



**SAUSALITO BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
JUNE 1, 2023
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 & PUBLIC HEARING
June 1, 2023
6:15 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Discussion Regarding Vacancy in Seat 2 (Term Expires in November 2023)
- E. Administer Oath of Office and Review New Board Member Duties & Responsibilities
- F. Additions or Deletions to Agenda
- G. Comments from the Public for Items Not on the Agenda
- H. Approval of Minutes
 - 1. March 2, 2023 Regular Board Meeting.....Page 2
- I. Public Hearing
 - 1. Proof of Publication.....Page 6
 - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
 - 3. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Final Budget.....Page 7
- J. Old Business
 - 1. Staff Report, as Required
- K. New Business
 - 1. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 14
 - 2. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 16
- L. Administrative & Operational Matters
 - 1. Statement of Financial Interest 2022 Form 1 – Filing Deadline: July 1, 2023
- M. Board Member & Staff Closing Comments
- N. Adjourn

MIAMI-DADE

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 2022/2023 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper by print in the issues of
and/or by publication on the newspaper's website, if
authorized, on

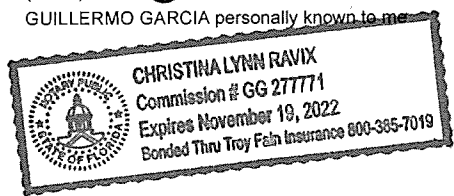
09/23/2022

Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Sworn to and subscribed before me this
23 day of SEPTEMBER, A.D. 2022

(SEAL)

GUILLERMO GARCIA personally known to me



**SAUSALITO BAY COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023 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, 2022
- November 3, 2022
- February 2, 2023
- March 2, 2023
- April 6, 2023
- May 4, 2023
- June 1, 2023
- September 7, 2023

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 nnguyen@sdsinc.org 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 nnguyen@sdsinc.org 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

9/23

22-57/0000621454M

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 2, 2023**

A. CALL TO ORDER

District Manager Nancy Nguyen called the March 2, 2023, Regular Board Meeting of the Sausalito Bay Community Development District (the “District”) to order at 6:21 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 23, 2022, as part of the District’s Revised Fiscal Year 2022/2023 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 Supervisor Jessica Toledano 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 Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also in attendance were: Jose Ferreira, Miami, FL; and Max Freiria, Miami, FL.

D. CONSIDER RESOLUTION NO. 2023-01 – DECLARING VACANCIES

Ms. Nguyen presented Resolution No. 2023-01, entitled:

RESOLUTION NO. 2023-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
DECLARING VACANCIES ON THE BOARD OF SUPERVISORS
PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND
PROVIDING AN EFFECTIVE DATE.**

Ms. Nguyen read the title into the record and advised that the 4-year terms of office for Seat #1 (currently held by Jessica Toledano) and Seat #2 (currently vacant) expired in November 2022. She further explained that no elector qualified for Seat #1 or Seat #2 to be filled in the General Election. Pursuant to Section 190.006(3)(b), Florida Statutes, the District is required to declare the seats to be filled by the election to which no qualified elector has qualified as vacant and to appoint a qualified elector to fill each such vacancy within ninety (90) days of the second Tuesday (November 22, 2022) following the General Election. Until such appointment, the incumbent board member in such seat shall remain in office.

A **motion** was made by Mr. Penna, seconded by Mr. Picar and unanimously passed declaring Seats #1 and #2 as vacant, effective November 22, 2022, and further authorizing incumbent board members in these seats to remain in office until the appointment of a qualified elector to such seats.

Ms. Nguyen stated that vacancies had been declared in Seats #1 and #2, effective as of the second Tuesday of November (November 22, 2022) following the November General Election (November 8, 2022). Pursuant to Section 190.006(3)(b), Florida Statutes, incumbents (holdover Board members) will serve until appointments to the vacancies have been made. A discussion ensued after which:

A **motion** was made by Mr. Penna, seconded by Mr. Picar and unanimously passed appointing Ms. Jessica Toledano to Seat #1, which term expires in November 2026.

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Ms. Jessica Toledano.

Ms. Nguyen asked if there were any members of the public interested in serving on the Board. Mr. Max Freiria introduced himself and expressed his desire to serve on the Board in the future, and that at this time he would like to see how the Board operates.

Ms. Nguyen stated that as a result of the changes to the Board of the District, Ms. Nguyen recommended that re-election of the District's Officers take place. She provided the following slate of names for election:

- Chairperson – Miguel Picar
- Vice Chairperson – Robert Penna
- Secretary/Treasurer – Nancy Nguyen
- Assistant Secretaries – Jessica Toledano, Yuray Rodriguez, Armando Silva and Gloria Perez

A discussion ensued after which:

A **motion** was made by Ms. Toledano, seconded by Mr. Picar and passed unanimously electing the District's Officers, as listed above.

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

Mr. Max Freiria requested that the Board explain how a community development district is formed. The Board provided Mr. Freiria an explanation. Mr. Freiria then requested that the Board provide him with information on District infrastructure ownership. This information was provided to Mr. Freiria. Mr. Freiria was advised that members of the public were allotted a maximum of three minutes to address their concerns to the Board. A discussion ensued, after which, the Board moved to the next item on the agenda.

G. APPROVAL OF MINUTES

1. September 1, 2022, Regular Board Meeting

Ms. Nguyen presented the minutes of the September 1, 2022, Regular Board Meeting and asked if there were any changes.

There being no changes, a **motion** was made by Mr. Picar, seconded by Ms. Toledano and unanimously passed approving the minutes of the September 1, 2022, Regular Board Meeting, as presented.

H. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

I. NEW BUSINESS

1. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Proposed Budget

Ms. Nguyen presented Resolution No. 2023-02, entitled:

RESOLUTION NO. 2023-02

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 2023/2024; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen read the title of the resolution into the record and explained that the proposed 2023/2024 fiscal year budget would be balanced by designating a carryover of approximately \$25,000 from the projected fund balance as of September 30, 2023. Ms. Nguyen advised that since the overall proposed assessments were not increasing in the fiscal year 2023/2024, letters to the residents would not be required. Furthermore, Ms. Nguyen stated, as part of Resolution No. 2023-02, the Board must set a date for the public hearing to adopt the fiscal year 2023/2024 final budget and assessment roll. A discussion ensued after which:

A **motion** was made by Mr. Penna, seconded by Ms. Toledano and unanimously passed approving and adopting Resolution No. 2023-02, as presented, setting the public hearing to adopt the fiscal year 2023/2024 final budget and assessments for June 1, 2023, at 6:15 p.m. in the Conference Room at the Just Kids Center, Inc. located at 12470 SW 8th Street, Miami, Florida 33184; and further authorizes publication/notice of the budget public hearing, as required by law.

2. Consider Engineering Updated Rates Request (Alvarez Engineers)

Ms. Nguyen presented a letter and Engineering Agreement from Alvarez Engineers, the District Engineer, respectfully requesting the Board's consideration in updating the engineering hourly billing rates for engineering personnel. Ms. Nguyen advised that the existing billing rates had been in effect since 2015 and that the proposed increases amount to approximately 10%. Ms. Nguyen also confirmed that the District's budget included sufficient funds and that the increase in billing rates would not affect the District's budget. As per Alvarez Engineers, the billing rates will be reviewed again after a period of five (5) years. A discussion ensued, after which:

A **motion** was made Ms. Toledano, seconded by Mr. Penna and unanimously passed accepting the updated billing rates proposed by Alvarez Engineers, and further accepting the Engineering Agreement.

3. Consider Adjustment to District Counsel Fee Structure

Ms. Nguyen presented a letter provided by Mr. Cochran.

Mr. Cochran explained that District Counsel's firm, Billing, Cochran, Lyles, Mauro & Ramsey, P.A., has had the current fee structure in place since 2017. Mr. Cochran further explained that although the firm was mindful of the necessity to keep increases in the District's expenses, including the cost of legal services, to a minimum, it had become necessary for the firm to adjust their hourly rates, effective April 1, 2023.

Ms. Nguyen confirmed that the District’s budget included sufficient funds for the legal budget line and that the increase in billing rates would not affect the District’s budget.

A **motion** was made by Mr. Picar, seconded by Ms. Toledano and unanimously passed accepting the updated billing rates proposed by Billing, Cochran, Lyles, Mauro & Ramsey, P.A..

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

There were no administrative or operational matters to discuss at this time.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet until June 1, 2023.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Penna, seconded by Mr. Picar and unanimously passed to adjourn the Regular Board Meeting at 7:21 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**Notice of Public Hearing
and Regular Board Meeting of the
Sausalito Bay Community Development District**

The Board of Supervisors (the “Board”) of the Sausalito Bay Community Development District (“District”) will hold a Public Hearing and Regular Board Meeting on June 1, 2023, at 6:15 p.m., or as soon thereafter as the meeting can be heard, at the Just Kids Center, Inc. located at 12470 SW 8th Street, Miami, Florida 33184.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the District. A copy of the Budget and/or the Agenda may be obtained from the District’s website or at the offices of the District Manager, 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, during normal business hours. The purpose of the Regular Board Meeting is for the Board to consider any other business which may lawfully and properly come before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Board Members will 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.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at 786-347-2700 ext. 2027 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Public Hearings and/or meetings may be cancelled from time to time without advertised notice.

Sausalito Bay Community Development District

www.sausalitobaycdd.org

PUBLISH: Miami Daily Business Review: 05/12/23 & 05/19/23

RESOLUTION NO. 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2023/2024 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sausalito Bay Community Development District (the “District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non-ad valorem assessments upon the properties within the District.

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

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The 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 1st day of June, 2023.

ATTEST:

**SAUSALITO BAY
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chair/Vice Chair

Sausalito Bay
Community Development District

**Final Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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

FINAL BUDGET
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
Administrative Assessments	83,972
Maintenance Assessments	33,511
Debt Assessments	184,654
Other Revenues	0
Interest Income	300
TOTAL REVENUES	\$ 302,437
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	1,600
Outside Janitorial Services (SFH - 50)	3,000
Maintenance Contingency	2,020
TOTAL MAINTENANCE EXPENDITURES	\$ 57,250
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	5,000
Payroll Taxes (Employer)	383
Management	33,096
Secretarial & Field Operations	6,180
Legal	8,000
Assessment Roll	6,000
Audit Fees	3,900
Insurance	6,500
Legal Advertisements	675
Miscellaneous	1,500
Postage	250
Office Supplies	425
Dues & Subscriptions	175
Trustee Fee	3,800
Continuing Disclosure Fee	350
Website Management	2,000
Administrative Contingency	700
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 78,934
TOTAL EXPENDITURES	\$ 136,184
REVENUES LESS EXPENDITURES	\$ 166,253
Bond Payments	(173,575)
BALANCE	\$ (7,322)
County Appraiser & Tax Collector Fee	(6,043)
Discounts For Early Payments	(12,085)
EXCESS/ (SHORTFALL)	\$ (25,450)
Carryover From Prior Year	25,450
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL BUDGET
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	81,583	82,233	83,972	Expenditures/.94
Maintenance Assessments	37,181	32,340	33,511	Expenditures Less Interest & Carryover/.94
Debt Assessments	187,029	188,085	184,654	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	283	240	300	Interest Projected At \$25 Per Month
TOTAL REVENUES	\$ 306,076	\$ 302,898	\$ 302,437	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aquatic Maintenance (SFH - 50)	6,570	5,400	5,400	No Change From 2022/2023 Budget
Aquatic Maintenance (TH - 23)	0	1,800	1,800	No Change From 2022/2023 Budget
Lawn Maintenance (SFH - 50)	19,086	22,500	22,500	No Change From 2022/2023 Budget
Lawn Maintenance/Lake Tracts (TH - 23)	5,541	6,000	6,000	No Change From 2022/2023 Budget
Lake Tract Shoreline Maintenance (SFH - 50)	0	900	900	No Change From 2022/2023 Budget
Lake Tract Shoreline Maintenance (TH - 23)	0	480	480	No Change From 2022/2023 Budget
Miscellaneous Maintenance Expenses (SFH - 50)	0	8,000	8,000	No Change From 2022/2023 Budget
Miscellaneous Maintenance Expenses (TH - 23)	0	750	750	No Change From 2022/2023 Budget
Misc Grounds Maintenance/Mulch/Fertilizer	0	4,800	4,800	No Change From 2022/2023 Budget
Engineering/Inspections	1,975	1,020	1,600	\$580 Increase From 2022/2023 Budget
Outside Janitorial Services (SFH - 50)	0	3,300	3,000	\$300 Decrease From 2022/2023 Budget
Maintenance Contingency	0	2,300	2,020	Maintenance Contingency
TOTAL MAINTENANCE EXPENDITURES	\$ 33,172	\$ 57,250	\$ 57,250	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	2,000	5,000	5,000	Supervisor Fees
Payroll Taxes (Employer)	153	383	383	Supervisor Fees *7.65%
Management	31,200	32,136	33,096	CPI Adjustment (Capped At 3%)
Secretarial & Field Operations	6,180	6,180	6,180	No Change From 2022/2023 Budget
Legal	6,955	8,000	8,000	No Change From 2022/2023 Budget
Assessment Roll	6,000	6,000	6,000	No Change From 2022/2023 Budget
Audit Fees	3,700	3,800	3,900	\$100 Increase From 2022/2023 Budget
Insurance	5,706	6,000	6,500	Fiscal Year 2022/2023 Expenditure Was \$6,134
Legal Advertisements	457	675	675	No Change From 2022/2023 Budget
Miscellaneous	947	1,600	1,500	\$100 Decrease From 2022/2023 Budget
Postage	224	250	250	No Change From 2022/2023 Budget
Office Supplies	214	450	425	\$25 Decrease From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fee	3,547	3,600	3,800	\$200 Increase From 2022/2023 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2022/2023 Budget
Website Management	2,000	2,000	2,000	No Change From 2022/2023 Budget
Administrative Contingency	0	700	700	Administrative Contingency
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 69,808	\$ 77,299	\$ 78,934	
TOTAL EXPENDITURES	\$ 102,980	\$ 134,549	\$ 136,184	
REVENUES LESS EXPENDITURES	\$ 203,096	\$ 168,349	\$ 166,253	
Bond Payments	(178,272)	(176,800)	(173,575)	2024 P & I Payments Less Earned Interest
BALANCE	\$ 24,824	\$ (8,451)	\$ (7,322)	
County Appraiser & Tax Collector Fee	(2,944)	(6,053)	(6,043)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,363)	(12,106)	(12,085)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 10,517	\$ (26,610)	\$ (25,450)	
Carryover From Prior Year	0	26,610	25,450	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 10,517	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024

OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	514	25	100	Projected Interest For FY 2023/2024
NAV Tax Collection	178,272	176,775	173,575	2024 P & I Payments Less Earned Interest
Total Revenues	\$ 178,786	\$ 176,800	\$ 173,675	
EXPENDITURES				
Principal Payments	105,000	110,000	110,000	Principal Payment Due In 2024
Interest Payments	72,800	66,800	63,675	Interest Payments Due In 2024
Total Expenditures	\$ 177,800	\$ 176,800	\$ 173,675	
Excess/ (Shortfall)	\$ 986	\$ -	\$ -	

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 1/1/23 = \$1,750,000

Sausalito Bay Community Development District Assessment Comparison

	Original Projected Assessment Before Discount*	Fiscal Year 2020/2021 Assessment Before Discount*	Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Projected Assessment Before Discount*
Administrative Assessment For Lot Size 23	\$ -	\$ 190.93	\$ 189.50	\$ 191.69	\$ 195.74
Maintenance Assessment For Lot Size 23	\$ -	\$ 35.39	\$ 33.49	\$ 29.13	\$ 30.39
<u>Debt For Lot Size 23</u>	<u>\$ -</u>	<u>\$ 372.78</u>	<u>\$ 376.06</u>	<u>\$ 378.18</u>	<u>\$ 371.29</u>
Total	\$ 625.00	\$ 599.10	\$ 599.05	\$ 599.00	\$ 597.42
Administrative Assessment For Lot Size 50	\$ -	\$ 190.93	\$ 189.50	\$ 191.69	\$ 195.74
Maintenance Assessment For Lot Size 50	\$ -	\$ 141.20	\$ 134.88	\$ 117.32	\$ 121.40
<u>Debt For Lot Size 50</u>	<u>\$ -</u>	<u>\$ 486.01</u>	<u>\$ 490.27</u>	<u>\$ 493.05</u>	<u>\$ 484.06</u>
Total	\$ 750.00	\$ 818.14	\$ 814.65	\$ 802.06	\$ 801.20

* 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

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Sausalito Bay Community Development District (the "District") to establish a regular meeting schedule for fiscal year 2023/2024; and

WHEREAS, the Board of Supervisors (the "Board") of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT, MIAMI-DADE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted by the Board.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted by the Board and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 1st day of June, 2023.

ATTEST:

**SAUSALITO BAY
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chair/Vice Chair

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 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 5, 2023
November 2, 2023
February 1, 2024
March 7, 2024
April 4, 2024
May 2, 2024
June 6, 2024
September 5, 2024**

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 nnguyen@sdsinc.org 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 nnguyen@sdsinc.org 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

PUBLISH: MIAMI DAILY BUSINESS REVIEW 09/25/23

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel (10 Points).*

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience (10 Points).*

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

3. *Understanding of Scope of Work (10 Points).*

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services (10 Points).*

Present ability to manage this project and the extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

5. *Price (10 Points).*

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2022/2023, 2023/2024 and 2024/2025
With Two Year Option (2025/2026 and 2026/2027)
Miami-Dade County, Florida**

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than August 22, 2023 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. REJECTION OF PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit two (2) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Sausalito Bay Community Development District” on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

SECTION 15. REJECTION OF ALL PROPOSALS. The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.

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