



THE CITY OF KEY WEST

3140 Flagler Ave Key West, FL 33040 (305) 809-3792

TO: Jim Scholl, City Manager

FROM: Doug Bradshaw, Port & Marine Services Director

CC: Greg Veliz, Asst. City Manager
Mark Finigan, Finance Director

DATE: January 10, 2018

SUBJECT: Cruise Ship Tariff Analysis

ACTION STATEMENT

Resolution approving Task Order: 03-2017-CST: Cruise Ship Tariff Analysis-Mallory Square Dock and Outer Mole Pier to Arcadis U.S., Inc. ("Arcadis") in the amount of \$36,920.

BACKGROUND

The City Commission approved Resolution #17-188 which directed the City Manager to complete an analysis to determine a basis for adjustment of the cruise ship per passenger disembarkation fee, security fee and/or docking fees.

The City has tasked Arcadis with performing these type of analysis several times in the past including the 2014 Cruise Ship Outer Mole Indirect Cost Allocation Study. The City currently has Arcadis under a general financial services contract per Resolution #15-162 for these type of services.

PURPOSE & JUSTIFICATION

The purpose of the analysis is to determine if the passenger disembarkation, security, and docking fees collected are adequately covering the direct and indirect cost of providing security and safety for cruise passengers and maintaining the City of Key West cruise ship facilities and infrastructure.

FINANCIAL IMPACT

The cost for the analysis is \$36,920 and is not a budgeted item. The City's General Fund-City Manager Contingency Fund will be utilized. The results of the study may result in an adjustment to the cruise ship passenger disembarkation, security, and docking fees.

RECOMMENDATION

Staff recommends approving the task order to Arcadis in the amount of \$36,920.

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