



**SAUSALITO BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
APRIL 4, 2018  
6:15 P.M.**

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

[www.sausalitobaycdd.org](http://www.sausalitobaycdd.org)

561.630.4922 Telephone

877.SDS.4922 Toll Free

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**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**

April 4, 2018  
6:15 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. March 7, 2018 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Staff Report as Required
- H. New Business
  - 1. Consider Resolution No. 2018-01 – Adopting a Fiscal Year 2018/2019 Proposed Budget.....Page 5
- I. Administrative & Operational Matters
  - 1. Discussion Regarding Lawn and Landscape Maintenance Service/Contractor
  - 2. Reminder: Financial Disclosure Reporting - **2017 Form 1**
  - 3. Candidate Qualifying Period – Noon on June 18, 2018 to Noon on June 22, 2018
  - 4. Staff Report: As Required
- J. Board Member & Staff Closing Comments
- K. 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 2017/2018 REGULAR MEETING SCHEDULE

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

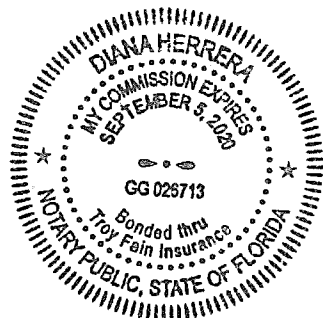
09/20/2017

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.

Sworn to and subscribed before me this  
20 day of SEPTEMBER, A.D. 2017

  
Diana Herrera

(SEAL)  
MARIA MESA personally known to me



## SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Sausalito Bay Community Development District (the "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:

October 4, 2017  
November 1, 2017  
December 6, 2017  
February 7, 2018  
March 7, 2018  
April 4, 2018  
May 2, 2018  
June 6, 2018  
September 5, 2018

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. 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, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meetings 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 with no advertised notice.

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

[www.sausalitobayodd.org](http://www.sausalitobayodd.org)

8/20

17-10/0000258570AA

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 7, 2018

**A. CALL TO ORDER**

District Manager Neil Kalin called the March 7, 2018, Regular Board Meeting of the Sausalito Bay Community Development District to order at 6:30 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 September 20, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

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

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

Also present was Mr. Badell's young daughter.

**D. CONSIDER RESIGNATION AND DISCUSSION REGARDING APPOINTMENT TO FILL VACANCY**

Mr. Kalin stated that he was in possession of Josefina Dauval's resignation letter with an effective date of March 5, 2018, and indicated that it would be in order to consider her resignation. Ms. Dauval recently moved out of the District and is no longer eligible to serve on the District's Board. A discussion ensued after which;

A **motion** was made by Mr. Penna, seconded by Mr. Picar and unanimously passed to *accept the resignation* of Josefina Dauval with an effective date of March 5, 2018.

Due to the resignation of Ms. Dauval, it was noted that there was now a vacancy in Seat #3, which term of office expires in November 2020. Mr. Kalin recommended that the vacancy be filled as soon as possible and asked the Board Members to assist by individually soliciting qualified persons in the District.

**E. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**F. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 7, 2018

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

**G. APPROVAL OF MINUTES**

**1. November 1, 2017, Regular Board Meeting**

Mr. Kalin presented the minutes of the November 1, 2017, Regular Board Meeting and asked if there were any changes. There being no comments or changes, a **motion** was made by Mr. Penna, seconded by Mr. Picar and unanimously passed to approve the minutes of the November 1, 2017, Regular Board Meeting, as presented.

**H. OLD BUSINESS**

**1. Discussion Regarding Open Tract Tree Replacement**

Mr. Kalin advised that he was in the process of obtaining written proposals for the planting (on Tract ZZ) of 6 to 8 Live Oak Trees with a height of 12-14 feet. Pricing for tree planting, staking and watering ranged from \$600 to \$1,100 per tree. Since the dry season is currently in full swing, the consensus of the Board was to wait on the tree planting until closer to the rainy season that typically commences in June. Mr. Kalin will schedule planting of the Live Oak Trees for late May or early June. No further action was required on this matter at this time.

**2. Staff Report, as Required**

There was no Staff Report at this time.

**I. NEW BUSINESS**

**1. Discussion Regarding Fiscal Year 2018/2019 Proposed Budget Process**

Mr. Kalin advised that the Fiscal Year 2018/2019 Proposed Budget would be presented at the next scheduled Board Meeting on April 4, 2018. He asked the Board Members to individually contact him, should they desire to add any expenditure line items or if they had any questions concerning the budget process. Mr. Kalin advised that he did not anticipate any increase in the operations and maintenance assessments.

**J. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Discussion Regarding General Election, Qualifying Period and Expiring Terms of Office**

Mr. Kalin informed the Board members that the terms of office in Seat #1 (Badell) and Seat #2 (Kadoch) were expiring. This year for special districts the qualifying period for the November 6, 2018 General Election will be 12:00 noon on June 18, 2018 through 12:00 noon on June 22, 2018. Both Mr. Badell and Mr. Kadoch indicated that they would run for re-election. Mr. Kalin will provide at a future meeting all necessary information required for qualifying.

**2. Discussion Regarding Debris Removal from County Streets/Roads**

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 7, 2018

Although debris removal from County owned streets within the District is not a District maintenance responsibility, Mr. Kadoch advised that he had reached out to the County on several occasions to report the debris (mostly from Hurricane Irma). There has been very little clean-up by the County. Mr. Kalin asked Mr. Kadoch to provide the list of addresses of the reported debris and stated that District Staff would contact the County for assistance in removing the debris and to attend to the removal of tree stumps within County rights-of-ways, where applicable. In addition, Mr. Kalin encouraged the Board to use the County's 3-1-1 service to report issues related to illegal dumping, street cleaning, etc.

**K. BOARD MEMBER COMMENTS/STAFF CLOSING COMMENTS**

The Board requested a boundary map of the District. Mr. Kalin indicated he would email one from the Engineer's Report that depicts the lakes, townhome area and single family home area.

Mr. Kalin noted that the next meeting was scheduled for April 4, 2018, a 6:15 p.m.

**L. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Picar, seconded by Mr. Badell and unanimously passed to adjourn the Regular Board Meeting at 7:20 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**RESOLUTION NO. 2018-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM ASSESSMENTS FOR FISCAL YEAR 2018/2019; 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 2018/2019 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 2018/2019 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for June 6, 2018 at 6:15 p.m. in the Conference Room at the Just Kids Center, Inc. located at 12470 S.W. 8th Street, Miami, Florida 33184, for the purpose of receiving public comments on the Proposed Fiscal Year 2018/2019 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 4<sup>th</sup> day of April, 2018.

**ATTEST:**

**SAUSALITO BAY  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

Sausalito Bay  
Community Development District

**Proposed Budget For  
Fiscal Year 2018/2019  
October 1, 2018 - September 30, 2019**



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- II DETAILED PROPOSED BUDGET
- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

**PROPOSED BUDGET**  
**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2018/2019**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

	<b>FISCAL YEAR 2018/2019 BUDGET</b>
<b>REVENUES</b>	
Administrative Assessments	78,779
Maintenance Assessments	43,053
Debt Assessments	186,982
Other Revenues	0
Interest Income	180
<b>TOTAL REVENUES</b>	<b>\$ 308,994</b>
<b>EXPENDITURES</b>	
<b>MAINTENANCE EXPENDITURES</b>	
Aquatic Maintenance (SFH - 50)	5,400
Aquatic Maintenance (TH - 23)	1,800
Lawn Maintenance (SFH - 50)	22,500
Lawn Maintenance/Lake Tracts (TH - 23)	6,000
Lake Tract Shoreline Maintenance (SFH - 50)	900
Lake Tract Shoreline Maintenance (TH - 23)	480
Miscellaneous Maintenance Expenses (SFH - 50)	1,800
Miscellaneous Maintenance Expenses (TH - 23)	750
Misc Grounds Maintenance/Mulch/Fertilizer	5,000
Engineering/Inspections	1,020
Outside Janitorial Services (SFH - 50)	3,300
Contingency	5,200
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 54,150</b>
<b>ADMINISTRATIVE EXPENDITURES</b>	
Supervisor Fees	5,000
Payroll Taxes (Employer)	383
Management	29,544
Secretarial & Field Operations	5,700
Legal	8,000
Assessment Roll	6,000
Audit Fees	3,800
Insurance	6,500
Legal Advertisements	700
Miscellaneous	2,000
Postage	300
Office Supplies	500
Dues & Subscriptions	175
Trustee Fee	3,600
Continuing Disclosure Fee	350
Website Management	1,500
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 74,052</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 128,202</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 180,792</b>
Bond Payments	(175,763)
<b>BALANCE</b>	<b>\$ 5,029</b>
County Appraiser & Tax Collector Fee	(6,176)
Discounts For Early Payments	(12,353)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (13,500)</b>
Carryover From Prior Year	13,500
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2018/2019**  
**OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

	FISCAL YEAR 2016/2017 ACTUAL	FISCAL YEAR 2017/2018 BUDGET	FISCAL YEAR 2018/2019 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	77,564	77,273	78,779	Expenditures/.94
Maintenance Assessments	50,268	42,532	43,053	Expenditures Less Interest & Carryover/.94
Debt Assessments	186,549	189,588	186,982	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	454	120	180	Interest Projected At \$15 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 314,835</b>	<b>\$ 309,513</b>	<b>\$ 308,994</b>	
<b>EXPENDITURES</b>				
<b>MAINTENANCE EXPENDITURES</b>				
Aquatic Maintenance (SFH - 50)	4,740	5,400	5,400	No Change From 2017/2018 Budget
Aquatic Maintenance (TH - 23)	1,380	1,800	1,800	No Change From 2017/2018 Budget
Lawn Maintenance (SFH - 50)	18,132	21,900	22,500	\$600 Increase From 2017/2018 Budget
Lawn Maintenance/Lake Tracts (TH - 23)	4,080	5,580	6,000	\$420 Increase From 2017/2018 Budget
Lake Tract Shoreline Maintenance (SFH - 50)	800	1,200	900	\$300 Decrease From 2017/2018 Budget
Lake Tract Shoreline Maintenance (TH - 23)	800	600	480	\$120 Decrease From 2017/2018 Budget
Miscellaneous Maintenance Expenses (SFH - 50)	1,225	1,500	1,800	\$300 Increase From 2017/2018 Budget
Miscellaneous Maintenance Expenses (TH - 23)	0	1,200	750	\$450 Decrease From 2017/2018 Budget
Misc Grounds Maintenance/Mulch/Fertilizer	0	4,800	5,000	\$200 Increase From 2017/2018 Budget
Engineering/Inspections	850	1,020	1,020	No Change From 2017/2018 Budget
Outside Janitorial Services (SFH - 50)	0	4,800	3,300	\$1,500 Decrease From 2017/2018 Budget
Contingency	0	4,800	5,200	\$400 Increase From 2017/2018 Budget
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 32,007</b>	<b>\$ 54,600</b>	<b>\$ 54,150</b>	
<b>ADMINISTRATIVE EXPENDITURES</b>				
Supervisor Fees	3,000	5,000	5,000	Supervisor Fees
Payroll Taxes (Employer)	230	383	383	Supervisor Fees *7.65%
Management	28,356	28,944	29,544	CPI Adjustment
Secretarial & Field Operations	5,100	5,400	5,700	\$300 Increase From 2017/2018 Budget
Legal	5,698	8,000	8,000	No Change From 2017/2018 Budget
Assessment Roll	6,000	6,000	6,000	No Change From 2017/2018 Budget
Audit Fees	3,700	3,700	3,800	\$100 Increase From 2017/2018 Budget
Insurance	5,778	6,355	6,500	Insurance Estimate
Legal Advertisements	396	700	700	No Change From 2017/2018 Budget
Miscellaneous	762	1,680	2,000	\$320 Increase From 2017/2018 Budget
Postage	92	300	300	No Change From 2017/2018 Budget
Office Supplies	218	500	500	No Change From 2017/2018 Budget
Dues & Subscriptions	175	175	175	No Change From 2017/2018 Budget
Trustee Fee	3,225	3,500	3,600	Trustee (US Bank) Increasing Fees In 2018/2019
Continuing Disclosure Fee	350	500	350	\$150 Decrease From 2017/2018 Budget
Website Management	1,500	1,500	1,500	No Change From 2017/2018 Budget
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 64,580</b>	<b>\$ 72,637</b>	<b>\$ 74,052</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 96,587</b>	<b>\$ 127,237</b>	<b>\$ 128,202</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 218,248</b>	<b>\$ 182,276</b>	<b>\$ 180,792</b>	
Bond Payments	(178,378)	(178,213)	(175,763)	2019 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 39,870</b>	<b>\$ 4,063</b>	<b>\$ 5,029</b>	
County Appraiser & Tax Collector Fee	(3,032)	(6,188)	(6,176)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,092)	(12,375)	(12,353)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 25,746</b>	<b>\$ (14,500)</b>	<b>\$ (13,500)</b>	
Carryover From Prior Year	0	14,500	13,500	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 25,746</b>	<b>\$ -</b>	<b>\$ -</b>	

## DETAILED PROPOSED DEBT SERVICE FUND BUDGET

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2018/2019

OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2016/2017 ACTUAL	FISCAL YEAR 2017/2018 BUDGET	FISCAL YEAR 2018/2019 BUDGET	COMMENTS
Interest Income	460	0	25	Projected Interest For FY 2018/2019
NAV Tax Collection	178,378	178,213	175,763	2019 P & I Payments Less Earned Interest
<b>Total Revenues</b>	<b>\$ 178,838</b>	<b>\$ 178,213</b>	<b>\$ 175,788</b>	
<b>EXPENDITURES</b>				
Principal Payments	90,000	95,000	95,000	Principal Payment Due In 2019
Interest Payments	86,313	83,213	80,788	Interest Payments Due In 2019
<b>Total Expenditures</b>	<b>\$ 176,313</b>	<b>\$ 178,213</b>	<b>\$ 175,788</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 2,525</b>	<b>\$ -</b>	<b>\$ -</b>	

Series 2013 Bond Refunding Information

Original Par Amount =	\$2,595,000	Annual 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 Projected Assessment Before Discount*	Fiscal Year 2015/2016 Assessment Before Discount*	Fiscal Year 2016/2017 Assessment Before Discount*	Fiscal Year 2017/2018 Assessment Before Discount*	Fiscal Year 2018/2019 Projected Assessment Before Discount*
Administrative Assessment For Lot Size 23	\$ -	\$ 169.35	\$ 179.94	\$ 180.12	\$ 183.64
Maintenance Assessment For Lot Size 23	\$ -	\$ 61.06	\$ 50.25	\$ 43.52	\$ 44.39
<u>Debt For Lot Size 23</u>	\$ -	\$ 378.95	\$ 375.10	\$ 381.21	\$ 375.96
<b>Total</b>	<b>\$ 625.00</b>	<b>\$ 609.36</b>	<b>\$ 605.29</b>	<b>\$ 604.85</b>	<b>\$ 603.99</b>
Administrative Assessment For Lot Size 50	\$ -	\$ 169.35	\$ 179.94	\$ 180.12	\$ 183.64
Maintenance Assessment For Lot Size 50	\$ -	\$ 184.12	\$ 177.85	\$ 149.57	\$ 151.10
<u>Debt For Lot Size 50</u>	\$ -	\$ 494.04	\$ 489.02	\$ 496.99	\$ 490.15
<b>Total</b>	<b>\$ 750.00</b>	<b>\$ 847.51</b>	<b>\$ 846.81</b>	<b>\$ 826.68</b>	<b>\$ 824.89</b>

\* 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
<u>Fifty Foot Lots</u>	<u>225</u>
Total Units	429