



## MEMORANDUM

TO: Hon. Mayor and Board of Commissioners

THROUGH:

FROM: Robin Gomez, City Manager

DATE: September 27, 2023

**RE: Aclarian Consulting Agreement FY 2024**

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### **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 2023 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.

### **Discussion**

Under the proposed Consultant Agreement for FY 2024, Aclarian will 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 \$7,800 per month for Finance Director services, which equates to \$93,600. This is a 5.4% increase from the prior year's annual cost of \$88,800. The annual cost for Aclarian's consulting services in FY 2021 was \$86,400. Alternatively, the City's annual cost to hire a full time, including payroll taxes and benefits, could range between \$130,000 and \$160,000 annually. See 2023 salary survey results for a full-time Finance Director within this agenda item.

### **Recommendation**

Staff recommends approval of the Aclarian Consultant Agreement effective for fiscal year 2024.

### **Attachment(s):**

- Aclarian Consultant Agreement
- 2023 Salary Survey Results – Finance Director

