



# Monthly Finance Department Report

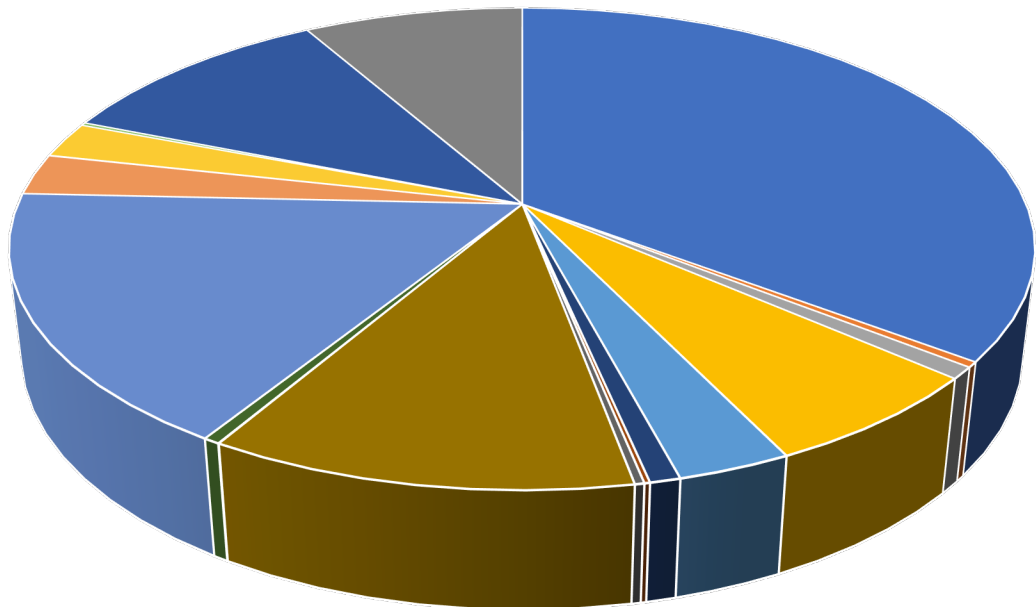
**To:** Brian L. Barroso, City Manager

**Date:** March 6, 2025

**From:** Christina Bernaldi, Director of Finance

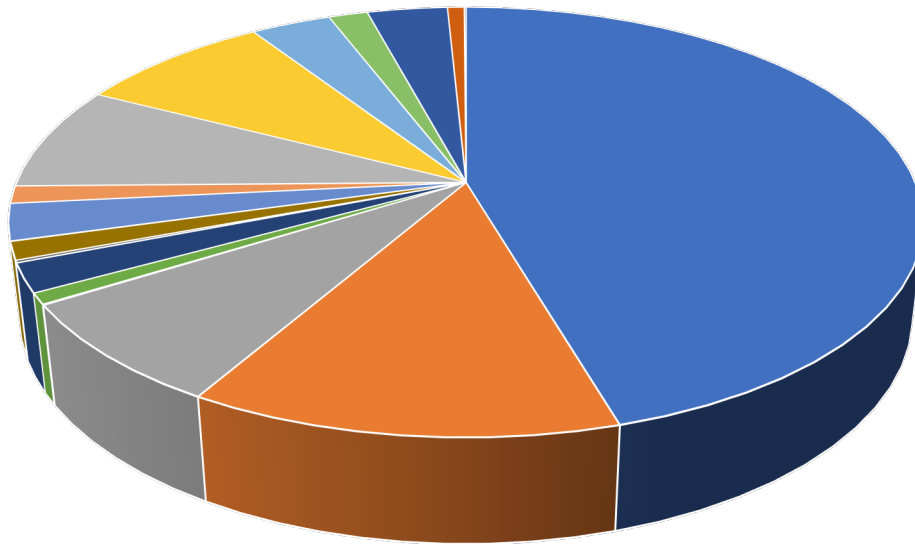
**Subject:** February 2025 Finance Department Report

City of Key West Revenue Collections - February 2025



- |                          |                                    |                                   |
|--------------------------|------------------------------------|-----------------------------------|
| ■ General Fund           | ■ Community Development Office     | ■ Stormwater Fund                 |
| ■ Solid Waste Fund       | ■ Gas Tax Fund                     | ■ Navy Outer Mole Fund            |
| ■ Truman Waterfront Fund | ■ Adaptation & Sustainability Fund | ■ Affordable Housing Trust Fund   |
| ■ Infrastructure Fund    | ■ Community Fund                   | ■ Transportation Alternative Fund |
| ■ Sewer Fund             | ■ Transit Fund                     | ■ Law Enforcement Trust Fund      |
| ■ Garrison Bight Fund    | ■ Capital Projects Fund            | ■ Fort Taylor Fund                |
| ■ Insurance Fund         | ■ Bahama Village CRA               | ■ Key West Bight Fund             |
| ■ Caroline Street CRA    |                                    |                                   |

City of Key West Expenditures - February 2025



- |                                |                         |                                   |
|--------------------------------|-------------------------|-----------------------------------|
| ■ General Fund                 | ■ Infrastructure Fund   | ■ Gas Tax                         |
| ■ Fort Taylor Fund             | ■ Affordable Housing    | ■ Truman Waterfront               |
| ■ Adaptation & Sustainability  | ■ Community Fund        | ■ Transportation Alternative Fund |
| ■ Community Development Office | ■ Law Enforcement Trust | ■ Capital Projects                |
| ■ Sewer                        | ■ Stormwater            | ■ Solid Waste                     |
| ■ Key West Bight               | ■ Transit               | ■ Garrison Bight                  |
| ■ Insurance Fund               | ■ Bahama Village CRA    | ■ Caroline Street CRA             |

- 245 Purchase Orders Issued - \$1,053,502
- 2 Regular Payroll Distributions - \$3,686,418
- 1,320 Invoices Processed
- 148 Checks and 215 EFT Transactions were issued for a Total of \$6,617,687

- 3 Bids Broadcast
  - ITB 25-006 – Interior and Exterior Painting on Police Department Building and Exterior of Fire Department Building
  - RFQ 25-002 – Environmental Engineering Services
  - ITB 25-002 – Stormwater Well Rehabilitation
  
- 3 Bids Opened
  - ITB 25-003 – Schooner Wharf Docks Replacement
  - ITB 25-001 – Pump Station F Grinder Installation
  - ITB 25-006 – Interior and Exterior Painting on Police Department Building and Exterior of Fire Department Building
  
- 1 Bid Awarded/Closed
  - RFP 25-001 -Emergency Management Consulting Services
    - Tidal Basin Group

#### **Bids Broadcast, Opened, Awarded and Closed-**

During the month of February, the Office of Procurement broadcasted three bid documents. The first was Invitation to Bid (ITB) 25-006, which is for the painting of the Key West Police Department (exterior and interior) and the Key West Fire Department (exterior). Additionally, Request for Qualifications (RFQ) 25-002 for Environmental Engineering Services was broadcasted. Lastly, Invitation to Bid (ITB) 25-002 for Stormwater Well Rehabilitation was also released in February.

Three solicitations were opened by the City Clerk's Office during the month. On February 6, 2025, Invitation to Bid (ITB) 25-003 for the Schooner Wharf Floating Docks Replacement at Key West Bight was opened. Invitation to Bid (ITB) 25-001 for the Pump Station "F" Grinder Installation was opened on February 19, 2025. Lastly, Invitation to Bid (ITB) 25-006 was opened on February 20, 2025.

One bid was finalized during February. The Emergency Management Consulting Services RFP (RFP 25-001) was awarded to Tidal Basin, who received a total score of 470/500. The City Manager, through a resolution, was authorized to negotiate and execute an agreement for services on a task order basis with Tidal Basin, subject to the consent of the City Attorney.

**Additional Information-**

The Finance Department was given the task of outfitting the second floor of 627 Palm Avenue, Key West, FL 33040, with modern furniture and additional items. These included a refrigerator, microwave, toaster, countertops, and a sink. The completion deadline for this project was set for March 19, 2025, and I am pleased to report that all requirements were successfully met within the specified timeframe. The newly outfitted space will provide City employees with an updated and comfortable working environment, featuring standing desks, privacy panels, and ergonomic desk chairs.

Special recognition is due to Jessica Durocher for her exceptional efforts in ensuring the timely completion of this project. She went above and beyond to make sure that all tasks were completed efficiently and that all relevant departments were kept informed throughout the process. As a result of her hard work, the project is on track for the employee move-in date, which is expected to occur on March 19, 2025.