

CORAL GABLES PROPERTY ADVISORY BOARD

Minutes of January 16, 2008

Coral Gables Youth Center – Conference Room
405 University Drive, Coral Gables, Florida

MEMBERS:

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

A = Absent

P = Present

E = Excused

STAFF:

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

GUESTS: Maria Alberro-Jimenez, Assistant City Manager

RECORDING SECRETARY: Idalina Barreiro, Public Works Department

CALL TO ORDER:

The meeting was called to order by the Chair at 8:37 a.m.

ROLL CALL:

Ms. Barreiro called the roll and members confirmed attendance.

MEETING ABSENCE:

Mr. Flanagan and Ms. Degan had formally asked to be excused.

MINUTES OF THE OCTOBER 16, 2007 MEETING:

The October 16, 2007 meeting minutes were read. By request of Mr. Perea a correction was made on the second page, third paragraph (deleted the word "extremely") and upon motion for approval by Ms. Pozo-Diaz, seconded by Mr. Mazzei, the minutes were unanimously approved.

Following the Chair welcomed and thanked Ms. Alberro-Jimenez, Assistant City Manager, for her assistance to the meeting.

SECRETARY'S REPORT:

- **Insurance Compliance Efforts – Updated Report.**
- **Facility Contracts – Updated Report**
- **Schedule of Outstanding Rent – Finance Department**

The Secretary said 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 almost 90 percent of the facilities are in compliance, except the Merrick Place Shops that are still outstanding and that they are working on that matter.

As far as the “Schedule of Outstanding Rent” report from Finance Department, said the Secretary, still they are having the same problem as before: the Biltmore Hotel and the Country Club of Coral Gables. He added that the City Manager’s Office will probably provide an update about the existing situation with the Country Club. He also noted that Ortanique’s rent is past due one month, but that in general they are doing pretty well.

Ms. Pozo-Diaz asked what procedure is followed when a rent is past due.

Mr. Delgado answered that the Finance Department first sends a letter communicating that they are past due and, if the payment is not received, the issue is reported to the Public Works Department, which notifies the City’s Attorney Office and they follow the necessary steps.

Mr. Mazzei noted that the report shows that the Biltmore Golf Course Management is behind from July to December, (two quarterly rent), but that there is a note that reads “Abated due to Golf Course Improvements”. He added that, if the rent was abated, nothing should appear in the balance column. This matter needs to be clarified and a correction should be done in the report, he added.

Ms. Alberro-Jimenez stated that the Commission Resolution should explain this matter. Mr. Delgado agreed and said that he is going to get a copy of the resolution for the next meeting. Ms. Alberro-Jimenez requested that a copy be sent to her also.

Ms. Pozo-Diaz also said that a clarification must be done because in the report the last payment is equal to the balance due and that there are no additional charges for late fee.

Mr. Delgado said that he believes that the Finance Department takes care of the late fees. He added that he is going to verify what the late fees are and when they are applicable.

CITY COMMISSION BOARD RELATED ITEMS UPDATE:

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

CITY UPDATE:

Mr. Delgado said that the only item that can be considered was the Country Club of Coral Gables' negotiations.

Ms. Alberro-Jimenez said that she was not prepared to inform about this issue. She added that, as far as she knows, the situation with the Country Club is serious and that the City Manager and outside attorneys are working on this issue.

Mr. Perez asked what other things are going on with the City.

Ms. Pozo-Diaz commented that regarding properties, she saw a couple of articles in the newspaper that she had not heard about those issues through the Board (a land swap in which the City would exchange city-owned parking lot located at the southeast corner of LeJeune Road and Greco Avenue for a similarly sized property nearby).

Ms. Alberro-Jimenez explained that there are some situations when the Procurement Code requires some time of initiation at the Commission level to allow developers to consider swapping. She added that in this particular case they are in the very initial stage trying to obtain the best types of exchanges in the City's behalf, so the discussion just started with the developer and that, of course, the Board will be part of that.

Mr. Perez said that, as a whole, the Board would like to be aware when something is happening in the City related to properties before it appears in the newspaper.

Ms. Alberro-Jimenez said that it was a reasonable request.

In addition Mr. Padron said that if the Board is informed ahead of time, their concerns can be addressed before taking it to the City Commission and this will avoid faxes and revisions.

Mr. Perea expressed that, according to the Procurement Code, anything involving properties should have some advisory input from the Property Advisory Board.

Ms. Alberro-Jimenez answered that as she recalled, what the Procurement Code requires is to present the application to the Boards, not only this Board, but, if the desire of this Board is to really get involved initially and perhaps give some suggestions at the beginning they should attempt to formalize the petition. Mr. Mazzei read what the Procurement Code Resolution said about the participation of the Board and added that what is in the Code is general, and it is time to make a motion to clarify when and how should be done.

Mr. Perea said that he interpreted, that obviously, asking for a recommendation and advice would be before and not when it is finalized, otherwise it becomes a rubberstamp.

After a brief discussion a motion was brought by Mr. Perea that the Board be involved prior to a project being presented and that they are asked for input before and not after the process. Mr. Padron seconded the motion and passed unanimously.

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Mr. Padron added that during the negotiation process the Board should be periodically updated on what the process is, so that the input be considered as part of the negotiation process.

Mr. Mazzei said that the update can be done by e-mail or if it is necessary, in a special meeting.

Ms. Alberro-Jimenez answered that they can prepare a monthly report providing at least the opportunity to know at what point they are and what input the Board has for them regarding the deal.

Mr. Perez inquired about the changes that have been done during the Procurement Code revision.

Ms. Alberro-Jimenez answered that as she understand, the Procurement Code has been cleaned up a little, but she was not sure what changes they made regarding Real Estate Properties. She suggested to Mr. Alberto Delgado to bring the changes to the next meeting, also she will gather all the changes and e-mail them to the Secretary and that Mr. Delgado can forward the e-mail to he members in preparation for the next meeting.

Mr. Perez inquired about the status of the Museum.

Mr. Delgado explained in detail what is happening and added that he is going to invite Ms. Kara Kautz to the next meeting to provide an update of this project.

OPEN DISCUSSION:

There were no open items for discussion.

ADJOURNMENT:

Mr. Padron motioned to adjourn the meeting. Mr. Mazzei seconded the motion. The meeting was adjourned at 9:48 a.m.