

Town of Moraga
Audit and Finance Committee

ACTION MINUTES

Wednesday, June 3, 2020
5:30 P.M.

TELECONFERENCED MEETING LOCATION ONLY

COVID-19 NOTICE

THIS MEETING WAS CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPENDED CERTAIN REQUIREMENTS OF THE BROWN ACT, AND PURSUANT TO THE MARCH 31, 2020 AND APRIL 29, 2020 ORDER OF THE HEALTH OFFICER OF CONTRA COSTA COUNTY, WHICH PERMITTED THE TOWN TO CONDUCT ESSENTIAL BUSINESS UNDER THE ORDER AS AN ESSENTIAL GOVERNMENTAL FUNCTION

Consistent with Executive Orders Nos. N-25-20 and N-29-20 from Governor Gavin Newsom and the Contra Costa County Health Officer dated March 31, 2020 and April 29, 2020 Shelter in Place Orders, the June 3, 2020 meeting was not physically open to the public.

All Audit and Finance Committee members and Town staff participated in this meeting via teleconference.

1. CALL TO ORDER

The meeting was called to order at **5:31 PM**.

2. ROLL CALL

Committee Members Present: Tim Freeman (AFC Member), Bob Kennedy (Town Treasurer), Stephen Huxley, (AFC Member), Kymberleigh Korpus, (Mayor) and Roger Wykle (Council Member)

Staff Present: Cynthia Battenberg (Town Manager), Marty McInturf, (Town Clerk), Norman Veloso (Administrative Services Director), William Chong (Accountant) and Shawn Knapp (Public Works Director/Town Engineer)

3. PUBLIC COMMENTS

Susan Kenna Wright, referenced the funding of the Police Department, requesting its budget be reduced and reallocate the funds to community health, parks, educational programming, employment and community based anti-violence programs.

Angela Le, urged the committee to find a way to shift the funds from the Police Department budget to education and affordable housing.

Rachel Chaudhary encouraged the Committee to consider whether some preventative and supportive functions, such as addressing homelessness or the mental health crises might be better addressed by organizations other than the Police Department.

Linda Lathrop suggested the unrestricted fund and its resources would better serve the community by reallocating the funds from the Police Department to community-based strategies shown to create legitimate and lasting public safety for all of Moraga's community members.

4. APPROVAL OF ACTION MINUTES – AFC Meeting of Tuesday, February 4, 2020, as amended.

ACTION: It was M/S (Korpus/Wykle) to approve the meeting minutes.
VOTE: 4-1 (Abstain: Huxley)

5. CONSIDER PROPOSED FISCAL YEAR 2020/21 OPERATING BUDGET:

The Audit and Finance Committee is responsible for the review of the annual proposed budget prior to completion of the document for presentation to the Town Council.

Norm Veloso, Administrative Services Director, provided a PowerPoint presentation on the Fiscal Year 2020/21 Operating Budget and General Fund Five-Year Financial Projection. Fund Budget highlights and Other Funds highlights were also included.

Treasurer Kennedy declared a recess at 5:59 p.m. The Audit and Finance Committee reconvened at 6:05 p.m. with all Committee members and members of the Town staff present via teleconference locations.

By consensus, the Committee accepted the Proposed Fiscal Year 2020/21 Operating Budget and recommended to forward the report to the Town Council for their June 10, 2020 Town Council Meeting.

6. CONSIDER PRELIMINARY FISCAL YEAR 2020/21 CAPITAL IMPROVEMENT BUDGET

The new Public Works Director/Town Engineer was tasked with evaluating the Public Works Department and implementing new operational efficiencies. With this in mind, working with the Administrative Services Director and Town Manager, enhancements were made in the CIP structure and accounting tracking for project expenditures and revenues. In the past, facilities had a CIP project number and multiple projects over numerous years used the same CIP number. To facilitate project tracking, starting in FY 2020/21, individual projects have been given separate CIP numbers. Additionally, a new CIP budget module was implemented to streamline the process.

Projects covered were Minor Capital Improvement; ADA Self-Evaluation Plan; Minor Capital Improvements to Government Facilities Program; Replacement Roofs (Flat) – 329 Rheem Boulevard and Hacienda de las Flores (2100 Donald Drive); Laguna Creek Restoration at Hacienda de las Flores; Commons Park Picnic Area Renovation; Commons Park Irrigation; Replacement Roof – Commons Park Bandshell; ADA Compliance Streets Program; Livable Moraga Road – Corridor Plan and Improvements; Canyon Road Bridge Replacement Project; Minor Traffic Safety Program; Rheem Boulevard Landslide Repair & Repaving; St Mary's Road/Rheem/Bollinger Canyon, Pavement Management Program Roundabouts Design; Moraga Way and Canyon Road/Camino Pablo Improvements Project; Central Video Surveillance System; Bollinger Valley Special Study Area; Streamline Planning Review and Approval Process and Implementing the 6th Cycle RHNA.

Staff recommended the Committee consider the preliminary Fiscal Year 2020/21 Capital Improvement Program budgets and provide direction to staff.

By consensus, the Committee accepted the Proposed Fiscal Year 2020/21 Capital Improvement Program budgets and directed staff to forward the report to the Town Council for their June 10, 2020 Town Council Meeting.

7. ESTABLISH NEXT MEETING OF AFC

The next committee meeting was not scheduled.

8. ADJOURN

The meeting was adjourned at 7:31 PM.

ACTION: It was M/S (Freeman/Korpus)
VOTE: 5-0