressions: 83K
  - Number of Posts: 8
  - The top post was a for World Turtle Day which reached 11K people.

### **Education**

- Dr. Norton presented at the Herpetofauna Health and Disease Webinar hosted by UGA. His talk was entitled "Health and Disease Investigations of the Eastern Indigo Snake"
- Two summer Adoption options launched in May – Adopt-a-Nesting Female and Adopt-a-Nest.
- Ruck and the Coffee Cold Stun Adoption ended in May.
- 80 Pier Outreach and Sea Turtle Bycatch surveys were conducted in May bring the total survey count to 105.
- Participant capacity for Evening Turtle Walks and Sunrise Walks were increased. 96% of 463 tickets are sold. Walks begin June 2, 2021.

## Research & Patrol

- Sea Turtle Dawn and Night Patrols located 21 loggerhead nests, documented 35 loggerhead false crawls, and encountered 18 nesting females a total of 23 times. A genetics sample was also collected from each nest.
- Sea Turtle Dawn Patrol processed one dead stranded Kemp's Ridley and one dead loggerhead sea turtle.
- Sea Turtle Night Patrol added nine nests to a study investigating temperature effects on loggerhead sea turtle embryonic development and hatchling characteristics.
- We tracked 15 box turtles bi-weekly in golf course and residential environments.
- 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, 2,070 pieces of marine debris were collected from Jekyll Island beaches and logged with location coordinates into the Marine Debris Tracker application, of which 664 pieces were collected by the GSTC Research team.

## Rehabilitation

	Sea Turtle	Other Patients
New Patients	5	29
Current Patients	15	75
Released Patients	6	15
Transferred Patients	0	2
Total Since 2007	952	2,022

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

Service Hours			
	Monthly Total	YTD Date Total (see YTD period definitions)	Cumulative Total
AmeriCorps Service Hours**	3,650.25	24,297.75	416,294.42
Volunteer Hours*	169	1,085.5	75,710.01
Marine Debris Hours*	66.75	856.25	10,673.58
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 AmeriCorps Program Year (September 1, 2020-August 31, 2021)