



3921 CHURCH STREET ♦ CLARKSTON, GEORGIA 30021
(404) 296-6489 ♦ WWW.CLARKSTONGA.GOV

Mayor Beverly H. Burks

Councilmembers:

Jamie Carroll Laura Hopkins
Awet Eyasu Yterenickia Bell
Debra Johnson Susan Hood

Dan Defnall, Acting City Manager

**SPECIAL CALLED
CITY COUNCIL MEETING AGENDA**

**Thursday, August 24, 2023 - 7:00PM
IN-PERSON & VIRTUAL**

1. CALL TO ORDER

2. ROLL CALL

3. NEW BUSINESS

- A. To adopt a resolution approving an agreement with Sumter Local Government Consulting for professional services for an Interim City Manager.

4. EXECUTIVE SESSION

- A. To discuss a personnel matter.

5. ADJOURNMENT

PUBLIC PARTICIPATION BY VIDEO CONFERENCE

The City of Clarkston, Georgia will conduct the City Council Meeting at 7:00 p.m. on Thursday, August 24, 2023. The public may participate in the meeting by using the following information below:

<https://us02web.zoom.us/j/84018144535?pwd=amdUbzhWd0xXWWJ4dWZoano4Vy8vQT09>

Dial by your location

- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

Meeting ID: 840 1814 4535

Find your local number: <https://us02web.zoom.us/j/84018144535?pwd=amdUbzhWd0xXWWJ4dWZoano4Vy8vQT09>

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA APPROVING AN AGREEMENT WITH SUMTER LOCAL GOVERNMENT CONSULTING FOR PROFESSIONAL SERVICES FOR AN INTERIM CITY MANAGER.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLARKSTON, GEORGIA:

Section 1. The City Council hereby approves the execution of an agreement with Sumter Local Government Consulting for professional services for an Interim City Manager for the City of Clarkston. A copy of said agreement is attached to this resolution as “Exhibit A” and are incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this _____ day of _____ 2023.

Beverly H. Burks, Mayor

ATTEST:

Tomika R. Mitchell, City Clerk

EXHIBIT A



PROPOSAL for City of Clarkston, GA

08/18/2023

Professional Services - Interim Services (FT City Manager)

Proposal #2023 - 39

OVERVIEW

Sumter Local Government Consulting (LGC) is pleased to provide a letter proposal for professional services for the City of Clarkston, GA.

The City of Clarkston, GA is considering hiring Sumter LGC to provide professional services to provide interim services for a full-time City Manager.

The proposal will contain a proposed scope of work and a corresponding fee proposal.

BACKGROUND

Sumter LGC was founded in 2021 by Warren Hutmacher to assist local governments to solve 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 a large professional network and has experience in executive search, management, real estate, and leadership problem solving.

SCOPE OF SERVICES

The scope of services for Interim Services includes the following elements.

- A. Sumter LGC understands that we will be providing interim services, which includes the normal and customary duties of a City Manager, as proscribed by the City’s job description for the position, City Charter and Code of Ordinances:
1. Provide the City of Clarkston with a qualified candidate willing and able to provide professional services to conduct City Manager related activities for the City. The City of Clarkston will be able to review resumes, interview candidates and select a qualified candidate of their choosing.
 2. Manage the relationship between the City and the City Manager, assisting with any issues that arise and handling any personnel type issues. Sumter LGC will be responsible for paying the interim professional and replacing them as necessary for any reason at the client’s direction.
 3. The interim professional will be an independent contractor, not an employee, and will receive no benefits from the City of Clarkston.

PRICING AND CLIENT EXPECTATIONS

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 90 days from the date of this proposal.

<u>FEES FOR PROFESSIONAL SERVICES</u>	<u>FEE TYPE</u>	<u>Rate</u>
Professional services rendered to the City by interim City Manager	Hourly Rate	\$115
Expenses billed at 105% of actual cost to be approved in advance by the client.		

If the client hires the interim professional as a City employee within 60 days of initiating work related to this agreement, the client shall pay Sumter LGC a fee of \$2,500 as a “finder’s fee”.

CONCLUSION

Sumter Local Government Consulting looks forward to supporting the City of Clarkston with their interim services needs.

Your signature signifies acceptance of the proposal and a notice to proceed. This agreement can be terminated by either party at any time for any reason with prorated fees owed to the consultant up to the date of termination.

Thank you for your consideration,

Warren Hutmacher

Warren Hutmacher, President
404.535.0525
warren@sumterconsulting.com

Approved and accepted by the City of Clarkston, Georgia:

Mayor Beverly H. Burks, Mayor

Date: _____

Approved as to Form:

Stephen G. Quinn, City Attorney