CITY OF REDDING
CONSULTING AND PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT ("Contract") is made at Redding, California, by and between the City of Redding ("City"), a municipal corporation, and Circle 6 Consulting, Inc., ("Contractor") (collectively the "Parties, individually a "Party") for the purpose of identifying and evaluating opportunities to reorganize City Departments and/or Divisions in order for the City to conduct its operations as efficiently as possible.

WHEREAS, City does not have sufficient personnel to perform the services required herein, thereby necessitating this Contract for personal services.

NOW, THEREFORE, the Parties covenant and agree, for good consideration hereby acknowledged, as follows:

SECTION 1. CONTRACTOR SERVICES

Subject to the terms and conditions set forth in this Contract, Contractor shall provide to City the services described in Exhibit A, attached and incorporated herein. Contractor shall provide the services at the time, place and in the manner specified in Exhibit A.

SECTION 2. COMPENSATION AND REIMBURSEMENT OF COSTS

A. City shall pay Contractor for services rendered pursuant to this Contract, in a total amount not to exceed $ 78,400. This sum includes all out-of-pocket travel, lodging and incidental expenses incurred by Contractor that are reasonably associated with the provision of services under this Contract. The payments specified herein shall be the only payments to be made to Contractor for services rendered pursuant to this Contract.

B. All correct, complete and undisputed invoices sent by Contractor to City shall be paid within thirty (30) calendar days of receipt.

SECTION 3. TERM AND TERMINATION

A. Given that time is of essence, Contractor received verbal authority from previous City Manager William Tarbox to commence work activities on or about July 12, 2026, in advance of execution of this Contract. Contractor work activities and deliverables will be complete no later than September 30, 2026. Time is of the essence.

B. If Contractor fails to perform its duties to the satisfaction of City, or if Contractor fails to fulfill in a timely and professional manner its obligations under this Contract, then City shall have the right to terminate this Contract effective immediately upon City giving written notice thereof to Contractor.

C. Either Party may terminate this Contract without cause on thirty (30) calendar days' written notice. Notwithstanding the preceding, if the term set forth in Section 3.A. of this Contract exceeds ninety (90) calendar days in duration, Contractor's sole right to terminate shall be limited to termination for cause.

D. Contractor hereby acknowledges and agrees that the obligation of City to pay under this Contract is contingent upon the availability of City's funds which are appropriated or allocated by the City Council. Should the funding for the project and/or work set forth herein not be appropriated or allocated by the City Council, City may terminate this Agreement by furnishing at least thirty (30) calendar days' written notice of its intention to terminate. In the event of a termination pursuant to this subdivision, Contractor shall not be entitled to a remedy of acceleration of payments due over the term of this Agreement. The Parties acknowledge and agree that the power to terminate described herein is required by Article 16, Section 18, of the California Constitution, and that constitutional provision supersedes any law, rule, regulation or statute which conflicts with the provisions of this Section.

E. In the event that City gives notice of termination, Contractor shall promptly provide to City any and all finished and unfinished reports, data, studies, photographs, charts or other work product prepared by Contractor pursuant to this Contract. City shall have full ownership, including, but not limited to, intellectual property rights, and control of all such finished and unfinished reports, data, studies, photographs, charts or other work product.

F. In the event that City terminates the Contract, City shall pay Contractor the reasonable value of services rendered by Contractor pursuant to this Contract; provided, however, that City shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. Contractor shall, not later than ten (10) calendar days after termination of this Contract by City, furnish to City such financial information as in the judgment of the City's representative is necessary to determine the reasonable value of the services rendered by Contractor.

G. In no event shall the termination or expiration of this Contract be construed as a waiver of any right to seek remedies in law, equity or otherwise for a Party's failure to perform each obligation required by this Contract.

SECTION 4. MISCELLANEOUS TERMS AND CONDITIONS OF CONTRACT

A. City shall make its facilities accessible to Contractor as required for Contractor's performance of its services under this Contract, and, upon request of Contractor, provide labor and safety equipment as required by Contractor for such access.

B. Pursuant to the City's business license ordinance, Contractor shall obtain a City business license prior to commencing work.

C. Contractor represents and warrants to City that it has all licenses, permits, qualifications and approvals of any nature whatsoever that are legally required for Contractor to practice its profession. Contractor represents and warrants to City that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract any licenses, permits and approvals that are legally required for Contractor to practice its profession.

D. Contractor shall, during the entire term of this Contract, be construed to be an independent contractor and nothing in this Contract is intended, nor shall it be construed, to create an employer/employee relationship, association, joint venture relationship, trust or partnership or to allow City to exercise discretion or control over the professional manner in which Contractor performs under this Contract. Any and all taxes imposed on Contractor's income, imposed or assessed by reason of this Contract or its performance, including but not limited to sales or use taxes, shall be paid by Contractor. Contractor shall be responsible for any taxes or penalties assessed by reason of any claims that Contractor is an employee of City. Contractor shall not be eligible for coverage under City's workers' compensation insurance plan, benefits under the Public Employee Retirement System or be eligible for any other City benefit.

E. No provision of this Contract is intended to, or shall be for the benefit of, or construed to create rights in, or grant remedies to, any person or entity not a party hereto.

F. No portion of the work or services to be performed under this Contract shall be assigned, transferred, conveyed or subcontracted without the prior written approval of City. Contractor may use the services of independent contractors and subcontractors to perform a portion of its obligations under this Contract with the prior written approval of City. Independent contractors and subcontractors shall be provided with a copy of this Contract and Contractor shall have an affirmative duty to assure that said independent contractors and subcontractors comply with the same and agree to be bound by its terms. Contractor shall be the responsible party with respect to all actions of its independent contractors and subcontractors, and shall obtain such insurance and indemnity provisions from its contractors and subcontractors as City's Risk Manager shall determine to be necessary.

G. Contractor, at such times and in such form as City may require, shall furnish City with such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs or obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

H. Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Contract and such other records as may be deemed necessary by City to assure proper accounting for all project funds. These records shall be made available for audit purposes to state and federal authorities, or any authorized representative of City. Contractor shall retain such records for three (3) years after the expiration of this Contract, unless prior permission to destroy them is granted by City.

I. Contractor shall perform all services required pursuant to this Contract in the manner and according to the standards observed by a competent practitioner of Contractor's profession. All products of whatsoever nature which Contractor delivers to City pursuant to this Contract shall be prepared in a professional manner and conform to the standards of quality normally observed by a person practicing the profession of Contractor and its agents, employees and subcontractors assigned to perform the services contemplated by this Contract.

J. All completed reports and other data or documents, or computer media including diskettes, and other materials provided or prepared by Contractor in accordance with this Contract are the property of City, and may be used by City. City shall have all intellectual property rights including, but not limited to, copyright and patent rights, in said documents, computer media, and other materials provided by Contractor. City shall release, defend, indemnify and hold harmless Contractor from all claims, costs, expenses, damage or liability arising out of or resulting from City's use or modification of any reports, data, documents, drawings, specifications or other work product prepared by Contractor, except for use by City on those portions of the City's project for which such items were prepared.

K. Contractor, including its employees, agents, and subcontractors, shall not maintain or acquire any direct or indirect interest that conflicts with the performance of this Contract. Contractor shall comply with all requirements of the Political Reform Act (Government Code § 8100 et seq.) and other laws relating to conflicts of interest, including the following: 1) Contractor shall not make or participate in a decision made by City if it is reasonably foreseeable that the decision may have a material effect on Contractor's economic interest, and 2) if required by the City Attorney, Contractor shall file financial disclosure forms with the City Clerk.

SECTION 5. INSURANCE

A. Unless modified in writing by City's Risk Manager, Contractor shall maintain the following noted insurance during the duration of the Contract:

Coverage Type	Minimum Amount	
Commercial General Liability (CG-0001)	$1,000,000 $2,000,000	per occurrence general aggregate
Comprehensive Vehicle Liability (CA-0001)	$1,000,000	
Workers' Compensation and Employers' Liability	As required by law.	
Professional Liability (Errors and Omissions)	N/A	

B. The following additional requirements apply to those coverage requirements specified above:

1. Commercial General Liability Insurance shall include but not be limited to bodily injury, personal injury and property damage. The coverage shall be for the amounts not less than the amounts stated in Section 5.A. of the Contract;

2. Comprehensive Automobile Liability Insurance, shall provide for at least the total limits specified above as combined single limits per accident applicable to all owned, non-owned and hired vehicles;

3. Except for Workers' Compensation insurance, Contractor agrees to waive all rights of subrogation against the City and its Councilmembers, Officers, Directors, Agents, and Employees for any losses covered and paid under the insurance policies required pursuant to this Agreement. Certificate shall include the Primary and Non-Contributory and Waiver of Subrogation Endorsements;

4. Professional Liability (Errors and Omissions) Insurance shall be appropriate to Contractor's profession, against loss due to error or omission or malpractice;

5. The City does not accept insurance certificates or endorsements with the wording "but only in the event of a named insured's sole negligence" or any other verbiage limiting the insured's insurance responsibility; and

6. For any category of insurance above as stated in Section 5.A. of the Contract with coverage amounts designated as "N/A," "$0," or "0," insurance of that type is not required by this Contract.

C. Any deductibles or self-insured retentions must be declared to and approved by City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its elected officials, officers, employees, agents and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

D. The General Liability shall contain or be endorsed to contain the following provisions:

1. City, its elected officials, officers, employees, and agents are to be covered as additional insured as respects liability arising out of work or operations performed by or on behalf of Contractor; premises owned, leased or used by Contractor: or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to City, its elected officials, officers, employees, agents and volunteers.

2. The insurance coverage of Contractor shall be primary insurance as respects City, its elected officials, officers, employees, agents and volunteers. Any insurance or self-insurance maintained by City, its elected officials, officers, employees, agents and volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

3. Coverage shall state that the insurance of Contractor shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4. Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be canceled except after thirty (30) calendar days' prior written notice has been given to City. In addition, Contractor agrees that it shall not reduce its coverage or limits on any such policy except after thirty (30) calendar days' prior written notice has been given to City.

E. Insurance is to be placed with insurers with a current A.M. Best rating of no less than A-VII.

F. Contractor shall designate the City of Redding, 777 Cypress Avenue, Redding, CA 96001 as a Certificate Holder of the insurance. Contractor shall furnish City with certificates of insurance and original endorsements effecting the coverages required by this clause. Certificates and endorsements shall be submitted electronically via the PINS Advantage system. A link will be provided for the Contractor, or their insurance agent, to enter and upload documents directly to PINS Advantage. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved in PINS Advantage by the City's Risk Manager prior to the commencement of contracted services. City may withhold payments to Contractor if adequate certificates of insurance and endorsements required have not been submitted as described above or provided in a timely manner.

G. The requirements as to the types and limits of insurance coverage to be maintained by Contractor as required by Section 5 of this Contract, and any approval of said insurance by City, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by Contractor pursuant to this Contract, including, without limitation, provisions concerning indemnification.

H. If any policy of insurance required by this Section is a "claims made" policy, pursuant to Code of Civil Procedure § 342 and Government Code § 945.6, Contractor shall keep said insurance in effect for a period of eighteen (18) months after the termination of this Contract.

I. If any damage, including death, personal injury or property damage, occurs in connection with the performance of this Contract, Contractor shall immediately notify City's Risk Manager by telephone at (530) 225-4068. No later than three (3)

calendar days after the event. Contractor shall submit a written report to City's Risk Manager containing the following information, as applicable: 1) name and address of injured or deceased person(s); 2) name and address of witnesses; 3) name and address of Contractor's insurance company; and 4) a detailed description of the damage and whether any City property was involved.

SECTION 6. INDEMNIFICATION AND HOLD HARMLESS

A. Consistent with California Civil Code § 2782.8, when the services to be provided under this Contract are design professional services to be performed by a design professional, as that term is defined under Section 2782.8, Contractor shall, to the fullest extent permitted by law, indemnify protect, defend and hold harmless, City, its elected officials, officers, employees, and agents, and each and every one of them, from and against all actions, damages, costs, liability, claims, losses, penalties and expenses (including, but not limited to, reasonable attorney's fees of the City Attorney or legal counsel retained by City, expert fees, litigation costs, and investigation costs) of every type and description to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, the negligence, recklessness, or willful misconduct of Contractor, its officers, employees or agents in the performance of professional services under this Contract, except when liability arises due to the sole negligence, active negligence or misconduct of the City.

B. Other than in the performance of professional services by a design professional, which is addressed solely by subdivision (A) of this Section, and to the fullest extent permitted by law, Contractor shall indemnify protect, defend and hold harmless, City, its elected officials, officers, employees, and agents, and each and every one of them, from and against all actions, damages, costs, liability, claims, losses, penalties and expenses (including, but not limited to, reasonable attorney's fees of the City Attorney or legal counsel retained by City, expert fees, litigation costs, and investigation costs) of every type and description to which any or all of them may be subjected by reason of the performance of the services required under this Contract by Contractor its officers, employees or agents in the performance of professional services under this Contract, except when liability arises due to the sole negligence, active negligence or misconduct of the City.

C. The Contractor's obligation to defend, indemnify and hold harmless shall not be excused because of the Contractor's inability to evaluate liability. The Contractor shall respond within thirty (30) calendar days to the tender of any claim for defense and indemnity by the City, unless this time has been extended in writing by the City. If the Contractor fails to accept or reject a tender of defense and indemnity in writing delivered to City within thirty (30) calendar days, in addition to any other remedy authorized by law, the City may withhold such funds the City reasonably considers necessary for its defense and indemnity until disposition has been made of the claim or until the Contractor accepts or rejects the tender of defense in writing delivered to the City, whichever occurs first. This subdivision shall not be construed to excuse the prompt and continued performance of the duties required of Contractor herein.

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D. The obligation to indemnify, protect, defend, and hold harmless set forth in this Section applies to all claims and liability regardless of whether any insurance policies are applicable. The policy limits of said insurance policies do not act as a limitation upon the amount of indemnification to be provided by Contractor.

E. City shall have the right to approve or disapprove the legal counsel retained by Contractor pursuant to this Section to represent City's interests. City shall be reimbursed for all costs and attorneys' fees incurred by City in enforcing the obligations set forth in this Section.

SECTION 7. CONTRACT INTERPRETATION, VENUE AND ATTORNEY FEES

A. This Contract shall be deemed to have been entered into in Redding, California. All questions regarding the validity, interpretation or performance of any of its terms or of any rights or obligations of the parties to this Contract shall be governed by California law. If any claim, at law or otherwise, is made by either party to this Contract, the prevailing party shall be entitled to its costs and reasonable attorneys' fees.

B. This document, including all exhibits, contains the entire agreement between the parties and supersedes whatever oral or written understanding each may have had prior to the execution of this Contract. This Contract shall not be altered, amended or modified except by a writing signed by City and Contractor. No verbal agreement or conversation with any official, officer, agent or employee of City, either before, during or after the execution of this Contract, shall affect or modify any of the terms or conditions contained in this Contract, nor shall any such verbal agreement or conversation entitle Contractor to any additional payment whatsoever under the terms of this Contract.

C. No covenant or condition to be performed by Contractor under this Contract can be waived except by the written consent of City. Forbearance or indulgence by City in any regard whatsoever shall not constitute a waiver of the covenant or condition in question. Until performance by Contractor of said covenant or condition is complete, City shall be entitled to invoke any remedy available to City under this Contract or by law or in equity despite said forbearance or indulgence.

D. If any portion of this Contract or the application thereof to any person or circumstance shall be invalid or unenforceable to any extent, the remainder of this Contract shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

E. The headings in this Contract are inserted for convenience only and shall not constitute a part hereof. A waiver of any party of any provision or a breach of this Contract must be provided in writing, and shall not be construed as a waiver of any other provision or any succeeding breach of the same or any other provisions herein.

F. Each Party hereto declares and represents that in entering into this Contract, it has relied and is relying solely upon its own judgment, belief and knowledge of the nature, extent, effect and consequence relating thereto. Each Party further declares

and represents that this Contract is made without reliance upon any statement or representation not contained herein of any other Party or any representative, agent or attorney of the other Party. The Parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms, and conditions of this Contract and that the decision of whether or not to seek the advice of counsel with respect to this Contract is a decision which is the sole responsibility of each of the Parties. Accordingly, no party shall be deemed to have been the drafter hereof, and the principle of law set forth in Civil Code § 1654 that contracts are construed against the drafter shall not apply.

G. Each of the Parties hereto hereby irrevocably waives any and all right to trial by jury in any action, proceeding, claim or counterclaim, whether in contract or tort, at law or in equity, arising out of or in any way related to this Agreement or the transactions contemplated hereby. Each Party further waives any right to consolidate any action which a jury trial has been waived with any other action in which a jury trial cannot be or has not been waived.

H. In the event of a conflict between the term and conditions of the body of this Contract and those of any exhibit or attachment hereto, the terms and conditions set forth in the body of this Contract proper shall prevail. In the event of a conflict between the terms and conditions of any two or more exhibits or attachments hereto, those prepared by City shall prevail over those prepared by Contractor.

SECTION 8. SURVIVAL

The provisions set forth in Sections 3 through 7, inclusive, of this Contract shall survive termination of the Contract.

SECTION 9. COMPLIANCE WITH LAWS - NONDISCRIMINATION

A. Contractor shall comply with all applicable laws, ordinances and codes of federal, state and local governments.

B. In the performance of this Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, color, ancestry, national origin, religious creed, sex, sexual orientation, disability, age, marital status, political affiliation, or membership or nonmembership in any organization. Contractor shall take affirmative action to ensure applicants are employed and that employees are treated during their employment without regard to their race, color, ancestry, national origin, religious creed, sex, sexual orientation, disability, age, marital status, political affiliation, or membership or nonmembership in any organization. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training.

SECTION 10. REPRESENTATIVES

A. City's representative for this Contract is Michael Webb, telephone number (530) 225-4060, email address mwebb@cityofredding.gov. All of Contractor's questions pertaining to this Contract shall be referred to the above-named person, or to the representative's designee.

B. Contractor's representative for this Contract is Nathan Sprague, telephone number (270) 282-1053, email address nspraugue@circle6consulting.com. All of City's questions pertaining to this Contract shall be referred to the above-named person.

C. The representatives set forth herein shall have authority to give all notices required herein.

SECTION 11. NOTICES

A. All notices, requests, demands and other communications hereunder shall be deemed given only if in writing signed by an authorized representative of the sender (may be other than the representatives referred to in Section 10) and delivered by facsimile, with a hard copy mailed first class, postage prepaid; or when sent by a courier or an express service guaranteeing overnight delivery to the receiving party, addressed to the respective parties as follows:

To City: City of Redding Attn: Michael Webb 777 Cypress Avenue Redding, CA 96001	**To Contractor:** Circle 6 Consulting, Inc. Nathan Sprague 2740 SW Martin Downs Blvd. Suite 425 Palm City, FL 34990

B. Either party may change its address for the purposes of this paragraph by giving written notice of such change to the other party in the manner provided in this Section.

C. Notice shall be deemed effective upon: 1) personal service; 2) two calendar days after mailing or transmission by facsimile, whichever is earlier.

SECTION 12. AUTHORITY TO CONTRACT

A. Each of the undersigned signatories hereby represents and warrants that they are authorized to execute this Contract on behalf of the respective parties to this Contract; that they have full right, power and lawful authority to undertake all obligations as provided in this Contract; and that the execution, performance and delivery of this Contract by said signatories has been fully authorized by all requisite actions on the part of the respective parties to this Contract.

B. When the Mayor is signatory to this Contract, the City Manager and/or the Department Director having direct responsibility for managing the services provided

herein shall have authority to execute any amendment to this Contract which does not increase the amount of compensation allowable to Contractor or otherwise substantially change the scope of the services provided herein.

SECTION 13. EFFECTIVE DATE OF CONTRACT

The effective date of this Contract ("Effective Date") is July 12, 2026.

IN WITNESS WHEREOF, City and Contractor have executed this Contract on the days and year set forth below:

CONTRACTOR- Circle 6 Consulting, Inc.

Dated: 25-August, 2026

By: Nathan Sprague
Tax ID No.: 20-4939942

CITY OF REDDING,
A Municipal Corporation

Dated: 8/25, 2026

By: Michael Webb, Interim City Manager

ATTEST:

Sharlene Tipton, City Clerk

APPROVED AS TO FORM:

Mary A. Wagner, Interim City Attorney

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CIRCLE 6 CONSULTING

www.circle6consulting.com
2740 SW Martin Downs Blvd, Suite 425
Palm City, FL 34990
T: 270-282-1053

12 July 2026

William Tarbox
City Manager, City of Redding
777 Cypress Ave, Redding, CA 96001

SUBJECT: Proposal for Organizational Design Options

Executive Summary

The City is considering whether a more enterprise-style executive structure could strengthen accountability, improve cross-department coordination, reduce management layers and duplicative overhead, and create recurring General Fund savings.

The intended outcome is not simply a revised organization chart. It is a decision-ready operating model that clarifies accountability, identifies sustainable savings, addresses Redding-specific political and implementation realities, and provides a practical path from the current state to the recommended future state.

Scope and Approach

Establish the current-state baseline and design criteria: Review the current organization, budgets and fund assignments, executive and administrative roles, vacancies, compensation data, and known coordination or performance issues. Conduct targeted interviews with the City Manager, Assistant City Manager, and selected department leaders. Confirm the criteria against which every option will be judged, including accountability, spans and layers, service performance, financial impact, fund integrity, leadership capacity, resilience, and implementation feasibility.

Develop three to four viable organizational scenarios: One scenario will explicitly test an initial three-director concept: Administration (Finance, Treasurer, Personnel, IT and Clerk); Infrastructure (Public Works, Development Services and RABA); and Power and Community Assets (REU, Parks and Recreation, Facilities, Airport and Housing), with Police and Fire maintained as senior executive functions. Two or three alternative or hybrid models will also be developed. Each option will include a high-level organization chart, reporting relationships, executive role charters, decision rights, expected benefits, limitations, and leadership requirements.

Quantify financial and workforce implications: Identify opportunities to consolidate or eliminate positions, combine administrative capabilities, use vacancies or attrition, reassign work, and reduce duplicative leadership overhead. For each scenario, estimate gross and net recurring savings, one-time transition costs, incremental compensation or new-role costs, and the allocation of impacts among the General Fund, enterprise funds, and internal service funds. Savings will be presented as transparent ranges with assumptions rather than unsupported point estimates.

Evaluate feasibility, risk and political considerations. Assess operational risk, service continuity, Council and stakeholder implications, employee and labor-relations considerations, charter/code or elected-office constraints requiring City Attorney review, leadership bench strength, succession exposure, and the likely acceptability of each option. A weighted comparison will show the tradeoffs rather than treating cost reduction as the only objective.

Recommend the preferred model and develop the transition roadmap: Provide an independent recommendation, explain why the preferred model is superior to the alternatives, and identify the organizational decisions required to proceed. Develop a high-level implementation roadmap addressing sequencing, interim and future-state reporting relationships, position responsibilities and decision rights, position consolidation or elimination, workforce implications, communications, governance, and performance oversight. The roadmap will remain at the position and organizational-design level and will not recommend or evaluate specific individuals. It will also identify priority processes for redesign following consolidation, including budgeting and capital planning, procurement, position control, IT governance, facilities and asset management, development review, and shared administrative services.

Deliverables

- Concise current-state findings and agreed organizational design principles.
- Three to four future-state organization models with reporting relationships and executive role summaries.
- Scenario scorecard documenting advantages, disadvantages, financial impact, service implications, political/stakeholder considerations, and implementation risk.
- Workforce and financial impact model showing estimated recurring General Fund savings, other-fund impacts, one-time costs, assumptions, and sensitivities.
- Recommended future-state structure, rationale, key decisions, and conditions for success.
- High-level transition and post-consolidation process-redesign roadmap.
- Executive decision memorandum, supporting presentation, and facilitated review session with the City Manager and his designated leadership team.

Workplan Professional Fees

Consultant	Days	Rate	Fee
Amanda Eckman	20	$2,800	**$56,000**
Nathan Sprague	8	$2,800	**$22,400**
TOTAL	**28**		**$78,400**

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Amanda Eckman will serve as project lead and perform the primary interview, analytical, scenario-design, and deliverable-development work. Nathan Sprague will provide executive oversight, challenge and refine the options, review the financial and political analysis, shape the recommendation, and facilitate the final decision discussion.

Assumptions and Boundaries

The City will provide timely access to relevant organization charts, budgets, position and compensation data, vacancy information, fund assignments, prior studies, and designated interviewees. Circle 6 will identify legal, charter, civil-service, labor, classification, and compensation issues that could affect feasibility; formal legal opinions and bargaining strategy remain the responsibility of the City and its counsel. The scope includes a high-level implementation and process-redesign roadmap, but not detailed job classification work, negotiations, detailed process redesign, or implementation management.

Sincerely,

Nathan Sprague
Managing Partner
Email: nsprague@circle6consulting.com

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