

# SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

## **MIAMI-DADE COUNTY**

REGULAR BOARD MEETING MARCH 1, 2017 6:15 p.m.

> Special District Services, Inc. 6625 Miami Lakes Drive, Suite 374 Miami Lakes, FL 33014

> > www.sausalitobaycdd.org

561.630.4922 Telephone 877.SDS.4922 Toll Free 561.630.4923 Facsimile

# AGENDA SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

Just Kids Center, Inc. Conference Room 12470 S.W. 8<sup>th</sup> Street Miami, Florida 33184

#### REGULAR BOARD MEETING

March 1, 2016 6:15 p.m.

A.	Call to Order
B.	Proof of Publication
C.	Establish Quorum
D.	Election of Officers
	<ul> <li>Chairperson</li> <li>Vice Chairperson</li> <li>Secretary/Treasurer</li> <li>Assistant Secretaries</li> </ul>
E.	Additions or Deletions to Agenda
F.	Comments from the Public for Items Not on the Agenda
G.	Approval of Minutes
	1. November 2, 2016 Regular Board Meeting
H.	Old Business
	1. Staff Report as Required
I.	New Business
	1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed BudgetPage 6
J.	Administrative & Operational Matters
	1. Discussion Regarding S.W. 154 <sup>th</sup> Avenue
	2. Discussion Regarding Board Member Contact Information
	3. Discussion Regarding Statement of Financial Interests – 2016 Form 1
K.	Board Member & Staff Closing Comments
L.	Adjourn

#### MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and Legal Holidays Miami, Miami-Dade County, Florida

### STATE OF FLORIDA COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

in the XXXX Court, was published in said newspaper in the issues of

10/24/2016

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworm to and subscribed before me this 24 day of ACTOBER, A.D. 2016

(SEAL

MARIA MESA personally known to me

to me HIMMAS THOMAS

THOMAS

WHEF 034747

WHEF 034747

# SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Sausalito Bay Community Development District will hold Regular Meetings in the Conference Room at the Just Kids Center, Inc. located at 12470 SW 8th Street, Miami, Florida 33184 at 6:15 p.m. on the following dates:

November 2, 2016 November 9, 2016 December 7, 2016 February 1, 2017 March 1, 2017 April 5, 2017 May 3, 2017 June 7, 2017 September 6, 2017

The purpose of the meetings is to conduct any business coming before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (305) 777-0761 and/or toll free at 1-877-737-4922.

From time to time one or two Supervisors may participate by telephone; therefore, a speaker telephone will be present, as required, at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (305) 777-0761 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

www.sausalitobaycdd.org

10/24

16-77/0000164005M

#### A. CALL TO ORDER

District Manager Neil Kalin called the November 2, 2016, Regular Board Meeting of the Sausalito Bay Community Development District to order at 6:17 p.m. in the Conference Room of the Just Kids Center, Inc. located at 12470 SW 8<sup>th</sup> Street, Miami, Florida 33184.

#### B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 24, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

#### C. ESTABLISH A QUORUM

Mr. Kalin determined that the attendance of Chairman Miguel Picar, Vice Chairman Jatniel Badell and Supervisors George Kadoch, Robert Penna and Josefina Dauval constituted a quorum and it was in order to proceed with the meeting.

Staff members in attendance were District Manager Neil Kalin & Associate District Manager Armando Silva of Special District Services, Inc.; and District Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

#### D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

#### E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

#### F. APPROVAL OF MINUTES

#### 1. May 4, 2016, Public Hearing & Regular Board Meeting

Mr. Kalin presented the minutes of the May 4, 2016, Public Hearing & Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Mr. Dauval, seconded by Mr. Penna and unanimously passed to approve the minutes of the May 4, 2016, Public Hearing & Regular Board Meeting, as presented.

#### G. OLD BUSINESS

#### 1. Staff Report, as Required

Mr. Kalin advised the Board that he had visited the District and observed there were certain locations within the townhome section that required sidewalk repair. Miami-Dade County will be informed of the areas requiring attention. In addition, Mr. Kalin reported that a lakefront

resident had altered the lake access water retention easement area and that this particular matter would be referred to the Miami-Dade County Permitting Department.

#### H. NEW BUSINESS

1. Consider Resolution No. 2016-05 – Adopting a Fiscal Year 2015/2016 Amended Budget

Mr. Kalin presented Resolution No. 2016-05, entitled:

#### **RESOLUTION NO. 2016-05**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2015/2016 BUDGET ("AMENDED BUDGET"), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin and read the title of the resolution into the record and provided an explanation for the document. He noted that the Operating Fund, as of September 30, 2016, had a positive balance. In addition, Mr. Kalin stated that the Debt Service Fund (2013 Series Refunding Bonds) had sufficient funds and that the November 1, 2016, required debt service payment had been made in full and on time. A discussion ensued after which:

A **motion** was made by Mr. Kadoch, seconded by Mr. Penna and unanimously passed to approve and adopt Resolution No. 2016-05, *as presented*; thereby setting the amended/revised final budget for the 2015/2016 fiscal year.

2. Consider Resolution No. 2016-06 – Authorizing Electronic Approvals & Check Signers

Mr. Kalin presented Resolution No. 2016-06, entitled:

#### **RESOLUTION NO. 2016-06**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT. **AUTHORIZING** THE **ESTABLISHMENT** OF DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES VIA ELECTRONIC APPROVAL PROCESSES, **SELECTING** THE **SIGNATORIES** THEREOF; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin provided an explanation for the document. A discussion ensued after which;

A **motion** was made by Mr. Badell, seconded by Mr. Picar and unanimously passed to approve and adopt Resolution No. 2016-06, *as presented*; thereby authorizing electronic approvals for expenditures and selecting <u>Todd Wodraska</u>, <u>Jason Pierman</u>, <u>Tricia Lascasas</u>, <u>Peter Pimentel</u>, <u>Neil Kalin and Miguel Picar</u> to serve as the signatories on the District's checking/operating account. Two (2) signatures will be required on each check and checks will be released after electronic approvals have been provided by the Chairperson or the Vice Chairperson in the Chairperson's absence.

#### I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Discussion on District Election (November 8, 2016) for Seats 3, 4 & 5 and Procedures for Board Members (Election Unopposed) to Assume Office, Effective November 22, 2016

The District Manager announced, for the record, that *Josefina Dauval (Seat #3)*, *Miguel Picar (Seat #4)* and *Robert Penna (Seat #5)*, all qualified electors (incumbents) residing within the District, had individually qualified for election to the Board of Supervisors of the District, as part of the November 2016 General Election process. Since they were the only qualified electors to qualify for their respective Seats, they were officially declared by the Miami-Dade County Supervisor of Elections' Department ("SOE") to be *elected unopposed* and shall assume office on November 22, 2016 (two weeks after the General Election Date: November 8, 2016). In addition, since the Board may not meet again until after November 22, 2016, District Staff will provide the re-elected Board Members with their respective Oath of Office form so that they can be sworn into office by a Florida Notary Public on or after November 22, 2016.

#### J. BOARD MEMBER COMMENTS/STAFF CLOSING COMMENTS

Holiday greetings were exchanged by those in attendance for the upcoming holiday season. Mr. Kalin stated that unless an emergency were to arise the Board would not need to meet until after the New Year.

#### K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Picar, seconded by Ms. Dauval and unanimously passed to adjourn the Regular Board Meeting at 7:59 p.m.

·	<del>_</del>
Secretary/Assistant Secretary	Chairperson/Vice Chairperson

#### **RESOLUTION NO. 2017-01**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR THE FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS,** the Board of Supervisors ("Board") of the Sausalito Bay Community Development District ("District") is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

**WHEREAS,** the Proposed Budget including the Assessments for Fiscal Year 2017/2018 has been prepared and considered by the Board.

# NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT, THAT:

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2017/2018 attached hereto as Exhibit "A" is approved and adopted.

<u>Section 2</u>. A Public Hearing is hereby scheduled for <u>May 3, 2017 at 6:15 p.m.</u> in the Conference Room at the Just Kids Center, Inc. located at 12470 S.W. 8<sup>th</sup> Street, Miami, Florida 33184, for the purpose of receiving public comments on the Proposed Fiscal Year 2017/2018 Budget.

**PASSED, ADOPTED and BECOMES EFFECTIVE** this 1st day of March, 2017.

ATTEST:	SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
By:	By:
Secretary/Assistant Secretary	Chairnerson/Vice Chairnerson

# Sausalito Bay Community Development District

Proposed Budget For Fiscal Year 2017/2018 October 1, 2017 - September 30, 2018

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III	DETAILED PROPOSED DEBT SERVICE FUND BUDGET
IV	ASSESSMENT COMPARISON

#### **PROPOSED BUDGET**

#### SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018

OCTOBER 1, 2017 - SEPTEMBER 30, 2018

		FISCAL YEAR
		2017/2018
REVENUES		BUDGET
Administrative Assessments		77,273
Maintenance Assessments		42,532
Debt Assessments		189,588
Other Revenues		0
Interest Income		120
TOTAL REVENUES	\$	309,513
EXPENDITURES		
MAINTENANCE EXPENDITURES		
		F 400
Aquatic Maintenance (SFH - 50)		5,400
Aquatic Maintenance (TH - 23)		1,800
Lawn Maintenance (SFH - 50)		21,900
Lawn Maintenance/Lake Tracts (TH - 23)		5,580
Lake Tract Shoreline Maintenance (SFH - 50)		1,200
Lake Tract Shoreline Maintenance (TH - 23)		600
Miscellaneous Maintenance Expenses (SFH - 50)		1,500
Miscellaneous Maintenance Expenses (TH - 23)		1,200
Misc Grounds Maintenance/Mulch/Fertilizer		4,800
Engineering/Inspections		1,020
Outside Janitorial Services (SFH - 50)		4,800
Contingency		4,800
TOTAL MAINTENANCE EXPENDITURES	\$	54,600
ADMINISTRATIVE EXPENDITURES		
Supervisor Fees		5,000
Payroll Taxes (Employer)		383
Management		28,944
Secretarial & Field Operations		5,400
Legal		8,000
Assessment Roll		6,000
Audit Fees		3,700
Insurance		6,355
Legal Advertisements		700
Miscellaneous		1,680
Postage		300
Office Supplies		500
Dues & Subscriptions		175
Trustee Fee		3,500
Continuing Disclosure Fee		500
Website Management		1,500
TOTAL ADMINISTRATIVE EXPENDITURES	\$	72,637
TOTAL ADMINISTRATIVE EXPENDITORES	Ψ	12,031
TOTAL EXPENDITURES	\$	127,237
REVENUES LESS EXPENDITURES	\$	182,276
Bond Payments		(178,213)
BALANCE	\$	4,063
County Appraiser & Tax Collector Fee		(6,188)
Discounts For Early Payments		(12,375)
EXCESS/ (SHORTFALL)	\$	(14,500)
Corruptor From Drier Voor		44.500
Carryover From Prior Year		14,500
NET EXCESS/ (SHORTFALL)	\$	-

#### DETAILED PROPOSED BUDGET

#### SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018

OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	
	2015/2016	2016/2017	2017/2018	
DEVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
REVENUES				
Administrative Assessments	72,976	77,196		Expenditures/.94
Maintenance Assessments	53,884	50,268		Expenditures Less Interest & Carryover/.94
Debt Assessments	188,465	186,549		Bond Payments/.94
Other Revenues	0	0	0	Internal Projects d At 640 Per Mentle
Interest Income	157	48	120	Interest Projected At \$10 Per Month
TOTAL REVENUES	\$ 315,482	\$ 314,061	\$ 309,513	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aguatic Maintenance (SFH - 50)	4,740	5,600	5.400	\$200 Decrease From 2016/2017 Budget
Aquatic Maintenance (TH - 23)	1,380	1,850		\$50 Decrease From 2016/2017 Budget
Lawn Maintenance (SFH - 50)	18,888	22,200		\$300 Decrease From 2016/2017 Budget
Lawn Maintenance/Lake Tracts (TH - 23)	4.720	5,700		\$120 Decrease From 2016/2017 Budget
Lake Tract Shoreline Maintenance (SFH - 50)	600	1,200		No Change From 2016/2017 Budget
Lake Tract Shoreline Maintenance (SFT - 30)	0	600		No Change From 2016/2017 Budget
Miscellaneous Maintenance Expenses (SFH - 50)	250	1,500		No Change From 2016/2017 Budget
Miscellaneous Maintenance Expenses (SFT1 - 30)	0	1,200		No Change From 2016/2017 Budget
Misc Grounds Maintenance/Mulch/Fertilizer	0	4,800		No Change From 2016/2017 Budget
Engineering/Inspections	700	1,200		\$180 Decrease From 2016/2017 Budget
Outside Janitorial Services (SFH - 50)	0	6,000		\$1,200 Decrease From 2016/2017 Budget
`	0	5,400		\$600 Decrease From 2016/2017 Budget
Contingency TOTAL MAINTENANCE EXPENDITURES	\$ 31,278	,	\$ 54,600	\$600 Decrease From 2016/2017 Budget
		,	,	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	3,000	5,000	5,000	Supervisor Fees
Payroll Taxes (Employer)	230	383	383	Supervisor Fees *7.65%
Management	28,164	28,356	28,944	CPI Adjustment
Secretarial & Field Operations	4,500	5,100	5,400	\$300 Increase From 2016/2017 Budget
Legal	6,203	9,000	8,000	\$1,000 Decrease From 2016/2017 Budget
Assessment Roll	6,000	6,000	6,000	No Change From 2016/2017 Budget
Audit Fees	3,600	3,700	3,700	Accepted Amount For 2016/2017 Audit
Insurance	5,665	6,100	6,355	Insurance Company Estimate
Legal Advertisements	235	700	700	No Change From 2016/2017 Budget
Miscellaneous	764	1,500		\$180 Increase From 2016/2017 Budget
Postage	119	350		\$50 Decrease From 2016/2017 Budget
Office Supplies	349	500		No Change From 2016/2017 Budget
Dues & Subscriptions	175	175		No Change From 2016/2017 Budget
Trustee Fee	3,225	3,700		\$200 Decrease From 2016/2017 Budget
Continuing Disclosure Fee	500	500		No Change From 2016/2017 Budget
Website Management	1,500	1,500		No Change From 2016/2017 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 64,229	\$ 72,564	\$ 72,637	
TOTAL EXPENDITURES	\$ 95,507	\$ 129,814	\$ 127,237	
REVENUES LESS EXPENDITURES	\$ 219,975	\$ 184,247	\$ 182,276	
Bond Payments	(179,931)	(175,356)	(178,213)	2018 P & I Payments Less Earned Interest
			,	
BALANCE	\$ 40,044	\$ 8,891	\$ 4,063	
County Appraiser & Tax Collector Fee	(3,040)	(6,280)	(6.188)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,217)	(12,561)		Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 25,787	\$ (9,950)	\$ (14,500)	
	25,101	+ (5,550)	(14,500)	
Carryover From Prior Year	0	9,950	14,500	Carryover From Prior Year

#### **DETAILED PROPOSED DEBT SERVICE FUND BUDGET**

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT **FISCAL YEAR 2017/2018** OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016	FISCAL YEAR 2016/2017	FISCAL YEAR 2017/2018	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	9	0	0	Projected Interest For FY 2017/2018
NAV Tax Collection	179,931	175,356	178,213	2018 P & I Payments Less Earned Interest
Total Revenues	\$ 179,940	\$ 175,356	\$ 178,213	
EXPENDITURES				
Principal Payments	90,000	90,000	95,000	Principal Payment Due In 2018
Interest Payments	88,000	85,356	83,213	Interest Payments Due In 2018
Total Expenditures	\$ 178,000	\$ 175,356	\$ 178,213	
Excess/ (Shortfall)	\$ 1,940	\$ -	\$ -	

#### Series 2013 Bond Refunding Information

Original Par Amount = \$2,595,000Annual Principal Payments Due =

May 1st Interest Rate = 1.375% - 4.00% Annual Interest Payments Due = May 1st & November 1st

Issue Date = March 2013 Maturity Date = May 2035

### **Sausalito Bay Community Development District Assessment Comparison**

	(	Original	Fi	scal Year	Fis	scal Year	Fi	scal Year	Fis	scal Year
	P	rojected	20	014/2015	20	015/2016	20	016/2017	20	017/2018
	As	sessment	As	sessment	As	sessment	As	ssessment	Projecte	ed Assessment
	Befo	re Discount*	Befor	re Discount*	Befor	e Discount*	Befo	re Discount*	Befor	re Discount*
Administrative Assessment For Lot Size 23	\$	-	\$	175.50	\$	169.35	\$	179.94	\$	180.12
Maintenance Assessment For Lot Size 23	\$	-	\$	62.36	\$	61.06	\$	50.25	\$	43.52
Debt For Lot Size 23	\$	-	\$	371.54	\$	378.95	\$	375.10	\$	381.21
Total	\$	625.00	\$	609.40	\$	609.36	\$	605.29	\$	604.85
Administrative Assessment For Lot Size 50	\$	-	\$	175.50	\$	169.35	\$	179.94	\$	180.12
Maintenance Assessment For Lot Size 50	\$	-	\$	201.66	\$	184.12	\$	177.85	\$	149.57
Debt For Lot Size 50	\$		\$	484.38	\$	494.04	\$	489.02	\$	496.99
Total	\$	750.00	\$	861.54	\$	847.51	\$	846.81	\$	826.68

\* Assessments Include the Following : 4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Twenty Three Foot Lots	204
Fifty Foot Lots	<u>225</u>
Total Units	429