



Monthly Finance Department Report

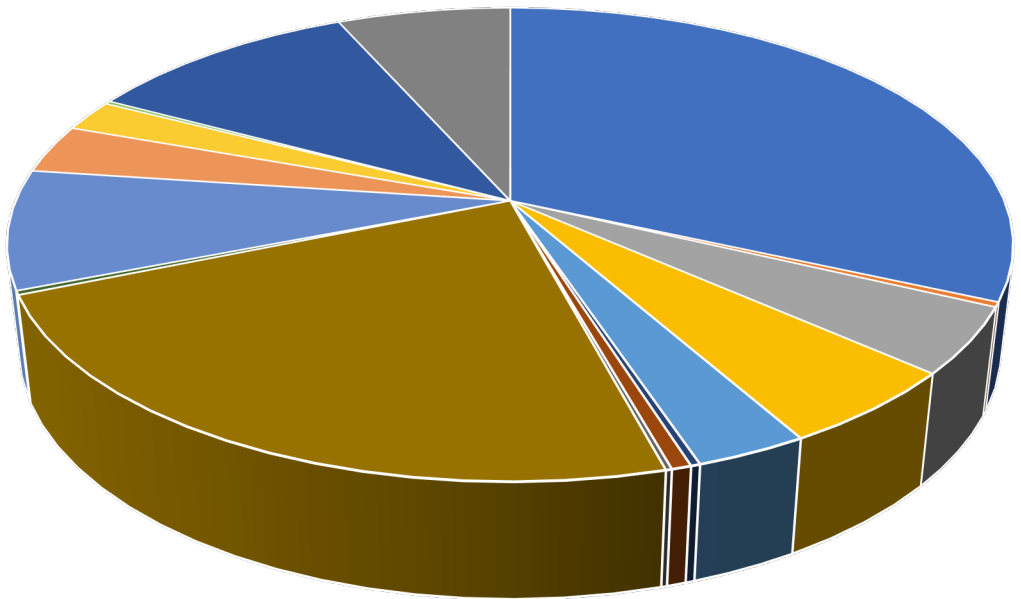
To: Brian L. Barroso, City Manager

Date: October 10, 2025

From: Christina Bernaldi, Director of Finance

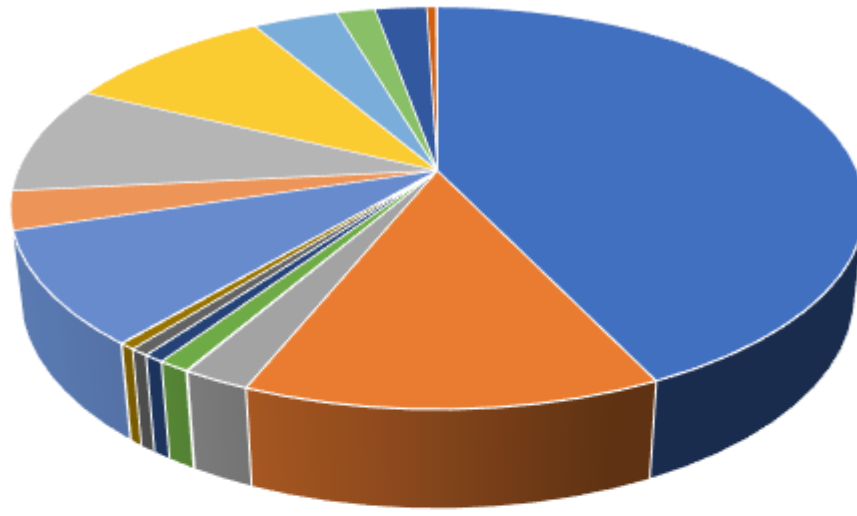
Subject: September 2025 Finance Department Report

City of Key West Revenue Collections - September 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 - September 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 |

- 128 Purchase Orders Issued - \$3,840,697
- 2 Regular Payroll Distributions - \$3,678,631
- 1,492 Invoices Processed
- 131 Checks and 220 EFT Transactions were issued for a Total of \$6,788,206

- 1 Solicitation Broadcast
 - RFQ 25-003 - Chief Building Official and Inspection Services

- 2 Bids Opened
 - ITB 25-026 – Sale of Surplus Vehicles
 - RFP 25-020 – Water Quality Monitoring Program

- 3 Contracts Awarded
 - RFP 25-016 – Solid Waste Transportation, Disposal, and Recycling Services
 - Waste Management of Florida, Inc.
 - RFP 25-017 - Sludge Transportation and Disposal Services
 - Waste Management of Florida, Inc.
 - RFP 25-014 - Property and Casualty Insurance
 - Public Risk Management of Florida (PRM)

Solicitations Broadcasted

During the month of September 2025, the City of Key West Office of Procurement initiated and advertised one formal solicitation in accordance with the City's Procurement Ordinance, applicable provisions of Florida Statutes, and established City purchasing procedures. On September 13, 2025, at 8:00 a.m. (Eastern Daylight Time), the City published Request for Qualifications (RFQ) No. 25-003 – Chief Building Official and Inspection Services. The solicitation was publicly advertised on DemandStar (OpenBids) and in The Key West Citizen. The purpose of this RFQ is to solicit statements of qualifications from experienced and properly licensed individuals or firms capable of providing Chief Building Official and comprehensive inspection services for the City of Key West. Proposals in response to RFQ 25-003 are due to the City no later than October 22, 2025, at 3:00 p.m. (Eastern Daylight Time).

Bids Opened

In addition to the solicitation activity initiated by the Procurement Office, the City Clerk's Office, which serves as the official custodian for bid openings, conducted several public openings during the month of September. On September 10, 2025, the Clerk's Office opened one bid received in response to Invitation to Bid (ITB) No. 25-015 – Sale of Surplus Vehicles, a solicitation issued to facilitate the lawful disposition of City-owned surplus property in accordance with Section 2-771 of the City Code. On the same date, the Clerk's

Office also opened responses submitted under the Notice of Calling for Bids for Fire Station No. 3, a project being pursued under a Public-Private Partnership (P3) structure.

Furthermore, during the same reporting period, the Clerk's Office publicly opened proposals submitted in response to Request for Proposals (RFP) No. 25-020 – Water Quality Monitoring Program. This solicitation seeks qualified environmental service providers to conduct marine and coastal water quality monitoring in support of the City's environmental management objectives and compliance with state and federal environmental standards.

Contracts Awarded

Throughout the month of September 2025, the City Commission also reviewed and approved multiple contract awards resulting from competitive solicitations previously conducted by the City's Procurement Office. On September 3, 2025, the Commission approved the award of RFP No. 25-016 – Solid Waste Transportation, Disposal, and Recycling Services to Waste Management of Florida, Inc., establishing a new multi-year contract for the collection, transportation, disposal, and recycling of municipal solid waste. On that same date, the Commission also approved the award of RFP No. 25-017 – Sludge Transportation and Disposal Services, likewise to Waste Management of Florida, Inc., ensuring operational continuity and efficiency in the City's wastewater management functions.

Subsequently, on September 25, 2025, the City Commission approved the award of RFP No. 25-014 – Property and Casualty Insurance to Public Risk Management of Florida (PRM). This award ensures that the City maintains comprehensive insurance coverage for its property, vehicles, and general liability exposures consistent with risk management best practices and statutory insurance requirements.

The procurement activities undertaken during September 2025 demonstrate the City's continued commitment to transparency, competition, and fiscal responsibility in the acquisition of goods and services. All solicitations and awards were conducted in accordance with the City's procurement policies, competitive bidding requirements, and applicable provisions of law to safeguard the public interest and ensure the prudent expenditure of municipal funds.

Additional Information

In addition to the formal procurement activities conducted during the month of September, the City of Key West Office of Procurement successfully established participation with Public Surplus, an online government auction platform used by public entities nationwide

for the sale and disposal of surplus property. Public Surplus provides a secure, transparent, and compliant marketplace specifically designed for governmental agencies to auction surplus equipment, vehicles, furniture, and other assets that are no longer required for public use.

By joining this platform, the City has significantly enhanced its ability to manage surplus assets in accordance with Section 2-771(3)(c) of the City Code, which governs the disposition of surplus property. The integration with Public Surplus allows the City to streamline its disposal process, minimize administrative burden, and ensure compliance with competitive sale and public notice requirements. This platform also promotes fiscal responsibility by enabling the City to obtain fair market value for surplus items through open, competitive online bidding rather than through limited local resale or manual disposal processes.

Moving forward, City departments will be able to list their surplus assets directly on the Public Surplus website under the City's account, subject to the review and authorization of the Procurement Office. This process will not only expedite the disposal of obsolete or unused items but will also assist in maintaining a leaner and more accurate inventory of City-owned property. The reduction in physical surplus inventory will, in turn, decrease the need for storage, reduce asset tracking obligations, and enhance operational efficiency across all departments.

In summary, participation in Public Surplus represents a proactive improvement in the City's asset management practices. It ensures greater transparency in public asset disposition, strengthens accountability in compliance with procurement regulations, and maximizes the financial return to the City through a competitive and publicly accessible auction process.