



**TOWN OF MORAGA  
REGULAR MEETING  
TOWN COUNCIL**

**WEDNESDAY, MARCH 12, 2025  
MINUTES**

**5:30 PM**

The following are minutes of the actions taken by the Town of Moraga Town Council.  
A full video recording of the meeting is available on the Town's website at:  
<https://livestream.com/moraga>

Council Chambers  
335 Rheem Boulevard, Moraga, California 94556

**1. CALL TO ORDER**

The regular meeting was called to order at 5:37 p.m. by Mayor, Steve Woehleke.

Town Council held a Closed Session at 4:30pm, Mayor Woehleke announced there were no reportable actions resulting from the Closed Session.

Closed Session was adjourned at 5:32pm.

**ROLL CALL**

Councilmembers present: Mayor, Steve Woehleke, Vice Mayor Kerry Hillis  
Brian Dolan, Lisa Maglio and Graham Thiel

Councilmembers absent:

**2. PLEDGE OF ALLEGIANCE**

**3. PRESENTATIONS**

A. Proclamation – American Red Cross Month

Diana Graham from the Red Cross received the proclamation and provided comments.

Councilmembers provided comments.

There were no public comments.

**4. PUBLIC COMMUNICATION**

There were no public comments.

## 5. ADOPTION OF MEETING AGENDA

### **ACTION:**

Motion: **Hillis** / Second: **Maglio**

Adoption of the meeting agenda as shown.

**Vote: (5-0)**

## 6. CONSENT CALENDAR

### A. Consideration of Consent Items Removed for Discussion

Vice Mayor Hillis pulled Consent Items 6.3 and 6.4 for clarifying questions and comments.

**Consent Item 6.3:** Council asked staff for clarifying questions. Acting Planning Director, Brian Horn provided input and Council provided comments.

Kayce Rane provided public comment.

### **ACTION:**

Motion: **Hillis** / Second: **Dolan**

Approve Consent Calendar Item 6.3.

**Vote: (5-0)**

**Consent Item 6.4:** Council asked staff for clarifying questions. Town Manager, Scott Mitnick provided further clarification on the letter and Council provided comments.

There were no public comments.

### **ACTION:**

Motion: **Hillis** / Second: **Maglio**

Approve Consent Calendar Item 6.4.

**Vote: (5-0)**

### B. Acceptance of Consent Items

### **ACTION:**

Motion: **Hillis** / Second: **Dolan**

Approve Consent Calendar items 6.1 & 6.2 as shown.

**Vote: (5-0)**

6.1 **Receive Accounts Payable Claims for:** February 6, 2025 – February 28, 2025  
(\$965,444.28).

6.2 **Adopt a Resolution** authorizing the Town Manager to execute a professional services agreement with Maze and Associates for financial auditing services for FY 2024-25 through FY 2026-27, with an option to extend for two additional fiscal years, through FY 2028-29.

6.3 **Adopt a Resolution:**

1. Accepting and authorizing the submittal of the 2024 Annual General Plan Implementation Report and the 2024 Housing Element Annual Report to the Governor's Office of Land Use and Climate Innovation, and the California Department of Housing and Community Development;

2. Accepting work program priorities related to implementation of General Plan 2040 for Fiscal Year (FY) 2025-26; and
3. Finding that adoption of the recommended resolution, submitting the required reports and the provision of input on planning programs is not a project under Section 15378 of the CEQA Guidelines, as the action has no potential for a direct or indirect physical change in the environment. Therefore, no CEQA review is required.

6.4 **Authorize the Mayor** to sign a letter of support for the Fire Safe Moraga Orinda FY 2024-2025 USDA Forest Service Community Wildfire Defense Grant Application.

## 7. ANNOUNCEMENTS AND REPORTS ON ACTIVITIES

### A. Council member Reports on AB1234 Activities, Council member Announcements

Councilmember Maglio attended Mayors Conference in Lafayette. Councilmember Maglio summarized her conference report out.

Councilmember Thiel nothing to report.

Councilmember Dolan nothing to report.

Vice Mayor Hillis attended County Connection Board Marketing and Legislation Committee. Reported on senate bills that were reviewed at the meeting.

Mayor Woehleke attended the midyear Audit and Finance Committee meeting along with Vice Mayor Hillis. Mayor Woehleke also participated in honoring three JM students who received good character awards.

### B. Town Manager Mitnick deferred his comments to the end.

Town Manager, Scott Mitnick deferred comments to the end of the meeting.

## 8. PUBLIC HEARING

None.

## 9. DEPARTMENT REPORTS

### A. Planning Commission and Parks & Recreation Commission Appointments

Complete remaining Interviews and/or make appointments for the following positions:

- Four Planning Commissioner candidates to fill two-year seats.
- One Planning Commissioner candidate to fill a partial term (one-year) seat.
- Two Parks & Recreation Commissioner candidates to fill two-year term seats.

Provide direction for remaining open seats.

**ACTION:**

Motion: **Hillis** / Second: **Woehleke**

Appoint Kayce Rane, William Weber, Alexis Mapel and Marcus Bode to the Planning Commission for a 2-year term and appoint Brenda Luster to a 1-year term to fill the unscheduled vacancy left by Graham Thiel after he joined the Town Council.

**Vote: (5-0)**

There were no public comments.

**ACTION:**

Motion: **Hillis** / Second: **Maglio**

Appoint Julie Sanders to an additional 2-year term on the Parks and Recreation Commission.

**Vote: (5-0)**

**B. FY 2024-25 Mid-Year Budget Update & Adjustments**

Adopt a Resolution approving FY 2024-25 Mid-Year Budget Adjustments.

Administrative Services Director, Katie Bruner presented the item.

Council asked clarifying questions and provided comments.

There were no public comments.

**ACTION:**

Motion: **Hillis** / Second: **Dolan**

Adopt a Resolution approving FY 2024-25 Mid-Year Budget Adjustments

**Vote: (5-0)**

**C. FY 2024-25 Mid-Year Budget Update & Adjustments for the Hacienda de la Flores Operating Budget**

Adopt a Resolution approving FY 2024-25 Mid-Year Budget Adjustments for the Hacienda de las Flores (Hacienda) Operating Budget.

Administrative Services Director, Katie Bruner presented the item.

Council asked clarifying questions and provided comments.

There were no public comments.

**ACTION:**

Motion: **Woehleke** / Second: **Dolan**

Adopt a Resolution approving FY 2024-25 Mid-Year Budget Adjustments for the Hacienda de las Flores (Hacienda) Operating Budget.

**Vote: (4-0-1: Hillis recused)**

**D. Update to the Town's Reserve Policy and Allocation of FY 2023-24 Excess Unassigned Fund Balance**

Adopt a Resolution updating the Town's General Fund Reserve Policy and Allocating Fiscal Year (FY) 2023-24 General Fund unassigned fund balance and approving a transfer of

\$1,000,000 from the FY 2023-2024 General Fund to the Asset Replacement Fund (Fund 750) and \$500,000 to the Section 115 Pension Trust (Fund 605).

Administrative Services Director, Katie Bruner presented the item.

Council asked clarifying questions and provided comments.

Kayce Rane provided public comment.

**ACTION:**

Motion: **Woehleke/** Second: **Maglio**

Adopt a Resolution updating the Town's General Fund Reserve Policy and Allocating Fiscal Year (FY) 2023-24 General Fund unassigned fund balance and approving a transfer of \$1,000,000 from the FY 2023-2024 General Fund to the Asset Replacement Fund (Fund 750) and \$500,000 to the Section 115 Pension Trust (Fund 605).

**Vote: (5-0)**

**E. Ten-Year General Fund Financial Forecast**

Review and provide feedback on the Ten-year General Fund Financial Forecast.

Administrative Services Director, Katie Bruner presented the item. Feedback from Council was requested and there was no official action required. Council asked clarifying questions and provided feedback.

There were no public comments.

**F. Moraga Road and Canyon Road Complete Streets Project - Conceptual Design Approval**

Approve, by minute order, the Conceptual Design for the Moraga Road and Canyon Road Complete Streets Project and supporting project documents, including the Basis Design, Traffic Assessments, and Outreach Summary and find the technical studies and design work categorically exempt from the California Environmental Quality Act per §15306.

Public Works Director, Shawn Knapp introduced the item and Sr. Engineer, Nate Levine presented the item. Feedback from Council was requested and there was no official action required. Council asked clarifying questions and provided comments.

There were no public comments.

**ACTION:**

Motion: **Woehleke/** Second: **Hillis**

Approve, by minute order, the Conceptual Design for the Moraga Road and Canyon Road Complete Streets Project and supporting project documents, including the Basis Design, Traffic Assessments, and Outreach Summary and find the technical studies and design work categorically exempt from the California Environmental Quality Act per §15306.

**Vote: (5-0)**

## 10. COUNCILMEMBER REQUESTS FOR FUTURE AGENDA ITEMS

### ACTION:

Motion: **Hillis/** Second: **Woehleke**

Vice Mayor, Hillis requested an agenda item to add a resolution to the March 19, 2025 regarding a ballot measure (Measure T).

**Vote: (5-0)**

## 11. INFORMATIONAL ITEMS

None.

## 12. TOWN MANAGER FOLLOW-UP AND ANNOUNCEMENTS

Town Manager, Mitnick Town Manager clarified about the housing letter pertaining to affordable units. Town Manager discussed the thank you letters displayed at the dais. Announced upcoming meetings.

## 13. ADJOURNMENT

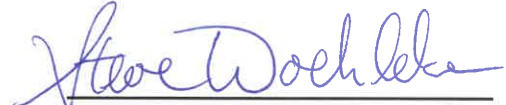
Mayor Woehleke adjourned the Town Council at 8:09 PM.

Respectfully submitted by:



Amy Heavener, CMC  
Town Clerk

Approved by the Town Council:



Steve Woehleke, Mayor