

SUNGATE

COMMUNITY DEVELOPMENT DISTRICT

June 14, 2023

BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

SUNGATE

COMMUNITY DEVELOPMENT DISTRICT

AGENDA

LETTER

Sungate Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

June 7, 2023

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors
Sungate Community Development District

Dear Board Members:

The Board of Supervisors of the Sungate Community Development District will hold a Regular Meeting on June 14, 2023 at 11:00 a.m., at the offices of Cobb Cole, 149 S. Ridgewood Suite 700 Daytona Beach, Florida 32114. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2023-32, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; And Providing for an Effective Date
4. Consideration of Resolution 2023-33, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date
5. Acceptance of Unaudited Financial Statements as of April 30, 2023
6. Approval of January 23, 2023 Public Hearings and Regular Meeting Minutes
7. Staff Reports
 - A. District Counsel: *Cobb Cole*
 - B. District Engineer (Interim): *Parker Mynchenberg & Associates, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: TBD

○ QUORUM CHECK

SEAT 1	E SCOTT BULLOCK	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	VICTORIA HENIGE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	ETHAN BULLOCK	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	CARL LENTZ	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	TROY RENTZ	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

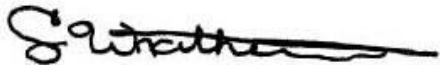
8. Board Members' Comments/Requests

9. Public Comments

10. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres (904) 295-5714.

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 782 134 6157

SUNGATE

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2023-32

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNGATE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the District Manager has prepared and submitted to the Board of Supervisors (“**Board**”) of the Sungate Community Development District (“**District**”) prior to June 15, 2023, a proposed operating budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUNGATE COMMUNITY DEVELOPMENT DISTRICT:

1. APPROVING PROPOSED BUDGET. The operating budget proposed by the District Manager for Fiscal Year 2023/2024, attached hereto as **Exhibit A**, is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. SETTING HEARING. The public hearing on the approved budgets is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: _____

LOCATION: _____

3. TRANSMITTAL OF PROPOSED BUDGETS TO LOCAL GENERAL PURPOSE GOVERNMENTS. The District Manager is hereby directed to submit copy of the proposed budget to the local general purpose unit(s) of government at least sixty (60) days prior to the hearing set above.

4. POSTING OF PROPOSED BUDGETS. In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two (2) days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least (forty-five) 45 days. If the District does not have its own website, the District’s Secretary is directed to transmit the approved budget to the manager

or administrator of the local general purpose unit(s) of government for posting on the applicable website(s).

5. PUBLICATION OF NOTICE. Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 14th day of June, 2023.

ATTEST:

**SUNGATE COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2023/2024 Budget

Exhibit A

Fiscal Year 2023/2024 Budget

**SUNGATE
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2024**

**SUNGATE
COMMUNITY DEVELOPMENT DISTRICT
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**SUNGATE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023				
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023	Total Actual & Projected	Proposed Budget FY 2024
REVENUES					
Landowner contribution	\$ 78,765	\$ 14,746	\$ 64,019	\$ 78,765	\$ 91,040
Total revenues	<u>78,765</u>	<u>14,746</u>	<u>64,019</u>	<u>78,765</u>	<u>91,040</u>
EXPENDITURES					
Professional & administrative					
Management/accounting/recording**	32,000	10,000	22,000	32,000	48,000
Legal	25,000	1,994	23,006	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit*	-	-	-	-	-
Arbitrage rebate calculation*	-	-	-	-	-
Debt service fund accounting	3,667	-	3,667	3,667	5,500
Dissemination agent*	333	-	333	333	500
Trustee*	-	-	-	-	-
Telephone	200	83	117	200	200
Postage	250	-	250	250	250
Printing & binding	500	263	237	500	500
Legal advertising	6,500	4,344	2,156	6,500	1,750
Annual special district fee	175	-	175	175	175
Insurance	5,500	-	5,500	5,500	5,500
Contingencies/bank charges	750	-	750	750	750
Website hosting & maintenance	1,680	-	1,680	1,680	705
Website ADA compliance	210	210	-	210	210
Total expenditures	<u>78,765</u>	<u>16,894</u>	<u>61,871</u>	<u>78,765</u>	<u>91,040</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	(2,148)	2,148	-	-
Fund balance - beginning (unaudited)	-	-	(2,148)	-	-
Fund balance - ending (projected)	-	-	-	-	-
Unassigned	-	(2,148)	-	-	-
Fund balance - ending	<u>\$ -</u>	<u>\$ (2,148)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

* These items will be realized when bonds are issued

** WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**SUNGATE
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording**	\$ 48,000
<p>Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
Legal	25,000
<p>General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Engineering	2,000
<p>The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	-
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation*	-
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Debt service fund accounting	5,500
Dissemination agent*	500
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.</p>	
Telephone	200
<p>Telephone and fax machine.</p>	
Postage	250
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	500
<p>Letterhead, envelopes, copies, agenda packages</p>	
Legal advertising	1,750
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Annual special district fee	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Insurance	5,500
<p>The District will obtain public officials and general liability insurance.</p>	
Contingencies/bank charges	750
<p>Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.</p>	
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 91,040</u></u>

SUNGATE

COMMUNITY DEVELOPMENT DISTRICT

4

RESOLUTION 2023-33

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNGATE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Sungate Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2023/2024 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUNGATE COMMUNITY DEVELOPMENT DISTRICT:

1. **ADOPTING FISCAL YEAR 2023/2024 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 14th day of June, 2023.

ATTEST:

**SUNGATE COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

SUNGATE COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>Cobb Cole, 149 S. Ridgewood Suite 700 Daytona Beach, Florida 32114</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2023	Regular Meeting	__:__ AM/PM
November __, 2023	Regular Meeting	__:__ AM/PM
December __, 2023	Regular Meeting	__:__ AM/PM
January __, 2024	Regular Meeting	__:__ AM/PM
February __, 2024	Regular Meeting	__:__ AM/PM
March __, 2024	Regular Meeting	__:__ AM/PM
April __, 2024	Regular Meeting	__:__ AM/PM
May __, 2024	Regular Meeting	__:__ AM/PM
June __, 2024	Regular Meeting	__:__ AM/PM
July __, 2024	Regular Meeting	__:__ AM/PM
August __, 2024	Regular Meeting	__:__ AM/PM
September __, 2024	Regular Meeting	__:__ AM/PM

SUNGATE

COMMUNITY DEVELOPMENT DISTRICT

**UNAUDITED
FINANCIAL
STATEMENTS**

**SUNGATE
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
APRIL 30, 2023**

**SUNGATE
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
APRIL 30, 2023**

	General Fund	Total Governmental Funds
ASSETS		
Undeposited funds	\$ 22,895	\$ 22,895
Due from Landowner	2,853	2,853
Total assets	<u>\$ 25,748</u>	<u>\$ 25,748</u>
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 19,748	\$ 19,748
Landowner advance	6,000	6,000
Total liabilities	<u>25,748</u>	<u>25,748</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	2,853	2,853
Total deferred inflows of resources	<u>2,853</u>	<u>2,853</u>
Fund balances:		
Unassigned	(2,853)	(2,853)
Total fund balances	<u>(2,853)</u>	<u>(2,853)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 25,748</u>	<u>\$ 25,748</u>

**SUNGATE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED APRIL 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 2,148	\$ 16,895	\$ 78,765	21%
Total revenues	<u>2,148</u>	<u>16,895</u>	<u>78,765</u>	21%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording**	2,000	12,000	32,000	38%
Legal	195	2,189	25,000	9%
Engineering	600	600	2,000	30%
Debt service fund accounting	-	-	3,667	0%
Dissemination agent*	-	-	333	0%
Telephone	17	100	200	50%
Postage	-	-	250	0%
Printing & binding	42	305	500	61%
Legal advertising	-	4,344	6,500	67%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	750	0%
Website hosting & maintenance	-	-	1,680	0%
Website ADA compliance	-	210	210	100%
Total expenditures	<u>2,854</u>	<u>19,748</u>	<u>78,765</u>	25%
Excess/(deficiency) of revenues over/(under) expenditures	(706)	(2,853)	-	
Fund balances - beginning	(2,147)	-	-	
Fund balances - ending	<u>\$ (2,853)</u>	<u>\$ (2,853)</u>	<u>\$ -</u>	

*These items will be realized when bonds are issued

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

SUNGATE

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
SUNGATE COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Sungate Community Development District held Public Hearings and a Regular Meeting on January 23, 2023 at 11:00 a.m., at the offices of Cobb Cole, 149 S. Ridgewood, Suite 700, Daytona Beach, FL 32114.

Present at the meeting were:

Scott Bullock	Chair
Ethan S. Bullock	Assistant Secretary
Troy Rentz	Assistant Secretary

Also present were:

Ernesto Torres	District Manager
Parker Mynchenberg (via telephone)	Interim District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 11:00 a.m.

Supervisors Scott Bullock, Ethan Bullock and Rentz were present. Supervisors Henige and Lentz were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Public Hearing to Hear Public Comments
and Objections to the Adoption of the
Rules of Procedure, Pursuant to Sections
120.54 and 190.035, Florida Statutes**

A. Affidavits of Publication

The affidavits of publication were included for informational purposes.

B. Consideration of Resolution 2023-30, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

On MOTION by Mr. Scott Bullock and seconded by Mr. Ethan Bullock, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Scott Bullock and seconded by Mr. Ethan Bullock, with all in favor, the Public Hearing was closed.

Mr. Torres presented Resolution 2023-30 and read the title.

Asked if the Rules of Procedure are boiler-plate and follow the Statutes, Mr. Torres stated these Rules are very thorough, address CDD procedures such as to the bidding process, how meetings are conducted, etc., and are alike or very similar to the Rules adopted by Management's other clients.

On MOTION by Mr. Scott Bullock and seconded by Mr. Ethan Bullock, with all in favor, Resolution 2023-30, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2022/2023 Budget

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2023-31, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Torres presented the proposed Fiscal Year 2023 budget and stated it is a landowner-contribution budget, with expenses being funded as they are incurred.

On MOTION by Mr. Scott Bullock and seconded by Mr. Ethan Bullock, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Scott Bullock and seconded by Mr. Ethan Bullock, with all in favor, the Public Hearing was closed.

Mr. Torres presented Resolution 2023-31.

On MOTION by Mr. Scott Bullock and seconded by Mr. Rentz, with all in favor, Resolution 2023-31, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

Mr. Scott Bullock stated that meetings will continue being held on an as-needed basis.

This item was deferred.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2022

Mr. Torres presented the Unaudited Financial Statements as of December 31, 2022.

On MOTION by Mr. Scott Bullock and seconded by Mr. Rentz, with all in favor, the Unaudited Financial Statements as of December 31, 2022, were accepted.

SEVENTH ORDER OF BUSINESS**Approval of December 13, 2022 Public Hearings and Regular Meeting Minutes**

Mr. Torres presented the December 13, 2022 Public Hearings and Regular Meeting Minutes.

On MOTION by Scott Bullock and seconded by Mr. Ethan Bullock, with all in favor, the December 13, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel: *Cobb Cole*
B. District Engineer (Interim): *Parker Mynchenberg & Associates, Inc*
C. District Manager: *Wrathell, Hunt and Associates, LLC*

There were no District Counsel, District Engineer or District Manager reports.

- **NEXT MEETING DATE: TBD**

The next meeting will be scheduled when it is necessary to meet.

NINTH ORDER OF BUSINESS**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

TENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

ELEVENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Scott Bullock and seconded by Mr. Rentz, with all in favor, the meeting adjourned at 11:13 a.m.

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149 _____
Secretary/Assistant Secretary

Chair/Vice Chair