

Portia Navarro

From: Portia Navarro
Sent: Tuesday, February 23, 2016 3:23 PM
To: fisherdome@aol.com
Subject: FW: The Frederick Douglass School Black Educators' Memorial Project

Detra –

I forwarded the email to Virginia and John already, and forgot to include you. I just sent it to them.

Portia

Respectfully,

*Portia Navarro
Executive Administrator to the
Assistant City Manager – Administration
Assistant City Manager – Operations
City Manager's Office
3132 Flagler Avenue
Key West, FL 33040
305-809-3883*

From: Portia Navarro
Sent: Tuesday, February 23, 2016 3:17 PM
To: VIRGINIA B. IRVING <virving08@gmail.com>; John Smith <jwskeys@gmail.com>
Cc: Thaddeus L. Cohen <tcohen@cityofkeywest-fl.gov>
Subject: FW: The Frederick Douglass School Black Educators' Memorial Project

Good afternoon –

This email is forwarded to you at the request of Planning Director Thaddeus Cohen.

Respectfully,

*Portia Navarro
Executive Administrator to the
Assistant City Manager – Administration
Assistant City Manager – Operations
City Manager's Office
3132 Flagler Avenue*

Key West, FL 33040
305-809-3883

From: Thaddeus L. Cohen
Sent: Tuesday, February 23, 2016 1:20 PM
To: Portia Navarro <pnavarro@cityofkeywest-fl.gov>
Subject: The Frederick Douglass School Black Educators' Memorial Project

Portia

At the last meeting that I attended with the Frederick Douglass School Black Educators' group (the Organization) I was asked to develop a memo to describe the information necessary to determine what type of space could be made available to them for their program(s)

Please forward this email to the attending members of the group for their consideration.

Memo

In order to consider whether the Band Room or any other space available will meet the needs of the Organization the following minimum information would be helpful.

Building Requirements:

Provide a spatial analysis of the programmatic requirements

Provide a cost per square foot for each of the areas associated with the related programmed spaces and related support areas

Provide projected yearly Operations and Maintenance Cost for the projected programmed space

Site Requirements

Provide a site plan analysis of the support needed for the programmed spaces

Staffing Requirements

Indicate the number and positions of the primary staff required for the proposed programs; number and position of support staff; days and hours of operation

Funding Requirements

Provide documentation for funding source for the construction cost as indicated in the cost per square foot analysis

Provide documentation for funding source for facility Operation and Maintenance as indicated in the Building Requirements

Provide documentation for funding of staff as indicated in the Staffing Requirements to support the days and hours of operation.

Any additional information the Organization can provide to help staff determine the suitable location would be appreciated.

Thaddeus

Portia Navarro

From: Thaddeus L. Cohen
Sent: Monday, February 29, 2016 12:30 PM
To: Portia Navarro
Subject: FW: Frederick Douglass School Bandroom

FYI

-----Original Message-----

From: Detra Fisher [mailto:fisherdome@aol.com]
Sent: Monday, February 29, 2016 11:16 AM
To: Thaddeus L. Cohen <tcohen@cityofkeywest-fl.gov>
Cc: John Smith <jwskeys@gmail.com>; VIRGINIA B. IRVING <virving08@gmail.com>
Subject: Frederick Douglass School Bandroom

Good Morning Mr. Cohen,

We are in receipt of your e-mail, we will get back to you.

Thank You,

Detra Fisher

FDSBEMP

Sent from my iPhone