



Memorandum

Meeting Details: July 22, 2026

Prepared For: Hon. Mayor Brooks & Board of Commissioners

Staff Contact: Mike Helfrich, City Manager

Subject: Amendment to Aclarian Consulting Agreement

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 2026 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.

The amendment to the Aclarian consultant agreement will extend through fiscal year 2027 at a fixed fee of \$8,800 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.

Fiscal Impact

The Consultant Agreement stipulates a fixed monthly fee of \$8,800 per month for Finance Director services, which equates to \$105,600. This is a 2.3% increase from the prior year's annual cost of \$103,200. Alternatively, the City's annual cost to hire a full-time employee for this position, including payroll taxes and benefits, could range between \$150,000 and \$180,000 annually.

Recommendation(s)

Staff recommends approval of the Amendment to the Aclarian Consulting Agreement as presented.

Attachments

- Third Amendment to Aclarian Consulting Agreement