

Town of Moraga
Audit and Finance Committee

ACTION MINUTES

Wednesday, June 1, 2022
4:45 P.M.

TELECONFERENCED MEETING LOCATION ONLY

COVID-19 NOTICE

THIS MEETING WAS CONDUCTED PURSUANT TO THE PROVISIONS OF GOVERNMENT CODE SECTION 54953 (AS AMENDED BY AB 361) WHICH AUTHORIZES TELECONFERENCED MEETINGS UNDER THE BROWN ACT DURING CERTAIN PROCLAIMED STATES OF EMERGENCY. THE GOVERNOR OF CALIFORNIA PROCLAIMED A STATE OF EMERGENCY RELATED TO COVID-19 ON MARCH 4, 2020. THIS TELECONFERENCED MEETING WAS NECESSARY SO THAT THE TOWN COULD CONDUCT ESSENTIAL BUSINESS AND IS PERMITTED UNDER GOVERNMENT CODE 54953 IN ORDER TO PROTECT PUBLIC HEALTH AND SAFETY OF ATTENDEES.

Consistent with Government Code Section 54953, this meeting was held via teleconference only, and was not physically open to the public. Town Councilmembers and staff teleconferenced into the meeting by audio and/or video. The meeting was conducted via Zoom Webinar

1. CALL TO ORDER

The meeting was called to order at **4:49 PM**.

2. ROLL CALL

Committee Members Present: Bob Kennedy (Town Treasurer), Stephen Huxley, (AFC Member), and Renata Sos (Mayor),

Staff Present: Cynthia Battenberg (Town Manager), Annie To (Administrative Services Director), Shawn Knapp (Public Works Director/Town Engineer)

3. PUBLIC COMMENTS

No public comments received.

4. APPROVAL OF ACTION MINUTES – AFC Meeting of Tuesday, February 1, 2022

ACTION: It was M/S (Soss/Huxley) to approve the meeting minutes.

VOTE: 3-0-1 (Absent: McCluer)

5. CONSIDER PROPOSED FISCAL YEAR 2022/23 OPERATING BUDGET

The Audit and Finance Committee is responsible for the review of the annual proposed budget prior to the completion of the document for presentation to the Town Council. Annie To, Administrative Services Director, presented the proposed fiscal year 2022/23 operating budget for discussion and provided the AFC the opportunity to make recommendations and comments to be included in the report to be presented at the June 08, 2022 Town Council meeting. Operating Budget Revenue and Expenditure Summary, General Fund Five-Year Financial Projections, Other Funds Fund Balance Summary and Fund Transfers Summary were discussed.

6. CONSIDER PROPOSED FISCAL YEAR 2022/23 CAPITAL IMPROVEMENT PROGRAM BUDGET

Shawn Knapp, Public Works Director/Town Engineer, presented the proposed Fiscal Year 2022/23 Capital Improvement Program (CIP) Budget for discussion and feedback. The CIP is a multi-year planning instrument used as a guide for project prioritization to accomplish community goals. The five-year CIP plan was included as part of the FY 2022/23 budget.

The report and presentation focused on the Preliminary Draft Capital Improvement Program FY 2022/23 to FY 2026/27 Project Lists which were divided as follows:

- Fiscal Year 2022-23 to 2026-27 Funded, Ongoing, and Forecast Capital Improvement Plan (CIP) Projects and CIP Project Summary Sheets
- Fiscal Year 2022-23 to 2026-27 Unfunded and Unscheduled CIP Projects

Each CIP Project List included a table of contents, a summary of the annual projected expenses by project category, a summary of the project funding sources and detailed project sheets for each project.

Some of the proposed projects require initial investment to develop technical studies, conceptual plans and reports to successfully secure future grant funding or implementation of the project. These initial investments (studies) would result in refinements to preliminary projects and/or creation of new projects as more detailed and specific information is developed. Fund 210 – Measure J was projected to have a June 30, 2023 ending fund balance of approximately \$1.4 million which could be allocated in the future to address traffic projects identified in the LRSP.

The majority of CIP projects presented require studies, design, environmental analysis, permitting, bidding, construction, construction management and therefore are multiple year projects. In FY 2020/21, staff completed 11 projects and in FY 2021/22 staff completed 12 projects.

PUBLIC COMMENTS OPENED

There were no public comments.

ACTION: By consensus the committee recommended forwarding the proposed Fiscal Year 2022/23 Operating Budget and Capital Improvement Program Budget to the Town Council for their June 8, 2022 Town Council Meeting.

VOTE: 3/0/1 (absent: McCluer)

7. ESTABLISH NEXT MEETING OF AFC

The next committee meeting was not scheduled.

8. ADJOURN

The meeting was adjourned at 5:54 PM.