

City of Coral Gables

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



Meeting Minutes

Wednesday, November 15, 2023

8:30 AM

427 Biltmore Way, Second Floor Conference Room

Property Advisory Board

The Property Advisory Board will be holding its Regular Meeting on Wednesday, November 15, 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 meeting to order at 8:37 AM.

ROLL CALL

Board Members Christopher Zoller, Jack Lowell, Gina Mazzei Anderhub, and Alberto “Papo” Manrara were present.

1. APPROVAL OF THE MINUTES

Vice Chairperson Manrara moved to approve the minutes and was seconded by Board Member Zoller. Unanimously approved.

[23-6689](#)

Property Advisory Board Oct. 11 Minutes - Draft

Attachments: [Property Advisory Board Meeting November Minutes](#)
[Property Advisory Board Meeting November Minutes](#)

2. UNSOLICITED/PROPOSALS BIDS

Staff Liaison Sardinias informed the Board that no unsolicited proposals nor bids were received by the City.

3. ASSET MANAGEMENT REPORT

a. Rent Report

During the board meeting, Asset Manager Zeida Sardinas informed the members that the city is in the process of switching to a new budget and financial management system called INFOR. This new system will provide better methods for processing invoices and other resources that were previously unavailable. Sardinas emphasized that the new enterprise system has several other features that will be beneficial to the city.

Ms. Sardinas provided an update on the build-out of Sra. Martinez and Francescos further informed the Board that Francesco's rent abatement was ending, and they had been invoiced and notified of their payment requirements. Ms. Sardinas clarified that the cost of the build-out of these restaurants is not a cost carried by the City. Ms. Sardinas concludes that estimating the construction completion date may be difficult.

Ms. Sardinas reported that the vertical subdivision for Francescos and the Miracle Theater had been recorded, and she provided an update on the process of establishing separate folio numbers for each property.

Ms. Sardinas gave an update on the progress of the Minorca Garage construction, stating that the Garage has five units two of which would be available for rent. She informed the Board that the City has renewed the lease of office space on Minorca to accommodate the Finance department. This was necessary as the City will renovate the third floor of City Hall.

The Board discussed common space / public area maintenance responsibilities for the Aragon Garage and brain stormed the division of maintenance cost among tenants and the City. Staff Liaison Sardinas stated that the expenses are calculated based on the terms and conditions mentioned in the contracts. The Board also discussed optimizing square footage pertaining to outdoor dining. Vice Chairperson Manrara suggested that the City research the method other landlords think about outdoor dining space in regards to their lease.

b. City-owned Leased Property Condition Report

Staff Liaison Sardinas, explained that the City conducts commercial inspections of all leased properties once a year. Coral Gables Fire Prevention Department conduct annual fire inspections and tenants are charged a fee for this service. Code Enforcement regularly monitors the landscaping and right-of-way maintenance of all commercial properties. The asset manager is responsible for monitoring any code compliance violations on city properties to ensure that clearance or compliance is achieved. Ms. Sardinas, who is in charge of this task, also monitors reports, conducts site visits, and works with tenants and Public Works General Services to ensure that any property maintenance repairs, clearance, or compliance is achieved for any issues identified in/at city-owned leased properties.

Ms. Sardinas informed the Board that Merrick Shops is undergoing landscaping improvements, and Public Works Greenspace assists with ensuring compliance. Gables Grand currently has no maintenance issues, and The Palace has completed repairs to the sidewalk of the Adult Activity Center Garage entrance. Ms. Sardinas continues to provide ongoing status updates regarding the maintenance compliance of city-owned leased properties.

For further details and updates regarding other properties, please refer to the attachment.

[23-6687](#)

City Property/Asset Condition Report 10.09.23

Attachments: [City Property Condition Reports 10.09.23](#)

4. CITY-OWNED PROPERTY LIST CIRCULATED TO PAB MEMBERS DISCUSSION

Chairperson Lowell suggested that everyone take some time to review the list before the next meeting, so they can discuss it in detail.

5. OPEN DISCUSSION/ OTHER BUSINESS/ BOARD MEMBER ITEMS

No additional items were discussed.

ADJOURNMENT

Board Meeting was adjourned at 9:58

NOTE