



# Memorandum

**Meeting Details:** September 30, 2024

**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 2024 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 2025 at a fixed fee of \$8,200 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 revise the subscription fee structure to a fixed cost of \$38,000 annually instead of a per user fee of \$55 monthly.

## **Fiscal Impact**

The Consultant Agreement stipulates a fixed monthly fee of \$8,200 per month for Finance Director services, which equates to \$98,400. This is a 5.1% increase from the prior year's annual cost of \$93,600. Alternatively, the City's annual cost to hire a full time, including payroll taxes and benefits, could range between \$140,000 and \$160,000 annually.

Currently, the number of users of the Aclarian ERP software could range between 40 and 50 users, which translates to approximately \$28,000 to \$35,000 annually, including additional fees for web applications used, depending on number of users. The amendment to the software license agreement provides for a more simplified fee structure that allows for an unlimited number of users.

### **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