



**AGREEMENT with the City of Dacula, GA**  
**1/30/2026**

*Proposal 2025-59 (v.1) Finance Department Services*

## **OVERVIEW**

Sumter Local Government Consulting (LGC) is pleased to provide professional services to the City of Dacula, GA.

Sumter LGC will provide professional services to the City of Dacula's Finance Department.

The proposal includes a detailed scope of work and a corresponding fee proposal.

## **BACKGROUND**

Sumter LGC was established in 2021 to help local governments tackle complex challenges through executive search, interim staffing, and consulting services.

Sumter LGC offers decades of experience in local government, helping cities and counties tackle challenges and seize opportunities for talent acquisition, staffing enhancements, and effective problem-solving.

## SCOPE OF SERVICES

Sumter LGC understands that we will provide professional governmental accounting and finance services for the City of Dacula, specifically the customary duties of the Finance Department. The professional services will be provided in accordance with industry best practices, Georgia law, GASB standards, and the City's Charter and Code of Ordinances. Sumter LGC will coordinate with the client to balance on-site and remote work, ensuring the scope of services is completed. It is assumed that Sumter LGC will provide services for an average of 24 hours per week.

1. Provide the City of Dacula with qualified professionals to deliver professional services to fulfill the duties of the Finance Department and to oversee finance functions in coordination with the City Administrator.
2. Stephen Mayer is the designated consultant unless otherwise directed by the City of Dacula.
3. Manage the relationship between the consultants provided by Sumter LGC and the City, addressing any issues and personnel-related matters. Sumter LGC will pay the consultants and replace them as necessary at the client's direction.
4. The consultants assigned to this project will work for Sumter LGC are not City employees; therefore, they are not entitled to receive any "employee" benefits from the City of Dacula under this agreement. Sumter LGC shall be solely responsible for paying the consultants wages and taxes.
5. The assigned consultants will be primarily responsible for the City's regular accounting, budgeting, and reporting functions;
6. Pre-audit preparations and full cooperation with the City's external auditors;
7. Annual closeout of financial statements and preparation for external audit work;
8. Preparation and monitoring of the annual budget; and
9. Other duties and tasks requested by the City, consistent with the general responsibilities of the Finance Department. Expected duties and responsibilities are attached as Exhibit A.
10. The parties acknowledge and agree that Sumter LGC is an independent contractor performing professional services for the City. Sumter LGC shall retain sole and absolute discretion in the manner and means for the carrying out of its activities and responsibilities contained in this Agreement, and shall have full discretion within the Scope of Services, but shall not engage in any activity which is not expressly set forth by this Agreement without first obtaining prior written approval from the City Administrator

## TERM

This agreement is for one year, and is automatically renewed each year, unless cancelled by either party, as documented below.

Either party may terminate this agreement with at least 30 days' notice for any reason, with prorated fees owed to the consultant through the end of the 30-day notice period.

## PRICING

<u>FEES FOR PROFESSIONAL SERVICES</u>	<u>FEE TYPE</u>	<u>Rate</u>
Professional services rendered for finance department services. Client is invoiced on the 1st of each month.	Monthly	\$9,500

Agreed to by Sumter Local Government Consulting, Inc,

*Warren Hutmacher*

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Warren Hutmacher, President  
Sumter Local Government Consulting

Approved and accepted by the City of Dacula, GA:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Date: \_\_\_\_\_