

City of Coral Gables

*405 Biltmore Way
Coral Gables, FL 33134
www.coralgables.com*



Meeting Minutes

Wednesday, January 11, 2023

8:30 AM

Police and Fire Headquarters, Community Meeting Room

Property Advisory Board

*Chairperson Jack Lowell
Vice Chairperson Manuel Niebla
Board Member Michelle Cuervo Dunaj
Board Member Frank Maderal
Board Member Alberto "Papo" Manrara
Board Member Gina Mazzei Anderhub*

The Property Advisory Board will be holding its Regular Meeting on Wednesday Jan 11, 2023, commencing at 8:30 a.m. Members of the public may participate in person but are also able to participate via the Zoom platform. Members of the public may join the meeting via Zoom at (<https://us06web.zoom.us/j/88481493942>). In addition, a dedicated phone line will be available so that any individual who does not wish (or is unable) to use Zoom may listen to and participate in the meeting by dialing: 305-461-6769 Meeting ID: 884 8149 3942.

To speak on an Agenda Item, please "Raise your Hand" or send a message to one of the meeting hosts using the Zoom Platform. If you joined the meeting via telephone, you can "Raise your Hand" by pressing *9.

CALL TO ORDER

Chairperson Jack Lowell called the Property Advisory Board Meeting to order at 8:31 AM.

ROLL CALL

Present: 4 - Chairperson Lowell, Vice Chairperson Niebla, Board Member Cuervo Dunaj and Board Member Maderal

Absent: 1 - Board Member Mazzei Anderhub

Excused: 1 - Board Member "Papo" Manrara

1. OPENING REMARKS

Chairperson Lowell updated the Board on a productive meeting he and Asset Manager / Staff Liaison Zeida Sardinas had with the City Manager Peter J. Iglesias. Ms. Sardinas echoed the Chairperson's sentiment that the meeting with the Manager was very successful.

Staff Liaison Sardinas updated the Board on some projects she had been working on, which included compiling quarterly reports of City properties for the City Commission. Ms. Sardinas also stated she was working on ensuring tenant compliance with all contracts and agreements and property inspections for all City-leased properties. Ms. Sardinas further noted that she was working on automating contacts for a program called "Visual Lease". This is in addition to another program used by the Public Works Department Cartergraph which tracks work orders for City-owned properties.

Chairperson Lowell's remarks that development was one of the topics discussed with the Manager initiated a discussion among Board Members on the topic.

2. APPROVAL OF THE MINUTES

[23-5171](#)

Property Advisory Board Meeting of December 14, 2022.

Attachments: [12-14-22 PAB Meeting Minutes DRAFT](#)
[Cover Memo](#)

A motion was made by Vice Chairperson Niebla, seconded by Board Member Maderal, that this motion be approved. The motion passed by unanimous vote.

Board Member Michelle Cuervo Dunaj requested clarification on the minutes for December 14, specifically the portion of the minutes surrounding the amendment of the attendance portion of the November meeting. Board Secretary Anamy Garcia said she would contact the City Clerk's Office to request a written policy on approaching absences and excusals.

Yeas: 4 - Chairperson Lowell, Vice Chairperson Niebla, Board Member Cuervo Dunaj and Board Member Maderal

Absent: 1 - Board Member Mazzei Anderhub

Excused: 1 - Board Member "Papo" Manrara

3. ASSET MANAGEMENT REPORT

Rent Report

Board Member Niebla inquired about the tenant improvement projects, to what extent Ms. Sardinas is involved in the process, and whether they are on track. Staff Liaison Sardinas informed the Board that for the Sra. Martinez project (2325 Galiano Street), she attends monthly calls with the business manager David Martinez, where she is briefed on the project's status. Mr. Martinez also submits to Ms. Sardinas various documents such as accounting sheets which reflect the amounts spent. Ms. Sardinas further stated that the restaurant had hired a reputable contractor and a highly decorated designer out of Paris to complete the project. The Francesco restaurant (278 Miracle Mile) already has plans and designs, they are in the process of choosing a contractor, and they are set to start the permitting process in February; Ms. Sardinas clarified that she does not have a standing meeting with the restaurant, but she will as soon as a contractor is obtained.

Chairperson Lowell initiated a discussion on office space, vacancy rate, and how businesses are doing in Coral Gables. Ms. Sardinas stated that the only sizeable vacant space on the mile was the former Forte Restaurant (45 Miracle Mile). Ms. Sardinas further noted that the mile is active, office space has a slightly higher vacancy rate than retail, and that parking rates have recovered significantly. Board Members discussed office spaces and how the business adapted post-pandemic. Ms. Sardinas informed the Board of a vacancy report on retail and office spaces which she summarizes and facilitates to the City Commission using the CoStar sub-market reports by Ms. Sardinas states that she will provide the Board with the report for the last quarter of 2022 at the February PAB Meeting.

23-5309

Attachments: [Outstanding Rent Report 1.11.23](#)

4. CITY-OWNED PROPERTY LIST DISCUSSION

A list of all city-owned properties was circulated to all board members as requested by the Board. Ms. Sardinas stated that she has worked with the Finance Department going over the list of all city-owned properties to ensure the accuracy of the information due to her work with the Visual Lease project and the City's tax-exempt status for these properties.

Board Member Maderal provided a brief recap of the Board's initiative to classify all City-owned properties, such as properties of great public importance, solely commercial, public utilities, and other categories, to cement the Board's opinion on all city-owned properties. Ms. Sardinas stated that in her effort to ensure the list's accuracy, she has attempted to group similar properties. Ms. Sardinas further informed the Board of changes that may occur to the list in the future.

Board Member Niebla requested an update on the Coral Gables Country Club. Staff Liaison Sardinas provide an update by stating that the Community Recreations Department operates the facility and is doing a fantastic job at addressing both operations and identifying the property's maintenance needs. Ms. Sardinas assists the Department with the concessioner agreements of the Café and Granada Diner spaces. Ms. Sardinas further informed the Board that Public Works and Community Recreation are working together to identify priority items to maintain and improve the property.

5. OTHER BUSINESS

As requested during the December Meeting, Members of the Board received a copy of the 2021-2022 Property Advisory Board's Annual Report. The Board reviewed the document.

6. CLOSING REMARKS

Meeting adjourned at 9:38 AM

NOTE