

City of Coral Gables

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



Meeting Minutes

Wednesday, June 21, 2023

8:30 AM

Police and Fire Headquarters, Community Meeting Room

Property Advisory Board

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

The Property Advisory Board Meeting for June 21st was called to order by Board Member Michelle Dunaj at 8:43 AM

ROLL CALL

The following board members were present: Michelle Cuervo Dunaj, Frank Maderal, Alberto "Papo" Manrara, and Gina Mazzei Anderhub.

1 APPROVAL OF THE MINUTES

[23-5924](#) Property Advisory Board Meeting - May 10, 2023.

Attachments: [PAB - May 2023](#)

Board Member Alberto "Papo" Manrara made a motion to approve the minutes, which was seconded by Board Member Frank Maderal. The motion was unanimously approved.

2 UNSOLICITED PROPALS/BIDS

Staff Liaison Zeida Sardinas informed the Board that The City received no Unsolicited Proposals.

3 ASSET MANAGER REPORT

[23-5925](#)

Attachments: [Outstanding Rent Report 06.15.2023](#)

The Board reviewed the rent report.

[23-5930](#)

Lease Renewals/Extensions

- a. 338 Minorca Parking Office
- b. University of Miami Parking Lots 42 & 43
- c. Patio & Things

Attachments: [Commission cover 06.13.23 \(Parking Department Office Third Amend to Lease\)](#)
[Commission Cover -06.13.23 \(Patio and Things Fourth Amendment to Lease- Lea](#)
[Commission Cover -06.13.23 \(UM Parking Lots 42 43 Renewal\)](#)
[Patio and Things Fourth Amendment to Lease 09.01.23-08.31.24](#)
[338 Minorca Prk Office Third Amendment to Lease](#)
[City of Coral Gables - UM 2023 Renewal Letter Regarding Lease Agreement with](#)

Staff Liaison Zeida Sardinas informed the Board of the six-month extension of the 338 Minorca Avenue Lease for the City's Parking Department. At the same time, construction of their new office space at the Minorca Garage is completed. Staff Liaison Sardinas further informed the Board that the rent for the space remains the same.

Ms. Sardinas informed the Board that the Commission approved annual lease renewals for the City-owned retail premises at 240 Aragon Avenue to Patio & Things and Parking Lots 42 & 43 to the University of Miami.

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[23-5926](#)

CITY COMMISSION CITY-OWNED PROPERTY CONDITION REPORT
05.31.23

Attachments: [City-owned Leased Property Condition Report 05.31.23](#)

Staff Liaison Sardinas informed the Board of the yearly inspection conducted to leased City-owned properties by stating that, as Asset Manager, she procures the building inspection company to conduct property inspections to all leased City-owned properties, inspecting for general conditions, electrical, plumbing, roofing, windows/doors, and HCVAC. Depending on the lease responsibilities, either the Tenants and/or Public Works General Services addressed the maintenance issues identified by the inspector.

Ms. Sardinas further stated that Coral Gables Fire Prevention Department conducted annual fire inspections at city-owned commercial properties and copied the asset manager on the reports. Ongoing reviews of Coral Gables Fire Department, Miami-Dade County, and State of Florida agencies (Department of Professional Regulation; Health Department) reports continue. For the Biltmore specifically, the asset manager pulls the Department of Regulation reports conducted for their restaurants, balconies, and certain amenities within the hotel to ensure those concerns are addressed and the Department of Health inspections.

The Asset Manager informed the Board that Code Enforcement monitors landscaping/ROW maintenance at commercial properties on an on-going basis. Ms. Sardinas further explained that she monitors Code Enforcement violations on City-owned properties to ensure compliance.

During the discussion of Garage 6, the asset manager adds that in collaboration with the Fire department there are now Knox Boxes installed at all City-Owned retail properties.

The Asset Manager stated that many of the inspections were conducted in August of last year, and she will be re-inspections and receiving quotes in July of 2023.

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[23-5927](#)

CITY COMMISSION CITY-OWNED PROPERTY MAINTAINED BY PUBLIC
WORKS 06.13.23

Attachments: [G-3 City Owned Properties Maintained by Public Works \(1\)](#)

Ms. Sardinas provided a comprehensive report on the maintenance work that has been completed and upcoming projects scheduled for city-owned properties like City Hall, the Public Safety Building, and the 427 Building. Ms. Sardinas also gave an estimated completion date and funding plan for these projects. Additionally, the Asset Manager explained that the moisture issues in City Hall were caused by the building's original construction materials.

6 NEW BUSINESS

The Board Member Frank Maderal made a motion, which was seconded by Board Member Alberto Manrara members motioned to change the meeting date from July 12th, 2023, to July 19th, 2023, at 8:30am due to the arranged Budget Workshop on July 12th, 2023, at 9:00am. All board members were in favor of this motion.

7 ADJOURNMENT

Meeting was adjourned at 9:32 AM

NOTE