



# Monthly Finance Department Report

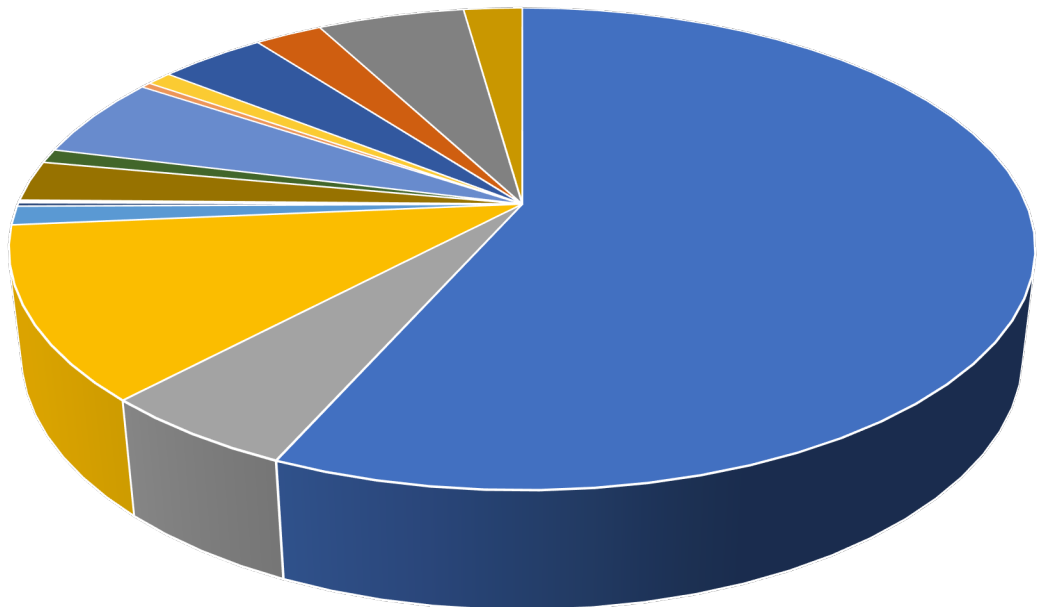
**To:** Brian L. Barroso, City Manager

**Date:** January 21, 2025

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

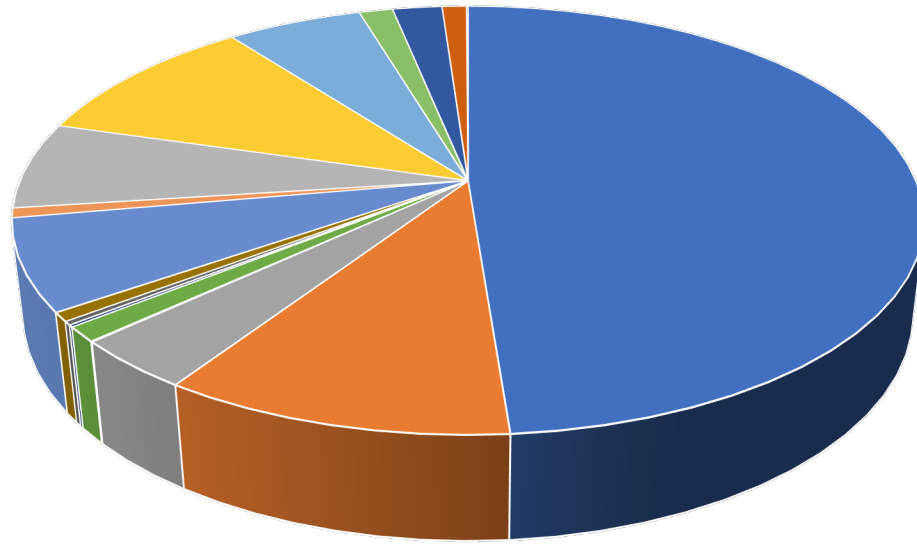
**Subject:** December 2024 Finance Department Report

City of Key West Revenue Collections - December 2024



- |                          |                                    |                                   |
|--------------------------|------------------------------------|-----------------------------------|
| ■ 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 - December 2024



- |                                |                         |                                   |
|--------------------------------|-------------------------|-----------------------------------|
| ■ 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             |

- 214 Purchase Orders Issued - \$2,575,258
- 2 Regular Payroll Distributions - \$3,606,107
- 1,056 Invoices Processed
- 127 Checks and 184 EFT Transactions were issued for a Total of \$6,095.382

- 2 Bids Broadcast
  - ITB 25-001 – Pump Station F Grinder Pump
  - ITB 25-003 – Schooner Wharf Floating Docks Replacement
- 2 Bids Opened
  - RFP 25-001 – Emergency Management Consulting Services
  - RFQ 25-001 – Art in Public Places Administrative Services
- 5 Bids Awarded/Bid Closed
  - ITB 24-015 – Key West Boat Lift Project
    - Awarded to Pedro Falcon Contractors, Inc
  - RFP 25-003 – State Lobbying Services
    - Awarded to GrayRobinson P.A.
  - RFP 25-002 - Owner’s Representative for the Key West Energy Saving and Resiliency Project
    - NV5 Consulting
  - RFP 25-002 - Code Compliance Special Magistrate Services
    - Donald E. Yates P.A.
  - RFP 20-015 - Fredrick Douglas Community Center Artwork
    - Awarded to Billy Kearins (Exterior Mural)
    - Awarded to Craig Gray (Exterior Stone Carving)
    - Awarded to Sally Binard (Interior Mural)

## **New Contract Management System Onboard**

The Procurement and Finance Department is excited to announce the successful onboarding of a comprehensive Contract Management System with Euna Solutions. This new system will streamline and enhance the way we track and manage contracts, providing significant improvements in both efficiency and transparency. With this system, the City will be able to maintain a centralized digital repository for all contract documents, enabling quick and easy access to critical information such as key milestones, deadlines, payment schedules, and compliance requirements.

The Contract Management System will not only facilitate smoother workflows but also help minimize the risk of contract mismanagement or delays by sending automatic alerts and reminders for upcoming milestones and expirations. This will ensure that contracts are executed on time and within compliance, and that all involved parties are properly informed of any necessary actions.

Additionally, the system will offer advanced reporting capabilities, providing City leadership with real-time insights into the status of contracts, expenditures, and performance metrics. This will allow for better data-driven decision-making and greater accountability across departments. By implementing this system, the City is positioning itself to improve contract oversight, reduce administrative overhead, and strengthen relationships with vendors and contractors. This initiative is an important step toward modernizing our processes, ensuring that the City continues to operate effectively and efficiently in managing public funds and services. Overall, the Contract Management System represents a significant advancement in how the City of Key West handles its contractual obligations, offering improved tracking, better reporting, and enhanced operational control, all aimed at delivering superior service to our residents and stakeholders and community.