



**SAUSALITO BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
FEBRUARY 1, 2024
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
Conference Room at Kendall Executive Center
8785 SW 165th Avenue, Suite 200
Miami, Florida 33193
REGULAR BOARD MEETING
February 1, 2024
6:15 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Appointment of Supervisors to Vacant Seat (Seat 2; Exp. 2026)
- E. Administer Oath of Office and Review New Board Member Duties
- F. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. October 5, 2023 Regular Board Meeting.....Page 2
- J. Old Business
 - 1. Staff Report, as Required
- K. New Business
 - 1. Consider Resolution No. 2024-01 – Electronic Signature Policy.....Page 6
 - 2. Consider Resolution No. 2024-02 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 9
 - 3. Discussion Regarding Landscape Maintenance.....Page 16
 - 4. Required Ethics Training and Financial Disclosure Memorandum.....Page 31
- L. Administrative & Operational Matters
 - 1. Staff Report, as Required
- M. Board Member & Staff Closing Comments
- N. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared ROSANA SALGADO, 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, of 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 2023/2024 REGULAR MEETING SCHEDULE

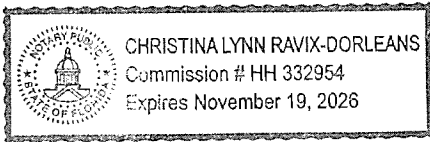
in the XXXX Court,
was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

09/25/2023

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
25 day of SEPTEMBER, A.D. 2023

(SEAL)
ROSANA SALGADO personally known to me



**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 Kendall Executive Center located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, on the following dates: 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 nnquyen@sbsinc.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 nnquyen@sbsinc.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.sausalitobayodd.org
9/25

23-37/000688114M

**SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 5, 2023**

A. CALL TO ORDER

District Manager Nancy Nguyen called the October 5, 2023, Regular Board Meeting of the Sausalito Bay Community Development District (the “District”) to order at 6:17 p.m. in the Kendall Executive Center Second Floor Conference Room located at 8785 SW 165 Avenue, Suite 200, Miami, Florida 333193.

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, 2023, as part of the District’s Fiscal Year 2023/2024 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 and Liza Smoker of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also in attendance was: Jose Ferreira, Miami, FL.

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. June 1, 2023, Regular Board Meeting and Public Hearing

Ms. Nguyen presented the minutes of the June 1, 2023, Regular Board Meeting and Public Hearing and asked if there were any changes.

There being no changes, a **motion** was made by Mr. Penna, seconded by Ms. Toledano and unanimously passed approving the minutes of the June 1, 2023, 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. 2023-05 – Adopting a Fiscal Year 2022/2023 Amended Budget

Ms. Nguyen presented Resolution No. 2023-05, entitled:

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen read the title into the record and provided an explanation for the document. She indicated that there was an operating fund balance of approximately \$220,000 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Mr. Penna, seconded by Mr. Picar and unanimously passed to adopt Resolution No. 2023-06, as presented, thereby setting the amended/revised budget for the 2022/2023 fiscal year.

2. Consider Resolution No. 2023-05 – Adopting a Records Retention Policy

Ms. Nguyen presented Resolution No. 2023-05, entitled:

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Cochran explained that this document provides that the electronic record shall be considered the official record and any paper originals are considered duplicates which may be disposed of unless required by any applicable statute, rule or ordinance, per section 668.50, Florida Statutes.

A **motion** was made by Mr. Picar, seconded by Ms. Toledano and unanimously passed to approve Resolution No. 2023-05; thereby adopting a Records Retention Policy.

3. Discussion Regarding 2023 Legislative Update Memorandum

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

4. Discussion Regarding Required Ethics Training Memorandum

Mr. Cochran explained that effective January 1, 2024, elected officers, such as the District Board Supervisors, will be required to complete four (4) hours of ethics training annually. He further explained that this requirement is noted on Form 1, Statement of Financial Interests, which is completed annually by Board Supervisors. Mr. Cochran recommended that this training requirement be completed by July 1

annually, so that the supervisor or officer can verify compliance with the required training on his or her Form 1. Additionally, if supervisors or officers assume office on or before March 31st, they must complete the ethics training by December 31st of each year the term begins; however, if the term starts after March 31st, the supervisor or officer is not required to complete the required ethics training until December 31st of the following year.

I. AUDIT SELECTION COMMITTEE

1. Ranking of Proposals/Consider Selection of an Auditor

Ms. Nguyen reminded the Board that during the last Board Meeting, the Board and the District Manager were appointed as the Audit Committee.

Ms. Nguyen recessed the Regular Board Meeting and simultaneously called to order a meeting of the Audit Committee at approximately 6:33 p.m. The purpose of the Audit Committee meeting is to rank and recommend, in order of preference, no fewer than three (3) audit firms to perform the required auditing services for three (3) fiscal years commencing with the 2022/2023 audit and to include a 2-year renewal option.

Ms. Nguyen, who was previously appointed to the Audit Committee, explained that only one (1) audit firm had responded to the legal advertisement requesting proposals to perform annual audits for fiscal years ending 9/30/2023, 9/30/2024, 9/30/2025 and to include a 2-year renewal option for fiscal years 9/30/2026 and 9/30/2027.

Ms. Nguyen informed the Board that they had two options. They could either waive the three (3) audit proposer rule or they can start the request for proposals process again. The Audit Committee consensus was to waive the 3 audit proposer rule. Consequently, Ms. Nguyen asked the Audit Committee to waive the 3 audit proposer rule and also rank the firm of Grau & Associates #1, the only qualified and responsible firm. A discussion ensued, after which:

A **motion** was made by Mr. Picar, seconded by Ms. Toledano and unanimously passed to waive the three (3) audit proposer rule and to rank the firm of Grau & Associates deemed to be most qualified to perform the auditing services as #1.

There being no further Audit Committee business to conduct, Ms. Nguyen adjourned the Audit Committee Meeting and simultaneously reconvened the Regular Board Meeting at approximately 6:39 p.m.

A **motion** was made by Mr. Picar, seconded by Mr. Penna and unanimously passed authorizing the District Manager to engage the firm of Grau & Associates, a qualified and responsible auditing firm proposer, to perform audits for the three (3) fiscal years ending 2023, 2024 and 2025; and the fees for the fiscal years will be \$3,300, \$3,400 and \$3,500, respectively; and to provide in the engagement a 2-year renewal option for the fiscal years 2026 and 2027; and the fees for the option years, subject to fee adjustments for inflation, will be \$3,600 and \$3,700, respectively.

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

There was no staff report at this time.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

Ms. Nguyen stated that the next District meeting is scheduled for November 2nd. Ms. Nguyen explained that if there are no matters to discuss, they will receive notice that the meeting will be canceled.

Ms. Nguyen asked if there were any closing comments from members of the public. Mr. Ferreira thanked the Board for their dedication to the District and stated that he looks forward to attending future meetings to continue learning more about the District and the workings of the Board. The Board thanked Mr. Ferreira for his attendance.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Toledano, seconded by Mr. Penna and unanimously passed to adjourn the Regular Board Meeting at 6:42 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND IMPLEMENTATION OF CONTROL PROCESSES AND PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, FLORIDA STATUTES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the Sausalito Bay Community Development District (the “District”), is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the “Act”), created by Ordinance No. 03-104 of the City Commission of Miami, Florida enacted on April 18, 2003; and

WHEREAS, the Board of Supervisors of the District regularly directs the District Manager of the District to execute and accept certain documents on behalf of the District and it is customary for certain documents to be transmitted via electronic means endorsed with electronic signatures; and

WHEREAS, consistent with Chapter 688, Florida Statutes, the District is responsible for adopting and implementing control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of business transactions conducted using electronic commerce; and

WHEREAS, the District Board of Supervisors finds that it is in the best interest of the District to enact a policy pertaining to the use and receipt of electronic signatures.

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

Section 1. The foregoing recitals are hereby incorporated as findings of fact of the District Board of Supervisors.

Section 2. The Board of Supervisors of the Sausalito Bay Community Development District hereby establishes and adopts the “Electronic Signature Policy,” as follows:

ELECTRONIC SIGNATURE POLICY

PURPOSE: The purpose of this policy is to establish and identify the criteria and requirements for the use and validation of electronic signatures on documents on behalf of and for District business in accordance with Chapter 688, Florida Statutes, “Electronic Signature Act”.

DEFINITIONS:

Electronic means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

Electronic record means a record created, generated, sent, communicated, received, or stored by electronic means.

Electronic signature means any letters, characters, or symbols, manifested by electronic or similar means, or logically associated with a record and that is executed or adopted with the intent to sign the record.

Electronic transaction means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

Record means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and that is retrievable in perceivable form.

POLICY: This policy applies to any Electronic transaction that is a replacement for or complement to handwritten signatures on any record of or for the District, including, but not limited to, contracts, agreements, official minutes, bids, proposals and resolutions. Any Electronic record or Electronic signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form. This policy does not limit the District’s right or option to require original signatures or Records in a non-electronic format as the District deems necessary or as required by applicable policies, laws or regulations.

PROCEDURE: When a document containing an Electronic signature is signed, transmitted and received the following requirements must be met:

1. The Electronic signature must establish sender/user authenticity. The electronic signing of a document by an individual must be accompanied by documentation that shows that the signer is the individual signing the document and the individual that has the authority to bind the entity entering into an agreement or contract with the District.

2. If a document has been modified or changed, the prior Electronic signature is invalid and said document requires another Electronic signature or shall be signed by hand. This is to prevent any issue that a document has been changed after it is signed.

3. The District Manager, or his or her designee, has the authority and responsibility for approval of any Electronic signature method utilized and shall be responsible for the implementation of control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of District business transactions conducted using electronic methods.

4. The Electronic signature shall include the entire name of the individual and shall be located on or near the signature block on the document being electronically signed.

5. The date of the Electronic signature must be captured, stored, and available for retrieval for the required retention period of the document executed.

6. The Electronic record must be transmitted to all parties in a format acceptable to the District Manager, or his or her designee.

Section 3. The District Manager is hereby directed to take all actions necessary and consistent with the intent of this Resolution.

Section 4. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

Section 5. If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6. The Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 1st day of February, 2024.

**SAUSALITO BAY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair

RESOLUTION NO. 2024-02

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 2024/2025; 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 2024/2025 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 2024/2025 attached hereto as Exhibit “A” is approved and adopted by the Board.

Section 2. A Public Hearing is hereby scheduled for April 4, 2024, at 6:15 p.m. in the Kendall Executive Center Conference Room located at 8785 SW 165th Avenue, Suite 200, Miami, Florida 33193, for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

PASSED, ADOPTED and EFFECTIVE this 1st day of February, 2024.

ATTEST:

**SAUSALITO BAY
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Sausalito Bay
Community Development District

**Proposed Budget For
Fiscal Year 2024/2025
October 1, 2024 - September 30, 2025**

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- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET
REVENUES	
Administrative Assessments	86,189
Maintenance Assessments	29,202
Debt Assessments	183,996
Other Revenues	0
Interest Income	600
TOTAL REVENUES	\$ 299,987
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	34,080
Secretarial & Field Operations	6,180
Legal	8,000
Assessment Roll	6,000
Audit Fees	3,400
Insurance	7,100
Legal Advertisements	1,800
Miscellaneous	1,400
Postage	250
Office Supplies	400
Dues & Subscriptions	175
Trustee Fee	3,800
Continuing Disclosure Fee	350
Website Management	2,000
Administrative Contingency	700
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 81,018
TOTAL EXPENDITURES	\$ 138,268
REVENUES LESS EXPENDITURES	\$ 161,719
Bond Payments	(172,956)
BALANCE	\$ (11,237)
County Appraiser & Tax Collector Fee	(5,988)
Discounts For Early Payments	(11,975)
EXCESS/ (SHORTFALL)	\$ (29,200)
Carryover From Prior Year	29,200
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	82,623	83,972	86,189	Expenditures/.94
Maintenance Assessments	32,340	33,511	29,202	Expenditures Less Interest & Carryover/.94
Debt Assessments	188,086	184,654	183,996	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	9,124	300	600	Interest Projected At \$50 Per Month
TOTAL REVENUES	\$ 312,173	\$ 302,437	\$ 299,987	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aquatic Maintenance (SFH - 50)	7,107	5,400	5,400	No Change From 2024/2025 Budget
Aquatic Maintenance (TH - 23)	0	1,800	1,800	No Change From 2024/2025 Budget
Lawn Maintenance (SFH - 50)	18,556	22,500	22,500	No Change From 2024/2025 Budget
Lawn Maintenance/Lake Tracts (TH - 23)	9,117	6,000	6,000	No Change From 2024/2025 Budget
Lake Tract Shoreline Maintenance (SFH - 50)	0	900	900	No Change From 2024/2025 Budget
Lake Tract Shoreline Maintenance (TH - 23)	0	480	480	No Change From 2024/2025 Budget
Miscellaneous Maintenance Expenses (SFH - 50)	0	8,000	8,000	No Change From 2024/2025 Budget
Miscellaneous Maintenance Expenses (TH - 23)	0	750	750	No Change From 2024/2025 Budget
Misc Grounds Maintenance/Mulch/Fertilizer	260	4,800	4,800	No Change From 2024/2025 Budget
Engineering/Inspections	1,060	1,600	1,600	No Change From 2024/2025 Budget
Outside Janitorial Services (SFH - 50)	0	3,000	3,000	No Change From 2024/2025 Budget
Maintenance Contingency	0	2,020	2,020	Maintenance Contingency
TOTAL MAINTENANCE EXPENDITURES	\$ 36,100	\$ 57,250	\$ 57,250	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	1,200	5,000	5,000	Supervisor Fees
Payroll Taxes (Employer)	92	383	383	Supervisor Fees *7.65%
Management	32,136	33,096	34,080	CPI Adjustment (Capped At 3%)
Secretarial & Field Operations	6,180	6,180	6,180	No Change From 2024/2025 Budget
Legal	6,230	8,000	8,000	No Change From 2024/2025 Budget
Assessment Roll	6,000	6,000	6,000	No Change From 2024/2025 Budget
Audit Fees	3,800	3,900	3,400	Accepted Amount Of 2023/2024 Audit
Insurance	6,134	6,500	7,100	Fiscal Year 2023/2024 Expenditure Was \$6,594
Legal Advertisements	373	675	1,800	Costs Will Increase Due To Closing Of The Miami Business Review
Miscellaneous	668	1,500	1,400	\$100 Decrease From 2023/2024 Budget
Postage	228	250	250	No Change From 2024/2025 Budget
Office Supplies	227	425	400	\$25 Decrease From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2024/2025 Budget
Trustee Fee	3,548	3,800	3,800	No Change From 2024/2025 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2024/2025 Budget
Website Management	2,000	2,000	2,000	No Change From 2024/2025 Budget
Administrative Contingency	0	700	700	Administrative Contingency
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 69,341	\$ 78,934	\$ 81,018	
TOTAL EXPENDITURES	\$ 105,441	\$ 136,184	\$ 138,268	
REVENUES LESS EXPENDITURES	\$ 206,732	\$ 166,253	\$ 161,719	
Bond Payments	(179,292)	(173,575)	(172,956)	2025 P & I Payments Less Earned Interest
BALANCE	\$ 27,440	\$ (7,322)	\$ (11,237)	
County Appraiser & Tax Collector Fee	(2,916)	(6,043)	(5,988)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,238)	(12,085)	(11,975)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 13,286	\$ (25,450)	\$ (29,200)	
Carryover From Prior Year	0	25,450	29,200	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ 13,286	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET

SAUSALITO BAY COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2024/2025

OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	7,725	100	500	Projected Interest For FY 2024/2025
NAV Tax Collection	179,292	173,575	172,956	2025 P & I Payments Less Earned Interest
Total Revenues	\$ 187,017	\$ 173,675	\$ 173,456	
EXPENDITURES				
Principal Payments	110,000	110,000	115,000	Principal Payment Due In 2025
Interest Payments	68,863	63,675	58,456	Interest Payments Due In 2025
Total Expenditures	\$ 178,863	\$ 173,675	\$ 173,456	
Excess/ (Shortfall)	\$ 8,154	\$ -	\$ -	

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 1/1/24 = \$1,640,000

Sausalito Bay Community Development District Assessment Comparison

	Original Projected Assessment Before Discount*	Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Assessment Before Discount*	Fiscal Year 2024/2025 Projected Assessment Before Discount*
Administrative Assessment For Lot Size 23	\$ -	\$ 189.50	\$ 191.69	\$ 195.74	\$ 200.91
Maintenance Assessment For Lot Size 23	\$ -	\$ 33.49	\$ 29.13	\$ 30.39	\$ 26.48
<u>Debt For Lot Size 23</u>	<u>\$ -</u>	<u>\$ 376.06</u>	<u>\$ 378.18</u>	<u>\$ 371.29</u>	<u>\$ 369.96</u>
Total	\$ 625.00	\$ 599.05	\$ 599.00	\$ 597.42	\$ 597.35
Administrative Assessment For Lot Size 50	\$ -	\$ 189.50	\$ 191.69	\$ 195.74	\$ 200.91
Maintenance Assessment For Lot Size 50	\$ -	\$ 134.88	\$ 117.32	\$ 121.40	\$ 105.79
<u>Debt For Lot Size 50</u>	<u>\$ -</u>	<u>\$ 490.27</u>	<u>\$ 493.05</u>	<u>\$ 484.06</u>	<u>\$ 482.33</u>
Total	\$ 750.00	\$ 814.65	\$ 802.06	\$ 801.20	\$ 789.03

* 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



FRD Complete Tree Service & Lawn Care
 14805 SW 258th Ave., Homestead FL 33032
 786 269-7451 fax 786 377-3630
 Email: frd.lawncare@hotmail.com
 Email: luis.jl2078@gmail.com
 Cellphone: 305 224-3846

Lawn service proposal

SAUSALITO BAY CDD Single Family & Townhomes

Mowing, hard edging, bed edging, air blowing, shrub trimming, selective pruning

Scope of Work

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TL
Mowing	2	2	2	2	2	2	3	3	2	2	2	2	26
Hard Edging	2	2	2	2	2	2	3	3	2	2	2	2	26
Bed Edging	2	2	2	2	2	2	3	3	2	2	2	2	26
Air Blowing	2	2	2	2	2	2	3	3	2	2	2	2	26
Round													
Shrub Trimming	1	1	1	1	1	1	1	1	1	1	1	1	12

- Palm pruning under 12 ft., removal of all dead palm fronds, seed pods and coconuts located within the maintenance areas.
- Tree trimming under 7 ft., always providing pedestrian and vehicle clearance.
- Pick-up of all litter located within the maintenance areas.

Mulching \$6.50/ Bag
 Fertilization \$30/ Tree
 Tree Trimming \$30/ Tree

	Price/ Cut	Yearly
Townhomes	\$300	\$7,800
Single Family	\$423.09	\$11,000.08
Total		\$18,800.08

FRD Landscape Service, Inc.

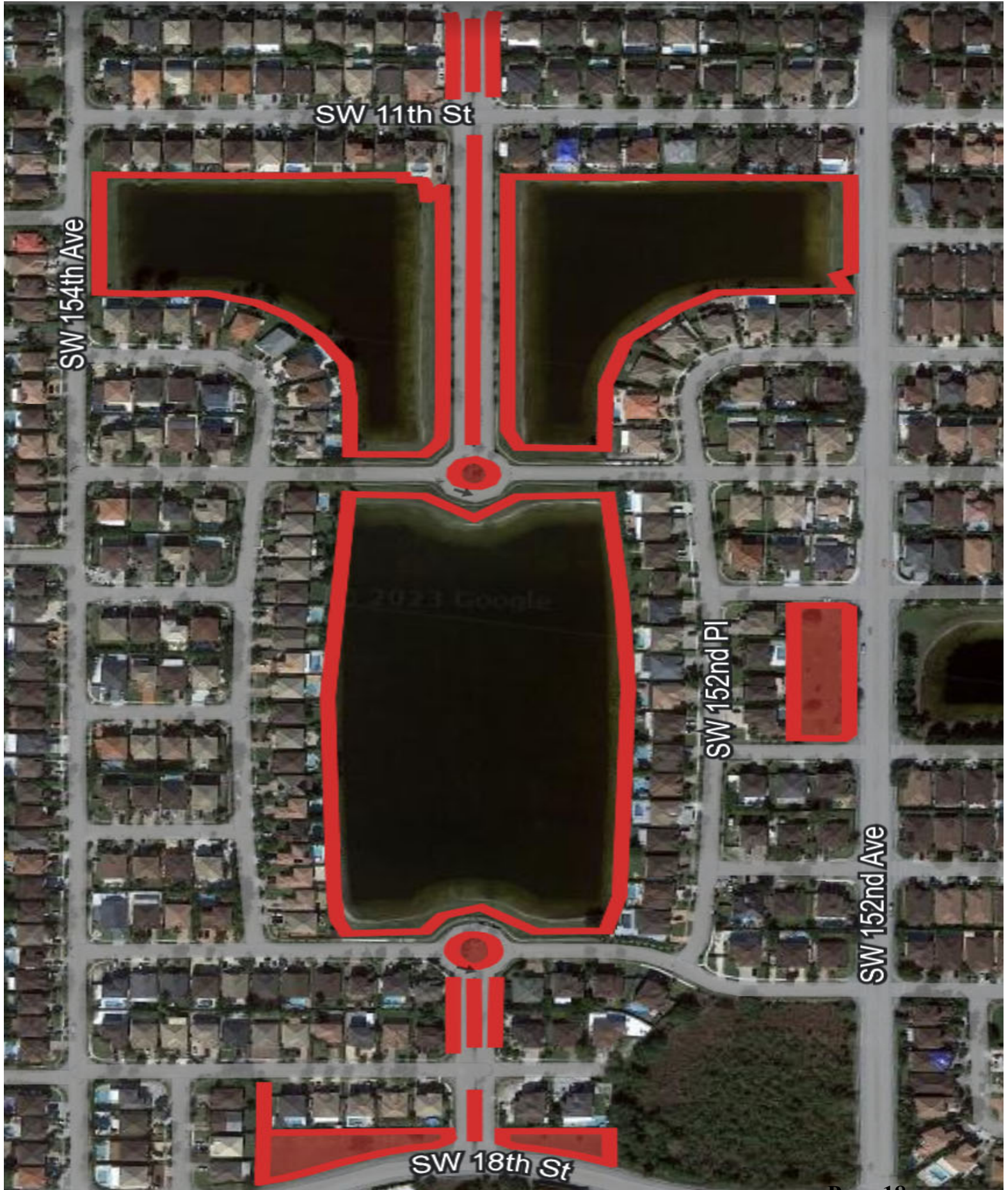
Account manager & owner

Luis A. Solorzano

Cellphone (305) 224-3846

Sausalito Bay Community Development
District

Single Family



Townhomes



Lawn and Landscape Maintenance Proposal for:

**Sausalito Bay
Community Development District
Miami, Florida**

Submitted by:

**Pan American Landscaping, LLC
15751 Sheridan Street, PMB 157
Davie, Florida 33331-3486
Telephone: (954) 434-1915**

*Bureau of Entomology & Pest Control License No. JB272564
Miami-Dade County Irrigation License No. 22P000319
Broward County Irrigation License No. 79-CLS-139-R-PB
Tree Trimmer License No. B-847
Dept. of Agriculture Nursery Registration No. 47236259*

January 21, 2024

LAWN AND LANDSCAPE MAINTENANCE PROPOSAL

CARE OF EQUIPMENT

Pan American Landscaping, LLC ("Pan American") will provide the proper equipment to perform the contract and maintain all equipment so that no damage will be caused to lawn areas. To ensure a healthy lawn the following mowing guidelines shall be followed: (1) Mower blades will be kept balanced and sharp at all times to prevent scalping, fungus and shanking, and (2) Lawn areas shall be edged around trees, shrubs and plant beds. All elements not accessible by mowers will be trimmed by weed eating, including signposts and utility boxes to maintain a neat, tailored appearance. Hedges and shrubs will be trimmed and kept at an even level.

MOWINGS

Pan American will provide basic lawn maintenance including lawn cutting and weeding Twenty-Six (26) times per year for all common areas (two cuts per month from January through May and August through December and three cuts per month in June and July). The frequency of cuts may vary due to growth as St. Augustine grass will be cut to recommended height as suggested University of Florida Department of Agriculture, Florida Landscape Maintenance Association and the Broward County Department of Agriculture Extension Office (cutting no more than one-third height of the grass blade). Prior to mowing, all grounds will be checked for debris and will be removed. All sidewalks, curbs, plant beds and roadways will be edged with a blade edger. Trimming will be performed with nylon line trimmers around all buildings, curbs, plant beds, fences and poles. All grass, tree, shrub, and miscellaneous debris, resulting from our services, shall be removed from the premises.

PRUNING AND SHEARING

Monthly trimming will be performed to maintain a uniform appearance to all hedges, shrubs and ground covers or feeder growth.

WEED CONTROL

Pan American will perform weeding on all landscaped beds, shrubs and plants with the use of a selective herbicide monthly. We recommend a continuous three-inch level of mulch in order to keep the community as reasonably weed free as possible.

TREE AND PALM CARE

Trees will also be maintained to prevent encroachment of branches over streets or into adjacent property, obscuring views, brushing against buildings, traffic signs or interference

with lighting with a seven foot clearance. All sucker growth to a maximum of seven feet shall be removed from trees in maintenance area on an ongoing basis, to the extent possible without impairing the growth and development of such trees. All dead or hanging palm fronds, seeds and coconuts in maintenance area shall be removed, as needed to a height of twelve feet. All fronds on the maintenance area grounds shall be picked up.

PERSONNEL

Pan American will provide all labor, transportation and supervision necessary to perform the work described herein. All field personnel will be trained and equipped with the necessary tools and equipment required to perform the work. Personnel shall comply with all OSHA dress code regulations and wear clean uniforms of consistent design and color in order to be recognized while on site.

GROUND COVER

Top soil, sand, sod, mulch, plants, borders and all other ground cover will be maintained and renewed, as needed, at an additional rate, subject to approval.

COMPENSATION

Pan American shall provide the lawn maintenance services as specified above for the sum of (i) One Thousand Eight Hundred Dollars (\$1,800.00) per month (\$21,600.00 annually) for the Single Family Homes and (ii) Four Hundred Seventy Dollars (\$470.00) per month for the Townhomes (\$5,640.00 annually).

OPTIONAL GRANULAR FERTILIZATION

Pan American will apply a professional granular fertilizer on turf, ornamentals, and palm trees in common areas for Seven Hundred Fifty Dollars (\$750.00) per application.

PAN AMERICAN LANDSCAPING, LLC

Licensed ☼ Insured ☼ Certified

Company Profile

Pan American Landscaping, LLC (hereinafter referred to as "Pan American"), a family/veteran owned and operated business, has been providing complete lawn maintenance of commercial and residential properties in both Broward and Miami-Dade Counties for the past twenty-eight (28) years. We have never had any BBB complaints. We are very dependable and easy to work with. The owner, Elliot Safdie, is a U.S. Navy and U.S. Air Force Reserve veteran. Our certified irrigation contractor, Peter Paragone, is a Coast Guard veteran.

Pan American can virtually maintain all your property requirements. Our diversified experience and knowledge will assure that the services of Pan American are performed professionally and, in a quality, conscious manner.

PAN AMERICAN PEST CONTROL

Licensed ☼ Insured ☼ Certified

Peter Bermudez is a state licensed Pest Control Operator certified in turf and ornamental control, general household pest and rodent control, termite and other wood destroying organisms control, with over 30 years experience. Mr. Bermudez is a U.S. Army and U.S. Army Reserve veteran. We have passed every Bureau of Entomology inspection with zero findings.

Please note, recent changes in Florida Statutes, Chapter 482 mandates that only a state licensed certified pest control firm can legally apply herbicides and insecticides to your property. Very few lawn services can legally provide this service.

YOUR SATISFACTION IS OUR MAIN CONCERN!

Satisfied Clients (please feel free to visit these local properties that we maintain):

Century Gardens CDD
 Circle S Estates Homeowners Association
 Crestview II CDD
 Crossbow Homeowners Association
 Chapel Cove Homeowners Association
 Chapel Trail Estates Homeowners Association
 Cypress Pointe Homeowners Association
 Greens at the California Club Homeowners Association
 Hawkes Bluff Homeowners Association
 Preserve Estates Homeowners Association
 Sandpiper Cove Homeowners Association
 Turquesa at Lennar Homeowners Association
 Westree Homeowners Association
 Woodmont Estates Homeowners Association

We are fully licensed and insured. Insurance certificates and licenses will be furnished upon request.

	PAN AMERICAN LANDSCAPING/ PAN AMERICAN PEST CONTROL	COMPETITORS
State Certified Pest Control Operator*	Yes	?
Licensed Tree Trimmers	Yes	?
Plumber-Lawn Sprinkler License	Yes	?
Plant and Tree Nursery	Yes	?
Liability Insurance	Yes	?
Commercial Automobile Insurance	Yes	?
Workers Compensation and Employers Liability Policy	Yes	?
Certifications	Yes	?
Uniformed Personnel	Yes	?
Excellent References	Yes	?
Storm Response/ Heavy Equipment Operator	Yes	?

*Most lawn companies are not licensed to even spray herbicides, including Roundup which is required under Florida Statutes, Chapter 482.

PAN AMERICAN LANDSCAPING, LLC
LAWN AND LANDSCAPE MAINTENANCE PRICE SHEET

Townhomes Annual Total Price for Base Contract: \$5,640.00

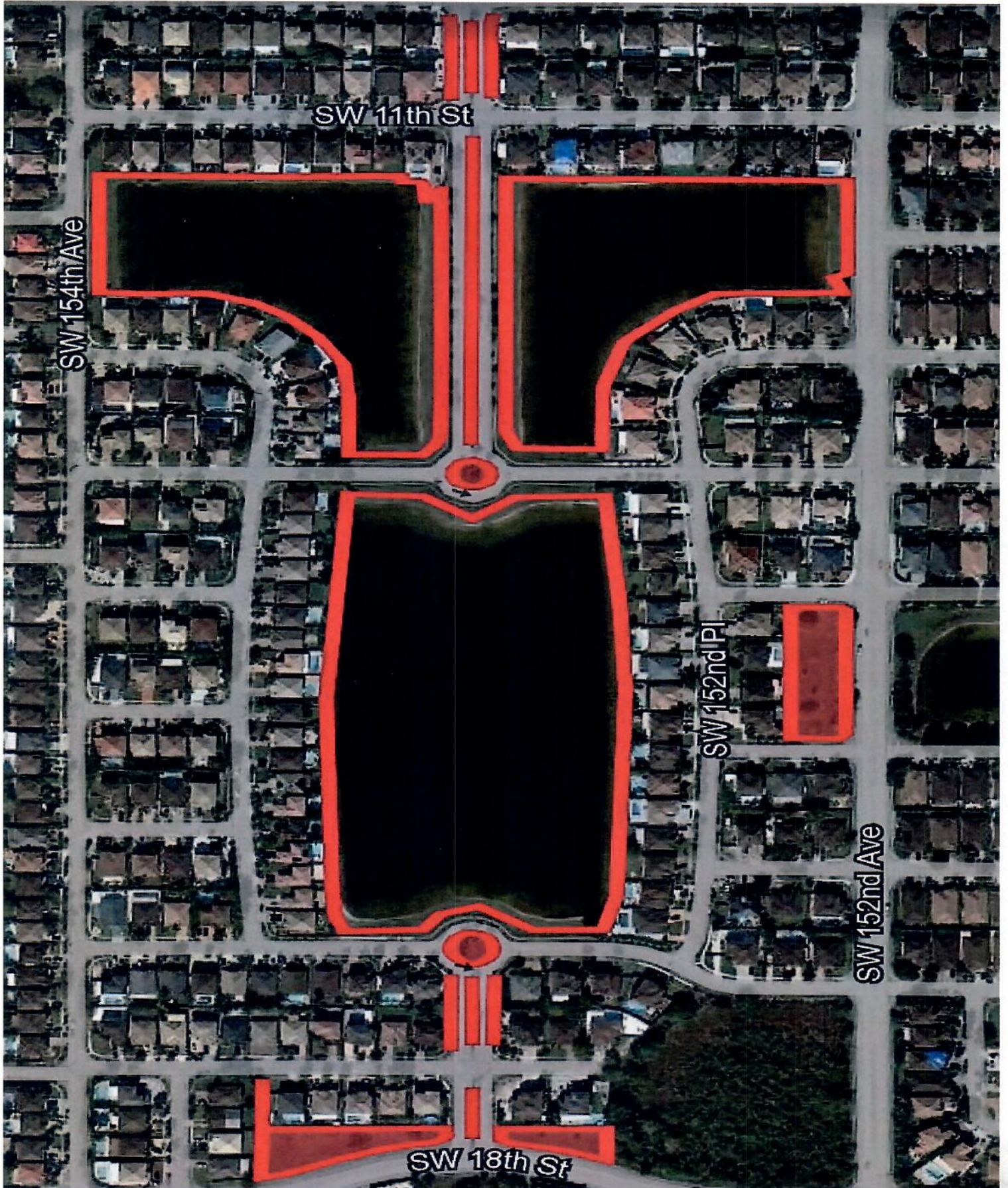
Single Family Homes Annual Total Price for Base Contract: \$21,600.00

Cost for bag of Mulch: \$4.65

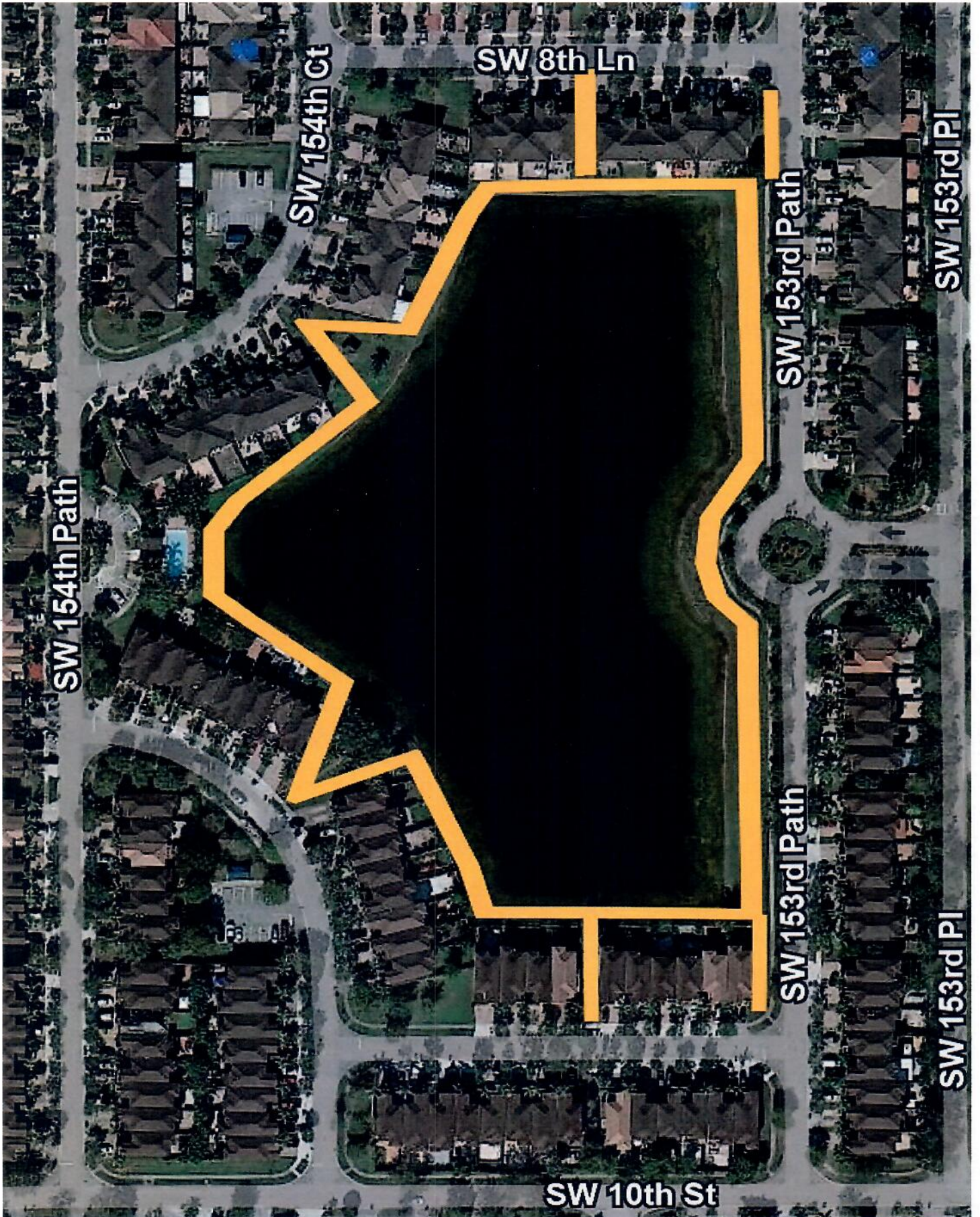
Cost for annual tree trimming: \$1,600.00

Cost for fertilization per application: \$750.00

Single Family



Townhomes



Lawn & Landscape Service detail & Proposal - Sausalito Bay CDD Maintenance



Date:01/09/2024
prospective Client Name: Sausalito Bay CDD
Address:
Contact Name: Nancy Nguyen and Ryan Quiroga
Contact Email: nnguyen@sdsinc.org,rquiroga@sdsinc.org
Contact Phone Number:305-778-8331
Nicoya Lawnscapeing Contact Phone: 305-967- 1103
Email: nicoyalawnscapeing@gmail.com

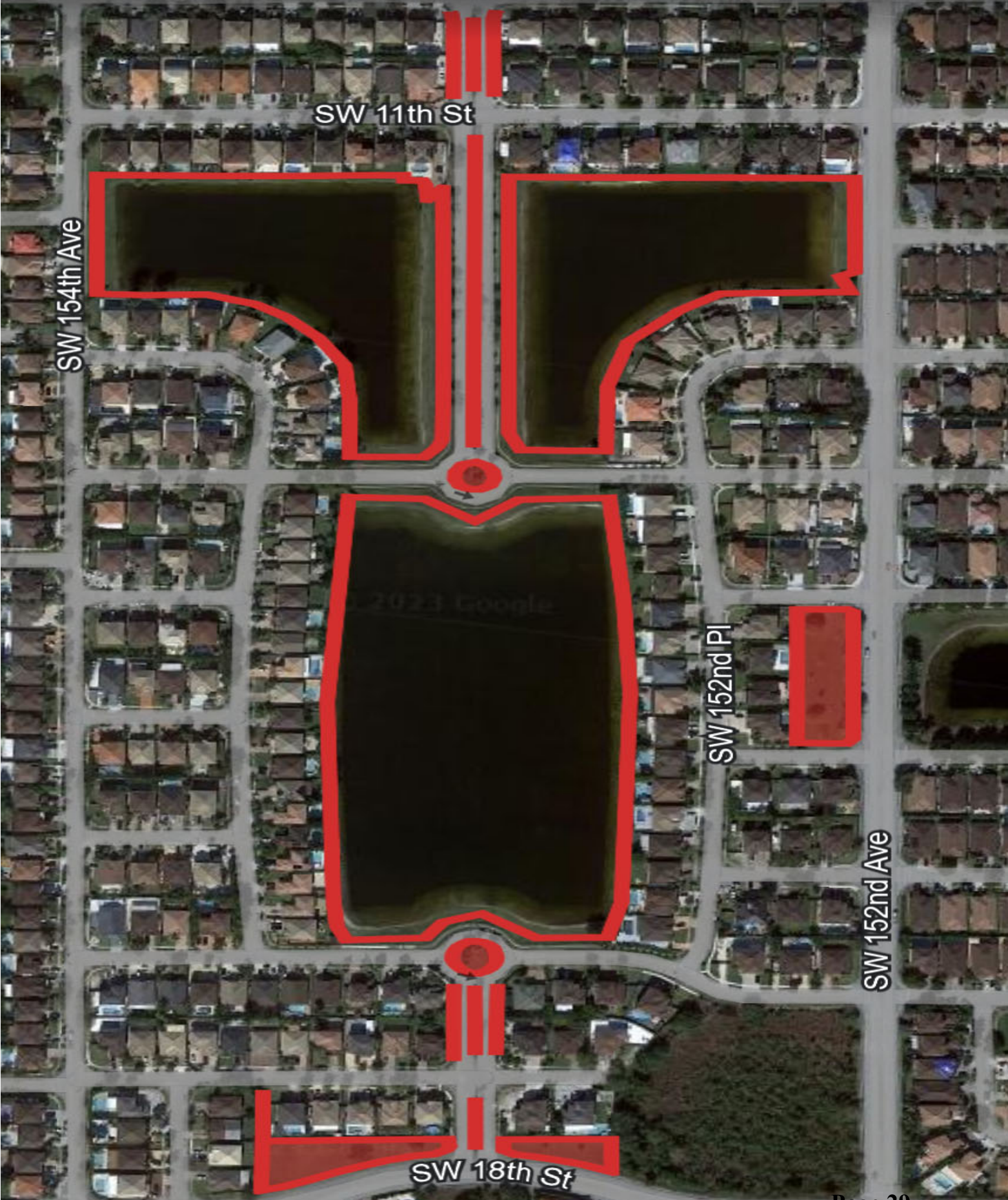
We hereby submit the following proposal -Lawn and Landscape maintenance for Sausalito Bay CDD Maintenance program 2024
the services we will provide are as follows

Service Description		Service Schedule	
1	Mowing of common areas	26 Cuts	
2	Weed control	26 Services	
3	Palms pruning under 12 ft	As needed bases	
4	Lifting of mature trees under 7 FT	As needed bases	
5	Pedestrian and vehicle clearing at all times	As needed bases	
6	Litter control	26 Services	
5	Palms Fronds,seed pods, Coconut removal	26 Services	
	Mulch Cost per Bag \$4		
	Annual Tree Services Cost: \$1,800.00		

Billing Schedule Townhomes: \$1,270.00 Monthly Fee
Billing Schedule Single Family: \$1,370.00 Monthly Fee
 Nicoya Lawnscapeing inc,a Florida Corporation
 By: 
 Name: Milton Martinez
 Title: President
 Date: 01/09/2024

Accepted by:

Single Family



Townhomes



MEMORANDUM

TO: District Manager

FROM: Billing, Cochran, Lyles, Mauro & Ramsey, P.A.
District Counsel

DATE: January 19, 2024

RE: Required Ethics Training and Financial Disclosure

Ethics Training

This memorandum serves as a reminder that beginning January 1, 2024, elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts are required to complete four (4) hours of ethics training annually. The training must address, at a minimum, s. 8, Art. II of the Florida Constitution (ethics for public officers and financial disclosure), the Code of Ethics for Public Officers and Employees, and the Florida Public Records Law and Open Meetings laws.

Deadlines & Recordkeeping

The deadline to complete training for this calendar year is December 31, 2024. There is no requirement to submit proof that you have completed the training. However, the Florida Commission on Ethics recommends that Supervisors maintain a record of all completed trainings, including the date and time of completion. This documentation may be useful if Supervisors are ever required to provide evidence of training completion. The training is a calendar year requirement and corresponds to the form year. Therefore, Supervisors will report their 2024 training when filling out their Form 1 for the 2025 year.

Links to Online Training

[Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#). This presentation is audio only and is offered by the Office of the Attorney General. This presentation covers public records and Florida public records law. The presentation can be accessed for free. Completing this presentation will satisfy 2 of the 4 hours of required ethics training.

[State Ethics Laws for Constitutional Officers & Elected Municipal Officers](#). This training is presented by the Florida Commission on Ethics. The training is an overview of Florida's Ethics Code (Part III, Chapter 112, and Article II, Section 8, Florida Constitution) geared toward Constitutional Officers and Elected Municipal Officers. Topics covered include gifts, voting conflict, misuse of office, prohibited business relationships, conflicting employment relationships, revolving door, and Amendment 12. This presentation can be accessed for free. Completing this training will satisfy 2 of the 4 hours of required ethics training.

[State-Mandated Continuing Education in Ethics](#). This class is presented by the Florida League of Cities. The class covers Chapter 112 of Florida’s Ethics Code (2 Hours) and Florida Public Records and Public Meetings Law (2 Hours). To take this class, you must register for it, however there is no registration fee. Completing this class will meet your ethics training requirement.

[“4-Hour Ethics Course”](#). The “4-Hour Ethics Course” is available online and presented by the Florida Institute of Government. There are three sessions. Session 1 covers Florida’s Public Records Laws (1 hour), session 2 covers Florida Government in the Sunshine Law (1 hour), and session 3 covers Florida’s Ethics Laws (2 hours). The registration fee is \$79. Completing this entire course will meet your ethics training requirement.

[Sunshine Law, Public Records and Ethics for Public Officers and Public Employees 2023](#). This seminar is offered by the Florida Bar. This seminar covers sunshine law and public records; true stories of excess corruption in the ethics world; navigating Florida public records law, privacy, ethics and social media; complaints, misuse, anti-nepotism and voting; ethics during and after public service: conflicting contractual relationships & revolving door restrictions; gifts bribes, honoraria, and expenditures. The cost for this seminar is \$280. Completing this entire seminar will meet your ethics training requirement. Those Supervisors or Officers who are members of the Florida Bar may wish to purchase this option as Continuing Legal Education Credits can be earned.

We will notify you directly or through the District Manager’s office if and when other training opportunities become available.

Form 1 or Form 6

Section 8, Article II of the Florida Constitution requires constitutional officers and certain elected public officials to file a Form 6. In the last session, the legislature expanded the requirements to include *elected members of municipalities*. Independent special district officials remain exempt from the requirement to file a Form 6. Elected and appointed commissioners of community redevelopment agencies and local officers of independent special districts (including community development districts) are required to file Form 1.

For this year’s filing requirement, a completed Form 1 must be submitted prior to July 1, 2024 using the Electronic Filing System of the Florida Commission on Ethics, which can be accessed via the link at [Login - Electronic Financial Disclosure Management System \(floridaethics.gov\)](#). You will no longer be able to file your completed Form 1 through your local Supervisor of Elections office.

If you have any questions or need additional information about ethics training requirements or financial disclosure, please do not hesitate to contact our office.