Tuesday, January 15, 2019
Agenda

9:30 a.m. JIA Committee Meetings* Convention Center Rooms 7/8

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

Chairman, Mike Hodges – Call to order

Historic Preservation/Conservation Committee – Section I
Bob Krueger, Chair

A.) Conservation Report – Yank Moore, Conservation Land Manager
   1. Intracoastal Waterway Dredging project update
   2. Solar project construction update

Finance Committee – Section II
Bill Gross, Chair

A.) December 2018 Financials
B.) State Audit Findings Update – Maria Humphrey, Lease Coordinator
C.) FY2019 Mid-Year Operating Budget Adjustments for Consideration - $155,002.73 – Marjorie Johnson, Chief Accounting Officer; Jones Hooks, Executive Director
   1. Contracts
      a. Sand County Studios Carrying Capacity and Infrastructure Assessment - $58,000.00
      b. Brewer Technology Solutions Fire Alarm Inspections - $8,750.00
   2. Mid-Year Property Insurance Increase – $73,252.73
   3. Payroll Adjustment, Jekyll Island Foundation - $15,000.00
D.) FY2019 Mid-Year Capital Adjustments for Consideration - $425,505.00 - Marjorie Johnson, Chief Accounting Officer; Jones Hooks, Executive Director
   1. Historic Resources
      a. Book Scanner – Total Amount Requested: $16,000.00. Total cost of scanner is $30,000.00 (less $7,000.00 approved in FY18 capital funds and Friends of Historic Jekyll Island reimbursement to JIA)
      b. Hollybourne Cottage HVAC Unit Installation - $140,000.00
   2. Summer Waves Waterpark
      a. Frantic Atlantic Wave Pool Liner Replacement – $183,840.00
      b. Splash Zone Area Pump Replacement - $10,215.00
   3. Georgia Sea Turtle Center
      a. Sargasso Sea Exhibit – Total Amount Requested: $45,000.00. Total cost of Exhibit is $50,000.00 (less $5,000.00 approved in FY18 capital funds)
      b. Carpet and Tile Replacement - $10,000.00
   4. Water/WasteWater Department Sewer Camera Purchase - $7,450.00
   5. Fire Department Purchase of Two Portable Radios - $13,000.00
E.) Jekyll Mosaic Funding – Jones Hooks, Executive Director
   1. JIA contribute up to $350,000.00 in additional funds for the Mosaic.
   2. JIA FY2020 pledge of $150,000.00 be paid in FY2019
Human Resources Committee – Section III
Buster Evans, Chair

A.) Policy Updates – Jenna Johnson, Director of Human Resources
   1. Workplace Harassment Policy
   2. Amenity Pass Policy

Marketing Committee – Section IV
Joy Burch-Meeks, Chair

A.) Marketing Update – Meggan Hood, Sr. Director of Marketing

Legislative Committee – Section V
Joe Wilkinson, Chair

A.) No Report

Committee of the Whole – Section VI
Mike Hodges, Chair

A.) “Brunch Bill” Ordinance Revision; Amendment to Sec. 8-102 - Days and hours of sale regulated – Daniel Strowe, General Counsel
B.) Jekyll Harbor Marina Concept Presentation and Consideration – Gary Wadsten, Principal, Carolina Holdings Group
C.) Jekyll Island Revetment Rehabilitation - Phase II Bid Process Update – Jones Hooks, Executive Director
D.) Executive Director’s Report
   1. Revitalization Update
   2. Other
E.) Chairman’s Comments

Adjournment

5 Minute Break
JIA Board Meeting Agenda
Mike Hodges, Chairman

Action Items

A.) November 20, 2018 Board Meeting Minutes
B.) Operating Budget Adjustments: $155,002.73
   1. Sand County Studios Carrying Capacity and Infrastructure Assessment - $58,000.00
   2. Brewer Technology Solutions Fire Alarm Inspections - $8,750.00
   3. Mid-Year Property Insurance Increase – $73,252.73
   4. Payroll Adjustment, Jekyll Island Foundation - $15,000.00
C.) Capital Budget Adjustments:  $425,505.00
   1. Historic Resources Book Scanner –$16,000.00
   2. Hollybourne Cottage HVAC Unit Installation - $140,000.00
   3. Summer Waves Waterpark Frantic Atlantic Wave Pool - $183,840.00
   4. Summer Waves Waterpark Splash Zone Area Pump Replacement - $10,215.00
   5. Georgia Sea Turtle Center Sargasso Sea Exhibit – Total Amount Requested: $45,000.00.
   6. Georgia Sea Turtle Center Carpet and Tile Replacement - $10,000.00
   7. WasteWater Sewer Camera Purchase - $7,450.00
   8. Fire Department Purchase of Two Portable Radios - $13,000.00
D.) Jekyll Mosaic Funding
   1. JIA contribute up to $350,000.00 in additional funds for the Mosaic.
   2. JIA FY2020 pledge of $150,000.00 be paid in FY2019
E.) Workplace Harassment Policy
F.) Amenity Pass Policy
G.) “Brunch Bill” Ordinance Revision; Amendment to Sec. 8-102 Days and hours of sale regulated
H.) Jekyll Harbor Marina Concept

Adjournment

Note:

The ocean side of the Jekyll Island Convention Center will be closed for floor refinishing. The Beach Village (south) entrance to the Center will be closed. Park on the north side of the building (Great Dunes Park side).

Following the Board of Directors Meeting, join the Jekyll Island Authority for a ribbon cutting ceremony for the new Corsair Beach Park located in the Beach Village between Jekyll Ocean Club and Days Inn and Suites.
TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: OPERATIONS MONTHLY REPORT – DECEMBER 2018
DATE: 1/8/18

PUBLIC SERVICES

December Highlights:

- Continued support of Christmas lights, displays and skating village.
- Placed 200Kw Generator at Wastewater Plant for connection to system.
- Began site work for Jekyll Mosaic.
- Completed trimming overheads and freshen path material on bike trails.
- Completed remodel of two AmeriCorps housing units.

Facilities Department Work Orders
PUBLIC SAFETY – Fire & EMS

December Highlights:

- Participated in Touch-A-Truck event on 12/22.
- Continued follow up for ISO inspection by ISO field representative.
- Assisted in Holly Jolly Parade event.
- LEPC meeting at Glynn County EOC.
- Completed Fire/EMS staff monthly training.

Jekyll Island Fire & EMS Responses

- False Alarms: 7
- Fire Responses: 18
- Transported to ER: 6
- EMS Responses: 28
- Total Responses: 46
TO:  HUMAN RESOURCES COMMITTEE
FROM:  JENNA JOHNSON, HR DIRECTOR
SUBJECT:  HUMAN RESOURCES COMMITTEE REPORT
DATE:  1/9/2019

JIA Workers Compensation Claims:  (Target goal for FY19 = 9).

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<thead>
<tr>
<th></th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
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<td>4</td>
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<td>1</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>16</td>
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JIA Employee Census:  320

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<thead>
<tr>
<th>Month</th>
<th>Full time</th>
<th>Part Time</th>
<th>Seasonal</th>
<th>Interns</th>
<th>Total Employees</th>
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<tbody>
<tr>
<td>Dec</td>
<td>168</td>
<td>138</td>
<td>8</td>
<td>16</td>
<td>320</td>
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Recognition:

- **Pocket Praise Kudos**.....Thank you for going above and beyond!
  - Erin Evors with Marketing
  - Richard Thompson with Landscape
  - Phyllis Gaska with Museum
Retirements: none

Meet our January Featured Employee: Aaron Saunders

Aaron Saunders has been with JIA since December of 2015 as our Golf Course Maintenance Superintendent. Aaron’s main responsibilities include maintaining all of Jekyll Island golf courses in the best possible condition regarding playability and aesthetics, as well as being a good steward of the environment.

Aaron says he loves working at a vacation destination, the scenery is fantastic, and he meets a lot of great people. If given the chance, he really wouldn’t change anything about Jekyll island, except maybe the gnats. He loves working outside but would not mind a bit if the gnats were gone for good.

His hobbies and interest include going to Church, spending time with his family, playing golf, watching soccer and rugby, and of course drinking hot tea and eating crumpets! He is from England after all!

It’s a pleasure working with Aaron, we appreciate his passion for golf and the hard work he puts into our courses. Thank you and keep up the good work!
MEMORANDUM

TO:               HISTORIC PRESERVATION/CONSERVATION COMMITTEE
FROM:             BEN CARSWELL, DIRECTOR OF CONSERVATION
SUBJECT:          CONSERVATION UPDATE
DATE:             1/9/2019

Management and Planning
• Engaged with Westin hotel to make some minor adjustments to pool deck expansion plans to leave 3ft of additional vegetative buffer south of the new fence line.
• Held Environmental Assessment Procedure (EAP) committee meeting to assess the Marriott project. Report in-prep
• Land Conservation Manager Yank Moore and Wildlife Manager Joseph Colbert are planning for a controlled burn, weather depending, in a wooded area within Oleander golf course on Friday January 11.
• The Cherry Street Energy solar project at the old landfill site off of Old Plantation Road is currently entering a rapid phase of construction and is anticipated to be substantially complete this month.
• The Army Corps Intracoastal Waterway dredging project is anticipated to be under contract. Mobilization and construction schedule is TBD, but likely to take place sometime between Feb and April.
• Director Ben Carswell continues to participate weekly in exhibit design/development process for the Mosaic project.

Personnel and Professional development
• Wildlife Manager Joseph Colbert has been accepted to the prestigious Emerging Leaders in Wildlife Conservation program through the White Oak Conservation Foundation. More info here: http://wildlifeleaders.org/

Outreach, Community Engagement, and Leadership
• In 2018 the Conservation Department received 342 calls to the Wildlife Response Hotline. Of these, 242 required personnel to be deployed.
• The Junior Ranger Field Guide, a project spearheading by Park Ranger Ray Emerson is nearing completion. This is shaping up to be an exceptional educational product. Look for a big reveal on it in the near future.
Ranger Ray, with support from GSTC Americorps members mobilized a rapid response on short notice to an event on December 22nd that resulted in an unusually large amount of plastic marine debris washing up on Jekyll beaches and being left behind in wrack lines by the tide. Ray and company cleaned over two miles of beach between the tides that day. Most of the trash was small items, so the total amount, shown in the photo below, is not huge, but there was a small plastic item or two in the wrack line approximately every twenty feet or so all the way down the beach. Jekyll’s most visited beaches looked very “trashy” when they started and were looking pristine once again when they finished.
The Jekyll Island Museum earned the most revenue ever recorded for the month of December in Public Tours, Shop Revenue and Total Revenue, serving the highest number of December guests since 1994.
• The Jekyll Island Museum also earned $803,897 in tour and retail income in CY 2018, topping $800,000 for the first time and achieving the highest Total Revenue ever listed for the museum on records dating back to 1987.

• The Jekyll Island Museum produced an additional $111,903 in Historic District Property Rentals in CY 2018, nearly doubling the prior record for property rentals from the previous year.

<table>
<thead>
<tr>
<th>Historic District Property Rentals, CY 2018 - 5,867 Attendees</th>
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<tbody>
<tr>
<td>24 Faith Chapel Rentals</td>
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<tr>
<td>52 Other Property Rentals</td>
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<tr>
<td>76 Event Rentals</td>
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</tbody>
</table>

• Total museum earned income for the CY was $915,800
Special Events

- **Faith Chapel Visitation, CY2018 – 24,754 Attended** - Visitation to Historic Faith Chapel Continued to rise in CY 2018 to a record high of 24,754 guests. Chapel visitation has increased significantly since 2016, when the museum first began offering longer hours and daily opportunities for both meditation and historical interpretation.

- **CY 2018 Specialty Programs – 1,937 Attended, $31,375 earned.** In addition to its normal daily tours, the Jekyll Island Museum offers a variety of educational programs and special events on a seasonal basis throughout the year, including December offerings described below.

- **Holidays in History 2018 – 1,462 Attended** - The Jekyll Island Museum invited guests to enter the glittering world of the Jekyll Island Club with Holidays in History tours of the Historic District. Throughout December, guests enjoyed the history of Jekyll Island enriched in seasonal splendor.

- **Christmas Twilight Tours 2018 – 153 Attended** - On Fridays and Saturdays in December, the Jekyll Island Museum offered special evening excursions showcasing the holiday stories and decorations of the season on Jekyll Island.

- **Victorian Christmas Craft 2018 – 47 Attended** - On Saturdays in December, the Jekyll Island Museum provided opportunities to create a charming handmade holiday treasure. Guests created their own period-inspired handicrafts, for a fun and festive activity delighting one and all.
Curatorial/Research

- **Mosaic** – Continued working with design team on exhibit development. Reviewed and edited graphics and text content for exhibit. Provided images for exhibit use and continued process of remastering images for use on graphics. Provided direction for materials needed for artifact displays and photo shoots. Worked with media consultants on developing audio content. Prepared artifacts for display and picked up treated artifacts from metal conservator.

- **Collections** – Completed rehousing of JIA Board Minutes from the 1980s and 1990s. Began updating records inventory of Rare Books in Past Perfect. Began sorting promotional literature. Began work to rehouse, inventory, and catalog manuscripts for improved preservation storage. Added map cases and reorganized space in preparation for Blueprint and Map project to commence. Obtained new camera for improved documentation of collections.

- **Museum Intern** – Completed interviews and selected candidate for the 2019 Museum Internship program, to provide 12 weeks of practical training within the curatorial department, to begin in January.

- **CY 2018 Annual Shred Totals – 6,619 lbs** - Oversaw the secure disposal of approximately 6,619 pounds of documents for recycling in accordance with records policies and procedures over the course of CY 2018.

- **CY 2018 Research/Records and Photo Requests** – Curatorial staff responded to 71 Research and Records Requests and 34 photo requests in CY 2018, averaging over 67 hours of staff time per month.

Historic District/Preservation

- **Historic District Roofs** – Contractors continued replacing the shingle roof at Mistletoe Cottage. Materials have been delivered to begin the roof at Hollybourne.

- **Hollybourne Cottage** – completed the milk paint finish for the gun room and an upstairs bedroom ceiling

- **Bond Funds** – Met with Studio 8 to review and edit final draft of design packet for ADA ramps, elevators, lifts, bathroom access, lighting, and paving plans throughout the historic district. Met with Swindell Construction to walk through the paving plans for Chichota and Hollybourne.

- **Causeway Towers** – Met with D&D Decorators and obtained a bid for painting the causeway towers.

- **GSTC** – Received bids and selected TCM Waterproofing to resolve the deteriorating brick problem at the Georgia Sea Turtle Center.

- **Gould Casino** - Took flooring tile samples to be tested for asbestos and received bid for abatement.

- **Museum General Manager** - Interviews were conducted for the position.
“Amazing Facility with Interactive Displays, a turtle hospital where visitors can watch the animals being treated and talk with the staff providing treatment and an area where staff give very informative talks about the individual turtles in the center and answer audience questions. Well worth the trip and admission price. Great experience! The center also hosts ongoing family friendly events throughout the year as well as educational events at the facility and off-site locations. A true hidden gem on beautiful Jekyll Island!” Facebook Review (Dec 2018)

**Summary Comparisons with Prior Year (Dec 2018 vs. Dec 2017)**
GSTC continued its steady growth this month with an uptick in visitation (up 6%), increase in admissions revenue (up 22%) and concession sales (up 6%) compared to 2017. Memberships had a strong December with a robust increase in annual participation (up 31%) and in revenue (up 30%). Behind the Scenes remains a guest ‘must do while on Jekyll” program for the GSTC with a rise in revenue (up 47%) and participation (up 30%) over LY.

**Revenue Categories***
- December concessions $49,929.98 was $2,180.01 more than budgeted
- December admissions $37,790.87 was $4,790.87 more than budgeted
- Adoption (Sea Turtle) 118 | $5,800
- Memberships 36 | $2,340
- Behind the Scenes 69 participants | $1,972
- Virtual Field Trips 40 participants | $165

**Sub-Total Education Reservations:** Clients 444 | Revenues $3,743

*Some online payments are received later

**Audience Reached**

<table>
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<tr>
<th>Through Education Programs (excluding general admission) December 2018</th>
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<tbody>
<tr>
<td>130, 25%</td>
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<tr>
<td>158, 31%</td>
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<tr>
<td>225, 44%</td>
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These numbers include select education activities including events and off-island outreach; does not include Eco-programs or Daily programs admissions.

**Marketing/PR/Events/Grants/Pubs (continued pg. 2)**
- Research’s description of the Reticulated Siren, a two-foot long salamander from southern Alabama and northwestern Florida, resulted in dozens of articles and was covered in the New York Times, National Geographic, CNN, Scientific American, MotherBoard, and LiveScience, for a few examples.
• Stacy NI, Lynch JM, Arendt MD,...Norton, TM, Chronic debilitation in stranded loggerhead sea turtles (Caretta caretta) in the southeastern United States: Morphometrics and clinicopathological findings, Plos One 2018; 13(7): e0200355


Social Media, Website and Communications Updates:
• Trip Advisor: 1,940 reviews, ranking GSTC #4 out of #16 Jekyll attractions; FB: 41,061 likes | 40,568 following; Instagram: 12,800 followers

Education
• 2019 Sea Turtle Camp Registration opened on Dec 20th with early exclusive access sent to previous camp families & early inquiries. New for 2019 is Family Camp, a shared experience for youth and adults. This session will be offered 1 week only June 24-28th.
• Thus far, 12 registrations have come in this month across 3 different sessions in June.
• New lighting exhibit was installed and are finalizing plans for exhibit sand replacement in January.
• Final revisions were completed for the new Georgia’s Sea Turtles classroom program, and set-up was tested in the classroom. A trial run of this new program will be conducted with a middle school group on January 28th.

Rehabilitation

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<tr>
<th></th>
<th>Sea Turtle</th>
<th>Other Patients</th>
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<tbody>
<tr>
<td>New Patients</td>
<td>1</td>
<td>6</td>
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<tr>
<td>Current Patients</td>
<td>21</td>
<td>33</td>
</tr>
<tr>
<td>Released Patients</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Transferred Patients</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Total Since 2007</td>
<td>818</td>
<td>1,519</td>
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• Rehabilitation staff participated in sea turtle rehabilitation workshop in Marathon, Florida. Dr. Norton, Rachel Sommer, and Allison Hardman did presentations on various aspects of sea turtle rehabilitation. Dr. Norton hosted a workshop on CT scanning in sea turtles.
• Dr. Norton traveled to Costa Rica in mid-December to host a Sea Turtle Rehabilitation workshop for Costa Rican veterinary professionals. The workshop was conducted at the Parque Marinos in Puntaranus Costa Rica. Dr. Norton also assisted in treatment of a debilitated hawksbill sea turtle and met with several of our partners in this long-standing program. Dr. Norton is on the board of a newly established NGO in Costa Rica, “Osa Ecology”. Osa Ecology covered Dr. Norton’s travel expenses.

Research & Patrol
• The Annenberg Space for Photography Panel Discussion (12/5)
  David Steen was invited to Los Angeles to take part in a panel discussion about conservation of unappreciated creatures (like reptiles), an event associated with Joel Sartore’s National Geographic Photo Ark exhibit.
• Glynn County GIS Beach Profiling (12/4 – 12/6)
  GSTC Research partnered with GIS professionals with Glynn County Government for our semi-annual beach profiling transect survey (since 2014) to acquire sub-meter elevation data for the entire Jekyll Island beachfront at low tide.

AmeriCorps Program, Volunteer Program, and Marine Debris Initiative

<table>
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<th>Monthly Total</th>
<th>YTD Date Total</th>
<th>Cumulative Total</th>
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<tbody>
<tr>
<td><strong>AmeriCorps Service Hours</strong></td>
<td>2868.75</td>
<td>10,226</td>
<td>335,426</td>
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<tr>
<td><strong>Volunteer Hours</strong></td>
<td>427.75</td>
<td>8,264.92</td>
<td>58,788</td>
</tr>
<tr>
<td><strong>Marine Debris Hours</strong></td>
<td>63.50</td>
<td>396.83</td>
<td>6,820.25</td>
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<tr>
<th></th>
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<tbody>
<tr>
<td>MDI Clean Ups</td>
<td>1</td>
<td>2</td>
<td>60</td>
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<td>MDI Items Collected</td>
<td>2,614</td>
<td>28,219</td>
<td>331,414</td>
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<td>New Volunteers Oriented</td>
<td>0</td>
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<tr>
<td>Volunteer Shadow Shifts</td>
<td>0</td>
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<td>159</td>
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<tr>
<td>Volunteer Advancements</td>
<td>0</td>
<td>21</td>
<td>246</td>
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*YTD Based off fiscal year (July 1, 2018-June 30, 2019) | **YTD Based off of AmeriCorps Program Year (September 1,2018-August 31,2019)
TO: COMMITTEE OF THE WHOLE
FROM: DION DAVIS
SUBJECT: FOUNDATION UPDATE
DATE: 1/8/19

Executive Committee: The EC/FC will hold its regularly scheduled meeting on January 17, 2019 via conference call. Agenda items included: review/approval of minutes and YTD disbursements and financials, yearend campaign numbers, Mosaic fundraising strategies and cash flow, social media report.

Strategic Planning Step II - Implementation Planning: A facilitator will conduct a 3.5-hour planning session with key JIF board members on February 27, 2019 in Atlanta, GA. Agenda will include:

- Review Draft Strategic Plan
- Identify Action Steps, Drivers (those involved in the steps), Resource Requirements, and Timeline
- Document Unanswered Questions

Board of Director’s Meeting: The board will hold its regularly scheduled, quarterly meeting on Friday, February 8, 2019. Meeting agenda has not been set.
Revenues

Revenues for December were $1,932,754 which reflects a favorable $103K (6%) variance from budget. Revenues also reflect a favorable $1M (7%) variance from year to date budget and a favorable $1.5M (10%) variance from prior year to date.

Revenues during the first half of the month started out slow due to numerous rain days. In the first 15 days of December, there were 8 days with rainfall totaling 8.4 inches. Six of those days were on a Friday, Saturday or Sunday. Most of the amenities bounced back during the second half of the month.

The largest variances for the month are:

- Lot Rentals (+$77K) – Annual lot rentals were billed in December, they were $50K higher than budgeted. Participation fees and transfer fees were also higher than anticipated.
- Convention Center (+$16K) – room rental (+$5K), commissions ($3K) and equipment rental (+$5K) were all higher than budgeted for the month. Food & beverage were on target with budget for the month.
- Golf (-$15K) & Museum (-$14K) – both of these departments were lower than budget due to the rainy weather.
Expenses

Expenses were $2,000,320 for December and reflected a favorable budget variance of $104K for the month and a favorable $485K budget variance year to date. The largest variances for the month are:

- Human Resources (-$72K) – In addition to savings realized from vacant positions, health insurance was $47K less than budgeted for the month.
- Insurance (+$79K) – We received an invoice for additional property insurance from the State in mid-December. A budget adjustment is being requested to offset this unanticipated expense.
- Repairs – Facilities & Grounds (-$40K) – this variance is a timing difference; expenses are on track with budget for the year.
- Supplies & Materials (-$32K) – Chemicals & fertilizers are $33K less than budget for the month. This is a timing variance and will be spent by the end of the fiscal year.

Net Operating Cash

The Net Operating Cash Loss for the month is $67,566, which is a $208K (75%) favorable variance from the budgeted net operating cash loss of $275,151. Net Operating Cash Income reflects a favorable $1.6M (157%) year to date variance from budget and a favorable $373K (17%) variance from prior year to date income.
<table>
<thead>
<tr>
<th>MONTH</th>
<th>MONTH ACTUAL</th>
<th>MONTH BUDGET</th>
<th>BUDGET VARIANCE</th>
<th>YTD ACTUAL</th>
<th>YTD BUDGET</th>
<th>YTD VARIANCE</th>
<th>PRIOR YEAR ACTUAL</th>
<th>PRIOR YEAR VARIANCE</th>
<th>(000's)</th>
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<tr>
<td>Business Leases</td>
<td>342,517</td>
<td>330,514</td>
<td>12</td>
<td>4%</td>
<td>2,383,135</td>
<td>2,189,425</td>
<td>194</td>
<td>9%</td>
<td>2,147,113</td>
<td>236</td>
<td>11%</td>
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<tr>
<td>Hotel Tax</td>
<td>69,581</td>
<td>80,150</td>
<td>(11)</td>
<td>-13%</td>
<td>851,325</td>
<td>816,900</td>
<td>34</td>
<td>4%</td>
<td>776,844</td>
<td>74</td>
<td>10%</td>
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<td>Tourism Development Fund</td>
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<td>34,350</td>
<td>(5)</td>
<td>-13%</td>
<td>378,049</td>
<td>350,100</td>
<td>28</td>
<td>8%</td>
<td>331,531</td>
<td>47</td>
<td>14%</td>
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<td>Parking</td>
<td>200,514</td>
<td>188,218</td>
<td>12</td>
<td>7%</td>
<td>1,801,747</td>
<td>1,742,493</td>
<td>59</td>
<td>3%</td>
<td>1,622,447</td>
<td>179</td>
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<tr>
<td>Interest</td>
<td>937</td>
<td>678</td>
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<td>6,024</td>
<td>3,958</td>
<td>2</td>
<td>52%</td>
<td>3,958</td>
<td>2</td>
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<tr>
<td>Lot Rentals</td>
<td>463,151</td>
<td>386,026</td>
<td>77</td>
<td>20%</td>
<td>711,061</td>
<td>398,214</td>
<td>313</td>
<td>79%</td>
<td>699,268</td>
<td>12</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td>8,122</td>
<td>4,411</td>
<td>4</td>
<td>84%</td>
<td>40,113</td>
<td>37,943</td>
<td>2</td>
<td>6%</td>
<td>32,934</td>
<td>7</td>
<td>22%</td>
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<td>Administration revenue</td>
<td>24,310</td>
<td>16,400</td>
<td>8</td>
<td>48%</td>
<td>67,985</td>
<td>67,947</td>
<td>0</td>
<td>0%</td>
<td>88,854</td>
<td>(21)</td>
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<tr>
<td>Beach Village</td>
<td>1,507</td>
<td>1,507</td>
<td>-</td>
<td>0%</td>
<td>9,039</td>
<td>9,039</td>
<td>-</td>
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<td>7,533</td>
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<td>Intern Housing</td>
<td>3,800</td>
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<td>19,750</td>
<td>20,535</td>
<td>(1)</td>
<td>-4%</td>
<td>20,535</td>
<td>(1)</td>
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<tr>
<td>Total Administration</td>
<td>1,144,259</td>
<td>1,045,603</td>
<td>99</td>
<td>9%</td>
<td>6,268,228</td>
<td>5,636,555</td>
<td>632</td>
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<td>5,731,015</td>
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<td>Enterprises</td>
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<td></td>
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<tr>
<td>Golf</td>
<td>100,302</td>
<td>115,156</td>
<td>(15)</td>
<td>-13%</td>
<td>874,290</td>
<td>820,134</td>
<td>54</td>
<td>7%</td>
<td>711,936</td>
<td>162</td>
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<tr>
<td>Convention Center</td>
<td>170,121</td>
<td>154,183</td>
<td>16</td>
<td>10%</td>
<td>2,069,946</td>
<td>1,619,606</td>
<td>250</td>
<td>14%</td>
<td>2,006,389</td>
<td>64</td>
<td>3%</td>
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</tr>
<tr>
<td>McCormick's Grill</td>
<td>29,470</td>
<td>17,541</td>
<td>12</td>
<td>68%</td>
<td>118,881</td>
<td>160,189</td>
<td>(41)</td>
<td>-26%</td>
<td>106,217</td>
<td>13</td>
<td>12%</td>
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<tr>
<td>Summer Waves</td>
<td>4,609</td>
<td>2,508</td>
<td>2</td>
<td>84%</td>
<td>1,337,482</td>
<td>1,358,329</td>
<td>(21)</td>
<td>-2%</td>
<td>1,325,639</td>
<td>12</td>
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<tr>
<td>Campground</td>
<td>107,560</td>
<td>97,945</td>
<td>10</td>
<td>10%</td>
<td>696,295</td>
<td>616,406</td>
<td>80</td>
<td>13%</td>
<td>555,150</td>
<td>141</td>
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<tr>
<td>Life is Good</td>
<td>7,989</td>
<td>6,941</td>
<td>1</td>
<td>15%</td>
<td>79,992</td>
<td>61,435</td>
<td>19</td>
<td>30%</td>
<td>55,398</td>
<td>25</td>
<td>44%</td>
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<td>Museum</td>
<td>46,417</td>
<td>60,256</td>
<td>(14)</td>
<td>-23%</td>
<td>339,900</td>
<td>347,262</td>
<td>(7)</td>
<td>-2%</td>
<td>284,440</td>
<td>55</td>
<td>19%</td>
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<tr>
<td>Georgia Sea Turtle Center</td>
<td>115,454</td>
<td>103,983</td>
<td>11</td>
<td>11%</td>
<td>1,037,024</td>
<td>939,237</td>
<td>98</td>
<td>10%</td>
<td>881,557</td>
<td>155</td>
<td>18%</td>
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<td>Conservation</td>
<td>256</td>
<td>240</td>
<td>0</td>
<td>7%</td>
<td>297</td>
<td>240</td>
<td>0</td>
<td>24%</td>
<td>12,049</td>
<td>(12)</td>
<td>-98%</td>
<td></td>
</tr>
<tr>
<td>Miniature Golf &amp; Bikes</td>
<td>24,506</td>
<td>25,245</td>
<td>(1)</td>
<td>-3%</td>
<td>171,275</td>
<td>163,628</td>
<td>8</td>
<td>5%</td>
<td>164,933</td>
<td>6</td>
<td>4%</td>
<td></td>
</tr>
<tr>
<td>Water/Wastewater</td>
<td>103,946</td>
<td>105,254</td>
<td>(1)</td>
<td>1%</td>
<td>758,138</td>
<td>753,859</td>
<td>4</td>
<td>1%</td>
<td>754,686</td>
<td>3</td>
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<tr>
<td>Sanitation</td>
<td>46,294</td>
<td>45,718</td>
<td>1</td>
<td>1%</td>
<td>271,287</td>
<td>271,705</td>
<td>(0)</td>
<td>0%</td>
<td>262,170</td>
<td>9</td>
<td>3%</td>
<td></td>
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<tr>
<td>Fire Department</td>
<td>5,750</td>
<td>10,460</td>
<td>(5)</td>
<td>-45%</td>
<td>1,057,932</td>
<td>1,059,065</td>
<td>(1)</td>
<td>0%</td>
<td>978,366</td>
<td>80</td>
<td>8%</td>
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<tr>
<td>Tennis</td>
<td>3,573</td>
<td>7,289</td>
<td>(4)</td>
<td>-51%</td>
<td>48,941</td>
<td>43,918</td>
<td>5</td>
<td>11%</td>
<td>32,005</td>
<td>17</td>
<td>53%</td>
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<tr>
<td>Destination Mktg &amp; Special Events</td>
<td>3,635</td>
<td>2,750</td>
<td>1</td>
<td>32%</td>
<td>342,855</td>
<td>335,809</td>
<td>7</td>
<td>2%</td>
<td>173,733</td>
<td>169</td>
<td>97%</td>
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<tr>
<td>Guest Information Center</td>
<td>6,941</td>
<td>11,839</td>
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<td>-41%</td>
<td>98,101</td>
<td>89,524</td>
<td>9</td>
<td>10%</td>
<td>64,455</td>
<td>34</td>
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</tr>
<tr>
<td>Sales</td>
<td>-</td>
<td>500</td>
<td>(1)</td>
<td>-100%</td>
<td>-</td>
<td>1,500</td>
<td>(2)</td>
<td>-100%</td>
<td>500</td>
<td>(1)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>Camp Jekyll &amp; Soccer Fields</td>
<td>9,515</td>
<td>13,467</td>
<td>(4)</td>
<td>-29%</td>
<td>77,483</td>
<td>88,286</td>
<td>(11)</td>
<td>-12%</td>
<td>73,890</td>
<td>4</td>
<td>5%</td>
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<tr>
<td>Landscaping, Roads &amp; Trails</td>
<td>2,158</td>
<td>2,500</td>
<td>(0)</td>
<td>-14%</td>
<td>5,555</td>
<td>7,200</td>
<td>(2)</td>
<td>-23%</td>
<td>5,080</td>
<td>0</td>
<td>9%</td>
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</tr>
<tr>
<td>Vehicle &amp; Equipment Maintenance</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>250</td>
<td>(0)</td>
<td>-100%</td>
<td>500</td>
<td>(1)</td>
<td>-100%</td>
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<tr>
<td>Facility Maintenance</td>
<td>ACTUAL</td>
<td>BUDGET</td>
<td>VARIANCE</td>
<td>YTD ACTUAL</td>
<td>YTD BUDGET</td>
<td>VARIANCE</td>
<td>YEAR ACTUAL</td>
<td>VARIANCE</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>787</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>0%</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Enterprises</strong></td>
<td>788,496</td>
<td>783,774</td>
<td>1%</td>
<td>9,386,461</td>
<td>8,937,522</td>
<td>5%</td>
<td>8,449,092</td>
<td>11%</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,932,754</td>
<td>1,829,377</td>
<td>6%</td>
<td>15,654,690</td>
<td>14,574,077</td>
<td>6%</td>
<td>14,180,108</td>
<td>10%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expenses**

- **Human Resources**: 1,013,055 1,084,596 (72) -7% 6,367,881 6,789,284 (421) -6% 6,197,089 171 3%
- **Supplies & Materials**: 61,070 93,477 (32) -35% 770,081 913,892 (144) -16% 654,759 115 18%
- **Advertising & Sales**: 181,243 189,887 (9) -5% 696,217 746,478 (50) -7% 520,741 175 34%
- **Repairs - Facilities & Grounds**: 64,039 104,506 (40) -39% 734,546 734,240 0 0% 570,211 164 29%
- **Utilities**: 120,226 128,801 (8) -7% 1,007,172 1,014,911 (8) -1% 997,126 10 1%
- **Insurance**: 86,108 6,729 79 118% 663,047 585,659 77 13% 565,049 98 17%
- **Contracts**: 320,694 348,862 (28) -8% 1,718,859 1,693,909 25 1% 1,607,857 111 7%
- **Rentals**: 52,982 50,752 2 4% 345,325 381,274 (36) -9% 240,338 105 44%
- **Printing**: 24,118 9,753 14 147% 152,015 106,951 45 42% 115,241 37 32%
- **Motor Vehicle**: 17,554 19,677 (2) -11% 140,645 132,151 8 6% 107,257 33 31%
- **Telephone**: 10,094 10,602 (1) -5% 62,078 63,423 (1) -2% 62,841 1 1%
- **Equipment Purchase <$1K**: 6,154 5,150 1 19% 33,028 32,938 0 0% 48,125 15 -31%
- **Equipment Purchase $1K to $5K**: 6,756 8,000 (1) -16% 58,893 61,234 (2) -4% 18,170 41 224%
- **Travel**: 5,559 4,804 1 12% 49,125 46,178 3 6% 32,667 16 50%
- **Dues**: 11,941 20,920 (9) -43% 125,100 140,049 (15) -11% 118,604 6 5%
- **Credit Card Fees**: 18,927 17,977 1 5% 168,032 134,652 33 25% 134,175 34 25%
- **Bank Fees**: - 35 (0) -100% 31 210 (0) -85% 140 (0) -78%

**Total Expenditures** 2,000,320 2,104,528 (104) -5% 13,092,076 13,577,432 (485) -4% 11,990,391 1,102 9%

**Net Operating Cash Income** **

(67,566) (275,151) 208 -75% 2,562,614 996,645 1,566 157% 2,189,716 373 17%

** Does not include depreciation or capital projects
## Traffic Counts

### December 2018

<table>
<thead>
<tr>
<th></th>
<th>Daily/Weekly</th>
<th>Annual Passes</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>16,937</td>
<td>35,978</td>
<td>52,915</td>
</tr>
<tr>
<td>February</td>
<td>20,290</td>
<td>37,338</td>
<td>57,628</td>
</tr>
<tr>
<td>March</td>
<td>31,228</td>
<td>43,011</td>
<td>74,239</td>
</tr>
<tr>
<td>April</td>
<td>40,134</td>
<td>39,732</td>
<td>79,866</td>
</tr>
<tr>
<td>May</td>
<td>56,718</td>
<td>43,118</td>
<td>99,836</td>
</tr>
<tr>
<td>June</td>
<td>63,203</td>
<td>41,339</td>
<td>104,542</td>
</tr>
<tr>
<td>July</td>
<td>47,550</td>
<td>50,188</td>
<td>97,738</td>
</tr>
<tr>
<td>August</td>
<td>35,214</td>
<td>40,702</td>
<td>75,916</td>
</tr>
<tr>
<td>September</td>
<td>22,907</td>
<td>34,107</td>
<td>57,014</td>
</tr>
<tr>
<td>November</td>
<td>23,502</td>
<td>35,552</td>
<td>59,054</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
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</tr>
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</table>

**Year to Date Comparison**

<table>
<thead>
<tr>
<th></th>
<th>2014 YTD</th>
<th>2015 YTD</th>
<th>2016 YTD</th>
<th>2017 YTD</th>
<th>2018 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>474,576</td>
<td>497,968</td>
<td>972,544</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>April</td>
<td></td>
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<td></td>
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<tr>
<td>May</td>
<td></td>
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<td></td>
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<tr>
<td>June</td>
<td></td>
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<td></td>
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<tr>
<td>July</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>474,576</td>
<td>497,968</td>
<td>972,544</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Annual Traffic Count**

- 2014: 2,782,951
- 2015: 3,192,355
- 2016: 3,474,214
- 2017: 3,545,070
- 2018: 3,658,633

**Annual Revenue**

- 2014: 2,782,951
- 2015: 3,192,355
- 2016: 3,474,214
- 2017: 3,545,070
- 2018: 3,658,633

* Oct 2016 - Hurricane Matthew

* Sep 2017 - Hurricane Irma
January 8, 2019  
December 2018 Financial Review  
Jekyll Island Convention Center  
JIA Sales and SMG combined

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Number of Events</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Event Days</td>
<td>16</td>
<td>15</td>
<td>13</td>
<td>7</td>
<td>12</td>
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<tr>
<td>Attendance</td>
<td>9,625</td>
<td>10750</td>
<td>17,431</td>
<td>10270</td>
<td>10776</td>
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<tr>
<td>Revenue</td>
<td>$181,806 actual $169,207 budget</td>
<td>$91,214</td>
<td>$158,300</td>
<td>$157,456</td>
<td>$95,229</td>
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<tr>
<td>Square feet used</td>
<td>546,380</td>
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<td></td>
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</tr>
</tbody>
</table>

This December we held 2 state wide conventions. Farm Bureau that is our standard and GA Transit Association that returned for a second time AND have rebooked for DEC 2019 as well. A boost to a traditionally slow month. ComicCon continues to grow giving us $26K on a weekend that would not normally be booked.

FUTURE CONTRACTS ISSUED - 0  
This is a disappointing first – we issued no new license agreements this month.

PROPOSALS  
CVB – 6  
Westin – 2  
Cvent- 1  
SMG sitepass -0

Combined sites and planning meetings with all staff – 11
JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - December 2018

HOTEL STATISTICS AT-A-GLANCE

2018
Total Revenue $43,483,021
Occupancy Rate 65.1%
RevPAR $115.88
ADR $177.86

2017
Total Revenue $39,180,233
Occupancy Rate 61.2%
RevPAR $101.75
ADR $166.38

2016
Total Revenue $36,476,723
Occupancy Rate 61.3%
ADR $156.02

OCCUPANCY REPORT DETAIL

<table>
<thead>
<tr>
<th>Hotel</th>
<th># of Rms</th>
<th>Units Avail</th>
<th>Units Occupd</th>
<th>Percent Occupd</th>
<th>Average Daily Rate</th>
<th>RevPAR</th>
<th>Room Revenue 2018</th>
<th>Room Revenue 2017</th>
<th>Revenue Variance</th>
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<tr>
<td>Beachview Club</td>
<td>38</td>
<td>4,180</td>
<td>316</td>
<td>7.6%</td>
<td>$160.54</td>
<td>12.14</td>
<td>50,730</td>
<td>643,138</td>
<td>$(592,408)</td>
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<tr>
<td>Holiday Inn Resort</td>
<td>157</td>
<td>57,305</td>
<td>35,973</td>
<td>62.8%</td>
<td>$172.20</td>
<td>108.10</td>
<td>6,194,464</td>
<td>5,610,412</td>
<td>584,052</td>
</tr>
<tr>
<td>Days Inn &amp; Suites</td>
<td>124</td>
<td>45,260</td>
<td>35,003</td>
<td>77.3%</td>
<td>$125.57</td>
<td>97.11</td>
<td>4,395,416</td>
<td>3,959,687</td>
<td>435,730</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>138</td>
<td>50,370</td>
<td>35,595</td>
<td>70.7%</td>
<td>$174.41</td>
<td>123.25</td>
<td>6,207,992</td>
<td>5,897,682</td>
<td>310,310</td>
</tr>
<tr>
<td>Jekyll Island Club Resort</td>
<td>198</td>
<td>72,270</td>
<td>48,808</td>
<td>67.5%</td>
<td>$222.07</td>
<td>149.98</td>
<td>8,258,936</td>
<td>8,258,936</td>
<td>2,579,611</td>
</tr>
<tr>
<td>Quality Inn &amp; Suites</td>
<td>60</td>
<td>16,278</td>
<td>10,026</td>
<td>61.6%</td>
<td>$127.24</td>
<td>97.40</td>
<td>1,275,712</td>
<td>1,292,195</td>
<td>$(16,484)</td>
</tr>
<tr>
<td>Villas by the Sea</td>
<td>136</td>
<td>44,545</td>
<td>24,679</td>
<td>55.4%</td>
<td>$163.94</td>
<td>90.85</td>
<td>4,046,740</td>
<td>3,875,940</td>
<td>170,800</td>
</tr>
<tr>
<td>Villas by the Sea - Jekyll Realty</td>
<td>18</td>
<td>6,662</td>
<td>2,062</td>
<td>31.0%</td>
<td>$162.69</td>
<td>50.36</td>
<td>335,468</td>
<td>384,646</td>
<td>$(49,177)</td>
</tr>
<tr>
<td>Villas by the Sea - Parker Kaufman</td>
<td>14</td>
<td>5,380</td>
<td>2,312</td>
<td>43.0%</td>
<td>$112.26</td>
<td>48.24</td>
<td>259,548</td>
<td>291,866</td>
<td>$(32,318)</td>
</tr>
<tr>
<td>Westin</td>
<td>200</td>
<td>73,000</td>
<td>49,699</td>
<td>68.1%</td>
<td>$198.76</td>
<td>135.32</td>
<td>8,965,342</td>
<td>9,126,722</td>
<td>10%</td>
</tr>
</tbody>
</table>

2018 Total 375,250 244,473 65.1% $177.86 $115.88 $43,483,021 $39,180,233 $4,302,788 11.0%

2017 Total 385,054 235,480 61.2% $166.38 $101.75 $39,180,233

2016 Total 381,377 233,801 61.3% $156.02 $95.64 $36,476,723

REVENUES BY MONTH

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

- May 2017 - Hurley Matthew
- Oct 2016 - Hurricane Matthew
**HOTEL OCCUPANCY STATISTICS**

**December 2018**

### HOTEL STATISTICS AT-A-GLANCE

<table>
<thead>
<tr>
<th></th>
<th>Dec-18</th>
<th>Dec-17</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenue</td>
<td>$1,814,960</td>
<td>$1,782,293</td>
<td></td>
</tr>
<tr>
<td>Occupancy Rate</td>
<td>38.7%</td>
<td>39.7%</td>
<td></td>
</tr>
<tr>
<td>RevPAR</td>
<td>$55.06</td>
<td>$55.43</td>
<td></td>
</tr>
<tr>
<td>ADR</td>
<td>$142.19</td>
<td>$139.48</td>
<td></td>
</tr>
</tbody>
</table>

### OCCUPANCY REPORT DETAIL

<table>
<thead>
<tr>
<th>Hotel</th>
<th># of Rms</th>
<th>Units Avail</th>
<th>Units Occup</th>
<th>Percent Occup</th>
<th>Average Daily Rate</th>
<th>RevPAR</th>
<th>2018 Room Revenue</th>
<th>2017 Room Revenue</th>
<th>Revenue Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beachview Club</td>
<td>38</td>
<td>1,178</td>
<td>63</td>
<td>5.3%</td>
<td>$136.42</td>
<td>$7.30</td>
<td>$8,594.19</td>
<td>-</td>
<td>$8,594</td>
</tr>
<tr>
<td>Holiday Inn Resort</td>
<td>157</td>
<td>4,867</td>
<td>1,560</td>
<td>32.1%</td>
<td>$133.43</td>
<td>$42.77</td>
<td>$208,158.06</td>
<td>$212,434.52</td>
<td>($4,276)</td>
</tr>
<tr>
<td>Days Inn &amp; Suites</td>
<td>124</td>
<td>3,844</td>
<td>2,009</td>
<td>52.3%</td>
<td>$93.53</td>
<td>$48.88</td>
<td>$187,900.00</td>
<td>$174,149.19</td>
<td>$13,751</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>138</td>
<td>4,278</td>
<td>1,976</td>
<td>46.2%</td>
<td>$126.41</td>
<td>$58.45</td>
<td>$250,035.00</td>
<td>$169,857.00</td>
<td>$80,178</td>
</tr>
<tr>
<td>Jekyll Island Club Resort</td>
<td>198</td>
<td>6,138</td>
<td>3,045</td>
<td>49.6%</td>
<td>$204.55</td>
<td>$101.48</td>
<td>$622,864.00</td>
<td>$711,455.00</td>
<td>($88,591)</td>
</tr>
<tr>
<td>Quality Inn &amp; Suites</td>
<td>60</td>
<td>1,860</td>
<td>671</td>
<td>36.1%</td>
<td>$83.75</td>
<td>$30.21</td>
<td>$56,196.15</td>
<td>$39,484.39</td>
<td>$16,712</td>
</tr>
<tr>
<td>Villas by the Sea</td>
<td>136</td>
<td>3,609</td>
<td>1,162</td>
<td>32.2%</td>
<td>$130.23</td>
<td>$41.93</td>
<td>$151,324.63</td>
<td>$144,950.00</td>
<td>$6,375</td>
</tr>
<tr>
<td>Villas by the Sea - Jekyll Realty</td>
<td>18</td>
<td>558</td>
<td>33</td>
<td>5.9%</td>
<td>$207.80</td>
<td>$12.29</td>
<td>$8,857.56</td>
<td>$9,620.56</td>
<td>($743)</td>
</tr>
<tr>
<td>Villas by the Sea - Parker Kaufman</td>
<td>14</td>
<td>434</td>
<td>191</td>
<td>44.0%</td>
<td>$29.55</td>
<td>$13.01</td>
<td>$5,645.00</td>
<td>$7,981.68</td>
<td>($2,337)</td>
</tr>
<tr>
<td>Westin</td>
<td>200</td>
<td>6,200</td>
<td>2052</td>
<td>33.1%</td>
<td>$154.67</td>
<td>$51.19</td>
<td>$317,385.00</td>
<td>$312,361.00</td>
<td>$5,024</td>
</tr>
</tbody>
</table>

| Dec-18 Total | 1,083 | 32,966 | 12,764 | 38.7% | $142.19 | $55.06 | $1,814,960 | $1,782,293 | $32,666 | 1.8% |

**Revenue Variance**

<table>
<thead>
<tr>
<th></th>
<th>Dec-18</th>
<th>Dec-17</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RevPAR</td>
<td>$55.06</td>
<td>$55.43</td>
<td></td>
</tr>
<tr>
<td>ADR</td>
<td>$142.19</td>
<td>$139.48</td>
<td></td>
</tr>
</tbody>
</table>

**Hotel Revenue Statistics - History**

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
<th>ADR</th>
<th>RevPAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>$160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>$140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>$120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**JEKYLL ISLAND AUTHORITY**

**HOTEL OCCUPANCY STATISTICS**

*Month of December 2018*
Memorandum

To: Finance Committee
From: Marjorie Johnson, Chief Accounting Officer
Subject: Mid-Year Operating Budget Adjustments and Capital Requests
Date: 1/9/2019

The JIA staff is requesting a mid-year operating budget adjustment for expenses in the amount of $155,002.73. The budget adjustments requested are listed in the attached spreadsheet. These adjustments are either for items that have arisen during the fiscal year that were unexpected or for corrections to the FY2019 operating budget that were found after the budget was approved.

The JIA staff is also requesting approval for capital projects in the amount of $425,505.00.

The Operating and Capital budget items requested are listed on the following spreadsheets.

We plan to pay for the cost of both the operating budget adjustments and the capital projects expenses with current year revenues. In the event revenues are not sufficient to cover the items, we would the remainder from cash reserve funds. Our cash operating income is currently $1.4M better than budget as of November 2018.
## FY2019 Operating Budget Adjustments

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Explanation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts</td>
<td>Sand County Studios - Carrying Capacity and Infrastructure Assessment</td>
<td>Funds were budgeted in FY18, but the study was not completed. The funds were not carried over. Need to increase contract expense line to cover the cost.</td>
<td>$58,000.00</td>
</tr>
<tr>
<td></td>
<td>Brewer Technology Solutions - Fire Alarms</td>
<td>Inspection, testing and recertification of fire alarm systems - 9 buildings. When the previous contract expired, we changed alarm companies and discovered the previous company had not performed the work.</td>
<td>$8,750.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>Mid-Year Property Increase</td>
<td>Property insurance was budgeted at $9.3K based on the premium assessed by the State. In November, a special session was held and the legislators voted to increase the overall State property insurance premium from $2.5M to $21M. Apparently the property funds were depleting quickly due to hurricane losses in SW Georgia. JIA is being billed $82,552.73 for this year, therefore we need an additional $73,252.73 approved in our budget to cover the expense.</td>
<td>$73,252.73</td>
</tr>
<tr>
<td>Payroll</td>
<td>Jekyll Island Foundation</td>
<td>Incorrect amount budgeted for Foundation payroll expenditures. Need additional $15K to correct budget shortfall.</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

**Total FY2019 Operating Budget Funds Requested:** $155,002.73
## FY2019 Mid-Year Capital Budget Adjustments

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Explanation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historic Resources</td>
<td>Book scanner</td>
<td>$7K in capital funds were approved in year end capital request. Estimate was too low. Actual prices came in between $19,550 and $62,340. The one selected meets professional standards for digitization and will also allow digitization of materials other than just books. Total estimated cost is $30K - FOHJI will reimburse us $7K; $7K previously approved; request is for an additional $16K.</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>HVAC unit - Hollybourne Cottage</td>
<td>Install HVAC system at Hollybourne Cottage.</td>
<td>As a result of significant restoration progress, installation of HVAC system has now become a priority. System is essential to stabilize the humidity in the building, which had been a major issue for restoration. Conditioned cottage will allow building tours.</td>
<td>$140,000.00</td>
</tr>
<tr>
<td>Summer Waves</td>
<td>Frantic Atlantic Wave Pool Liner Replacement</td>
<td>The liner for the Frantic Atlantic wave pool is in dire need of replacement. We are at the end of our warranty and the liner is failing. We had it on the budget for the near future but the degradation has been quicker than expected. The liner is a PVC product and once it starts to fail it is a rapid process. The pricing for replacement reflects warranty considerations.</td>
<td>$183,840.00</td>
</tr>
<tr>
<td>Pump for Splash Zone Area</td>
<td>Purchase new pump for Splash Zone area.</td>
<td>Original plan in budget was to repair, however it was more cost efficient to purchase a new pump than to repair. Needs to be replaced before season opens this year.</td>
<td>$10,215.00</td>
</tr>
<tr>
<td>Georgia Sea Turtle Center</td>
<td>Sargasso Sea Exhibit</td>
<td>Design fee was budgeted in capital budget approved for FY19. Additional $45K to complete the project.</td>
<td>$45,000.00</td>
</tr>
<tr>
<td>Carpet &amp; Tile Replacement</td>
<td></td>
<td>Estimated cost of carpet and tile for the gift shop and exhibit area at the GSTC. The estimated cost of this project is $20K. Capital funds were previously approved for $10K, but the estimates for carpet came in higher than originally anticipated. We also determined it would be better to substitute tile instead for the carpet under the turtle tank exhibit due to the water in the tank.</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Water/Wastewater Department</td>
<td>Sewer Camera</td>
<td>New sewer cameras used to inspect the interior of the sewer lines to detect leaks. Recent Capacity Study and Infrastructure Assessment brought forward the need for new cameras to quickly and efficiently detect any faults or leaks in the aging system.</td>
<td>$7,450.00</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Portable radios</td>
<td>Purchase of 2 portable radios - dual band. Will allow Fire/EMS to communicate directly with GSP, Glynn County, Brunswick Fire and the hospital on the 700Mhz band. JIA does not have this capability at this time. Has ISO rating implications.</td>
<td>$13,000.00</td>
</tr>
</tbody>
</table>

**Total FY2019 Capital Funds Requested:** $425,505.00
MEMORANDUM

TO:        FINANCE COMMITTEE
FROM:      JONES HOOKS, EXECUTIVE DIRECTOR
SUBJECT:   JEKYLL MOSAIC FUNDING
DATE:      1/9/2019

The total Mosaic project cost was $3.1 million, and the Jekyll Island Foundation has been effective in securing grants and pledges for this important new amenity. As with any pledged fund-raising campaign, some write offs are now evident. Even with value engineering, there remains a need for additional funding to avoid cutting facility and exhibits essential to the new museum. Additional naming opportunities are being pursued by the Foundation Board to cover lost pledges and facility enhancements. Since the new Mosaic will open in April, the Foundation is also asking that payments of out-year pledges be moved forward. There is a need for an extra $350,000.00 from the Jekyll Island Authority to cover Mosaic costs. Any JIF funds raised will decrease the overall JIA commitment. Including this additional funding, the total JIA financial commitment to the Mosaic would be $1.1 million of the overall $3.1 million Mosaic project costs.

Recommendations:

JIA contribute up to $350,000.00 in additional funds for the Mosaic.

JIA FY2020 pledge of $150,000.00 be paid in FY2019.
STANDARD
The Jekyll Island Authority (JIA) is committed to creating and maintaining a work environment that promotes equal employment opportunities and is free from harassment. The JIA does not tolerate the harassment of any of our employees, applicants, customers or vendors. Any form of harassment related to an individual’s race, color, sex/gender, pregnancy, religion, age, national origin, disability, genetic information or any other status protected by law is a violation of this policy.

PRACTICE GUIDELINES

1. Harassment: Unwelcome conduct, including verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person’s race, color, religion, sex, gender, national origin, age, or disability. Harassment occurs when:
   a. Enduring the offensive conduct becomes a condition of continued employment or is used as the basis for employment decisions affecting such individual;
   b. Such conduct is severe or pervasive enough to create an intimidating, hostile or offensive work environment; and/or
   c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance.

2. Sexual Harassment: Unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
   b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
   c. Such conduct has the purpose or effect of interfering with an employee’s work performance or creating an intimidating, hostile or offensive working environment.

3. Prohibited behavior: Employees are expressly prohibited from engaging in any form of harassment or sexual harassment. The following behaviors are unacceptable and prohibited, even if not unlawful in and of themselves. Prohibited behavior includes, but is not limited to:
   a. Offensive remarks, comments, jokes or slurs, pictures, drawings, photographs or written materials including email, pertaining to an individual’s race, color, sex/gender, pregnancy, religion, age, national origin, disability, citizen status or any other status protected by law;
   b. Offensive sexual remarks, sexual banter, sexual gestures, sexual advances or requests for sexual favors, regardless of the gender of the individuals involved;
c. Offensive or unwelcome physical conduct, including touching, patting, pinching, brushing against someone’s body, leering, or gestures, regardless of the gender of the individuals involved;
d. Quid pro quo (this for that);
e. Foul or obscene language; or
f. Threatening reprisals or retaliation for an employee’s refusal to respond to requests for sexual favors or for reporting a violation of this policy.

4. **Management Responsibility:**
   a. Managers are responsible for ensuring that employees are provided an environment where they can be productive, satisfied, and safe.
   b. Managers and supervisors who receive an employee’s report of alleged harassment or observe instances of harassment or have reason to believe that someone has been harassed, shall inform the Director of Human Resources immediately.
   c. Supervisors and managers are expressly prohibited from:
      i. Engaging in any form of harassing conduct or behavior, or for knowingly permitting such conduct in a work unit;
      ii. Suggesting to any employee or applicant that his or her initial or continued employment or advancement will be affected by his or her participation in or refusal to participate in any form of a personal relationship;
      iii. Threatening a reprisal or initiating an adverse employment action against an employee for reporting a violation of this policy.
   d. All employees currently in a supervisory or managerial position as well as employees appointed to/promoted into a position with supervisory/managerial responsibilities will be required to read and sign a supervisor’s acknowledgement statement.

5. **Employee Rights, Responsibilities and Reporting:**
   a. As a condition of employment, all employees are required to read and become familiar with this policy. Additionally, each employee must sign an acknowledgement statement which will become a permanent part of his or her employee file.
   b. An employee who believes that he or she is being harassed or sexually harassed by another employee, vendor, customer or other part, the employee should inform the individual that the conduct is unacceptable and must stop. If the employee feels uncomfortable discussing the matter with the individual, the employee should immediately report the behavior to their supervisor or director to ensure the conduct does not continue.
c. Employees who believe they have been subjected to inappropriate workplace behavior, harassment, or sexual harassment, or believe they have witnessed such conduct, must report this immediately to their supervisor, manager, division director or Human Resources.

d. Complaints will be kept as confidential as possible and no employee will be penalized for reporting inappropriate and harassing behavior on the part of another employee, customer, or other third party.

e. It is extremely important that any allegations of conduct in violation of this policy be reported immediately. Failure to report conduct in violation of this policy, or a delay in reporting, may impede the JIA’s ability to implement preventive or corrective measures when appropriate.

6. **Consensual Romantic or Sexual Relationship:** Personal relationships, such as consensual romantic or sexual relationships, between a manager or other supervisory employee and his or her staff is prohibited. This includes employees who report directly and indirectly to the supervisor or manager (an employee who reports directly or indirectly to that person) is prohibited.

7. **Investigation of Complaints:** All complaints will be promptly, thoroughly and impartially investigated. All complaints are kept as confidential to the extent possible. Any employee who knowingly makes a false statement during a sexual or other harassment investigation will be subject to disciplinary action. At the conclusion of the investigation, supervisors/managers must take appropriate action in consultation with Human Resources and the complainant will be notified of the results and action(s) taken by the JIA.

8. **Protection Against Retaliation:** Employees will not be subject to retaliation or reprisal for reporting suspected harassment or for taking part in any investigation of the allegation. Acts of retaliation should be reported to the Director of Human Resources immediately.

9. **Responsive Action:** All employees have a shared responsibility to contribute to a positive and professional work environment. All employees should clearly understand that harassment constitutes failure of personal conduct and is subject to disciplinary and corrective action. Responsive action may include but not be limited to training and/or referral to counseling, disciplinary action such as warning, reprimand, withholding of promotion, reassignment, temporary suspension without pay, compensation adjustments, or termination of employment.
### JEKYLL ISLAND-STATE PARK AUTHORITY
#### POLICY MANUAL

<table>
<thead>
<tr>
<th>Section: Human Resources Standards of Practice</th>
<th>Section: 2.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td></td>
</tr>
<tr>
<td>Subject: Workplace Harassment</td>
<td>Revision Dates: 2/27/84, 10/3/96, 4/1/00</td>
</tr>
<tr>
<td></td>
<td>Original Date: 5/25/81</td>
</tr>
</tbody>
</table>

**COMPLIANCE:** All employees are required to comply with the guidelines of this policy. Any employee found to have violated the provisions of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

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

* ******************************
EMPLOYEE’S ACKNOWLEDGEMENT OF WORKPLACE HARASSMENT POLICY

I acknowledge that I have received a copy of the Authority's "Workplace Harassment Policy." I have read or will read and become familiar with this policy and comply with it. If I believe the policy has been violated in any way, I will report it immediately to my supervisor, manager, Division Director or Director of Human Resources. I understand that any violation of this policy may be grounds for disciplinary action up to and including dismissal from employment. I further understand that I will be required to attend periodic training regarding this policy.

DATE __________________________ EMPLOYEE SIGNATURE ______________________

PLEASE SIGN THIS ACKNOWLEDGEMENT STATEMENT AND RETAIN A COPY OF THE HARASSMENT POLICY AND THIS STATEMENT FOR YOUR RECORDS.
SUPERVISOR'S ACKNOWLEDGMENT OF WORKPLACE HARASSMENT POLICY

As a supervisor or manager, I acknowledge that I have received a copy of the Authority's "Workplace Harassment Policy." I have read or will read and become familiar with this policy and will fully comply with it.

I will immediately report any act or allegation of harassment to the Division Director or Director of Human Resources. I will support the investigation of any complaint initiated in response to this policy, as well as any resulting corrective action. Further, I will not penalize any employee who reports either a potential violation of this policy or the existence of improper conduct in a work site for which I am responsible.

I understand that because I am a representative of management, I may not make sexual advances, welcome or unwelcome, toward any subordinate. I further understand that the Authority can be held responsible for acts of harassment that I commit, condone, tolerate, or fail to investigate.

If I know of or have reason to believe that an act of harassment has been committed, or if I am aware of the existence of a hostile, intimidating, or offensive work environment in any Authority work unit, I understand that both the Authority and I can be placed in jeopardy if I fail to report the act(s) to my director or to the Director of Human Resources.

I understand that if I violate any provision of this policy, I will be subjected to disciplinary action up to and including dismissal from employment. I understand that under federal law, I may be held personally liable for my improper conduct or for my failure to act reasonably with respect to the provisions of this policy.

Finally, I understand that I will be required to attend periodic training regarding this policy.

SUPERVISOR'S/MANAGER'S SIGNATURE ______________________________________ DATE ______________

PLEASE SIGN THIS ACKNOWLEDGMENT STATEMENT AND RETAIN A COPY OF THE HARASSMENT POLICY AND THIS STATEMENT FOR YOUR RECORDS.
JEKYLL ISLAND-STATE PARK AUTHORITY
POLICY MANUAL

<table>
<thead>
<tr>
<th>Section: Human Resources Standards of Practice</th>
<th>Section: 4.21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject: Amenity Cards, Courtesy Passes and Island Entry Pass</td>
<td>Original Date: 5/17/10</td>
</tr>
<tr>
<td></td>
<td>Revision Dates:</td>
</tr>
</tbody>
</table>

STANDARD
The Jekyll Island Authority provides employees with island entry, discounts and complimentary admission to our Authority amenities.

PRACTICE GUIDELINES

1. **Amenity Cards:** Amenity cards are issued to the employee through Human Resources. Cards expire at the end of each calendar year.
   a. Amenity Cards are issued to Full Time employees.
   b. Amenity Cards are valid for the employee and the employee’s immediate family members living in the employee’s household.
      i. Immediate family members include; spouse, parents, siblings, children, stepchildren, grandchildren, step grandchildren, grandparents, or spouse of any of these. *NOTE:* Immediate family members must be residing in the employee’s household and must be listed as a dependent on the Amenity Card.
   c. Access to amenity may be denied if amenity is full to capacity or otherwise determined to be unavailable by Manager/Director of amenity.
   d. Amenity Cards are valid for the current calendar year; the Executive Director will determine the Amenity admission and discounts for each year.
   e. Employee or employee’s listed dependent must present amenity card at time of entry to receive admission to amenity.

2. **Retiree Gold Amenity Card:** Employees who retire from the Jekyll Island Authority with a minimum of 10 years of service are eligible for a Retiree ID Card for themselves and their spouse. Employees who resign or otherwise leave employment prior to retiring, regardless of years of service, are not eligible to receive the Retiree ID Card and any associated benefits.

3. **Courtesy Employee Passes:** Courtesy passes are complimentary passes issued to current employees through Human Resources. Passes may be used by the employee or the employee may choose to share their passes with friends and family. Passes are issued in accordance with established guidelines determined
   a. Full-time employees, Part-time employees, including temporary, seasonal and intern employees, and Volunteers may be eligible to receive Courtesy Employee Passes.
   b. Employee courtesy passes are valid for a single admission to one of our amenities and must be surrendered at the time of admission.
   c. Employee courtesy passes will be issued in accordance with established guidelines determined by the Executive Director.
d. Courtesy passes are not for resale.

4. Island Entry Pass:
   a. Current JIA employees will receive Jekyll Island entry privileges for one vehicle. Employees are responsible for updating their vehicle information with Human Resources to avoid incurring an entry fee at the time of entrance.
   b. New employees who have an annual island entry pass at the time of hire will have their entry pass transferred to JIA upon annual expiration.
   c. Island entry pass privileges will be discontinued for employees who leave employment.

COMPLIANCE: Amenity cards, Courtesy passes and Island entry passes are privileges of working for the Jekyll Island Authority. Employees are expected to comply with the guidelines of this policy. Employees who fail to follow the provisions of this policy may lose privileges and be subject to appropriate disciplinary action, up to and including termination of employment.
PROPOSED ORDINANCE REVISION SUMMARY

Senate Bill 17, which has been referred to as the “Sunday Brunch Bill”, was passed by the Georgia General Assembly and signed by the Governor in 2018. Senate Bill 17 authorized Glynn County to permit and regulate the sale of alcoholic beverages by the drink for consumption on the premises of certain qualifying restaurants and hotels/motels on Sundays for an additional hour and a half during the time period of 11:00 a.m. until 12:30 p.m., if approved by referendum by the citizens of Glynn County. This question was submitted to the voters of Glynn County on the November 6, 2018 ballot. The referendum permitted the voters of Glynn County to decide whether the governing authority of Glynn County would be authorized to permit and regulate Sunday sales of alcoholic beverages by the drink from 11:00 a.m. to 12:30 p.m. On November 6, 2018, the referendum was approved by the voters of Glynn County. Therefore, JIA, as the local permitting jurisdiction, may now consider amending its ordinances to allow for the additional time period for the sale of alcoholic beverages on Sundays consistent with the referendum.

The proposed resolution adopting the ordinance amendment is attached hereto for the Board’s review and consideration. Specifically, the resolution amends Sec. 8-102 – “Days and hours of sale regulated” of the JIA Code of Ordinances to permit and regulate Sunday sales of alcoholic beverages by the drink from 11:00 a.m. to 12:30 p.m. in accordance with the referendum previously approved by the voters of Glynn County. The draft ordinance also removes an old date reference that is no longer necessary. If the amendment is approved as proposed, the changes would go into effect immediately. It should also be noted that Glynn County and the City of Brunswick have each recently amended its ordinances to reflect these changes.
RESOLUTION

WHEREAS, the Jekyll Island – State Park Authority (“Authority”) had adopted “The Code of Jekyll Island – State Park of Georgia, 1981” (“Code”); and

WHEREAS, the Authority desires to amend certain Chapters to update and modernize said Code;

NOW, THEREFORE, BE IT RESOLVED BY THE JEKYLL ISLAND – STATE PARK AUTHORITY that said Code is hereby amended by striking and/or adding to the existing sections the following Sections of said Code and said sections are hereby adopted to read as follows:

Sec. 8-102. - Days and hours of sale regulated.

The days and hours of sale of alcoholic beverages shall be the same as allowed by the county, which as of the adoption of the ordinance from which this division is derived are set forth in this section. If the county shall amend its ordinances so as to not allow for the sale of spirituous liquors, malt beverages or wines, the days and hours of sale of such beverages, the sale of which is not allowed by the county, shall be governed by the applicable laws of the state.

(1) It is prohibited for the licensee of any package store, grocery store or marina to sell or permit the sale of alcoholic beverages at any time on Thanksgiving Day or Christmas Day or on any other day between the hours of 10:00 p.m. and 8:00 a.m.

(2) Licensees for the retail sale of alcoholic beverages for consumption on the premises, including in-room service and catering licensees, shall not sell or permit the sale of alcoholic beverages on any day between the hours of 1:45 a.m. and 8:00 a.m. in any public place of business, except that on January 1 of each year (New Year's Day), including any January 1 which occurs on a Sunday, the sale of alcoholic beverages shall be permitted until 2:00 a.m.

(3) Licensees for the sale of alcoholic beverages for consumption on the premises may sell or permit the sale of alcoholic beverages in any public place of business from 12:00 midnight until 1:45 a.m. on Sundays.

(4) Licensees for the sale of alcoholic beverages for consumption on the premises which derive at least 50 percent of their total annual gross income from the rental of rooms for overnight lodging may sell or permit the sale of alcoholic beverages from 11:00 a.m. 12:30 p.m. until 11:00 p.m. on Sundays in conjunction with the sale of prepared meals or food.

(5) Licensees for the sale of alcoholic beverages for consumption on the premises which derive at least 50 percent of their total annual gross sales from the sale of prepared meals or food in all the combined retail outlets of the individual establishment where food is served may sell or permit the sale of alcoholic beverages from 11:00 a.m. 12:30 p.m. until 11:00 p.m. on Sundays in conjunction with the sale of prepared meals or food.

(6) When December 31 (New Year's Eve) occurs on a Sunday, licensees for the sale of alcoholic beverages for consumption on the premises as set forth in Sec. 8-102(4) and (5)
may sell or permit the sale of alcoholic beverages shall be permitted from 11:00 a.m. to 12:30 p.m. on December 31 until 2:00 a.m. on January 1.

(7) Effective January 1, 2012, retailers of malt beverages, wine and distilled spirits shall be permitted to sell malt beverages, wine and distilled spirits by the package for consumption off the premises and for hotel in-room services on Sundays between the hours of 12:30 p.m. and 11:30 p.m. Sunday package sales by retailers of malt beverages, wine and distilled spirits hereunder may be made only by retailers that are licensed to sell by the package. Retailers may sell only the alcoholic beverages that are authorized by the retailer's alcoholic beverage license and only in the manner authorized by such license.

(8) Licensees for the retail sale of alcoholic beverages for consumption on the premises and licensees of any package store may sell or permit the sale of alcoholic beverages on any election day in the same manner as the sale of alcoholic beverages is permitted on any other day; provided, however, that no alcoholic beverages shall be sold or permitted to be sold within 250 feet of any polling place or of the outer edge of any building within which such polling place is established on any election day.

APPROVE: 

_____________________________  ______________________________
Michael D. Hodges            William H. Gross
Chairman                    Secretary

Date: _______________________

ATTEST:
The Jekyll Island State Park Authority (JIA) committees met in Public Session on Tuesday, November 20, 2018 at the Jekyll Island Convention Center, Jekyll Island, GA.

Members Present: Mike Hodges, Chairman
Bill Gross, Secretary/Treasurer
Buster Evans

Via Teleconference: Commissioner Mark Williams
Bill Jones III
Joe Wilkinson
Trip Tollison

Members not Present: Bob Krueger, Vice Chairman
Joy Burch-Meeks

Staff Present: Jones Hooks, Executive Director
Marjorie Johnson, Chief Accounting Officer
Jim Broadwell, Project Manager
Ben Carswell, Director of Conservation
Jenna Johnson, Director of Human Resources
Cliff Gawron, Director of Landscaping & Planning
Daniel Strowe, General Counsel
Linda de Medicis, Executive Assistant
and others

Various members of the public and press were present.

Chairman, Mike Hodges called the Committee session to order at 9:30 a.m., introduced those participating via teleconference and a quorum was established.

Chairman Hodges recognized Jekyll Island Foundation Board Chair Boog Candler, and Board member Tom Lyons was in attendance and thanked them for their support of the Island and JIA.

Historic Preservation/Conservation Committee: In absence of Committee Chair, Bob Krueger, Chairman Hodges called Ben Carswell, Director of Conservation, who introduced Dr. Kristen Dellinger, Research Scientist with Kepley BioSystems, Inc. Dr. Dellinger presented the Kepley BioSystems Horseshoe Crab Research and Development Project for Board consideration. Kepley BioSystems is an academically inspired life science enterprise that formed in 2013 to develop disruptive innovations and global solutions using sustainable marine ecology through creative partnerships and grant funding. A project entitled “A Novel Horseshoe Crab Device and Approach for a Sustainable Endotoxin Testing Resource” was funded as a National Science Foundation SBIR Phase I, from September 2018-August 2019. This grant aims to develop ways to sustainably collect horseshoe crab blood.

Harvesting horseshoe crab blood is very important to sustaining the safety of modern mass medicine. Limulus Amoebocyte Lysate (LAL) made from horseshoe crab’s blood, tests the sterility of vaccines, drugs, prosthetics, and other medical devices. The LAL test is the most accurate test currently available. Current harvesting methods included removing horseshoe crabs from the ocean, transporting them to an offsite facility, taking one-third of their blood, and returning to shore within 72 hours. This method results in a very high mortality rate, effects breeding and activity for almost two years after harvesting, they tend to lose more body weight and are subject to respiratory acidosis due to the long periods of time that they’re out of the water. Females, particularly valuable to the biomedical industry because of their size, are vulnerable due to the fact that they lay eggs and they have an even higher mortality rate than males. Kepley BioSystems believes that engaging in thoughtful husbandry and careful harvesting approaches to these creatures will ensure their well-being as well as an
increased supply of a much-needed medical substance. The approach is to create humane, standard operating procedures for horseshoe crab husbandry from controlled aquaculture in a protected estuary/site; wherein, horseshoe crabs would be fed, monitored, and carefully bled within the habitat. By establishing optimal protocols for horseshoe crab husbandry, bleeding, to tracking critical parameters to optimize diet, water quality, and density for successful horseshoe crab “ranching,” this approach would aim to reduce physiological and environmental stress and mortality rates, compared to traditional practices of wild capture and harvest. This project would also study horseshoe crab amebocyte production, an as yet, poorly characterized body of research. Ultimately, the outcome of the project would be to establish a sustainable, humane, and scalable horseshoe crab ranching approach that could replace wild capture; thereby averting threats to horseshoe crab populations and to the well-being of millions of patients and birds that depend on them, worldwide. Working in collaboration with associate Lance Töland, as well as the Marine Extension, and the Georgia Department of Natural Resources, this project was directed to Jekyll Island’s Tidelands Pond.

Tidelands Pond has unique characteristics particularly interesting for horseshoe crabs. It has the natural salinity and the protection that would enable this type of project to move forward. The proposal for consideration is a short four to five-month study whereby researchers would create some minimally impactful, removable and temporary enclosures, designed to minimize any effects to recreational activities. The research area would be a 12X12 foot enclosures with technicians on site to manage the horseshoe crab health. In summary, the three key goals of the project would be to improve horseshoe crab populations and viability through innovative management practices and blood collection strategies, establish a proof of concept for this alternative to current industry practices, and to place Georgia at the forefront in sustainable horseshoe crab research. All the outcomes of the research would be shared with JIA to be made publicly available. Working with the Georgia Department of Natural Resources, the project is slated to begin March 2019 and run for approximately four months into about July 2019. The expectation is that everything would be removed when the grant formally concludes in August of 2019. Kepley Biosystems plan to pursue additional grant funding for Phase II of the project.

Dr. Evans moved to approve the Kepley BioSystems Horseshoe Crab Research and Development Project at Tidelands Pond; seconded by Commissioner Williams. Unanimously approved.

Public Comments: None

Finance Committee: Committee Chair, Bill Gross, reviewed the October financial, traffic and hotel reports.

Gross called Daniel Strowe, Legal Counsel to review the proposed Amendment to the Second Revised and Restated Ground Lease for Marriott Courtyard/Residence Inn. LNWA Developers, LLC (LNWA) proposed to amend certain Development Milestone dates in Section 5.2 of the Lease Agreement as set forth below:
- Section 5.2(a)(v) – “Funding Commitment Letters” from May 15, 2018 to January 30, 2019;
- Section 5.2(a)(vi) – “Financial Closing Date” from August 15, 2018 to April 15, 2019;
- Section 5.2(a)(vii) – “Construction Commencement Date” from September 15, 2018 to May 15, 2019; and
- Section 5.2(a)(viii) – “Operations Commencement Date” from January 15, 2020 to December 31, 2020.

Jones Hooks, Executive Director, added the staff supports these changes and with the Home2 Suites running behind schedule, the revision of these Development Milestones for the Courtyard by Marriott/Residence Inn would allow for some additional room for absorption when Home2 Suites does come online. Hooks asked Dave Curtis, Co-Managing Principal at LNWA, for additional comments.

Curtis added his team and JIA have been working to ensure the best design and the Marriott team has been very cooperative in creating what is believed to be a phenomenal property for the island. Lenders are very interested in the projects. Construction drawings and budgets are 90 percent complete and the revised Development Milestones dates are more realistic and provide the opportunity for the Home2 Suites to be up and running with the Courtyard Marriott/Residence Inn project following closely behind.

Dr. Evans moved to approve the Amendment to the Second Revised and Restated Ground Lease for the
Courtyard Marriott/Residence Inn Development Milestones; seconded by Mr. Wilkinson. Unanimously approved.

Gross concluded his report.

Public comments: None

**Human Resources Committee:** Committee Chair Buster Evans called Jenna Johnson, Director of Human Resources. Johnson reviewed JIA Policy Manual updates for the Attendance and Hours Worked, Accommodations for Disabilities, and Equal Opportunity policies.

The Attendance and Hours Worked policy update provides clarification for what is considered training time and travel time, according to the Fair Labor Standards Act. Chairman Hodges moved to approve the Attendance and Hours Worked policy updates; seconded by Dr. Evans. Unanimously approved.

The Accommodations for Disabilities policy update provides an outlined guideline for accommodation requests, the interactive dialogue, and process for determination, in accordance with the expectations of the Americans with Disabilities Act. Dr. Evans moved to approve the Accommodations for Disabilities policy update; seconded by Chairman Hodges. Unanimously approved.

The Equal Employment Opportunity policy update provides guidance on reporting concerns about discrimination and clarifies protection against retaliation in accordance with federal law. Dr. Evans moved to approve the Equal Employment Opportunity policy update; seconded by Chairman Hodges. Unanimously approved.

Dr. Evans concluded his report.

Public comments: None.

**Marketing Committee:** In absence of Committee Chair, Joy Burch-Meeks, Chairman Hodges called Nancy Kring-Rowan, Director of Events. On Saturday, November 17, JIA was honored to host the opening of the Wanderer Memory Trail. The Wanderer was the last known slave ship to arrive in the United States over 160 years ago and anchored off the shore of Jekyll Island near what is now known as St. Andrews Park Beach Park. Over 250 guests attended the ceremony and experienced the memory trail. The trail meanders through the park with the true story of a Mala, a 10-year old, African boy brought to the island on that fateful journey. Through interactive exhibits and the interpretive trail, his story will be shared with all who visit the park. In attendance were many community leaders, descendants of survivors of the Wanderer, and consultants involved with the project.

Holly Jolly Jekyll kicked off November 17 and runs through January 6 with many activities throughout the season for people of all ages. Ongoing activities in the Historic District include Holidays in History, Christmas Twilight tours, visits with Santa, Victorian crafts at Indian Mound Cottage, a Pier Road Pajama Party on Black Friday and the Skating Village located across from Indian Mound Cottage in the Historic District. Over 324,000 lights have been strung throughout the island. The Tree Lighting Festival will be held on November 24th. Festival attendees will park at Great Dunes Golf Course and bussed to the Historic District. The Christmas tree is decorated with 35,000 colorful lights (only 10,000 less than the much larger tree in Rockefeller Center) and there will be activities such as a candy cane hunt, snow and fireworks to close the festival. The Jekyll Island Club Resort is also hosting a high tea cookie workshop and the bag piper. The Holly Jolly Parade has gotten bigger and better with golf cart participants traveling from the Jekyll Island Golf Club parking lot to the tree in the Historic District.

Beach Village activities include “The Santa Claus” Movie on the Green on Black Friday, beautiful light displays, and Santa’s mailbox located on Main Street. Other holiday activities include the CASA Jingle all the Way 5K, the Jekyll Island Arts Association Jekyll Singers performance, David Masterson concert at the Convention Center, and much more.
Hooks commended Kring-Rowan and her team for the incredible job they do planning, organizing and executing the island’s events.

Kring-Rowan concluded her report.

Public comments: None.

**Legislative Committee:** Chair, Joe Wilkinson, reviewed the outcome of the special session of the legislature where the state appropriated $69.3 million from the Governor’s Emergency Fund to help those counties impacted by the recent hurricane. The JIA will have a booth at the 31st Biennial Institute for Georgia Legislators in Athens, Georgia December 9-11, 2018, and will be represented by the JIA sales team. The Georgia Outdoor Stewardship Amendment passed overwhelmingly, and JIA is qualified to apply for those grant monies.

Wilkinson concluded his report.

Public comments: None.

**Committee of the Whole:** Chairman Hodges called Jones Hooks to provide the Board with a briefing and summary of the findings from the Carrying Capacity and Infrastructure Study. Over the past several years, Jekyll Island undergone extensive revitalization of facilities and programs with other projects in the pipeline that the Board has previously approved. As the island enters a new revitalized phase, it becomes more important to look at managing visitation numbers and development projects. In looking at the 127-page study, the areas that are important to the character of Jekyll Island include:

- Wildlife
- Beauty
- Magical, Natural
- Height Restrictions
- Family friendly
- Bike Paths
- Affordable
- Nature
- Conservation Efforts
- Turtles!
- Renewed facilities
- Absence of litter
- History

These things combined define the character of the island today and what we all want to see continued in the future. As the JIA and Board looks towards the future, the study has brought forward very real cautionary points to consider:

- Over Development
- Development Pressures
- Increased visitation
- Cars!
- Sea Level Rise
- Safety
- Traffic
- Increased Revenues
- Crowds
- Sustainability

As the island continues to grow in popularity, these types of issues must be remembered when considering safety issues and development pressures. Absorption will be a financial factor for those who have already made investments in Jekyll.

JIA has implemented some controls and efforts to better deal with traffic issues and to maintain Jekyll’s unique character through enhanced conservation efforts:

- Endorsing Off-season activities
- Expanding Trails
- Requiring trash compactors
- Dynamic parking fee pricing
Carrying capacity is defined as the number of individuals who can be supported within a given area without degrading the natural, social, cultural, and economic environment for present and future generations. Retaining “Island Character” and “balance” are essential elements at the forefront of the entire discussion. All components of JIA’s goals should be considered, including stewardship, access, sustainability and economic growth. Balance economic growth with JIA’s limited resources; balance potentially increased visitation with stewardship and sustainable infrastructure; and balance the varied needs of stakeholders and user groups.

Hooks continued to review the proposal in response to Request for Proposal (RFP) #353, Jekyll Island Entry Gate and Parking System. Five proposals were submitted in response to RFP 353. The highest scoring proposer and the company that interviewed most favorably was VenTek International of Petaluma, California. VenTek’s proposed new system would be state of the art License Plate Recognition (LPR) based and would include additional flexibility for the JIA as well as our annual pass holders and guests. Enhanced reporting capabilities will provide JIA with the additional information recommended in the recently completed Carrying Capacity & Infrastructure Study. The proposed M600 Pay Stations include alphanumeric keyboards integrated for Pay by License and are easy to operate. Transactions will be processed rapidly in just seconds. Digital displays with the new system will allow JIA to do “dedicated” lanes, and the license plate reader will eliminate the need to purchase the costly decals that trigger the gate for annual pass holders with the current system. Jerod Myers, Guest Information Center Manager, has spent the better part of two years analyzing different systems capabilities to insure the new system would address problems and concerns with the current system and would be adaptable to future technological innovations.

The total estimated cost for the new gate system is $410,363.00. This would include installation of the proposed system; a new security camera system and digital lane displays. The current approved capital for the project for FY19 is $200,000.00, therefore an additional $210,363.00 would be required to move forward. In addition, $41,000.00 in FY19 operational funds would need to be considered for data storage, subscription fees, warranty extension, and data hosting.

Mr. Gross moved to approve the Selection Committee’s recommendation of the proposal from VenTek International, $210,363.00 in additional FY19 Capital Funds and $41,000.00 in FY19 operational budget.
funds for the new entry gate and parking fee collection system; seconded by Dr. Evans. Unanimously approved.

Hooks reviewed the responses to Request for Quote #332 for road resurfacing of Howland Street, Hyde Avenue, Hays Avenue, Pierson Avenue, Glynn Avenue, Perkins Street, Clark Street, Ellis Lane, Albright Lane, Stewart Lane, Austin Lane, Gould Lane, Tallu Fish and Campground Road. Two bids were received – East Coast Asphalt for $332,747.15 and Seaboard Construction Company for $321,622.00. Staff recommended acceptance of the bid from Seaboard Construction Company (to be completed within 45 days from the date of notice to proceed). This project is funded through 2016 Special Local Option Sales Tax from Glynn County for road paving and resurfacing on Jekyll Island. Mr. Gross moved to approve the road resurfacing quote from Seaboard Construction Company for $321,622.00; seconded by Dr. Evans. Unanimously approved.

Hooks continued with the Revitalization Update. On November 16, Phase-2 components of the north shore revetment rehabilitation project, including sand backfill landward of the rocks, dune engineering, and planting and completion the north end of the rock structure tying it back to the upland and transitioning to the natural shoreline northward on Driftwood Beach, received approval by the Shore Protection Committee and Georgia Department of Natural Resources – Environmental Protection Division (GADNR-EPD), satisfying all State level permitting requirements. Federal Phase 2 permitting is still pending through the US Army Corps of Engineers, and we remain hopeful for a favorable outcome by early December. The project continues to progress on schedule.

JIA is in the process of redesigning the Georgia Sea Turtle Center specialty tags with the Georgia Department of Motor Vehicles (DMV). A new design was submitted, and with Mr. Wilkinson’s assistance, it has been learned that all specialty tags are on hold until March 2019 while the Georgia DMV completes the installation of the new statewide “Drives” program.

As required by the Georgia Department of Transportation (GDOT) Aviation Division, the Jekyll Island Airport is currently undergoing a five-year capital plan for safety and security improvements. After a site visit last week by aviation engineers and GDOT’s Aviation Division, it was determined that before work could begin on updates to the terminal and ADA improvements, the issue of lighting would need to be addressed. Once the lighting improvements are completed, the five-year plan would resume. The addition of a fueling station at the airport should still occur during this fiscal year. Efforts are still being made to qualify the Jekyll Island airport for regular improvement funding from the Federal Aviation Administration.

The Board was provided a copy of Give Atlanta magazine that includes a two-page spread to promote the Jekyll Island Foundation. To date, over $12k has been raised through this effort.

Georgia Power originally planned to “zigzag” the new power lines across the road on the causeway. JIA has received confirmation that Georgia Power has accepted the recommendation to only have one point on the causeway where the lines will crossover to the other side of the road, staying with the current aesthetic. The project will be underway in March 2019 and completed by December 2019.

On November 16th, the Land Disturbance Permit for Oceanview Beach Park was received. Georgia Department of Natural Resources permits are already in place. The park will be closed to the public beginning Wednesday, November 28th to begin the improvements.

Hooks concluded his report.

Chairman Hodges thanked, Dion Davis, Executive Director of the Jekyll Island Foundation, Board Chair, Boog Candler, and Board member, Tom Lyons, for their attendance at the meeting and continued support of Jekyll Island.

Public comments: Pat Overholt, resident, commented on the Capacity Study and asked that Jekyll not be overdeveloped like St. Simons Island.
Chairman Hodges adjourned the Committee Sessions and moved directly into the Jekyll Island Authority Board of Directors meeting at 11:08 a.m.

**Jekyll Island Authority Board Meeting**

*Minutes:* Chairman Hodges called for a motion to approve the minutes of the October 16, 2018 Board of Directors meeting. Mr. Gross moved to approve; seconded by Dr. Evans. Unanimously approved.

**Historic Preservation/Conservation Committee:** Recommended approval of the Kepley BioSystems Horseshoe Crab Research and Development Project at Tidelands Pond. Unanimously approved.

**Finance Committee:** Recommended approval of the Amendment to Second Revised and Restated Ground Lease for Marriott Courtyard/Residence Inn - Section 5.2 Development Milestone Dates. Unanimously approved.

**Human Resources Committee:** Recommended approval of the Attendance & Hours Worked Policy Update. Unanimously approved.

Recommended approval of the Accommodations for Disabilities Policy Update. Unanimously approved.

Recommended approval of the Equal Employment Opportunity Policy Update. Unanimously approved.

**Committee of the Whole:** Recommended approval of the VenTek International Proposal for Jekyll Island Entry Gate and Parking Fee Collection System; Capital Fund Request for Entry Gate System Installation, Security Cameras and Digital Lane Displays: $210,363.00; Operational Budget Request for Entry Gate System Data Storage, Subscription Fees, Warranty Extension and Data Hosting: $41,000.00. Unanimously approved.

Recommended approval of the Seaboard Construction contract for $321,622.00 for Jekyll Island Road Resurfacing. Unanimously approved.

There being no additional items to bring before the Board, the meeting adjourned at 11:12 a.m.