

**CORAL GABLES PROPERTY ADVISORY BOARD**  
**Minutes of March 13, 2008**  
**City Hall – Conference Room**  
**405 Biltmore Way, Coral Gables, Florida**

**MEMBERS:**

	<b>J</b>	<b>F<sub>2</sub></b>	<b>F<sub>1</sub></b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	
Anthony Perea	P	E	P				P	-	P	P	E	-	-	Mayor Donald D. Slesnick, II
Jeffrey M. Flanagan	E	P	P	-	-	P	P	-	E	P	P	-	-	Commissioner Maria Anderson
Gustave (Gus) Perez	P	P	P	-	-	P	P	-	P	P	P	-	-	Vice-Mayor William H. Kerdyk, Jr.
Martha Pozo-Diaz	P	P	E	-	-	P	P	-	P	P	P	-	-	Commissioner Rafael "Ralph" Cabrera, Jr.
Luis M. Padron	P	E	A	-	-	P	P	-	E	P	E	-	-	Commissioner Wayne "Chip" Withers
Edmund J. Mazzei	P	P	P	-	-	P	P	-	P	E	P	-	-	City Manager David Brown
Mary Ann Degan	E	P	E	-	-	P	P	-	P	E	P	-	-	City Commission

**STAFF:**

R. Alberto Delgado, P.E., Public Works Department  
Lorena Garrido, Public Works Department

**A** = Absent  
**P** = Present  
**E** = Excused

**GUESTS: Catherine B. Swanson, Development Director**

**RECORDING SECRETARY: Idalina Barreiro, Public Works Department**

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**CALL TO ORDER:**

The meeting was called to order by the Chair at 9:15 a.m.

**ROLL CALL:**

Ms. Barreiro called the roll and members confirmed attendance.

**MEETING ABSENCE:**

Mr. Perea and Mr. Padron had formally asked to be excused.

**MINUTES OF THE FEBRUARY 20, 2008 MEETING:**

The February 20, 2008 meeting minutes were read and upon a motion for approval by Ms. Pozo-Diaz, seconded by Mr. Mazzei, the minutes were unanimously approved.

## **CITY UPDATE:**

Three unexcused absences should be avoided since the member automatically has to leave the Board, but five acceptable excuses is still too much.

## **OLD BUSINESS**

- **Procurement Code Board Questions**

Members had an extensive discussion selecting the requested Procurement Code questions. Finally they agreed with the following questions:

1. Is the proposed use in keeping with the City's goals and objectives? Does it conform to the City's comprehensive plan and is it compatible with the surrounding neighborhood?
2. Analyze the positive or negative impacts on adjacent property including, but not limited to, open space, traffic, access considerations, noise level, property values, improved development patterns and provisions for necessary services including municipal utilities and other infrastructure systems and the needs and costs associated with the needed improvements. To the extent needed, traffic studies and other professional studies required shall be the responsibility of the proposed purchaser, developer or lessee.
3. Whether the terms and conditions of the proposed purchase, sale, exchange or lease of City property; or the proposed purchase or lease by the City of non-City property are based on market terms and value.
4. Any other consideration consistent with the objectives and mission of the Board.

Also members agreed that the page 3 of 6 – Ordinance No. 2004-30 first paragraph of the Sec. **“Analysis for the Purchase, Sale or Lease of City Property”** should read as follows:

In order for the City Commission and the public to be fully apprised of all conditions relating to the proposed purchase, **development, redevelopment or renovation**, sale and/or lease of City property, the City Manager through the Finance, Economic Development, Parking, Public Works, Planning and Historic Preservation Departments, as well as the Budget and Audit Advisory Board, the Property Advisory Board, the Parking Advisory Board, and the Economic Development Board, by whatever name as they shall ever be known, shall prepare an analysis using the following criteria:

- **Coral Gables Cinemateque Inc., a Florida Non-for Profit Corporation, draft lease presentation by Catherine B. Swanson, Development Director**

Ms. Swanson informed that the suggestions made by the Board during the draft presentation on February 20 meeting were already included and that she also included two other suggestions that came up during the meeting and were not part of the minutes.

Coral Gables Property Advisory Board Meeting Minutes

March 13, 2008

Continued

1. Add: for the Tenant to be required to obtain and maintain, at Tenant's expense, an up-to date HVAC service agreement and provide a copy to the Landlord annually when rent is due.
2. Add: Immediately prior to calling for a final inspection and or/Certificate of Occupancy, Tenant shall inspect the premises and provide, in writing, preliminary approval of the improvements provided or a punch list outlining "open" items.

She added that she planned to go to the Commission no later than April 29.

Mr. Mazzei requested that it should be recorded in the minutes that Ms. Swanson incorporated the suggested changes by the Board and that they are all satisfied. The Board concurred.

**NEW BUSINESS:**

- **Driver's License located at 4520 Ponce de Leon Blvd. presentation by Dona Lubin, Assistant City Manager**

Mr. Delgado informed that this item is presented ahead of time only for their review, because the presentation will be next meeting.

Members of the Board requested the following items for the next meeting:

- Rental rate
- Standard methods of measurements
- Copy of the existing lease
- Copy of the minutes when this item was presented the first time
- Analysis of the market value of the area (Mr. Mazzei said that he can do it)
- Summary of the possible use of this space by the City

**ADJOURNMENT:**

Mr. Mazzei motioned to adjourn the meeting. Ms. Pozo-Diaz seconded the motion. The meeting was adjourned at 10:25 a.m.