



**SAUSALITO BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
OCTOBER 7, 2020
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
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AGENDA
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

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

REGULAR BOARD MEETING

October 7, 2020
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. June 3, 2020 Special Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2020-05 – Adopting a Fiscal Year 2019/2020 Amended Budget.....Page 6
 - 2. Discussion Regarding Trimming of Trees
- I. Administrative & Operational Matters
 - 1. Discussion Regarding Election Protocol and Declaring Vacancies Effective November 17th
- J. Board Member & Staff Closing Comments
- K. Adjourn

Miami Daily Business Review

Sept. 25, 2020

Miscellaneous Notices

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2020/2021 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 7, 2020

November 4, 2020

December 2, 2020

February 3, 2021

March 3, 2021

April 7, 2021

May 5, 2021

June 2, 2021

September 1, 2021

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 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 with no advertised notice.

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

www.sausalitobaycdd.org
9/25 20-66/0000489413M

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING & PUBLIC HEARING
JUNE 3, 2020**

Note: The Sausalito Bay Community Development District (the “District”) Special Board Meeting and Public Hearing was held via technological means as a result of the public health emergency that exists in the State of Florida as a consequence of the COVID-19 coronavirus, in light of the guidelines established by the Centers for Disease Control for the protection of all members of the community, and with the authority granted by Executive Orders issued by Governor Ron DeSantis, including Executive Order 20-69 (Emergency Management—COVID-19—Local Government Public Meetings) authorizing the use of communications technology, as provided in Section 120.54(5)(b)2, Florida Statutes.

A. CALL TO ORDER

District Manager Nancy Nguyen called the June 3, 2020, Special Board Meeting of District to order at approximately 6:17 p.m. via technological means pursuant to Executive Orders 20-52, 20-69, 20-112, and 20-114 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, and May 8, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the June 3, 2020, Special Board Meeting had been published in the *Miami Daily Business Review* on May 21, 2020, as legally required.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the virtual attendance of Chairman Miguel Picar, Vice Chairman Robert Penna and Supervisors Jessica Toledano and David Casanas constituted a quorum and it was in order to proceed with the meeting.

Staff members in virtual attendance were District Manager Nancy Nguyen 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

Ms. Nguyen advised the Board of Supervisors (the “Board”) that she would like to add the following item to the agenda:

- Administrative and Operational Matters Item #3: Qualifying Period Announcement – District Election in November 2020 for Seats 3, 4 and 5

The Board acknowledged Ms. Nguyen’s request.

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. March 4, 2020, Regular Board Meeting

Ms. Nguyen presented the minutes of the March 4, 2020, Regular Board Meeting and asked if there were any changes.

There being no changes, a **motion** was made by Mr. Penna, seconded by Mr. Picar and unanimously passed approving the minutes of the March 4, 2020, Regular Board Meeting, *as presented*.

G. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

H. NEW BUSINESS

1. Consider Resolution No. 2020-02 – Amending Date and Time for Public Hearing

Ms. Nguyen presented Resolution No. 2020-02, entitled:

RESOLUTION NO. 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION NO. 2020-01; AMENDING THE DATE AND TIME FOR THE PUBLIC HEARING TO CONSIDER THE FISCAL YEAR 2020/2021 FINAL BUDGET AND ASSESSMENTS AND AUTHORIZING THE SECRETARY AND DISTRICT MANAGER TO TAKE CERTAIN ACTIONS TO ACCOMPLISH THE INTENT OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen provided an explanation for the document and advised that because the May 6, 2020, Public Hearing had been rescheduled to June 3, 2020, it was in order to *amend* Resolution No. 2020-01. A discussion ensued after which:

A **motion** was made by Mr. Penna, seconded by Mr. Casanas and passed unanimously approving Resolution 2020-02, *as presented*; thereby, *amending* Resolution 2020-01.

2. Consider Resolution No. 2020-04 – Adopting a Fiscal Year 2020/2021 Regular Meeting Schedule

RESOLUTION NO. 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2020/2021 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Ms. Toledano, seconded by Mr. Picar and unanimously passed to approve and adopt Resolution No. 2020-04, *as presented*; thereby setting the 2020/2021 regular meeting schedule and authorizing the publication of the annual meeting schedule, as required by law.

NOTE: At approximately 6:24 p.m., Ms. Nguyen recessed the Special Meeting and simultaneously opened the Public Hearing.

I. PUBLIC HEARING

1. Proof of Publication

Ms. Nguyen presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on May 14, 2020, and May 21, 2020, as legally required.

2. Receive Public Comments on Fiscal Year 2020/2021 Final Budget

Ms. Nguyen opened the public comment portion of the public hearing to receive comments on the 2020/2021 fiscal year final budget and non-ad valorem special assessments. There being no comments, Ms. Nguyen closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2020-03 – Adopting a Fiscal Year 2020/2021 Final Budget & Special Assessment Roll

Ms. Nguyen presented Resolution No. 2020-03, entitled:

RESOLUTION NO. 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2020/2021 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen read the title of the resolution into the record and stated that the document provides for approving and adopting the fiscal year 2020/2021 final budget and the non-ad valorem special assessment tax roll. A discussion ensued after which:

A **motion** was made by Mr. Penna, seconded by Mr. Casanas and unanimously passed to approve and adopt Resolution No. 2020-03, *as presented*; thereby setting the 2020/2021 final budget and non-ad valorem special assessment tax roll.

NOTE: At approximately 6:27 p.m., Ms. Nguyen closed the Public Hearing and simultaneously reconvened the Special Meeting.

J. ADMINISTRATIVE MATTERS & OPERATIONAL MATTERS

1. Consider Approval of Agreement for Access to Certain Exempt Information

Mr. Cochran advised that Florida public law records were recently amended to clarify that certain information pertaining to an exempt individual home address is exempt from public records. He further explained that the new laws exempt parcel identification numbers from public records. Because the Miami-Dade County Property Appraiser (the “Property Appraiser”) provides assessment roll information to the District, the Property Appraiser asked the District to enter into this agreement, stating that the District takes full responsibility for protecting exempt information from the public.

A **motion** was made by Mr. Picar, seconded by Mr. Casanas and unanimously passed approving the Agreement for Access to Certain Exempt Information between the Miami-Dade County Property Appraiser and Sausalito Bay Community Development District.

2. Statement of Financial Interest-Disclosure – 2019 Form 1 Filing Deadline: July 1, 2020

Board Members were reminded of the importance of completing and mailing their individual 2019 Statement of Financial Interests Form 1 to the Supervisor of Elections within the County of residency by the July 1, 2020, deadline.

3. ADD-ON: Qualifying Period Announcement – District Election in November 2020 for Seats 3, 4 and 5

Ms. Nguyen advised that the 4-year terms of office for Seat #3 (Christopher Casariego), Seat #4 (Miguel Picar) and Seat #5 (Robert Penna) were expiring in November 2020. The qualifying period for election and/or re-election has been set for noon on June 8, 2020 through noon on June 12, 2020. As a result of Emergency Rule No. 1SER20-01, those candidates interested in running for election are now allowed to submit their qualifying documents in PDF format via email to qualifyingdocuments@miamidade.gov or in person or by mail to the Miami-Dade County Supervisor of Elections' Office (no earlier than fourteen days prior to commencement of the qualifying period). More information on election qualifying will be provided to those interested prior to the qualifying dates. The new terms of office are a 4-year term through Election Day in November 2024.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet again until September 2, 2020.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Penna, seconded by Mr. Casanas and unanimously passed to adjourn the Special Board Meeting at 6:33 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2019/2020 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “Board”) of the Sausalito Bay Community Development District (the “District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2019/2020 attached hereto as Exhibit “A” is hereby approved and adopted by the Board.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 7th day of October, 2020.

ATTEST:

**SAUSALITO BAY
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Sausalito Bay
Community Development District

**Amended Final Budget For
Fiscal Year 2019/2020
October 1, 2019 - September 30, 2020**

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- I **AMENDED FINAL OPERATING FUND BUDGET**
- II **AMENDED FINAL DEBT SERVICE FUND BUDGET**

AMENDED FINAL BUDGET
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET 10/1/19 - 9/30/20	AMENDED FINAL BUDGET 10/1/19 - 9/30/20	YEAR TO DATE ACTUAL 10/1/19 - 8/31/20
REVENUES			
Administrative Assessments	81,366	81,861	81,861
Maintenance Assessments	36,926	36,926	36,926
Debt Assessments	189,202	189,202	189,202
Other Revenues	0	0	0
Interest Income	240	240	236
Total Revenues	\$ 307,734	\$ 308,229	\$ 308,225
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	5,000	3,200	3,200
Payroll Taxes (Employer)	383	245	245
Management	30,096	30,096	27,588
Secretarial & Field Operations	6,180	6,180	5,665
Legal	8,000	7,500	5,270
Assessment Roll	6,000	6,000	0
Audit Fees	3,500	3,500	3,500
Insurance	6,500	5,251	5,251
Legal Advertisements	700	700	464
Miscellaneous	2,000	1,200	723
Postage	300	85	77
Office Supplies	500	225	191
Dues & Subscriptions	175	175	175
Trustee Fee	3,600	3,548	3,548
Continuing Disclosure Fee	350	350	0
Website Management	2,000	2,000	1,832
Administrative Contingency	1,200	600	0
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 76,484	\$ 70,855	\$ 57,729
MAINTENANCE EXPENDITURES			
Aquatic Maintenance (SFH - 50)	5,400	6,120	5,610
Aquatic Maintenance (TH - 23)	1,800	500	0
Lawn Maintenance (SFH - 50)	22,500	21,000	17,498
Lawn Maintenance/Lake Tracts (TH - 23)	6,000	6,000	5,115
Lake Tract Shoreline Maintenance (SFH - 50)	900	1,050	1,050
Lake Tract Shoreline Maintenance (TH - 23)	480	480	350
Miscellaneous Maintenance Expenses (SFH - 50)	8,000	2,500	800
Miscellaneous Maintenance Expenses (TH - 23)	750	1,250	980
Misc Grounds Maintenance/Mulch/Fertilizer	4,800	500	0
Engineering/Inspections	1,020	975	975
Outside Janitorial Services (SFH - 50)	3,300	500	0
Contingency	4,000	2,000	0
TOTAL MAINTENANCE EXPENDITURES	\$ 58,950	\$ 42,875	\$ 32,378
TOTAL EXPENDITURES	\$ 135,434	\$ 113,730	\$ 90,107
REVENUES LESS EXPENDITURES	\$ 172,300	\$ 194,499	\$ 218,118
Bond Payments	(177,850)	(180,546)	(180,546)
Balance	\$ (5,550)	\$ 13,953	\$ 37,572
County Appraiser & Tax Collector Fee	(6,150)	(2,967)	(2,967)
Discounts For Early Payments	(12,300)	(11,104)	(11,104)
Excess/ (Shortfall)	\$ (24,000)	\$ (118)	\$ 23,501
Carryover From Prior Year	24,000	24,000	0
Net Excess/ (Shortfall)	\$ -	\$ 23,882	\$ 23,501

FUND BALANCE AS OF 9/30/19	
FY 2019/2020 ACTIVITY	
FUND BALANCE AS OF 9/30/20	

\$187,815
(\$118)
\$187,697

Notes

Carryover From Prior Year Of \$24,000 to be used to reduce Fiscal Year 2019/2020 Assessments.
 \$22,000 Of Fund Balance To Be Used To Reduce 2020/2021 Assessments.

AMENDED FINAL BUDGET
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET	AMENDED FINAL BUDGET	YEAR TO DATE ACTUAL
REVENUES	10/1/19 - 9/30/20	10/1/19 - 9/30/20	10/1/19 - 8/31/20
Interest Income	200	1,315	1,314
NAV Tax Collection	177,850	180,546	180,546
Total Revenues	\$ 178,050	\$ 181,861	\$ 181,860
EXPENDITURES			
Principal Payments	100,000	100,000	100,000
Interest Payments	78,050	79,550	79,550
Total Expenditures	\$ 178,050	\$ 179,550	\$ 179,550
Excess/ (Shortfall)	\$ -	\$ 2,311	\$ 2,310

FUND BALANCE AS OF 9/30/19	\$159,419
FY 2019/2020 ACTIVITY	\$2,311
FUND BALANCE AS OF 9/30/20	\$161,730

Notes

Reserve Fund Balance = \$90,000*. Revenue Fund Balance = \$71,730*

Revenue Fund Balance To Be Used To Make 11/1/2020 Interest Payment Of \$38,275.

* Approximate Amounts

2013 Bond Refunding

Original Par Amount =	\$2,595,000	Annual Principal Payments Due:
Interest Rate =	1.375% - 4.00%	May 1st
Issue Date =	March 2013	Annual Interest Payments Due:
Maturity Date =	May 2035	May 1st & November 1st
Par Amount As Of 8/31/20 =	\$1,955,000	