

Business Administration & Operations Activities

Update June 2020

Administration

- Received updated guidelines again from Seacoast bank for the SBA PPP loan forgiveness application. SBA has once again revised the criteria for loan forgiveness. We now have 24 weeks (instead of 8 weeks) to use the loan funds. They have dropped the required 75% of funds to be used only for payroll, health benefits, and insurance to 60%. We have been tracking all payables and payroll detail that will use for the application. Additionally we qualify for FTE Reduction Safe Harbor 1 on PPP Schedule A, therefore we no longer need to meet any FTE requirement for loan forgiveness.
- Continued to work with Lead Staff to fine tune re-opening guidelines. Per Gov. DeSantis, Phase II of reopening was announced. The Coastal Center re-opened on June 10th according to the guidelines established in our reopening document. Coordinated safety measures for reopening, such as plexiglass shields, hand sanitizer, extra disposable masks (masks will be given out if anyone forgets theirs – asking for a donation), additional signage where needed, stanchion placement, and outdoor welcome area. As we reopen we are ready to adapt should our initial plans need 'tweaking'.
- Worked with Rydan Electronics to get pricing for a live web camera POE (paid for by an Animal Care donor) from the Admissions building server to the Game Fish Pavilion. This project was expanded to install a multi camera security system. Having this type of system would allow us to let the security guard company go. This will tie into the new building security system.
- Onboarded new interns/trainee and summer camp counselors.
- Transitioning from BenefitMall payroll company to ADP. ADP took over our account and will be honoring our pricing for 1.5 years. They have enhanced payroll and reporting features (hopefully paperless paystubs).
- Filed Articles of Incorporation, Annual report, Renewed Charitable Solicitation license, Sunbiz, AIG workers comp audit (remote).
- Received confirmation that Vesta will allow us to extend our lease through the end of the year if we need to vs. signing on for another year. (our lease officially ends Sept. 30).
- Completed bi-weekly payroll, 401k, medical program, PTO admin, and weekly payables.
- Coordinate with Lindsay Zabik on varying construction related issues and payables.

Operations

- INSTALL NEW LED SPOT LIGHT IN FRONT OF OFFICE
- GET TEMP LIGHTS WORKING IN PARKING LOT
- MOVE SEA TURTLE DISPLAY AT TURTLE PAV
- REMOVE HAND RAILS AT TURTLE PAV
- ASSIST ANIMAL CARE WITH LEAKY SUPPLY PIPE
- TRACE AND TERMINATE IRRIGATION LINE
- REMOVE RAMP AT TURTLE PAV
- PREFAB NEW PIER FOR ANIMAL CARE AT FISH FEEDING AREA

- REPLACE PISTON AND RINGS IN BACK PACK BLOWER
- REPAIR LARGE DOUBLE GATE BY RESEARCH LAB
- REPLACE LOCKS AT TURTLE PAV SWITCH AND ELECTRICAL PANEL
- TRIM AND CLEAN UP LEARNING CENTER AND RYANS POINT AREA
- DIG ELECTRICAL LINE FOR CAMERA SYSTEM
- REMOVE FALLEN TREE ON NATURE TRAIL
- BUILT 31 STANCHIONS AND DISPLAY PLACEMENT
- INSTALLED PLEXIGLASS PROTECTION BARRIERS
- TRIMMED TRAIL/WEEDED