



# Monthly Finance Department Report

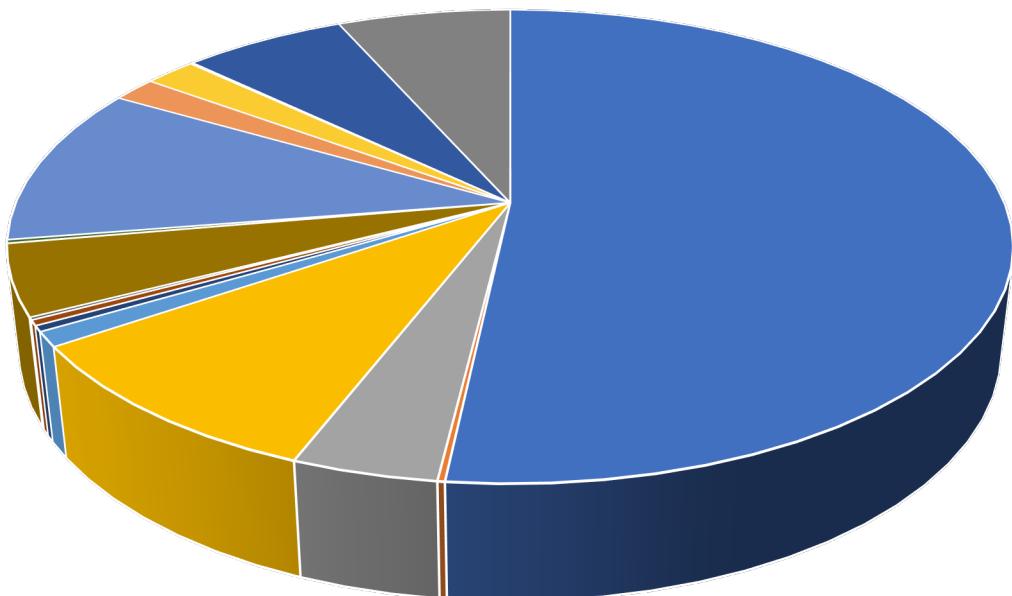
**To:** Brian L. Barroso, City Manager

**Date:** December 12, 2025

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

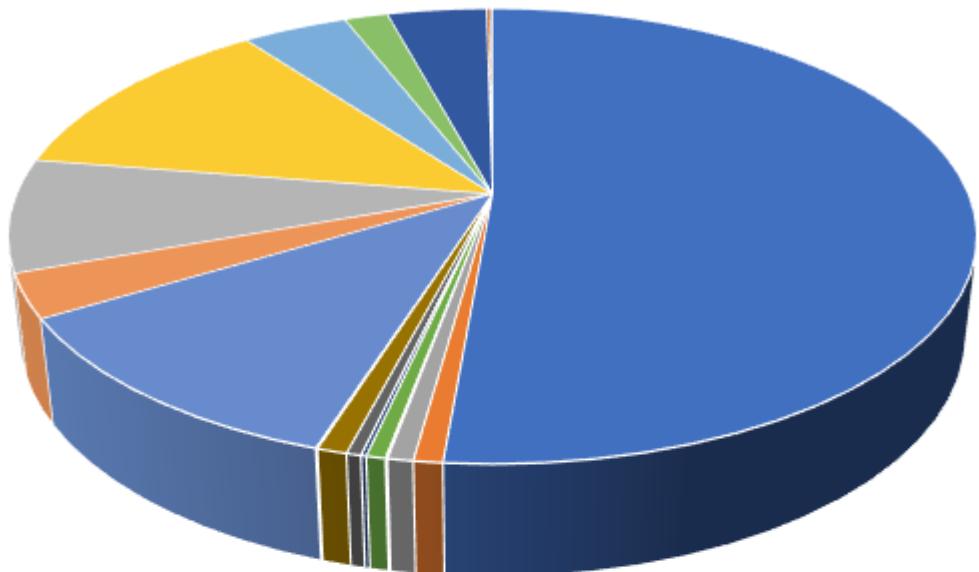
**Subject:** November 2025 Finance Department Report

City of Key West Revenue Collections - November 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 - November 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

- 267 Purchase Orders Issued - \$5,658,452
- 2 Regular Payroll Distributions - \$4,286,522
- 1,043 Invoices Processed
- 130 Checks and 202 EFT Transactions were issued for a Total of \$7,050,002

- 1 Solicitation Broadcast
  - RFP 25-022 – State and Federal Lobbying Services

#### Solicitations Broadcasted

During November 2025, the City of Key West Office of Procurement reaffirmed its strong commitment to transparency, fairness, and competitive procurement practices through the initiation and public advertisement of a formal solicitation for State and Federal Lobbying Services. In furtherance of these objectives, the City issued Request for Proposals (RFP) No. 25-022 for State and Federal Lobbying Services, which was formally broadcast on November 19, 2025, in full compliance with applicable procurement requirements and governing local, state, and federal law.

The solicitation was broadly advertised to promote open competition and maximize qualified vendor participation. Proposals were required to be received by the City of Key West no later than 2:30 p.m. (local time) on December 10, 2025. All proposals submitted by the deadline were publicly opened and formally recorded by the City Clerk's Office, providing transparency and ensuring appropriate public oversight of the procurement process.

Following the proposal opening, the Office of Procurement completed its administrative review and coordinated the evaluation phase in accordance with the criteria and procedures outlined in the RFP. An evaluation committee is scheduled to convene on December 15, 2025, to review, score, and discuss the proposals received. Based on the outcome of the evaluation process, the Procurement Department anticipates presenting a recommendation for award to the City Commission for consideration at the January 2026 City Commission meeting.

The procurement activities undertaken during November 2025—including solicitation development, public advertisement, receipt and opening of proposals, and oversight by the City Clerk's Office—demonstrate the City's continued dedication to competitive sourcing, fiscal responsibility, and accountability. All actions associated with this procurement were conducted in strict accordance with competitive bidding requirements and applicable law, thereby safeguarding the public interest and ensuring the responsible and prudent expenditure of municipal fund

#### Additional Information

In addition to the formal procurement process, the City of Key West is currently in the process of joining OPUS through OMNIA Partners, a nationally recognized cooperative

purchasing program, as part of the City's ongoing efforts to enhance procurement efficiency, increase competition, and obtain best value in the acquisition of goods and services. Participation in this cooperative, once finalized, will allow the City to leverage competitively solicited contracts that have already been awarded through a rigorous, lead-agency procurement process, thereby reducing administrative burden while maintaining full compliance with applicable procurement laws and best practices.

OMNIA Partners is one of the largest cooperative purchasing organizations in the United States, serving public-sector entities including municipalities, counties, school districts, and institutions of higher education. OMNIA conducts competitive solicitations on behalf of its participating agencies and awards contracts that meet or exceed public procurement standards for transparency, fairness, and competition. These contracts are then made available for use by participating governmental entities nationwide.

OPUS is a purchasing platform available through OMNIA that provides access to a portfolio of pre-competitively awarded contracts for a wide range of products and services. Upon completion of the City's participation process, OPUS via OMNIA will provide the City of Key West with access to vendors and pricing structures that have already been evaluated and competitively awarded, allowing the City to procure goods and services more efficiently while continuing to comply with City Code, state law, and sound fiscal practices.

Participation in OPUS via OMNIA will not obligate the City to make purchases through the cooperative. Rather, it will serve as an additional procurement tool that may be utilized when determined to be in the City's best interest. The City will retain full discretion to evaluate cooperative contracts, confirm pricing and scope suitability, and ensure that each purchase aligns with approved budgets and operational needs.

Overall, the City's anticipated participation in OPUS via OMNIA supports the City of Key West's commitment to responsible stewardship of public funds, promotes operational efficiency, and expands access to competitively priced, high-quality goods and services, while maintaining transparency and accountability throughout the procurement process.