



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

TO: Community Redevelopment Agency

FROM: Karen Olson

DATE: January 28, 2015

SUBJECT: 908 Caroline Street Parking Lot Development into Tour Bus Parking

ACTION STATEMENT:

Approve the Preliminary Design, Design Task Order to Perez Engineering (\$18,220) and authorizing the City Manager to perform a budget transfer of funds for design for the Tour Bus Parking Lot.

BACKGROUND:

Key West Historic Seaport, in conjunction with The City of Key West, would like to develop the 908 Caroline Street parking lot to accommodate tour bus parking within the City. Currently the City allows bus parking on Trumbo Road with overflow parking at the Truman Waterfront. With the development of this parking lot, tour buses would be required to use the "pay-to-park" lot during their stay. Overflow parking would be limited to Trumbo Road right-of-way.

There are also multiple drop-off locations within the City including Whitehead Street, Truman Avenue, Simonton Street, Duval Street and the Historic Seaport. A new Commercial Tour Bus Map, approved by the City Manager, has been developed to stage the drop-offs throughout the commercial district and designate tour bus routes. This map will replace the map attached to Ordinance 01-017. Ordinance 01-017 and Part II – Code of Ordinances, Subpart A, Chapter 70-521(c) & 70-522 authorizes the City Manager to designate tour bus loading zones and routes.

The Bight Board approved this item during their January 14, 2015 meeting.

PURPOSE & JUSTIFICATION:

City staff investigated several other locations for the proposed tour bus parking lot including 500 Block Virginia Street, Trumbo Road, 0 Simonton Street, 200 Block Simonton Street, 500 Block United Street and the Angela Street parking structure. All these locations were excluded for various reasons such as being too far from the commercial core, too narrow of a right-of-way, too isolated and lack of adequate pedestrian access.

Placing the tour bus parking at 908 Caroline Street and refining the drop-off locations will relieve traffic congestion and confusion in the downtown area, a problem the City has struggled with for years. This location is close to attractions, public restrooms,

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alternative transportation and will have ADA compliant pedestrian access for passengers disembarking at the lot with the upcoming Caroline Street Corridor Redevelopment project.

The Seaport is currently receiving \$17,511.28 yearly in parking fees from tenants. Turning this lot into a "pay-to-park" lot for tour buses could generate three times that amount per year in parking fees. Although no fee schedule has been approved \$50/day per tour bus is being contemplated. The Seaport will work with the City to relocate tenant parking to the parking garage.

The City solicited RFQ #12-005 for the General Engineering Services. Perez Engineering & Development, Inc. was one of eight firms awarded a three year contract by resolution 12-280.

Port & Marine Services recommends Perez Engineering & Development, Inc. is issued a task order for design of the above mentioned project. The cost for the design work is \$18,220 as detailed in the attached Task Order dated January 5, 2015. If approved this project will be added to the Caroline Street Corridor project as an Add/Alternate to expedite its construction ensure full harmonization.

FINANCIAL IMPACT:

This proposed project is not budgeted and will have to be funded through the Key West Historic Seaport Reserve Fund.

RECOMMENDATION:

Staff recommends approval of the preliminary design and design task order to Perez Engineering & Development, Inc. in the amount of \$18,220 and authorization of the City Manager to perform required budget transfer.