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## Agenda

Tuesday, June 20, 2023

9:30 a.m.

Jekyll Island Club Resort – Morgan Center  
JIA Committees and Meeting

### Public Comment

Written public comments can be submitted online till 12:00 noon on Monday, June 19<sup>th</sup> at the JIA Board of Directors [website](#). The name of the person and the topic of the comment will be read into the record. The full public comment will become part of the permanent record.

Meeting documents and public comments are available at:  
<https://www.jekyllisland.com/jekyll-island-authority/board-directors/>

### Chairman, Dale Atkins – Call to Order

#### I. Historic Preservation/Conservation Committee

Bob Krueger, Chair

No Report

#### II. Finance Committee

Bill Gross, Chair

- A. May Financials – Bill Gross, Chair
- B. Proposed Fiscal Year 2024 Budget – Bill Gross, Finance Committee Chair, Jones Hooks, Executive Director, and Marjorie Johnson, Chief Accounting Officer
  1. Rate Increases – Capacity Management
  2. Incentive Plans
- C. Consideration of Proposed Fiscal Year 2024 Capital Equipment and Projects Requests – Marjorie Johnson, Chief Accounting Officer & Noel Jensen, Deputy Executive Director
- D. Consideration of Southern Tennis Association Grant Acceptance – Marjorie Johnson, Chief Accounting Officer
- E. Consideration of Lease with Ashley's Business Solutions – Marjorie Johnson, Chief Accounting Officer
- F. Consideration of Wells Fargo Leases – Marjorie Johnson, Chief Accounting Officer
  1. 164 Golf Carts for Golf Course
  2. 3 Electric Utility Vehicles for Golf Course Maintenance
  3. 14 Gas Utility Vehicles for Golf Course Maintenance and Campground
  4. 1 Gas Utility Vehicle for Park Services
  5. 1 Golf Cart for Museum
- G. Consideration of Ameris Bank Signature Cards – Marjorie Johnson, Chief Accounting Officer

### **III. Human Resources Committee**

Buster Evans, Chair

- A. Consideration of Donated Leave Policy Update – Jenna Johnson, Director of Human Resources
- B. Consideration of Uniform Dress Code Policy Update– Jenna Johnson, Director of Human Resources
- C. Consideration of Attendance Records Policy Update – Jenna Johnson, Director of Human Resources
- D. Retirement Presentation for Steve Walker – Jenna Johnson, Director of Human Resources and Cliff Gawron, Director of Landscaping & Planning

### **IV. Marketing Committee**

Joy Burch-Meeks, Chair

- A. Report from Marketing Department – Alexa Hawkins, Director of Marketing & Communications

### **V. Legislative Committee**

Glen Willard, Chair

No Report

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

Dale Atkins, Chair

- A. Consideration of Award for RFP #375, New Great Dunes Golf Course Design – Noel Jensen, Deputy Executive Director
- B. Golf Course Improvement Plan Financing Update – Jones Hooks, Executive Director
- C. Consideration of Award for RFP #377, Golf Course Restoration Planning – Yank Moore, Director of Conservation
- D. Consideration of Holiday Inn Lease Amendment for Boundary Adjustments - Zach Harris, General Counsel
- E. Consideration of T-Mobil Tower Lease Amendment for Equipment Swap at 101 Bond Avenue - Zach Harris, General Counsel
- F. Consideration of AT&T Lease Amendment for 320 Captain Wylly Road - Zach Harris, General Counsel
- G. Consideration of Beach House Restaurant Lease Amendment - Zach Harris, General Counsel
- H. Consideration of Glynn County SPLOST Agreement 2022 - Zach Harris, General Counsel
- I. Operations Update – Noel Jensen, Deputy Executive Director
- J. Executive Director’s Report – Jones Hooks, Executive Director
  - Mercer Medical Clinic Update –Dr. Jean Sumner & Ben West, Mercer University School of Medicine
- K. Retirement Presentation for Jones Hooks – Jenna Johnson, Director of Human Resources
  - Presentation of Senate Resolution 398 - Honorable Mike Hodges, Georgia Senate 3<sup>rd</sup> District
- L. Chairman’s Comments – Dale Atkins, Chair

## **Board Meeting Agenda**

### **Chairman, Dale Atkins – Call to Order**

#### **Action Items**

1. Minutes of the May 23, 2023, Board Meeting
2. Minutes of June 01, 2023, Finance Committee Meeting
3. Proposed Fiscal Year 2024 Rate Increases
4. Proposed Fiscal Year 2024 Incentive Plans
5. Proposed Fiscal Year 2024 Budget
6. Proposed Fiscal Year 2024 Capital Equipment and Projects Requests
7. Consideration of Southern Tennis Association Grant Acceptance
8. Consideration of Lease with Ashley's Business Solutions
9. Consideration of Wells Fargo Leases
  - a. 164 Golf Carts for Golf Course
  - b. 14 Gas Utility Vehicles for Golf Course Maintenance (13) and Campground (1)
  - c. 3 Electric Utility Vehicles for Golf Course Maintenance
  - d. 1 Gas Utility Vehicle for Park Services
  - e. 1 8-Passenger Golf Cart for Museum
10. Consideration of Ameris Bank Signature Cards
11. Consideration of Policy Donated Leave Update
12. Consideration of Uniform Dress Code Policy Update
13. Consideration of Attendance Records Policy Update
14. Consideration of Award for RFP #375, New Great Dunes Golf Course Design
15. Consideration of Award for RFP #377, Golf Course Restoration Planning
16. Consideration of Holiday Inn Lease Amendment for Boundary Adjustments
17. Consideration of T-Mobil Tower Lease Amendment for Equipment Swap at 101 Bond Avenue
18. Consideration of AT&T Lease Amendment for 320 Captain Wylly Road
19. Consideration of Beach House Restaurant Lease Amendment
20. Consideration of Glynn County SPLOST Agreement 2022

#### **Adjournment**

**Note: Following the Board Meeting, the Board and Media will participate in a Facility Walkthrough of the Mercer Medical Clinic with Dr. Jean Sumner and Mr. Ben West.**

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MEMORANDUM

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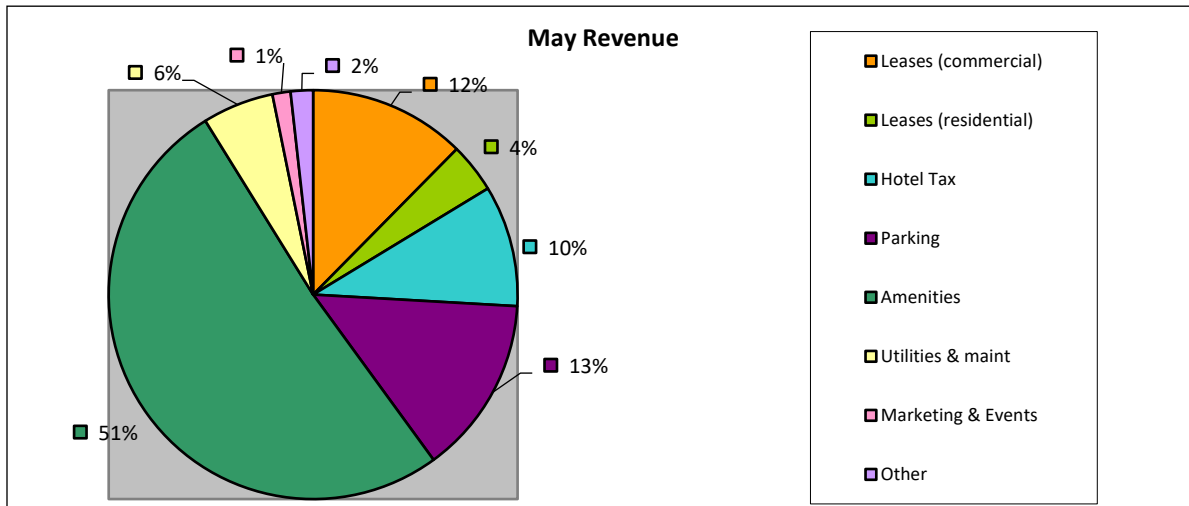
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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON  
**SUBJECT:** MAY FINANCIAL STATEMENTS  
**DATE:** 6/13/2023

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## Revenues

Revenues for May were \$4,140,631 which reflects a favorable \$799K (24%) variance from the budget. Year-to-date revenues reflect a favorable \$5.6M (18%) variance from budget and a favorable \$3.3M (10%) variance from the prior year to date revenues.

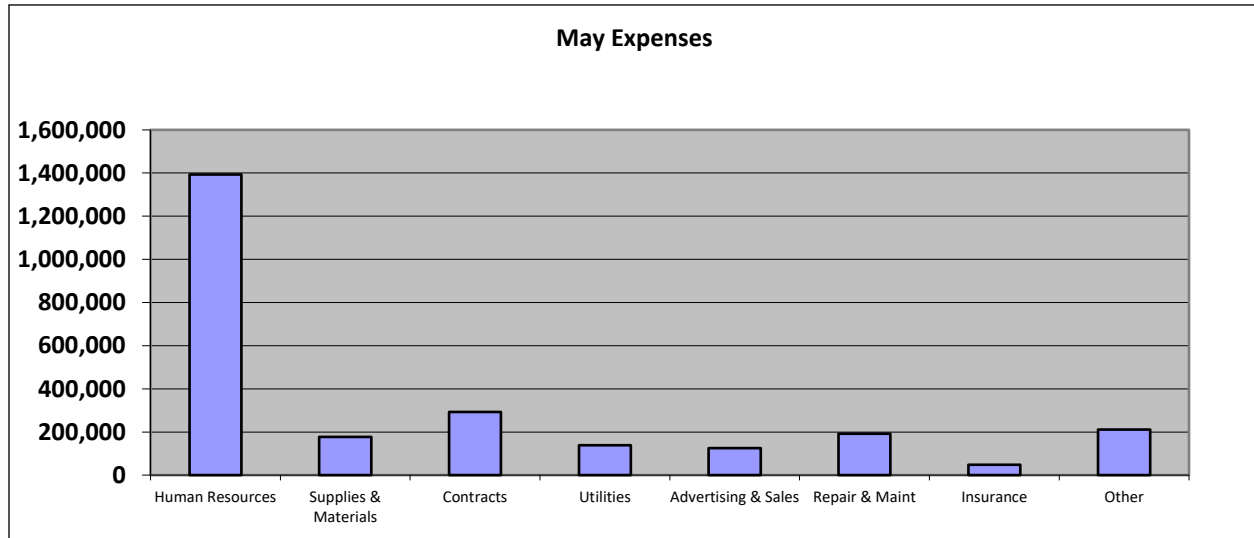


The largest budget variances for the month were:

- Convention Center (+\$236K) – The convention center hosted 18 events with 42 event days and more than 12K attendees. May revenues marked an all-time high in revenues as well as space used in a single month.
- Residential Leases (+\$151K) – The revenues for residential leases were up significantly in May due to transfer fees paid for the properties that were sold during the month.
- Hotel/Motel taxes (+\$164K) – Occupancy rates and hotel revenues were up significantly in April, therefore the hotel/motel taxes reported to JIA in May were also higher than budgeted. For April the total room revenues were \$7.3M.

## Expenses

Expenses were \$3,002,499 for May and reflect an unfavorable budget variance of \$191K (7%) for the month. Expenses reflected a favorable \$208K variance from Year-to-date budget and reflected an unfavorable \$4.7M (19%) variance from Prior Year to Date expenses.



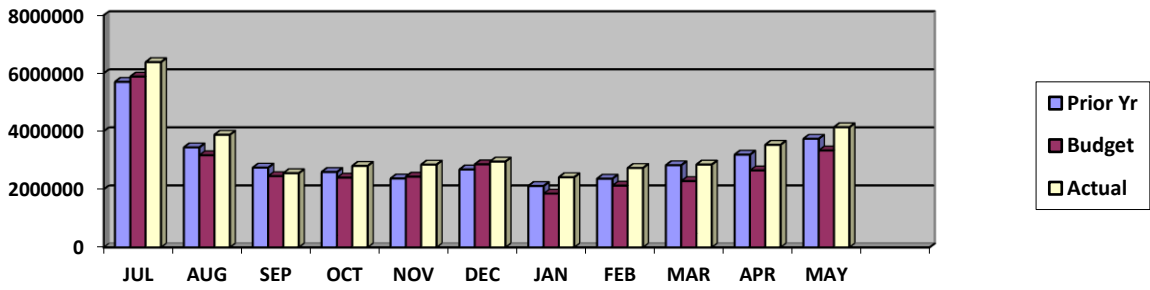
The largest budget variances for the month were:

- Human Resources (-\$44K) – The majority of this variance is due to vacant part time positions which are approximately \$58K under budget.
- Repairs – Facilities & Grounds (+\$132K) – this variance is due to HVAC repairs at the Convention Center and slide and tower repairs at Summer Waves.
- Contracts (\$76K) – Variance is due to legal fees that were \$44K over budget and the convention center management contract being \$23K over budget for the month.

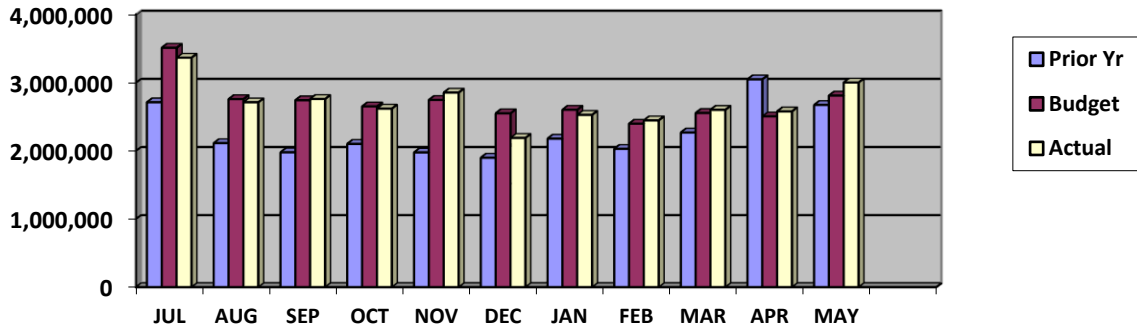
## Net Operating Cash

The Net Operating Cash Income for the month is \$1,138,132, which is a \$608K favorable variance from the budgeted net operating cash income of \$530,226. Net Operating Cash Income reflects a favorable \$5.9M variance from year-to-date budget and an unfavorable \$1.4M variance from prior year to date income.

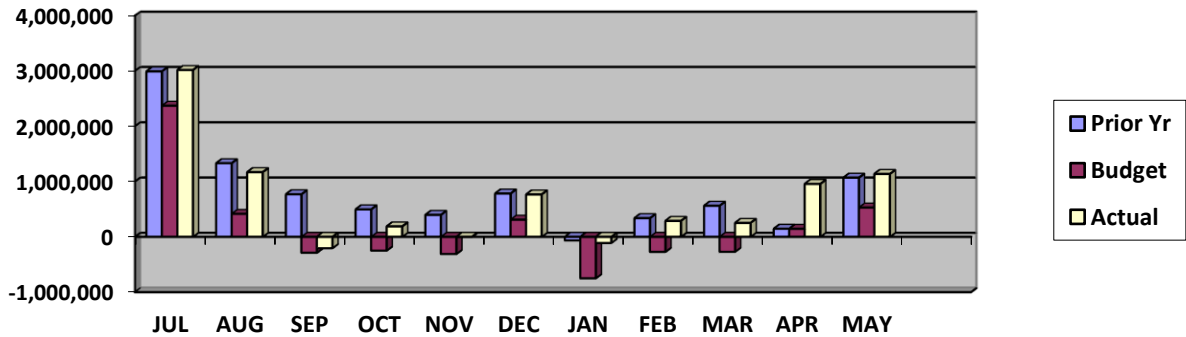
### Total Revenues



### Total Expenses



### Net Operating Cash



Jekyll Island Authority  
CONSOLIDATED BUDGET COMPARISON  
For the Eleven Months Ending May 31, 2023

|                                   | MONTH            | MONTH            | BUDGET     |            | YTD               | YTD               | BUDGET       |            | PRIOR             | VARIANCE     |            |
|-----------------------------------|------------------|------------------|------------|------------|-------------------|-------------------|--------------|------------|-------------------|--------------|------------|
|                                   | ACTUAL           | BUDGET           | (000's)    | %          | ACTUAL            | BUDGET            | (000's)      | %          | YEAR              | (000's)      | %          |
| <b>Revenues</b>                   |                  |                  |            |            |                   |                   |              |            |                   |              |            |
| <b>Administration</b>             |                  |                  |            |            |                   |                   |              |            |                   |              |            |
| Business Leases                   | 512,871          | 439,911          | 73         | 17%        | 5,706,927         | 5,101,421         | 606          | 12%        | 5,759,814         | (53)         | -1%        |
| Hotel Tax                         | 277,793          | 162,812          | 115        | 71%        | 2,345,575         | 1,479,715         | 866          | 59%        | 2,299,213         | 46           | 2%         |
| Tourism Development Fund          | 119,054          | 69,777           | 49         | 71%        | 994,203           | 634,164           | 360          | 57%        | 977,340           | 17           | 2%         |
| Parking                           | 582,468          | 659,492          | (77)       | -12%       | 5,226,974         | 5,145,799         | 81           | 2%         | 4,970,133         | 257          | 5%         |
| Capital Outlay Surcharge          | 0                | 0                | -          | 0%         | 0                 | (0)               | 0            | -100%      | (0)               | 0            | -145%      |
| Interest                          | 39,635           | 700              | 39         | 5562%      | 281,492           | 7,700             | 274          | 3556%      | 9,089             | 272          | 2997%      |
| Lot Rentals                       | 162,283          | 11,000           | 151        | 1375%      | 977,764           | 641,000           | 337          | 53%        | 1,084,017         | (106)        | -10%       |
| Foundation                        | 498              | 420              | 0          | 19%        | 8,045             | 7,894             | 0            | 2%         | 7,844             | 0            | 3%         |
| Airport                           | 16,593           | 1,998            | 15         | 731%       | 32,321            | 19,160            | 13           | 69%        | 32,081            | 0            | 1%         |
| Administration revenue            | 7,935            | 7,862            | 0          | 1%         | 182,931           | 150,832           | 32           | 21%        | 310,578           | (128)        | -41%       |
| Beach Village                     | 746              | -                | 1          | 0%         | 746               | -                 | 1            | 0%         | -                 | 1            | 0%         |
| Intern Housing                    | 7,735            | 5,220            | 3          | 48%        | 37,630            | 44,100            | (6)          | -15%       | 42,940            | (5)          | -12%       |
| <b>Total Administration</b>       | <b>1,727,612</b> | <b>1,359,191</b> | <b>368</b> | <b>27%</b> | <b>15,794,608</b> | <b>13,231,784</b> | <b>2,563</b> | <b>19%</b> | <b>15,493,049</b> | <b>302</b>   | <b>2%</b>  |
| <b>Enterprises</b>                |                  |                  |            |            |                   |                   |              |            |                   |              |            |
| Golf                              | 347,677          | 292,720          | 55         | 19%        | 2,761,028         | 2,380,378         | 381          | 16%        | 2,590,006         | 171          | 7%         |
| Convention Center                 | 699,166          | 463,307          | 236        | 51%        | 5,028,850         | 3,779,931         | 1,249        | 33%        | 3,520,310         | 1,509        | 43%        |
| McCormick's Grill                 | -                | -                | -          | 0%         | -                 | -                 | -            | 0%         | (0)               | 0            | -100%      |
| Summer Waves                      | 258,097          | 290,510          | (32)       | -11%       | 2,335,364         | 1,948,485         | 387          | 20%        | 1,767,519         | 568          | 32%        |
| Campground                        | 257,585          | 229,494          | 28         | 12%        | 2,411,092         | 1,997,530         | 414          | 21%        | 2,074,821         | 336          | 16%        |
| Life is Good                      | 34,810           | 29,674           | 5          | 17%        | 279,901           | 260,873           | 19           | 7%         | 315,623           | (36)         | -11%       |
| Museum                            | 264,063          | 149,177          | 115        | 77%        | 1,273,666         | 972,056           | 302          | 31%        | 1,042,660         | 231          | 22%        |
| Georgia Sea Turtle Center         | 192,474          | 191,539          | 1          | 0%         | 2,157,538         | 1,923,090         | 234          | 12%        | 2,239,788         | (82)         | -4%        |
| Conservation                      | 2,037            | 1,100            | 1          | 85%        | 4,379             | 32,732            | (28)         | -87%       | 13,106            | (9)          | -67%       |
| Miniature Golf & Bikes            | 33,205           | 45,063           | (12)       | -26%       | 395,411           | 351,239           | 44           | 13%        | 442,577           | (47)         | -11%       |
| Water/Wastewater                  | 148,177          | 132,190          | 16         | 12%        | 1,599,712         | 1,489,177         | 111          | 7%         | 1,563,686         | 36           | 2%         |
| Sanitation                        | 45,948           | 45,986           | (0)        | 0%         | 509,140           | 500,055           | 9            | 2%         | 530,099           | (21)         | -4%        |
| Fire Department                   | 14,285           | 6,340            | 8          | 125%       | 1,473,582         | 1,473,506         | 0            | 0%         | 1,405,281         | 68           | 5%         |
| Tennis                            | 16,226           | 11,415           | 5          | 42%        | 138,805           | 132,215           | 7            | 5%         | 124,753           | 14           | 11%        |
| Marketing, Special Events & Sales | 59,164           | 59,650           | (0)        | -1%        | 413,413           | 541,043           | (128)        | -24%       | 248,526           | 165          | 66%        |
| Guest Information Center          | 15,151           | 16,350           | (1)        | -7%        | 284,652           | 237,200           | 47           | 20%        | 230,470           | 54           | 24%        |
| Park Services                     | -                | -                | -          | 0%         | -                 | -                 | -            | 0%         | -                 | -            | 0%         |
| Camp Jekyll & Soccer Fields       | 19,703           | 16,481           | 3          | 20%        | 186,565           | 206,444           | (20)         | -10%       | 160,311           | 26           | 16%        |
| Landscaping, Roads & Trails       | 5,156            | 1,500            | 4          | 244%       | 64,726            | 20,750            | 44           | 212%       | 39,754            | 25           | 63%        |
| Vehicle & Equipment Maintenance   | -                | -                | -          | 0%         | 3,815             | 750               | 3            | 409%       | 8,087             | (4)          | -53%       |
| Facility Maintenance              | 95               | -                | 0          | 0%         | 9,704             | -                 | 10           | 0%         | 1,437             | 8            | 575%       |
| Golf Course Maintenance           | -                | -                | -          | 0%         | -                 | -                 | -            | 0%         | 234               | (0)          | -100%      |
| Service Station                   | -                | -                | -          | 0%         | -                 | -                 | -            | 0%         | -                 | -            | 0%         |
| <b>Total Enterprises</b>          | <b>2,413,019</b> | <b>1,982,497</b> | <b>431</b> | <b>22%</b> | <b>21,331,343</b> | <b>18,247,454</b> | <b>3,084</b> | <b>17%</b> | <b>18,319,046</b> | <b>3,012</b> | <b>16%</b> |

|                                     | MONTH<br>ACTUAL  | MONTH<br>BUDGET  | BUDGET<br>VARIANCE |             | YTD<br>ACTUAL     | YTD<br>BUDGET     | BUDGET<br>VARIANCE |             | YEAR<br>ACTUAL    | VARIANCE       |             |
|-------------------------------------|------------------|------------------|--------------------|-------------|-------------------|-------------------|--------------------|-------------|-------------------|----------------|-------------|
|                                     |                  |                  | (000's)            | %           |                   |                   | (000's)            | %           |                   | (000's)        | %           |
| <b>Total Revenues</b>               | <b>4,140,631</b> | <b>3,341,688</b> | <b>799</b>         | <b>24%</b>  | <b>37,125,951</b> | <b>31,479,238</b> | <b>5,647</b>       | <b>18%</b>  | <b>33,812,095</b> | <b>3,314</b>   | <b>10%</b>  |
| <b>Expenses</b>                     |                  |                  |                    |             |                   |                   |                    |             |                   |                |             |
| Human Resources                     | 1,546,090        | 1,589,628        | (44)               | -3%         | 15,627,865        | 16,274,447        | (647)              | -4%         | 13,250,378        | 2,377          | 18%         |
| Supplies & Materials                | 173,776          | 133,110          | 41                 | 31%         | 1,889,365         | 1,949,245         | (60)               | -3%         | 1,728,137         | 161            | 9%          |
| Advertising & Sales                 | 68,340           | 82,326           | (14)               | -17%        | 1,105,324         | 1,083,245         | 22                 | 2%          | 755,807           | 350            | 46%         |
| Repairs - Facilities & Grounds      | 424,967          | 293,074          | 132                | 45%         | 1,897,236         | 1,768,565         | 129                | 7%          | 1,540,241         | 357            | 23%         |
| Reserve for Fire Truck              | -                | -                | -                  | 0%          | -                 | -                 | -                  | 0%          | -                 | -              | 0%          |
| Utilities                           | 139,438          | 146,504          | (7)                | -5%         | 1,719,700         | 1,658,115         | 62                 | 4%          | 1,684,418         | 35             | 2%          |
| Insurance                           | 4,495            | 3,392            | 1                  | 33%         | 1,021,579         | 1,010,043         | 12                 | 1%          | 931,525           | 90             | 10%         |
| Contracts                           | 444,849          | 368,766          | 76                 | 21%         | 3,834,848         | 3,842,941         | (8)                | 0%          | 2,979,079         | 856            | 29%         |
| Rentals                             | 54,324           | 60,326           | (6)                | -10%        | 769,255           | 762,001           | 7                  | 1%          | 641,595           | 128            | 20%         |
| Printing                            | 10,174           | 10,800           | (1)                | -6%         | 146,789           | 151,264           | (4)                | -3%         | 105,577           | 41             | 39%         |
| Motor Vehicle                       | 26,253           | 26,570           | (0)                | -1%         | 287,183           | 253,122           | 34                 | 13%         | 244,689           | 42             | 17%         |
| Telephone                           | 8,646            | 9,651            | (1)                | -10%        | 98,942            | 108,411           | (9)                | -9%         | 97,502            | 1              | 1%          |
| Vehicle Purchase >\$1K              | -                | -                | -                  | 0%          | -                 | -                 | -                  | 0%          | -                 | -              | 0%          |
| Equipment Purchase <\$1K            | 7,307            | 16,675           | (9)                | -56%        | 90,156            | 88,483            | 2                  | 2%          | 103,169           | (13)           | -13%        |
| Equipment Purchase \$1K to \$5K     | 9,834            | 2,750            | 7                  | 258%        | 97,249            | 70,099            | 27                 | 39%         | 110,611           | (13)           | -12%        |
| Travel                              | 3,361            | 7,030            | (4)                | -52%        | 64,912            | 76,700            | (12)               | -15%        | 33,789            | 31             | 92%         |
| Dues                                | 21,110           | 13,838           | 7                  | 53%         | 394,752           | 353,208           | 42                 | 12%         | 302,733           | 92             | 30%         |
| Grants expenses                     | -                | -                | -                  | 0%          | -                 | -                 | -                  | 0%          | -                 | -              | 0%          |
| Satellite Transmitters & time       | -                | -                | -                  | 0%          | -                 | -                 | -                  | 0%          | -                 | -              | 0%          |
| Credit Card Fees                    | 59,500           | 46,996           | 13                 | 27%         | 616,795           | 420,867           | 196                | 47%         | 472,688           | 144            | 30%         |
| Debt Service Payment                | -                | -                | -                  | 0%          | -                 | -                 | -                  | 0%          | -                 | -              | 0%          |
| Bank Fees                           | 35               | 25               | 0                  | 40%         | 1,171             | 275               | 1                  | 326%        | 900               | 0              | 30%         |
| Interest Expense                    | -                | -                | -                  | 0%          | -                 | -                 | -                  | 0%          | -                 | -              | 0%          |
| Bad Debt Expense/Recovered          | -                | -                | -                  | 0%          | -                 | -                 | -                  | 0%          | -                 | -              | 0%          |
| Debt Service Reserve                | -                | -                | -                  | 0%          | -                 | -                 | -                  | 0%          | -                 | -              | 0%          |
| <b>Total Expenditures</b>           | <b>3,002,499</b> | <b>2,811,461</b> | <b>191</b>         | <b>7%</b>   | <b>29,663,121</b> | <b>29,871,032</b> | <b>(208)</b>       | <b>-1%</b>  | <b>24,982,837</b> | <b>4,680</b>   | <b>19%</b>  |
| <b>Net Operating Cash Income **</b> | <b>1,138,132</b> | <b>530,226</b>   | <b>608</b>         | <b>115%</b> | <b>7,462,830</b>  | <b>1,608,206</b>  | <b>5,855</b>       | <b>364%</b> | <b>8,829,257</b>  | <b>(1,366)</b> | <b>-15%</b> |

\*\* Does not include depreciation or capital projects

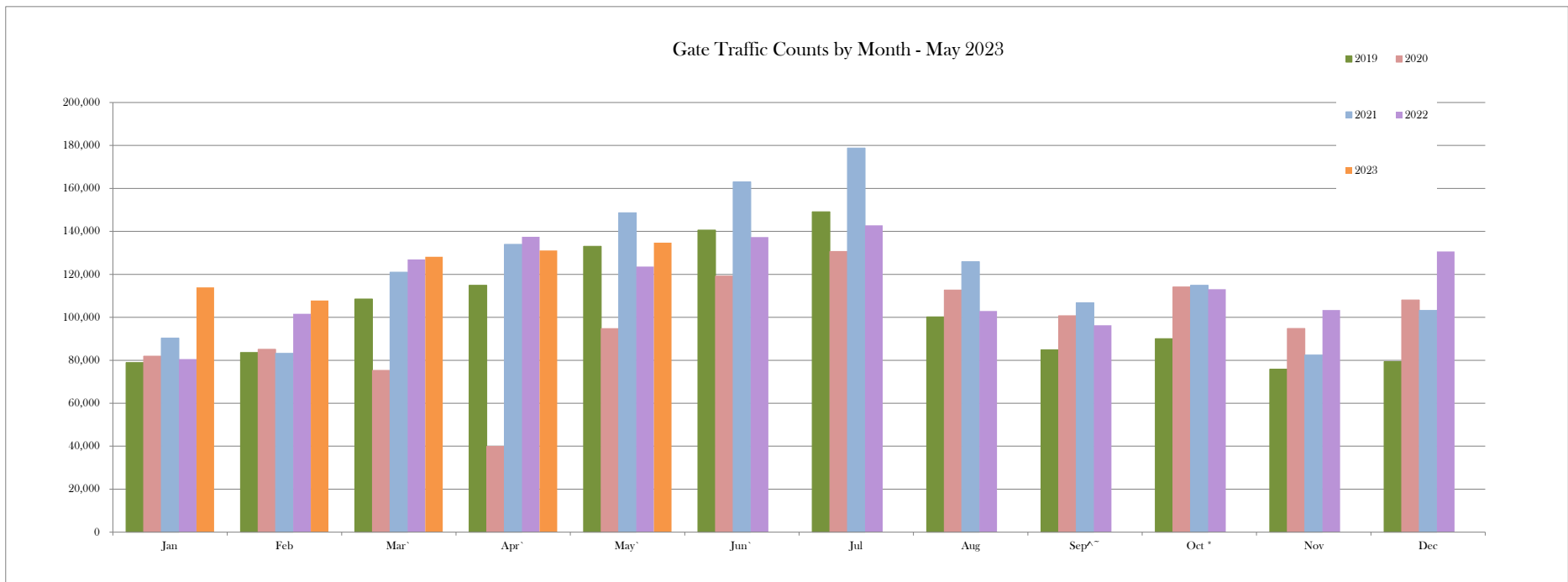


## May 2023 Traffic Counts

|           | 2019         |               |           | 2020         |               |           | 2021          |               |           | 2022          |               |           | 2023          |               |         |
|-----------|--------------|---------------|-----------|--------------|---------------|-----------|---------------|---------------|-----------|---------------|---------------|-----------|---------------|---------------|---------|
|           | Daily/Weekly | Annual Passes | Total     | Daily/Weekly | Annual Passes | Total     | Gate Purchase | Pre-purchased | Total     | Gate Purchase | Pre-purchased | Total     | Gate Purchase | Pre-purchased | Total   |
| January   | 28,874       | 50,037        | 78,911    | 29,773       | 52,159        | 81,932    | 23,462        | 66,875        | 90,337    | 22,696        | 57,843        | 80,539    | 28,395        | 85,527        | 113,922 |
| February  | 35,010       | 48,619        | 83,629    | 32,646       | 52,457        | 85,103    | 22,609        | 60,616        | 83,225    | 29,766        | 71,891        | 101,657   | 32,998        | 74,849        | 107,847 |
| March     | 51,682       | 56,865        | 108,547   | 27,012       | 48,279        | 75,291    | 39,560        | 81,491        | 121,051   | 36,635        | 90,333        | 126,968   | 42,879        | 85,313        | 128,192 |
| April     | 61,404       | 53,529        | 114,933   | 12,082       | 27,810        | 39,892    | 47,198        | 86,746        | 133,944   | 44,680        | 92,799        | 137,479   | 47,452        | 83,637        | 131,089 |
| May       | 74,194       | 58,894        | 133,088   | 44,891       | 49,825        | 94,716    | 58,179        | 90,491        | 148,670   | 44,071        | 79,550        | 123,621   | 46,969        | 87,805        | 134,774 |
| June      | 82,105       | 58,479        | 140,584   | 51,147       | 68,042        | 119,189   | 60,141        | 102,896       | 163,037   | 58,450        | 78,894        | 137,344   | 0             | 0             | 0       |
| July      | 89,499       | 59,595        | 149,094   | 56,441       | 74,236        | 130,677   | 60,613        | 118,185       | 178,798   | 62,840        | 79,953        | 142,793   | 0             | 0             | 0       |
| August    | 47,501       | 52,687        | 100,188   | 39,096       | 73,585        | 112,681   | 38,368        | 87,543        | 125,911   | 36,217        | 66,712        | 102,929   | 0             | 0             | 0       |
| September | 37,317       | 47,518        | 84,835    | 34,055       | 66,662        | 100,717   | 34,300        | 72,468        | 106,768   | 32,371        | 63,952        | 96,323    | 0             | 0             | 0       |
| October   | 39,100       | 50,923        | 90,023    | 33,851       | 80,276        | 114,127   | 37,170        | 77,713        | 114,883   | 35,694        | 77,360        | 113,054   | 0             | 0             | 0       |
| November  | 30,173       | 45,699        | 75,872    | 22,914       | 71,876        | 94,790    | 26,069        | 56,386        | 82,455    | 28,306        | 75,088        | 103,394   | 0             | 0             | 0       |
| December  | 31,871       | 47,504        | 79,375    | 29,842       | 78,215        | 108,057   | 37,396        | 65,769        | 103,165   | 36,894        | 93,741        | 130,635   | 0             | 0             | 0       |
| Totals    | 608,730      | 630,349       | 1,239,079 | 413,750      | 743,422       | 1,157,172 | 485,065       | 967,179       | 1,452,244 | 468,620       | 928,116       | 1,396,736 | 198,693       | 417,131       | 615,824 |

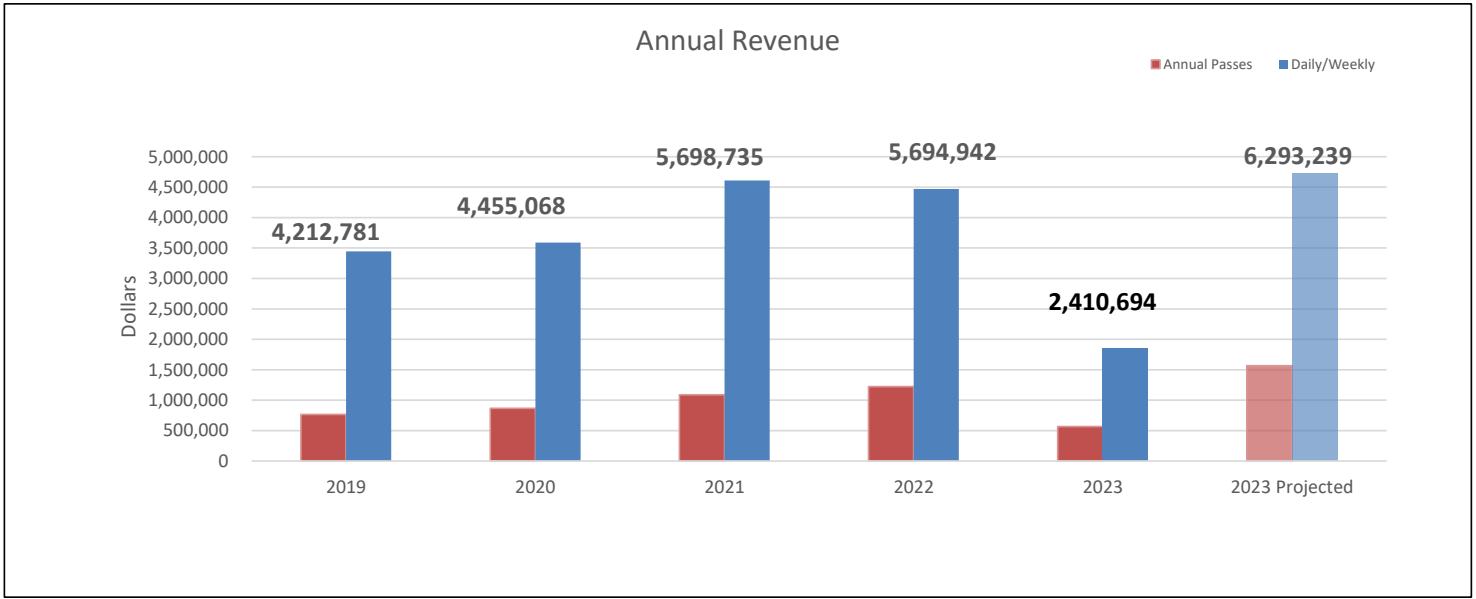
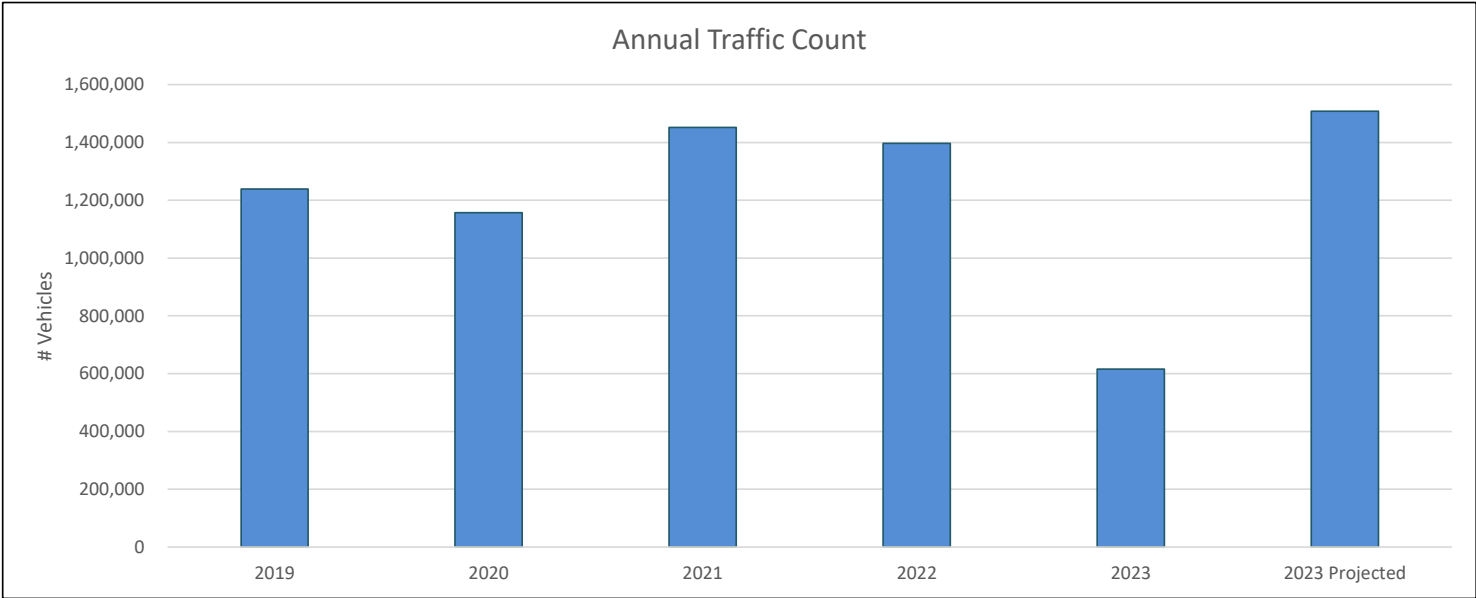
LPR system began April 2020

| Year to Date Comparison | 2019 YTD | 2020 YTD | 2021 YTD | 2022 YTD | 2023 YTD |
|-------------------------|----------|----------|----------|----------|----------|
|                         | 519,108  | 376,934  | 577,227  | 570,264  | 615,824  |



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

~Sept 2019 - Hurricane Dorian



June 6, 2023  
 Jekyll Island Convention Center  
**May FY23 Financial Review**

|                  | <b>FY23</b>                             | <b>FY22</b>                          | <b>FY21</b>            | <b>FY20</b> | <b>FY19</b> | <b>FY18</b> | <b>FY17</b> |
|------------------|-----------------------------------------|--------------------------------------|------------------------|-------------|-------------|-------------|-------------|
| Number of Events | 18                                      | 22                                   | 18                     | 0           | 25          | 20          | 24          |
| Event Days       | 42                                      | 38                                   | 32                     | 0           | 46          | 44          | 49          |
| Attendance       | 12,246                                  | 11,050                               | 9,343                  | 0           | 15,224      | 13,008      | 11,954      |
| Revenue          | \$749,648.89 Actual<br>\$532,965 Budget | \$514,131 Actual<br>\$404,626 Budget | \$420,896<br>\$459,065 | \$850       | \$595,560   | \$576,751   | \$461,680   |
| Square FT used   | 1,112,170                               | 897,860                              | 658,110                | 0           | 996,796     | N/A         | N/A         |

May events continued with our traditional legacy conferences. The Center also celebrated its 11<sup>th</sup> anniversary. GA based groups – GA Public Health, Rural Water, Plant Administrators & Housing all held strong, and numbers are on track with previous years. Fiber Network was also a repeat piece of business, but their numbers soared for 2023 capturing an additional \$20K in revenue. Coastal College of Georgia changed the traditional format with two graduation ceremonies increasing overall attendance. The Center excelled with two Hindu weddings bringing \$157K in event revenues for the month. The park/picnic spaces are off to a strong start for the summer and capturing bookings/revenues.

**FUTURE CONTRACTS ISSUED - 7– Estimated revenues \$571,000**

Conventions –5                      Anticipated rev of    \$505,000  
 Meetings –1                      Anticipated revenue   \$36,000  
 Sporting Events –1              Anticipated revenue   \$30,000

**PROPOSALS**

CVB –11  
 Westin – 0  
 Cvent- 3  
 SMG site pass -0  
 Meeting planner meetings and site tours (all staff) – 5

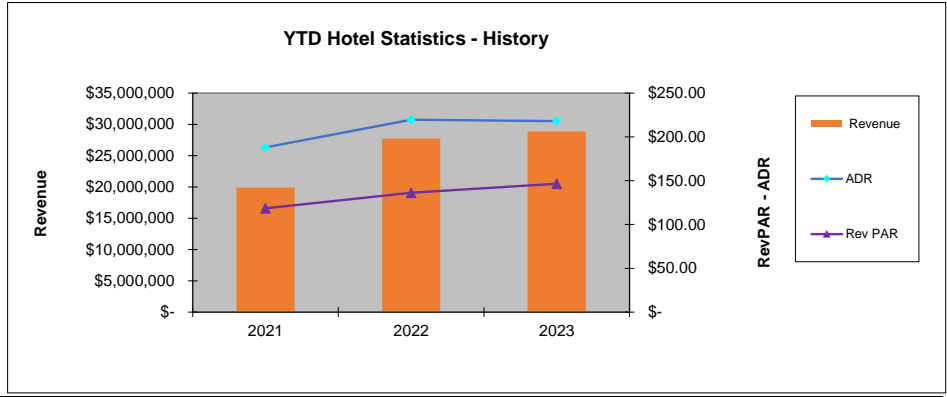
# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - May 2023

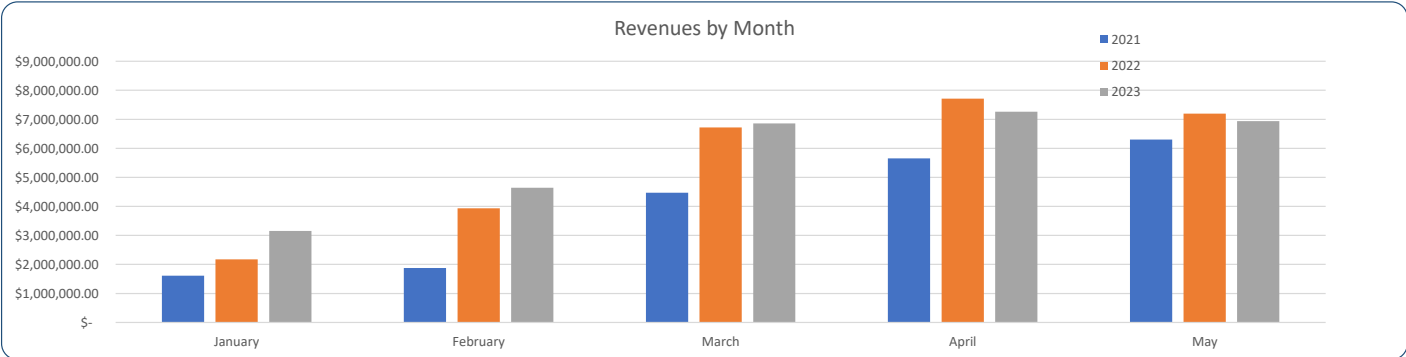
### HOTEL STATISTICS AT-A-GLANCE

|                |    |            |
|----------------|----|------------|
| <b>2023</b>    |    |            |
| Total Revenue  | \$ | 28,852,826 |
| Occupancy Rate |    | 67.2%      |
| Rev PAR        | \$ | 146.55     |
| ADR            | \$ | 217.99     |
| <b>2022</b>    |    |            |
| Total Revenue  | \$ | 27,731,890 |
| Occupancy Rate |    | 62.1%      |
| RevPAR         | \$ | 136.35     |
| ADR            | \$ | 219.62     |
| <b>2021</b>    |    |            |
| Total Revenue  | \$ | 19,911,045 |
| Occupancy Rate |    | 63.0%      |
| RevPAR         | \$ | 118.47     |
| ADR            | \$ | 188.03     |



### OCCUPANCY REPORT DETAIL

| Hotel                                | # of Rms     | Units Availbl  | Units Occpd    | Percent Occpd | Average Daily Rate | RevPAR           | 2023 Room Revenue    | 2022 Room Revenue    | Revenue Variance    |             |
|--------------------------------------|--------------|----------------|----------------|---------------|--------------------|------------------|----------------------|----------------------|---------------------|-------------|
| Beachview Club                       | 38           | 5,628          | 3,567          | 63.4%         | \$ 226.77          | \$ 143.73        | 808,897              | 705,682              | \$ 103,215          | 15%         |
| Home2Suites                          | 107          | 16,157         | 11,839         | 73.3%         | \$ 194.56          | \$ 142.56        | 2,303,393            | 2,189,802            | \$ 113,591          | 5%          |
| Holiday Inn Resort                   | 157          | 23,707         | 13,947         | 58.8%         | \$ 195.02          | \$ 114.73        | 2,720,006            | 2,624,462            | \$ 95,544           | 4%          |
| Days Inn & Suites                    | 124          | 14,389         | 11,230         | 78.0%         | \$ 153.24          | \$ 119.60        | 1,720,904            | 2,173,361            | \$ (452,456)        | -21%        |
| Courtyard by Marriott/ Residence Inn | 209          | 31,559         | 22,169         | 70.2%         | \$ 223.55          | \$ 157.04        | 4,955,978            | 3,876,096            | \$ 1,079,882        | 28%         |
| Hampton Inn                          | 138          | 20,838         | 13,035         | 62.6%         | \$ 195.99          | \$ 122.60        | 2,554,721            | 2,553,367            | \$ 1,354            | 0%          |
| Jekyll Island Club Resort            | 200          | 23,771         | 16,261         | 68.4%         | \$ 339.49          | \$ 232.24        | 5,520,511            | 5,892,048            | \$ (371,537)        | -6%         |
| Seafarer Inn & Suites                | 73           | 10,021         | 6,902          | 68.9%         | \$ 150.76          | \$ 103.83        | 1,040,526            | 953,719              | \$ 86,807           | 9%          |
| Villas by the Sea                    | 109          | 13,204         | 7,936          | 60.1%         | \$ 194.58          | \$ 116.95        | 1,544,189            | 1,389,878            | \$ 154,311          | 11%         |
| Villas by the Sea - Jekyll Realty    | 19           | 2,869          | 1,802          | 62.8%         | \$ 121.71          | \$ 76.44         | 219,318              | 166,351              | \$ 52,967           | 32%         |
| Villas by the Sea - Parker Kaufman   | 31           | 4,537          | 2,712          | 59.8%         | \$ 127.17          | \$ 76.02         | 344,885              | 195,056              | \$ 149,829          | 77%         |
| Westin                               | 200          | 30,200         | 20,957         | 69.4%         | \$ 244.29          | \$ 169.52        | 5,119,499            | 5,012,070            | \$ 107,429          | 2%          |
| <b>2023</b>                          | <b>Total</b> | <b>196,880</b> | <b>132,357</b> | <b>67.2%</b>  | <b>\$ 217.99</b>   | <b>\$ 146.55</b> | <b>\$ 28,852,826</b> | <b>\$ 27,731,890</b> | <b>\$ 1,120,936</b> | <b>4.0%</b> |
| <b>2022</b>                          | <b>Total</b> | <b>203,389</b> | <b>126,274</b> | <b>62.1%</b>  | <b>\$ 219.62</b>   | <b>\$ 136.35</b> | <b>\$ 27,731,890</b> |                      |                     |             |
| <b>2021</b>                          | <b>Total</b> | <b>168,065</b> | <b>105,891</b> | <b>63.0%</b>  | <b>\$ 188.03</b>   | <b>\$ 118.47</b> | <b>\$ 19,911,045</b> |                      |                     |             |



*Jekyll Island Authority*  
*Proposed Fiscal Year 2024 Budget Summary*



# PROPOSED BUDGET

*Jekyll Island Authority –Consolidated  
FY2024 Budget*

|                                         | Budget<br>FY2024     | Comments                                                                                                                                                                                               | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES</b>                         |                      |                                                                                                                                                                                                        |                     |                      |                  |                  |                  |                  |                  |
| GROSS REVENUES                          | <b>44,282,064.47</b> | Business leases \$6M; Parking fees & Annual passes \$7.2M; H/M tax \$3.6M; Concessions \$4.3M; Food & beverage \$3M; Admission fees \$4.3M; Campsite rental \$2.6M; Green fees & carts \$1.1M          | 42,009,293.15       | 43,732,418.19        | 38,081,918.27    | 41,200,067.01    | 32,458,103.96    | 28,106,608.47    | 31,701,259.43    |
| COST OF GOODS SOLD                      | <b>2,849,489.60</b>  | Cost of merchandise, food, beverage and fuel sold                                                                                                                                                      | 2,647,800.18        | 2,649,863.60         | 2,615,197.81     | 2,492,046.81     | 2,000,631.00     | 1,643,418.02     | 1,889,105.88     |
| NET REVENUE                             | <b>41,432,574.87</b> |                                                                                                                                                                                                        | 39,361,492.97       | 41,082,554.59        | 35,466,720.46    | 38,708,020.20    | 30,457,472.96    | 26,463,190.45    | 29,812,153.55    |
| <b>EXPENSES</b>                         |                      |                                                                                                                                                                                                        |                     |                      |                  |                  |                  |                  |                  |
| PERSONNEL                               | <b>20,786,943.63</b> | FT labor \$11M; PT labor \$2.4M; staffing service labor \$253K; Health insurance \$2.9M; Retirement \$3.3M; FICA \$875K; Employee development \$72K; Unemployment insurance \$22K                      | 17,817,871.00       | 16,256,850.92        | 18,288,662.70    | 14,806,786.77    | 12,445,581.01    | 12,525,004.68    | 12,667,952.32    |
| MOTOR VEHICLE                           | <b>355,231.59</b>    | Fuel for vehicles & equipment \$244K; R&M of vehicles and ATV's \$111K                                                                                                                                 | 305,978.51          | 319,126.25           | 280,519.92       | 280,358.20       | 195,191.86       | 271,446.00       | 256,276.65       |
| SUPPLIES & MATERIALS                    | <b>2,622,605.34</b>  | Chemicals & Fertilizers \$658K; Special Event supplies \$261K; Plants & Seeds \$237K; Bathroom/cleaning supplies \$155K; decorations \$147K; shop supplies \$131K                                      | 2,302,347.27        | 2,328,259.72         | 2,429,869.86     | 1,961,292.41     | 1,426,580.90     | 1,583,258.23     | 1,850,740.96     |
| REPAIRS & MAINTENANCE                   | <b>2,272,447.74</b>  | Building/Structure R&M \$1.1M; Roads/Grounds R&M \$175K; Equipment R&M \$407K; Service Contracts \$620K (Water tower maint; equipment svc agreements)                                                  | 2,131,656.92        | 2,188,507.80         | 2,160,922.15     | 2,082,278.63     | 1,401,330.25     | 1,647,083.47     | 1,575,951.94     |
| UTILITIES                               | <b>2,116,948.41</b>  | Electricity \$1.2M; heating/cooking fuel \$33K; water/sewer \$313K; trash \$314K; internet/cable \$117K; telephone \$109K                                                                              | 2,019,131.34        | 2,021,726.16         | 1,954,348.51     | 1,960,652.69     | 1,847,839.05     | 1,931,185.39     | 1,907,796.12     |
| INSURANCE                               | <b>1,405,718.55</b>  | Worker's comp \$301K; liability ins \$241K; property ins \$190K; vehicle ins \$2.9K; fire fee \$612K; other insurance \$59K (Cyber ins, business interruption, All-Risk insurance)                     | 1,039,220.07        | 1,023,541.79         | 1,013,431.15     | 933,780.23       | 851,416.04       | 840,637.79       | 879,553.88       |
| ADVERTISING & PROMOTION                 | <b>1,406,423.53</b>  | Brand & advertising \$665K; Public Relations \$112K; 31-81 Magazine \$252K; BGIVB \$100K; Group promotions (meetings, promotional) \$57K; Event promotions \$75K                                       | 1,270,000.49        | 1,250,715.86         | 1,254,329.17     | 993,936.58       | 461,173.65       | 785,625.44       | 1,504,226.52     |
| TRAVEL                                  | <b>83,540.00</b>     | Staff travel for meetings and conferences; includes travel expense for Board and auditors                                                                                                              | 78,909.09           | 58,766.51            | 85,830.00        | 37,317.70        | 18,948.68        | 80,849.90        | 96,432.71        |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | <b>671,331.43</b>    | Professional associations; training registration fees; software subscriptions; web hosting                                                                                                             | 437,406.28          | 387,716.01           | 409,490.03       | 320,359.73       | 234,891.56       | 247,869.72       | 232,089.56       |
| CONTRACTS                               | <b>4,721,996.44</b>  | SMG contract and staffing \$2M; Special events \$178K (entertainment, fireworks, etc.); Sanitation \$396K; Historical Preservation projects \$329K; other smaller contracts and consulting agreements. | 4,395,821.92        | 3,994,421.44         | 4,468,753.83     | 3,223,226.91     | 2,178,409.10     | 3,010,864.34     | 3,292,477.64     |
| BUILDING & EQUIPMENT RENTAL             | <b>860,465.89</b>    | Golf cart lease; equipment leases; equipment rental for maintenance and events; copiers;                                                                                                               | 813,785.31          | 816,045.73           | 818,958.25       | 704,852.58       | 610,449.15       | 810,302.49       | 619,899.50       |
| CREDIT CARD FEES & BANK FEES            | <b>664,574.30</b>    | Credit card processing fees; transaction fees for entry gate and campground reservations.                                                                                                              | 647,797.30          | 673,224.77           | 477,544.26       | 551,587.97       | 417,307.05       | 297,126.72       | 318,627.81       |
| PRINTING & PUBLICATIONS                 | <b>224,785.90</b>    | Marketing \$162K (Island Guide, annual reports, maps, event guides, tickets banners, etc.)                                                                                                             | 177,265.67          | 143,991.84           | 153,824.37       | 116,675.76       | 91,373.58        | 130,607.54       | 275,440.01       |
| EQUIPMENT PURCHASES <\$5K               | <b>158,295.94</b>    | General equipment replacements: Computers, maintenance equipment; vacuum cleaners, etc.                                                                                                                | 185,854.71          | 196,974.16           | 172,772.00       | 216,597.83       | 114,175.16       | 139,162.97       | 264,136.06       |
| TOTAL OPERATING EXPENSES                | <b>38,351,308.69</b> |                                                                                                                                                                                                        | 33,623,045.88       | 31,659,868.96        | 33,969,256.20    | 28,189,703.99    | 22,294,667.04    | 24,301,024.68    | 25,741,601.68    |
| <b>OPERATING INCOME</b>                 | <b>3,081,266.18</b>  |                                                                                                                                                                                                        | 5,738,447.09        | 9,422,685.63         | 1,497,464.26     | 10,518,316.21    | 8,162,805.92     | 2,162,165.78     | 4,070,551.87     |

# PROPOSED BUDGET

|                                                      | Budget<br>FY2024  | Comments                                                                                     | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023  | Actual<br>FY2022    | Actual<br>FY2021    | Actual<br>FY2020  | Actual<br>FY2019    |
|------------------------------------------------------|-------------------|----------------------------------------------------------------------------------------------|---------------------|----------------------|-------------------|---------------------|---------------------|-------------------|---------------------|
| <b>BOARD DESIGNATED FUND CONTRIBUTIONS</b>           |                   |                                                                                              |                     |                      |                   |                     |                     |                   |                     |
| Tourism Development Fund                             | 1,080,664.50      |                                                                                              | 907,974.50          | 1,126,841.76         | 711,236.50        | 1,136,953.16        | 871,516.38          | 582,567.72        | 697,322.85          |
| Water / Sewer Fund                                   | 75,363.21         |                                                                                              | 215,765.13          | 341,971.75           | 49,052.33         | 424,595.91          | 570,198.88          | 534,217.95        | 351,836.33          |
| Fire Department Equipment Fund                       | 246,533.48        |                                                                                              | 155,146.60          | 148,049.21           | 176,104.44        | 233,028.85          | 323,625.30          | 294,367.43        | 194,162.89          |
| Public area Improvement Fund                         | 817,924.57        |                                                                                              | 734,024.89          | 985,587.65           | 321,653.35        | 1,252,159.86        | 1,647,341.64        | 0.00              | 0.00                |
| Beach Village Entertainment fees (carryover)         | 0.00              |                                                                                              | 11,608.27           | 9,328.22             | 0.00              | 37,147.52           | 58,115.98           | 18,575.65         | 10,194.36           |
| Hollybourne Lintel Project                           | 0.00              |                                                                                              | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00                | 0.00              | 0.00                |
| Payment to JIF for Mosaic project                    | 0.00              |                                                                                              | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00                | 0.00              | 300,000.00          |
| Retail Village Improvement Fund                      | 100,000.00        |                                                                                              | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00                | 0.00              | 0.00                |
| Total Designated Fund Contributions                  | 2,320,485.76      |                                                                                              | 2,024,519.39        | 2,611,778.59         | 1,258,046.62      | 3,083,885.30        | 3,470,798.18        | 1,429,728.75      | 1,553,516.43        |
| <b>AMOUNT AVAILABLE FOR CAPITAL OR CASH RESERVES</b> | <b>760,780.42</b> |                                                                                              | <b>3,713,927.70</b> | <b>6,810,907.04</b>  | <b>239,417.64</b> | <b>7,434,430.91</b> | <b>4,692,007.74</b> | <b>732,437.03</b> | <b>2,517,035.44</b> |
| <b>CAPITAL PROJECTS AND EQUIPMENT</b>                |                   | Previously approved by the Board in FY2023<br>Current capital equipment and project requests | 1,761,931.40        |                      |                   | 5,431,905.00        | 3,617,528.48        | 410,463.00        | 2,092,016.16        |
| <b>CONTRIBUTION TO CASH RESERVES</b>                 |                   | Estimated additional amount available for capital or cash reserves for FY2023                | 1,951,996.30        |                      |                   | 2,002,525.91        | 1,074,479.26        | 321,974.03        | 425,019.28          |

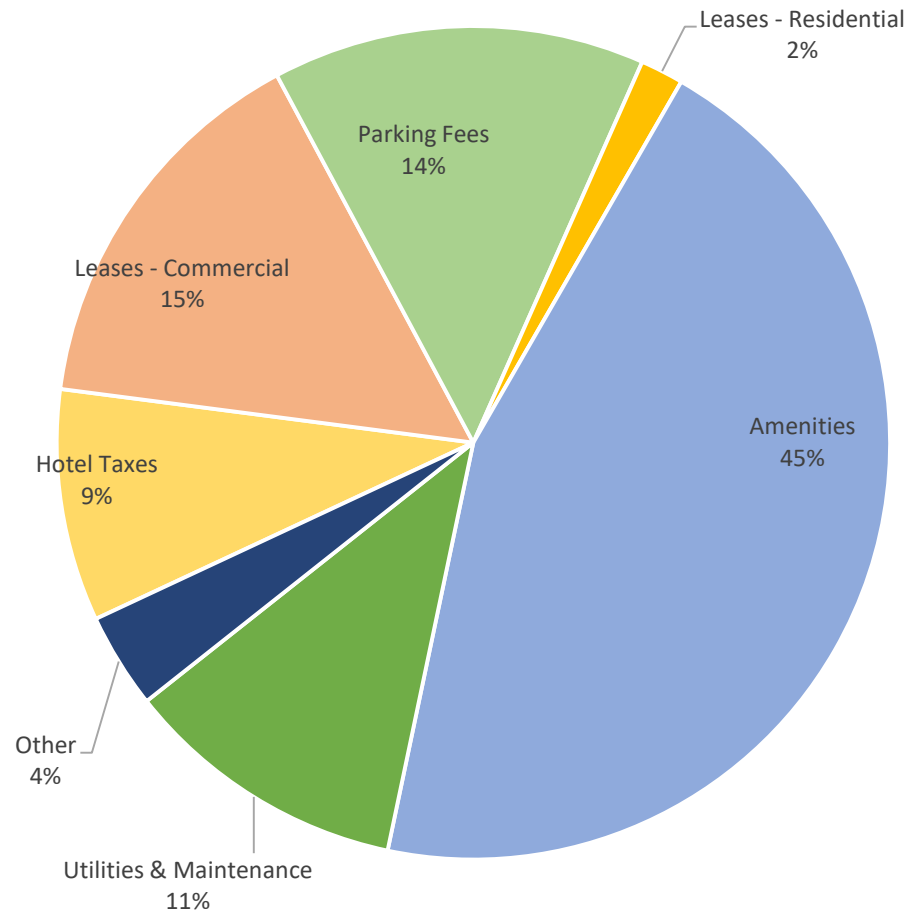
## Non-Amenity Rate Changes for FY2024

All rates effective 7/1/2024 unless otherwise noted

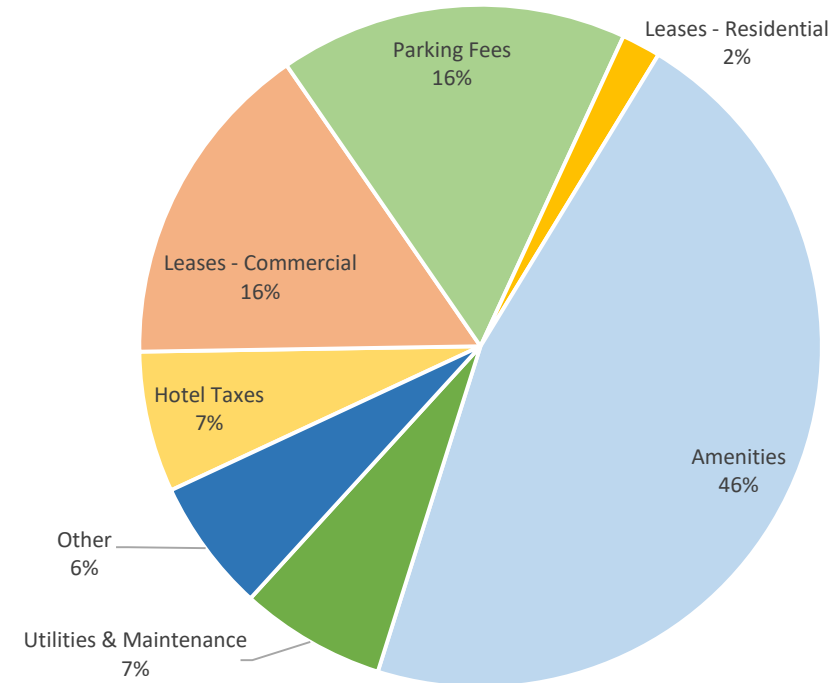
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|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Parking -</b>                                                            |                                                                                                                                                                                                                                                                       |
| Daily passes                                                                | Increase from \$8 to \$10 per day                                                                                                                                                                                                                                     |
| Daily passes - oversized vehicles                                           | Increase from \$12 to \$15 per day                                                                                                                                                                                                                                    |
| Annual passes                                                               | Increase from \$75 to \$100                                                                                                                                                                                                                                           |
| Annual passes - oversized vehicles                                          | Increase from \$120 to \$150                                                                                                                                                                                                                                          |
| <br>                                                                        |                                                                                                                                                                                                                                                                       |
| Jekyll Island Residential Owner Discount                                    | 2 - \$25.00 coupons will be mailed to Jekyll Island residential property owners as of June 2023. Glynn County GIS information will be used as the basis for this determination. Coupons can be used to purchase or renew annual passes between 7/1/2023 and 6/30/2024 |
| <br>                                                                        |                                                                                                                                                                                                                                                                       |
| <i>Additional fees for Event Days:</i>                                      |                                                                                                                                                                                                                                                                       |
| July 4th                                                                    | Additional \$5 charged for regular and oversized vehicles                                                                                                                                                                                                             |
| Shrimp & Grits 11/3/2023 - 11/4/2023 (Fri & Sat)                            | Additional \$5 charged for regular and oversized vehicles                                                                                                                                                                                                             |
| Holly Jolly season 11/24/2023 - 1/7/2024 (Fri & Sat) (5pm - 12am)           | Additional \$5 charged for regular and oversized vehicles                                                                                                                                                                                                             |
| <br>                                                                        |                                                                                                                                                                                                                                                                       |
| <b>Fire Department -</b>                                                    |                                                                                                                                                                                                                                                                       |
| BLS Emergency transports                                                    | Increase from \$350.00 to \$450.00 (Comparable to other area rates)                                                                                                                                                                                                   |
| Specialty Care transports                                                   | Increase from \$600.00 to \$850.00 (Comparable to other area rates)                                                                                                                                                                                                   |
| Other EMS rates                                                             | No change                                                                                                                                                                                                                                                             |
| <br>                                                                        |                                                                                                                                                                                                                                                                       |
| <b>Administration -</b>                                                     |                                                                                                                                                                                                                                                                       |
| Residential Rental License                                                  | Increase from \$30.00 to \$75.00 (due January 1) - increases to \$100.00 if paid after 3/1                                                                                                                                                                            |
| <br>                                                                        |                                                                                                                                                                                                                                                                       |
| <b>Water/Wastewater -</b>                                                   |                                                                                                                                                                                                                                                                       |
| Water base fees and usage fees                                              | No increase                                                                                                                                                                                                                                                           |
| Wastewater base fees and usage fees                                         | 7% increase (Begins 1/1/2024)                                                                                                                                                                                                                                         |
| <br>                                                                        |                                                                                                                                                                                                                                                                       |
| <b>Sanitation - (Amounts in correlation with Waste Management Contract)</b> |                                                                                                                                                                                                                                                                       |
| Base rate for regular trash pickup (1 can 1 recycle)                        | Increase from \$32.16 to \$33.76 (\$1.60 increase per month)                                                                                                                                                                                                          |
| Base rate for backyard pickup (1 can 1 recycle)                             | Increase from \$42.69 to \$48.22 (\$5.53 increase per month)                                                                                                                                                                                                          |

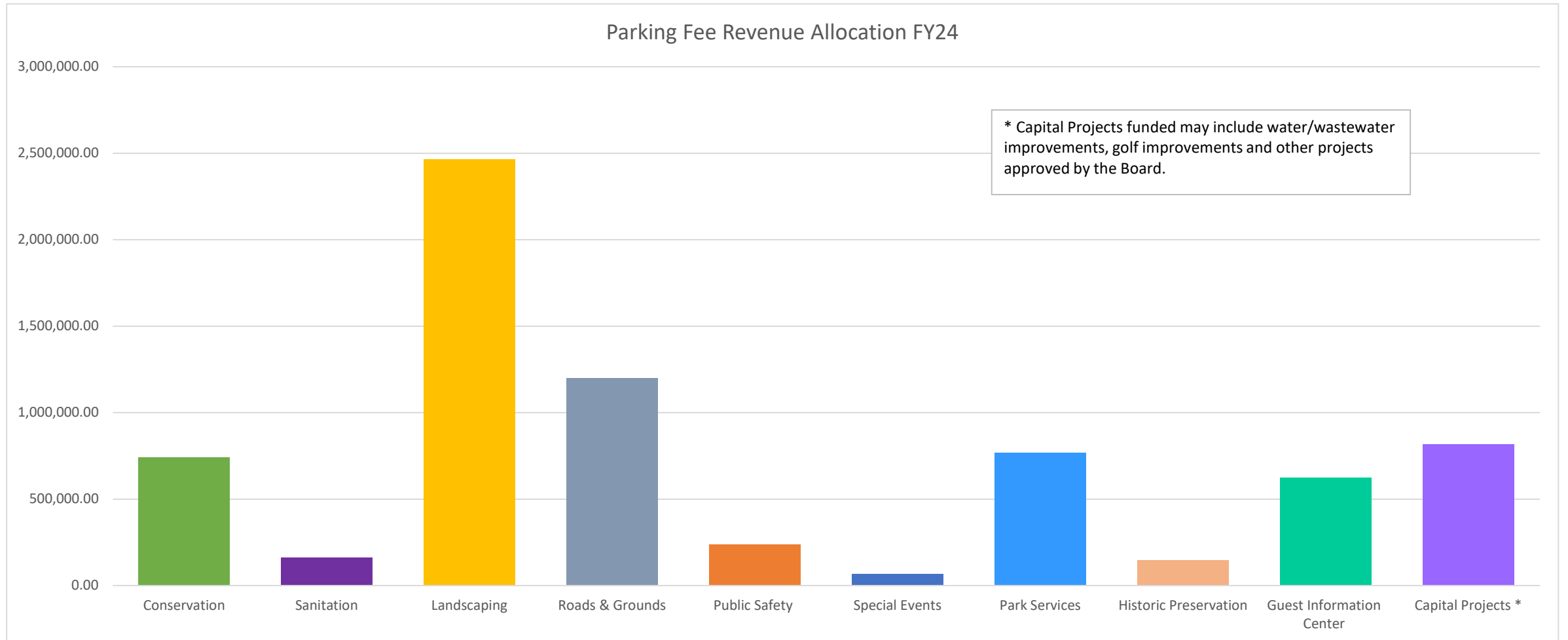


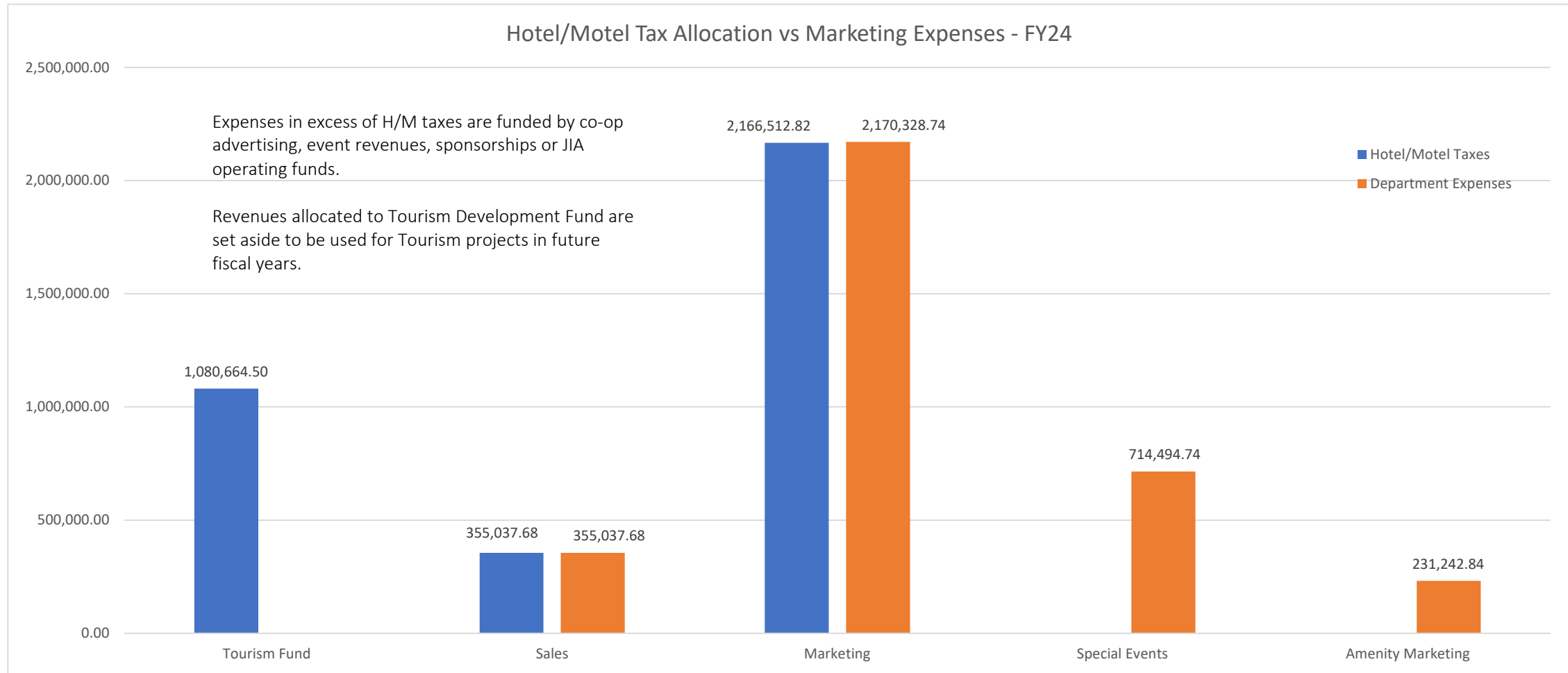
## Proposed FY24 Revenue Budget



## FY23 Revenue Budget







**Total Hotel/Motel tax budget: \$3,602,215.00**

# PROPOSED BUDGET

**Jekyll Island Authority -Administration  
FY2024 Budget**

|                                         | Budget<br>FY2024           | Comments                                                                                                                                                                                                                       | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022    | Actual<br>FY2021    | Actual<br>FY2020    | Actual<br>FY2019    |
|-----------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|---------------------|---------------------|---------------------|---------------------|
| <b>REVENUES</b>                         |                            |                                                                                                                                                                                                                                |                     |                      |                  |                     |                     |                     |                     |
| GROSS REVENUES                          | <b>5,186,117.00</b>        | Business leases \$4M; Lot leases \$669K; Alcohol license, alcohol taxes & residential rental licenses \$211K; Interest \$187K; Transfer fees \$120K; Allocation to Museum (\$75K); other \$69K                                 | 5,337,093.74        | 5,496,963.91         | 4,637,378.28     | 5,731,524.75        | 4,709,248.38        | 4,301,811.75        | 4,414,388.33        |
| COST OF GOODS SOLD                      | <b>0.00</b>                |                                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00             | 0.00                | 0.00                | 0.00                | 0.00                |
| NET REVENUE                             | <b>5,186,117.00</b>        |                                                                                                                                                                                                                                | 5,337,093.74        | 5,496,963.91         | 4,637,378.28     | 5,731,524.75        | 4,709,248.38        | 4,301,811.75        | 4,414,388.33        |
| <b>EXPENSES</b>                         |                            |                                                                                                                                                                                                                                |                     |                      |                  |                     |                     |                     |                     |
| PERSONNEL                               | <b>3,536,243.71</b>        | 24 FT positions; requesting 3 new FT positions; retention funds \$200K; staff training & software \$25K; tuition reimbursement \$20K; employee recognition \$14K; meetings & orientation \$13K                                 | 3,060,017.48        | 2,646,684.20         | 3,137,832.31     | 3,065,256.42        | 1,966,148.65        | 1,903,382.52        | 1,909,676.16        |
| MOTOR VEHICLE                           | <b>1,380.00</b>            | Fuel and misc. repairs for admin vehicle                                                                                                                                                                                       | 1,604.86            | 1,149.86             | 1,225.00         | 408.50              | 444.75              | 6,811.23            | 715.42              |
| SUPPLIES & MATERIALS                    | <b>29,773.09</b>           | Office supplies \$16K; postage \$10K; Furniture & fixtures \$1.8K                                                                                                                                                              | 40,160.44           | 37,799.39            | 37,736.09        | 34,715.27           | 32,985.92           | 46,356.09           | 33,738.04           |
| REPAIRS & MAINTENANCE                   | <b>137,480.48</b>          | General building R&M \$39K for admin building and leased properties; Equipment R&M \$11K; Service contracts \$88K (incl software maintenance agreements; pest control)                                                         | 138,567.39          | 94,425.48            | 135,129.94       | 92,515.40           | 92,253.03           | 137,614.24          | 94,275.06           |
| UTILITIES                               | <b>76,771.52</b>           | Electricity \$25K; Water/Sewer \$6K; Trash \$2.6K; internet \$14K; telephones \$30K                                                                                                                                            | 79,389.26           | 78,832.22            | 79,195.28        | 82,183.38           | 83,970.22           | 87,038.51           | 91,997.56           |
| INSURANCE                               | <b>303,266.91</b>          | Fire fee \$40K; worker's comp \$60K; liability ins \$97K; building ins \$65K; Business interruption ins \$22K; Cyber insurance \$9K; All-risk insurance \$10K                                                                  | 231,157.33          | 208,660.69           | 246,781.16       | 187,630.60          | 148,927.62          | 142,850.26          | 167,141.10          |
| ADVERTISING & PROMOTION                 | <b>31,400.00</b>           | Meeting expenses (including board meetings) and promo items \$16K; help wanted ads \$12K; Marketing support for advertising spaces for lease \$3K                                                                              | 23,554.09           | 25,380.53            | 17,000.00        | 17,578.52           | 10,441.15           | 13,900.36           | 12,250.15           |
| TRAVEL                                  | <b>32,180.00</b>           | Board members \$10K; Auditor travel \$5K; Staff travel \$17K                                                                                                                                                                   | 32,489.31           | 26,825.71            | 29,680.00        | 19,402.86           | 7,149.71            | 14,413.45           | 21,120.04           |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | <b>352,209.64</b>          | Microsoft \$69K; software subscriptions \$120K; anti-virus, spam, email security & monitoring \$89K; Cloud back-up & ransomware scan \$26K; Trademark registrations \$11K; Memberships & Licenses \$6K; Registration Fees \$5K | 219,730.98          | 172,348.44           | 192,188.83       | 171,683.87          | 120,793.49          | 88,431.26           | 56,956.09           |
| CONTRACTS                               | <b>780,864.48</b>          | Dept of Law \$36K; SAAG fees \$300K; IT Services \$71K; Payroll processing \$78K; Misc consultants \$200K; Project management \$75K                                                                                            | 733,932.06          | 673,199.68           | 676,552.48       | 473,932.89          | 453,099.39          | 368,070.31          | 306,311.65          |
| BUILDING & EQUIPMENT RENTAL             | <b>10,461.70</b>           | Copier rental \$7.4K; postage meter rental \$2.7K; water coolers \$1K                                                                                                                                                          | 10,924.32           | 10,461.70            | 11,234.80        | 10,036.15           | 9,487.53            | 10,907.03           | 12,237.89           |
| CREDIT CARD FEES & BANK FEES            | <b>80,521.29</b>           | Credit card processing fees; stop payment fees; statement fees; transaction fees                                                                                                                                               | 73,610.68           | 81,083.01            | 38,529.95        | 49,708.32           | 36,698.74           | 25,102.66           | 23,394.37           |
| PRINTING & PUBLICATIONS                 | <b>5,532.94</b>            | Business cards, checks, letterhead                                                                                                                                                                                             | 5,898.30            | 4,789.46             | 5,532.94         | 5,596.31            | 6,859.89            | 2,273.85            | 5,968.08            |
| EQUIPMENT PURCHASES <\$5K               | <b>16,500.00</b>           | Small equipment, computers, monitors, printers, etc.                                                                                                                                                                           | 24,234.42           | 21,725.73            | 24,000.00        | 47,680.51           | 24,209.21           | 31,819.31           | 37,010.52           |
| INTEREST EXPENSE                        | <b>0.00</b>                |                                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00             | 0.00                | 0.00                | 0.00                | 0.00                |
| TOTAL OPERATING EXPENSES                | <b>5,394,585.76</b>        |                                                                                                                                                                                                                                | 4,675,270.92        | 4,083,366.10         | 4,632,618.78     | 4,258,329.00        | 2,993,469.30        | 2,878,971.08        | 2,772,792.13        |
| <b>OPERATING INCOME</b>                 | <b><u>(208,468.76)</u></b> |                                                                                                                                                                                                                                | <b>661,822.82</b>   | <b>1,413,597.81</b>  | <b>4,759.50</b>  | <b>1,473,195.75</b> | <b>1,715,779.08</b> | <b>1,422,840.67</b> | <b>1,641,596.20</b> |

# PROPOSED BUDGET

## Jekyll Island Authority -Conservation FY2024 Budget

|                                         | Budget<br>FY2024 | Comments                                                                                                                                                                                        | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022   | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019   |
|-----------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|--------------------|------------------|------------------|--------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                                                                                                 |                     |                      |                  |                    |                  |                  |                    |
| GROSS REVENUES                          | 768,638.58       | Lease payments for solar farm \$5K; nature programs & tours \$29K; parking fees allocated for conservation expenses \$739K.                                                                     | 664,361.66          | 539,051.54           | 707,246.98       | 432,219.44         | 400,637.71       | 464,801.18       | 389,392.43         |
| COST OF GOODS SOLD                      | 0.00             |                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00             | 0.00               | 0.00             | 0.00             | 0.00               |
| NET REVENUE                             | 768,638.58       |                                                                                                                                                                                                 | 664,361.66          | 539,051.54           | 707,246.98       | 432,219.44         | 400,637.71       | 464,801.18       | 389,392.43         |
| <b>EXPENSES</b>                         |                  |                                                                                                                                                                                                 |                     |                      |                  |                    |                  |                  |                    |
| PERSONNEL                               | 560,290.32       | 5 FT Employees; requesting 1 additional Interpretive Ranger/Naturalist; also includes 3 PT rangers and 1 seasonal ranger; includes benefits                                                     | 459,724.28          | 421,925.38           | 470,109.82       | 379,576.67         | 313,740.94       | 311,177.70       | 289,857.68         |
| MOTOR VEHICLE                           | 6,753.37         | Gas and diesel for UTVs and vehicles; misc. repair                                                                                                                                              | 6,228.39            | 6,611.92             | 4,954.29         | 4,800.10           | 4,590.63         | 4,575.82         | 6,263.25           |
| SUPPLIES & MATERIALS                    | 23,544.67        | Supplies for conservation & research programs \$10K; Wildflower seeds \$2.5K; Uniforms \$1.5K; Sand fencing \$3K; office supplies, cleaning supplies; chemicals for control of invasive species | 19,064.60           | 19,142.26            | 19,524.69        | 9,184.37           | 6,922.06         | 10,694.08        | 9,615.93           |
| REPAIRS & MAINTENANCE                   | 3,991.78         | Equipment R&M \$2.9K; 25% of maintenance cost of Annex building                                                                                                                                 | 4,318.12            | 8,139.76             | 3,337.50         | 8,680.55           | 20,074.03        | 4,620.00         | 902.91             |
| UTILITIES                               | 5,720.28         | Electricity \$989; Land lines and cell phones \$4.7K                                                                                                                                            | 5,634.16            | 5,531.84             | 5,604.12         | 5,380.79           | 4,751.51         | 4,282.29         | 3,439.41           |
| INSURANCE                               | 13,278.24        | Worker's Comp insurance \$7.7K; Fire fee \$2.5K; Liability insurance \$2.5K; property insurance \$463; Auto insurance \$86                                                                      | 10,063.37           | 8,609.81             | 10,101.80        | 7,194.70           | 6,301.62         | 6,391.35         | 7,576.48           |
| ADVERTISING & PROMOTION                 | 4,000.00         | Sponsorships for key partners; refreshments for select meetings; Facebook ads                                                                                                                   | 2,220.00            | 1,620.00             | 2,200.00         | 2,000.00           | 437.69           | 366.56           | 458.97             |
| TRAVEL                                  | 3,450.00         | Travel expense for Director and Managers - meetings, workshops, etc.                                                                                                                            | 3,025.55            | 1,664.03             | 2,600.00         | 350.87             | 0.00             | 1,865.80         | 2,929.21           |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 4,681.68         | Wildlife Society membership; GIS software; Prescribed fire recertification; boat tow insurance; meetings and workshop registrations                                                             | 1,784.00            | 7,994.24             | 2,908.00         | 7,114.24           | 1,107.79         | 3,035.98         | 4,545.18           |
| CONTRACTS                               | 112,128.24       | Pond maint \$19K; GA Sea Grant Fellowship \$21K; GA Forestry Commission support \$5K; Revetment survey evaluation \$41K; Consultant to manage FEMA funding of revetment repairs \$25K.          | 153,456.12          | 30,842.21            | 163,081.40       | 27,430.44          | 29,426.23        | 66,667.93        | 57,569.34          |
| BUILDING & EQUIPMENT RENTAL             | 1,800.00         | Copier Rental; Other equipment rental for projects.                                                                                                                                             | 562.33              | 591.13               | 240.00           | 228.71             | 2,482.96         | 0.00             | 0.00               |
| CREDIT CARD FEES & BANK FEES            | 0.00             |                                                                                                                                                                                                 | 465.61              | (13.38)              | 785.36           | (13.38)            | 0.00             | 0.00             | 0.00               |
| PRINTING & PUBLICATIONS                 | 7,500.00         | Jr. Ranger Field Guide v2 \$5.5K; replacement signage and scientific publications \$2K.                                                                                                         | 6,947.00            | 1,927.00             | 8,000.00         | 6,846.72           | 3,616.58         | 4,648.33         | 4,750.99           |
| EQUIPMENT PURCHASES <\$5K               | 21,500.00        | Water Data Loggers \$3.9K; E-Bike Batteries \$2.1K; Wildlife Control Equipment \$3.5K; Wildlife Collars \$5K; Surface Tablet \$1.5K; Computer for Photogrammetry Software \$2.3K; other \$3K    | 5,134.59            | 10,395.72            | 13,800.00        | 17,290.40          | 2,740.53         | 5,820.00         | 16,507.07          |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00             | 0.00               |                  | 0.00             | 0.00               |
| TOTAL OPERATING EXPENSES                | 768,638.58       |                                                                                                                                                                                                 | 678,628.12          | 524,981.92           | 707,246.98       | 476,065.18         | 396,192.57       | 424,145.84       | 404,416.42         |
| <b>OPERATING INCOME</b>                 | <b>0.00</b>      | <i>Expenses paid by parking fees, educational programs and solar farm lease</i>                                                                                                                 | <b>(14,266.46)</b>  | <b>14,069.62</b>     | <b>0.00</b>      | <b>(43,845.74)</b> | <b>4,445.14</b>  | <b>40,655.34</b> | <b>(15,023.99)</b> |

# PROPOSED BUDGET

## Jekyll Island Authority -Intern Housing FY2024 Budget

|                                         | Budget<br>FY2024 | Comments                                                                                                                                                    | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                                                             |                     |                      |                  |                  |                  |                  |                  |
| GROSS REVENUES                          | 77,800.00        | JIA usage for interns, vet students, seasonal help \$240/mo. per person or \$60/wk.; Other rentals \$400/wk.; Claflin JICH - \$1,800/mo. (8 months) \$43.2K | 35,415.00           | 36,180.00            | 49,800.00        | 49,260.00        | 48,175.00        | 97,425.00        | 97,200.00        |
| COST OF GOODS SOLD                      | 0.00             |                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| NET REVENUE                             | 77,800.00        |                                                                                                                                                             | 35,415.00           | 36,180.00            | 49,800.00        | 49,260.00        | 48,175.00        | 97,425.00        | 97,200.00        |
| <b>EXPENSES</b>                         |                  |                                                                                                                                                             |                     |                      |                  |                  |                  |                  |                  |
| PERSONNEL                               | 0.00             | No staff assigned to this department                                                                                                                        | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| MOTOR VEHICLE                           | 0.00             | No vehicles assigned to this department                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| SUPPLIES & MATERIALS                    | 7,405.00         | General cleaning and maintenance supplies; Furniture replacements \$6.5K                                                                                    | 2,187.46            | 2,735.86             | 4,600.00         | 2,985.36         | 871.77           | 6,884.99         | 4,338.07         |
| REPAIRS & MAINTENANCE                   | 16,800.00        | General maint \$3K; floor repair 59 Claflin \$1.2K; Porch Replacement - 504 Maurice \$3K; Bathroom Renovation - 508 Maurice \$6K                            | 9,885.34            | 17,198.43            | 5,800.00         | 19,531.70        | 12,774.34        | 49,801.68        | 46,579.86        |
| UTILITIES                               | 25,029.65        | Electricity \$13.6K; water/sewer \$3.6K; trash \$3K; internet \$4.5K                                                                                        | 19,631.89           | 20,593.38            | 25,102.43        | 23,985.58        | 23,223.48        | 23,747.49        | 20,027.47        |
| INSURANCE                               | 9,389.21         | Fire protection fee \$8K; property insurance \$1.4K                                                                                                         | 1,510.05            | 1,512.21             | 1,509.95         | 1,514.29         | 1,501.05         | 1,501.13         | 1,409.91         |
| ADVERTISING & PROMOTION                 | 0.00             |                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TRAVEL                                  | 0.00             |                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 0.00             |                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| CONTRACTS                               | 0.00             |                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 975.00           | 950.00           | 3,529.00         | 1,230.00         |
| BUILDING & EQUIPMENT RENTAL             | 0.00             |                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| CREDIT CARD FEES & BANK FEES            | 0.00             |                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| EQUIPMENT PURCHASES <\$5K               | 1,700.00         | Small appliance replacement \$1.7K                                                                                                                          | 2,829.99            | 1,129.99             | 1,700.00         | 799.99           | 3,129.95         | 2,435.32         | 9,169.97         |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             |                  | 0.00             | 0.00             |
| TOTAL OPERATING EXPENSES                | 60,323.86        |                                                                                                                                                             | 36,044.73           | 43,169.87            | 38,712.38        | 49,791.92        | 42,450.59        | 87,899.61        | 82,755.28        |
| <b>OPERATING INCOME</b>                 | <b>17,476.14</b> |                                                                                                                                                             | <b>(629.73)</b>     | <b>(6,989.87)</b>    | <b>11,087.62</b> | <b>(531.92)</b>  | <b>5,724.41</b>  | <b>9,525.39</b>  | <b>14,444.72</b> |

# PROPOSED BUDGET

**Jekyll Island Authority -Volunteer Program  
FY2024 Budget**

|                                         | Budget<br>FY2024 | Comments                                                                                                                                            | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                                                     |                     |                      |                  |                  |                  |                  |                  |
| GROSS REVENUES                          | 95,195.21        | Allocations from GSTC, Conservation and Museum to cover costs (\$92K); reimbursement from Volunteers for administrative fee \$2.8K.                 | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| COST OF GOODS SOLD                      | 0.00             |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| NET REVENUE                             | 95,195.21        |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| <b>EXPENSES</b>                         |                  |                                                                                                                                                     |                     |                      |                  |                  |                  |                  |                  |
| PERSONNEL                               | 82,082.22        | 1 FT Volunteer Program Manager                                                                                                                      | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| MOTOR VEHICLE                           | 0.00             |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| SUPPLIES & MATERIALS                    | 4,640.00         | Shirts/Scrub tops for volunteers (\$3K); General office supplies, safety supplies (gloves, safety glasses, masks, etc.); program Materials          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| REPAIRS & MAINTENANCE                   | 0.00             |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| UTILITIES                               | 0.00             |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| INSURANCE                               | 2,950.99         | Liability Insurance (\$414); Workmen's Comp Insurance (\$1.3K); VIS Accident, Volunteer liability, excess auto liability, etc. (\$1.3K).            | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| ADVERTISING & PROMOTION                 | 2,900.00         | Volunteer appreciation; Presidential pins; Lanyards, etc.                                                                                           | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TRAVEL                                  | 0.00             |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 1,272.00         | Volgistics Software; CPR Training for Volunteer Manager; AZA Membership for Volunteer Manager.                                                      | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| CONTRACTS                               | 1,350.00         | Background Check Fees for volunteers.                                                                                                               | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| BUILDING & EQUIPMENT RENTAL             | 0.00             |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| CREDIT CARD FEES & BANK FEES            | 0.00             |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| EQUIPMENT PURCHASES <\$5K               | 0.00             |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TOTAL OPERATING EXPENSES                | 95,195.21        |                                                                                                                                                     | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| <b>OPERATING INCOME</b>                 | <b>0.00</b>      | <i>Cost of volunteer program is expensed to other departments based on the usage of the program. (Previously included in Turtle Center budget).</i> | <i>0.00</i>         | <i>0.00</i>          | <i>0.00</i>      | <i>0.00</i>      | <i>0.00</i>      | <i>0.00</i>      | <i>0.00</i>      |

# PROPOSED BUDGET

## Jekyll Island Authority - Airport FY2024 Budget

|                                         | Budget<br>FY2024 | Comments                                                                                                                                                                                                       | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020   | Actual<br>FY2019   |
|-----------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|--------------------|--------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                                                                                                                |                     |                      |                  |                  |                  |                    |                    |
| GROSS REVENUES                          | 119,309.60       | Red Bug Motors lease \$9.9K; Aviation fuel \$109K (began selling May 2020)                                                                                                                                     | 110,276.41          | 118,745.63           | 94,025.07        | 106,966.94       | 85,671.92        | 13,834.31          | 8,100.00           |
| COST OF GOODS SOLD                      | 83,144.00        | Estimated cost of fuel 76%                                                                                                                                                                                     | 79,044.18           | 90,121.50            | 63,903.80        | 75,192.42        | 54,257.73        | 3,654.25           | 0.00               |
| NET REVENUE                             | 36,165.60        |                                                                                                                                                                                                                | 31,232.23           | 28,624.13            | 30,121.27        | 31,774.52        | 31,414.19        | 10,180.06          | 8,100.00           |
| <b>EXPENSES</b>                         |                  |                                                                                                                                                                                                                |                     |                      |                  |                  |                  |                    |                    |
| PERSONNEL                               | 0.00             | No employees in this department                                                                                                                                                                                | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00               | 0.00               |
| MOTOR VEHICLE                           | 0.00             |                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00               | 0.00               |
| SUPPLIES & MATERIALS                    | 780.00           | Restroom supplies \$150; Wheel chocks & wind socks \$630                                                                                                                                                       | 232.65              | 249.70               | 730.00           | 162.58           | 191.98           | 59.50              | 70.50              |
| REPAIRS & MAINTENANCE                   | 11,878.50        | General Building Repair & maint \$3.2K; General Repair \$700; runway lights \$700; fence repairs \$500; Fuel tank support and cell service \$1.4K; fire extinguisher service \$53; fuel tank inspection \$1.2K | 7,474.10            | 8,915.06             | 4,778.50         | 7,411.48         | 573.04           | 4,437.75           | 440.50             |
| UTILITIES                               | 13,729.42        | Electricity for runway lights & terminal lights \$8.4K; water & sewer fees \$1.8K; trash fee \$1.7K; cable TV/internet \$1.8K                                                                                  | 13,261.34           | 12,906.16            | 15,138.91        | 13,043.80        | 14,672.93        | 16,267.11          | 14,514.71          |
| INSURANCE                               | 2,218.25         | Fire protection \$1.8K, property insurance \$367.10                                                                                                                                                            | 2,218.02            | 2,221.20             | 2,217.91         | 2,189.57         | 2,085.50         | 795.50             | 863.41             |
| ADVERTISING & PROMOTION                 | 140.00           | Basic listing for Jekyll Island Airport on fuel website - AirNav.com                                                                                                                                           | 140.00              | 140.00               | 134.00           | 134.00           | 184.00           | 0.00               | 0.00               |
| TRAVEL                                  | 0.00             |                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00               | 0.00               |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 400.00           | Airport license renewal \$100; GA Airports Assoc \$300                                                                                                                                                         | 950.00              | 950.00               | 400.00           | 400.00           | 1,402.00         | 2,115.00           | 300.00             |
| CONTRACTS                               | 300.00           | Pump out septic tank                                                                                                                                                                                           | 0.00                | 0.00                 | 300.00           | 0.00             | 270.00           | 0.00               | 0.00               |
| BUILDING & EQUIPMENT RENTAL             | 0.00             |                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00             | 0.00             | 1,314.66         | 0.00               | 0.00               |
| CREDIT CARD FEES & BANK FEES            | 2,297.40         | Based on current average rate of 2.1% of fuel sales                                                                                                                                                            | 2,051.08            | 2,296.59             | 2,121.61         | 2,492.04         | 1,909.63         | 137.25             | 0.00               |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00             | 25.00            | 28.00            | 0.00               | 0.00               |
| EQUIPMENT PURCHASES <\$5K               | 0.00             |                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00             | 0.00             | 206.70           | 850.00             | 3,489.27           |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00             | 0.00             |                  | 0.00               | 0.00               |
| TOTAL OPERATING EXPENSES                | 31,743.57        |                                                                                                                                                                                                                | 26,327.19           | 27,678.71            | 25,820.93        | 25,858.47        | 22,838.44        | 24,662.11          | 19,678.39          |
| <b>OPERATING INCOME</b>                 | <b>4,422.03</b>  |                                                                                                                                                                                                                | <b>4,905.04</b>     | <b>945.42</b>        | <b>4,300.34</b>  | <b>5,916.05</b>  | <b>8,575.75</b>  | <b>(14,482.05)</b> | <b>(11,578.39)</b> |



# PROPOSED BUDGET

**Jekyll Island Authority -Foundation  
FY2024 Budget**

|                                         | Budget<br>FY2024    | Comments                                                                                                      | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023    | Actual<br>FY2022    | Actual<br>FY2021    | Actual<br>FY2020    | Actual<br>FY2019    |
|-----------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>REVENUES</b>                         |                     |                                                                                                               |                     |                      |                     |                     |                     |                     |                     |
| GROSS REVENUES                          | 8,602.94            | Reimbursement for expenses paid by JIA (JIF reimburses all except H/R expenses)                               | 8,439.33            | 8,688.74             | 8,285.14            | 8,287.83            | 8,056.36            | 9,352.06            | 66,090.62           |
| COST OF GOODS SOLD                      | 0.00                |                                                                                                               | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| NET REVENUE                             | 8,602.94            |                                                                                                               | 8,439.33            | 8,688.74             | 8,285.14            | 8,287.83            | 8,056.36            | 9,352.06            | 66,090.62           |
| <b>EXPENSES</b>                         |                     |                                                                                                               |                     |                      |                     |                     |                     |                     |                     |
| PERSONNEL                               | 216,392.73          | 2 FT employees; changing 1 FT position from Development Mgr. to Admin Assistant                               | 256,785.11          | 238,336.97           | 246,382.83          | 199,640.02          | 155,683.70          | 154,878.86          | 212,463.60          |
| MOTOR VEHICLE                           | 0.00                | No vehicle assigned to this department                                                                        | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| SUPPLIES & MATERIALS                    | 0.00                |                                                                                                               | 0.00                | 0.00                 | 0.00                | 267.20              | 0.00                | 393.74              | 1,806.70            |
| REPAIRS & MAINTENANCE                   | 0.00                |                                                                                                               | 0.00                | 42.00                | 0.00                | 617.52              | 0.00                | 0.00                | 0.00                |
| UTILITIES                               | 3,510.47            | Electricity \$2.2K; telephone \$1.1K; water/sewer rates \$216                                                 | 3,502.45            | 3,503.46             | 3,496.21            | 3,499.15            | 3,471.20            | 4,246.53            | 5,068.90            |
| INSURANCE                               | 3,401.98            | Worker's comp \$3K; liability ins \$828                                                                       | 3,333.91            | 3,456.94             | 3,339.81            | 3,585.86            | 3,146.89            | 3,195.67            | 3,788.23            |
| ADVERTISING & PROMOTION                 | 0.00                |                                                                                                               | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 3,172.22            |
| TRAVEL                                  | 0.00                |                                                                                                               | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 1,795.07            |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 0.00                |                                                                                                               | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 622.09              |
| CONTRACTS                               | 0.00                |                                                                                                               | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 33,836.46           |
| BUILDING & EQUIPMENT RENTAL             | 1,690.49            | Copier lease plus copy fees; building rent is now billed directly to Jekyll Foundation                        | 1,554.21            | 1,676.71             | 1,449.12            | 1,549.94            | 1,424.48            | 1,491.17            | 8,286.36            |
| CREDIT CARD FEES & BANK FEES            | 0.00                |                                                                                                               | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| PRINTING & PUBLICATIONS                 | 0.00                |                                                                                                               | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 24.95               | 0.00                |
| EQUIPMENT PURCHASES <\$5K               | 0.00                |                                                                                                               | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 474.84              |
| INTEREST EXPENSE                        | 0.00                |                                                                                                               | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| TOTAL OPERATING EXPENSES                | 224,995.67          |                                                                                                               | 265,175.68          | 247,016.08           | 254,667.97          | 209,159.69          | 163,726.27          | 164,230.92          | 271,314.47          |
| <b>OPERATING INCOME</b>                 | <b>(216,392.73)</b> | <i>Represents payroll costs paid by JIA which are treated as in-kind donation to Jekyll Island Foundation</i> | <b>(256,736.35)</b> | <b>(238,327.34)</b>  | <b>(246,382.83)</b> | <b>(200,871.86)</b> | <b>(155,669.91)</b> | <b>(154,878.86)</b> | <b>(205,223.85)</b> |

# PROPOSED BUDGET

**Jekyll Island Authority -Life is Good  
FY2024 Budget**

|                                         | Budget<br>FY2024 | Comments                                                                                                                                   | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023  | Actual<br>FY2022  | Actual<br>FY2021  | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-------------------|-------------------|-------------------|------------------|------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                                            |                     |                      |                   |                   |                   |                  |                  |
| GROSS REVENUES                          | 597,520.62       | Retail sales - clothing and other merchandise                                                                                              | 592,883.45          | 604,434.19           | 584,449.97        | 663,365.88        | 540,867.44        | 349,445.15       | 342,485.95       |
| COST OF GOODS SOLD                      | 292,638.10       | Cost of merchandise sold                                                                                                                   | 268,812.91          | 279,896.15           | 292,179.99        | 308,562.05        | 268,761.69        | 191,164.27       | 170,231.73       |
| NET REVENUE                             | 304,882.52       |                                                                                                                                            | 324,070.54          | 324,538.04           | 292,269.98        | 354,803.83        | 272,105.75        | 158,280.88       | 172,254.22       |
| <b>EXPENSES</b>                         |                  |                                                                                                                                            |                     |                      |                   |                   |                   |                  |                  |
| PERSONNEL                               | 177,947.56       | 1 FT manager; requesting FT Assistant Manager; PT crew leader and staff                                                                    | 124,115.01          | 131,305.02           | 114,195.94        | 111,003.11        | 98,805.72         | 85,540.58        | 80,993.30        |
| MOTOR VEHICLE                           | 0.00             | No vehicle assigned to this department                                                                                                     | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00             | 0.00             |
| SUPPLIES & MATERIALS                    | 7,773.02         | Office supplies \$600; bathroom/cleaning supplies \$203; shop supplies \$5.5K; uniforms \$825; store fixtures \$420; Special Events \$225. | 7,301.26            | 8,574.33             | 6,786.00          | 7,723.83          | 6,121.73          | 4,025.89         | 3,036.34         |
| REPAIRS & MAINTENANCE                   | 2,186.00         | General R&M \$600; Camera Repairs \$150; floor and duct cleaning, pest control, window cleaning, alarm and camera inspections \$1.4K.      | 3,360.00            | 1,324.49             | 5,118.00          | 2,660.88          | 1,949.82          | 904.40           | 2,823.35         |
| UTILITIES                               | 5,333.62         | Electricity \$3.4K; Water/sewer \$654; internet \$1K; telephone \$339.                                                                     | 5,257.93            | 5,288.62             | 5,641.90          | 5,433.61          | 5,839.81          | 5,584.77         | 6,584.52         |
| INSURANCE                               | 3,401.98         | Worker's comp \$2.6K; liability insurance \$828                                                                                            | 1,666.96            | 1,728.46             | 1,669.90          | 1,792.90          | 1,572.67          | 1,597.83         | 1,894.13         |
| ADVERTISING & PROMOTION                 | 0.00             |                                                                                                                                            | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00             | 0.00             |
| TRAVEL                                  | 0.00             |                                                                                                                                            | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00             | 0.00             |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 419.40           | XM Radio                                                                                                                                   | 407.40              | 419.40               | 395.40            | 409.40            | 395.40            | 395.40           | 395.93           |
| CONTRACTS                               | 0.00             |                                                                                                                                            | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 76.50            | 0.00             |
| BUILDING & EQUIPMENT RENTAL             | 28,388.08        | Rent \$25,899.46; Special event fee \$2,488.62.                                                                                            | 26,310.92           | 26,539.81            | 25,332.26         | 23,651.72         | 22,042.01         | 22,277.17        | 23,440.93        |
| CREDIT CARD FEES & BANK FEES            | 12,690.94        | Credit card processing fees based on estimated sales (85% of sales x 2.5% fee)                                                             | 12,962.37           | 13,571.89            | 10,956.75         | 13,621.83         | 10,574.93         | 6,491.48         | 6,682.50         |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                                                                            | 0.00                | 0.00                 | 0.00              | 0.00              | 45.00             | 0.00             | 0.00             |
| EQUIPMENT PURCHASES <\$5K               | 0.00             |                                                                                                                                            | 0.00                | 0.00                 | 700.00            | 814.63            | 542.80            | 608.71           | 4,222.54         |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                                            | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00             | 0.00             |
| TOTAL OPERATING EXPENSES                | 238,140.60       |                                                                                                                                            | 181,381.85          | 188,752.02           | 170,796.15        | 167,111.91        | 147,889.89        | 127,502.73       | 130,073.54       |
| <b>OPERATING INCOME</b>                 | <b>66,741.92</b> |                                                                                                                                            | <b>142,688.69</b>   | <b>135,786.02</b>    | <b>121,473.83</b> | <b>187,691.92</b> | <b>124,215.86</b> | <b>30,778.15</b> | <b>42,180.68</b> |

# PROPOSED BUDGET

**Jekyll Island Authority -Village Retail  
FY2024 Budget**

|                                         | Budget<br>FY2024  | Comments                                                                                                                                                               | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022  | Actual<br>FY2021  | Actual<br>FY2020  | Actual<br>FY2019  |
|-----------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| <b>REVENUES</b>                         |                   |                                                                                                                                                                        |                     |                      |                  |                   |                   |                   |                   |
| GROSS REVENUES                          | 684,859.26        | Lease revenue from retail shops; reimbursement for trash compactor                                                                                                     | 599,531.67          | 605,004.07           | 576,432.37       | 584,479.71        | 562,844.25        | 568,175.56        | 559,915.65        |
| COST OF GOODS SOLD                      | 0.00              |                                                                                                                                                                        | 0.00                | 0.00                 | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              |
| NET REVENUE                             | 684,859.26        |                                                                                                                                                                        | 599,531.67          | 605,004.07           | 576,432.37       | 584,479.71        | 562,844.25        | 568,175.56        | 559,915.65        |
| <b>EXPENSES</b>                         |                   |                                                                                                                                                                        |                     |                      |                  |                   |                   |                   |                   |
| PERSONNEL                               | 0.00              | Employees moved back to home departments in FY24.                                                                                                                      | 182,198.97          | 152,742.37           | 207,420.50       | 157,976.26        | 94,838.28         | 72,313.55         | 20,145.03         |
| MOTOR VEHICLE                           | 0.00              | No vehicles assigned to this department                                                                                                                                | 0.00                | 0.00                 | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              |
| SUPPLIES & MATERIALS                    | 44,753.54         | Plants/Seeds \$20K (shrub repair & round-a-bout redesign); sand & soil \$16K (bark/mulch for village area and shell for fire pit); Cleaning Supplies \$8.8K.           | 37,536.47           | 23,626.34            | 45,650.00        | 19,254.67         | 12,062.98         | 8,003.40          | 6,157.00          |
| REPAIRS & MAINTENANCE                   | 38,407.36         | General R&M \$3K; restroom repair \$10K; paint \$3K; Elevator service agreement \$2.7K; Fire alarm/sprinkler maint \$3.6K; pest & termite \$2.8K; alarm service \$1.6K | 46,707.63           | 42,010.18            | 42,642.88        | 36,489.62         | 19,749.10         | 32,872.60         | 34,171.83         |
| UTILITIES                               | 98,534.61         | Electricity (public areas) \$12K; trash compactors & JIA trash pickup \$81K; 1G internet at Convention Center - cost and service shared with village \$3K.             | 73,447.56           | 62,935.16            | 85,910.41        | 80,806.20         | 89,256.34         | 76,838.41         | 67,657.75         |
| INSURANCE                               | 64,987.07         | Property insurance \$9.5K; fire protection fee \$55K.                                                                                                                  | 42,982.64           | 42,384.23            | 42,992.45        | 41,795.63         | 40,729.96         | 36,062.21         | 32,369.60         |
| ADVERTISING & PROMOTION                 | 59,698.56         | Beach Village entertainment fee - JIA matching funds                                                                                                                   | 51,987.45           | 51,987.45            | 54,549.17        | 53,685.06         | 50,450.58         | 54,065.64         | 47,881.70         |
| TRAVEL                                  | 0.00              |                                                                                                                                                                        | 0.00                | 0.00                 | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 0.00              |                                                                                                                                                                        | 0.00                | 0.00                 | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              |
| CONTRACTS                               | 76,800.00         | Pressure Washing \$35K; Trim Palm Trees \$24K; Spread Mulch \$15K; Round-a-bout Tree Maintenance \$2.8K                                                                | 95,700.00           | 20,600.00            | 96,700.00        | 75,633.80         | 47,900.23         | 14,600.90         | 0.00              |
| BUILDING & EQUIPMENT RENTAL             | 0.00              |                                                                                                                                                                        | 0.00                | 87.50                | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              |
| CREDIT CARD FEES & BANK FEES            | 0.00              |                                                                                                                                                                        | 0.00                | 0.00                 | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              |
| PRINTING & PUBLICATIONS                 | 0.00              |                                                                                                                                                                        | 542.10              | 542.10               | 0.00             | 87.50             | 0.00              | 0.00              | 0.00              |
| EQUIPMENT PURCHASES <\$5K               | 0.00              |                                                                                                                                                                        | 0.00                | (1,219.68)           | 0.00             | 0.00              | 5,107.91          | 0.00              | 0.00              |
| INTEREST EXPENSE                        | 0.00              |                                                                                                                                                                        | 0.00                | 0.00                 | 0.00             | 0.00              | 0.00              | 0.00              | 0.00              |
| TOTAL OPERATING EXPENSES                | 383,181.14        |                                                                                                                                                                        | 531,102.82          | 395,695.65           | 575,865.41       | 465,728.74        | 360,095.38        | 294,756.71        | 208,382.91        |
| <b>OPERATING INCOME</b>                 | <b>301,678.12</b> | <i>\$100K of this amount is to be set aside for maintenance and improvements in the beach village.</i>                                                                 | <b>68,428.85</b>    | <b>209,308.42</b>    | <b>566.96</b>    | <b>118,750.97</b> | <b>202,748.87</b> | <b>273,418.85</b> | <b>351,532.74</b> |

# PROPOSED BUDGET

## Jekyll Island Authority - Marketing, Sales & Events FY2024 Budget

|                                         | Budget<br>FY2024    | Comments                                                                                                                                                                                                                                       | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023    | Actual<br>FY2022    | Actual<br>FY2021  | Actual<br>FY2020    | Actual<br>FY2019    |
|-----------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| <b>REVENUES</b>                         |                     |                                                                                                                                                                                                                                                |                     |                      |                     |                     |                   |                     |                     |
| GROSS REVENUES                          | 2,997,681.56        | H/M taxes \$2.5M; Vendor Booth Fees from events \$40K; Beer Sales from Shrimp & Grits \$70K; Digital co-op advertising \$41K; Event registrations/admission Fees \$46K; Sponsorships \$94K; Beach Village Special Events Assessment \$119K.    | 2,710,577.16        | 3,213,123.23         | 2,316,713.18        | 2,986,860.32        | 2,170,006.36      | 1,750,637.83        | 2,007,825.59        |
| COST OF GOODS SOLD                      | 38,445.52           | Cost of Beer/wine for Shrimp & Grits festival                                                                                                                                                                                                  | 56,858.27           | 56,858.27            | 30,000.00           | 0.00                | 0.00              | 0.00                | 0.00                |
| NET REVENUE                             | 2,959,236.04        |                                                                                                                                                                                                                                                | 2,653,718.89        | 3,156,264.96         | 2,286,713.18        | 2,986,860.32        | 2,170,006.36      | 1,750,637.83        | 2,007,825.59        |
| <b>EXPENSES</b>                         |                     |                                                                                                                                                                                                                                                |                     |                      |                     |                     |                   |                     |                     |
| PERSONNEL                               | 1,123,875.96        | 10 FT Staff; requesting 2 new positions - Graphic Designer and Communications Manager                                                                                                                                                          | 909,203.68          | 890,690.23           | 889,764.29          | 708,131.08          | 698,690.74        | 783,586.35          | 836,112.40          |
| MOTOR VEHICLE                           | 1,565.00            | Gas for sales vehicle, ADA van and Electric van                                                                                                                                                                                                | 780.45              | 922.41               | 1,040.00            | 941.14              | 637.67            | 924.74              | 3,676.52            |
| SUPPLIES & MATERIALS                    | 259,345.66          | Office supplies \$2.1K; special events supplies & sponsorships \$213K; postage \$3.2K; lights and decorations for Holly Jolly \$22K; Staff Shirts & Event Shirts \$8K.                                                                         | 158,603.91          | 145,145.12           | 282,339.16          | 76,905.25           | 39,339.49         | 115,525.87          | 113,082.27          |
| REPAIRS & MAINTENANCE                   | 1,341.78            | 25% of maintenance, fire alarm inspection, etc. at Annex building.                                                                                                                                                                             | 2,215.28            | 2,569.76             | 36,037.50           | 1,671.81            | 943.96            | 602.10              | 945.84              |
| UTILITIES                               | 13,538.14           | 25% of utilities for Annex building \$6.6K (electric, water/sewer, trash); landlines & cell phone \$6.9K                                                                                                                                       | 14,809.56           | 13,629.02            | 15,899.15           | 12,846.75           | 13,912.48         | 16,139.45           | 17,184.67           |
| INSURANCE                               | 30,074.49           | Worker's comp \$15K; liability insurance \$5K; fire fee \$2.5K; property insurance \$463; auto insurance \$40; rain insurance for Shrimp & Grits festival \$6.6K.                                                                              | 25,042.52           | 23,884.26            | 18,406.59           | 14,815.08           | 15,877.08         | 19,251.07           | 20,795.08           |
| ADVERTISING & PROMOTION                 | 1,122,800.00        | Media & agency fees \$535K; public relations \$130K; BGIVB contract \$100K; Convention sales funds \$10K; group promotion (meetings, promos) \$21K; 31-81 Magazine production \$252K; event promotion \$75K.                                   | 1,012,504.10        | 1,039,773.64         | 1,007,100.00        | 801,588.84          | 297,940.88        | 633,440.69          | 1,246,669.20        |
| TRAVEL                                  | 12,100.00           | Travel for Marketing, Sales and Event staff.                                                                                                                                                                                                   | 14,924.12           | 12,927.88            | 17,825.00           | 9,182.05            | 4,838.71          | 21,678.01           | 28,173.20           |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 125,542.19          | Sprout \$15.5K; Dropbox \$2.5K, Adobe \$4.7K; Shutterstock \$1.6K, Mailchimp \$16.2K; Kinsta \$3.4K; Rove iQ software for kiosks \$12K; Placer.io software \$15K; Conference Registrations & memberships for Marketing and Sales teams \$5.8K. | 91,893.31           | 80,687.58            | 82,022.90           | 57,356.43           | 53,508.18         | 80,066.67           | 96,256.58           |
| CONTRACTS                               | 297,843.00          | Events Contracts (fire works, production contracts, entertainment, security) \$178K; Digital/Website improvements \$120K                                                                                                                       | 274,479.18          | 295,912.88           | 351,224.60          | 168,872.70          | 50,214.21         | 180,081.30          | 165,040.01          |
| BUILDING & EQUIPMENT RENTAL             | 52,390.00           | Copier rental; event rentals (restrooms, lights, stages, chairs, tents, etc.)                                                                                                                                                                  | 91,781.68           | 94,370.52            | 75,883.22           | 5,641.52            | 2,954.38          | 75,818.37           | 78,421.94           |
| CREDIT CARD FEES & BANK FEES            | 0.00                |                                                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00                | 0.00                | 1,080.74          | (100.00)            | 0.00                |
| PRINTING & PUBLICATIONS                 | 189,300.00          | Island Guides \$150K; Annual reports \$5K; Events \$25K (Event guides, maps, tickets, signs, banners, etc.)                                                                                                                                    | 129,841.46          | 98,258.12            | 112,400.00          | 67,902.48           | 48,928.45         | 73,035.00           | 103,553.64          |
| EQUIPMENT PURCHASES <\$5K               | 10,144.94           | Camera equipment for ecommerce and brand asset needs; New iPad and Apple computers for new positions; Refrigerator; Projector.                                                                                                                 | 3,711.99            | 4,065.43             | 1,458.00            | 5,381.28            | 2,237.80          | 6,369.70            | 3,539.55            |
| INTEREST EXPENSE                        | 0.00                |                                                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00              | 0.00                | 0.00                |
| TOTAL OPERATING EXPENSES                | 3,239,861.16        |                                                                                                                                                                                                                                                | 2,729,791.24        | 2,702,836.85         | 2,891,400.41        | 1,931,236.41        | 1,231,104.77      | 2,006,419.32        | 2,713,450.90        |
| <b>OPERATING INCOME</b>                 | <b>(280,625.12)</b> |                                                                                                                                                                                                                                                | <b>(76,072.35)</b>  | <b>453,428.11</b>    | <b>(604,687.23)</b> | <b>1,055,623.91</b> | <b>938,901.59</b> | <b>(255,781.49)</b> | <b>(705,625.31)</b> |

# PROPOSED BUDGET

**Jekyll Island Authority -Tourism Development  
FY2024 Budget**

|                                         | Budget<br>FY2024    | Comments                                                                                                              | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023  | Actual<br>FY2022    | Actual<br>FY2021  | Actual<br>FY2020  | Actual<br>FY2019  |
|-----------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-------------------|---------------------|-------------------|-------------------|-------------------|
| <b>REVENUES</b>                         |                     |                                                                                                                       |                     |                      |                   |                     |                   |                   |                   |
| GROSS REVENUES                          | 1,080,664.50        | 30% of Hotel/Motel tax budget                                                                                         | 907,974.50          | 1,126,841.76         | 711,236.50        | 1,136,953.16        | 871,516.38        | 582,567.72        | 697,322.85        |
| COST OF GOODS SOLD                      | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| NET REVENUE                             | 1,080,664.50        |                                                                                                                       | 907,974.50          | 1,126,841.76         | 711,236.50        | 1,136,953.16        | 871,516.38        | 582,567.72        | 697,322.85        |
| <b>EXPENSES</b>                         |                     |                                                                                                                       |                     |                      |                   |                     |                   |                   |                   |
| PERSONNEL                               | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| MOTOR VEHICLE                           | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| SUPPLIES & MATERIALS                    | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| REPAIRS & MAINTENANCE                   | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| UTILITIES                               | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| INSURANCE                               | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| ADVERTISING & PROMOTION                 | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| TRAVEL                                  | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| CONTRACTS                               | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| BUILDING & EQUIPMENT RENTAL             | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| CREDIT CARD FEES & BANK FEES            | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| PRINTING & PUBLICATIONS                 | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| EQUIPMENT PURCHASES <\$5K               | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| INTEREST EXPENSE                        | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| TOTAL OPERATING EXPENSES                | 0.00                |                                                                                                                       | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              |
| <b>OPERATING INCOME</b>                 | <b>1,080,664.50</b> | <i>Amount will be set aside as Designated Fund Balance to be used in the next Fiscal Year for Tourism Development</i> | <b>907,974.50</b>   | <b>1,126,841.76</b>  | <b>711,236.50</b> | <b>1,136,953.16</b> | <b>871,516.38</b> | <b>582,567.72</b> | <b>697,322.85</b> |

# PROPOSED BUDGET

**Jekyll Island Authority -Guest Information Center  
FY2024 Budget**

|                                         | Budget<br>FY2024    | Comments                                                                                                                                                                                                                                    | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES</b>                         |                     |                                                                                                                                                                                                                                             |                     |                      |                  |                  |                  |                  |                  |
| GROSS REVENUES                          | <b>1,978,468.43</b> | Annual pass \$1.7M; Daily parking fee \$5.6M; Concession sales \$536K; Amount allocated to other departments \$5.8M; Proposed increase in Annual pass rate from \$75 to \$100 and proposed increase in Daily Parking rate from \$8 to \$10. | 1,698,405.73        | 1,955,202.68         | 1,365,849.30     | 1,928,846.45     | 2,469,216.95     | 741,732.12       | 968,443.45       |
| COST OF GOODS SOLD                      | <b>268,075.03</b>   | Cost of merchandise sold                                                                                                                                                                                                                    | 278,701.01          | 280,748.21           | 254,028.76       | 225,367.30       | 187,623.72       | 170,805.52       | 186,169.33       |
| NET REVENUE                             | <b>1,710,393.40</b> |                                                                                                                                                                                                                                             | 1,419,704.72        | 1,674,454.47         | 1,111,820.54     | 1,703,479.15     | 2,281,593.23     | 570,926.60       | 782,274.12       |
| <b>EXPENSES</b>                         |                     |                                                                                                                                                                                                                                             |                     |                      |                  |                  |                  |                  |                  |
| PERSONNEL                               | <b>487,855.93</b>   | 4 FT staff; PT staff for gate and gift shop                                                                                                                                                                                                 | 423,216.05          | 389,473.57           | 426,947.51       | 317,860.07       | 266,119.49       | 279,473.43       | 325,055.67       |
| MOTOR VEHICLE                           | <b>300.00</b>       | Vehicle fuel & repairs                                                                                                                                                                                                                      | 234.52              | 142.53               | 320.00           | 57.68            | 188.76           | 0.00             | 0.00             |
| SUPPLIES & MATERIALS                    | <b>28,270.00</b>    | Shop supplies (bags, shipping supplies, register tape) \$19K; Uniforms \$3.2K; Postage \$4.1K; Office supplies \$450; Bathroom & cleaning supplies \$800; Store fixtures \$600.                                                             | 30,132.66           | 32,527.49            | 24,940.00        | 30,247.47        | 26,403.02        | 20,396.53        | 18,633.96        |
| REPAIRS & MAINTENANCE                   | <b>77,008.40</b>    | Gate and camera repair & maint \$17K; General building and equipment repair \$4K; Cabinets \$6K; Ventek maintenance agreement \$41K; Foyer Remodel \$6K; Pest control and misc. service contracts.                                          | 73,468.80           | 84,036.24            | 72,508.40        | 81,212.99        | 78,657.64        | 79,816.02        | 15,669.87        |
| UTILITIES                               | <b>24,655.85</b>    | Electricity \$8.7K; Water/sewer \$2.2K ; Trash fees \$2.7K; Internet \$7.3K; Phones \$3K; Propane for generator \$700.                                                                                                                      | 27,090.82           | 26,958.58            | 26,086.71        | 25,194.71        | 26,722.70        | 27,152.08        | 25,824.34        |
| INSURANCE                               | <b>15,470.40</b>    | Worker's comp \$5.1K; Liability insurance \$1.7K; Fire fee \$7.2K; Property insurance \$1.5K; Auto insurance \$11.                                                                                                                          | 9,119.55            | 8,415.03             | 9,130.90         | 7,721.86         | 7,238.37         | 8,885.20         | 9,525.38         |
| ADVERTISING & PROMOTION                 | <b>10,000.00</b>    | Island Treasures program                                                                                                                                                                                                                    | 10,965.93           | 10,965.93            | 10,000.00        | 21,137.78        | 9,794.91         | 10,687.05        | 8,925.75         |
| TRAVEL                                  | <b>0.00</b>         |                                                                                                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 762.46           | 536.38           |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | <b>120.00</b>       | Authorize.net monthly fee                                                                                                                                                                                                                   | 120.00              | 320.00               | 120.00           | 320.00           | 110.00           | 130.00           | 910.00           |
| CONTRACTS                               | <b>8,280.00</b>     | Shopify fees for online retail                                                                                                                                                                                                              | 6,655.91            | 6,686.20             | 8,280.00         | 6,703.18         | 21,994.96        | 11,026.52        | 6,734.97         |
| BUILDING & EQUIPMENT RENTAL             | <b>1,100.52</b>     | Copier; Removing water cooler.                                                                                                                                                                                                              | 1,577.95            | 1,704.64             | 1,561.84         | 1,994.53         | 2,363.87         | 4,165.54         | 5,973.55         |
| CREDIT CARD FEES & BANK FEES            | <b>239,407.74</b>   | Credit card processing fees and per transaction fees from gate company (\$55K).                                                                                                                                                             | 226,853.18          | 240,562.60           | 206,271.82       | 237,558.24       | 193,277.88       | 104,801.61       | 97,954.31        |
| PRINTING & PUBLICATIONS                 | <b>0.00</b>         |                                                                                                                                                                                                                                             | 0.00                | 80.00                | 0.00             | 1,132.00         | 1,379.99         | 16,616.64        | 114,016.56       |
| EQUIPMENT PURCHASES <\$5K               | <b>0.00</b>         |                                                                                                                                                                                                                                             | 251.99              | 2,878.03             | 4,000.00         | 2,859.14         | 0.00             | 3,801.95         | 6,895.00         |
| INTEREST EXPENSE                        | <b>0.00</b>         |                                                                                                                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TOTAL OPERATING EXPENSES                | <b>892,468.84</b>   |                                                                                                                                                                                                                                             | 809,687.36          | 804,750.84           | 790,167.18       | 733,999.65       | 634,251.59       | 567,715.03       | 636,655.74       |
| <b>OPERATING INCOME</b>                 | <b>817,924.56</b>   |                                                                                                                                                                                                                                             | 610,017.36          | 869,703.63           | 321,653.36       | 969,479.50       | 1,647,341.64     | 3,211.57         | 145,618.38       |

# PROPOSED BUDGET

**Jekyll Island Authority - Camp Jekyll  
FY2024 Budget**

|                                         | Budget<br>FY2024 | Comments                                                                                                                                                                                         | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                                                                                                  |                     |                      |                  |                  |                  |                  |                  |
| GROSS REVENUES                          | 229,725.20       | Reimbursement by 4-H for Camp Jekyll                                                                                                                                                             | 198,813.10          | 193,290.06           | 222,277.54       | 175,065.31       | 140,827.16       | 144,276.62       | 165,467.28       |
| COST OF GOODS SOLD                      | 0.00             |                                                                                                                                                                                                  | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| NET REVENUE                             | 229,725.20       |                                                                                                                                                                                                  | 198,813.10          | 193,290.06           | 222,277.54       | 175,065.31       | 140,827.16       | 144,276.62       | 165,467.28       |
| <b>EXPENSES</b>                         |                  |                                                                                                                                                                                                  |                     |                      |                  |                  |                  |                  |                  |
| PERSONNEL                               | 147,122.28       | 2 FT positions plus allocations for landscaping supervision of Camp Jekyll.                                                                                                                      | 146,504.46          | 131,865.86           | 143,191.13       | 104,263.66       | 89,613.26        | 103,802.80       | 106,033.75       |
| MOTOR VEHICLE                           | 3,800.00         | Gas & diesel for mowers and equipment                                                                                                                                                            | 3,341.92            | 2,963.95             | 3,800.00         | 2,602.10         | 1,136.98         | 3,432.45         | 3,536.58         |
| SUPPLIES & MATERIALS                    | 33,250.00        | Fertilizer \$12K; Grass seed & plants \$3K; Small tools \$1.9K; Uniforms \$950; Irrigation supplies \$4.5K; Sand & soil \$7.8K (mulch & top dressing); Landscape materials (fence railing \$3K). | 22,093.86           | 26,293.21            | 41,300.00        | 28,051.18        | 16,723.78        | 14,273.94        | 28,894.49        |
| REPAIRS & MAINTENANCE                   | 8,967.16         | General building repair \$4K; Maintenance of mowing equipment \$3.6K; Sprinkler inspection and lift maintenance \$1.4K.                                                                          | 4,965.46            | 7,800.04             | 8,350.00         | 14,105.58        | 13,126.69        | 4,194.24         | 4,550.42         |
| UTILITIES                               | 11,747.26        | Electricity \$1.8K; Water/sewer for irrigation \$2K; Trash fees \$7.9K.                                                                                                                          | 11,832.59           | 11,510.76            | 11,284.32        | 10,942.64        | 10,446.73        | 12,364.08        | 11,712.21        |
| INSURANCE                               | 19,938.50        | Worker's comp \$2.6K; Liability insurance \$828; Property insurance \$16.5K.                                                                                                                     | 9,466.28            | 9,740.88             | 9,452.09         | 10,001.28        | 7,500.72         | 5,028.43         | 6,052.83         |
| ADVERTISING & PROMOTION                 | 0.00             |                                                                                                                                                                                                  | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TRAVEL                                  | 0.00             |                                                                                                                                                                                                  | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 0.00             |                                                                                                                                                                                                  | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| CONTRACTS                               | 2,400.00         | Tree trimming of live oaks at soccer complex and Camp Jekyll.                                                                                                                                    | 0.00                | 0.00                 | 2,400.00         | 0.00             | 1,600.00         | 0.00             | 3,450.00         |
| BUILDING & EQUIPMENT RENTAL             | 0.00             |                                                                                                                                                                                                  | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| CREDIT CARD FEES & BANK FEES            | 0.00             |                                                                                                                                                                                                  | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                                                                                                                                  | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| EQUIPMENT PURCHASES <\$5K               | 2,500.00         | Chainsaws, power pole pruner, blower & hedge trimmers.                                                                                                                                           | 1,531.89            | 4,038.75             | 2,500.00         | 5,098.87         | 679.00           | 1,180.68         | 1,237.00         |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                                                                                                  | 0.00                | 0.00                 | 0.00             | 0.00             |                  | 0.00             | 0.00             |
| TOTAL OPERATING EXPENSES                | 229,725.20       |                                                                                                                                                                                                  | 199,736.46          | 194,213.45           | 222,277.54       | 175,065.31       | 140,827.16       | 144,276.62       | 165,467.28       |
| <b>OPERATING INCOME</b>                 | <b>0.00</b>      | <i>All expenses reimbursed by 4-H</i>                                                                                                                                                            | <i>(923.36)</i>     | <i>(923.39)</i>      | <i>0.00</i>      | <i>0.00</i>      | <i>0.00</i>      | <i>0.00</i>      | <i>0.00</i>      |

# PROPOSED BUDGET

## Jekyll Island Authority -Museum FY2024 Budget

|                                         | Budget<br>FY2024    | Comments                                                                                                                                                                                                                                                                       | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES</b>                         |                     |                                                                                                                                                                                                                                                                                |                     |                      |                  |                  |                  |                  |                  |
| GROSS REVENUES                          | <b>2,922,961.55</b> | Lease revenue \$1.1M; Concession sales \$614K; District tours \$500K; Motorcoach tours \$171K; Historic building rental \$74K; Admission fees for Mosaic \$57K; Allocation for Records mgmt. \$75K; Parking fees for historic preservation \$145K ; Holly Jolly Tours \$87.5K. | 2,721,096.65        | 3,033,086.37         | 2,345,635.92     | 2,728,138.88     | 1,667,211.27     | 1,304,210.07     | 1,765,055.82     |
| COST OF GOODS SOLD                      | <b>300,860.00</b>   | Cost of merchandise sold                                                                                                                                                                                                                                                       | 248,004.30          | 287,177.36           | 205,298.40       | 238,012.42       | 148,510.44       | 141,438.72       | 148,292.04       |
| NET REVENUE                             | <b>2,622,101.55</b> |                                                                                                                                                                                                                                                                                | 2,473,092.35        | 2,745,909.01         | 2,140,337.52     | 2,490,126.46     | 1,518,700.83     | 1,162,771.35     | 1,616,763.78     |
| <b>EXPENSES</b>                         |                     |                                                                                                                                                                                                                                                                                |                     |                      |                  |                  |                  |                  |                  |
| PERSONNEL                               | <b>1,222,858.10</b> | 12 FT staff; requesting 1 Assistant Manager for gift shop; PT staff for tours and gift shop                                                                                                                                                                                    | 1,050,324.48        | 994,470.59           | 1,025,736.70     | 801,242.54       | 626,256.12       | 700,727.96       | 696,215.95       |
| MOTOR VEHICLE                           | <b>5,225.00</b>     | Fuel for trams and 6 passenger cart; General repairs & maintenance.                                                                                                                                                                                                            | 3,811.99            | 4,611.21             | 2,866.45         | 3,841.30         | 2,035.95         | 2,547.45         | 10,366.32        |
| SUPPLIES & MATERIALS                    | <b>162,520.57</b>   | Archival & curatorial supplies \$5.8K; Special event supplies \$16.3K; Exhibits \$45K; Christmas décor \$57.5K; Bathroom supplies \$5.8K; Shop supplies \$8.5K; furniture \$11K; Office Supplies \$4.3K.                                                                       | 158,000.48          | 137,926.20           | 147,355.00       | 68,633.26        | 30,620.40        | 83,131.18        | 169,032.23       |
| REPAIRS & MAINTENANCE                   | <b>364,019.48</b>   | General Maint \$36K; Tiffany window conservation \$20K; Exterior painting \$102K; Indian Mound Porch \$40K; Gutters & Downspouts \$30K; Foundation - Ospo & Moss \$30K; Tabby Paving \$50K; Gate & Camera Repairs \$16.2K; Maintenance/Service Contracts \$39.2K.              | 404,374.88          | 391,814.58           | 393,305.04       | 365,988.77       | 134,180.77       | 281,410.59       | 239,124.59       |
| UTILITIES                               | <b>192,533.79</b>   | Electricity \$92K; Water/sewer \$66K; Trash fees \$24.6K; Telephone \$9.7K.                                                                                                                                                                                                    | 186,585.61          | 190,765.56           | 175,360.02       | 183,405.62       | 173,819.40       | 186,611.40       | 150,661.27       |
| INSURANCE                               | <b>152,990.09</b>   | Worker's comp \$17K; Liability insurance \$5.3K; Fire fee \$109K; Property insurance \$21.9K, Motor Vehicle insurance \$25.                                                                                                                                                    | 102,454.17          | 102,951.39           | 102,603.33       | 92,583.92        | 84,968.57        | 88,007.39        | 79,986.52        |
| ADVERTISING & PROMOTION                 | <b>18,000.00</b>    | Sustaining marketing support for Mosaic.                                                                                                                                                                                                                                       | 17,176.63           | 16,569.04            | 18,000.00        | 14,331.60        | 6,625.81         | (2,288.40)       | 68,034.56        |
| TRAVEL                                  | <b>1,200.00</b>     | Mileage reimbursement to pick up artifacts or attend meetings or conferences.                                                                                                                                                                                                  | 2,500.00            | 0.00                 | 2,200.00         | 0.00             | 0.00             | 2,284.75         | 11,310.26        |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | <b>49,205.20</b>    | Records software maintenance \$35.5K; Data hosting software \$5.2K; Association memberships.                                                                                                                                                                                   | 48,419.08           | 48,362.02            | 48,723.24        | 11,910.12        | 8,404.23         | 3,942.96         | 7,992.00         |
| CONTRACTS                               | <b>329,000.00</b>   | Hollybourne Design Continuation \$44K; Hollybourne Fabrication \$125K; Holiday Lighting \$60K; Golf Course Consultant \$30K; Cottage Refurbishment \$25K.                                                                                                                      | 222,654.65          | 114,088.33           | 268,000.00       | 54,476.24        | 103,140.93       | 52,959.49        | 33,346.08        |
| BUILDING & EQUIPMENT RENTAL             | <b>18,832.67</b>    | Copier, manlift, 6-passenger cart; Rent for Remember When Gift Shop \$7.2K.                                                                                                                                                                                                    | 13,481.36           | 13,099.76            | 17,030.69        | 11,938.33        | 10,349.40        | 12,712.25        | 6,883.80         |
| CREDIT CARD FEES & BANK FEES            | <b>25,902.65</b>    | Credit card processing fees                                                                                                                                                                                                                                                    | 20,349.15           | 23,666.90            | 19,811.52        | 23,070.88        | 16,669.52        | 16,033.90        | 19,431.54        |
| PRINTING & PUBLICATIONS                 | <b>8,750.00</b>     | Graphics for Cottage Refurbishment \$5K; Miscellaneous Graphics \$2.5K.                                                                                                                                                                                                        | 9,778.43            | 12,391.73            | 8,841.20         | 9,905.49         | 5,098.50         | 3,674.37         | 1,227.86         |
| EQUIPMENT PURCHASES <\$5K               | <b>2,000.00</b>     | Small equipment replacements                                                                                                                                                                                                                                                   | 5,149.79            | 9,962.12             | 2,000.00         | 19,159.14        | 8,265.82         | 16,954.19        | 16,271.45        |
| INTEREST EXPENSE                        | <b>0.00</b>         |                                                                                                                                                                                                                                                                                | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TOTAL OPERATING EXPENSES                | <b>2,553,037.55</b> |                                                                                                                                                                                                                                                                                | 2,245,060.70        | 2,060,679.43         | 2,231,833.19     | 1,660,487.21     | 1,210,435.42     | 1,448,709.48     | 1,509,884.43     |
| <b>OPERATING INCOME</b>                 | <b>69,064.00</b>    |                                                                                                                                                                                                                                                                                | 228,031.65          | 685,229.58           | (91,495.67)      | 829,639.25       | 308,265.41       | (285,938.13)     | 106,879.35       |



# PROPOSED BUDGET

**Jekyll Island Authority -Turtle Center  
FY2024 Budget**

|                                         | Budget<br>FY2024    | Comments                                                                                                                                                                                                        | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES</b>                         |                     |                                                                                                                                                                                                                 |                     |                      |                  |                  |                  |                  |                  |
| GROSS REVENUES                          | <b>3,466,170.34</b> | Adopt-a-turtle program & donations \$70K; Turtle Tag license plates \$44K; Memberships \$38K; Concession Sales \$1.7M; School & Education programs \$254K; Admission fees \$1.4M; Summer Camp Programs \$20K    | 3,197,482.56        | 3,199,924.05         | 3,033,031.25     | 3,605,771.13     | 2,817,348.13     | 2,230,710.99     | 2,662,115.53     |
| COST OF GOODS SOLD                      | <b>852,772.00</b>   | Cost of goods sold in gift shop                                                                                                                                                                                 | 772,194.96          | 741,585.21           | 764,418.60       | 818,927.32       | 657,392.18       | 440,123.52       | 480,721.30       |
| NET REVENUE                             | <b>2,613,398.34</b> |                                                                                                                                                                                                                 | 2,425,287.60        | 2,458,338.84         | 2,268,612.65     | 2,786,843.81     | 2,159,955.95     | 1,790,587.47     | 2,181,394.23     |
| <b>EXPENSES</b>                         |                     |                                                                                                                                                                                                                 |                     |                      |                  |                  |                  |                  |                  |
| PERSONNEL                               | <b>2,140,290.44</b> | 23 FT staff; requesting 1 FT Research Technician \$1.1M; PT and seasonal staff for educational programs and gift shop \$348K                                                                                    | 1,790,879.04        | 1,611,679.58         | 1,873,765.93     | 1,438,273.24     | 1,411,410.36     | 1,403,089.84     | 1,320,991.82     |
| MOTOR VEHICLE                           | <b>8,446.66</b>     | Gas for van, ATVs; van repair & ATV repair                                                                                                                                                                      | 7,084.17            | 8,608.41             | 8,696.23         | 7,135.96         | 3,903.80         | 4,386.92         | 7,500.76         |
| SUPPLIES & MATERIALS                    | <b>149,009.56</b>   | Medications and supplies for treating sick turtles \$44K; Exhibit maintenance \$5K; Shop supplies \$22.3K; Turtle supplies \$40.3K; Education supplies \$14K ; Office supplies; Uniforms; lab supplies; Postage | 148,173.53          | 174,981.92           | 153,937.81       | 164,345.51       | 152,389.66       | 146,847.03       | 192,505.71       |
| REPAIRS & MAINTENANCE                   | <b>50,088.07</b>    | General Repairs & Maintenance \$31K; Maintenance & service agreements \$18.8K.                                                                                                                                  | 48,550.00           | 54,008.00            | 65,009.10        | 42,967.40        | 62,877.36        | 97,775.31        | 96,862.10        |
| UTILITIES                               | <b>77,994.82</b>    | Electricity \$49.5K; Propane to heat pavilion \$800; Water/Sewer \$12K; Trash fees \$3.7K; Land lines & cell phones \$11.8K.                                                                                    | 77,405.03           | 77,600.75            | 82,582.50        | 80,169.84        | 77,600.35        | 76,070.43        | 77,142.32        |
| INSURANCE                               | <b>52,255.67</b>    | Worker's Comp \$31K; Liability Insurance \$10K; Fire fees \$9.3K; Property insurance \$2K; Auto insurance                                                                                                       | 46,993.09           | 45,728.26            | 47,094.25        | 44,564.57        | 38,636.43        | 37,555.23        | 43,462.27        |
| ADVERTISING & PROMOTION                 | <b>2,100.00</b>     | Staff meetings, holiday giving campaign, summer programming ads, Events ads - Cold-Stunned Plunge; Turtles @ Twilight; Shell-a-brate/Turtle Crawl.                                                              | 15,603.74           | 15,135.75            | 10,526.00        | 1,189.71         | 637.03           | 2,945.13         | 2,226.90         |
| TRAVEL                                  | <b>9,660.00</b>     | Travel for staff for conferences and training; reimbursement for parking fees for people dropping off injured turtles                                                                                           | 11,088.65           | 6,168.42             | 14,615.00        | 853.65           | 2,068.00         | 20,019.64        | 21,385.43        |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | <b>17,671.04</b>    | Registrations for conferences; Association dues; Training courses; Survey monkey; Mail Chimp; Adobe subscription; ISIS medical records subscription.                                                            | 13,078.43           | 12,566.94            | 19,283.88        | 7,197.58         | 8,819.64         | 13,685.56        | 14,538.21        |
| CONTRACTS                               | <b>5,930.00</b>     | Diagnostic testing and miscellaneous labs; Decrease diagnostic need with new vet.                                                                                                                               | 20,773.92           | 24,274.76            | 19,000.00        | 18,755.66        | 6,783.47         | 41,254.09        | 34,562.64        |
| BUILDING & EQUIPMENT RENTAL             | <b>4,299.40</b>     | Copier & water cooler rental                                                                                                                                                                                    | 4,938.13            | 3,833.39             | 5,769.72         | 3,799.06         | 3,603.29         | 5,974.96         | 7,195.46         |
| CREDIT CARD FEES & BANK FEES            | <b>66,526.27</b>    | Credit card processing fees                                                                                                                                                                                     | 65,708.84           | 67,288.48            | 54,492.38        | 66,131.35        | 38,305.83        | 37,125.38        | 44,737.42        |
| PRINTING & PUBLICATIONS                 | <b>2,000.00</b>     | Signs; photos; Summer program brochures; Miscellaneous printing.                                                                                                                                                | 5,130.69            | 7,589.69             | 6,069.82         | 9,228.88         | 3,638.00         | 7,647.31         | 19,940.57        |
| EQUIPMENT PURCHASES <\$5K               | <b>10,540.00</b>    | Small equipment for hospital, research, education and gift shop \$6K; Salt water basin pump \$1K; Remote access monitors for education \$3.5K.                                                                  | 12,354.58           | 9,327.95             | 16,434.00        | 14,019.52        | 12,256.92        | 16,211.05        | 28,528.66        |
| INTEREST EXPENSE                        | <b>0.00</b>         |                                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TOTAL OPERATING EXPENSES                | <b>2,596,811.93</b> |                                                                                                                                                                                                                 | 2,267,761.84        | 2,118,792.30         | 2,377,276.62     | 1,898,631.93     | 1,822,930.14     | 1,910,587.88     | 1,911,580.27     |
| <b>OPERATING INCOME</b>                 | <b>16,586.41</b>    |                                                                                                                                                                                                                 | 157,525.76          | 339,546.54           | (108,663.97)     | 888,211.88       | 337,025.81       | (120,000.41)     | 269,813.96       |

# PROPOSED BUDGET

## Jekyll Island Authority -Fire Department FY2024 Budget

|                                         | Budget<br>FY2024  | Comments                                                                                                                                                                                     | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023  | Actual<br>FY2022  | Actual<br>FY2021  | Actual<br>FY2020  | Actual<br>FY2019  |
|-----------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>REVENUES</b>                         |                   |                                                                                                                                                                                              |                     |                      |                   |                   |                   |                   |                   |
| GROSS REVENUES                          | 2,067,834.00      | Fire fees \$1.7M; ambulance service \$36K; contribution from Admin for Code Compliance Officer \$48K; allocation from parking fees for fire equipment fund \$175K and 911 dispatch fee \$62K | 1,746,184.99        | 1,699,656.59         | 1,766,946.00      | 1,625,286.21      | 1,541,556.40      | 1,409,721.22      | 1,141,495.69      |
| COST OF GOODS SOLD                      | 0.00              |                                                                                                                                                                                              | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| NET REVENUE                             | 2,067,834.00      |                                                                                                                                                                                              | 1,746,184.99        | 1,699,656.59         | 1,766,946.00      | 1,625,286.21      | 1,541,556.40      | 1,409,721.22      | 1,141,495.69      |
| <b>EXPENSES</b>                         |                   |                                                                                                                                                                                              |                     |                      |                   |                   |                   |                   |                   |
| PERSONNEL                               | 1,532,198.00      | 12 FT employees; balance of staffing is covered by PT employees (\$320K)                                                                                                                     | 1,374,443.55        | 1,311,979.99         | 1,373,244.86      | 1,179,141.03      | 1,063,322.27      | 958,786.51        | 826,599.52        |
| MOTOR VEHICLE                           | 35,796.31         | Gas, diesel and repairs for ambulance, fire trucks, pickup truck and ATV                                                                                                                     | 25,634.00           | 32,904.98            | 28,037.82         | 37,299.69         | 26,606.66         | 36,814.31         | 25,833.03         |
| SUPPLIES & MATERIALS                    | 39,073.42         | Firefighter supplies \$16K; uniforms \$7K; first aid supplies \$9.3K; bathroom & cleaning \$2.2K; office supplies, small tools, postage, office and bunk room furnishings.                   | 32,938.50           | 32,780.46            | 33,677.52         | 32,648.33         | 25,943.02         | 33,244.73         | 21,686.92         |
| REPAIRS & MAINTENANCE                   | 25,948.40         | General R&M for station and grounds \$1.9K; service contracts \$19.5K (software maint agreements, pest control, etc.); equipment R&M \$4.5K                                                  | 19,522.45           | 27,461.90            | 23,472.40         | 25,930.51         | 28,438.71         | 20,637.42         | 15,999.74         |
| UTILITIES                               | 24,120.81         | Electricity \$10K; water/sewer \$2.1K; trash fees \$2K; cable \$539; telephone \$8.4K                                                                                                        | 22,558.22           | 21,440.23            | 20,848.89         | 18,719.28         | 22,026.60         | 19,320.69         | 15,709.96         |
| INSURANCE                               | 24,345.07         | Worker's comp \$15K; liability insurance \$5K; property insurance \$539; vehicle insurance \$536; fire fees \$2.9K                                                                           | 23,584.59           | 24,502.11            | 23,476.09         | 25,311.15         | 20,392.85         | 14,829.36         | 16,463.08         |
| ADVERTISING & PROMOTION                 | 2,940.69          | Hosting local courses (instructor rooms, etc.); lunch meetings                                                                                                                               | 3,189.47            | 2,940.69             | 1,000.00          | 551.22            | 683.35            | 857.02            | 368.36            |
| TRAVEL                                  | 7,350.00          | Travel for conferences & training for FT staff                                                                                                                                               | 5,101.24            | 4,142.19             | 5,310.00          | 3,735.43          | 2,359.26          | 2,492.83          | 1,972.84          |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 51,603.68         | Course registrations; 2 ambulance licenses \$3.9K; Everbridge system \$17.5K; scheduling & training software \$5.6K; membership dues; Planning & Inventory software \$12.5K                  | 20,602.12           | 23,263.21            | 21,600.68         | 24,307.42         | 14,451.63         | 13,463.90         | 12,594.02         |
| CONTRACTS                               | 68,828.75         | EMS billing fees \$4.4K; Glynn County Dispatch agreement \$62K; Grant writing service for equipment & staff \$2K; Fire break maintenance                                                     | 50,928.99           | 51,008.38            | 52,398.75         | 27,037.37         | 3,715.62          | 5,992.44          | 929.70            |
| BUILDING & EQUIPMENT RENTAL             | 2,543.26          | Copier rental \$1.6K & oxygen tank rental \$960                                                                                                                                              | 2,168.16            | 2,543.26             | 1,800.00          | 2,512.52          | 4,630.27          | 2,862.06          | 1,750.36          |
| CREDIT CARD FEES & BANK FEES            | 0.00              |                                                                                                                                                                                              | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| PRINTING & PUBLICATIONS                 | 2,252.13          | Misc. printing needs & CPR cards for certification classes                                                                                                                                   | 3,087.11            | 2,252.13             | 2,174.55          | 655.95            | 1,523.12          | 2,126.84          | 1,913.39          |
| EQUIPMENT PURCHASES <\$5K               | 4,300.00          | Miscellaneous equipment replacement; Laptop for Billy Lartz                                                                                                                                  | 7,279.99            | 14,387.85            | 3,800.00          | 14,407.46         | 3,837.74          | 3,925.68          | 5,511.88          |
| INTEREST EXPENSE                        | 0.00              |                                                                                                                                                                                              | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| TOTAL OPERATING EXPENSES                | 1,821,300.52      |                                                                                                                                                                                              | 1,591,038.39        | 1,551,607.38         | 1,590,841.56      | 1,392,257.36      | 1,217,931.10      | 1,115,353.79      | 947,332.80        |
| <b>OPERATING INCOME</b>                 | <b>246,533.48</b> | <i>Amount to be set aside in Fire equipment fund (\$175K from parking for ladder truck; balance from operations)</i>                                                                         | <b>155,146.60</b>   | <b>148,049.21</b>    | <b>176,104.44</b> | <b>233,028.85</b> | <b>323,625.30</b> | <b>294,367.43</b> | <b>194,162.89</b> |

# PROPOSED BUDGET

**Jekyll Island Authority -Roads & Grounds  
FY2024 Budget**

|                                         | Budget<br>FY2024 | Comments                                                                                                                | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020  | Actual<br>FY2019 |
|-----------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|-------------------|------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                         |                     |                      |                  |                  |                  |                   |                  |
| GROSS REVENUES                          | 1,200,865.45     | Amount allocated from Parking fees to pay for Roads & Grounds expenses                                                  | 1,069,049.93        | 1,058,738.47         | 1,086,322.76     | 1,036,467.12     | 1,188,919.80     | 1,415,720.95      | 1,226,670.86     |
| COST OF GOODS SOLD                      | 0.00             |                                                                                                                         | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00              | 0.00             |
| NET REVENUE                             | 1,200,865.45     |                                                                                                                         | 1,069,049.93        | 1,058,738.47         | 1,086,322.76     | 1,036,467.12     | 1,188,919.80     | 1,415,720.95      | 1,226,670.86     |
| <b>EXPENSES</b>                         |                  |                                                                                                                         |                     |                      |                  |                  |                  |                   |                  |
| PERSONNEL                               | 679,683.72       | 9 FT staff and benefits                                                                                                 | 611,301.94          | 560,060.55           | 606,266.20       | 490,312.10       | 659,002.20       | 726,373.23        | 613,574.52       |
| MOTOR VEHICLE                           | 70,773.79        | Gas and diesel for equipment and vehicles \$58K; vehicle repairs \$13K                                                  | 66,352.75           | 70,617.15            | 54,876.73        | 54,942.95        | 48,189.37        | 61,009.49         | 58,200.13        |
| SUPPLIES & MATERIALS                    | 95,617.82        | Christmas lights \$60K; uniforms \$1.5K; small tools \$6.3K; shop supplies \$5K; Cleaning Supplies \$20.8K              | 95,698.34           | 101,122.75           | 81,903.64        | 102,990.01       | 95,373.86        | 134,208.57        | 104,533.80       |
| REPAIRS & MAINTENANCE                   | 72,902.04        | General building R&M \$21K; Roads & bike path repairs \$37.5K; general equipment R&M \$14K                              | 78,262.02           | 102,662.67           | 72,902.04        | 109,552.07       | 75,970.30        | 54,435.87         | 139,659.90       |
| UTILITIES                               | 173,836.56       | Electricity \$46.5K (street lights, parks, restrooms); water/sewer \$21.6K; trash fees \$105.8K (public areas)          | 166,512.51          | 164,041.57           | 163,236.67       | 158,597.78       | 156,755.30       | 154,812.09        | 116,638.53       |
| INSURANCE                               | 33,644.20        | Worker's comp \$11.6K; liability insurance \$3.7K; vehicle insurance \$235; property insurance \$2.7K; fire fee \$15.3K | 33,331.62           | 34,128.46            | 33,421.48        | 35,015.17        | 47,397.15        | 31,970.23         | 36,827.03        |
| ADVERTISING & PROMOTION                 | 0.00             |                                                                                                                         | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00              | 0.00             |
| TRAVEL                                  | 0.00             |                                                                                                                         | 104.00              | 104.00               | 0.00             | 0.00             | 0.00             | 0.00              | 0.00             |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 0.00             |                                                                                                                         | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00              | 9.00             |
| CONTRACTS                               | 0.00             |                                                                                                                         | 1,150.00            | 1,150.00             | 0.00             | 1,050.00         | 0.00             | 1,126.85          | 70.08            |
| BUILDING & EQUIPMENT RENTAL             | 60,607.32        | 4 Manlifts for Christmas lights \$20K; Drum roller for trail work \$2.5K; Excavator lease \$37.4K                       | 55,607.08           | 60,689.72            | 59,916.00        | 56,958.76        | 21,610.88        | 85,489.63         | 55,765.93        |
| CREDIT CARD FEES & BANK FEES            | 0.00             |                                                                                                                         | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00              | 0.00             |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                                                         | 0.00                | 0.00                 | 0.00             | 0.00             | 3,461.58         | 0.00              | 0.00             |
| EQUIPMENT PURCHASES <\$5K               | 13,800.00        | Grills, chainsaws, 12 picnic tables, small equipment; misc. equipment replacement \$4K                                  | 22,054.07           | 10,087.84            | 13,800.00        | 5,927.41         | 2,199.72         | 7,152.87          | 1,995.00         |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                         | 0.00                | 0.00                 | 0.00             | 0.00             |                  | 0.00              | 0.00             |
| TOTAL OPERATING EXPENSES                | 1,200,865.45     |                                                                                                                         | 1,130,374.33        | 1,104,664.71         | 1,086,322.76     | 1,015,346.25     | 1,109,960.36     | 1,256,578.83      | 1,127,273.92     |
| <b>OPERATING INCOME</b>                 | <b>0.00</b>      | <i>All expenses for this department are paid by Parking Fees</i>                                                        | <b>(61,324.40)</b>  | <b>(45,926.24)</b>   | <b>0.00</b>      | <b>21,120.87</b> | <b>78,959.44</b> | <b>159,142.12</b> | <b>99,396.94</b> |

# PROPOSED BUDGET

## Jekyll Island Authority -Park Services FY2024 Budget

|                                         | Budget<br>FY2024 | Comments                                                                                 | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|------------------|------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES</b>                         |                  |                                                                                          |                     |                      |                  |                  |                  |                  |                  |
| GROSS REVENUES                          | 768,756.15       | Amount allocated from Parking fees to pay for Park Services expenses                     | 665,059.63          | 630,085.34           | 675,805.12       | 554,773.36       | 0.00             | 0.00             | 0.00             |
| COST OF GOODS SOLD                      | 0.00             |                                                                                          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| NET REVENUE                             | 768,756.15       |                                                                                          | 665,059.63          | 630,085.34           | 675,805.12       | 554,773.36       | 0.00             | 0.00             | 0.00             |
| <b>EXPENSES</b>                         |                  |                                                                                          |                     |                      |                  |                  |                  |                  |                  |
| PERSONNEL                               | 665,971.05       | 12 FT staff; includes benefits for FT staff                                              | 548,823.22          | 490,731.30           | 545,980.37       | 371,032.68       | 0.00             | 0.00             | 0.00             |
| MOTOR VEHICLE                           | 20,483.28        | Gas for vehicles & equipment \$10K; vehicle repairs \$10K                                | 18,089.48           | 19,931.41            | 19,065.12        | 18,317.89        | 0.00             | 0.00             | 0.00             |
| SUPPLIES & MATERIALS                    | 54,881.07        | Bathroom supplies for public areas \$46.6K; uniforms \$5K; Furniture for new office \$2K | 47,755.97           | 42,949.13            | 89,675.00        | 54,503.47        | 0.00             | 0.00             | 0.00             |
| REPAIRS & MAINTENANCE                   | 1,200.00         | General equipment repairs and maintenance                                                | 932.84              | 1,295.75             | 0.00             | 1,671.81         | 0.00             | 0.00             | 0.00             |
| UTILITIES                               | 1,165.20         | Cell phones for Managers                                                                 | 829.85              | 770.67               | 604.02           | 242.92           | 0.00             | 0.00             | 0.00             |
| INSURANCE                               | 20,476.32        | Worker's comp \$15K; liability insurance \$5K; vehicle insurance \$64                    | 18,367.36           | 19,013.10            | 18,430.61        | 19,722.08        | 0.00             | 0.00             | 0.00             |
| ADVERTISING & PROMOTION                 | 0.00             |                                                                                          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TRAVEL                                  | 0.00             |                                                                                          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 0.00             |                                                                                          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| CONTRACTS                               | 0.00             |                                                                                          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| BUILDING & EQUIPMENT RENTAL             | 2,529.23         | Cushman Lease - Starts August 2023                                                       | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| CREDIT CARD FEES & BANK FEES            | 0.00             |                                                                                          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| EQUIPMENT PURCHASES <\$5K               | 2,050.00         | Vacuum cleaners, blowers                                                                 | 1,339.99            | 2,797.93             | 2,050.00         | 2,607.94         | 0.00             | 0.00             | 0.00             |
| INTEREST EXPENSE                        | 0.00             |                                                                                          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TOTAL OPERATING EXPENSES                | 768,756.15       |                                                                                          | 636,138.71          | 577,489.29           | 675,805.12       | 468,098.79       | 0.00             | 0.00             | 0.00             |
| <b>OPERATING INCOME</b>                 | <b>0.00</b>      | <i>All expenses for this department are paid by Parking fees.</i>                        | <b>28,920.92</b>    | <b>52,596.05</b>     | <b>0.00</b>      | <b>86,674.57</b> | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      |

# PROPOSED BUDGET

## Jekyll Island Authority -Landscaping FY2024 Budget

|                                         | Budget<br>FY2024 | Comments                                                                                                                                                                              | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022  | Actual<br>FY2021 | Actual<br>FY2020  | Actual<br>FY2019   |
|-----------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|-------------------|------------------|-------------------|--------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                                                                                       |                     |                      |                  |                   |                  |                   |                    |
| GROSS REVENUES                          | 2,032,176.99     | Wright Tree Service lease \$3K; Plant sales \$39.5K; Allocation from parking fees \$2M                                                                                                | 2,063,631.07        | 1,865,750.63         | 2,088,515.82     | 1,671,451.57      | 1,374,741.43     | 1,582,356.64      | 1,448,283.36       |
| COST OF GOODS SOLD                      | 0.00             |                                                                                                                                                                                       | 0.00                | 0.00                 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               |
| NET REVENUE                             | 2,032,176.99     |                                                                                                                                                                                       | 2,063,631.07        | 1,865,750.63         | 2,088,515.82     | 1,671,451.57      | 1,374,741.43     | 1,582,356.64      | 1,448,283.36       |
| <b>EXPENSES</b>                         |                  |                                                                                                                                                                                       |                     |                      |                  |                   |                  |                   |                    |
| PERSONNEL                               | 1,398,580.52     | 23 FT employees; cost allocations to Camp Jekyll \$21K; PT staffing \$65K                                                                                                             | 1,184,625.04        | 1,074,337.11         | 1,447,115.05     | 947,726.71        | 957,821.75       | 895,035.00        | 1,011,283.96       |
| MOTOR VEHICLE                           | 39,767.14        | Gas & diesel for vehicles & equipment \$30K; vehicle repairs \$10K                                                                                                                    | 40,024.77           | 38,071.27            | 38,601.08        | 33,570.77         | 26,241.50        | 33,041.27         | 52,042.45          |
| SUPPLIES & MATERIALS                    | 286,372.05       | Plants/seeds \$103K; sand/soil \$55K; chemicals/fertilizer \$45K; irrigation supplies \$27K; landscape & greenhouse materials \$34K; uniforms \$11K; small tools \$10K; shop supplies | 303,542.96          | 305,123.86           | 296,523.72       | 246,177.73        | 178,567.65       | 141,826.28        | 181,320.40         |
| REPAIRS & MAINTENANCE                   | 48,302.50        | General bldg. R&M \$7.5K; remodel greenhouse #5 \$18.5K; General equipment R&M \$15K                                                                                                  | 46,132.35           | 53,641.84            | 35,694.00        | 31,744.82         | 18,817.57        | 17,801.71         | 17,628.55          |
| UTILITIES                               | 113,671.32       | Electricity \$60K; Propane \$4K; Water/sewer \$38K; trash fees \$11K; telephone \$1K                                                                                                  | 110,656.67          | 109,880.47           | 107,487.38       | 100,953.16        | 97,032.42        | 105,833.21        | 138,583.48         |
| INSURANCE                               | 42,832.34        | Worker's comp \$30K; liability insurance \$10K; fire fee \$3K; vehicle insurance; property insurance                                                                                  | 40,179.18           | 39,839.97            | 40,201.39        | 37,809.91         | 33,527.46        | 38,911.92         | 45,902.42          |
| ADVERTISING & PROMOTION                 | 1,000.00         | Advertisements for plant sales                                                                                                                                                        | 0.00                | 0.00                 | 500.00           | 400.00            | 0.00             | 0.00              | 0.00               |
| TRAVEL                                  | 2,000.00         | ASLA conference                                                                                                                                                                       | 2,405.72            | 2,506.00             | 2,000.00         | 100.28            | 0.00             | 1,701.60          | 1,560.08           |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 480.00           | Conference registrations and association memberships                                                                                                                                  | 0.00                | 0.00                 | 2,360.00         | 1,315.00          | 920.00           | 514.50            | 680.00             |
| CONTRACTS                               | 35,500.00        | Coastal Greenery palm tree pruning                                                                                                                                                    | 39,424.00           | 26,360.00            | 51,700.00        | 16,800.00         | 8,870.00         | 12,640.00         | 19,725.00          |
| BUILDING & EQUIPMENT RENTAL             | 47,390.12        | Hydraulic lift for trimming palm trees \$4K; mowing equipment lease and tractor lease \$42K                                                                                           | 23,535.77           | 20,163.47            | 49,833.20        | 9,192.14          | 718.25           | 10,709.98         | 7,795.37           |
| CREDIT CARD FEES & BANK FEES            | 0.00             |                                                                                                                                                                                       | 0.00                | 0.00                 | 0.00             | 0.00              | 0.00             | 0.00              | 0.00               |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                                                                                                                       | 0.00                | 0.00                 | 0.00             | 0.00              | 20.00            | 0.00              | 0.00               |
| EQUIPMENT PURCHASES <\$5K               | 16,281.00        | Misc. small equipment, edgers, trimmers, blowers, chainsaws, etc. \$6.5K; Brush grapple, Auger Head, Mower \$10K                                                                      | 7,708.16            | 10,050.75            | 16,500.00        | 26,930.39         | 3,312.61         | 2,991.46          | 9,533.53           |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                                                                                       | 0.00                | 0.00                 | 0.00             |                   |                  | 0.00              | 0.00               |
| TOTAL OPERATING EXPENSES                | 2,032,176.99     |                                                                                                                                                                                       | 1,798,234.62        | 1,679,974.74         | 2,088,515.82     | 1,452,720.91      | 1,325,849.21     | 1,261,006.93      | 1,486,055.24       |
| <b>OPERATING INCOME</b>                 | <b>0.00</b>      | <i>All expenses for this department are paid by Parking fees, plant sales and lease income.</i>                                                                                       | <b>265,396.45</b>   | <b>185,775.89</b>    | <b>0.00</b>      | <b>218,730.66</b> | <b>48,892.22</b> | <b>321,349.71</b> | <b>(37,771.88)</b> |

# PROPOSED BUDGET

**Jekyll Island Authority -Landscape Planning  
FY2024 Budget**

|                                         | Budget<br>FY2024 | Comments                                                                                                                                                                           | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                                                                                    |                     |                      |                  |                  |                  |                  |                  |
| GROSS REVENUES                          | 493,070.89       | Tree Fund money to be applied against purchase of trees (\$20K); Parking fees allocated (\$473K)                                                                                   | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| COST OF GOODS SOLD                      | 0.00             |                                                                                                                                                                                    | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| NET REVENUE                             | 493,070.89       |                                                                                                                                                                                    | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| <b>EXPENSES</b>                         |                  |                                                                                                                                                                                    |                     |                      |                  |                  |                  |                  |                  |
| PERSONNEL                               | 311,105.32       | 3 FT Staff; 1 College Intern; Temporary Staffing Labor                                                                                                                             | 91,942.39           | 87,854.71            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| MOTOR VEHICLE                           | 4,830.00         | Fuel and Repairs for vehicles and small equipment                                                                                                                                  | 248.36              | 248.36               | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| SUPPLIES & MATERIALS                    | 115,310.00       | Oyster shell, bulk soil & potting soil \$26K; Reforestation \$20K, Indian Mound landscape \$20K; Goodyear landscape \$15K; Purchase of teak benches \$9K; landscape materials \$9K | 961.03              | 961.03               | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| REPAIRS & MAINTENANCE                   | 130.00           | Fire extinguisher maintenance                                                                                                                                                      | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| UTILITIES                               | 582.60           | Telephone expense                                                                                                                                                                  | 222.20              | 222.20               | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| INSURANCE                               | 5,102.97         | Liability insurance (\$1.2K); Workmen's Comp Insurance (\$3.9K)                                                                                                                    | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| ADVERTISING & PROMOTION                 | 0.00             |                                                                                                                                                                                    | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TRAVEL                                  | 2,000.00         | ASLA Conference in Minneapolis - Cliff                                                                                                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 1,610.00         | ASLA Conference & Membership; ISA Membership; etc.                                                                                                                                 | 1,345.00            | 1,345.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| CONTRACTS                               | 43,300.00        | Tree Maintenance and Stump Grinding (\$24K); Removal of large oak at 9 Hayes (\$16K); Soil treatment of signature oaks (\$3.3K)                                                    | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| BUILDING & EQUIPMENT RENTAL             | 4,000.00         | Miscellaneous equipment for special projects                                                                                                                                       | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| CREDIT CARD FEES & BANK FEES            | 0.00             |                                                                                                                                                                                    | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                                                                                                                    | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| EQUIPMENT PURCHASES <\$5K               | 5,100.00         | Chainsaw; Blower; Saws all with batteries; Heavy duty shelves to store equipment; Tool boxes for truck; Emergency saw.                                                             | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                                                                                    | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TOTAL OPERATING EXPENSES                | 493,070.89       |                                                                                                                                                                                    | 94,718.98           | 90,631.30            | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| <b>OPERATING INCOME</b>                 | <b>0.00</b>      | <i>Expenses for this department are paid by Parking fees and reimbursement from Tree Fund</i>                                                                                      | <b>(94,718.98)</b>  | <b>(90,631.30)</b>   | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      |

# PROPOSED BUDGET

**Jekyll Island Authority - Facility Maintenance  
FY2024 Budget**

|                                         | Budget<br>FY2024      | Comments                                                                                                                                           | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023      | Actual<br>FY2022    | Actual<br>FY2021    | Actual<br>FY2020    | Actual<br>FY2019    |
|-----------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|
| <b>REVENUES</b>                         |                       |                                                                                                                                                    |                     |                      |                       |                     |                     |                     |                     |
| GROSS REVENUES                          | 0.00                  |                                                                                                                                                    | 1,584.78            | 5,208.14             | 0.00                  | 4,147.29            | 1,565.00            | 0.00                | 787.25              |
| COST OF GOODS SOLD                      | 0.00                  |                                                                                                                                                    | 0.00                | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                | 0.00                |
| NET REVENUE                             | 0.00                  |                                                                                                                                                    | 1,584.78            | 5,208.14             | 0.00                  | 4,147.29            | 1,565.00            | 0.00                | 787.25              |
| <b>EXPENSES</b>                         |                       |                                                                                                                                                    |                     |                      |                       |                     |                     |                     |                     |
| PERSONNEL                               | 1,054,920.84          | 10 FT employees; requesting 2 new positions                                                                                                        | 879,416.19          | 807,612.73           | 906,723.60            | 726,208.50          | 601,195.55          | 652,831.87          | 714,356.05          |
| MOTOR VEHICLE                           | 18,224.87             | Fuel for vehicles & equipment \$11K; vehicle R&M \$6K                                                                                              | 16,767.73           | 18,224.87            | 12,500.09             | 16,617.92           | 12,371.37           | 10,430.37           | 15,263.75           |
| SUPPLIES & MATERIALS                    | 15,320.01             | Uniforms \$3K; replacement hand tools \$9K; office supplies \$1K, shop supplies, first aid supplies, bathroom & cleaning supplies                  | 12,807.65           | 16,443.95            | 8,342.81              | 14,773.48           | 9,627.36            | 10,005.59           | 7,958.90            |
| REPAIRS & MAINTENANCE                   | 46,342.50             | General building R&M \$18K; Beach access repair \$10K; parking lot paint \$10K; Wharf repair \$3K; Equipment R&M \$2K; Maintenance agreements \$2K | 27,534.47           | 26,443.80            | 48,082.50             | 61,239.25           | 42,291.87           | 27,442.94           | 50,116.64           |
| UTILITIES                               | 26,230.81             | Electricity \$13K; water/sewer \$4K ; trash fees \$5K; telephone \$5K                                                                              | 24,632.73           | 24,918.18            | 24,439.72             | 24,914.74           | 23,828.65           | 23,836.54           | 24,246.39           |
| INSURANCE                               | 35,142.28             | Worker's comp \$15K; liability insurance \$5K; vehicle insurance \$96; property insurance \$3K; fire fee \$12K                                     | 26,578.68           | 27,279.38            | 26,612.42             | 28,014.80           | 25,566.57           | 27,481.76           | 30,487.57           |
| ADVERTISING & PROMOTION                 | 0.00                  |                                                                                                                                                    | 0.00                | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                | 0.00                |
| TRAVEL                                  | 100.00                | Travel to pick up pumps                                                                                                                            | 148.63              | 216.45               | 100.00                | 117.82              | 200.68              | 1,471.95            | 66.49               |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 4,315.50              | Work order software subscription See-Click-Fix                                                                                                     | 3,102.50            | 6,774.02             | 1,510.00              | 5,181.52            | 0.00                | 4,017.32            | 4.50                |
| CONTRACTS                               | 0.00                  |                                                                                                                                                    | 0.00                | 0.00                 | 0.00                  | 0.00                | 250.00              | 0.00                | 50.00               |
| BUILDING & EQUIPMENT RENTAL             | 0.00                  |                                                                                                                                                    | 0.00                | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                | 825.00              |
| CREDIT CARD FEES & BANK FEES            | 0.00                  |                                                                                                                                                    | 0.00                | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                | 0.00                |
| PRINTING & PUBLICATIONS                 | 0.00                  |                                                                                                                                                    | 0.00                | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                | 12.66               |
| EQUIPMENT PURCHASES <\$5K               | 5,700.00              | Ladders, batteries and tool replacements                                                                                                           | 5,145.31            | 7,064.28             | 4,800.00              | 2,043.23            | 5,110.23            | 5,530.34            | 21,388.21           |
| INTEREST EXPENSE                        | 0.00                  |                                                                                                                                                    | 0.00                | 0.00                 | 0.00                  | 0.00                | 0.00                | 0.00                | 0.00                |
| TOTAL OPERATING EXPENSES                | 1,206,296.81          |                                                                                                                                                    | 996,133.89          | 934,977.66           | 1,033,111.14          | 879,111.26          | 720,442.28          | 763,048.68          | 864,776.16          |
| <b>OPERATING INCOME</b>                 | <b>(1,206,296.81)</b> |                                                                                                                                                    | <b>(994,549.11)</b> | <b>(929,769.52)</b>  | <b>(1,033,111.14)</b> | <b>(874,963.97)</b> | <b>(718,877.28)</b> | <b>(763,048.68)</b> | <b>(863,988.91)</b> |

# PROPOSED BUDGET

## Jekyll Island Authority -Vehicle & Equipment Maintenance FY2024 Budget

|                                         | Budget<br>FY2024    | Comments                                                                                                                           | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023    | Actual<br>FY2022    | Actual<br>FY2021    | Actual<br>FY2020    | Actual<br>FY2019    |
|-----------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>REVENUES</b>                         |                     |                                                                                                                                    |                     |                      |                     |                     |                     |                     |                     |
| GROSS REVENUES                          | 1,500.00            | Sale of scrap metal and equipment                                                                                                  | 2,534.14            | 10,132.42            | 1,000.00            | 10,024.28           | 3,816.70            | 10,293.77           | 287.00              |
| COST OF GOODS SOLD                      | 0.00                |                                                                                                                                    | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| NET REVENUE                             | 1,500.00            |                                                                                                                                    | 2,534.14            | 10,132.42            | 1,000.00            | 10,024.28           | 3,816.70            | 10,293.77           | 287.00              |
| <b>EXPENSES</b>                         |                     |                                                                                                                                    |                     |                      |                     |                     |                     |                     |                     |
| PERSONNEL                               | 508,086.71          | 7 FT employees; includes increases for possible certifications \$4.7K                                                              | 454,797.17          | 442,596.61           | 435,540.26          | 392,232.17          | 360,156.57          | 397,322.89          | 368,584.36          |
| MOTOR VEHICLE                           | 24,400.00           | Fuel and R&M for general fleet vehicles \$2K; General fleet repairs and inventory adjustments and pump for the wrecker \$22K       | 14,211.61           | 6,136.17             | 18,000.00           | 2,352.73            | 6,926.70            | 6,732.12            | (22,300.23)         |
| SUPPLIES & MATERIALS                    | 18,353.69           | Shop supplies (lubricants ,fittings, oil) \$10K; Uniforms \$4K; small tools \$4K                                                   | 13,626.20           | 15,724.22            | 17,250.00           | 14,997.73           | 14,039.66           | 13,310.83           | 21,838.26           |
| REPAIRS & MAINTENANCE                   | 37,816.08           | General building & equipment R&M \$15K; fuel tank inspection \$11K; garage management system \$8K; vehicle diagnostic service \$2K | 30,903.01           | 27,543.18            | 33,741.08           | 29,138.75           | 31,414.43           | 28,653.00           | 23,014.31           |
| UTILITIES                               | 17,046.21           | Electricity \$4K; water/sewer \$6K; trash fees \$5K; telephone \$1K;                                                               | 15,836.62           | 15,441.76            | 16,301.16           | 15,519.73           | 14,046.47           | 14,505.19           | 15,597.78           |
| INSURANCE                               | 13,487.49           | Worker's comp \$8K; liability insurance \$2K; property insurance \$634; fire fee \$3K; vehicle insurance                           | 12,772.83           | 13,235.90            | 12,883.08           | 13,809.25           | 13,965.80           | 14,286.90           | 16,279.54           |
| ADVERTISING & PROMOTION                 | 0.00                |                                                                                                                                    | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| TRAVEL                                  | 1,400.00            | Travel for staff training and pickup or delivery of vehicles and equipment                                                         | 1,113.62            | 1,265.11             | 1,400.00            | 1,138.21            | 30.62               | 1,406.66            | 358.16              |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 1,772.00            | Tag registration for vehicles; highway impact fees \$1.7K                                                                          | 3,047.10            | 1,495.10             | 1,772.00            | 208.00              | 1,246.50            | 1,286.00            | 5,277.19            |
| CONTRACTS                               | 0.00                |                                                                                                                                    | 36.00               | 36.00                | 0.00                | 0.00                | 240.50              | 3,040.25            | 500.00              |
| BUILDING & EQUIPMENT RENTAL             | 0.00                |                                                                                                                                    | 232.25              | 232.25               | 0.00                | 933.10              | 880.85              | 0.00                | 163.00              |
| CREDIT CARD FEES & BANK FEES            | 0.00                |                                                                                                                                    | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 237.32              |
| PRINTING & PUBLICATIONS                 | 62.32               | Manuals & publications                                                                                                             | 37.32               | 0.00                 | 62.32               | 0.00                | 0.00                | 22.99               | 1,619.56            |
| EQUIPMENT PURCHASES <\$5K               | 1,800.00            | Battery operated tool upgrades; tool set for service truck                                                                         | 3,092.41            | 9,671.40             | 3,600.00            | 8,661.31            | 827.35              | 5,329.09            | 8,345.79            |
| INTEREST EXPENSE                        | 0.00                |                                                                                                                                    | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| TOTAL OPERATING EXPENSES                | 624,224.50          |                                                                                                                                    | 549,706.14          | 533,377.70           | 540,549.90          | 478,990.98          | 443,775.45          | 485,895.92          | 439,515.04          |
| <b>OPERATING INCOME</b>                 | <b>(622,724.50)</b> |                                                                                                                                    | <b>(547,172.00)</b> | <b>(523,245.28)</b>  | <b>(539,549.90)</b> | <b>(468,966.70)</b> | <b>(439,958.75)</b> | <b>(475,602.15)</b> | <b>(439,228.04)</b> |



# PROPOSED BUDGET

## Jekyll Island Authority -Water/Wastewater FY2024 Budget

|                                         | Budget<br>FY2024 | Comments                                                                                                                                                                                                          | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021 | Actual<br>FY2020 | Actual<br>FY2019 |
|-----------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                                                                                                                   |                     |                      |                  |                  |                  |                  |                  |
| GROSS REVENUES                          | 1,782,528.70     | 7% increase in sewer fees (starting 1/1/24); water \$652K, sewer \$812K; water test fees \$1K, JIA water/sewer usage \$314K                                                                                       | 1,728,580.11        | 1,815,518.75         | 1,655,808.30     | 1,796,033.19     | 1,813,166.43     | 1,678,116.59     | 1,335,751.14     |
| COST OF GOODS SOLD                      | 0.00             |                                                                                                                                                                                                                   | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| NET REVENUE                             | 1,782,528.70     |                                                                                                                                                                                                                   | 1,728,580.11        | 1,815,518.75         | 1,655,808.30     | 1,796,033.19     | 1,813,166.43     | 1,678,116.59     | 1,335,751.14     |
| <b>EXPENSES</b>                         |                  |                                                                                                                                                                                                                   |                     |                      |                  |                  |                  |                  |                  |
| PERSONNEL                               | 875,484.17       | 10 FT employees                                                                                                                                                                                                   | 836,030.60          | 729,351.96           | 883,789.17       | 618,829.44       | 590,192.45       | 521,910.46       | 487,047.64       |
| MOTOR VEHICLE                           | 25,491.80        | Fuel for vehicles, generator & equipment \$17K; Vehicle R&M \$8K                                                                                                                                                  | 23,779.39           | 23,166.72            | 18,191.99        | 19,090.82        | 16,520.54        | 32,598.97        | 13,687.46        |
| SUPPLIES & MATERIALS                    | 106,094.96       | Shop supplies \$40K; Chemicals \$29K; lab supplies \$24K; uniforms \$4.5K; office supplies, etc.                                                                                                                  | 79,096.89           | 98,841.48            | 97,094.65        | 115,786.07       | 76,223.24        | 74,915.50        | 56,465.96        |
| REPAIRS & MAINTENANCE                   | 309,282.31       | Building R&M \$11K; equipment R&M for motors, control systems, etc. \$49K; service contracts \$248K (includes water tank maint \$203K, required EPD testing, fuel tank testing, etc.); Roads & Grounds R&M \$1.2K | 289,677.65          | 365,102.75           | 314,685.27       | 372,717.45       | 339,629.18       | 305,349.47       | 166,029.05       |
| UTILITIES                               | 136,023.63       | Electricity \$96K; Water/sewer \$29K; fuel \$5K; telephone \$4K; trash fees \$2K                                                                                                                                  | 124,522.77          | 138,680.15           | 119,067.88       | 134,315.70       | 115,512.54       | 110,545.58       | 144,041.98       |
| INSURANCE                               | 161,847.30       | Worker's comp \$13K; liability insurance \$4K; property insurance \$23K; fire fee \$121K; vehicle insurance \$907                                                                                                 | 74,044.36           | 80,707.85            | 80,001.28        | 81,483.58        | 75,447.07        | 75,431.83        | 74,231.24        |
| ADVERTISING & PROMOTION                 | 0.00             |                                                                                                                                                                                                                   | 104.00              | 104.00               | 0.00             | 0.00             | 0.00             | 0.00             | 50.00            |
| TRAVEL                                  | 3,100.00         | On call mileage; travel for lab school and conference                                                                                                                                                             | 1,008.25            | 771.00               | 3,100.00         | 1,498.59         | 2,301.70         | 2,242.10         | 1,521.16         |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 6,876.86         | Conferences, schools, memberships                                                                                                                                                                                 | 4,916.86            | 4,480.81             | 6,876.86         | 5,810.81         | 4,198.86         | 6,150.89         | 6,425.00         |
| CONTRACTS                               | 73,800.00        | Water master plan \$25K; Lead and copper study \$12.5K; USGS Salt water infiltration study \$7.7K; water & wastewater rate study \$25K                                                                            | 71,143.43           | 27,411.40            | 76,200.00        | 15,183.39        | 12,555.24        | 6,190.01         | 10,731.16        |
| BUILDING & EQUIPMENT RENTAL             | 5,464.45         | Copier rental and copy fees                                                                                                                                                                                       | 2,500.29            | 4,296.78             | 1,898.88         | 4,036.17         | 2,218.76         | 1,414.84         | 0.00             |
| CREDIT CARD FEES & BANK FEES            | 0.00             |                                                                                                                                                                                                                   | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                                                                                                                                                   | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 198.94           | 0.00             |
| EQUIPMENT PURCHASES <\$5K               | 3,700.00         | (2) battery operated transfer pumps; Electric mud hog to replace current unit (\$3K)                                                                                                                              | 5,990.49            | 632.10               | 5,850.00         | 2,685.27         | 8,167.97         | 6,950.06         | 23,684.16        |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                                                                                                                   | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| TOTAL OPERATING EXPENSES                | 1,707,165.48     |                                                                                                                                                                                                                   | 1,512,814.98        | 1,473,547.00         | 1,606,755.98     | 1,371,437.29     | 1,242,967.55     | 1,143,898.65     | 983,914.81       |
| <b>OPERATING INCOME</b>                 | <b>75,363.22</b> | Amount set aside for Water/Wastewater reserve funds to be used for future facility & equipment upgrades                                                                                                           | 215,765.13          | 341,971.75           | 49,052.32        | 424,595.90       | 570,198.88       | 534,217.94       | 351,836.33       |

# PROPOSED BUDGET

## Jekyll Island Authority -Sanitation FY2024 Budget

|                                         | Budget<br>FY2024 | Comments                                                                                                                                                                                        | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023   | Actual<br>FY2022   | Actual<br>FY2021 | Actual<br>FY2020   | Actual<br>FY2019   |
|-----------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|--------------------|--------------------|------------------|--------------------|--------------------|
| <b>REVENUES</b>                         |                  |                                                                                                                                                                                                 |                     |                      |                    |                    |                  |                    |                    |
| GROSS REVENUES                          | 721,605.45       | Residential and commercial trash fees \$349K (\$1.60 rate increase in curbside service and \$5.53 rate increase in backdoor service); JIA trash fees \$212K; Allocation from parking fee \$160K | 599,196.69          | 611,776.53           | 596,055.87         | 618,252.42         | 570,704.92       | 562,196.28         | 543,115.51         |
| COST OF GOODS SOLD                      | 0.00             |                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00               | 0.00               | 0.00             | 0.00               | 0.00               |
| NET REVENUE                             | 721,605.45       |                                                                                                                                                                                                 | 599,196.69          | 611,776.53           | 596,055.87         | 618,252.42         | 570,704.92       | 562,196.28         | 543,115.51         |
| <b>EXPENSES</b>                         |                  |                                                                                                                                                                                                 |                     |                      |                    |                    |                  |                    |                    |
| PERSONNEL                               | 279,932.91       | 3 FT staff; includes benefits                                                                                                                                                                   | 273,011.24          | 282,735.63           | 263,117.50         | 254,423.36         | 221,162.89       | 211,933.91         | 196,258.47         |
| MOTOR VEHICLE                           | 18,093.93        | Fuel for vehicles and equipment \$7K; Routine vehicle maintenance and repairs \$11K (includes garbage truck repair)                                                                             | 17,697.54           | 16,381.13            | 15,000.00          | 19,761.98          | 12,075.72        | 30,560.58          | 31,702.28          |
| SUPPLIES & MATERIALS                    | 5,237.80         | Cleaning Supplies and small tools. 30 or 96 gallon recycle bins replacement (\$4.5K)                                                                                                            | 4,961.00            | 165.50               | 5,548.80           | 651.48             | 674.80           | 958.80             | 1,761.67           |
| REPAIRS & MAINTENANCE                   | 1,000.00         | General equipment R&M                                                                                                                                                                           | 600.00              | 2,296.73             | 1,000.00           | 2,296.73           | 661.01           | 221.49             | 613.87             |
| UTILITIES                               | 311.42           | Water/sewer 7% increase in sewer base fees; no increase in water base or usage fees                                                                                                             | 1,391.54            | 311.42               | 2,455.00           | 298.92             | 1,749.98         | 268.26             | 291.42             |
| INSURANCE                               | 5,401.17         | Worker's comp \$4K; liability insurance \$1K; vehicle insurance \$298                                                                                                                           | 5,166.75            | 5,421.02             | 5,218.04           | 5,726.56           | 4,902.43         | 5,101.16           | 5,957.38           |
| ADVERTISING & PROMOTION                 | 0.00             |                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00               | 0.00               | 0.00             | 0.00               | 0.00               |
| TRAVEL                                  | 0.00             |                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00               | 0.00               | 0.00             | 0.00               | 0.00               |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 0.00             |                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00               | 103.00             | 0.00             | 0.00               | 0.00               |
| CONTRACTS                               | 395,587.05       | Waste Management, hauling/dumping fees (6.4% increase in Waste Management fees); Includes \$40K for grinding fees                                                                               | 405,021.40          | 410,200.93           | 358,925.00         | 355,056.56         | 287,610.16       | 248,486.68         | 381,671.16         |
| BUILDING & EQUIPMENT RENTAL             | 16,041.17        | Roll-off rental, screen rental for grinding project                                                                                                                                             | 12,086.17           | 16,358.09            | 10,000.00          | 17,781.50          | 4,690.00         | 90,824.40          | 8,684.98           |
| CREDIT CARD FEES & BANK FEES            | 0.00             |                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00               | 0.00               | 0.00             | 0.00               | 0.00               |
| PRINTING & PUBLICATIONS                 | 0.00             |                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00               | 0.00               | 0.00             | 0.00               | 0.00               |
| EQUIPMENT PURCHASES <\$5K               | 0.00             |                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00               | 0.00               | 0.00             | 0.00               | 0.00               |
| INTEREST EXPENSE                        | 0.00             |                                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00               | 0.00               | 0.00             | 0.00               | 0.00               |
| TOTAL OPERATING EXPENSES                | 721,605.45       |                                                                                                                                                                                                 | 719,935.64          | 733,870.45           | 661,264.34         | 656,100.09         | 533,526.99       | 588,355.28         | 626,941.23         |
| <b>OPERATING INCOME</b>                 | <b>0.00</b>      | <i>Includes allocation of \$160K from Parking fees to cover cost of landfill grinding and trash pickup in public areas</i>                                                                      | <b>(120,738.95)</b> | <b>(122,093.92)</b>  | <b>(65,208.47)</b> | <b>(37,847.67)</b> | <b>37,177.93</b> | <b>(26,159.00)</b> | <b>(83,825.72)</b> |

# PROPOSED BUDGET

Jekyll Island Authority -McCormick's Grill  
FY2024 Budget

Location Leased out since FY2021

|                                         | Budget<br>FY2024 | Comments | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023 | Actual<br>FY2022 | Actual<br>FY2021    | Actual<br>FY2020    | Actual<br>FY2019    |
|-----------------------------------------|------------------|----------|---------------------|----------------------|------------------|------------------|---------------------|---------------------|---------------------|
| <b>REVENUES</b>                         |                  |          |                     |                      |                  |                  |                     |                     |                     |
| GROSS REVENUES                          | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 223,281.83          | 404,710.49          | 475,951.48          |
| COST OF GOODS SOLD                      | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 122,162.57          | 174,351.33          | 197,724.97          |
| NET REVENUE                             | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 101,119.26          | 230,359.16          | 278,226.51          |
| <b>EXPENSES</b>                         |                  |          |                     |                      |                  |                  |                     |                     |                     |
| PERSONNEL                               | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 128,664.44          | 232,719.35          | 251,109.19          |
| MOTOR VEHICLE                           | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00                | 0.00                | 0.00                |
| SUPPLIES & MATERIALS                    | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 24,303.36           | 30,862.32           | 39,558.70           |
| REPAIRS & MAINTENANCE                   | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 17,272.75           | 19,762.81           | 17,674.32           |
| UTILITIES                               | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 31,188.10           | 37,164.50           | 41,559.74           |
| INSURANCE                               | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 4,626.59            | 4,793.52            | 5,682.38            |
| ADVERTISING & PROMOTION                 | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00                | 0.00                | 3,000.00            |
| TRAVEL                                  | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00                | 0.00                | 149.02              |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 899.55              | 2,545.40            | 2,400.00            |
| CONTRACTS                               | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 830.00              | 215.95              | 0.00                |
| BUILDING & EQUIPMENT RENTAL             | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 1,514.36            | 5,274.30            | 9,094.94            |
| CREDIT CARD FEES & BANK FEES            | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 6,831.15            | 8,100.06            | 4,873.14            |
| PRINTING & PUBLICATIONS                 | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 160.00              | 319.88              | 1,270.66            |
| EQUIPMENT PURCHASES <\$5K               | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 1,094.06            | 1,181.31            | 3,454.24            |
| INTEREST EXPENSE                        | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 0.00                | 0.00                | 0.00                |
| TOTAL OPERATING EXPENSES                | 0.00             |          | 0.00                | 0.00                 | 0.00             | 0.00             | 217,384.36          | 342,939.40          | 379,826.33          |
| <b>OPERATING INCOME</b>                 | <b>0.00</b>      |          | <b>0.00</b>         | <b>0.00</b>          | <b>0.00</b>      | <b>0.00</b>      | <b>(116,265.10)</b> | <b>(112,580.24)</b> | <b>(101,599.82)</b> |

# PROPOSED BUDGET

## Jekyll Island Authority - Convention Center FY2024 Budget

|                                         | Budget<br>FY2024  | Comments                                                                                                                                                                        | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023  | Actual<br>FY2022    | Actual<br>FY2021    | Actual<br>FY2020 | Actual<br>FY2019    |
|-----------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-------------------|---------------------|---------------------|------------------|---------------------|
| <b>REVENUES</b>                         |                   |                                                                                                                                                                                 |                     |                      |                   |                     |                     |                  |                     |
| GROSS REVENUES                          | 5,234,538.00      | Based on actual bookings plus estimated pickup business of \$666K; Sales are now exceeding Pre-COVID levels.                                                                    | 5,735,835.52        | 5,914,374.41         | 4,869,610.00      | 4,604,916.20        | 1,622,624.73        | 2,947,038.51     | 4,510,465.79        |
| COST OF GOODS SOLD                      | 551,700.29        | Cost of food and alcohol sold                                                                                                                                                   | 489,447.03          | 457,094.97           | 598,178.79        | 376,293.80          | 150,359.46          | 237,706.11       | 386,583.61          |
| NET REVENUE                             | 4,682,837.71      |                                                                                                                                                                                 | 5,246,388.49        | 5,457,279.44         | 4,271,431.21      | 4,228,622.40        | 1,472,265.27        | 2,709,332.40     | 4,123,882.18        |
| <b>EXPENSES</b>                         |                   |                                                                                                                                                                                 |                     |                      |                   |                     |                     |                  |                     |
| PERSONNEL                               | 182,925.00        | Temp staffing service labor and contract security services - wages higher; higher event volume                                                                                  | 190,929.85          | 192,762.36           | 163,015.00        | 140,258.92          | 53,979.67           | 78,991.62        | 163,696.88          |
| MOTOR VEHICLE                           | 220.00            | Gas for pressure washer and diesel for generator - no vehicle                                                                                                                   | 15.00               | 0.00                 | 230.00            | 0.00                | 337.08              | 141.31           | 692.52              |
| SUPPLIES & MATERIALS                    | 148,885.00        | Food service supplies \$80K; linens \$25K; bathroom/cleaning supplies \$26K; uniforms \$6.5K; decorations \$7.5K; office supplies, flags, postage, small tools                  | 133,058.73          | 163,790.54           | 117,554.00        | 161,272.20          | 44,388.72           | 58,562.04        | 100,516.29          |
| REPAIRS & MAINTENANCE                   | 526,393.79        | Bldg. wash/paint \$245K; Bldg. supplies \$29.5K; Bldg. improvements \$40K; Door maintenance \$7K; Other general R&M \$49K; General equipment R&M \$81K; Service Contracts \$84K | 370,217.51          | 324,026.00           | 320,629.96        | 207,996.08          | 108,583.54          | 136,903.03       | 143,465.83          |
| UTILITIES                               | 406,526.50        | Electricity \$329K; fuel \$17K; water/sewer \$7.5K; trash \$30K; internet \$16K; telephone \$6.7K                                                                               | 403,858.24          | 384,087.62           | 335,129.20        | 336,311.83          | 224,828.85          | 320,812.33       | 321,933.71          |
| INSURANCE                               | 269,172.33        | General liability insurance \$67K; fire fee \$172K; property insurance \$30.6K                                                                                                  | 233,172.45          | 232,275.61           | 191,606.41        | 181,994.87          | 185,224.93          | 194,317.45       | 187,059.10          |
| ADVERTISING & PROMOTION                 | 0.00              | Help wanted ads                                                                                                                                                                 | 4,230.00            | 4,230.00             | 0.00              | 0.00                | 0.00                | 59.29            | 0.00                |
| TRAVEL                                  | 0.00              | SMG travel is included in contract expenses                                                                                                                                     | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00                | 0.00             | 0.00                |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 39,588.00         | Software licensing; health inspections; alcohol license; organizational memberships; includes Event booking software, training & migration \$18K                                | 15,545.99           | 15,545.99            | 17,104.00         | 18,514.35           | 11,258.40           | 15,273.45        | 14,253.77           |
| CONTRACTS                               | 2,241,231.86      | Contract fee \$136K; SMG staff and benefits \$1.9M; incentive \$133K; Payroll processing \$37K                                                                                  | 2,100,000.00        | 2,092,362.90         | 2,110,859.34      | 1,776,286.81        | 933,497.04          | 1,790,410.95     | 2,023,092.62        |
| BUILDING & EQUIPMENT RENTAL             | 5,750.00          | Copier, chair cleaner, Ecolab (dishwasher) rental                                                                                                                               | 8,546.99            | 8,917.02             | 9,496.00          | 9,873.78            | 8,778.91            | 11,696.25        | 9,097.16            |
| CREDIT CARD FEES & BANK FEES            | 8,000.00          | Credit card processing fees                                                                                                                                                     | 5,008.98            | 6,297.71             | 5,281.00          | 5,973.70            | 3,633.96            | 5,172.54         | 7,812.61            |
| PRINTING & PUBLICATIONS                 | 550.00            | Business cards, drink tickets, etc.                                                                                                                                             | 1,121.05            | 1,101.05             | 60.00             | 26.00               | 813.01              | 12.48            | 281.29              |
| EQUIPMENT PURCHASES <\$5K               | 13,000.00         | General small equipment replacement                                                                                                                                             | 18,504.22           | 22,446.65            | 11,100.00         | 14,773.23           | 744.62              | 1,452.79         | 1,588.35            |
| INTEREST EXPENSE                        | 0.00              |                                                                                                                                                                                 | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00                | 0.00             | 0.00                |
| TOTAL OPERATING EXPENSES                | 3,842,242.48      |                                                                                                                                                                                 | 3,484,209.01        | 3,447,843.45         | 3,282,064.91      | 2,853,281.77        | 1,576,068.73        | 2,613,805.53     | 2,973,490.13        |
| <b>OPERATING INCOME</b>                 | <b>840,595.23</b> |                                                                                                                                                                                 | <b>1,762,179.48</b> | <b>2,009,435.99</b>  | <b>989,366.30</b> | <b>1,375,340.63</b> | <b>(103,803.46)</b> | <b>95,526.87</b> | <b>1,150,392.05</b> |

# PROPOSED BUDGET

## Jekyll Island Authority - Tennis FY2024 Budget

|                                         | Budget<br>FY2024    | Comments                                                                                                                                         | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023   | Actual<br>FY2022   | Actual<br>FY2021   | Actual<br>FY2020   | Actual<br>FY2019   |
|-----------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>REVENUES</b>                         |                     |                                                                                                                                                  |                     |                      |                    |                    |                    |                    |                    |
| GROSS REVENUES                          | 168,107.50          | Memberships \$37K; tennis fees \$14K; Concession Sales \$24K; lessons \$37K; tournaments \$55K; repair income; equipment rental                  | 157,757.33          | 153,793.58           | 150,858.85         | 142,873.17         | 154,180.32         | 110,120.69         | 124,768.30         |
| COST OF GOODS SOLD                      | 14,379.79           | Cost of goods sold in tennis shop, estimated at 60% of sales based on history                                                                    | 13,026.07           | 13,026.07            | 8,496.22           | 9,000.79           | 7,132.74           | 5,696.16           | 9,273.06           |
| NET REVENUE                             | 153,727.71          |                                                                                                                                                  | 144,731.26          | 140,767.51           | 142,362.63         | 133,872.38         | 147,047.58         | 104,424.53         | 115,495.24         |
| <b>EXPENSES</b>                         |                     |                                                                                                                                                  |                     |                      |                    |                    |                    |                    |                    |
| PERSONNEL                               | 69,449.76           | Part time shop staff and court maintenance staff; Allocation from Admin for cost of Sr. Director of Amenities                                    | 71,646.71           | 78,450.30            | 57,478.93          | 65,688.00          | 41,184.46          | 38,634.73          | 41,921.29          |
| MOTOR VEHICLE                           | 600.00              | Fuel for court equipment                                                                                                                         | 560.66              | 168.07               | 900.00             | 668.64             | 818.25             | 307.98             | 179.47             |
| SUPPLIES & MATERIALS                    | 43,538.27           | Tournament expenses \$39K (referees, shirts, trophies, etc.); Court materials \$2.5K; irrigation supplies, office supplies, nets, balls, postage | 35,536.40           | 53,452.51            | 27,255.09          | 36,390.43          | 37,868.83          | 24,637.12          | 18,410.05          |
| REPAIRS & MAINTENANCE                   | 12,258.50           | Building R&M \$9.8K; Service contracts \$2K (pest control; fire extinguisher service; camera inspection and service); Equipment R&M \$500        | 5,283.50            | 2,260.26             | 22,258.50          | 1,143.41           | 2,511.66           | 2,525.95           | 8,347.78           |
| UTILITIES                               | 23,989.99           | Electricity \$4K; water/sewer \$11K; trash fees \$4K; cable/internet \$3K; telephone \$2K                                                        | 23,594.16           | 22,655.02            | 25,368.99          | 24,449.05          | 22,473.11          | 27,634.87          | 26,401.28          |
| INSURANCE                               | 2,105.47            | Property insurance \$318; fire fees \$1.8K                                                                                                       | 1,562.97            | 1,565.19             | 1,562.87           | 1,567.33           | 1,553.65           | 1,553.77           | 1,459.32           |
| ADVERTISING & PROMOTION                 | 5,000.00            | Marketing expense                                                                                                                                | 3,000.00            | 0.00                 | 9,000.00           | 0.00               | 6,000.00           | 12,184.14          | 3,814.00           |
| TRAVEL                                  | 0.00                |                                                                                                                                                  | 0.00                | 0.00                 | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 621.00              | Tournament sanction fees                                                                                                                         | 99.00               | 0.00                 | 621.00             | 0.00               | 107.89             | 99.00              | 0.00               |
| CONTRACTS                               | 93,968.98           | Tennis pro \$45K; Active network fees \$2.4 K; Tournament Director \$17K; Lessons paid to Tennis Pros \$30K.                                     | 80,538.43           | 82,865.17            | 77,369.14          | 74,615.75          | 103,018.87         | 70,389.01          | 77,247.62          |
| BUILDING & EQUIPMENT RENTAL             | 0.00                |                                                                                                                                                  | 0.00                | 0.00                 | 0.00               | 0.00               | 472.23             | 0.00               | 0.00               |
| CREDIT CARD FEES & BANK FEES            | 3,152.02            | Credit card processing fees; estimated at 75% of sales at 2.5% rate                                                                              | 2,518.01            | 2,107.58             | 2,828.60           | 2,059.74           | 2,000.95           | 1,656.41           | 1,793.78           |
| PRINTING & PUBLICATIONS                 | 0.00                |                                                                                                                                                  | 100.19              | 100.19               | 0.00               | 0.00               | 0.00               | 0.00               | 12.66              |
| EQUIPMENT PURCHASES <\$5K               | 500.00              | Miscellaneous small equipment replacements                                                                                                       | 0.00                | 0.00                 | 500.00             | 0.00               | 1,176.83           | 0.00               | 199.89             |
| INTEREST EXPENSE                        | 0.00                |                                                                                                                                                  | 0.00                | 0.00                 | 0.00               | 0.00               | 0.00               | 0.00               | 0.00               |
| TOTAL OPERATING EXPENSES                | 255,183.99          |                                                                                                                                                  | 224,440.03          | 243,624.29           | 225,143.12         | 206,582.35         | 219,186.73         | 179,622.98         | 179,787.14         |
| <b>OPERATING INCOME</b>                 | <b>(101,456.28)</b> |                                                                                                                                                  | <b>(79,708.77)</b>  | <b>(102,856.78)</b>  | <b>(82,780.49)</b> | <b>(72,709.97)</b> | <b>(72,139.15)</b> | <b>(75,198.45)</b> | <b>(64,291.90)</b> |

# PROPOSED BUDGET

## Jekyll Island Authority - Mini-Golf, Bikes & Playground FY2024 Budget

|                                         | Budget<br>FY2024  | Comments                                                                                                                                   | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023  | Actual<br>FY2022  | Actual<br>FY2021  | Actual<br>FY2020  | Actual<br>FY2019  |
|-----------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>REVENUES</b>                         |                   |                                                                                                                                            |                     |                      |                   |                   |                   |                   |                   |
| GROSS REVENUES                          | 506,448.90        | Concession sales \$36K; bicycle rentals \$149K; Mini-golf admission fees \$322K; Proposed 12% price increase for mini-golf in FY24         | 471,935.87          | 471,854.58           | 415,158.63        | 514,296.22        | 489,600.07        | 285,634.60        | 375,624.04        |
| COST OF GOODS SOLD                      | 16,744.00         | Cost of concessions sold                                                                                                                   | 14,063.74           | 15,181.63            | 13,872.97         | 15,207.66         | 10,690.96         | 11,224.45         | 12,948.00         |
| NET REVENUE                             | 489,704.90        |                                                                                                                                            | 457,872.13          | 456,672.95           | 401,285.66        | 499,088.56        | 478,909.11        | 274,410.15        | 362,676.04        |
| <b>EXPENSES</b>                         |                   |                                                                                                                                            |                     |                      |                   |                   |                   |                   |                   |
| PERSONNEL                               | 120,443.54        | Managed by Golf Dept; allocation of 20% of Golf Pro's salary and 5% of Director of Amenities salary; Guest service staff is all PT \$98.5K | 109,701.77          | 106,434.69           | 105,259.28        | 94,094.44         | 72,118.81         | 65,897.41         | 80,231.71         |
| MOTOR VEHICLE                           | 470.00            | Gas and general repairs and maintenance for truck at bike barn                                                                             | 236.84              | 385.05               | 0.00              | 207.05            | 122.72            | 10.49             | 274.35            |
| SUPPLIES & MATERIALS                    | 6,666.06          | Putters, balls, helmets, bells for bikes; uniforms; small tools                                                                            | 6,101.14            | 4,847.65             | 6,656.32          | 4,324.49          | 4,695.62          | 7,220.00          | 10,366.89         |
| REPAIRS & MAINTENANCE                   | 12,450.50         | General maintenance \$5K; mulch for playground \$5K; Bicycle repairs \$1K; service contracts \$1.4K (pest control, camera inspections)     | 6,916.11            | 55,912.75            | 16,685.50         | 61,564.54         | 4,144.80          | 3,987.31          | 8,839.97          |
| UTILITIES                               | 7,745.93          | Electricity \$2K; water/sewer \$347; trash \$3.5K; internet \$1.3K; telephone \$580                                                        | 8,286.06            | 7,554.73             | 8,783.74          | 7,720.79          | 9,231.37          | 8,720.25          | 9,434.02          |
| INSURANCE                               | 750.39            | Fire fees \$626; property insurance \$124                                                                                                  | 922.24              | 931.56               | 914.60            | 933.24            | 909.20            | 909.28            | 854.00            |
| ADVERTISING & PROMOTION                 | 6,000.00          | Advertising and social media expenses                                                                                                      | 5,000.00            | 0.00                 | 6,000.00          | 1,250.00          | 0.00              | 128.07            | 2,893.01          |
| TRAVEL                                  | 0.00              |                                                                                                                                            | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 250.00            | Bicycle license                                                                                                                            | 250.00              | 250.00               | 0.00              | 0.00              | 250.00            | 250.00            | (250.00)          |
| CONTRACTS                               | 0.00              |                                                                                                                                            | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| BUILDING & EQUIPMENT RENTAL             | 0.00              |                                                                                                                                            | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| CREDIT CARD FEES & BANK FEES            | 9,495.92          | Credit card processing fees; based on 75% of revenues at 2.5% rate                                                                         | 10,872.90           | 12,820.23            | 7,784.22          | 13,230.90         | 10,376.15         | 6,374.09          | 7,693.40          |
| PRINTING & PUBLICATIONS                 | 1,210.83          | Bike forms, score cards                                                                                                                    | 59.00               | 1,210.83             | 715.31            | 1,541.94          | 1,037.42          | 656.31            | 2,853.98          |
| EQUIPMENT PURCHASES <\$5K               | 11,000.00         | Adult bikes & kids bikes                                                                                                                   | 10,000.00           | 12,385.00            | 10,000.00         | 12,385.00         | 11,579.89         | (689.30)          | 13,991.89         |
| INTEREST EXPENSE                        | 0.00              |                                                                                                                                            | 0.00                | 0.00                 | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              |
| TOTAL OPERATING EXPENSES                | 176,483.17        |                                                                                                                                            | 158,346.06          | 202,732.49           | 162,798.97        | 197,252.39        | 114,465.98        | 93,463.91         | 137,183.22        |
| <b>OPERATING INCOME</b>                 | <b>313,221.73</b> |                                                                                                                                            | <b>299,526.07</b>   | <b>253,940.46</b>    | <b>238,486.69</b> | <b>301,836.17</b> | <b>364,443.13</b> | <b>180,946.24</b> | <b>225,492.82</b> |

# PROPOSED BUDGET

## Jekyll Island Authority - Summer Waves FY2024 Budget

|                                         | Budget<br>FY2024    | Comments                                                                                                                                                                                                         | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023  | Actual<br>FY2022    | Actual<br>FY2021  | Actual<br>FY2020  | Actual<br>FY2019    |
|-----------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-------------------|---------------------|-------------------|-------------------|---------------------|
| <b>REVENUES</b>                         |                     |                                                                                                                                                                                                                  |                     |                      |                   |                     |                   |                   |                     |
| GROSS REVENUES                          | 3,526,075.20        | Admission fees \$2.5M; Annual passes \$233K; Concession sales \$197K; cabana rentals \$220K (added 2 in FY24); locker rental \$113.5K; group sales \$140.5K; Lease revenue \$93K                                 | 3,395,025.35        | 3,554,626.87         | 2,969,286.33      | 2,962,144.34        | 2,254,496.55      | 1,627,568.49      | 2,666,042.20        |
| COST OF GOODS SOLD                      | 96,747.85           | Cost of merchandise sold budgeted at 49% of Concession Sales based on history                                                                                                                                    | 92,963.17           | 109,486.81           | 73,772.31         | 91,780.12           | 69,576.99         | 54,621.00         | 49,481.61           |
| NET REVENUE                             | 3,429,327.35        |                                                                                                                                                                                                                  | 3,302,062.18        | 3,445,140.06         | 2,895,514.02      | 2,870,364.22        | 2,184,919.56      | 1,572,947.49      | 2,616,560.59        |
| <b>EXPENSES</b>                         |                     |                                                                                                                                                                                                                  |                     |                      |                   |                     |                   |                   |                     |
| PERSONNEL                               | 1,005,675.81        | 3 FT staff; requesting 1 FT Aquatics Manager; Seasonal staff \$602K; bonus program for seasonal staff \$18.5K; GSP (security) and temp service labor \$18K                                                       | 749,387.96          | 630,953.79           | 823,786.74        | 537,123.56          | 477,417.10        | 432,034.06        | 525,125.69          |
| MOTOR VEHICLE                           | 955.00              | Fuel for pumps and equipment                                                                                                                                                                                     | 1,074.68            | 891.28               | 911.41            | 735.58              | 767.23            | 1,285.31          | 453.67              |
| SUPPLIES & MATERIALS                    | 256,000.00          | Chemicals for pools \$96K; bathroom/cleaning supplies \$11K; waterpark supplies (life jackets, tubes, rescue tubes) \$46K; uniforms \$16K; Replacement park table and chairs \$55K; office supplies; tools, etc. | 224,667.52          | 246,337.15           | 192,565.00        | 184,699.72          | 130,794.05        | 118,952.77        | 123,834.41          |
| REPAIRS & MAINTENANCE                   | 342,686.41          | General park/slide maint \$132K; sandblast Nature's tower \$30K; Paint park buildings \$30K; Roof on Natures tower \$20K; Rec-dec \$10K; Equipment R&M \$60K; concrete & lighting repair \$38K                   | 381,828.82          | 344,728.14           | 378,120.54        | 366,347.28          | 128,313.80        | 250,310.47        | 319,700.33          |
| UTILITIES                               | 253,867.47          | Electricity \$204K; water/sewer \$39K; internet \$7.3K; telephone \$3K                                                                                                                                           | 245,808.83          | 264,295.84           | 232,441.88        | 240,419.31          | 235,727.87        | 223,803.69        | 231,470.76          |
| INSURANCE                               | 26,864.49           | Worker's comp \$5K; liability insurance \$1.7K; property insurance \$3K; fire fee \$16.9K                                                                                                                        | 10,827.19           | 11,020.06            | 10,835.71         | 11,221.44           | 10,511.23         | 10,585.56         | 11,122.36           |
| ADVERTISING & PROMOTION                 | 100,000.00          | Summer Waves specific advertising                                                                                                                                                                                | 102,612.80          | 70,226.79            | 100,000.00        | 69,607.53           | 53,475.00         | 58,526.32         | 100,901.95          |
| TRAVEL                                  | 4,000.00            | IAAPA Show in Orlando; World Water Park Show                                                                                                                                                                     | 0.00                | (571.54)             | 2,000.00          | 237.72              | 0.00              | 4,632.61          | 681.44              |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 4,066.24            | Health & ride inspections; Splash Radio; ASCAP fees; BMI fees; Lifeguard trainer certification                                                                                                                   | 3,546.24            | 2,689.99             | 3,166.24          | 2,189.99            | 1,070.00          | 4,059.43          | 2,028.00            |
| CONTRACTS                               | 117,508.00          | General Manager contract & incentive; Trash compactor svc \$11K                                                                                                                                                  | 115,984.46          | 117,967.45           | 118,387.04        | 110,001.01          | 102,654.54        | 88,892.64         | 91,284.25           |
| BUILDING & EQUIPMENT RENTAL             | 27,475.00           | Copier \$3K; CO2 tank rental \$1.2K; chemical tank rentals; heavy equipment for repairs; trash compactor rental \$3.3K                                                                                           | 22,815.09           | 27,840.75            | 19,275.88         | 54,066.34           | 30,126.88         | 25,270.21         | 5,573.95            |
| CREDIT CARD FEES & BANK FEES            | 37,346.63           | Credit card processing fees; Based on 45% of sales (excluding lease fees & uniforms) at 2.5% rate                                                                                                                | 36,383.89           | 24,564.38            | 34,060.75         | 17,388.49           | 9,681.95          | 22,850.97         | 28,435.90           |
| PRINTING & PUBLICATIONS                 | 4,807.68            | Tickets; handouts; new signs                                                                                                                                                                                     | 7,584.00            | 4,807.68             | 8,000.00          | 4,765.68            | 8,862.46          | 5,539.78          | 3,614.06            |
| EQUIPMENT PURCHASES <\$5K               | 4,900.00            | Chlorine pump \$3.2K; Card printer for membership cards \$1.7K                                                                                                                                                   | 14,985.15           | 14,534.40            | 9,900.00          | 4,482.72            | 9,092.98          | 5,251.81          | 22,230.20           |
| INTEREST EXPENSE                        | 0.00                |                                                                                                                                                                                                                  | 0.00                | 0.00                 | 0.00              | 0.00                | 0.00              | 0.00              | 0.00                |
| TOTAL OPERATING EXPENSES                | 2,186,152.73        |                                                                                                                                                                                                                  | 1,917,506.63        | 1,760,286.16         | 1,933,451.19      | 1,603,286.37        | 1,198,495.09      | 1,251,995.63      | 1,466,456.97        |
| <b>OPERATING INCOME</b>                 | <b>1,243,174.62</b> |                                                                                                                                                                                                                  | <b>1,384,555.55</b> | <b>1,684,853.90</b>  | <b>962,062.83</b> | <b>1,267,077.85</b> | <b>986,424.47</b> | <b>320,951.86</b> | <b>1,150,103.62</b> |

# PROPOSED BUDGET

## Jekyll Island Authority - Campground FY2024 Budget

|                                         | Budget<br>FY2024    | Comments                                                                                                                                                                                                           | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023    | Actual<br>FY2022    | Actual<br>FY2021    | Actual<br>FY2020  | Actual<br>FY2019  |
|-----------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|---------------------|---------------------|---------------------|-------------------|-------------------|
| <b>REVENUES</b>                         |                     |                                                                                                                                                                                                                    |                     |                      |                     |                     |                     |                   |                   |
| GROSS REVENUES                          | 3,007,725.46        | Site rental \$2.6M; Concession sales \$199K; Propane sales \$22.8K; Bike Rentals \$15K; washing machines \$12K; camping fees (pet fee, late check out fees, etc.) \$180K; new section expected to open in January. | 2,676,352.13        | 2,786,900.06         | 2,294,937.00        | 2,399,520.23        | 2,202,598.66        | 1,707,327.35      | 1,611,348.01      |
| COST OF GOODS SOLD                      | 113,055.18          | Cost of merchandise and propane sold                                                                                                                                                                               | 98,583.21           | 87,169.17            | 93,473.20           | 82,674.59           | 86,879.71           | 75,142.28         | 67,867.25         |
| NET REVENUE                             | 2,894,670.28        |                                                                                                                                                                                                                    | 2,577,768.92        | 2,699,730.89         | 2,201,463.80        | 2,316,845.64        | 2,115,718.95        | 1,632,185.07      | 1,543,480.76      |
| <b>EXPENSES</b>                         |                     |                                                                                                                                                                                                                    |                     |                      |                     |                     |                     |                   |                   |
| PERSONNEL                               | 407,490.77          | 4 FT employees; Requesting 1 additional grounds keeper for new campsites opening in January; PT guest services staff                                                                                               | 350,656.08          | 342,103.08           | 345,478.44          | 278,180.48          | 235,252.50          | 261,101.85        | 252,135.79        |
| MOTOR VEHICLE                           | 1,998.33            | Fuel and general R&M                                                                                                                                                                                               | 2,481.18            | 1,874.18             | 2,585.97            | 1,690.31            | 1,229.88            | 1,676.43          | 4,209.50          |
| SUPPLIES & MATERIALS                    | 29,366.34           | Bathroom/cleaning supplies \$12K; office supplies \$6K; shop supplies \$7K; uniforms \$3K; small tools, bird seed                                                                                                  | 23,959.98           | 22,472.67            | 31,397.23           | 26,898.66           | 22,257.93           | 33,550.57         | 32,105.99         |
| REPAIRS & MAINTENANCE                   | 16,431.50           | General building R&M \$6K; Road repairs \$6K; general equipment R&M \$3K; maintenance contracts \$1.4K                                                                                                             | 13,005.40           | 8,367.67             | 16,431.50           | 13,561.82           | 15,911.85           | 17,217.43         | 34,782.52         |
| UTILITIES                               | 269,303.30          | Electricity \$167K; water/sewer \$43K; internet & cable \$52K; telephone \$2.5K; propane \$4.7K. Expenses are expected to be higher due to adding 50 new campsites in January.                                     | 247,349.47          | 248,904.88           | 258,972.95          | 262,837.44          | 265,485.75          | 242,151.47        | 230,966.80        |
| INSURANCE                               | 14,118.14           | Worker's comp \$6.4K; liability insurance \$2K; property insurance \$857; fire fee \$4.7K; vehicle ins \$32                                                                                                        | 8,118.54            | 8,365.66             | 8,151.21            | 8,645.47            | 7,713.43            | 7,812.64          | 7,149.41          |
| ADVERTISING & PROMOTION                 | 30,000.00           | Good Sam Publication advertising \$10K; Advertising for new sites \$20K                                                                                                                                            | 9,768.00            | 9,817.76             | 10,000.00           | 9,482.32            | 9,103.25            | 86.17             | 153.19            |
| TRAVEL                                  | 0.00                |                                                                                                                                                                                                                    | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 1,425.10          | 1,091.93          |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 535.00              | Health inspection fee                                                                                                                                                                                              | 970.00              | 535.00               | 535.00              | 535.00              | 535.00              | 1,500.00          | 1,620.00          |
| CONTRACTS                               | 33,376.08           | Tree trimming & stump grinding \$14K; trash compactor svc \$19K                                                                                                                                                    | 19,943.37           | 14,460.15            | 33,376.08           | 15,421.11           | 7,000.00            | 23,423.97         | 25,790.83         |
| BUILDING & EQUIPMENT RENTAL             | 22,268.94           | Liberty roll off dumpster \$9.4K; Trash compactor rental \$6.6K; UTV rental \$3K                                                                                                                                   | 5,599.29            | 2,989.72             | 17,376.92           | 5,772.49            | 9,169.85            | 8,598.93          | 3,851.01          |
| CREDIT CARD FEES & BANK FEES            | 132,000.00          | Credit card processing fees                                                                                                                                                                                        | 124,955.04          | 124,649.51           | 41,882.60           | 55,378.64           | 40,193.92           | 30,658.34         | 33,562.94         |
| PRINTING & PUBLICATIONS                 | 700.00              | Miscellaneous printing                                                                                                                                                                                             | 352.65              | 52.65                | 1,200.00            | 337.13              | 3,209.64            | 10,482.67         | 12,638.23         |
| EQUIPMENT PURCHASES <\$5K               | 1,000.00            | Fire rings                                                                                                                                                                                                         | 4,477.16            | 4,959.16             | 1,000.00            | 1,993.13            | 519.79              | 6,782.44          | 16,176.08         |
| INTEREST EXPENSE                        | 0.00                |                                                                                                                                                                                                                    | 0.00                | 0.00                 | 0.00                | 0.00                | 0.00                | 0.00              | 0.00              |
| TOTAL OPERATING EXPENSES                | 958,588.40          |                                                                                                                                                                                                                    | 811,636.16          | 789,552.09           | 768,387.90          | 680,734.00          | 617,582.79          | 646,468.01        | 656,234.22        |
| <b>OPERATING INCOME</b>                 | <b>1,936,081.88</b> |                                                                                                                                                                                                                    | <b>1,766,132.76</b> | <b>1,910,178.80</b>  | <b>1,433,075.90</b> | <b>1,636,111.64</b> | <b>1,498,136.16</b> | <b>985,717.06</b> | <b>887,246.54</b> |



# PROPOSED BUDGET

## Jekyll Island Authority - Golf FY2024 Budget

|                                         | Budget<br>FY2024      | Comments                                                                                                                                                                                                                                                  | Projected<br>FY2023 | Rolling<br>12 months | Budget<br>FY2023    | Actual<br>FY2022   | Actual<br>FY2021    | Actual<br>FY2020    | Actual<br>FY2019    |
|-----------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|---------------------|--------------------|---------------------|---------------------|---------------------|
| <b>REVENUES</b>                         |                       |                                                                                                                                                                                                                                                           |                     |                      |                     |                    |                     |                     |                     |
| GROSS REVENUES                          | 2,557,116.99          | Memberships \$621K; greens fees \$663K; golf cart rentals \$434K; golf card sales \$76K; concession sales \$368K; tournament \$225K; Driving range \$64K; Lease income \$82K (Estimated 10% reduction in revenues due to the closure of 1 course in FY24) | 2,914,214.65        | 3,023,465.59         | 2,859,252.09        | 3,122,141.61       | 2,525,223.81        | 1,806,822.53        | 2,096,865.30        |
| COST OF GOODS SOLD                      | 220,927.84            | Cost of merchandise sold; estimated at 60% based on history                                                                                                                                                                                               | 236,101.33          | 231,518.25           | 217,574.77          | 251,028.34         | 237,282.81          | 137,490.41          | 179,812.98          |
| NET REVENUE                             | 2,336,189.15          |                                                                                                                                                                                                                                                           | 2,678,113.32        | 2,791,947.34         | 2,641,677.32        | 2,871,113.27       | 2,287,941.00        | 1,669,332.12        | 1,917,052.32        |
| <b>EXPENSES</b>                         |                       |                                                                                                                                                                                                                                                           |                     |                      |                     |                    |                     |                     |                     |
| PERSONNEL                               | 2,000,036.26          | Golf has 4 FT staff; GCM has 18 FT staff; temp service staffing \$27.6K                                                                                                                                                                                   | 1,688,188.73        | 1,509,712.34         | 1,796,520.34        | 1,428,312.31       | 1,262,803.09        | 1,253,458.20        | 1,338,481.89        |
| MOTOR VEHICLE                           | 65,657.11             | Gas and diesel for equipment and vehicles \$65K; general vehicle R&M \$300                                                                                                                                                                                | 55,718.22           | 65,115.32            | 48,717.74           | 55,315.09          | 30,046.30           | 34,158.76           | 43,979.42           |
| SUPPLIES & MATERIALS                    | 650,823.74            | Chemicals/fertilizers \$471K; irrigation supplies \$22K; uniforms \$6.7K; overseeding \$45K; sand/soil \$22.6K; golf course supplies \$24.8K; Special events supplies - Paulk Cup tournament \$29.4K                                                      | 664,147.64          | 614,245.00           | 659,527.33          | 522,702.66         | 437,190.01          | 444,410.87          | 549,471.48          |
| REPAIRS & MAINTENANCE                   | 107,134.20            | General R&M \$10.2K; cart path repairs & bench repair kits \$9K; General equipment R&M \$72K; Service contracts \$16K (A/C maint; pest control; Waste2Water; Trackman system)                                                                             | 116,953.79          | 134,480.34           | 105,202.00          | 123,520.41         | 150,209.00          | 67,785.64           | 93,732.80           |
| UTILITIES                               | 113,427.23            | Electricity \$74K; water/sewer \$13K; trash fees \$17.5K; internet \$4K; telephone \$4.8K                                                                                                                                                                 | 105,223.27          | 108,465.91           | 107,909.07          | 108,459.97         | 100,264.89          | 105,434.17          | 99,105.14           |
| INSURANCE                               | 76,804.81             | General liability insurance on carts and equipment \$10K; Liability insurance \$9K; Workers comp \$28K; fire fees \$23.5K; property insurance \$5.7K                                                                                                      | 64,583.42           | 65,962.56            | 64,815.82           | 67,135.12          | 61,191.20           | 61,531.14           | 65,214.11           |
| ADVERTISING & PROMOTION                 | 10,444.28             | Golf-specific advertising and Facebook ads                                                                                                                                                                                                                | 7,944.28            | 1,824.28             | 8,320.00            | 1,000.00           | 15,400.00           | 667.40              | 3,426.56            |
| TRAVEL                                  | 5,000.00              | PGA show; National conference; chapter meetings, travel for training                                                                                                                                                                                      | 5,000.00            | 2,747.26             | 5,000.00            | 700.22             | 0.00                | 4,452.94            | 1,782.00            |
| LICENSES, REGISTRATIONS & SUBSCRIPTIONS | 8,092.00              | PGA dues; US Golf Assoc; Walter Travis Society; Audubon certification                                                                                                                                                                                     | 7,598.27            | 7,688.27             | 7,902.00            | 5,803.00           | 5,413.00            | 6,907.00            | 4,532.00            |
| CONTRACTS                               | 4,000.00              | Tree/stump work                                                                                                                                                                                                                                           | 4,000.00            | 4,995.00             | 4,000.00            | 4,995.00           | 2,787.71            | 21,789.55           | 19,304.07           |
| BUILDING & EQUIPMENT RENTAL             | 547,433.54            | Copier rental; golf cart lease with GPS feature \$278K; Golf cart utility vehicles, equipment leases, and rentals for path maintenance                                                                                                                    | 529,563.32          | 519,649.51           | 510,859.72          | 484,885.82         | 469,615.33          | 434,815.40          | 374,857.87          |
| CREDIT CARD FEES & BANK FEES            | 47,233.44             | Credit card processing fees (75% of sales at 2.5% fee)                                                                                                                                                                                                    | 66,057.57           | 74,329.27            | 52,737.70           | 64,987.22          | 46,071.70           | 32,722.03           | 42,018.58           |
| PRINTING & PUBLICATIONS                 | 2,120.00              | Printing tickets, registration, program course signs, golf tickets, etc.                                                                                                                                                                                  | 6,786.37            | 8,889.21             | 768.23              | 8,624.68           | 2,691.94            | 3,327.20            | 1,765.82            |
| EQUIPMENT PURCHASES <\$5K               | 10,280.00             | General Small equipment replacement - Golf Course Maint \$5.6K; rental clubs \$5K                                                                                                                                                                         | 30,078.52           | 25,652.76            | 23,280.00           | 6,597.26           | 7,134.73            | 7,253.51            | 8,690.97            |
| INTEREST EXPENSE                        | 0.00                  |                                                                                                                                                                                                                                                           | 0.00                | 0.00                 | 0.00                | 0.00               | 0.00                | 0.00                | 0.00                |
| TOTAL OPERATING EXPENSES                | 3,648,486.61          |                                                                                                                                                                                                                                                           | 3,351,843.40        | 3,143,757.03         | 3,395,559.95        | 2,883,038.76       | 2,590,818.90        | 2,478,713.81        | 2,646,362.71        |
| <b>OPERATING INCOME</b>                 | <b>(1,312,297.46)</b> |                                                                                                                                                                                                                                                           | <b>(673,730.08)</b> | <b>(351,809.69)</b>  | <b>(753,882.63)</b> | <b>(11,925.49)</b> | <b>(302,877.90)</b> | <b>(809,381.69)</b> | <b>(729,310.39)</b> |



**Jekyll Island Authority Hiring Incentive Plan**

**Effective: 7/1/2023**

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

**Hiring Incentive Plan Guidelines for FY24:**

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

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

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

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

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

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

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

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

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## **Jekyll Island Authority Goal Based Incentive Plan**

**Effective: 7/1/2023**

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

### **Goal Based Incentive Plan Guidelines for FY24**

The goal-based plan is developed to encourage the department Managers, Assistant Managers and Directors to manage multiple aspects of their budget including revenue, cost of goods sold %, labor % and total expenses.

Manager and Assistant Manager positions are eligible for the goal-based incentive plan as listed below:

- Guest Information Center Manager & Assistant Manager
- GSTC Gift Shop Manager
- Life is Good Manager
- Museum Gift Shop Manager
- Remember When Manager
- Museum Tours Manager
- Summer Waves Sales & Operations Managers
- Campground Manager & Assistant Manager
- Assistant Golf Pro
- Mini-golf Manager

Director positions eligible for the goal-based incentive plan:

- Director of Retail Operations
- Director of Golf
- Director of Historic Resources

This incentive is available to salaried Managers, Assistant Managers and Directors for the retail shops or amenity locations listed above. The incentive is not available to hourly or part time Managers or Assistant Managers.

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

- The Manager, Assistant Manager and Director positions will be eligible for an incentive payment as noted below. Potential incentive amounts available are as follows: 100%=\$5,000.00; 50% = \$2,500.00; 25% = \$1,250.00.
  - Guest Information Center – Manager 100%; Assistant Manager 50%; Director of Retail 25%
  - GSTC Gift Shop – Manager 100%; Director of Retail 25%
  - Life is Good – Manager 100%; Director of Retail 25%

- Museum Gift Shop – Manager 100%; Director of Retail 25%
  - Remember When Gift Shop – Manager 100%; Director of Retail 25%
  - Museum Tours – Manager 100%; Director of Historic Resources 25%
  - Summer Waves Gift Shop – Director of Retail 100%
  - Summer Waves Operations – Operations Manager 100%; Revenue Manager 100%
  - Campground – Manager 100%; Assistant Manager 50%; Director of Retail 25%
  - Golf – Assistant Golf Pro 100%; Director of Golf 25%
  - Mini-golf Manager 100%
- To be eligible for the incentive amounts noted above, Actual Net Income must reflect a favorable variance from the Budgeted Net Income of at least 5% for the fiscal year.
  - For departments with retail sales, the goals are broken down into 4 sections each worth 25% of the eligible incentive amount. For departments without retail sales, the allocation for the 3 applicable sections are worth 33% each of the eligible bonus amount.
    - Revenues – must be in excess of budget for the fiscal year
    - Cost of goods sold % - must be less than budget or no more than 1.5% higher than budget for the year.
    - Labor as a % of revenue – must be less than budget or no more than 1.5% higher than budget for the year.
    - Expenses – must be equal to or less than budget for the year (expenses increased in proportion to revenue increases will be considered)

**Payment:** The maximum incentive payment allowed for each employee is \$5,000.00 per year. The incentive shall be awarded in the fall of each year between August and November for the prior fiscal year. Payments will be included as bonus pay in the pay period issued and will be taxed accordingly. Bonus pay shall not be included as earnable compensation for determining retirement benefits.

**Eligibility:**

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

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

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

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**Jekyll Island Authority Performance Incentive Plan**

**Effective: 7/1/2023**

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

**Performance Incentive Plan Guidelines for FY24**

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

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

**Eligibility:**

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

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

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

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

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

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

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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** FY 2023 CAPITAL EQUIPMENT AND PROJECTS REQUESTS  
**DATE:** 6/13/2023

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Net Operating Income for Fiscal Year 2023 has been significantly better than anticipated. As a result, our bottom line is currently \$5.9M better than the FY 2023 year-to-date budget.

The Management team is requesting funding for the capital equipment and projects listed on the attached spreadsheet.

In summary, the attached requests include:

|                                    |                       |
|------------------------------------|-----------------------|
| Equipment purchases                | \$ 769,350.00         |
| Building and Amenity Improvements  | \$ 545,000.00         |
| Wayfinding signage                 | \$ 250,000.00         |
| Beach Crossovers                   | \$ 240,000.00         |
| Summer Waves Parking Lot           | \$ 700,000.00         |
| Golf Practice range safety fencing | \$ 300,000.00         |
| Project Contingency funds          | \$ 300,000.00         |
| JIF Donation for GSTC expansion    | \$ 350,000.00         |
| Golf Improvement funds             | \$ 855,000.00         |
| <b>Total</b>                       | <b>\$4,309,350.00</b> |

A summary of the funding available for these requests is as follows:

|                         |                       |
|-------------------------|-----------------------|
| Current year income     | \$3,821,150.00        |
| Fire Equipment Fund     | \$ 13,200.00          |
| Public Improvement Fund | \$ 475,000.00         |
| <b>Total</b>            | <b>\$4,309,350.00</b> |

## Capital Equipment and Projects Requests

June 20, 2023

| Project                                               | Amount              | Department               | Funding                  | Comments                                                                                                              |
|-------------------------------------------------------|---------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Equipment:</b>                                     |                     |                          |                          |                                                                                                                       |
| Workman with dump bed                                 | 26,000.00           | Landscape Planning       | Current year funds       | Transport materials and supplies to project sites                                                                     |
| Air Compressor                                        | 5,900.00            | Vehicle Maintenance      | Current year funds       |                                                                                                                       |
| Buffalo Blower (Dual)                                 | 18,250.00           | Roads and Grounds        | Current year funds       | Blowing debris off 23+ miles of bike path off 2x/week                                                                 |
| Workman with dump bed                                 | 26,000.00           | Roads and Grounds        | Current year funds       | Blowing debris off 23+ miles of bike path off 2x/week                                                                 |
| Shade sail at Mini-golf                               | 19,000.00           | Mini-golf                | Current year funds       | Improved customer satisfaction                                                                                        |
| Used Cushman's or golf carts                          | 24,000.00           | Multiple                 | Current year funds       | 6 carts with dump bed coming off golf cart lease                                                                      |
| Smart Kiosk - hardware                                | 60,000.00           | Marketing                | Current year funds       | Wayfinding signage in Beach Village                                                                                   |
| Computers - replacement of 119 computers              | 110,000.00          | Administration           | Current year funds       | 119 need replacement (25 are 8-9 years old)                                                                           |
| Ride-on Vacuum cleaner                                | 9,900.00            | Convention Center        | Current year funds       | More efficient vacuuming at the center                                                                                |
| Ride-on Carpet cleaner w/ attachments                 | 17,000.00           | Convention Center        | Current year funds       | For cleaning carpets and furniture at center                                                                          |
| Vintage-styled Model-T electric cart                  | 17,000.00           | Museum                   | Current year funds       | Revenue opportunity - private tours, weddings, etc                                                                    |
| Trolley trailer with handicapped access               | 23,600.00           | Museum                   | Current year funds       | Increase capacity of tours due to increased business                                                                  |
| Ambulance Stretcher retrofit                          | 13,200.00           | Fire Department          | FD Equipment Fund        | Retrofit old stretcher so it can be used in both ambulances                                                           |
| Electronic road signs (solar operated) (3 for \$114K) | 113,500.00          | Administration           | Current year funds       | Signage for high traffic days, emergencies, etc                                                                       |
| Top dresser and Workman                               | 54,000.00           | Landscaping              | Current year funds       | Will be used for top dressing turf - efficiency improvement                                                           |
| Truck with service body                               | 25,000.00           | Landscaping              | Current year funds       | Will replace irrigation van                                                                                           |
| Everest Ice and Water machine                         | 61,000.00           | Campground               | Current year funds       | Campground ice sales, in store and from machine                                                                       |
| GPS Tracker units for JIA vehicles                    | 26,000.00           | Vehicle Maintenance      | Current year funds       | Monitoring of staff usage, mileage, fuel usage, etc                                                                   |
| Vehicles - replacements                               | 120,000.00          | JIA-wide                 | Current year funds       | general vehicle replacement of older vehicles                                                                         |
| <b>Total Equipment requests</b>                       | <b>769,350.00</b>   |                          |                          |                                                                                                                       |
| <b>Projects:</b>                                      |                     |                          |                          |                                                                                                                       |
| Storage space for supplies & equipment                | 40,000.00           | Landscape Planning       | Current year funds       | DOT shed is too small for current needs                                                                               |
| Obstacle at Mini-golf                                 | 20,000.00           | Mini-golf                | Current year funds       | Replacement of worn out obstacles                                                                                     |
| Metal storage building and concrete pad               | 120,000.00          | Landscaping              | Current year funds       | Needed to house landscaping equipment at DOT shed                                                                     |
| Farmhouse shed kit                                    | 13,000.00           | Landscaping              | Current year funds       | Building to be used for plant sales instead of tent/table                                                             |
| Project contingency fund                              | 300,000.00          | JIA-wide                 | Current year funds       | Will allow us to complete previously approved projects which are being impacted by increased material and labor costs |
| Deck replacement at Red Bug Pizza/Mini-golf           | 34,000.00           | Mini-golf                | Current year funds       | Replace decking that is worn and needs to be replaced                                                                 |
| Deck replacement at Guest information Center          | 18,000.00           | Guest Information Center | Current year funds       | Replace decking that is worn and needs to be replaced                                                                 |
| Wayfinding signage                                    | 250,000.00          | Island-wide              | Current year funds       | Update Island signage and Historic District signage                                                                   |
| Summer Waves Parking Lot                              | 700,000.00          | Summer Waves             | Current year funds       | Pave parking lot & add landscaping at SW parking lot                                                                  |
| Golf practice range safety fencing                    | 300,000.00          | Tennis Center            | Current year funds       | Additional fencing to prevent golf balls on tennis courts                                                             |
| Mini-golf & Bikes ticket area renovation              | 300,000.00          | Mini-golf & bikes        | Current year funds       | Remodel ticket area for mini-golf & bikes and add new restrooms                                                       |
| Crossovers (3)                                        | 240,000.00          | Island-wide              | Current year funds       | Add 3 new crossovers                                                                                                  |
| JIF Donation for GSTC expansion                       | 350,000.00          | GSTC                     | Current year funds       | 2nd installment of 5 year pledge (\$1.75M) for GSTC expansion campaign                                                |
| Golf Improvements fund                                | 475,000.00          | Golf                     | Public Improvement Funds | Grass and other improvements for Pine Lakes; in addition to \$1.4M previously approved for golf improvements          |
| Golf Improvements fund                                | 380,000.00          | Golf                     | Current year funds       | Amount set aside for golf improvements; in addition to \$1.4M previously approved for golf improvements               |
| <b>Total Project requests</b>                         | <b>3,540,000.00</b> |                          |                          |                                                                                                                       |
| <b>Total</b>                                          | <b>4,309,350.00</b> |                          |                          |                                                                                                                       |

| Fund Source             | Estimated Available Funds | Funds Requested | Balance of Funds | Comments                                                  |
|-------------------------|---------------------------|-----------------|------------------|-----------------------------------------------------------|
| Public Improvement fund | 475,000.00                | 475,000.00      | -                | Available funds applied towards golf improvement projects |
| Fire Department         | 86,000.00                 | 13,200.00       | 72,800.00        | Estimated available funds remaining after FY23            |
| Tourism Development     | 320,000.00                | -               | 320,000.00       | Estimated funds remaining after Westin pmt in FY24        |
| Water/Wastewater fund   | 480,727.00                | -               | 480,727.00       | Estimated available funds remaining after FY23            |
| Current Year funds      | 4,300,000.00              | 3,821,150.00    | 478,850.00       | Estimated contribution to cash reserves in FY23           |



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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** SOUTHERN TENNIS ASSOCIATION GRANT  
**DATE:** 06/20/2023

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The Jekyll Island Tennis department has been awarded a 2023 ATCC Player Experience Grant for \$400.00 grant from the Southern Tennis Association (USTA Southern). There are no matching funds required for this grant.

The grant can be used for food and supplies for tournaments to enhance player experience.

Staff requests the Board's consideration in accepting the grant award from the Southern Tennis Association in the amount of \$400.00.

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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** COPIER LEASE – APPROVAL REQUEST  
**DATE:** 6/13/2023

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Our current copier lease with Canon Solutions America expires on July 31, 2023.

The Canon copiers are covered under the State copier contract and include free toner and maintenance of the equipment.

The copier provider we have chosen for the new lease is Ashley Business Solutions. This company was founded in Tifton, Georgia and has stores in 7 cities in South Georgia. They have a store in Brunswick and will provide local technicians for maintenance and support of the copiers.

The lease is for 14 copiers for a total of \$2,043.92 per month, plus copy charges. The copy charges are \$0.00854 per page for black & white copies and \$0.04142 per page for color copies.

Staff is requesting Board approval of the proposed copier lease for Canon copiers through Ashley Business Solutions for \$2043.92 per month, plus copy fees as summarized above.

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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** GOLF CART & UTILITY VEHICLES LEASES – APPROVAL REQUEST  
**DATE:** 6/13/2023

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Our current golf cart and utility vehicle lease will expire on June 30, 2023.

The proposed new leases would be for golf carts, ranger carts, utility vehicles and an 8-passenger cart for the Museum. The supplier of the equipment is EZ GO Division of Textron Inc. and the lease would be through Wells Fargo Financial Leasing Inc.

#1 – Golf carts – lease is for 160 golf carts for rental at the Golf Club House plus 4 ranger carts. The lease term is for 60 months and will begin August 1, 2023. The lease amount will be \$19,516.00/mo. for year one, \$20,172.00/mo. for year two, \$21,484.00/mo. for year three, \$22,468.00/mo. for year four and \$23,452.00/mo. for the fifth and final year of the lease.

#2 – Cushman gas utility vehicle – lease is for 1 gas utility vehicle for the Park Services department. It will be used to transport cleaning and bathroom supplies and equipment in the parks and picnic areas as well as in the Historic District. The lease term is for 60 months and will begin July 1, 2023 with a monthly lease amount of \$229.63.

#3 - Cushman 8-passenger vehicle – lease is for 1 electric utility vehicle for the Museum department. This vehicle will be used for tours and transportation of staff around the Historic District. The lease term is for 60 months, which will begin August 1, 2023 with a monthly lease rate of \$277.50.

#4 – Cushman Haulers – lease is for 1 gas utility vehicle for the Campground to service the new campsites and 13 gas utility vehicles for Golf Course Maintenance for carrying supplies and materials on the golf courses. The lease term is for 48 months, beginning July 1, 2023 with a monthly lease rate of \$2,673.64.

#5 – Cushman Hauler – lease is for 3 electric utility vehicles for Golf Course Maintenance for use on the golf courses. The lease term is for 60 months, beginning July 1, 2023 with a monthly lease amount of \$679.60.

Staff is requesting Board approval of the leases as summarized above.

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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** APPROVAL OF UPDATED AMERIS BANK SIGNATURE CARDS  
**DATE:** 6/20/2023

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Signature cards for our accounts at Ameris Bank need to be updated due to the retirement of Jones Hooks and the hiring of Mark Williams as the new Executive Director of the Jekyll Island Authority.

Bank accounts at Ameris include our disbursing account, payroll accounts, and health insurance account, as well as several other deposit only accounts and smaller checking accounts. It is important that these signature cards are updated as soon as possible to avoid any delays in payments to vendors and employees.

If approved, this change will be effective July 1, 2023 and the approved authorized check signers for all Ameris Bank accounts will be as follows:

Mark Williams, Executive Director

Noel Jensen, Deputy Executive Director

Jenna Johnson, Director of Human Resources

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

|                                                |                       |
|------------------------------------------------|-----------------------|
| Section: Human Resources Standards of Practice | Section: 4.8          |
|                                                | Effective Date:       |
| Subject: Donated Leave                         | Original Date: 4/1/00 |
|                                                | Revision Dates:       |

**STANDARD**

The Jekyll Island-State Park Authority (JIA) establishes criteria and standards for the donation of paid leave from one employee to another and for the solicitation and use of such leave by the receiving employee.

**PRACTICE GUIDELINES**

A. **Scope:** This policy is applicable to all regular, full-time status, benefit-eligible employees who have been continuously employed in a full-time role with the Jekyll Island-State Park Authority for at least twelve (12) consecutive months.

B. **General:**

1. The donation of leave is strictly voluntary, employees requesting donated leave may not solicit donations outside of the donated leave process administered through Human Resources.
2. The identity of donors is confidential and will not be provided by individuals administering the donation process to the recipient or to any other individuals unless necessary to administer the donation or required by law.
3. Donated leave can only be credited to an employee of the JIA. JIA employees cannot donate leave or receive donated leave from non-JIA employees.
4. Donated leave may only be requested and used only for purposes related to a medical hardship and, if eligible, will run concurrently with the Family and Medical Leave Act. If eligible, the recipient will be placed on available FMLA with or without a request from the employee.
5. All donated leave (annual and sick) is credited to a recipient’s sick leave balance.

C. **Ineligible for Donated Leave:**

1. No employee may use donated leave for any job-related accident or illness which is compensable under Workers’ Compensation benefits.
2. While receiving any other form of payment (from any source) to include disability benefits or Social Security disability benefits.
3. For injury or disability incurred while committing an act defined as criminal under the laws of the State of Georgia.
4. Use for FML associated with bonding following the birth or adoption of a child, or for placement of a child for foster care.
5. For intermittent absences due to the requirement to be on leave without pay for 80 consecutive hours before soliciting donated leave.
6. No employee shall use donated leave during the period of any disciplinary suspension or during the 12-month period following the completion of disciplinary action taken for leave abuse or misuse.

**D. Leave Donor:**

1. Must be a JIA employee in active pay status in a position entitled to earn and use leave.
2. Have been continuously employed for not less than 12 months by the JIA in a position entitled to earn leave.
3. Donations must be made in whole hours with a minimum donation of one hour.
4. A single donor may contribute no more than a total of 120 hours of combined annual and sick leave during any one calendar year.
5. The donor must have a minimum of 120 hours of combined annual and sick leave remaining immediately following the donation.
6. The donor shall sign an authorization form for the deduction of leave from his/her accrual, assigning it to the recipient and surrendering any further claim to the donated leave. The authorization form shall be sent to the Director of Human Resources.
7. May not donate to a recipient that has not been authorized to receive leave donations.
8. May not donate leave unless the solicitation has been approved and distributed.
9. May not donate leave after submitting their resignation or have applied for retirement.

**E. Leave Recipient:**

1. To be eligible to solicit and use donated leave, in connection with a medical hardship, the recipient must be employed by JIA in a position entitled to earn and use leave.
2. Has been continuously employed, for not less than 12 months, by JIA in a position entitled to earn leave, as of the date a request to solicit donated leave is filed with Human Resources.
3. The recipient may use donated leave for absence due to personal illness or injury, except for reasons noted under section 3 above, that result in the employee's inability to perform the essential functions of their job.
4. The recipient may use donated leave to care for a qualifying family member only when the qualifying family requires care. The recipient may no longer use donated leave when the qualifying family member is no longer disabled, is deceased, or while the recipient settles personal or family estate matters following the death of a family member.
5. The recipient must have exhausted all available accrued leave, including forfeited leave, and any available compensatory time and have been on *authorized leave without pay for at least 80 consecutive hours* to be eligible for donated leave.
6. The recipient initially may use no more than 200 donated leave hours per occurrence. Additional use of sick leave from donations shall be requested by the recipient and approved for compliance with these policies by the recipient's supervising Director and the Director of Human Resources. Additional medical certification may be required.
7. Multiple donations are permitted for the same recipient; however, no recipient may be credited with more than 1040 hours of donated leave in any consecutive 2-calendar year period.
8. Prior to returning from the use of donated leave for personal illness or injury, the recipient shall furnish medical authorization releasing the employee to return to work and with or without accommodations for normal work duties.
9. Upon the recipient's return to duty, any unused donated leave shall be returned to the donor pro-rata as the same type of leave originally donated. Pro-rata returns will be in whole hours; any partial hours will be lost.

***F. Donated Leave Request and Approval:***

1. To request donated leave, the recipient shall complete the designated request form which shall include a specific statement of the medical problem, and medical certification from a physician or licensed healthcare provider, with the projected absence in days, weeks, or months. It is the recipient's responsibility to obtain the required medical certification.
2. If an employee is unable to complete the request forms due to personal illness or disability, a designee may do so.
3. Approval by the recipient's Director and Director of Human Resources must be granted before donated leave may be requested and initially used by the recipient.
4. The Human Resources department, upon final approval to request donated leave, shall assist the recipient in developing a request announcement. All request announcements shall be communicated by the Human Resources department to all Authority departments in a conspicuous location. Request notices shall be posted for not less than 14 calendar days.
5. The recipient may formally request donated leave to their Director and/or Director of Human Resources no more than 40 days prior to the requested beginning date of donated leave status.

**COMPLIANCE:** Employees are expected to comply with the guidelines of this policy. Any violation of this procedure shall be considered misconduct and subject to disciplinary action, up to and including separation from employment and/or removal from the Donated Leave program.

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

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# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

|                                                                         |                                                                       |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Section: Human Resources Standards of Practice                          | Section: 5.5                                                          |
|                                                                         | Effective Date:                                                       |
| Subject: Uniform Dress Code,<br>Personal Appearance and Grooming Policy | Original Date: 4/25/93<br>Revision Dates: 6/12/00,<br>9/15/14,5/17/23 |

### **STANDARD**

The Jekyll Island Authority (JIA) believes proper grooming, personal hygiene, and uniform compliance are essential to identify employees to the public and to present a positive, professional image of Jekyll Island to our guests. All employees are expected to take pride and care in their personal appearance, dress, and grooming. This policy is established to convey JIA-wide expectations for a professional standard of appearance for all employees. Each department will maintain and provide uniform guidelines applicable to its departmental operation and safety needs.

### **PRACTICE GUIDELINES**

#### **A. *General Uniform and Clothing Standards***

1. All employees are expected to use good judgment in the selection of clothing for work that is acceptable for the workplace and maintains a professional image for our various guests and customers. If there is any doubt whether a particular item is appropriate, do not wear it.
2. Footwear must be worn at all times. Appropriate footwear will be determined by the business purpose of the department.
3. Employees are expected to maintain work clothing in good condition, free from tears, stains, and odors.
4. When attending organization meetings and/or training, all employees are required to wear their uniform shirt or business casual attire. Formal meetings, such as board meetings, require professional attire.
5. Employees in positions requiring JIA uniform shirts are required to wear uniforms during all work hours and are not permitted to wear uniform shirts to non-work events and/or social gatherings.

#### **B. *JIA Issued Uniforms and Name Badges:***

1. JIA-issued name badges must be worn at all times, on the right-hand side of the chest. JIA will provide name badges; however, employees who excessively request replacement badges may be required to pay for replacements.
2. Department supervisors will provide uniforms to each employee whose job requires a uniform.
3. Uniforms **may not** be accessorized other than wearing company-issued pins, tags, and logo.
4. JIA-issued uniforms must be in good repair, fit properly and be clean prior to engaging in activities in public view.
5. Employees are expected to care for and treat assigned uniforms with care in an effort to maintain a professional and neat appearance. Employees who do not properly care for assigned uniforms may be required to pay for replacement uniforms.



6. The Authority will make every attempt to provide an adequate number of uniforms for each employee based on the expected number of days worked per work week. Employees are required to return used uniforms prior to being issued new ones.
7. Upon termination of employment, employees shall return all uniforms issued by the Authority prior to receiving their last paycheck.

**C. *Additional dress/grooming guidelines:***

1. **Hygiene:** All employees are expected to maintain personal cleanliness by bathing regularly. Practice personal hygiene habits such as brushing teeth and using deodorant/antiperspirant to minimize body odors.
2. **Hair:** Must be arranged neatly, and of a natural hair color. Hair may be dyed, tinted, or highlighted in any color which could naturally occur in human hair. Striping, spots, or dying of color other than natural tones is prohibited.
3. **Facial hair:** Must be maintained neatly and groomed accordingly. Additional restrictions may be added by the department manager in order to maintain an appropriate level of safety.
4. **Perfume:** Perfume, colognes, grooming aids, etc. should be used conservatively. These can cause allergic reactions and respiratory difficulties for others.
5. **Cosmetics:** If worn, must be subtle and complement the skin tone and features. Colors and shades should be understated rather than overwhelming in application, tasteful, conservative, and natural in appearance. Nail polish should be of matching color and free from chips.
6. **Jewelry:** Must be discreet and conservative in appearance. It must not interfere with the employee's job performance and/or create a safety hazard. Objects, articles, jewelry (including ear lobe expanders), or ornamentation of any kind shall not be inserted, attached to, or through the skin if visible on the tongue, any part of the mouth, cheek, forehead, or eyebrow. Two (2) sets of reasonably sized earrings may be worn in each ear lobe. A small single (1) stud may be displayed in one (1) nose if it does not exceed 2mm in size. Any non-conforming piercing insert shall be removed, covered, or replaced with a clear insert.
7. **Tattoos:** Body art in the form of tattoos and other skin pigment alterations is a personal choice. While working, tattoos that could be offensive, disturbing, or distracting to our guests or other employees shall be covered and non-conspicuous. Additional restrictions may be added by the department manager in order to maintain an appropriate level of appearance or professionalism.
8. **Other Body Alterations:** Intentional body alteration or modification for the purpose of achieving a visible, physical effect that disfigures, deforms or detracts from a professional image is prohibited. Examples include but are not limited to, tongue splitting, tooth filing, and earlobe expansion.

**F. Safety:** Safety is the priority, clothing, footwear, and accessories must not interfere with the operation of equipment or otherwise cause unsafe conditions. Personal/Protective safety equipment must always be worn when such equipment is required. Personal Protective Equipment (PPE) includes, but is not limited to; helmets, safety glasses, lifting vests, chemical spray suits, hair nets, special shoes/boots, gloves, fluorescent vests, etc.

**G. Exceptions:** Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public.

**COMPLIANCE:**

Department managers and Human Resources will determine acceptable attire and footwear for each department consistent with the business operation and/or safety needs of the department. Managers are responsible for enforcing dress code standards in their areas of responsibility. This includes counseling employees whose appearance and/or hygiene is inappropriate.

Any employee whose appearance does not meet these standards will be counseled and may be sent home, without pay, to correct the problem.

Noncompliance with any portion of this policy or failing to adhere to specific standards and interpretations of the manager will be subject to disciplinary action, up to and including termination of employment.

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# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

|                                                |                       |
|------------------------------------------------|-----------------------|
| Section: Human Resources Standards of Practice | Section: 3.1          |
|                                                | Effective Date:       |
| Subject: Attendance Records                    | Original Date: 4/1/00 |
|                                                | Revision Dates:       |

**STANDARD**

Each Manager shall be responsible for the appropriate attendance of all employees in that department and shall keep complete attendance records. Attendance records shall be maintained by each Manager and shall be retained in accordance with JIA Record Retention schedules.

**PRACTICE GUIDELINES**

1. Employees are required to maintain time records showing times of arrival and departure.
2. Employee time records shall indicate the purpose for overtime. Overtime shall be approved in advance by appropriate supervisors.
3. Time records will be reviewed and approved by supervisors who have knowledge of the time worked and shall certify that he/she has reviewed the record and that it is accurate and complete.
4. Falsification of time records is grounds for disciplinary action up to and including dismissal.
5. Time records shall accurately and completely reflect the use of annual leave, sick leave, other types of leave, and compensatory time earned and used. Such information will be reported as part of the employee’s official time record.
6. Attendance records should include, at minimum, the following information: annual leave, sick leave, holiday leave, compensatory leave, other leave, and hours worked.
7. Appropriate notes are to be added to hours coded to annual and/or sick leave indicating the reason for leave use.
8. For timecard edits, supervisors are expected to include an appropriate notation explaining the reason for editing and/or adding timecard entries.
9. Records of hours worked beyond scheduled work hours and/or overtime will include the purpose of hours worked.
10. These time records shall be kept on file by Human Resources in accordance with the record retention schedule.

**COMPLIANCE:** Employees are expected to comply with the guidelines of this policy. Employees who fail to follow the provisions of this policy are subject to appropriate disciplinary action, up to and including termination of employment.

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

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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR  
**SUBJECT:** RFP # 375 AWARD TO ROSS GOLF DESIGN, LLC  
**DATE:** JUNE 20, 2023

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### **Background**

JIA Staff assembled a five-person selection committee to review written proposals submitted for RFP#375 for the New Great Dunes Golf Course Design. The selected firm will be responsible for leading the JIA in designing the Great Dunes 18-hole golf course with the understanding of what this course restoration means for Jekyll Island.

JIA received seven responsive bids, and four candidates were selected for interviews. These firms were:

- Ross Golf Design, LLC
- Beebe & Associates/Dasher Inc.
- Richard Mandell Golf Architecture
- Vincent Design

After the formal interviews, the selection team ranked each team on six criteria and found that Ross Golf Design, LLC had the highest aggregate score. The Ross team impressed JIA staff with their ability to explain a fresh concept for the Great Dunes course while retaining and restoring the original Walter Travis design.

Ross Golf Design, LLC's proposal listed the project's total cost at \$480,000.

### **Recommendation**

Staff recommends awarding RFP 375 Golf Course Architecture Services to Ross Golf Design, LLC of Austin, Texas.

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**MEMORANDUM**

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** YANK MOORE, DIRECTOR OF CONSERVATION  
**SUBJECT:** RFP # 377 AWARD TO DESIGN WORKSHOP  
**DATE:** JUNE 20, 2023

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**Background**

JIA Staff assembled an eight-person selection committee to review written proposals submitted for RFP#377 for the Ecological Planning and Design. The selected firm will be responsible for leading the JIA in design and planning for the Conservation Areas designated in the Golf Improvement Plan with a focus on the wildlife corridor on the current back 9 of Oleander Golf Course.

JIA received six responsive bids and four candidates were selected for interviews. These firms were:

- Design Workshop
- Biohabitats
- Pond
- RES

After the formal interviews, the selection team ranked each team on 13 criteria and found that Design Workshop had the highest aggregate score. The team impressed JIA staff with strong visual design, passive recreation opportunities, and a complete deliverables package.

**Recommendation**

Staff recommend awarding RFP 377 Ecological Planning and Design Services to Design Workshop, of Raleigh, North Carolina.



**MEMORANDUM**

TO: COMMITTEE OF THE WHOLE  
FROM: MARIA L. HUMPHREY, LEASE MANAGER  
DATE: JUNE 20, 2023  
RE: SECOND AMENDMENT TO REVISED AND RESTATED HOTEL GROUND  
LEASE FOR JEKYLL HOLIDAY INN

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The Jekyll Holiday Inn Hotel sits at 701 N. Beachview Drive, Jekyll Island, Georgia (the “Leased Premises”). The hotel is currently owned by Jekyll Island Beachfront Hotel, LLC (“JIBH” or “Lessee”), and together with the Leased Premises, is subject to the ground lease (the “Ground Lease”). JIBH has negotiated a proposal to add additional land to their Ground Lease that had been encroached on since before the Lessee owned the property.

Within the space that is not currently within the Leased boundaries is an additional monument sign to the south, a shower, landscaping, walkways, and seven feet of the hot tub deck and pump equipment on the eastern side of the parcel currently used by the Lessee. The total area to be added to the Lease parcel is 1.068 acres.

Factors that support the request include that this space has been used by the hotel for an undetermined amount of time; That removal of some of the encroaching facilities would be difficult to accomplish; That incorporating the already used area into the Lease will mitigate risk to JIA from the encroachment and use of the additional area; and that the Authority will receive a substantial benefit (rent) for leasing this area.

Sign Encroachment. Lessee also proposes to permit an existing monument sign for the Holiday Inn Hotel that is located within the Beachview Drive right of way.



Action Item. Before you is a proposed amendment (the “Proposed Amendment”) incorporating an additional 1.068 acres into the current Leased parcel. This Proposed Amendment contains the following three additional items:

1. The Proposed Amendment incorporates the 1.068 acres +/- of land within the boundaries of the Leased Premises;
2. The Proposed Amendment increases rent from \$185,500.56 to \$213,439.44 per year initially to capture the 1.068 acres added to the Leased Premises (i.e., \$2,180 per acre at 8.159 acres instead of 7.091 acres); and,
3. The Proposed Amendment documents and permits the existing Holiday Inn Hotel monument sign within the Beachview Drive right of way and provides for its removal and relocation upon the happening of certain events.

### **RECOMMENDATION**

Staff recommends approval of the Proposed Amendment.

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**MEMORANDUM**

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**TO:** COMMITTEE OF THE WHOLE

**FROM:** MARIA L HUMPHREY, LEASE MANAGER

**SUBJECT:** FOURTH AMENDMENT TO RENTAL AGREEMENT FOR T-MOBILE SOUTH LLC

**DATE:** JUNE 20, 2023

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**Background.**

Jekyll Island Authority (“Landlord”) and T-Mobile South, LLC, a Delaware limited liability company (“Tenant”), entered that rental agreement dated January 01, 2005 (the “Rental Agreement”) for the use of Landlord’s water tank, for placement of telecommunication equipment, at 101 Bond Avenue, Jekyll Island. The provisions of the Rental Agreement allow the Tenant to swap or exchange equipment from time to time as necessary to upgrade and modernize their antennas. There have been three previous amendments to the Rental Agreement.

**Request.**

Before you is a proposed Fourth Amendment to the Rental Agreement intended to allow the Tenant to exchange their equipment placed upon the water tower. When executed, the Fourth Amendment will insert a new Exhibit “A” in the Rental Agreement showing the equipment and placement location according to construction documents authored by Tower Engineering Professionals, of Raleigh, NC, certified by Joshua H. Carden, registered engineer No. PE047153, dated June 30, 2022. Except as affected by the Fourth Amendment, the terms of the Rental Agreement remain unchanged.

Staff recommends approval of the amendment.





**MEMORANDUM**

TO: COMMITTEE OF THE WHOLE  
FROM: MARIA L. HUMPHREY, LEASE MANAGER  
DATE: JUNE 20, 2023  
RE: FIRST AMENDMENT TO RENTAL AGREEMENT

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**BACKGROUND**

BELLSOUTH TELECOMMUNICATIONS, LLC, a Georgia Limited Liability Company, d/b/a AT&T Georgia, (the “Tenant”), has leased a site at 320 Captain Wylly Road for its telecommunication services since August 1, 1998. The rental agreement will expire July 31, 2023. There is a tower located on the site that is subleased to a cellular carrier that has given notice of termination of the sublease. The Rental Agreement requires that if the tower is no longer being used it must be removed within six months. Because there is currently an osprey nest at the top of the tower the sublessee has not vacated the tower and will not be able to remove their equipment until the nesting season has concluded.

**REQUEST**

Before you is a proposal to extend the current Renata Agreement for 1year to expire on July 31, 2024. This extension will maintain the status quo with the Lessee while it prepares a plan for the tower and negotiates terms on a longer-term Lease.

**RECOMMENDATION**

Staff recommends approval of the 1-year extension of the Rental Agreement under the same terms.



**MEMORANDUM**

TO: COMMITTEE OF THE WHOLE  
FROM: MARIA L. HUMPHREY, LEASE MANAGER  
DATE: JUNE 20, 2023  
RE: RECISSION OF FIRST AMENDMENT TO LEASE FOR BEACH HOUSE RESTAURANT

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**BACKGROUND**

The Beach House Restaurant sits at 715 N. Beachview Drive, Jekyll Island, Georgia (the “Leased Premises”). The restaurant is currently owned by Jekyll Restaurant Owner, LLC (“Lessee”), a wholly owned subsidiary of Jekyll Holdings, LLC (“JRO” or “Lessee”), and together with the Leased Premises, is subject to the ground lease (the “Ground Lease”).

As part of the Assignment dated August 30, 2022, the Lease was transferred to the Lessee. As a condition to the approval of the Assignment certain terms that were part of a Memorandum of Understanding (“MOU”), which this Board approved at its December 14, 2021, meeting and which the parties executed that day were to be completed. The MOU set forth certain terms, one of which was to rescind the First Amendment to the Lease Agreement. Rescission of the first amendment to the Lease requires action by the Board to be completed.

The First Amendment that is being rescinded was executed at the request of the previous owner’s lender and as such is no longer relevant to the performance of the Lease.

**RECOMMENDATION**

Staff recommends approval of the Rescission Amendment, which will be consistent with the Board’s previously approved MOU (All other terms of the Lease shall remain applicable and in force).

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**MEMORANDUM**

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**TO:** COMMITTEE OF THE WHOLE

**FROM:** C. JONES HOOKS, EXECUTIVE DIRECTOR

**SUBJECT:** 2022 SPLOST AGREEMENT WITH GLYNN COUNTY

**DATE:** JUNE 20, 2023

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Background.

On March 15, 2022, this Board approved a recommendation and request to Glynn County for four Jekyll Island capital projects to be placed in the one-percent Glynn County 2022 Special Local Option Sales Tax (2022 SPLOST) project list. These projects included: 1) Fishing Pier Renovations with an estimated cost of \$1,201,000; 2) Bike Path Completion (from Jekyll Island to the Guest Information Center with an estimated cost of \$502,255; Design and Permitting Package for Driftwood Bike Path Rehabilitation with an estimated cost of 245,000; and 4) Sanitary Sewer Line Repairs with an estimated cost of \$1,156,000 (collectively, the “JIA Projects”). The total estimated cost for all JIA Projects was \$3,104,255.00.

Glynn County voters approved the 2022 SPLOST in a referendum on November 8, 2022. The JIA Projects were included in Tier 1 Status Projects in the total amount of \$3,100,000.00. Collections for the 2022 SPLOST began in April 2023 and will end in March 2029 (6 years). Glynn County received its first 2022 SPLOST monthly revenue on May 31, 2023 from the Department of Revenue.

Request.

Before you is the 2022 SPLOST Agreement with Glynn County to address the distribution of the 2022 SPLOST funds for the JIA Projects. This Agreement, which substantially tracks a prior 2016 Special Local Option Sales Tax agreement, provides that JIA must use the 2022 SPLOST funds for the JIA Projects. Under the proposed Agreement, each month during the term, JIA will receive approximately three percent (3%) of the 2022 SPLOST funds deposited by the Department of Revenue with Glynn County remaining after the County’s monthly distribution to the City of Brunswick under their intergovernmental agreement for sharing 2022 SPLOST funds. The Agreement will expire upon the later of (i) the disbursement of the last dollar of 2022 SPLOST funds contemplated by the Agreement, or (ii) the completion of the JIA Projects.

Staff recommends approval of the amendment.

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, May 23, 2023 at the Jekyll Island Club Resort Morgan Center and via teleconference.

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

Members Absent: Commissioner Mark Williams  
Mr. Ruel Joyner

Key Staff Present: Jones Hooks, Executive Director  
Noel Jensen, Deputy Executive Director  
Marjorie Johnson, Chief Accounting Officer  
Jenna Johnsons, Director of Human Resources  
Alexa Hawkins, Director of Marketing  
Yank Moore, Director of Conservation  
Dennis Gailey, Director of Public Safety  
Zach Harris, General Counsel  
Maria Humphrey, Lease Manager  
Anna Trapp, Executive Assistant

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

Chairman Atkins called the committee session to order at 9:30 a.m. All Board members were present in-person except for Commissioner Mark Williams and Mr. Ruel Joyner who were both absent.

No public comments were received online prior to this meeting.

### **I. Legislative Committee**

Glen Willard, Chair

- A. Mr. Willard, Legislative Committee Chair, introduced the Honorable Rick Townsend, Georgia House of Representatives of the 179<sup>th</sup> District. Representative Townsend presented Jones Hooks, Executive Director, Georgia House Resolution 690 which highlights Hooks's service to Jekyll Island during his fifteen-year tenure. Rep. Townsend spoke to Hooks's vision for Jekyll Island and how significant that vision was to the successful revitalization of Jekyll Island.

There were no public comments.

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

Bob Krueger, Chair

- A. Yank Moore, Director of Conservation, provided a brief update on the Beach Prairie Project and restoration. The partnership with Georgia Audubon continues as they received a grant of \$42,000 to further conservation and grassland restoration efforts on Jekyll

Island. This grant will fund an additional three acres of beachfront maritime grassland in front of Holiday Inn Resort. The news of this grant prompted the Savannah Morning News to publish a story highlighting Jekyll's conservation efforts.

There was one public comment:

- Ben Carswell, Jekyll Island resident and former JIA employee, spoke to Mr. Hooks's pivotal and transformative role in the environmental conservation of Jekyll Island State Park. Carswell highlighted Hooks's leadership and how that leadership fundamentally transformed and strengthened the culture of JIA, emphasizing Hooks's support of having a dedicated voice for Jekyll Island conservation on the JIA executive staff. Carswell thanked Jones for his dedication and stewardship.

### **III. Finance Committee**

Bill Gross, Chair

A. Mr. Bill Gross, Finance Committee Chair, summarized the April Financials including an overview of Revenues, Expenses, Net Operating Cash, Traffic Statistics, and Hotel Revenues for the month.

- Revenues were \$3,535,864.
- Expenses were \$2,578,758.
- Net Operating Cash Income was \$957,106.
- Total Traffic Counts were 131,089 vehicles.
- Year to date revenues reported by hotels totaled \$21.9 million.

B. Jones Hooks, Executive Director, presented the funding request for Mercer Clinic FF&E for consideration. He first noted that the buildout of the facility is on schedule to turn over the keys to Mercer in June. However, the Department of Community Affairs (DCA) has not decided on whether or not to award JIA funds for the clinic's necessary furniture, fixtures, and equipment (FF&E) through DCA's OneGeorgia Rural Innovation Grant which the JIA submitted an application for in October 2022. The DCA Board has deferred the application since their November 2022 meeting. The original requested amount total of \$450,000, but Mercer was able to secure an x-ray machine, reducing the requested amount to \$259,809.45. The next DCA meeting will be held at the end of June 2023, and DCA agreed in January that if JIA spent the money for FF&E and were awarded the requested grant, it could be reimbursed.

In order to keep the project on schedule, while JIA waits to hear a final decision from DCA, Hooks requested the Board approve \$259,809.45 plus a 10% contingency for the remaining FF&E needs.

A motion to recommend approving up to \$285,790.40 from current year funds to be used for purchasing specific FF&E needed for the Mercer Medical Clinic on Jekyll Island, was made by Mr. Wilkinson and seconded by Mr. Krueger. The motion carried unanimously.

There were no public comments.

#### **IV. Human Resources Committee**

Buster Evans, Chair

- A. Jenna Johnson, Director of Human Resources, presented updates to the Pay Plan Policy. Updates to this policy includes clarification of the hiring ranges established between the minimum and mid-point of the pay range which is determined by the required and preferred qualifications for the position as well as clarification of the considerations of previous earned merit increases when determining the pay for current employees who apply for other positions within the JIA.

A motion to recommend approving the updated Pay Plan Policy was made by Mr. Kruger and seconded by Wilkinson. The motion carried unanimously.

- B. Jenna Johnson, Director of Human Resources presented updates to the Performance Management Policy. The purpose of this revision was to bring the outdated electronic procedures up-to-date and reflect JIA's current practices. The updates also clarify when performance evaluations are expected to be completed, to align with fiscal year budget planning.

A motion to recommend approving the updated Performance Management Policy was made by Mr. Gross and seconded by Mr. Wilkinson. The motion carried unanimously.

- C. Jenna Johnson, Director of Human Resources, presented updates to the Conduct and Performance Policy. Updates to this policy include the inclusion of examples of expected behavior and examples of behavior that would be considered inappropriate.

A motion to recommend approving the updated Conduct and Performance Policy was made by Mr. Krueger and seconded by Mr. Gross. The motion carried unanimously.

There were no public comments.

#### **V. Marketing Committee**

- A. Alexa Hawkins, Director of Marketing, presented the department's report.
- Jekyll Island was featured in several publications including:
    - Trip Advisor's "5 Trips to book with your tax refund this year"
    - People magazines "25 Things to Do Eat & See". Watching the sunset at Driftwood Beach was listed at number 19.
    - Good Day Atlanta filmed a segment on Jekyll Island featuring Historic Resources, the Georgia Sea Turtle Center, and the Jekyll Island Club Resort.
  - The Sea Turtle Season campaign has launched. Promotions for this campaign include:
    - Paid digital media and Search Engine Marketing
    - Dedicated e-blasts to leisure subscribers
    - Media tours of summer programming
    - Co-op placements with Golden Isles CVB
    - Co-op placements with Explore Georgia
  - A new billboard was created for Summer Wave. The non-traditional billboard style was designed in-house and created in collaboration with the billboard company.
  - JIA participated in a Georgia CVB student project. A 4<sup>th</sup> grade student from Blue Mound, IL picked Georgia for his class project, and the JIA Marketing team sent him a Junior Ranger Guide along with a few extra Jekyll Island branded items.

Jones Hooks, Executive Director, further highlighted the publication features Hawkins mentioned. He thanked the Marketing Team for their efforts in ensuring Jekyll Island is the subject of positive destination driven features.

There were no public comments.

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

- A. Zach Harris, General Counsel, presented the Jekyll Island Convention Center Management Agreement Renewal for consideration. The fifth amendment to the qualified management agreement for Jekyll Island Convention Center with SMG, which is a subsidiary of ASM Global, one of the most successful and largest venue management companies in North America. This proposed amendment clarifies that the management term is extended through June 30, 2024 and will be automatically renewed for five years as of January 1, 2024, and it will be subject to JIA's right to extend for an additional five year terms commencing on July 1, 2029. This fifth amendment clarifies language that was already approved in the fourth amendment and removed ambiguity.

A motion to recommend approving the fifth amendment to the qualified management agreement for the Jekyll Island Convention Center was made by Mr. Kruger and seconded by Mr. Wilkinson. The motion carried unanimously.

- B. Dennis Gailey, Director of Public Safety presented the Renewal Contract with Glynn-Brunswick 911 Center for consideration. The proposed agreement allows the Glynn Brunswick 911 Center (GB 911) staff to dispatch the Jekyll Island Fire Department (JIFD) units directly from the 911 center instead of forwarding calls to GSP Radio Operators for final dispatch. This agreement started in the fall of 2021 and has improved response times, expedited emergency communications, and enhanced mutual aid operations for the JIFD units. The funding for this agreement is included in JIA's Fiscal Year 2024 proposed budget.

A motion to recommend approving and renewing the Dispatching Services Agreement with the Joint Public Safety Communications Department was made by Mr. Willard and seconded by Mr. Wilkinson. The motion carried unanimously.

- C. Jones Hooks, Executive Director, introduced members from Innisfree Hotels based in Gulf Breeze, Florida. After hearing that Innisfree Hotels was interested in purchasing Hampton Inn and Suites on Jekyll Island, JIA staff met with the company's leadership team including the founder, Julian MacQueen, CEO and president, Ted Ent, and CFO, Brooks Moore. Moore and Ent were present at the Board meeting. Ent provided the Board with background on Innisfree Hotels which was founded in 1985 with the vision of creating a company that allowed employees to be the same person at work as they are at home. The company began as a motel company, but MacQueen saw an opportunity to focus on beachfront properties or properties with immediate beach access that are also family oriented. Innisfree considers itself a triple bottom line company, focusing on people, planet, and prosperity. The company is also committed to reducing their carbon footprint, and through implementing a sustainability department, they emphasize conservation, which is vital for a beach community. Jekyll Island will be the tenth east coast property operated by Innisfree. They currently have properties in Amelia Island, Surfside, South Carolina, Hutchinson Island, and Cocoa Beach.

Maria Humphrey, Lease Manager, presented the assignment of the Hampton Inn & Suites from the current lessee Peachtree Hotel Group to Innisfree Holdings, LLC. Humphrey



confirmed that a background check had been completed, and staff recommends approval of the assignment.

A motion to recommend approving the assignment of all rights under the Lease from PHVIF II Jekyll Island, LLC, the current lessee of Hampton Inn & Suites, to HAMJI Hospitality, LLC, was made by Dr. Evans and seconded by Mr. Krueger. The motion carried unanimously.

- D. Zach Harris, General Counsel, presented an amendment to the Summer Waves Management Agreement with SCS Resort Management, LLC (SCS). Steve Sharpe is the principal for SCS and has managed Summer Waves successfully since 2007, and he has performed beyond the expected standard of operation. The proposed amendment raises the base management fee from: \$7,277 to \$7,834 per month, adds an automatic renewal period of one year following expiration of the regular term, and adds a right of termination for convenience in favor of SCS (during the renewal term only). All other terms of the agreement would remain the same.

A motion to recommend approving the amended Management Agreement with SCS Resort Management, LLC., increasing the monthly base management fee to \$7,834 was made by Mr. Gross and seconded by Mr. Krueger. The motion carried unanimously.

- E. Zach Harris, General Counsel, presented the First Amendment to the lease with Tortuga Jack's, LLC (Tortuga's). The 2015 lease containing the legal description of the premises refers to an "Exhibit A", which was inadvertently omitted from the executed copy and neither the landlord (JIA) nor tenant (Tortuga's) have been able to locate it. Additionally, the square footage referenced in the lease of 6,000 square feet does not accurately reflect the actual area of the premises proposed in the original Request for Proposal or the area currently utilized by Tenant.

The proposed amendment will insert a new Exhibit "A" in the lease showing the premise according to a survey prepared by Shupe Surveying. This survey captures the approximate 18,405 square feet of area used by the tenant. Additionally, the First Amendment clarifies the parties' respective maintenance obligations regarding specific elements of the building.

Jones Hooks, Executive Director, provided background information, reminding the Board that the JIA previously operated the restaurant, but through an RFP the current lessee was selected. He noted that the lease has been problematic from the beginning, resulting in three in-house counsels and the Attorney General's office weighing in on the interpretation of current lease language. Hooks and Harris hope that the proposed amendment will resolve the ambiguity in the lease and decrease the amount of staff time spent on the lease.

A motion to recommend approving the first amendment to the lease with Tortuga Jack's LLC was made by Mr. Krueger and seconded by Mr. Gross. The motion carried unanimously.

- F. Noel Jensen, Deputy Executive Director presented a Memorandum of Agreement with The Cottages at Jekyll Island Homeowners Association, Inc. (The Cottages) for consideration. The Cottages have begun rebuilding their crossovers and during that process they asked if the JIA would be willing to cost share on a crossover to be built at Tallu Fish Lane. This crossover would serve The Cottages, Jekyll Island residents, and Jekyll Island guests. The total project cost is \$32,200, and it is proposed that the JIA pay 50% of that cost through approval of the presented MOA.



A motion to recommend approving the MOA with The Cottages and allocating \$16,100 to construct the Tallu Fish crossover from the FY23 capital budget was made by Mr. Willard and seconded by Mr. Krueger. The motion carried unanimously.

- G. Jones Hooks, Executive Director, presented an update on the Amphitheater Market Assessment that was created by the DLR Group of Cleveland, Ohio. He reminded the Board that DLR Group was chosen through the RFP process and the assessment was to take place in two phases: first a feasibility study and secondly a design phase, if reactivation was determined feasible in the first phase.

Hooks provided history on the amphitheater, explaining that, according to a 1972 Atlanta Constitution article, the amphitheater was built following an agreement over State appropriations within the Georgia General Assembly. After the amphitheater was built, performances were held there and enjoyed by guests. However, mosquitos and unfavorable weather tended to lessen the experience.

Hooks provided examples of active and passive amphitheaters. An active amphitheater would be the St. Augustine that focuses on frequent productions. A more passive amphitheater would be the one in Albany, Georgia, which is smaller allowing for more personal events and not constantly activated. The DLR Group's assessment includes potential benefits and impacts of a reactivated amphitheater on Jekyll. A benefit would be an opportunity to provide an after-hours activity or experience for guests. However, the location of the site (proximity to residents) and capacity and parking restraints need to be considered. Throughout the assessment a vision of a lower scale amphitheater seems to appear with a focus on guests who are already staying on Jekyll, opposed to operating a venue to attract more people to the Island.

Hooks recommended not moving to a second phase of the project at this time until more research and assessment can be completed by staff to create a more comprehensive outlook.

Mr. Willard asked how the project would be funded, and Hooks anticipated it would be the responsibility of the JIA. Mr. Krueger asked about the kind of programs or events that could be held at an outdoor amphitheater that couldn't be held in the current Convention Center. Hooks explained that live music opportunities would be an attraction. He also noted that the assessment considers a reactivated amphitheater could be operated by the current convention center management group and would offer an alternative venue to groups visiting Jekyll.

- H. Noel Jensen, Deputy Executive Director, presented the Operations Update highlighting several project updates:
- Campground bathhouse construction continues. One in the existing campground is completely functional and utilized by campers. The interior structures are complete for the second bathhouse, and they are finishing up the electrical and plumbing. The third is under construction. Once the second and third bathhouses are complete, an existing bathroom will be demolished to build a fourth bathhouse. All four bathhouses will be identical in design.
  - The Public Safety Facility project is underway. Footings have been dug allowing vertical construction to begin in the next couple of weeks. Submittals for doors and hardware continue to be approved. Additionally, Georgia State Patrol has acquired the funding to construct their canopy for patrol car parking.

- The causeway bike path to the Guest Information Center (GIC) is underway. The path will be split between asphalt and concrete to ensure a smooth transition from the existing incomplete bike path to the path extension to the GIC.
  - The airport terminal project will be delayed. The received bids for the project were grossly over budget which would leave the JIA responsible for any costs over \$717,000. POND will redraw the building design to lower construction costs, and GDOT Intermodal agreed to allow JIA to receive the previously allotted funds in fiscal year 2025. Jensen emphasized that this project is only paused, and it will continue in fiscal year 2025.
- I. Jones Hooks, Executive Director, presented the Executive Director’s report which included the following highlights:
- Sites are being considered for food trucks to operate on Jekyll Island. Historically, food trucks were only allowed during festivals, but with the continuing issue of lack of eating capacity on Jekyll Island, this is being considered as a solution. The two potential locations are Ocean View Beach Park and Great Dunes Beach Park. The food truck operators would be licensed with the JIA, restricted to just the designated locations, and required to serve meals opposed to snack foods or just sweets.
  - The JIA Finance Committee Budget Meeting is scheduled for June 1, 2023 at 9:30 a.m.
- J. For the sake of time, Chairman Atkins refrained from providing comments.

There was one public comment:

- Al Tate, Jekyll Island resident, spoke on the Jekyll Island Amphitheater, supporting the use of the amphitheater site in an educational capacity.

The Chairman continued directly into the JIA Board Meeting.

**The Jekyll Island State Park Authority (JIA) Board Meeting**  
**May 23, 2023**

The Board Meeting was called to order at 11:09 a.m., and all members were present in-person except for Commissioner Williams and Mr. Joyner who were absent.

**Action Items**

1. Mr. Krueger moved to accept the minutes of the April 18, 2023 Board Meeting as presented. The motion was seconded by Mr. Willard. There was no discussion, and the minutes were unanimously approved.
2. The recommendation from the Finance Committee to approve up to \$285,790.40 from current year funds to be used for purchasing specific FF&E needed for the Mercer Medical Clinic on Jekyll Island carried by unanimous approval.
3. The recommendation from the Human Resources Committee to approve the updated Pay Plan Policy carried by unanimous approval.
4. The recommendation from the Human Resources Committee to approve the updated Performance Management Policy carried by unanimous approval.
5. The recommendation from the Human Resources Committee to approve the updated Conduct and Performance Policy carried by unanimous approval.
6. The recommendation from the Committee of the Whole to approve the fifth amendment to the qualified management agreement for the Jekyll Island Convention Center carried by unanimous approval.

7. The recommendation from the Committee of the Whole to approve and renew the Dispatching Services Agreement with the Joint Public Safety Communications Department carried by unanimous approval.
8. The recommendation from the Committee of the Whole to approve the assignment of all rights under the Lease from PHVIF II Jekyll Island, LLC, the current lessee of Hampton Inn & Suites, to HAMJI Hospitality, LLC carried by unanimous approval.
9. The recommendation from the Committee of the Whole to approve the amended Management Agreement with SCS Resort Management, LLC., increasing the monthly base management fee to \$7,834 carried by unanimous approval.
10. The recommendation from the Committee of the Whole to approve the first amendment to the lease with Tortuga Jack's LLC carried by unanimous approval.
11. The recommendation from the Committee of the Whole to approve the MOA with The Cottages and allocate \$16,100 to construct the Tallu Fish crossover from the FY23 capital budget carried by unanimous approval.

A motion to enter executive session to discuss personnel was made at 11:16 a.m. by Mr. Krueger and seconded by Mr. Gross. The motion carried by unanimous approval. Mr. Willard was not present during the executive session.

A motion to adjourn executive session was made by Mr. Krueger and seconded by Ms. Joy Burch-Meeks. The motion carried by unanimous approval, and executive session adjourned at 11:53 a.m.

Dr. Evans made a motion to offer the position of Executive Director of the Jekyll Island Authority to Mark Williams. This offer includes base compensation of \$250,000 with a performance incentive up to \$25,000, a vehicle allowance of up to \$10,000 annually, inclusion of standard Jekyll Island Benefits, and allowance of the transfer of accrued leave from current state employment. Employment will commence on July 1, 2023 with a three-year employment agreement. Mr. Krueger seconded the motion and the motion carried by unanimous approval.

The motion to adjourn the Board Meeting was made by Mr. Krueger and seconded by Mr. Wilkinson. There was no objection to the motion and the meeting adjourned at 11:59 a.m.

The Jekyll Island State Park Authority (JIA) Board of Directors' Finance Committee met in Public Session Thursday, June 1, 2023, in the JIA Administration Conference Room located at 100 James Road, Jekyll Island and via teleconference.

Members Present: Mr. Bill Gross, Secretary/Treasurer  
Mr. Bob Krueger, Vice Chairman via Teleconference  
Dr. Buster Evans via Teleconference  
Mr. Glen Willard via Teleconference  
Mr. Joseph B. Wilkinson Jr. via Teleconference  
Ms. Joy Burch-Meeks via Teleconference  
Mr. Ruel Joyner via Teleconference

Members Absent: Commissioner Mark Williams  
Mr. Dale Atkins, Chairman

Key Staff Present: Jones Hooks, Executive Director  
Noel Jensen, Deputy Executive Director  
Zachary Harris, General Counsel  
Marjorie Johnson, Chief Accounting Officer  
Jenna Johnson, Director of Human Resources  
Katy Bryan, Accounting Director  
Alexa Hawkins, Director of Marketing  
Anna Trapp, Executive Assistant

Mr. Bill Gross, Finance Committee Chair, called the committee session to order at 9:35 a.m. Roll was called for members attending in person and those attending via teleconference, and a quorum was established. All members, except for Mr. Atkins and Commissioner Williams, were present.

No public comments were received online for this meeting.

## **I. Finance Committee**

A. Mr. Bill Gross, Finance Committee Chair, opened discussion for the Fiscal Year 2024 Proposed Budget. He stated that all Board Members were presented with a summary of the FY24 budget, which totals \$41 million, for review. He reminded everyone the responsibility of the JIA which includes running a city that is all encompassing from tourism to public works to water and sanitation as well as a conservation program that reflects the east coast and entire state of Georgia.

Jones Hooks, Executive Director, explained how inflation rates associated with health care insurance, retirement costs, labor repairs, and maintenance costs have increased the budget this year. Additionally, the state's decision to increase the salary of all state employees by \$2,000 means that Jekyll must also raise salaries to remain competitive. He asked Jenna Johnson, Director of Human Resources, to discuss challenges seen with part-time labor.

J. Johnson explained that finding part-time laborers has become increasingly difficult since the pandemic. The JIA relies heavily on part-time labor within gift shops and amenities. Due to people not looking for part-time work leaves college students and retirees, who tend to be more transient. Because of this trend, she recommends evaluating how to shift some of those part-time positions to full-time positions and increase not just the number of applicants but the

quality of employees. Hooks added that this transition will also benefit the JIA with succession planning ensuring employees have a firm grasp of JIA operations at all levels.

Proposed Rate Increases:

The discussed cost increases result in a need for rate increases. Hooks explained the proposed non-amenity rate changes for FY24:

- Parking Passes
  - Daily passes: increase from \$8 to \$10 per day
  - Daily passes - oversized vehicles Increase from \$12 to \$15 per day
  - Annual passes Increase from \$75 to \$100
  - Annual passes - oversized vehicles Increase from \$120 to \$150
  - Jekyll Island Residential Owner Discount 2 - \$25.00 coupons will be mailed to Jekyll Island residential property owners. Coupons can be used to purchase or renew annual passes between 7/1/2023 and 6/30/2024.
  - Additional fees for Event Days are recommended, which is a dynamic pricing strategy.
    - July 4th Additional \$5 charged for regular and oversized vehicles
    - Shrimp & Grits 11/3/2023 - 11/4/2023 (Fri & Sat) Additional \$5 charged for regular and oversized vehicles
    - Holly Jolly season 11/24/2023 - 1/7/2024 (Fri & Sat) (5pm - 12am) Additional \$5 charged for regular and oversized vehicles
- Fire Department
  - BLS Emergency transports Increase from \$350.00 to \$450.00 (Comparable to other area rates)
  - Specialty Care transports Increase from \$600.00 to \$850.00 (Comparable to other area rates)
  - Other EMS rates No change
- Administration
  - Residential Rental License Increase from \$30.00 to \$75.00 (due January 1) - increases to \$100.00 if paid after 3/1
- Water/Wastewater
  - Water base fees and usage fees No increase
  - Wastewater base fees and usage fees 7% increase (Begins 1/1/2024)
- Sanitation increases correlate with the Waste Management Contract
  - Base rate for regular trash pickup (1 can 1 recycle) Increase from \$32.16 to \$33.76 (\$1.60 increase per month)
  - Base rate for backyard pickup (1 can 1 recycle) Increase from \$42.69 to \$48.22 (\$5.53 increase per month)

Revenues:

Hooks continued by comparing the FY23 Revenue to the Proposed FY24 Revenue Budget. Revenues will remain approximately the same for amenities, parking fees, and leases. Utilities and Maintenance revenues are anticipated to increase from 7% to 11% due to the fee increases. Revenue from hotel taxes is expected to increase from 7% to 9% due to the occupancy trends on Jekyll. Parking fee revenues are allocated to specific items that benefit people visiting or living on Jekyll Island. This includes the entire budget for Conservation, Landscaping, Park Services, Guest Services, and Roads and Grounds as well as portions of the Sanitation, Public Safety, Special Events, Historic Preservation, and Capital Project budgets. Hooks informed the Finance Committee that the Capital Equipment and Projects requests would be presented at the June 20, 2023, Board meeting. Hooks also highlighted that 40% of revenue from the Hotel/Motel Tax can be used only for tourism, promotion, and attraction, so the remaining

Marketing budget must be paid by other JIA revenues. JIA staff has had discussions with Glynn County to increase the current County wide bed tax.

Incentive Plans

Jenna Johnson, Director of Human Resources, discussed the State required incentive plans which include a Hiring Incentive Plan, Goal Based Incentive Plan, and Performance Incentive Plan. She noted that no changes were made to the plans from the previous FY, but it is required the plans be reviewed annually to outline how the JIA would implement incentive pay.

Hooks made note that Mr. Gross and Commissioner Williams both reviewed, in detail, the budget with JIA staff the previous day.

The Finance Committee then considered the Fiscal Year 2024 Budget and its components for recommendation to the Jekyll Island Board of Directors.

1. A motion to recommend approval of the Rate Increases to the JIA Board as recommended by staff was made by Mr. Krueger and seconded by Mr. Willard. The motion carried unanimously.
2. A motion to recommend approval of the Incentive Plans to the JIA Board as recommended by staff was made by Dr. Evans and seconded by Mr. Krueger. The motion carried unanimously.
3. A motion to recommend approval of the Fiscal Year 2024 Proposed Budget and its components to the JIA Board as recommended by staff was made by Mr. Krueger and seconded by Mr. Willard. The motion carried unanimously.

Mr. Gross noted that the Fiscal Year 2024 budget, as approved by the Finance Committee, will be posted on the Jekyll Island website, and public comments will be accepted online until Monday, June 12th at noon.

Mr. Wilkinson noted that the proposed budget was well thought out by staff, and he thanked them for their efforts.

There were no public comments.

The motion to adjourn was made by Mr. Kruger and seconded by Mr. Joyner. There was no objection to the motion and the meeting adjourned at 10:13 a.m.

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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR  
**SUBJECT:** OPERATIONS MONTHLY REPORT – MAY 2023  
**DATE:** 6/12/2023

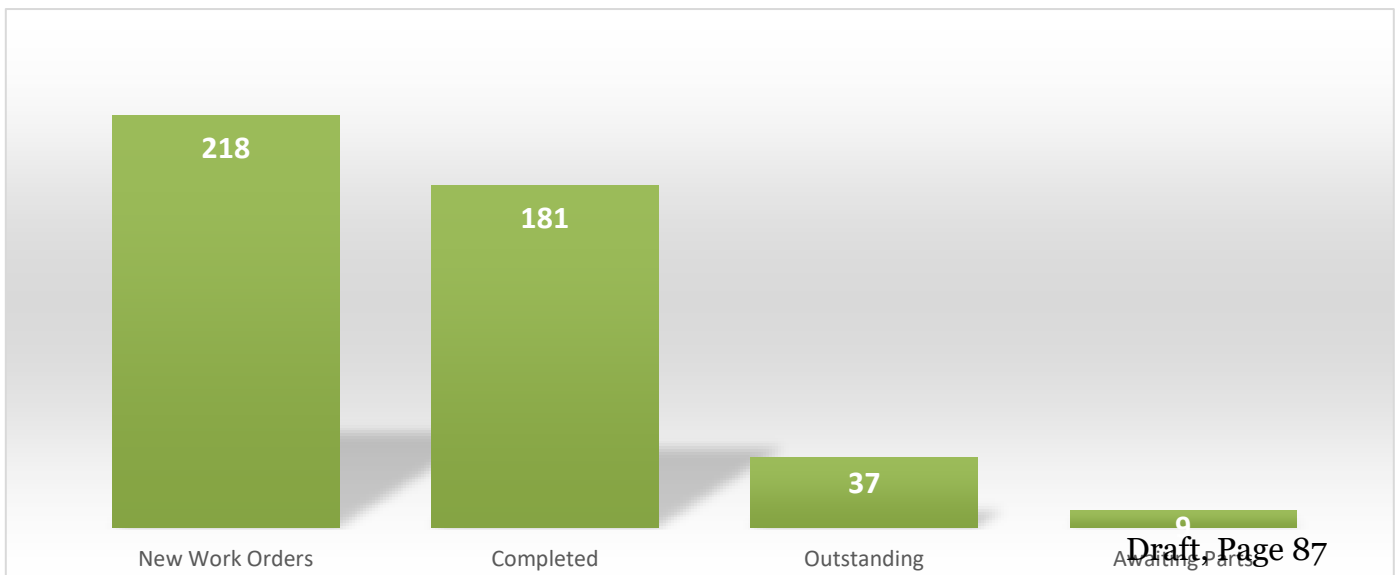
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### PUBLIC SERVICES

#### **May Highlights:**

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,340.37 gallons of 100LL aviation fuel in 47 transactions totaling \$8,563.97 in sales for the month of May.
- Campground expansion preparation continues onsite with JIA Facilities, Roads and Grounds, and Water/Wastewater staff. Bathhouse construction contractor completed bathhouse #1 and bathhouse #2. Bathhouse #3 is currently underway.
- The campground reached 91% occupancy.
- Public Safety Complex contractor Dabbs Williams has begun concrete formwork and placement of foundations. Approximately 72 cubic yards have been placed to date.
- Roads and Grounds staff completed building pads for the new Public Works building and the South Picnic area restroom facility while continuing to prep for busy summer months.
- Causeway bike path continuation to the Guest Information Center by subcontractor has been completed and is currently open to the public. The balance of this project is a GDOT and Federal Highway project scheduled for 2026.

### **Operations Department Work Orders**



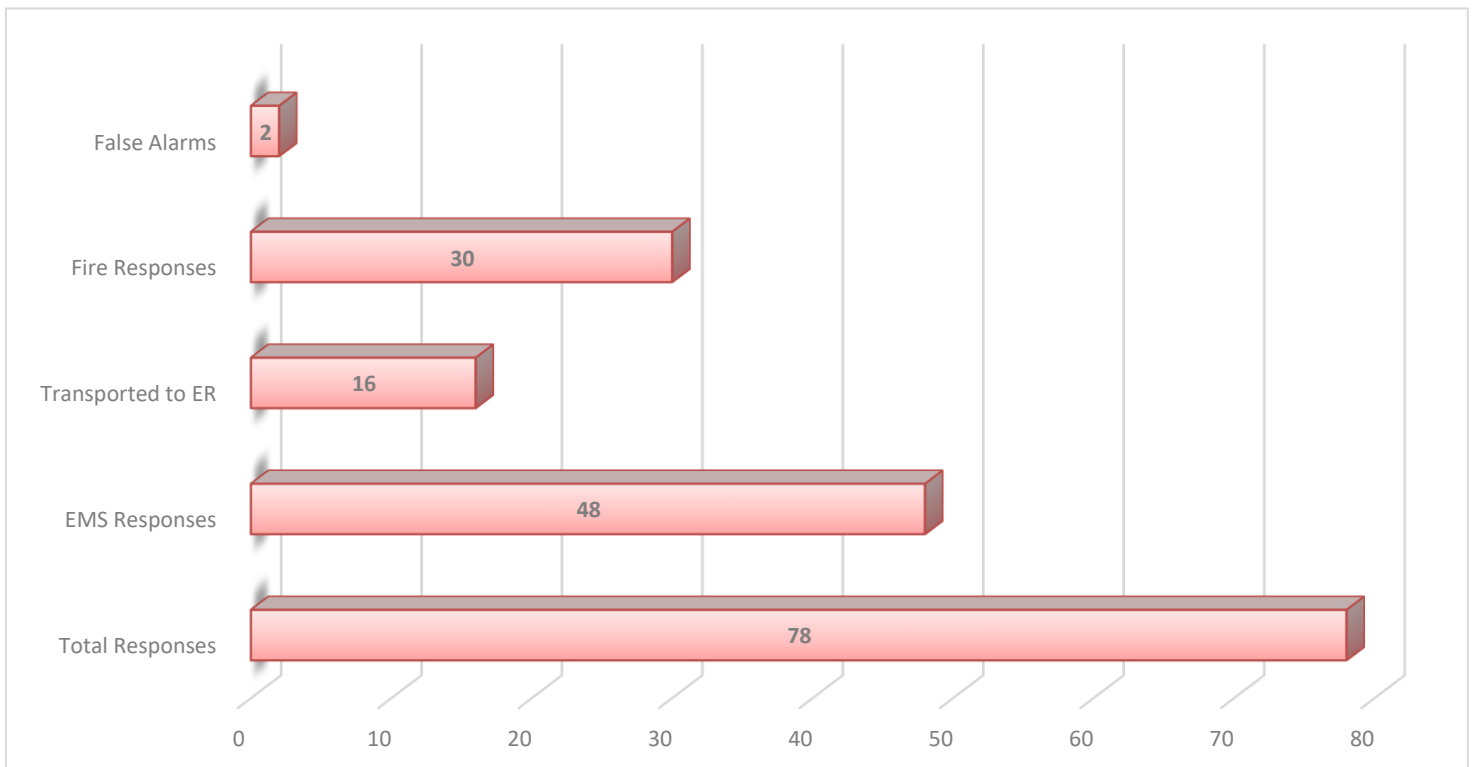


**PUBLIC SAFETY – Fire & EMS**

**May Highlights:**

- Completed 340:54 hours of staff training for the month.
- Two (2) annual inspections, one (1) re-inspection, ten (10) site visit inspections, two (2) sprinkler inspections, and three (3) alarm inspections were conducted in May.
- Fourteen (14) permits were issued, and there were three (3) complaints investigated by Code Enforcement.
- Six (6) standbys at Summer Waves Waterpark.
- Participated in Hurricane Tabletop with Glynn County EMA.
- Hired two part-time staff.
- Worked the Camp Jekyll incident.

**Jekyll Island Fire & EMS Responses**

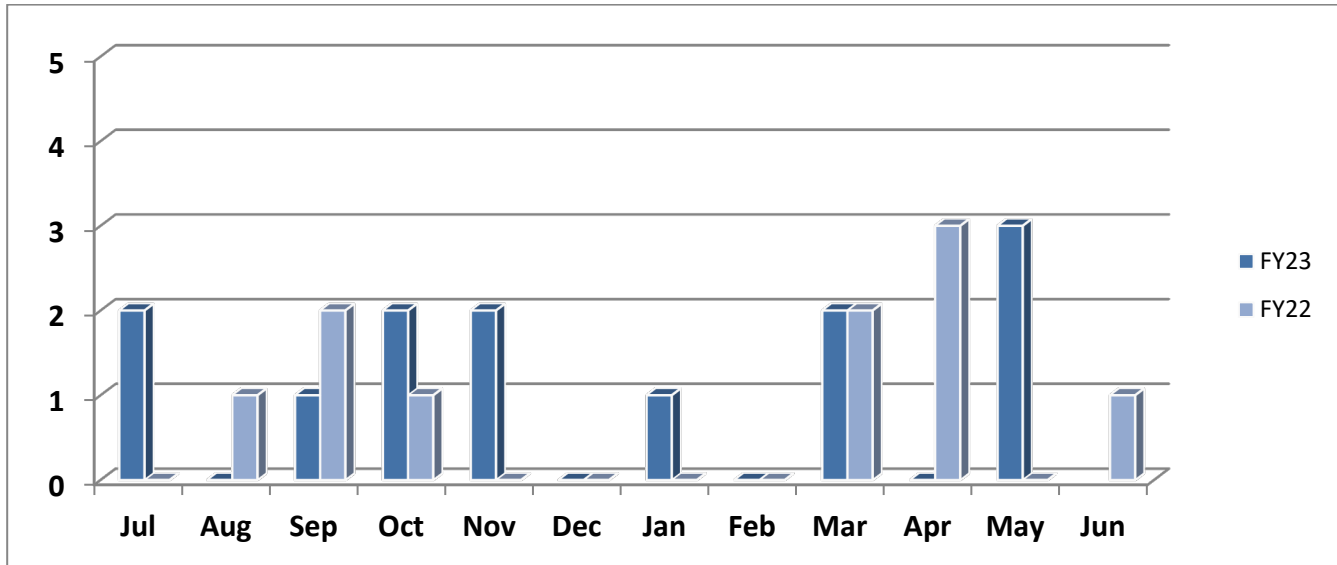




**MEMORANDUM**

**TO:** HUMAN RESOURCES COMMITTEE  
**FROM:** JENNA JOHNSON, HR DIRECTOR  
**SUBJECT:** HUMAN RESOURCES COMMITTEE REPORT  
**DATE:** 6/13/2023

**JIA Workers Compensation Claims:** (Target goal for FY23 = 9).



|             | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| <b>FY23</b> | 2   | 0   | 1   | 2   | 2   | 0   | 1   | 0   | 2   | 0   | 3   |     | 13    |
| <b>FY22</b> | 0   | 1   | 2   | 1   | 0   | 0   | 0   | 0   | 2   | 3   | 0   | 1   | 10    |

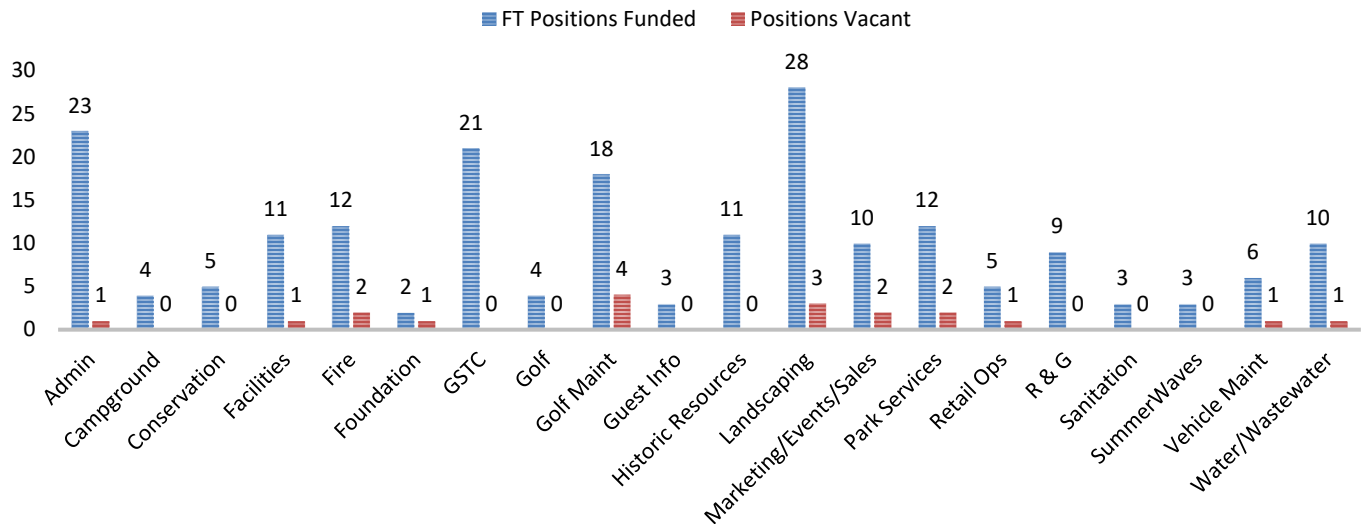
**JIA Employee Census:**

| Month | Full time | Part time | Seasonal | Interns/<br>Members | Total<br>Employees |
|-------|-----------|-----------|----------|---------------------|--------------------|
| May   | 178       | 107       | 97       | 1                   | 383                |

**Retirements:**

- **Steve Walker, Landscape, retiring after 29 years of service.**
- **Jones Hooks, Administration, retiring after 15 years of service.**

## FULL TIME STAFFING



*Full-time Staffing as of 6/12/2023*

### **Recognition:**

#### ○ **Meet our June Featured Employee: Traci Melton**



Traci Melton began working for Jekyll in October of 2021 and works as the Reservation and Membership Manager for the Georgia Sea Turtle Center. Her main job responsibilities include managing group reservations and various programs, and processing memberships. She also performs a variety of other tasks, as needed, to support the mission of the GSTC and create a positive guest experience.

Traci enjoys working with the amazing GSTC staff and having the opportunity to see all the wildlife that lives here. She said, "I am most thankful for the wonderful people that I get to work with and I'm in constant awe of the beautiful wildlife that inhabits Jekyll Island." If she could improve one thing about Jekyll, she would like to see the Georgia Sea Turtle Center expand for more space to rehabilitate patients and educate more visitors.

Outside of work, Traci has several hobbies. She enjoys traveling with her family and soon-to-be husband, getting lost in a good movie or show, playing trivia, and snuggling with her senior dog, Maggie.

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

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## MEMORANDUM

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**TO:** HISTORIC PRESERVATION/CONSERVATION COMMITTEE  
**FROM:** YANK MOORE, DIRECTOR OF CONSERVATION  
**SUBJECT:** CONSERVATION UPDATE  
**DATE:** 06/14/2023

### **Research and Monitoring**

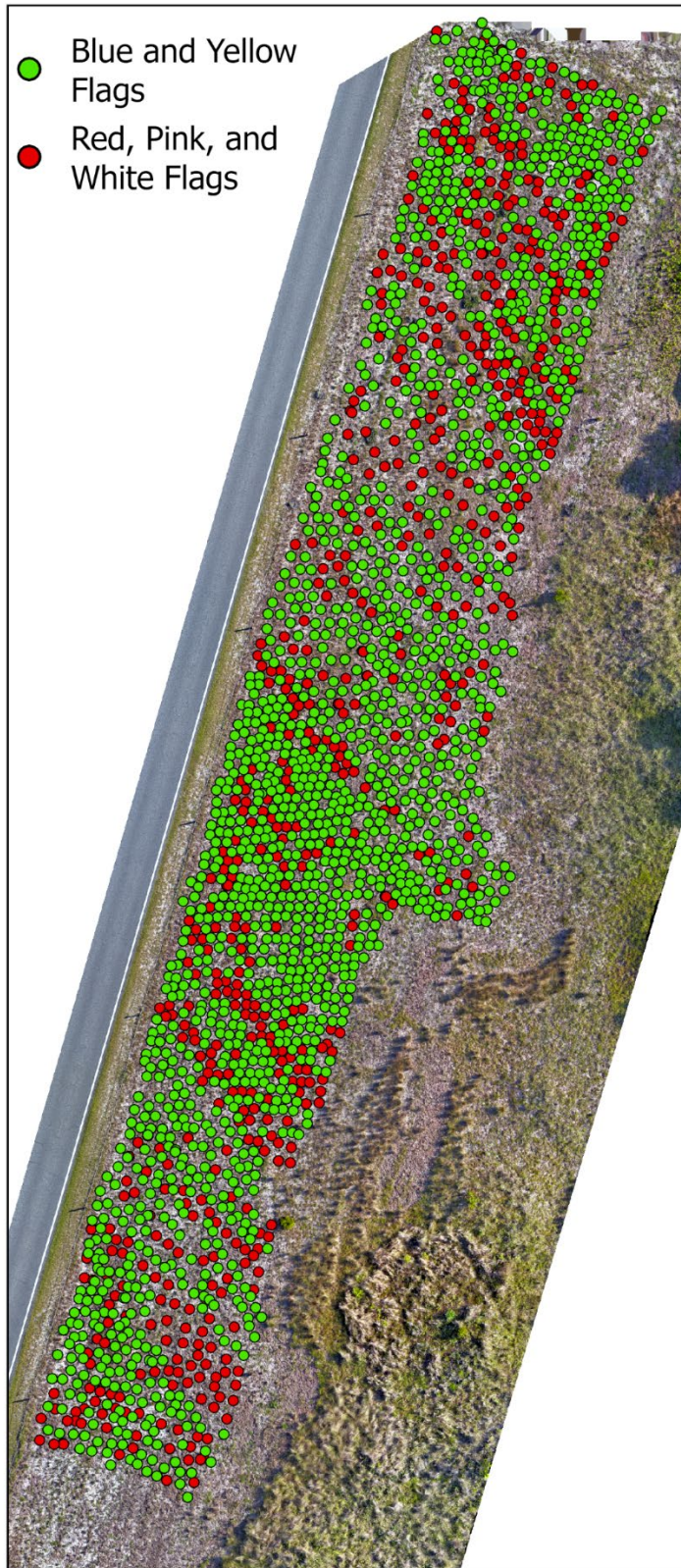
- Working with a professor at Georgia College and State University, we deployed new technology to study microscale predator movement.
- We have partnered with a Clemson University PHD candidate to evaluate the health of our alligator population and associated wetlands, focusing on ecotoxicology and microplastics.
- Yank Moore and Joseph Colbert surveyed wading bird rookeries and documented the first confirmed Roseate Spoonbill chick to hatch on Jekyll.

### **Management and Planning**

- The Conservation department with the help of the JIFD, are updating the Community Wildfire Protection Plan.

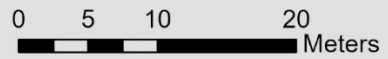
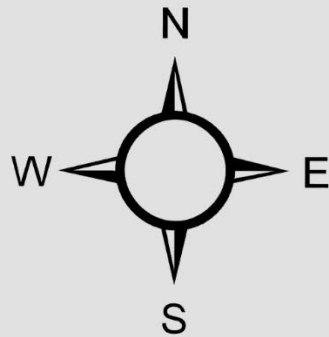
### **Outreach, Leadership, Staffing**

- Yank Moore attended a Living Shoreline Workshop on Little St. Simons Island led by the Georgia Conservancy and the South Atlantic Salt Marsh Initiative (SASMI).
- Joseph Colbert and Michael Brennan hosted a Georgia College and State University class to study field techniques related to wildlife management.
- Dan Quinn, Michael Brennan, Joseph Colbert hosted a Middle Georgia State University class interested in invasive wildlife and plant management.
- Two interns have begun summer programs to assist the conservation department answer key questions related to restoration success and wildlife movements. One is from UGA and the other is from CCGA. Currently, they have been placing flags to mark the outcome of individual plants from the beach prairie restoration. After initial review, it appears that most of the plants are still alive and are focusing resources into root expansion rather than vertical growth.



## Beachview Restoration Area

"Healthy" vs "Unhealthy" Plants



Map created by Dan Quinn on 6/13/2023 from imagery collected by DJI Mavic3 with D-RTK

Preliminary Data for the Beach Prairie Restoration

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**MEMORANDUM**

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** TOM ALEXANDER, DIRECTOR OF HISTORIC RESOURCES  
**SUBJECT:** HISTORIC RESOURCES UPDATE  
**DATE:** JUNE 20, 2023

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**Revenue**

The Historic District saw a SIGNIFICANT increase in revenue in all areas as shown in the table below. After **14 consecutive months of meeting or exceeding revenue projections**, the Historic District (including Mosaic visitation and tours, as well as special programs and events) recorded an exceptional revenue month for May-**\$154,364**. This exceeds the May 2022 of \$110,403 by \$43,961. Projections for revenue for June of 2023 also appear to be better than average as well based on recent trends and bookings of private motor coach tours. FY 2023 will be record breaking revenue year for the Historic District.

| Source                 | May 2023 Revenue |
|------------------------|------------------|
| All Admissions & Tours | \$98,581         |
| Museum Store Sales     | \$52,754         |
| Venue Leases           | \$3,029          |
| Total                  | \$154,364        |

**Recent Highlights**

- **New Educators:** Following a vacancy created with the resignation of Allison Dupuis, the previous educator, **Patrick Carmody** was hired as her capable replacement. Patrick was previously employed by the JIA as a seasonal historic interpreter. He also worked during that time as an intern as part of his graduate studies at West Georgia College. A newly created part-time educator position was created and has been filled as well. **Lucy Hatcher** has accepted this position and will join the team in July. She has a history degree from the College of Coastal Georgia.

**5 Year Internal Operations Plan:** Working with staff within and outside the Historic Resources department, an operational plan was completed to identify the plan of work for major activities across the department for the next five years. The plan establishes general goals and includes a specific list of activities to be completed. The plan breaks down this work into categories: preservation, archives & collections, curation & exhibits, education & programing, and overall operations & revenue.

- Historic Resources welcomed two summer preservation interns being funded by the Friends of Historic Jekyll Island. **Kate Dutilly** is currently completing graduate work in historic preservation with the Savannah College of Art & Design and **Josh Stinson**, who is pursuing a graduate degree in historic preservation at Southeast Missouri State University. Friends of Historic Jekyll Island has generously funded four interns during the past fiscal year.





*Josh Stinson, Preservation Intern working on a project.*

- **Moss Cottage Interior Rehabilitation:** The first phase of the interior and exhibits rehab in Moss Cottage has been completed. The painting of the downstairs curated rooms was completed by a local contractor.



*Contractor completing Moss Cottage painting.*

- **Painting Projects Completed:** Painting was completed on the Bookkeeper's Cottage on Pier Road and DuBignon Cottage. All historic structures are now on a rotating schedule for painting as part of Historic Resources operations plan.



*Painting being completed on DuBignon Cottage.*

- **June Hall McCash Presentation:** Historic Resources hosted Dr. June Hall McCash who presented to the public a presentation on the last of her Jekyll Island-based fiction books, *The Memory of Home*.



*Dr. June Hall McCash speaks to a gathering at Villa Ospo on her most recent book, The Memory of Home.*

- **Daily Beast Writer:** Historic Resources was visited by Keith Taillon, history writer for the Daily Beast and was presented with information from several department members. Topics included the overall history of Jekyll Island, the recently completed Tiffany window conservation, interesting items in the collection and the preservation of Hollybourne Cottage.

**MEMORANDUM**

**TO: COMMITTEE OF THE WHOLE**  
**FROM: MICHELLE KAYLOR, GSTC DIRECTOR**  
**SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – MAY 2023**  
**DATE: 5/1/2023**

**Admissions Comparison with Prior Year**

| <u>May 2022</u> | <u>May 2023</u> |
|-----------------|-----------------|
| 11,677          | 11,573          |

**Revenue Categories**

- May admissions \$128,757.04 was \$32,618.01 over budget.
- May concessions \$159,641.52 was \$6,641.52 over budget.
- Adoptions 125 | \$5,500.00
- Donations (General): 20 | \$1,265.00
- Memberships: 26 | \$2,974.60
- Public Programs | \$4,159.00
- School Field Trips | \$4,972.80
- Daily Programs | 239

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

Trip Advisor: 2,327 reviews, ranking GSTC #4 out of #17 Jekyll attractions.

69K Facebook Followers

Impressions: 59K

Number of Posts: 17

29.2 K Instagram Followers

Impressions: 1.3 K

Number of Posts: 10 posts, 4 stories

Events:

- Public Sea Turtle Release | May 17 | Great Dunes Park, Jekyll Island | Approx. 400 people

**Education**

- In May 17 Behind the Scenes tours were facilitated for 89 participants.
- Annie Gero joined the team in mid-May in the role of Education Interpreter I. Annie will be with us until November 2023.
- Georgia Public Broadcasting’s video series “Let’s Go Enviro” launched on 5/9. Three episodes featuring GSTC Staff are included in this series for high school students and educators.



## Research

- As of May 31, 2023, Jekyll Island has 42 loggerhead sea turtle nests incubating on its beaches.
- Beginning in June, the Research Department's revenue-generating programs, Ride with Night Patrol and Ride with Dawn Patrol, are expecting their first guests. These programs allow members of the public to join our trained biologists performing sea turtle work.

## Rehabilitation

|                             | <b>Sea Turtle</b> | <b>Other Patients</b> |
|-----------------------------|-------------------|-----------------------|
| <b>New Patients</b>         | <b>1</b>          | <b>40</b>             |
| <b>Current Patients</b>     | <b>9</b>          | <b>16</b>             |
| <b>Released Patients</b>    | <b>3</b>          | <b>4</b>              |
| <b>Transferred Patients</b> | <b>0</b>          | <b>2</b>              |
| <b>Total Since 2007</b>     | <b>1040</b>       | <b>2617</b>           |

- New seasonal Rehabilitation Associate, Ashley Fitzgerald joined the rehabilitation department.
- Diamondback terrapin nesting season is in full swing, and we currently have 10 terrapins in rehab.
- In our incubators we currently have 108 Diamondback terrapin eggs and 48 freshwater turtle eggs (Florida softshell, Yellow-bellied slider, and Common snapping turtle).

## Volunteer

May 2023 Volunteer Service hours: 491.25 hours (50.75 hours more than 2022 May)

Multiplied by the National Volunteer hourly value of \$29.95 = **\$14,713**

The first Jekyll Island Authority Volunteer Orientation took place May 6<sup>th</sup> with 21 volunteers in attendance. Six new volunteers were onboarded and have completed orientation and training at the Georgia Sea Turtle Center.



**Board of Directors Committee Assignments**  
*Effective August 17, 2022*

|                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p align="center"><b><u>HISTORIC PRESERVATION/CONSERVATION</u></b></p> <p><b>Bob Krueger, Chair</b><br/> Dale Atkins<br/> Mark Williams<br/> Joe Wilkinson<br/> Buster Evans</p> <p><u>Staff:</u><br/> Yank Moore<br/> Michelle Kaylor<br/> Cliff Gawron<br/> Tom Alexander</p> | <p align="center"><b><u>FINANCE</u></b></p> <p><b>Bill Gross, Chair</b><br/> Dale Atkins<br/> Bob Krueger<br/> Joe Wilkinson<br/> Mark Williams<br/> Buster Evans<br/> Glen Willard<br/> Joy Burch-Meeks<br/> Ruel Joyner</p> <p><u>Staff:</u><br/> Jones Hooks<br/> Marjorie Johnson</p>           |
| <p align="center"><b><u>HUMAN RESOURCES</u></b></p> <p><b>Buster Evans, Chair</b><br/> Dale Atkins<br/> Bob Krueger<br/> Joe Wilkinson<br/> Bill Gross<br/> Ruel Joyner</p> <p><u>Staff:</u><br/> Jenna Johnson</p>                                                             | <p align="center"><b><u>MARKETING</u></b></p> <p><b>Joy Burch-Meeks, Chair</b><br/> Dale Atkins<br/> Bob Krueger<br/> Glen Willard<br/> Ruel Joyner<br/> Joe Wilkinson</p> <p><u>Staff:</u><br/> Alexa Hawkins</p>                                                                                  |
| <p align="center"><b><u>LEGISLATIVE</u></b></p> <p><b>Glen Willard, Chair</b><br/> Dale Atkins<br/> Bob Krueger<br/> Bill Gross<br/> Mark Williams<br/> Ruel Joyner<br/> Joy Burch Meeks</p> <p><u>Staff:</u><br/> Jones Hooks</p>                                              | <p align="center"><b><u>COMMITTEE OF THE WHOLE</u></b></p> <p><b>Dale Atkins, Chair</b><br/> Bob Krueger<br/> Bill Gross<br/> Joe Wilkinson<br/> Mark Williams<br/> Joy Burch-Meeks<br/> Buster Evans<br/> Glen Willard<br/> Ruel Joyner</p> <p><u>Staff:</u><br/> Jones Hooks<br/> Noel Jensen</p> |