



Meeting Date: January 14, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

From: Katie Bruner, Administrative Services Director

Subject: Proposed Professional Services Agreement with Municipal Resource Group, LLC for Organizational Assessment

RECOMMENDATION

Adopt a resolution:

Authorizing the Town Manager to execute a professional services agreement with Municipal Resource Group, LLC (MRG) to conduct a Town-wide Organizational Assessment in the amount of \$56,840, with a contingency of \$3,160, for a total not to exceed amount of \$60,000 subject to approval as to form by the Town Attorney; and authorizing the Administrative Services Director to execute amendments to the agreements within the contingency, as necessary.

BACKGROUND

The Town of Moraga is projected to face a structural deficit as early as FY 2027-28. Further, with 42 full-time employees, the Town acknowledges that its employees must be responsible for a wide variety of tasks, some of which may have been added over time without a comprehensive evaluation. Given the Town's limited staffing and resources, there may also be critical service gaps. To address these challenges, the Town is seeking assistance in assessing the Town-wide organization and service delivery models to determine operational efficiencies and effectiveness.

DISCUSSION

The proposed organizational assessment will provide Town staff with a snapshot of observations and recommendations regarding organizational needs, organizational structure, resource allocations, and service delivery models. All Town departments will be assessed, including Administrative Services, Planning, Public Works & Engineering, Parks & Recreation, and Police. The primary objectives of the assessment include:

- Examine and explore the organizational, functional, and cultural issues to assess department culture, levels of employee engagement, team effectiveness, role/goal clarity, and skillsets/competencies.
- Conduct a gap analysis to determine programs and services that the Town is not able to deliver due to resource constraints.
- Evaluate organizational structure, staffing levels, positions, functions, and contracted services in relation to the workload, and program efficiency and effectiveness.
- Evaluate service delivery methods and outcomes, and the policies, legislative requirements, and other influences that impact town operations.

The organization assessment will include staff interviews, review of historical and current organizational and budgetary reports and community surveys, and result in a report of observations, findings, recommendations, and prioritization for implementation.

MRG is an experienced, full-service consulting firm dedicated to assisting public sector agencies in attaining their strategic goals. Their consultants have extensive experience in all aspects of executive coaching, governance, organizational assessment & development, and human resources, including staffing and effectiveness analyses. MRG's experienced team of subject matter experts includes consultants with strong knowledge and experience in the areas of law enforcement services, planning and public works operations, finance and administrative functions, and parks and recreation services.

The proposed organizational assessment will provide the Town's executive team with key data to strategically plan for the current and future needs of the organization and continue to provide high quality services to the community.

On December 2, 2025, the Audit & Finance Committee recommended Town Council allocate \$60,000 of the Fiscal Year 2024-25 General Fund Unassigned Fund Balance for an organizational assessment. Town Council will take action on the allocation of the FY 2024-25 General Fund Unassigned Fund Balance at the January 14, 2026 Town Council meeting.

FISCAL IMPACT

The funding source for this contract is a portion of the FY 2024-25 General Fund Unassigned Fund Balance, which will be allocated by Town Council on January 14, 2026.

CEQA COMPLIANCE

The approval of the professional services agreement is not subject to review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21000, et seq. and the CEQA Guidelines (14 Cal. Code Regs. §§ 15000 et. seq.), including without limitation, Public Resources Code section 21065 and California Code of Regulations 15378 as this is not a "project" that may cause a direct, or reasonably foreseeable indirect, physical change in the environment.

ALTERNATIVES

1. Adopt the resolution with modifications, or
2. Do not adopt the resolution and provide an alternate direction to the staff.

NEXT STEPS

Upon approval, staff will finalize and execute the professional services agreement and coordinate a kickoff meeting with MRG. Staff anticipates the assessment will take approximately six months. Once the assessment and recommendations are finalized, staff will begin implementing the recommendations.

ATTACHMENTS

[Attachment A - Draft Resolution - MRG Org Assessment](#)

[Attachment B - Professional Services Agreement - MRG Org Assessment](#)