

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** January 20, 2026

**DEPARTMENT:** City Manager

**TITLE:**

Professional Services Agreement with Sumter Local Government Consulting for Executive Recruitment Services - City Manager

**SUMMARY:**

Agreement with Sumter Local Government Consulting for the executive recruitment services for the new City Manager

**BACKGROUND AND JUSTIFICATION:**

The City issued Request for Proposals RFP#25-207 to acquire professional services for Executive Recruitment Services for the new City Manager. The scope of services will include all necessary services to conduct nationwide search, recruit, screen, and fill the executive position of City Manager.

The City received seven (7) responses from interested firms; Colin Baenziger & Associates, Hotep Consulting, MGT Impact Solutions, LLC, Percy Towers, LLC, Raftelis Financial Consultants Inc, Robert E. Slavin Inc, and Sumter Local Government Consulting. Evaluation Committee comprised of the City Commissioners met publicly to evaluate the proposals received. The first step of the evaluations included shortlisting of the firms based on the set evaluation criteria. Evaluation Committee shortlisted two (2) firms: MGT Solutions, LLC and Sumter Local Government Consulting.

Shortlisted firms were invited to prepare presentations at the final evaluation meeting. Evaluation Committee evaluated shortlisted firms after their presentations and recommended the award to Sumter Local Government Consulting.

**MOTION:**

Move to approve/disapprove the Agreement with Sumter Local Government Consulting for Executive Recruitment Services-City Manager for the cost of \$21,000 plus reimbursable expenses

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Sumter Local Government Consulting Agreement  
Shortlist Results  
Final Results

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
<b>Inflows/Revenues</b>					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
<b>Outflows/Expenditures</b>					
Appropriated (Budgeted)	\$21,000	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
<b>Net Fiscal Impact</b> <i>(If not budgeted)</i>	0	0	0	0	0
<b>No. of Addn'l Full-Time</b> <b>Employee Positions</b>	0	0	0	0	0

<b>Contract Award - Existing Appropriation (Budgeted)</b>	
	<b>Expenditure</b>
<b>Department</b>	Legislative
<b>Division</b>	City Manager
<b>GL Description</b>	Contractual Services
<b>GL Account Number</b>	001-1020-512.34-50
<b>Project Number</b>	N/A
<b>Requested Funds</b>	\$21,000 + reimbursable expenses
<b>Remaining Balance</b>	\$156,100
<b>Source of Revenue</b> (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Paygo