



# Bluewater Bay Municipal Benefit Services Unit

Phone: 850-664-6000 Fax: 850-664-7660

## Finance Committee Report

### Review of July 2020 FY19-20 Financials

- \$8.34 of assessments & interest was collected in June.
  - Total Y-T-D Collected - \$352,104.10
- \$0.00 Other Misc. Revenues were collected in June.
  - Total Y-T-D Received - \$8,519.31
- \$29,794.49 of expenses were incurred for the month includes the following:
  - Total Y-T-D Expense - \$230,086.71
    - Management Fee Expense – July, Aug Management Fees (\$4,400)
    - Landscape Contract – Monthly Landscape Services – Jul'20 (\$15,624.74)
    - Services Other – Landscape Irrigation (\$4,355.32)
    - Utilities – Lighting – May/Jun Services (\$1,561.36)
    - Insurance Expenses – Employment Insurance (\$2,759.93)
    - Property Appraiser – Jul-Sep'20 Taxes (\$1,089.49)
    - Office Supplies – Print Board Meeting Packages (\$3.65)

### Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	360,623.41	Cash Balance	51,141.00
Outstanding Assessments	0.00	2018/19 Reserve Funding	31,667.54
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(35,806.34)	2018 Committed Expenses	(24,149.21)
Expenditures	<u>(230,086.71)</u>	Balance Cash (Carry Over)	
<b>Subtotal</b>	<b>112,073.69</b>	Included - FYE 2019 Budget	(17,343.33)
		Playground Enhancement	(8,000.00)
Add:		Woodlands Sidewalk Project	(31,288.20)
2018 Committed Expense Funding	<u>24,149.21</u>		
<b>Balance</b>	<b><u>136,222.90</u></b>	<b>Balance</b>	<b><u>2,027.80</u></b>

**\*\* Amount includes Reserve Allocation**

**NOTE:** The final 2018-2019 year-end reconciliation has been provided by Okaloosa County on 08/06/20. Okaloosa County provided a resolution amending the fiscal year 2019 budget No.19-47.

**Committed Project Expense Funds**

**Total: \$20,399.01 (EXCLUDES **\*\*\*OTHER COMMITTED PROJECT EXPENSE FUNDS**)**

**11/12/19 Meeting**

**\$14,420.00** – David Vardaman moved to turn the sunshade project over to the County Parks Department to cover at least fifty percent of the play surface, not to exceed the current amount of \$14,420. Rich Johnson seconded the motion. Motion Approved Unanimously.

**03/10/20 Meeting**

**\$4,849.01** – Debbie Stretch moved to approve Brightview's proposal for landscape work at the traffic circle to be paid from Common Area Enhancements. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

**07/14/20 Meeting**

**\$905.00** – Debbie Stretch moved to accept proposal from Brightview to remove hawthorns and place pine straw provided ability to scale down the project not to exceed \$905.00. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

**\$225.00** – Rich Johnson moved to approve the purchase and installation of a new park bench not to exceed \$905.00. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

**\*\*Other Committed Project Expense Funds**

**06/12/18 Meeting**

**\$8,000.00** - David Vardaman motioned that MSBU would commit/allocate \$8,000.00 to the Woodlands Park project in the event the county or any other organization is willing to install playground equipment. The \$8,000 would be for the planting of shade trees at the location. Judy Griffin seconded the motion. The committed funds would be funded through the reserve account. Motion Approved Unanimously. – **Paid \$1,580.00 Y-T-D/ \$8,000.00 check from Friends of BWB deposited 01/06/20.**

**Other**

**\$31,288.20** – The Woodlands Sidewalk Project has been scheduled for Spring 2019 with a construction estimate of \$31,288.20. The OMB Director needs to be reasonably certain funds are available to prepare the Budget Resolution for the Board of County Commission to approve the budget transfer from reserves before work can be begin. – Board Approved 11/13/18.

# BLUEWATER BAY MSBU

## STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

JULY 31, 2020

ACCOUNT DESCRIPTION	Jul'20	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
<b>REVENUE</b>							
325212 - BLUEWATER BAY ASSESSMENTS	0.00	28,829.70	348,956.83	0.00	348,956.83	-3,000.43	345,956.40
* 389901 - BALANCE CASH (CARRYOVER)	0.00	0.00	0.00	17,343.33	17,343.33	-17,343.33	0.00
361101 - INTEREST	8.34	0.00	3,147.27	0.00	3,147.27	-3,147.27	0.00
366990 - OTHER MISC REVENUE	0.00	0.00	8,519.31	0.00	8,519.31	0.00	0.00
<b>TOTAL REVENUE</b>	8.34	28,829.70	360,623.41	17,343.33	377,966.74	-23,491.03	345,956.40
<b>EXPENSES</b>							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	4,400.00	2,200.00	24,200.00	0.00	24,200.00	2,200.00	26,400.00
CONSULTANT OTHER ENGINEERING	0.00	0.00	875.00	0.00	875.00	-875.00	0.00
WEBSITE MAINTENANCE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 531100 - PS CONSULTANT</b>	4,400.00	2,200.00	25,075.00	0.00	25,075.00	1,325.00	26,400.00
534607 - CS LAWN SERVICE							
LANDSCAPE CONTRACT	15,624.74	15,624.74	156,247.40	0.00	156,247.40	31,249.48	187,496.88
<b>TOTAL 534607 - CS LAWN SERVICE</b>	15,624.74	15,624.74	156,247.40	0.00	156,247.40	31,249.48	187,496.88
534900 - CS OTHERS							
COMMON AREA ENHANCEMENTS	0.00	2,348.85	0.00	20,399.01	20,399.01	7,787.20	28,186.21
CHRISTMAS TREE LIGHTS	0.00	316.67	3,715.00	0.00	3,715.00	85.00	3,800.00
LANDSCAPE IRRIGATION	4,355.32	1,250.00	5,219.32	0.00	5,219.32	9,780.68	15,000.00
TREE MAINTENANCE & REMOVAL	0.00	833.33	4,950.00	0.00	4,950.00	5,050.00	10,000.00
<b>TOTAL 534900 - CS OTHERS</b>	4,355.32	4,748.85	13,884.32	20,399.01	34,283.33	22,702.88	56,986.21
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,561.36	1,525.00	15,259.04	0.00	15,259.04	3,040.96	18,300.00
<b>Total 543003 - UTILITIES LIGHTING</b>	1,561.36	1,525.00	15,259.04	0.00	15,259.04	3,040.96	18,300.00
543010 - UTILITIES WATER & SEWER							
WATER (IRRIGATION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 543010 - UTILITIES WATER &amp; SEWER</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
545010 - INSURANCE GENERAL LIABILITY							
DIRECTOR & OFFICER LIABILITY	2,759.93	191.67	3,503.93	0.00	3,503.93	-1,203.93	2,300.00
GENERAL LIABILITY	0.00	116.67	990.00	0.00	990.00	410.00	1,400.00
<b>TOTAL 545010 - INSURANCE GENERAL LIABILITY</b>	2,759.93	308.33	4,493.93	0.00	4,493.93	-793.93	3,700.00
545901 - COMMISSIONER BONDS							
SECURITY BONDS	0.00	8.33	0.00	0.00	0.00	100.00	100.00
<b>TOTAL 545010 - COMMISSIONER BONDS</b>	0.00	8.33	0.00	0.00	0.00	100.00	100.00
546990 - RM - OTHERS							
RM - OTHERS	0.00	0.00	100.00	0.00	100.00	-100.00	0.00
<b>TOTAL 546990 - RM - OTHERS</b>	0.00	0.00	100.00	0.00	100.00	-100.00	0.00
549004 - COMMISSIONS PROPERTY APPRAISER							
PROPERTY APPRAISER	1,089.49	438.21	4,357.96	0.00	4,357.96	900.58	5,258.54
<b>TOTAL 549004 - COMMISSIONS PROP APPRAISER</b>	1,089.49	438.21	4,357.96	0.00	4,357.96	900.58	5,258.54
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	0.00	576.59	6,979.87	0.00	6,979.87	-60.74	6,919.13

# BLUEWATER BAY MSBU

## STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

JULY 31, 2020

ACCOUNT DESCRIPTION	Jul'20	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
<b>TOTAL 549005 - COMMISSIONS TAX COLLECTOR</b>	0.00	576.59	6,979.87	0.00	<b>6,979.87</b>	-60.74	<b>6,919.13</b>
549901 - LEGAL ADVERTISING							
ADVERTISING	0.00	16.67	93.28	0.00	<b>93.28</b>	106.72	<b>200.00</b>
<b>TOTAL 549901 - LEGAL ADVERTISING</b>	0.00	16.67	93.28	0.00	<b>93.28</b>	106.72	<b>200.00</b>
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	3.65	83.33	377.58	0.00	<b>377.58</b>	622.42	<b>1,000.00</b>
<b>TOTAL 551001 -OFFICE SUPPLIES</b>	3.65	83.33	377.58	0.00	<b>377.58</b>	622.42	<b>1,000.00</b>
552013 - SIGN MATERIALS							
SIGN R&M	0.00	403.33	1,108.59	0.00	<b>1,108.59</b>	3,731.41	<b>4,840.00</b>
SIGN STREET	0.00	0.00	1,950.00	0.00	<b>1,950.00</b>	-1,950.00	<b>0.00</b>
<b>TOTAL 552013 - SIGN MATERIALS</b>	0.00	403.33	3,058.59	0.00	<b>3,058.59</b>	1,781.41	<b>4,840.00</b>
552800 - COMPUTER SUPPLIES							
COMPUTER SUPPLIES	0.00	13.33	159.74	0.00	<b>159.74</b>	0.26	<b>160.00</b>
<b>TOTAL 552800 - COMPUTER SUPPLIES</b>	0.00	13.33	159.74	0.00	<b>159.74</b>	0.26	<b>160.00</b>
RESERVE ALLOCATION	0.00	2,882.97	0.00	0.00	<b>0.00</b>	34,595.64	<b>34,595.64</b>
RESERVE ALLOCATION ADJUSTMENT	0.00	-1,283.94	0.00	0.00	<b>0.00</b>	-15,407.33	<b>-15,407.33</b>
<b>TOTAL 599010 - RESERVES &amp; SUPPLEMENTAL</b>	0.00	1,599.03	0.00	0.00	<b>0.00</b>	19,188.31	<b>19,188.31</b>
<b>Total EXPENSES</b>	<b>29,794.49</b>	<b>27,545.76</b>	<b>230,086.71</b>	<b>20,399.01</b>	<b>250,485.72</b>	<b>80,063.35</b>	<b>330,549.07</b>
<b>NET INCOME</b>	<b>-29,786.15</b>	<b>1,283.94</b>	<b>130,536.70</b>	<b>-3,055.68</b>	<b>127,481.02</b>		<b>15,407.33</b>
563191 - CAPITAL EXPENSE							
DEM HAZARD MITIGATION GRANT	0.00	1,283.94	0.00	15,407.33	<b>15,407.33</b>	0.00	<b>15,407.33</b>
<b>TOTAL 563191 - CAPITAL EXPENSE</b>	0.00	1,283.94	0.00	15,407.33	<b>15,407.33</b>	15,407.33	<b>15,407.33</b>
<b>TOTAL ADJ'D EXPENSES</b>	<b>29,794.49</b>	<b>28,829.70</b>	<b>230,086.71</b>	<b>35,806.34</b>	<b>265,893.05</b>	<b>95,470.68</b>	<b>345,956.40</b>
<b>NET ADJ'D INCOME</b>	<b>-29,786.15</b>	<b>0.00</b>	<b>130,536.70</b>	<b>-18,463.01</b>	<b>112,073.69</b>		<b>0.00</b>

\* Balance Cash (Carry Over) is unaudited balance from FY18-19

**Bluewater Bay MSBU  
Expenses by Vendor Detail Sept  
July 2020**

VENDOR	Date	Memo	Account	Amount
<b>BRIGHTVIEW LANDSCAPE MAINTENANCE</b>				
	07/16/2020	LOCATE AND REPAIR INOPER. VALVE	LANDSCAPE IRRIGATION	500.00
	07/16/2020	REPAIR BROKEN LATERAL, NOZZLE, 6" SPRAY, 4" ROTOR	LANDSCAPE IRRIGATION	2,545.00
	07/23/2020	LAWN SERVICE JUL 20	LANDSCAPE CONTRACT	15,624.74
	07/23/2020	REPAIR BROKEN MAINLINE, TROBLESHOOT 6 SYSTEM	LANDSCAPE IRRIGATION	1,310.32
				<u>19,980.06</u>
<b>Total BRIGHTVIEW LANDSCAPE MAINTENANCE</b>				
<b>CHELCO</b>				
	07/09/2020	JUNE 2020 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,561.36
				<u>1,561.36</u>
<b>Total CHELCO</b>				
<b>Dax Gill Insurance</b>				
	07/23/2020	PUBLIC OFFICIALS LIABILITY & EMPLOYMENT PRACTICE	DIRECTORS & OFFICERS LIABILITY	2,759.93
				<u>2,759.93</u>
<b>Total Dax Gill Insurance</b>				
<b>OKALOOSA COUNTY PROPERTY APPRAISOR</b>				
	07/23/2020	3Q20 PROPERTY TAX JUL-SEP 2020	PROPERTY APPRAISER	1,089.49
				<u>1,089.49</u>
<b>Total OKALOOSA COUNTY PROPERTY APPRAISOR</b>				
<b>PROGRESSIVE MANAGEMENT OF AMERICA, INC.</b>				
	07/02/2020	MANAGEMENT FEES JUL 20	ADMIN MANAGEMENT FEES	2,200.00
	07/23/2020	MANAGEMENT FEES AUG 20	ADMIN MANAGEMENT FEES	2,200.00
	07/23/2020	JUN 20 COPIES	OFFICE SUPPLIES	3.65
				<u>4,403.65</u>
				<u>29,794.49</u>
<b>Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.</b>				
<b>TOTAL</b>				

SUNGARD PENTAMATION, INC.  
 DATE: 08/04/2020  
 TIME: 15:02:21

OKALOOSA COUNTY BOCC  
 REVENUE STATUS REPORT

PAGE NUMBER: 1  
 REVSTALL

SELECTION CRITERIA: revledgr.key\_orgn='1695R'  
 ACCOUNTING PERIOD: 10/20

SORTED BY: FUND,DEPARTMENT TOTL,DEPARTMENT,ACCOUNT  
 TOTALLED ON: FUND,DEPARTMENT TOTL,DEPARTMENT  
 PAGE BREAKS ON: FUND,DEPARTMENT TOTL

FUND-113 M.S.B.U. FUND  
 DEPARTMENT TOTL-1695R BLUEWATER BAY REVENUE  
 DEPARTMENT-1695R BLUEWATER BAY REVENUE

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
325212	BLUEWATER BAY ASSESSMENT	335,000.00	.00	.00	348,956.83	-13,956.83	104.17
361101	INTEREST ON TIME DEPOSIT	.00	8.34	.00	3,147.27	-3,147.27	100.00
366990	DONATIONS-OTHER	8,000.00	.00	.00	8,000.00	.00	100.00
369990	OTHER MISC REVENUE	.00	.00	.00	519.31	-519.31	.00
389901	BALANCES-CASH	110,974.00	.00	.00	110,974.00	.00	.00
	TOTAL BLUEWATER BAY REVENUE	453,974.00	8.34	.00	360,623.41	93,350.59	79.44
	TOTAL BLUEWATER BAY REVENUE	453,974.00	8.34	.00	360,623.41	93,350.59	79.44
	TOTAL M.S.B.U. FUND	453,974.00	8.34	.00	360,623.41	93,350.59	79.44
	TOTAL REPORT	453,974.00	8.34	.00	360,623.41	93,350.59	79.44

SELECTION CRITERIA: expLedgr.key\_orgn='1695'  
 ACCOUNTING PERIOD: 10/20

SORTED BY: FUND,DEPARTMENT TOTL,DEPARTMENT,ACCOUNT  
 TOTALED ON: FUND,DEPARTMENT TOTL,DEPARTMENT  
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FUND-113 M.S.B.U. FUND  
 DEPARTMENT TOTL-1695 BLUEWATER BAY MSBU  
 DEPARTMENT-1695 BLUEWATER BAY MSBU

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
531100	PS-CONSULTANT	26,400.00	4,400.00	.00	25,819.00	581.00	97.80
534607	CS-LAWN SERVICE	187,497.00	15,624.74	.00	156,247.40	31,249.60	83.33
534900	CS-OTHER	56,986.00	4,355.32	.00	13,884.32	43,101.68	24.36
543003	UTILITIES-LIGHTING	18,300.00	1,561.36	.00	15,259.04	3,040.96	83.38
545010	INSURANCE-GEN LIABILITY	3,700.00	2,759.93	.00	3,749.93	-49.93	101.35
545901	INSURANCE-COMMISS BONDS	100.00	.00	.00	100.00	100.00	.00
546990	RM-OTHER	.00	.00	.00	100.00	-100.00	.00
549004	COMMISSIONS-PROP APPRAIS	5,259.00	1,089.49	.00	4,357.96	901.04	82.87
549005	COMMISSIONS-TAX COLLECTO	6,919.00	.00	.00	6,979.87	-60.87	100.88
549901	LEGAL ADVERTISING	200.00	.00	.00	93.28	106.72	46.64
551001	OFFICE SUPPLIES	1,000.00	3.65	.00	377.58	622.42	37.76
552013	SIGN MATERIALS	4,840.00	.00	.00	3,058.59	1,781.41	63.19
552800	COMPUTER SUPPLIES	160.00	.00	.00	159.74	.26	99.84
563713	WOODLANDS PARK PLAY STRU	14,420.00	.00	.00	.00	14,420.00	.00
599010	RESERVE/CASH CARRYFORWAR	128,193.00	.00	.00	.00	128,193.00	.00
	TOTAL BLUEWATER BAY MSBU	453,974.00	29,794.49	.00	230,086.71	223,887.29	50.68
	TOTAL BLUEWATER BAY MSBU	453,974.00	29,794.49	.00	230,086.71	223,887.29	50.68
	TOTAL M.S.B.U. FUND	453,974.00	29,794.49	.00	230,086.71	223,887.29	50.68
	TOTAL REPORT	453,974.00	29,794.49	.00	230,086.71	223,887.29	50.68

RESOLUTION NO. 19-47

A RESOLUTION AMENDING THE FISCAL YEAR 2019 BUDGET  
MSBU SPECIAL REVENUE FUND

WHEREAS, the Board of County Commissioners in the original budget reflected too much for cash carryforward, and


WHEREAS, said additional revenue is not evident, and

WHEREAS, Section 129.06(2)(d), Florida Statutes provides that a County may, by resolution of the Board of County Commissioners at any time during the fiscal year, appropriate and expend funds received for a particular purpose from a source not anticipated in the original budget, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Okaloosa County, Florida that the budget for the MSBU Special Revenue Fund be decreased, additional receipts appropriated, as follows:

<u>RECEIPTS</u>	<u>DEPT-ACCOUNT</u>	<u>AMOUNT</u>
Balances – Cash (Unified)	1600R-389901	(\$70,848)
Balances – Cash (Island Lights)	1602R-389901	\$11,366
Balances – Cash (Bluewater Bay)	1695R-389901	\$42,805
Balances – Cash (Lake Pippin)	1697R-389901	\$12,988

<u>EXPENDITURES</u>	<u>DEPT-ACCOUNT</u>	<u>AMOUNT</u>
Reserve/Cash Carryforward (Street Light)	1600-599010	(\$70,848)
Reserve/Cash Carryforward (Island Lights)	1602-599010	\$11,366
Reserves/Cash Carryforward (Bluewater)	1695-599010	\$42,805
Reserves/Cash Carryforward (Lake Pippin)	1697-599010	\$12,988

  
Reviewed by:  
Greg Kisela, Deputy County Administrator

Adopted this regular session the 16<sup>th</sup> day of April, 2019.

BOARD OF COUNTY COMMISSIONERS  
OKALOOSA COUNTY, FLORIDA

  
CHARLES K. WINDES JR., CLERK



ATTEST:

J. D. PEACOCK II  
CLERK OF CIRCUIT COURT

BY:   
Deputy Clerk



Budget Amendment No. 47