

CORAL GABLES PROPERTY ADVISORY BOARD

Minutes of February 20, 2008

Coral Gables Youth Center – Conference Room

405 University Drive, Coral Gables, Florida

MEMBERS:

	F	M	A	M	J	J	A	S	O	N	D	J	
Anthony Perea	P	-			P	-	P	P	E		-	P	Mayor Donald D. Slesnick, II
Jeffrey M. Flanagan	P	-	-	P	P	-	E	P	P	P	-	E	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	P	-	P	P	P	E	-	P	Commissioner Rafael “Ralph” Cabrera, Jr.
Luis M. Padron	A	-	-	P	P	-	E	P	E	P	-	P	Commissioner Wayne “Chip” Withers
Edmund J. Mazzei	P	-	-	P	P	-	P	E	P	E	-	P	City Manager David Brown
Mary Ann Degan	E	-	-	P	P	-	P	E	P	P	-	E	City Commission

A = Absent

P = Present

E = Excused

STAFF:

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

Lorena Garrido, Public Works Department

GUESTS: Catherine B. Swanson, Development Director

RECORDING SECRETARY: Idalina Barreiro, Public Works Department

CALL TO ORDER:

The meeting was called to order by the Chair at 8:42 a.m.

ROLL CALL:

Ms. Barreiro called the roll and members confirmed attendance.

MEETING ABSENCE:

Ms. Degan had formally asked to be excused. Mr. Padron was absent.

MINUTES OF THE JANUARY 16, 2008 MEETING:

The January 16, 2008 meeting minutes were read and upon a motion for approval by Ms. Pozo-Diaz, seconded by Mr. Mazzei, the minutes were unanimously approved.

SECRETARY’S REPORT:

- **Insurance Compliance Efforts – Updated Report.**
- **Facility Contracts – Updated Report**

- **Schedule of Outstanding Rent – Finance Department**

The Secretary explained that the information package contained the updated reports “Insurance Compliance Efforts”, “Facility Contracts” and “Schedule of Outstanding Rent” for review, comments or questions of the Board.

He added that, regarding the last meeting issue about the Biltmore Golf Course’s discrepancy in the Schedule of Outstanding Rent report (the Abatement due to Improvements), he met with Mr. Neil Gevirtz, Finance Department Chief Collector, who said that the rent was abated due to the construction. Mr. Delgado concluded that Mr. Brown would provide more information about this abatement and answer questions that the Board might have during next week’s special meeting.

Ms. Pozo-Diaz asked that if in the Facility Contract Property Insurance report listed all City of Coral Gables leases, why aren’t these same leases included in the report by Finance Department.

Mr. Delgado agreed and said that he is going to inquire about this and get back to the Board.

Ms. Pozo-Diaz also commented that according to her, the Facility Contract Property Insurance Report now looks 100% better. Also, she asked why some of the leases read “**none required**” if it’s because the entity is covered under the umbrella of the City of Coral Gables. Mr. Delgado answered yes.

Members of the Board expressed their concern about why and for how long the facilities Contract Compliances of some facilities are still pending or waived.

Mr. Delgado said that he will address these concerns and also that he will try to obtain a previous lease for the facility located at 290 Miracle Mile (Custom Built Design) and bring it for the next meeting as per Ms. Pozo-Diaz’s request.

- **Southcom, 3501 Granada Boulevard, Lease Renewal Notice (F.Y.I. item)**

The Secretary informed the Board of the one year lease extension of the property located at 3501 Granada Boulevard. He also informed that effective March 1, 2008 the rental rate will be \$54,000.00 per annum at the rate of \$4,500.00 per calendar month

CITY COMMISSION BOARD RELATED ITEMS UPDATE:

Mr. Delgado informed that the City Commission is in the process of revising the Procurement Code and that the section **Purchase, Sale or Lease of Public Lands** has eight questions and that the Commission wants to identify three questions which the Property Advisory Board will be in charge of answering and other Boards will address other questions relating to their board. He added that the members can select three of the existing questions or come up with new ones.

He noted that the selection of the questions needs to be done as soon as possible because it must be presented at the March’s Commission meeting.

After a brief discussion the members decided to have it done for the next week special meeting

CITY UPDATE:

Mr. Delgado said that there is nothing to be reported.

OLD BUSINESS:

Mr. Delgado informed that as per members request, Ms. Kara Kautz, Historic Preservation Officer, was invited to be part of this meeting to provide an update on the Museum, but that she was not able to attend and instead she sent a Museum Progress Report to be distributed to members.

The update report reads as follow:

“The Museum Project is really gearing up – we are having Construction Team meeting every 2 weeks to keep everyone on track and communicating.”

The 75% CD drawings are scheduled to be completed on March 14th. At this time, we will submit for permitting and put the project out for public bid concurrently. The Bid process should be complete by April 21 and a GMP submitted by Dooley Mack (the Construction Manager-at-Risk hired for the preconstruction phase of the work) by the end of that week.

The 100% CDs should be completed and, hopefully, the permit obtained by the week of June 6th. Construction should start shortly thereafter”.

NEW BUSINESS:

Ms. Kathy Swanson, Development Director, distributed copies of the City of Coral Gables and the Coral Gables Cinemateque Inc., Draft Lease Agreement to members of the Board.

She opened the presentation saying that this was only a preview and that the Board did not have to take any action during the meeting. She added that she will come back next meeting to answer all the questions that they might have.

Ms. Swanson went over the agreement and explained extensively the Coral Gables Cinemateque Inc. draft Lease.

Following the presentation Ms. Swanson asked the members if they have any questions or comments.

Mr. Delgado inquired how many seats will it have. Ms. Swanson answered one hundred and forty four seats including handicap.

As per Mr. Mazzei suggestions and comments, Ms. Swanson agreed to make the following changes to the draft agreement:

- Page 8, 3rd paragraph: request that the tenant file the 990 form with the IRS and present Audited Financial Statements.

- Page 8, number VIII: change **“Hours of Operation”** for **“Dates of Operation”**
- Page 10, number XV: **“Operation, Utilities, Maintenance and Repair Expenses”** request a copy of all Vendor Contracts.
- Page 11, 2nd paragraph: request the tenant to submit copies of all Maintenance Agreements.
- 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.
- 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.

Mr. Perea asked for the expected completion date.

Ms. Swanson answered that will be probably December 2008.

OPEN DISCUSSION:

Mr. Perez emphasized that any member’s communication needs to be forwarded to the Secretary’s office who will forward it if necessary to all members, including for the meetings confirmation assistance where they should not use “reply/forward to all”.

Ms. Pozo-Diaz requested that a memo or e-mail be sent to Ms. Degan and Mr. Padron letting them know about this issue.

After a brief discussion the members agreed to hold a special meeting with Mr. David Brown, City Manager, on February 28, 2008 at 9:00 a.m., at the City Manager’s Office.

ADJOURNMENT:

Mr. Flanagan motioned to adjourn the meeting. Mr. Mazzei seconded the motion. The meeting was adjourned at 10:00 a.m.