



CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

DATE: December 16, 2025

TO: City Council

FROM: Steve Williams, Interim City Administrator

RE: RESOLUTION 25-105 – APPROVING AN AGREEMENT WITH MUNICIPAL RESOURCE GROUP, LLC (MRG) FOR A ROLE AND WORKLOAD ASSESSMENT FOR THE ADMINISTRATIVE SERVICES OFFICER POSITION IN AN AMOUNT NOT TO EXCEED \$9,880

RECOMMENDATION:

Adopt Resolution 25-105 approving an agreement with Municipal Resource Group, LLC (MRG) for a role and workload assessment for the Administrative Services Officer position in an amount not to exceed \$9,880

BACKGROUND:

The Administrative Services Officer (ASO) classification is an FLSA-Exempt position that performs complex administrative, human resources, financial, and organizational support functions essential to City operations. The scope and volume of these responsibilities—combined with the fact that they are concentrated in a single position with little to no redundancy or backup—raise concerns about workload sustainability, operational continuity, and proper classification. These factors necessitate an independent role and workload assessment.

DISCUSSION:

Staff contacted two reputable firms known for providing the specialized services required—Municipal Resource Group (MRG) and Regional Government Services (RGS). Both firms submitted detailed scopes of work and corresponding cost estimates to support the City’s evaluation.

MRG proposes a targeted Role and Workload Assessment focusing on the Administrative Services Officer position. The scope includes a review of essential duties, workload distribution, internal process mapping, employee interviews, documentation of tasks currently performed, and recommendations regarding role clarity, classification accuracy, separation-of-duties compliance, and organizational improvements.

The City also received a proposal from Regional Government Services (RGS) for a broader, full classification, compensation, and process review study. While thorough, the RGS scope far exceeds the City's immediate needs and includes multi-position classification revisions, salary surveys, comparator analysis, and agency-wide process evaluation.



Comparison of MRG and RGS Proposals

- **COST DIFFERENCE:**

- MRG proposes a not-to-exceed cost of \$9,880 for a focused, ASO-specific assessment.
- RGS proposes a not-to-exceed cost of \$14,200 for a broad organizational classification and compensation study.

MRG provides a more cost-efficient option aligned specifically with the City's current need.

- **SCOPE ALIGNMENT:**

- MRG's proposal is narrowly and precisely tailored to the ASO role, workload distribution, and related compliance.
- RGS proposes a full multi-position classification and compensation overhaul

MRG's focused approach avoids unnecessary work and cost.

- **TIMELINE AND IMPACT:**

- MRG can complete its assessment within a streamlined timeframe with minimal disruption.
- RGS outlines a 22-week process with PDQs, comparator surveys, and multi-phase analysis.

MRG offers a faster and less disruptive option.

- **EXPERTISE MATCH:**

- MRG deploys executive-level former city managers and HR executives specializing in workflow, organizational structure, and duty alignment.
- RGS specializes in classification systems, salary surveys, and large-scale HR studies.

MRG possesses deeper expertise in the specific type of role-load and workflow evaluation needed for the ASO function.

- **PRACTICALITY & IMPLEMENTATION:**

- MRG emphasizes actionable recommendations, real-world applicability, and partnership-driven implementation.
- RGS emphasizes agency-wide structural redesign.

MRG's work is immediately implementable and tailored to resolve current operational concerns.

Based on cost, alignment with City needs, depth of relevant expertise, and timely deliverability, staff recommends entering into a Professional Services Agreement with MRG.

FISCAL IMPACT:

Cost not to exceed \$9,880.

ATTACHMENTS:

Attachment "A" Professional Services Agreement

Attachment "B" Administrative Service Officer Job Description

Attachment "C" MRG Proposal

Attachment "D" RGS Proposal

Attachment "E" Resolution 25-105

