



PROFESSIONAL SERVICES AGREEMENT  
for the City of Stone Mountain, GA

7/8/25

Executive Search (City Manager)

AGREEMENT #2025 – 13

## **OVERVIEW**

Sumter Local Government Consulting (LGC) is pleased to provide professional services for the City of Stone Mountain.

The City of Stone Mountain is hiring Sumter LGC to provide professional services for an executive search process to fill the position of City Manager.

The agreement will include a defined scope of work and a corresponding fee proposal.

## **BACKGROUND**

Sumter LGC was founded in 2021 by Warren Hutmacher to assist local governments in solving complex problems and to aid private-sector companies, non-profits, and educational institutions with projects and problem-solving related to local government.

Hutmacher has over 25 years of experience in local government, working for a diverse set of cities. He has developed an extensive professional network and has experience in executive search, management, real estate, and leadership problem-solving.

## SCOPE OF SERVICES

The scope of services for Executive Search includes the following elements.

1. Meet with the client to identify, articulate, and memorialize an ideal candidate profile.
2. Develop advertising and recruiting materials to promote the position to a diverse group of qualified candidates.
3. Advertise the position and engage Sumter LGC's extensive network to recruit individuals who are a good fit for the ideal candidate profile.
4. Review and cull resumes received, identify and pre-screen semi-finalist candidates, and recommend candidates for video-recorded interviews.
5. Coordinate the finalist interview process, assist the client with the final selection, conduct background investigations, negotiate an offer letter, and support any media relations efforts to promote the hiring of the new employee.

## PRICING AND CLIENT EXPECTATIONS

The following table outlines the pricing for the services detailed in this proposal. This pricing is valid for 90 days from the date of this proposal.

<u>Fees for Professional Services</u>	<u>Time Period</u>	<u>Price</u>
Professional services related to the Executive Search	Flat Fee	\$18,000
Expenses to include consultant travel and advertising expenses. All expenses as approved in advance by the client		
<b>Total Fee:</b>		<b>\$18,000</b>

**Sumter LGC offers a one-year guarantee on our work. If, for any reason, the candidate hired by the City does not remain employed with the City of Stone Mountain for one year, we will redo the entire search process at no cost to the client, except for expenses.**

## CONCLUSION

Sumter Local Government Consulting looks forward to supporting the City of Stone Mountain with its executive search needs.

Your signature signifies acceptance of the agreement and a notice to proceed. Either party may terminate this agreement at any time for any reason, with prorated fees owed to the consultant up to the date of termination.

*Warren Hutmacher*

Warren Hutmacher, President  
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Approved by the City of Stone Mountain:

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

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

\_\_\_\_\_  
Signature