



## Community Redevelopment Area Application for Tax Increment Appropriation 2012 Allocation

Applications for funding are accepted between Tuesday, July 5, 2011 and Friday, September 30, 2011. By law funding for the Community Redevelopment Agency occurs after January 1. The attached Community Redevelopment Agency Use of Tax Increment Funding Guidelines includes additional information to assist in the application process.

- A. CRA LOCATION: Which Community Redevelopment Area (CRA) subarea is the project located within? *Check one:*  Bahama Village Subarea  
 Caroline Street Corridor Subarea

B. PROJECT NAME: Nelson English / Willie Ward Park Enhancement Project - Phase II

C. PROJECT LOCATION/ADDRESS: 300 Catherine Street, Key West, FL 33040

- D. APPLICANT (*PLEASE EXECUTE ATTACHED AUTHORIZATION FORMS*)

Entity City of Key West

Authorized Representative Greg Veliz

Role or Capacity of Authorized Representative Director of Community Services

Address 627 Palm Avenue, Key West, FL 33040

Telephone Number 305.809.3767

Cellular Number

E-Mail Address gveliz@keywestcity.com

E. PROJECT INFORMATION

What type of project is proposed: *Check one:*  Construction/Restoration  Program

Provide a brief description of the project:

Refer to Attachment E - Project Description for a complete description of the project.

If a Construction/Restoration Project, please provide information that fully describes the physical boundaries of the proposed project as follows:

- map(s)
- deeds(s)
- boundary survey
- Monroe County Property Appraiser data for the site (<http://www.mcpafl.org>)

If a Program, please fully describe the population served by the program and the address of the program facility location on a separate sheet of paper. Please attach authorization from the property owner for the proposed program facility location.

- Facility location authorization

F. OWNERSHIP AND LEGAL STRUCTURE

Provide the full name(s) of the person(s) or entity(s) expected to own (or operate if a program) the project and fully describe their legal structure (i.e. principals, ownership interests, relationship to parent organization, subsidiaries, etc.). Include a complete list of officers, directors and board members (as applicable) associated with entity who requested the appropriation. Attach additional information if necessary.

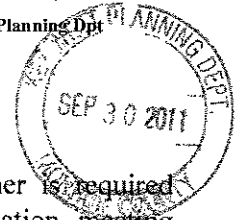
The Nelson English / Willie Ward Park is owned and maintained by the City of Key West.

Is the facility or program open to the public regardless of the individual's race, color, sex, gender identity or expression, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, or source of income and is there a charge associated with public use or entry to the facility or program? Please describe if necessary or explain if facility or programs have limitations to access. Attach additional information if necessary.

The Nelson English / Willie Ward Park is free and open to the public.



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September 30, 2011  
KW Planning Dept



G. PREAPPLICATION MEETING

A pre-application with the City Planner and Historic Preservation Planner is required prior to application submittal. Please provide the following pre-application meeting

dates: 9/26/2011 *AMM* Planning Department

8/26/2011 & 9/26/2011 Historic Preservation Planner

H. PROJECT BUDGET

Note: Applicants are encouraged to consider the total amount available for TIF funding in 2012 relative to their project request.

1. Is funding requested for multiple phases (over more than one funding cycle?)  
 yes  no

2. Project Cost for 2012 \$349,000

Total Project Cost \$1,131,706 (if multiphase, for all years)

3. Amount of TIF Funding Requested for 2012 \$349,000

Total Amount of TIF Funding Requested \$679,000  
(if multiphase, for all years)

4. Total Amount of matching funds provided for 2012 \$452,706

Total Amount of matching funds provided \$452,706  
(if multiphase, for all years)

Describe the source and amount of matching funds Energy Grant and City Capital Project

5. Attach a detailed budget for the project describing each key element and estimated costs (if multiphase, for all years)

Detailed budget attached

I. PROJECT SCHEDULE

Please provide a schedule for approvals, construction and implementation of proposal, including multiyear phasing if relevant.

Schedule attached

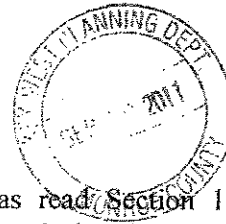
J. GREEN FEATURES

Although not specifically required by Chapter 163, part 3, Florida Statutes of the Community Redevelopment Act, it is important to encourage the concept of going green within the context of implementation of a community redevelopment. Going green in this instance means conscious attempts to reduce overall negative environmental impacts by individuals, businesses and government. Community redevelopment activities including the appropriation and use of tax increment when reasonably feasible should



consider a focus on conserving the earth's resources, energy efficient activities, production of consumption of energy, use of sustainable materials, elimination of waste, compliance with environmental regulations and the use of environmentally friendly products, equipment and services. In this context green services are earth friendly, ethically produced and made energy efficient and employ the use recyclable materials. Please indicate how this application will promote green services. **Projects with green features will be given priority for funding.**

Green Features response attached



K. CERTIFICATION

By making this application, Applicant certifies that he or she has read Section 163.340(9), Florida Statutes (the definition of "community redevelopment") and the City's Community Redevelopment Plan (including any amendment or restatement thereof, and understands that any funding pursuant to application must be consistent with the City's community redevelopment policy objectives and City of Key West guidelines and procedures.)

The undersigned has read this form, authorized its preparation and, under penalty of perjury, hereby certifies that, to the best of his or her knowledge and belief that the information provided is true, accurate and complete. Applicant understands that any appropriation is subject to available funds and if requested agrees to provide any and all additional information in a timely fashion as requested by the CRA or City.

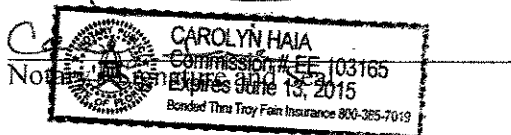
Chapter 837.06 Florida Statutes - False Official Statements - Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided for in S. 775.082 or S. 775.083.

Applicant's Signature: [Signature] Date: 9/27/11

Subscribed and sworn to (or affirmed) before me on 9/27/11 (date) by

Carolyn Haja  
Please Print Name of Affiant

He/She is personally known to me or has presented \_\_\_\_\_ as identification.



\_\_\_\_\_  
Name of Acknowledger printed or stamped

\_\_\_\_\_  
Title or Rank

\_\_\_\_\_  
Commission Number, if any

**Section E**  
**Project Information**



## ATTACHMENT E

### ATTACHMENT E – PROJECT DESCRIPTION

The Park Enhancement project for Nelson English and Willie Ward Parks in Bahama Village is anticipated as three phases of work, to be implemented as funding allows. The project received TIF funding during the 2010 Allocation process, which has provided funding for the Design and Construction Documents as well as Phase I construction.

The scope of work for the project is improvements to the existing park / pool area for safety and community enhancements, which includes:

- new playground equipment and safety surfacing for various age groups (Phase I)
- improvements to the existing pool and related facilities (Phase I)
- reconfiguration of the entrance of the Martin Luther King Community Center to address flooding (Phase II)
- addition to the Martin Luther King Community Center to provide accessible restrooms for use by the Park visitors (Phase II)
- reorganization of the parking areas to include vehicular, bicycle, and scooter parking (Phase I and II)
- open play lawn (Phase I and III)
- park shelters (Phase I and III)
- enhanced landscaping (Phase I, II, and III)
- site furnishings, including benches, trash and recycling receptacles, bar-b-q grills, picnic benches, and signage (Phase I, II, and III)
- multiple levels of lighting, for both safety / security and aesthetics (Phase I, II, and III)
- organized pedestrian pathways throughout the park linking the parks with the Community (Phase I, II, and III)

Specifically, the Phase II scope of work is focused on the parking, grading at the MLK Community Center and restroom facilities, as well as the other amenities that are included in all three phases of work.

# Site Plans



**Section F**  
**Ownership & Legal Structure**



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September 30, 2011  
KW Planning Dpt

# City of Key West Planning Department

## Verification Form

*(Where Authorized Representative is an Entity)*

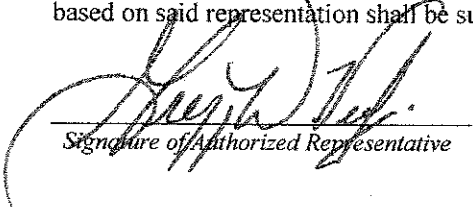
I, GREGORY W. VELIZ, in my capacity as DIRECTOR OF COMMUNITY SERVICES  
*(print name)* *(print position; president, managing member)*  
of CITY OF KEY WEST  
*(print name of entity serving as Authorized Representative)*

being duly sworn, depose and say that I am the Authorized Representative of the Owner (as appears on the deed), for the following property identified as the subject matter of this application:

NELSON ENGLISH & WILLIE WARD PARK  
ADJ TO 300 CATHERINE STREET  
KEY WEST, FL 33040

*Street Address of subject property*

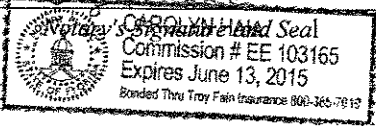
All of the answers to the above questions, drawings, plans and any other attached data which make up the application, are true and correct to the best of my knowledge and belief. In the event the City or the Planning Department relies on any representation herein which proves to be untrue or incorrect, any action or approval based on said representation shall be subject to revocation.

  
*Signature of Authorized Representative*

Subscribed and sworn to (or affirmed) before me on this 9/27/11 by  
*date*

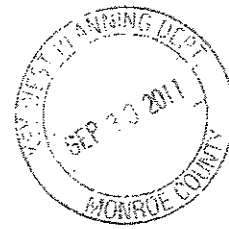
Gregory W Veliz  
*Name of Authorized Representative*

He/She is personally known to me or has presented \_\_\_\_\_ as identification.

Carolanne  


*Name of Acknowledger typed, printed or stamped*

**City of Key West  
Planning Department**



**Authorization Form**  
*(Where Owner is a Business Entity)*

Please complete this form if someone other than the owner is representing the property owner in this matter.

I, JIM SCHOLL as  
*Please Print Name of person with authority to execute documents on behalf of entity*

CITY MANAGER of CITY OF KEY WEST  
*Name of office (President, Managing Member) Name of owner from deed*

authorize GREGORY W. VELIZ  
*Please Print Name of Representative*

to be the representative for this application and act on my/our behalf before the City of Key West.

J. Scholl  
*Signature of person with authority to execute documents on behalf on entity owner*

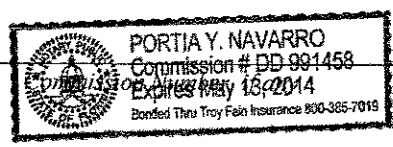
Subscribed and sworn to (or affirmed) before me on this Sept. 30<sup>th</sup> 2011 by

Jim Scholl  
*Name of Authorized Representative*

He/She is personally known to me or has presented \_\_\_\_\_ as identification.

Portia Y. Navarro  
*Notary's Signature and Seal*

PORTIA Y. NAVARRO  
*Name of Acknowledger typed, printed or stamped*



**Section H**  
**Project Budget**



**ATTACHMENT H**

**ATTACHMENT H – PROJECT BUDGET**

The project as outlined will be a three phase project, with the first phase having received funding in the 2010 Allocation cycle. The following is the anticipated project budget based on research and estimates:

**Design and Construction Documents ( Approved 2010 TIF Allocation )**

Master Plan / Surveys	
Community Hearing / Meetings	
Design / Working Documents for Phases I, II, III	
Specifications / Engineering (including solar)	\$ 50,000

**Phase I Construction ( Approved 2010 TIF Allocation )**

MLK Community Center and Pool Improvements	\$350,000
Safety and Security Lighting	\$102,706
Landscaping and Path Lighting Infrastructure	\$ 40,000
Playground Equipment and Surfacing	\$110,000
Construction Management	\$ 15,000
<b>Year 1</b>	<b>Approved Budget \$170,000</b>
	<b>\$667,706</b>

**Phase II Construction**

Parking Area Surfacing / Striping	\$ 30,000
Pedestrian Fixture Lighting	\$ 25,000
Barricades and Signage	\$ 12,000
Landscaping	\$ 25,000
Two ADA Restrooms (new addition to MLKCC)	\$100,000
Flood Control Walls / Grading at MLKCC	\$ 70,000
'Story Time' Fabric Shelter and Hard Shelter	\$ 60,000
Landscape Irrigation	\$ 12,000
Construction Management	\$ 15,000
<b>Year 2</b>	<b>\$349,000</b>

**Phase III Construction**

Completion Landscape / Screening	\$ 35,000
Fencing / Walkways	\$ 40,000
Additional Park Seating / Fixtures	\$ 15,000
Landscape Irrigation	\$ 10,000
Construction Management	\$ 15,000
<b>Year 3</b>	<b>\$115,000</b>



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**ATTACHMENT H**

**Summary of Project Costs**

Design / Construction Documents and Phase I Construction	\$ 667,706
Phase II Construction	\$ 349,000
Phase III Construction	\$ 115,000
<b>Total Project Cost</b>	<b>\$1,131,706</b>

**Previous Grants**

2010 TIF Allocation	\$ -170,000
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**Matching Funds**

2011 City Contribution ( MLK Community Center and Pool )	\$ -350,000
2011 Energy Grant ( Safety and Security Lighting )	\$ -102,706
<b>Total Project Costs Remaining</b>	<b>\$ 509,000</b>

2012 TIF Allocation Request ( Phase II Construction )	\$ 349,000
<i>Estimated 2013 TIF Allocation Request ( Phase III Construction )</i>	\$ 160,000
<b>Total TIF Request</b>	<b>\$ 679,000</b>

**Section I**  
**Project Schedule**



**ATTACHMENT I**

**ATTACHMENT I – PROJECT SCHEDULE**

The project as outlined will be a three phase project, with the Design and Construction Document phase currently underway. The following is the anticipated schedule for the project, subject to the City Approval process and project funding.

Design and Construction Documents ( Phases I, II and III)	Complete December 1, 2011
Phase I Bidding and Contract Award	December 1, 2011 – February 1, 2012
Phase I Construction	February 1 – June 1, 2012
Phase II Bidding and Contract Award	April 1 – June 1, 2012
Phase II Construction	June 1, 2012 – December 1, 2012
2013 TIF Allocation Application	July 1, 2012 – March 1, 2013
Phase II Bidding and Contract Award	March 1 – May 1, 2013
Phase III Construction	May 1 – August 1, 2013

**Section J**  
**Green Features**

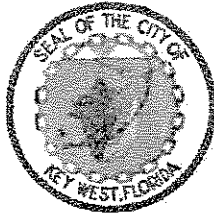
## ATTACHMENT J

### ATTACHMENT J – GREEN FEATURES

To align with the City's commitment to energy conservation, the Park Enhancement project for Nelson English / Willie Ward Parks will incorporate green features to help reduce operating and maintenance costs as well as set an example for sustainable park design within the City.

The vegetation and landscaping will be primarily native species, which, once established, require a minimal amount of irrigation. Additionally, solar lighting will be integrated into the Park to provide lighting at key areas that harness solar energy rather than pulling for the electrical grid. Site fixtures and play equipment will be made of recycled content and will be recyclable at the end of their life cycle.

# **Request for Additional Information**



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

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October 25, 2011

VIA ELECTRONIC MAIL

Mr. Greg Veliz  
City of Key West  
627 Palm Avenue  
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation  
Nelson English/Willie Ward Park enhancement Project, Phase two  
Request for Additional Information and Clarification**

Dear Mr. Veliz:

The City is in receipt of your timely submitted application for the phase two of the Nelson English/Willie Ward Park Enhancement Project. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Clarify the difference between the total project cost with what the city has represented as matching funds such as the MLK Pool improvements and the new LED Lights;
- Remove construction management costs from the budget as requested by the City Commission when the original 2010 request was approved;
- Revise budget submittal to reflect the actual 2010 TIF allocation (\$170,000) for phase one. Any shortfall should be included in the phase two budget request;
- Review budget for new bathrooms, is the proposed amount adequate;
- Clarify the purpose of the newly proposed restrooms. Currently the MLK pool restrooms service the park, what advantage or necessity will the proposed new facilities fulfill? What are the difference in operating hours between the two facilities?; and
- Signed and sealed Civil and Landscape Plans.

This additional information is requested by November 2, 2011.

Your project presentation is scheduled before the Bahama Village Redevelopment Advisory Committee at their regularly scheduled meeting on Thursday, November 3, 2011, starting at 5:30 p.m. Please be prepared to describe the key aspects of your project in 10 minutes or less and to answer questions that may be posed by the board. In addition, staff or board members may have additional information or clarification requests during the review period. The Bahama Redevelopment Advisory Committee is expected to meet on December 1, 2011, to recommend funding allocations.

October 25, 2011  
Page 2

Please do not hesitate to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to be 'DL Craig', written in a cursive style.

Donald Leland Craig, AICP  
Planning Director

Xc: Mark Firigan, Assistant City Manager  
Shawn Smith, City Attorney  
CRA File

## **Amended Application Information**

November 2, 2011

The City of Key West  
PO Box 1409  
Key West, Florida 33041  
Attn: Don Craig, Planning Director – sent via email dcraig@keywestcity.com

**RE: ADDITIONAL INFORMATION REQUEST  
TIF APPLICATION 2012 ALLOCATION  
NELSON ENGLISH / WILLIE WARD PARK ENHANCEMENT PROJECT, PHASE TWO**

Dear Don Craig,

mbi | k2m is in receipt of your letter dated October 25, 2011 requesting additional information and clarification for the aforementioned project. The comments and our responses in bold are as follows:

Item 1: Clarify the difference between the total project cost with what the city has represented as matching funds such as the MLK Pool improvements and the new LED Lights

**Response:** For clarification we have revised Attachment H – Project Budget to provide a more clear representation of the project. Specifically, we have removed the costs from the MLK Pool Improvements and Safety and Security Lighting for the project budget. They will be represented as complimentary projects to the Park Enhancement rather than a portion thereof. Refer to Attachment H – Project Budget (Revised November 2, 2011), revised Page 3 of the 2012 TIF Allocation Application and Attachment E – Project Description (Revised November 2, 2011).

Item 2: Remove construction management costs from the budget as requested by the City Commission when the original 2010 request was approved

**Response:** As requested by the City Commission at the approval of our Design Services contract, we have removed the construction management costs from the budget. Refer to Attachment H – Project Budget (Revised November 2, 2011) and revised Page 3 of the 2012 TIF Allocation Application.

Item 3: Revise budget submittal to reflect the actual 2010 TIF allocation (\$170,000) for phase one. Any shortfall should be included in the phase two budget request

**Response:** The budget has been revised. Refer to Attachment H – Project Budget (Revised November 2, 2011) and revised Page 3 of the 2012 TIF Allocation Application.

Item 4: Clarify the purpose of the newly proposed restrooms. Currently the MLK pool restrooms service the park, what advantage or necessity will the proposed new facilities fulfill? What are the difference in operating hours between the two facilities?

**Response:** The restrooms have been added to the scope of work to provide accessible restrooms for the park visitors. The park is open from sun up to sun down, however the pool and corresponding restrooms are only available from 10am to 6pm.

Item 5: Signed and sealed Civil and Landscape Plans

**Response:** Per the email dated October 27, 2011 from Nicole Malo, signed and sealed civil and landscape plans have been received.

We trust that our statements answer your questions. Should you have any questions please do not hesitate to contact our office.

Very Truly Yours,

  
Michael B. Ingram, R.A.  
Director of Company

Attachments: 2012 TIF Allocation Application - Nelson English Willie Ward Parks - Revised Page 3  
Attachment E - Project Description - REVISED  
Attachment H - Project Budget - REVISED

Cc: file

## ATTACHMENT E

### ATTACHMENT E – PROJECT DESCRIPTION (Revised November 2, 2011)

The Park Enhancement project for Nelson English and Willie Ward Parks in Bahama Village is anticipated as three phases of work, to be implemented as funding allows. The project received TIF funding during the 2010 Allocation process, which has provided funding for the Design and Construction Documents as well as Phase I construction.

The scope of work for the project is improvements to the existing park / pool area for safety and community enhancements, which includes:

- new playground equipment and safety surfacing for various age groups (Phase I)
- improvements to the existing pool and related facilities (Complimentary Project)
- reconfiguration of the entrance of the Martin Luther King Community Center to address flooding (Phase II)
- addition to the Martin Luther King Community Center to provide accessible restrooms for use by the Park visitors (Phase II)
- reorganization of the parking areas to include vehicular, bicycle, and scooter parking (Phase I and II)
- open play lawn (Phase I and III)
- park shelters (Phase I and III)
- enhanced landscaping (Phase I, II, and III)
- site furnishings, including benches, trash and recycling receptacles, bar-b-q grills, picnic benches, and signage (Phase I, II, and III)
- multiple levels of lighting, for both safety / security and aesthetics (Phase I, II, and III and Complimentary Project)
- organized pedestrian pathways throughout the park linking the parks with the Community (Phase I, II, and III)

Specifically, the Phase II scope of work is focused on the parking, grading at the MLK Community Center and restroom facilities, as well as the other amenities that are included in all three phases of work.



G. PREAPPLICATION MEETING

A pre-application with the City Planner and Historic Preservation Planner is required prior to application submittal. Please provide the following pre-application meeting dates:

9/26/2011 Planning Department  
8/26/2011 & 9/26/2011 Historic Preservation Planner

H. PROJECT BUDGET

Note: Applicants are encouraged to consider the total amount available for TIF funding in 2012 relative to their project request.

1. Is funding requested for multiple phases (over more than one funding cycle?)  
 yes  no

2. Project Cost for 2012 \$364,000  
Total Project Cost \$634,000 (if multiphase, for all years)

3. Amount of TIF Funding Requested for 2012 \$364,000  
Total Amount of TIF Funding Requested \$634,000 (if multiphase, for all years)

4. Total Amount of matching funds provided for 2012 \$0 \* See Project Budget  
Total Amount of matching funds provided \$0 \* See Project Budget (if multiphase, for all years)

Describe the source and amount of matching funds Energy Grant and City Capital Project

5. Attach a detailed budget for the project describing each key element and estimated costs (if multiphase, for all years)  
 Detailed budget attached

I. PROJECT SCHEDULE

Please provide a schedule for approvals, construction and implementation of proposal, including multiyear phasing if relevant.

Schedule attached

J. GREEN FEATURES

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