



**SAUSALITO BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 2, 2022
6:15 P.M.**

Special District Services, Inc.
8785 SW 165 Avenue, Suite 200
Miami, FL 33193

www.sausalitobaycdd.org
786.347.2700 ext. 2027 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. 8th Street
Miami, Florida 33184
REGULAR BOARD MEETING
March 2, 2022
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. September 1, 2021 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report, as Required
- H. New Business
 - 1. Consider Resolution No. 2022-01 – Adopting a Fiscal Year 2022/2023 Proposed Budget.....Page 5
- I. Administrative & Operational Matters
 - 1. Announcement of Qualifying Period: Noon, June 13, 2022 – Noon, June 17, 2022 (Seats 1&2)
- 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:

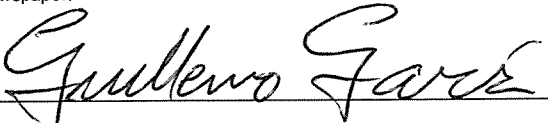
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County,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

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2021/2022 REGULAR MEETING SCHEDULE

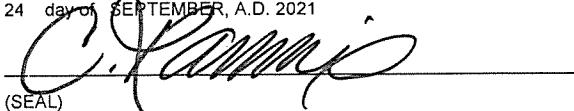
in the XXXX Court,
was published in said newspaper in the issues of

09/24/2021

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.

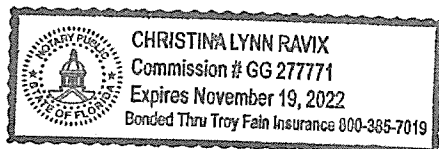


Sworn to and subscribed before me this
24 day of SEPTEMBER, A.D. 2021



(SEAL)

GUILLERMO GARCIA personally known to me



SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2021/2022 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 6, 2021
November 3, 2021
December 1, 2021
February 2, 2022
March 2, 2022
April 6, 2022
May 4, 2022
June 1, 2022
September 7, 2022

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 561-630-4922 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 561-630-4922 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
9/24

21-24/0000552699M

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 1, 2021**

A. CALL TO ORDER

District Manager Nancy Nguyen called the September 1, 2021, Regular Board Meeting of the Sausalito Bay Community Development District (the “District”) to order at 6:15 p.m. in the Conference Room at the Just Kids Center, Inc. located at 12470 SW 8th Street, Miami, Florida 33184.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 25, 2020, as part of the District’s Fiscal Year 2020/2021 Regular Meeting Schedule, *as legally required*.

C. ESTABLISH A QUORUM

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

Staff members in attendance were District Manager Nancy Nguyen of Special District Services, Inc.; and District Counsel Gregory George 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 5, 2021, Regular Board Meeting and Public Hearing

Ms. Nguyen presented the minutes of the May 5, 2021, Regular Board Meeting and Public Hearing and asked if there were any changes.

There being no changes, a **motion** was made by Mr. Casanas, seconded by Mr. Picar and unanimously passed approving the minutes of the May 5, 2021, Regular Board Meeting and Public Hearing, *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. 2021-07 – Adopting a Fiscal Year 2020/2021 Amended Budget

Ms. Nguyen presented Resolution No. 2021-07, entitled:

RESOLUTION NO. 2021-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2020/2021 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

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

A **motion** was made by Mr. Penna, seconded by Ms. Toledano and unanimously passed to approve and adopt Resolution No. 2021-07, *as presented*, thereby setting the amended/revised budget for the 2020/2021 fiscal year.

2. Consider Approval of Auditor Renewal

Ms. Nguyen explained that at the October 3, 2018, District meeting, the Board of Supervisors (the “Board”) selected Grau & Associates to perform the year end audits for the fiscal years ended 2018, 2019, and 2020, with an option to perform the 2021 and 2022 audits.

Ms. Nguyen stated that management was pleased with the services provided by Grau & Associates, and recommended that the Board approve the renewal option. A discussion ensued, after which:

A **motion** was made by Mr. Picar, seconded by Ms. Toledano and unanimously passed to approve the renewal option with Grau & Associates to perform the audits for the fiscal years ending in 2021 and 2022 for \$3,700 and \$3,800, respectively.

3. Legislative Session Update

Ms. Nguyen explained that District Counsel had prepared a memorandum summarizing the legislative acts that had become law during the most recent legislative session. Mr. George provided the Board an explanation of the laws that pertain to the District. Mr. George informed the Board that if they have any questions regarding these new laws, they may contact his office or visit <http://laws.flrules.org/>.

I. ADMINISTRATIVE MATTERS & OPERATIONAL MATTERS

1. Staff Report, as Required

There was no Staff report at this time.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no comments from Board Members or District Staff.

P. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Toledano, seconded by Mr. Casanas and unanimously passed to adjourn the Regular Board Meeting at 6:32 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2022-01

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 2022/2023; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “Board”) of the Sausalito Bay Community Development District (the “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 2022/2023 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 2022/2023 attached hereto as Exhibit “A” is approved and adopted by the Board.

Section 2. A Public Hearing is hereby scheduled for May 4, 2022, 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 2022/2023 Budget.

PASSED, ADOPTED and EFFECTIVE this 2nd day of March, 2022.

ATTEST:

**SAUSALITO BAY
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Sausalito Bay
Community Development District

**Proposed Budget For
Fiscal Year 2022/2023
October 1, 2022 - September 30, 2023**

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- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET
REVENUES	
Administrative Assessments	82,233
Maintenance Assessments	32,340
Debt Assessments	188,085
Other Revenues	0
Interest Income	240
TOTAL REVENUES	\$ 302,898
EXPENDITURES	
MAINTENANCE EXPENDITURES	
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)	8,000
Miscellaneous Maintenance Expenses (TH - 23)	750
Misc Grounds Maintenance/Mulch/Fertilizer	4,800
Engineering/Inspections	1,020
Outside Janitorial Services (SFH - 50)	3,300
Maintenance Contingency	2,300
TOTAL MAINTENANCE EXPENDITURES	\$ 57,250
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	5,000
Payroll Taxes (Employer)	383
Management	32,136
Secretarial & Field Operations	6,180
Legal	8,000
Assessment Roll	6,000
Audit Fees	3,800
Insurance	6,000
Legal Advertisements	675
Miscellaneous	1,600
Postage	250
Office Supplies	450
Dues & Subscriptions	175
Trustee Fee	3,600
Continuing Disclosure Fee	350
Website Management	2,000
Administrative Contingency	700
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 77,299
TOTAL EXPENDITURES	\$ 134,549
REVENUES LESS EXPENDITURES	\$ 168,349
Bond Payments	(176,800)
BALANCE	\$ (8,451)
County Appraiser & Tax Collector Fee	(6,053)
Discounts For Early Payments	(12,106)
EXCESS/ (SHORTFALL)	\$ (26,610)
Carryover From Prior Year	26,610
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2020/2021 ACTUAL	FISCAL YEAR 2021/2022 BUDGET	FISCAL YEAR 2022/2023 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	82,186	81,290	82,233	Expenditures/.94
Maintenance Assessments	38,989	37,181	32,340	Expenditures Less Interest & Carryover/.94
Debt Assessments	185,399	187,028	188,085	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	271	300	240	Interest Projected At \$20 Per Month
TOTAL REVENUES	\$ 306,845	\$ 305,799	\$ 302,898	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aquatic Maintenance (SFH - 50)	6,120	5,400	5,400	No Change From 2021/2022 Budget
Aquatic Maintenance (TH - 23)	0	1,800	1,800	No Change From 2021/2022 Budget
Lawn Maintenance (SFH - 50)	16,481	22,500	22,500	No Change From 2021/2022 Budget
Lawn Maintenance/Lake Tracts (TH - 23)	8,146	6,000	6,000	No Change From 2021/2022 Budget
Lake Tract Shoreline Maintenance (SFH - 50)	1,600	900	900	No Change From 2021/2022 Budget
Lake Tract Shoreline Maintenance (TH - 23)	0	480	480	No Change From 2021/2022 Budget
Miscellaneous Maintenance Expenses (SFH - 50)	0	8,000	8,000	No Change From 2021/2022 Budget
Miscellaneous Maintenance Expenses (TH - 23)	0	750	750	No Change From 2021/2022 Budget
Misc Grounds Maintenance/Mulch/Fertilizer	1,538	4,800	4,800	No Change From 2021/2022 Budget
Engineering/Inspections	975	1,020	1,020	No Change From 2021/2022 Budget
Outside Janitorial Services (SFH - 50)	0	3,300	3,300	No Change From 2021/2022 Budget
Maintenance Contingency	250	2,300	2,300	Maintenance Contingency
TOTAL MAINTENANCE EXPENDITURES	\$ 35,110	\$ 57,250	\$ 57,250	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	4,000	5,000	5,000	Supervisor Fees
Payroll Taxes (Employer)	306	383	383	Supervisor Fees *7.65%
Management	30,780	31,200	32,136	CPI Adjustment (Capped At 3%)
Secretarial & Field Operations	6,180	6,180	6,180	No Change From 2021/2022 Budget
Legal	6,745	8,000	8,000	No Change From 2021/2022 Budget
Assessment Roll	6,000	6,000	6,000	No Change From 2021/2022 Budget
Audit Fees	3,600	3,700	3,800	Accepted Amount For 2021/2022 Audit
Insurance	5,513	6,000	6,000	Insurance Estimate
Legal Advertisements	288	700	675	\$25 Decrease From 2021/2022 Budget
Miscellaneous	917	1,700	1,600	\$100 Decrease From 2021/2022 Budget
Postage	210	250	250	No Change From 2021/2022 Budget
Office Supplies	172	475	450	\$25 Decrease From 2021/2022 Budget
Dues & Subscriptions	175	175	175	No Change From 2021/2022 Budget
Trustee Fee	3,547	3,600	3,600	No Change From 2021/2022 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2021/2022 Budget
Website Management	2,000	2,000	2,000	No Change From 2021/2022 Budget
Administrative Contingency	0	700	700	Administrative Contingency
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 70,783	\$ 76,413	\$ 77,299	
TOTAL EXPENDITURES	\$ 105,893	\$ 133,663	\$ 134,549	
REVENUES LESS EXPENDITURES	\$ 200,952	\$ 172,136	\$ 168,349	
Bond Payments	(176,771)	(175,806)	(176,800)	2023 P & I Payments Less Earned Interest
BALANCE	\$ 24,181	\$ (3,670)	\$ (8,451)	
County Appraiser & Tax Collector Fee	(2,953)	(6,110)	(6,053)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,305)	(12,220)	(12,106)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 9,923	\$ (22,000)	\$ (26,610)	
Carryover From Prior Year	0	22,000	26,610	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 9,923	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022/2023

OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2020/2021	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	11	25	25	Projected Interest For FY 2022/2023
NAV Tax Collection	176,771	175,806	176,775	2023 P & I Payments Less Earned Interest
Total Revenues	\$ 176,782	\$ 175,831	\$ 176,800	
EXPENDITURES				
Principal Payments	100,000	105,000	110,000	Principal Payment Due In 2023
Interest Payments	76,550	70,831	66,800	Interest Payments Due In 2023
Total Expenditures	\$ 176,550	\$ 175,831	\$ 176,800	
Excess/ (Shortfall)	\$ 232	\$ -	\$ -	

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		

Par Amount As Of 1/1/22 = \$1,855,000

Sausalito Bay Community Development District Assessment Comparison

	Original Projected Assessment Before Discount*	Fiscal Year 2019/2020 Assessment Before Discount*	Fiscal Year 2020/2021 Assessment Before Discount*	Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Projected Assessment Before Discount*
Administrative Assessment For Lot Size 23	\$ -	\$ 189.66	\$ 190.93	\$ 189.50	\$ 191.69
Maintenance Assessment For Lot Size 23	\$ -	\$ 33.54	\$ 35.39	\$ 33.49	\$ 29.13
<u>Debt For Lot Size 23</u>	<u>\$ -</u>	<u>\$ 380.43</u>	<u>\$ 372.78</u>	<u>\$ 376.06</u>	<u>\$ 378.18</u>
Total	\$ 625.00	\$ 603.63	\$ 599.10	\$ 599.05	\$ 599.00
Administrative Assessment For Lot Size 50	\$ -	\$ 189.66	\$ 190.93	\$ 189.50	\$ 191.69
Maintenance Assessment For Lot Size 50	\$ -	\$ 133.72	\$ 141.20	\$ 134.88	\$ 117.32
<u>Debt For Lot Size 50</u>	<u>\$ -</u>	<u>\$ 495.98</u>	<u>\$ 486.01</u>	<u>\$ 490.27</u>	<u>\$ 493.05</u>
Total	\$ 750.00	\$ 819.36	\$ 818.14	\$ 814.65	\$ 802.06

* 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