



Memorandum

Meeting Details: September 24, 2025

Prepared For: Hon. Mayor Brooks & Board of Commissioners

Staff Contact: Andrew Laflin, Finance Director

Subject: Amendments to Aclarian Consulting and Software Agreements

Background

Aclarian has provided outsourced Finance Director services for the City since July 2020. Aclarian's contractual services agreement expires at the end of fiscal year 2025 and continues on a month-to-month basis unless terminated by either party with thirty (30) days written notice or extended by a separate agreement. Aclarian has also provided a modern, web-based Enterprise Resource Planning (ERP) software solution to the City, and the City and Aclarian entered into a software license agreement in March 2022.

The amendment to the Aclarian consultant agreement will extend through fiscal year 2026 at a fixed fee of \$8,600 per month. Aclarian will continue to appoint Andrew Laflin to be responsible for assuming the duties of the Director of Finance and City Treasurer, as described in Article V, Section 5.5, of the City's Charter. Mr. Laflin has assumed this position since the inception of Aclarian's services to the City in June 2020.

The amendment to the Aclarian software license agreement will limit the amount of annual increases in subscription fees to a maximum not to exceed percentage increase of 5% annually.

Fiscal Impact

The Consultant Agreement stipulates a fixed monthly fee of \$8,600 per month for Finance Director services, which equates to \$103,200. This is a 4.9% increase from the prior year's annual cost of \$98,400. Alternatively, the City's annual cost to hire a full time, including payroll taxes and benefits, could range between \$140,000 and \$180,000 annually.

Recommendation(s)

Staff recommends approval of the Amendments to the Aclarian Consulting and Software Agreements as presented.

Attachments

- Amendment to Aclarian Consulting Agreement
- Amendment to Aclarian Software Agreement