



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: July 16, 2026

RE: Presentation by Berry, Dunn, McNeil, & Parker, LLC (BerryDunn) on status of new ERP System Process

Introduction:

On November 20, 2025, the City Commission awarded Enterprise Resource Planning Software (ERP) Advisory Services to BerryDunn.

Background:

The City Commission has recognized the need for replacement of the City's main financial software. An RFP was issued on September 19, 2025. Four companies responded and the City's Selection Committee recommended BerryDunn.

Members of BerryDunn staff were on-site March 10 – 12, 2026 to hold "fact finding" meetings. Approximately 28 different meetings were held to discuss a wide array of City processes.

BerryDunn will be presenting a summary of the work they have completed to date. A summary of the Needs Assessment Report, Options and Recommendations Memo, and Recommendation and Staffing Analysis Report will also be presented. The goal of the presentation is to provide information on the recommended option and provide an opportunity for the Commission to ask questions of the BerryDunn team.

Prepared By:

Lori Carr, Finance Director

Reviewed By:

Mari Leisen, Deputy Finance Director

Miranda Burrowes, Deputy City Manager