



## Procurement Management Department

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### Commission Agenda Staff Report

**Date:** MARCH 26, 2026

**Resolution No.:** 2026-XX

**To:** Mayor and City Commission

**From:** Darvin Williams, City Manager

**Prepared By:** Shereece George Depusoir, Chief Procurement Officer

**Agenda Title: Resolution to Approve a Purchase Order with Anthony Brunson, P.A. for Financial & Budget Administration & Staff Augmentation Services**

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#### **Background**

The Finance Department is currently experiencing critical staffing shortages, including a recently vacated Budget Administrator. As a result, the City has an immediate need for specialized financial administration services that require a firm with demonstrated capacity, technical expertise, and familiarity with public-sector financial operations to ensure successful administration and adoption of the FY2027 budget.

Upon further due diligence of the firm and thoughtful negotiations of a competitive hourly rate of \$160, Anthony Brunson, P.A. meets the required criteria and is uniquely positioned to provide continuity and efficiency during the annual budget process. The firm possesses following criteria:

- Institutional knowledge of state and local financial compliance, financial systems, and budget administration
- Demonstrated CPA-level expertise and professional credentials
- Ability to provide Professional Liability (Errors & Omissions) insurance coverage
- Ability to provide services with expediency and responsiveness
- A proven track record of successful municipal and governmental financial support services

The firm will provide comprehensive budget administration support services, including budget development, departmental coordination, financial analysis, and oversight to support the successful preparation, implementation, and adoption of the City's Fiscal Year 2027 budget in coordination with the City Manager.

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#### **Recommendation**

The City Manager and the Chief Procurement Officer recommend that the City Commission approve and authorize the City Manager or designee to approve a Purchase Order with **Anthony Brunson, P.A.** in an estimated budget amount of \$120,000.00 through the successful completion of the FY27 budget.

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#### **Fiscal Impact**

The requested amount of \$120,000.00 has been approved in the adopted FY26 budget utilizing vacated salary and professional services budget accounts.