

# CORAL GABLES

THE CITY BEAUTIFUL

## Property Advisory Board

### Meeting Minutes

Wednesday | June 9, 2021 | 8:30 a.m.

Location: Zoom and Public Safety Building, Community Meeting Room A  
2151 Salzedo Street, Coral Gables, FL 33134

PAB MEMBERS	MEETING DATES												APPOINTING ENTITY
	J	F	M	A	M	J	J	A	S	O	N	D	
	'21	'21	'21	'21	'21	'21	'21	'21	'21	'21	'21	'21	
Nancy Pastor Chair	P	Z	P	Z	P	P							Mayor Vince Lago
Jack Lowell Vice-Chair	P	Z	P	E	P	P							Commissioner Kirk R. Menendez
VACANT	-	-	-	-	-	-							Commission as a Whole
Edmund Mazzei	P	Z	P	Z	P	P							City Manager Peter Iglesias
Frank Maderal	-	-	-	-	-	P							Vice Mayor Michael Mena
Michelle Dunaj	-	-	-	-	-	Z							Commissioner Rhonda Anderson
Manuel Niebla	-	-	-	-	-	P							Commissioner Jorge Fors, Jr.

A=Absent E=Excused Absence P=Present X=No Meeting Ph=Present by Phone Z=Zoom - =Former Board Member

#### Staff and Guests:

Julian H. Perez, AICP, CFM Director, Economic Development Department  
 Belkys Perez, Assistant Director, Economic Development Department  
 Zeida Sardiñas, Asset Manager, Economic Development Department  
 Yenis Gomez, Administrative Assistant, Economic Development Department

Mr. Perez brought the meeting to order at 8:37 a.m.

#### 1. Welcome and Introductions

Mr. Perez welcomed and thanked the members for their participation on the Board.

#### 2. Review and approval of May 12, 2021, Property Advisory Board Meeting Minutes.

**Mr. Lowell made a motion to approve the meeting minutes and Mr. Mazzei seconded the motion, which passed unanimously. There was no discussion regarding the minutes.**

#### 3. Economic Development Department Introductions

Ms. Sardiñas welcomed new members of the board, Mr. Maderal, appointed by the Vice Mayor, Ms. Dunaj, appointed by Commissioner Anderson, and Mr. Niebla, appointed by Commissioner Fors, Jr. All members both existing and new were asked for self-introductions.

#### **4. Election of Chair and Vice-Chair**

**Mr. Lowell made a motion to elect Ms. Nancy Pastor for the position as Chair. Mr. Mazzei seconded the motion, which passed unanimously. Ms. Pastor accepted the nomination.**

**Mr. Mazzei made a motion to elect Mr. Lowell as Vice-Chair. Mr. Maderal seconded the motion, which passed unanimously. Mr. Lowell accepted the nomination.**

#### **5. Asset Manager Report**

##### *Board Presentation*

Ms. Sardiñas provided a presentation to Board as an introduction for board members for the 2021-2023 term. The presentation included the following:

- Asset Management
  - The Department assists with finding, negotiating (including public/private ventures), and administering agreements with other public, private, and non-profit entities regarding City-owned Property in order to obtain value for the City. Asset Management responsibilities include assisting the City Manager and Assistant City Manager in:
    - Ensuring that real estate leases, ground leases, concession agreements, and management, and operation agreements, are negotiated, drafted, executed, and monitored as directed by the City Commission.
    - Identifying property/City assets for the acquisition, development, management, and/or disposition as directed by the City Commission.
    - Providing internal services to various City departments with various objectives such as:
      - Identifying vacant land for the Community Recreation Department that can be used for neighborhood parks to raise their level of service in areas where such a priority has been identified;
      - Assisting the Parking Department in managing agreements with public and/or private entities where the City functions in either the Landlord or tenant role;
      - Assisting the Public Works Department in securing vacant land to be used as Hurricane debris processing sites that would be used in case of a storm.
      - Identifying locations and implementing agreements to assist City Staff with departmental relocations.
      - Ensuring compliance of City lease requirements such as payments, financial reporting, insurance coverage, and tenant or City maintenance responsibilities.
  - Asset Management also addresses property management issues interfacing with Public Works and Facilities Operations to ensure that tenant maintenance issues that are the responsibility of the City are resolved in a prompt and efficient manner.
- PAB Board Mission
  - Consult with and advise the City Manager and staff and the City Commission on all matters involving concessions, sales or leases to organizations, companies, partnerships, individuals and agencies in connection with City-owned property and make recommendations to the City Commission in this regard.

- PAB Membership Term Information
  - Established Per Resolution No. 24288- 06/28/1983; Per Resolution No. 2005-122-6/13/2005.
  - Professions to include realtors, attorneys, accountants and other related professions; however, both the City Manager's and the Commission As-A-Whole appointments shall be real estate professionals.
  - Current Membership:
    - (Mayor Vince Lago- Nancy Pastor, 2nd Term)
    - (Vice-Mayor Michael Mena- Frank Maderal, 1st Term)
    - (Commissioner Jorge L. Fors Jr.- Manuel Niebla, 1st Term)
    - (Commissioner Kirk R. Menendez- Jack Lowell, 3rd Term)
    - (Commissioner Rhonda Anderson- Michelle Dunaj, 1st Term)
    - (City Manager Peter Iglesias- Ed Mazzei, 3rd Term)
    - (Commission-As-A-Whole- Vacant)
  - PAB elects Chair and Vice-Chair from the membership, to serve for a period of one (1) year and may be named to successive terms if the Board chooses.
  - Term length: Two (2) years (serve until replaced); Term limits: Four (4) term
- Meeting Guidelines
  - Abide by Sunshine / Public Records Laws.
  - Meetings at 8:30 a.m. on the second Wednesday of every month.
  - Drafting of Agenda
  - Quorum
  - Rules of Procedure
  - Absences
- Division 12 Procurement Requirement for Purchase, sale and Lease of City Property
  - Section 2-1089 - Purchase, sale or lease of public lands
  - Section 2-1091 - Advertised public bidding process
  - Section 2-1092 - Appraisals required for purchases, sales and leases
  - Section 2-1097 - Authority of City Commission to purchase, sell or lease public property
  - Section 2-1094 - Analysis for purchase, sale or lease of city property
- List of City-Owned Property- Rent Report
- List of City Management Agreements
  - 145 Aragon Avenue Parking Lot #4
  - 300 Aragon Avenue Parking Lot #3
  - 101 Block of Andalusia Avenue Parking Lot #9
  - 5275 Sunset Drive Parking Lot #9
- Recent City Acquisitions
  - 15,000 SF Vacant Land on the corner of Toledo & Alava for a Neighborhood Park (2019)
  - 15,000 SF portion of the Riviera Presbyterian Church Parking Lot for Fire House IV (2020)
- Recent Dispositions
  - 3501 Granada House (2020)
  - 2801 Salzedo Public Safety Building (2021)

- Slated Dispositions
  - 350 Greco Avenue Parking Lot #31 (2021)
  - Doctors Hospital Valet Lot (2021)
- Lease Renewals
  - Venezia Inc. dba No Boundaries (2020)- 6/30/2028
  - Graziano's Market (2020)- 08/10/2025
  - Patio & Things- (2020)- 8/31/2021
  - Miracle Theater- (2021)- 4/12/2030
  - Plumer Management- (2021)- 5/30/2024
  - Ninoska Huertas Gallery (2021)- 06/30/21
  - University of Miami Lot 42 & 43- (2021)- 8/31/2022
  - Central Business Plaza Hurricane Debris Lot-(2021)- 11/30/2021
- City Departments Relocation
  - Parking Dpt. Office (2021)- 4/30/2022
  - Economic Development Office (2021)- 8/31/2021- Awaiting for the Renovation of Fink Studio to be completed.
- Upcoming Leasing-
  - Coral Gables Country Club RFP (2021)-currently under cone of silence.
- City Properties Currently Available for Lease
  - Restaurant Space- 278 Miracle Mile
  - Restaurant Space- 2325 Galiano Street
  - Pop-up Space will become available soon- 290 Miracle Mile
- City Properties Currently up for Renewal or Extensions
  - Ms. Sardiñas explained to the Board that the Coral Gables Cinema will be providing information regarding their timeline for the CG Cinema Expansion project which will affect the extension of the Patio & Things Lease given that the Cinema would be expanding into their space. Mr. Lowell discussed that if the Cinema's plans were not ready, and the given the time required for permitting/procurement would take at least nine more months, it would be best to extend the Patio & Things Lease for one year as long as the City had a 90-day cancellation clause at its discretion.

**Mr. Lowell made a motion to extend the lease for Patio & Things for one year with a 90 day cancellation clause by tenant. Mr. Mazzei seconded the motion, which passed unanimously.**

## **6. Other Business**

Mr. Mazzei advised the Board he will be traveling in the month of July. Therefore, he will not be able to attend the July 14, 2021 board meeting. His absence will be excused.

For the July 14, 2021 meeting the Board requested that the Department coordinate a tour of the Police and Fire Headquarter Building so that they could become familiar with this newly-built City asset.

There being no further discussion, the meeting was adjourned at 9:57 a.m.

Respectfully submitted,  
Yenis Gomez, Administrative Assistant, Economic Development Department.