

Request for Additional Information



THE CITY OF KEY WEST

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

October 25, 2011

VIA ELECTRONIC MAIL

Dr. Kevin Lewis
Cornish Memorial A.M.E Zion Church
702 Whitehead Street
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation
Phase two restoration of Cornish Memorial A.M.E Zion Church
Request for Additional Information and Clarification**

Dear Dr. Lewis:

The City is in receipt of your timely submitted application for the phase two restoration of the Cornish Memorial A.M.E Zion Church. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Please identify and prioritize the most important portions of the project that are part of your overall request to show options for minimizing the request;
- Clarify the architectural fee, the percentage should be consistent throughout the document;
- Documentation demonstrating that the individual signing the authorization and verification forms is authorized to sign on behalf of the organization; and
- Clarify the proposed request for funding for the Parsonage, the interior kitchen and ADA bathrooms and how they meet the criteria for TIF funding described within the CRA Plan.

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.

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

Sincerely,

October 25, 2011

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A handwritten signature in black ink, appearing to be 'DL Craig', written over a diagonal line that crosses through the signature.

Donald Leland Craig, AICP
Planning Director

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

Amended Application Information

CORNISH MEMORIAL

AFRICAN METHODIST EPISCOPAL ZION CHURCH

Rev. Kevin W.H. Lewis, D. Min., Pastor

702 Whitehead Street
Key West, Florida 33040

(305) 294-2350 Office
(305) 292-8554 Residence

November 1, 2011

Bahama Village Redevelopment
Advisory Committee
Ms. Nicole Malo
City of Key West Planning Department
3140 Flagler Avenue
Key West, FL 33040

Re: Clarification of Proposed Funding

Dear Ms. Malo:

As per your request, I am submitting the following in an attempt to clarify the proposed request for funding for the Parsonage, the interior church kitchen, and the ADA bathrooms and how they meet the criteria for TIF as described within the CRA plan.

It is well known that the Cornish Church represents a historical, cultural and religious conerstone of the Bahama Village Community of Key West for nearly 150 years. However, let us focuss on the following criteria as presented in the Amended Community Redevelopment Plan:

Section 4.04 - Primary Objective 1 Recognition of Unique Community Characteristics.

I am sure that we will all acknowledge the uniqueness of the church's history in Key West; The oldest African American entity in Key West and in South Florida as a whole. The history and connectivity of the church and community is inseperable.

Section 4.04 - Primary Objective 4 Advance Effective and Efficient Regulatory Measures

To be frank, the church does not meet code requirements/compliance. The bathrooms are not accessible to the elderly or handicap. The kitchen does not meet codes and is frequently used for many community and church events. The electrical system is not fully up to code and requires necessary work to bring into compliance.

Section 4.04 - Primary Objective 10 Emphasize a Safe and Clean Environment.


This criteria is the most important of all. This church/building/facilty is open to the public and is often used by agencies, churches, business for various events. The use of the facilities warrant changes, upgrades, and repairs that will enhance the overall safety of all who enter or use this facility. At present we are threatened with potential hazards to include fire, personal injury, etc.



Cornish Memorial A.M.E. Zion Church
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Please note, that there are other areas that Cornish Church has met the criteria according to the TIF-CRA Plan. We trust that these comments will suffice. We are also available to meet and discuss any aspect and to give further clarification as needed.

Sincerely,



Dr. Kevin W.H. Lewis, Pastor



CORNISH MEMORIAL AFRICAN METHODIST EPISCOPAL ZION CHURCH

Rev. Kevin W.H. Lewis, D. Min., Pastor

702 Whitehead Street
Key West, Florida 33040

(305) 294-2350 Office
(305) 292-8554 Residence

November 1, 2011

Bahama Village Redevelopment
Advisory Committee
Ms. Nicole Malo
City of Key West Planning Department
3140 Flagler Avenue
Key West, FL 33040

Re: Prioritized Restoration Tasks

Dear Ms. Malo:

As per your request, we have prioritized the list of restoration tasks I have submitted to you in my cover letter to the 2012 TIF Grant Proposal. Each of the following estimates includes 8.0% architectural and engineering fees, and estimated city permit fees.

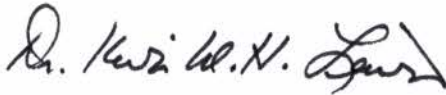
1. Replace existing substandard fellowship hall bathrooms to be ADA and code compliant. Repair parsonage electrical system. (This includes \$10,000.00 contributed by the church) \$ 98,736.00
 2. Bring existing substandard kitchen to code compliance Jack and level the rear corner of the church where the sill failed under location of new kitchen. (Includes \$10,000.00 Church contribution towards cabinets or appliances .) \$ 56,500.00
 3. Stabilize the building with new steel structural members. Stabilize the lateral leaning of the building. \$ 79,293.00
 4. Repair/Replace rotten floor framing under sanctuary pulpit/chancel area. Repair/Restore the balustrade around the altar and choir lofts. Enlarge existing hall storeroom. Modify the front row of pews to allow for additional space for organ and piano. Replace AC supply diffusers. Touch up paint. Construct a ramp and wheelchair lift at the ground floor. \$60,300.00
- \$294,529.00**



This is slightly more than the \$256,896 described in our proposal cover letter because we have added small but important tasks in items 3 and 4 that should be addressed at the same time as the other items in the category. The most important item to the church in this year are items 1 and 2 which, because of their proximity to each other and common utility needs, logically should be done at the same time. The construction cost together will be \$155,236.00. We therefore request a minimum of \$155,236.00 for the 2012 grant cycle.

We would anticipate applying again in subsequent years for more grants in our desire to restore and protect this historical gem. Please refer to our proposal for the total restoration budget as well as details of the particular requests.

Sincerely,



Dr. Kevin W.H. Lewis, Pastor



MICHAEL MILLER ARCHITECTS

Dr. Kevin Lewis

November 2, 2011

Cornish Memorial A.M.E. Zion Church

702 Whitehead Street
Key West, FL 33040

RE: 2012 TIF Grant Application: Clarification of Architect's Fee

Dear Dr Lewis,

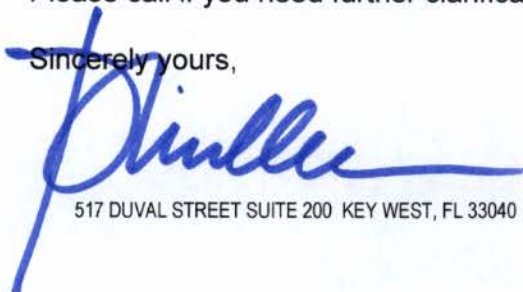
At your request I will address Item 2 of the city planners letter dated October 25, 2011as follows:

1. Please refer to my proposal for architectural services dated September 26, 2011 (Please note that the cover letter is mis-dated September 26, 2009). The proposal is clear on the scope of work from pre-design through construction administration and assigns dollar values to each task. The total is \$20,250* for all components of the second phase of work.
2. As the city planner asked that you prioritize the tasks so that the city may pull out certain tasks, but not others, to fund, I have included an 8% architect's and engineer's fee to each prioritized line item. *The total will be slightly more than the \$20,250 because the scope of work on the prioritized list is slightly greater than the original single package proposal and includes \$20,000 additional work funded by the church.

	A&E Fee
A. Replace existing substandard fellowship hall bathrooms to ADA compliance; Repair parsonage electrical system Includes church's \$10,000 contribution (actual cost is \$98,736).	\$7,899
B. Bring existing substandard kitchen to code compliance; Jack and level the rear corner of the building where the sill has failed under location of new kitchen (Includes \$10,000 toward cabinets and appliances contributed by the church	\$4,520
C. Stabilize building and deflection with structural steel.	\$6,343
D. Repair rotten floor framing under the sanctuary pulpit And restore the balustrade around the alter and choir; Move and modify the front pews order to make room for a piano and organ; replace AC supply diffusers; Touch-up paint; Construct a ramp and wheelchair lift at ground floor; Reinforce attic floor structure under AC units; clean attic of pigeon refuses; restore bell, steeple bracing.	\$4,800
	<u>\$23,562</u>

Please call if you need further clarification.

Sincerely yours,



PASTOR'S CERTIFICATE OF APPOINTMENT

SOUTH FLORIDA

ANNUAL CONFERENCE

AFRICAN METHODIST EPISCOPAL ZION CHURCH

Rev. Kevin W. H. Lewis is appointed to the Pastoral charge of Cornish Memorial AME Zion Church

And is authorized to perform all the Pastoral functions set forth in the Discipline and indicated in the Pastor's credentials. Each pastor is required by law to collect the Connectional Budget and report the same immediately to the Financial Secretary of the A.M.E. Zion Church, P.O. Box 31005, Charlotte, North Carolina 28231.

Each Pastor is required to observe the following Connectional Days for reporting 25% or $\frac{1}{4}$ of the total apportionment.

TOTAL CONNECTIONAL BUDGET
(See analysis on reverse side of the certificate)

\$4,833.00

Report Days: Founder's Day – February
Children's Day – June

Easter Sunday
Foreign Missions Sunday – September

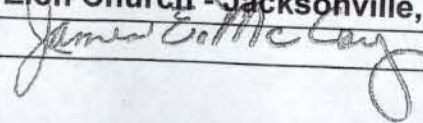
The required $\frac{1}{4}$ or 25% of the budget collected on the above dates may be sent to the Financial Secretary and receipts presented at the Check-up meetings. However, any balance due will be payable at the Annual Conference.

The Presiding Elder shall examine all reports and receipts at each Quarterly Conference and see that the law regarding the reporting of the Connectional Budget is observed.

The next Annual Conference will meet at Greater Faith A.M.E. Zion Church

Done at Varick Memorial A.M.E. Zion Church - Jacksonville, FL June 20-24, 2012.
June 26, 2011.

Signed



Bishop

