



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: MARCH 17, 2026

DEPARTMENT: ADMINISTRATION

FROM: LISA MURPHY, ASSISTANT CITY MANAGER

TITLE: AMENDMENT NO. 1 TO PROFESSIONAL SERVICES
AGREEMENT WITH MUNICIPAL RESOURCE GROUP, LLC
FOR SUPERVISOR & LEADERSHIP TRAINING PROGRAM

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing the City Manager to execute Amendment No. 1 to the Agreement for Professional Services with Municipal Resource Group, LLC to increase the amount by \$59,850 for a new not to exceed amount of \$284,850 over the term of three years.

EXECUTIVE SUMMARY:

The City seeks to strengthen supervisory capacity, leadership effectiveness, and organizational consistency through a structured Supervisor & Leadership Training program. Following a competitive solicitation process, Municipal Resource Group, LLC (MRG) was identified as the most qualified firm to deliver a comprehensive, practical training curriculum aligned with the City's values and operational needs. Approval of this Amendment No. 1 agreement will allow the City to implement standardized training for current and emerging supervisors, improve employee engagement and performance.

BACKGROUND:

Effective supervision and leadership are critical to service delivery, employee morale, and building a culture of excellence. The City has identified a need for consistent, high-quality training for supervisors and managers across departments, including foundational supervisory skills, communication, performance management, and leadership development.

Last June the City issued a Request for Proposals (RFP) for Supervisor & Leadership Training services. Proposals were evaluated based on experience with public agencies, curriculum relevance, instructional approach, references, and cost. MRG demonstrated extensive experience with California public-sector organizations and proposed a curriculum tailored to the City's workforce and operational environment. A Professional Service Agreement was entered into for a term of three years for an amount not to exceed \$225,000.

Each year a cohort of 35 employees will participate in nine classes. Classes are held once a month and participants must attend all classes, complete a capstone project and graduate. The program is open to all employees whether they are supervisors or hoping to become supervisors one day. For those who are "Aspiring Supervisors", if they complete the program, they will earn one year of Supervisory credit when applying for a position that requires supervisor experience.

The first cohort application period opened in February, and the City received an overwhelming number of interested employees. There were 94 applicants for just 35 spots. To try to accommodate the number of employees who wanted to participate, a second cohort of 35 employees were added to the program for this first year. The additional cohort required a contract amendment to increase the amount, which now requires City Council approval due to the new not to exceed amount.

The types of classes and training employees will receive include:

- Instruction on advanced leadership skills, performance management, communication, conflict resolution, and accountability;
- Interactive workshops, practical tools, and applied learning exercises; and
- Program coordination, materials, and evaluation support.

Approval of the Professional Services Agreement Amendment No. 1 with MRG Leadership Training will provide the City with a structured, high-quality Supervisor & Leadership Training program that supports effective management, employee development, and organizational excellence.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

Yes, Government Code §84308/Levine Act applies to this item.

STRATEGIC PLAN INITIATIVE:

This proposed Amendment supports the City of Salinas Strategic Plan 2025–2028, specifically Goal No. 4: City Services, by strengthening the City’s ability to provide high-quality customer service. Achieving the goals outlined in the Strategic Plan requires supervisors who are equipped with the leadership, management, and communication skills necessary to effectively guide their teams and deliver services to the community. The Supervisor & Leadership Academy directly invests in developing these competencies, ensuring the City’s workforce is prepared to implement strategic priorities and maintain excellence in service delivery.

DEPARTMENTAL COORDINATION:

This item was prepared by the City Administration Department, in collaboration with the Human Resources Department.

FISCAL AND SUSTAINABILITY IMPACT:

Funding for this agreement is available in the General Fund for Fiscal Year 2025/26. The total cost of the agreement will not exceed \$134,850 in year 1, and \$75,000 each in years 2 and 3 for a new not to exceed amount of \$284,850. Funding for future years will be included in the upcoming budget development process.

Fund	General Ledger Number (Operating/CIP)	General Ledger Account Name	Remaining Budget Appropriation	Amount Requested
1000.16.1140	64.2500	Other Charges Training	\$25,643	\$59,850

ATTACHMENTS:

Resolution
MRG Agreement
Amendment No. 1