



Meeting Date: January 14, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

From: Sonia Urzua, Planning Director

Subject: Proposed Professional Services Agreement with Kosmont Companies for On-Call Real Estate and Economic Development Advisory Services

RECOMMENDATION

Authorize, by minute order, a professional services agreement with Kosmont Companies (Kosmont) to provide on-call real estate and economic development advisory services to the Town of Moraga with an initial not-to-exceed amount of \$60,000, and authorize the Town Manager to execute the agreement, with minor amendments that may be approved by the Town Manager and Town Attorney.

BACKGROUND

To facilitate private investment and the development and/or redevelopment of key properties throughout Moraga, specialized on-call assistance in real estate economics, development feasibility, and public-private transaction structuring and negotiation consulting services are needed to augment the current effort by Town staff. On February 26, 2025, the Town Council approved a top priority to develop and implement a plan to encourage commercial landowners and business owners to develop their underutilized properties.

Kosmont is a highly regarded California-based local-government economics and real estate advisory firm with a 39-year track record of supporting public agencies on more than 1,000 economic development strategies, real estate market analyses, and public-private projects.

DISCUSSION

The proposed agreement would allow the Town to access Kosmont on an on-call basis to support economic development.

The detailed scope of services is provided in [Attachment A](#). In summary, Kosmont would begin with an in-person kickoff meeting with Town staff and a review of background materials (including prior studies and available market data), and coordinate with Town staff to engage

private property owners and better understand near-term and long-term objectives and development constraints, including challenges associated with underutilized properties.

Kosmont's team would then conduct a market site analysis (including national and regional land-use trends and key market variables), develop comparable redevelopment case studies, and prepare high-level pro forma feasibility analyses for selected opportunity sites and hypothetical development scenarios. Based on these findings, Kosmont would evaluate potential economic development tools and financial incentives (such as the use of state-approved Enhanced Infrastructure Financing Districts [EIFDs] and site-specific incentives) and help develop concepts for phased development and other potential projects. Kosmont would summarize the findings and present the results to the Town Council, with additional due diligence and/or negotiation support provided as requested.

Kosmont will begin work upon receipt of an executed agreement and the relevant project information.

FISCAL IMPACT

Kosmont's proposal recommends an initial budget not to exceed \$60,000 for on-call professional services billed at hourly rates and approved reimbursable expenses. There is sufficient funding in the adopted FY 2025-2026 General Fund Budget to cover the initial budget. Staff would authorize individual tasks and manage the overall budget consistent with the amount approved by the Town Council. The term of the agreement would be one year. Actual expenditure would depend on the amount of work requested by the Town during the term of the agreement. If additional funds are required beyond the initial amount, staff would return to the Town Council for direction and approval, as appropriate.

On December 2, 2025, the Audit and Finance Committee endorsed the allocation of the FY 2024-2025 General Purpose Fund Unassigned Fund Balance. Of the \$367,873 unassigned fund balance, up to \$75,000 to be available for hiring an economic development consultant.

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. Direct staff to revise the scope of services and return with a modified professional services agreement.
2. Direct staff to not enter into the professional services agreement and to rely on internal staff resources and/or other available regional, county, and professional resources for economic development support.
3. Provide an alternate direction to the staff.

NEXT STEPS

Upon approval, the following steps will take place:

- Town staff will finalize and execute the professional services agreement and coordinate a kickoff meeting with Kosmont.
- Town staff will provide background materials and identify initial priorities (e.g., opportunity sites, policy questions, or potential tools) for Kosmont's support.
- Kosmont will initiate requested analysis and provide findings in the form of memoranda and/or presentations, with additional work performed on an as-needed basis within the authorized budget.

ATTACHMENTS

[Attachment A - Kosmont Proposal for Real Estate - Economic Advisory Services](#)