



**TOWN OF MORAGA
TOWN COUNCIL**

WEDNESDAY, JANUARY 28, 2026

**Kerry Hillis, Mayor
Brian Dolan, Vice Mayor
Lisa Maglio, Councilmember
Graham Thiel, Councilmember
Steve Woehleke, Councilmember**

Executive Team

Scott Mitnick, Town Manager	Denise Bazzano, Assistant Town Attorney
Katie Bruner, Admin. Services Director	Jon King, Police Chief
Sonia Urzua, Planning Director	Nate Levine, Interim Public Works Director
Amy Heavener, Town Clerk	Mackenzie Brady, Parks & Recreation Director

Town of Moraga Mission Statement

The Town of Moraga is dedicated to preserving our semi-rural character, conserving open spaces, providing exceptional municipal services, fostering safety and resiliency, providing opportunities for development, and creating a vibrant, innovative, and sustainable community for all.

AGENDA ACCESS: The meeting agenda is posted on the following notice board locations: 329 Rheem Blvd.; Moraga Library located at 1500 St. Marys Rd.; The Hacienda located at 2100 Donald Drive; and Online at: <https://www.moraga.ca.us/AgendaCenter>

VIEWING OPTIONS: The Moraga Town Council meeting is scheduled to take place on the 2nd and 4th Wednesday of each month. The meeting may be attended in person at 335 Rheem Blvd, Moraga, on Community Access Television (CATV) Comcast Channel 26; or by viewing the Town's YouTube Live channel at: <https://www.youtube.com/@TownofMoraga335>

PUBLIC INPUT: To provide input to the Town Council please submit comments via the following email address: publiccomment@moraga.ca.us up to two hours prior to the start of the meeting. Written comment cards will also be available for submission at the meeting. Individuals addressing the Town Council are requested to state their name and community of residence for the record. If further assistance is needed, please email the Town Clerk at aheavener@moraga.ca.us or call (925) 888-7021.

It is the policy of the Town of Moraga that Councilmembers, Town employees and meeting participants are to be treated with respect and dignity. Actual or perceived discrimination and/or harassment of a Councilmember, Town employee or others on the basis of age, ancestry, color, disability, gender identity, marital status, medical condition, national origin, race, religious creed, sex or sexual orientation will not be tolerated.

CEQA STATEMENT: Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines Sections 15060(C), 15061(B)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code Section 21065.

NOTICE: If you challenge a Town's zoning, planning, or other decision in court, you may be limited to raising only those issues raised at the public hearing described in this notice, or in written correspondence delivered to the Town Council at, or prior to, the public hearing. Judging review of any Town administrative decision may be had only if petition is filed with the court not later than the 90th day following the date upon which the decision becomes final. Judicial review of environment determination may be subject to a shorter time period for litigation, in certain cases 30 days following the date of final decision. The Town of Moraga will provide special assistance for disabled citizens upon at least 72 hours advance notice to the Town Manager's office (925- 888-7021). If sign assistance is needed or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.



**TOWN OF MORAGA
TOWN COUNCIL**

**REGULAR MEETING
WEDNESDAY, JANUARY 28, 2026
5:30 PM**

TOWN COUNCIL CHAMBER
335 RHEEM BOULEVARD
MORAGA, CA

1. CALL TO ORDER

ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PRESENTATIONS

4. PUBLIC COMMUNICATION

Time reserved for those in the audience who wish to address the Town Council on items which are not on the agenda. The Council cannot discuss details or vote on items not on the agenda. Your concerns may be referred to the Town Manager for a brief comment or for further review. Note: Public input pertaining to a specific item on the agenda may be made during consideration of that item.

5. ADOPTION OF MEETING AGENDA

6. CONSENT CALENDAR

- A. Consideration of Consent Items Removed for Discussion
- B. Acceptance of Consent Items

6.1 Approval of Minutes for the January 14, 2026 Regular meeting of the Moraga Town Council.

6.2 Approve a Proclamation recognizing January 27th as International Holocaust Remembrance Day.

6.3 Waive the second reading and adopt an ordinance repealing and replacing Chapter 3.04 (Purchasing System) of the Moraga Municipal Code (MMC) relating to the Town's Purchases of Services, Supplies and Equipment; and find the Ordinance Exempt from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines.

6.4 By minute order, adopt the list of the 2026 Town Council Committee Appointments discussed at the January 14, 2026 Regular Town Council meeting.

6.5 Adopt a Resolution authorizing the Town Manager, or their designee, to execute all documents necessary to complete the application process for the California

Department of Housing and Community Development's Prohousing Incentive Program (PIP) grant funds for \$560,000.00 and for the receipt of said funds, to be allocated to the Park Street Senior Affordable Housing Project.

6.6 Adopt a Resolution:

1. Accepting a Grant Deed and Reservation of Sewer Easement dedicating certain property for public right-of-way purposes at 1299 School Street (Chase Bank);
2. Accepting a Grant of Public Utility Easement for street lighting infrastructure serving two street lights along Moraga Way;
3. Authorizing the Town Manager, or designee, to execute the Certificates of Acceptance and directing recordation of the documents with the Contra Costa County Recorder; and
4. Finding that the above are exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3).

7. ANNOUNCEMENTS AND REPORTS ON ACTIVITIES

- A. Councilmember Reports on AB1234 Activities, Councilmember Announcements
- B. Town Manager

8. PUBLIC HEARING

9. DEPARTMENT REPORTS

- 9A** Approve, by minute order, the proposed 2026 Lamorinda Legislative Framework.

10. COUNCILMEMBER REQUESTS FOR FUTURE AGENDA ITEMS

11. INFORMATIONAL ITEMS

12. TOWN MANAGER FOLLOW-UP AND ANNOUNCEMENTS

13. ADJOURNMENT



**TOWN OF MORAGA
REGULAR MEETING
TOWN COUNCIL**

**WEDNESDAY, JANUARY 14, 2026
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>

TOWN COUNCIL CHAMBER
335 RHEEM BOULEVARD
MORAGA, CA

1. CALL TO ORDER

The regular meeting was called to order at **5:30 PM** by Mayor, Kerry Hillis.

ROLL CALL

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

Councilmembers Absent: None

Staff Present: Town Manager, Scott Mitnick; Asst..Town Attorney, Denise Bazzano; Town Clerk, Amy Heavener; Administrative Services Director; Katie Bruner; Parks & Recreation Director, Mackenzie Brady; Planning Director, Sonia Urzua; Police Chief, Jon King

2. PLEDGE OF ALLEGIANCE

3. PRESENTATIONS

4. PUBLIC COMMUNICATION

Roger Thompson, EdD from Saint Mary’s College, Kathryn Brown, Philip Tringale, Peter Markavage, Ralph Osterling, Jackie Cabasso and Ron Schumacker provided public comments.

Town Manager, Mitnick provided follow-up comments to the Public Comments provided.

5. ADOPTION OF MEETING AGENDA

ACTION:

Motion: **Woehleke** / Second: **Maglio**
Adoption of the meeting agenda as presented.

Vote: (5-0)

6.1 – Consent Calendar – January 14, 2026 Draft Meeting Minutes

There were no public comments.

6. CONSENT CALENDAR

ACTION:

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

Approve Consent Calendar items 6.1 – 6.3 & 6.6.

Vote: (5-0)

There were no public comments.

Councilmember Woehleke pulled Consent Calendar item **6.4** for comments from members in the Art in Public Spaces Committee.

Holly Hartz provided comment.

Councilmembers asked clarifying questions..

Parks & Recreation Director, Mackenzie Brady addressed Council questions.

Councilmembers provided comments.

ACTION:

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

Approve Consent item 6.4 as presented.

Vote: (5-0)

Councilmember Woehleke pulled Consent Calendar item **6.5** for questions.

Councilmembers asked clarifying questions.

ASD Director, Katie Bruner addressed Council questions.

Councilmembers provided comments.

There were no public comments.

Town Manager, Mitnick provided final comments.

ACTION:

Motion: **Woehleke** / Second: **Thiel**

Approve Consent item 6.5 as presented.

Vote: (5-0)

6.1 - Receive Accounts Payable Claims for: December 5, 2025 – December 31, 2025 (\$297,184.39).

6.2 - Approval of Minutes for the December 10, 2025 Regular meeting of the Moraga Town Council.

6.3 - Adopt a Resolution authorizing the purchase of a Ventrac 4520-P all-terrain mower and HQ-682 Tough Cut brush/vegetation attachment in the amount of \$39,808 from Belcorp Ag, LLC, Stockton; and find the purchase categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301 (Existing Facilities).

6.4 - Adopt a Resolution:

1. Accepting the donation of two cement lion sculptures from the Lum family for installation at the Moraga Library entrance;
2. Accepting the donation of “Mirror Ball,” a sculpture created by artist Doug Heine, for placement along the Lafayette-Moraga Regional Trail; and
3. Authorizing the Town Manager to execute applicable Public Artwork Donation Agreements in a form approved by the Town Attorney.

6.5 – Adopt a resolution:

Authorizing the Town Manager to execute a professional services agreement with Municipal Resource Group, LLC (MRG) to conduct a Town-wide Organizational Assessment in the amount of \$56,840, with a contingency of \$3,160, for a total not to exceed amount of \$60,000 subject to approval as to form by the Town Attorney; and authorizing the Administrative Services Director to execute amendments to the agreements within the contingency, as necessary.

6.6 - Approve the 2026 Town Council Meeting calendar, cancelling, and rescheduling meetings as necessary, and direct staff to schedule a special meeting if needed.

7. ANNOUNCEMENTS AND REPORTS ON ACTIVITIES

Councilmember Woehleke attended the Menorah lighting on December 14th in Lafayette representing the Town of Moraga. Councilmember Woehleke gave personal remarks surrounding the event and its significance. Councilmember Woehleke recommends the event occur later in the evening when it gets dark in order to view the lighted display more clearly.

Councilmember Thiel attended the December 16, 2026 Art in Public Spaces Committee meeting and reported out what occurred at the meeting as it related to the evening’s Consent Calendar item, potential for historical photographs and a discussion surrounding an Art in Public Spaces master plan.

Councilmember Maglio had no reports.

Vice Mayor Dolan attended the SWAT meeting (Southwestern Area Transportation Committee) meeting where they elected new officers on a rotational basis.

Mayor Hillis thanked the Moraga residents who attended the Coffee with the Mayor event. Mayor Hillis provided the Contra Costa County contact name which pertains to a project referenced during the General Public Comment period. Mayor Hillis referenced books gifted during the last meeting in December and how they pertain to the Town of Moraga. Mayor Hillis gave remarks on the 1st Menorah lighting in Moraga. Mayor Hillis made comments pertaining to the letter circulated pertaining to Mayor Martinez in Richmond, CA.

Town Manager Mitnick had no reports.

8. PUBLIC HEARING

8A - It is recommended that the Town Council take the following actions:

1. Waive the second reading and adopt an ordinance repealing and replacing MMC Chapter 15.04 “Building Codes” of Title 15 and adopting by reference certain sections of Contra Costa County Ordinance No. 2025-19, which adopts the 2025 California Building Code, the 2025 California Residential Code, the 2025 California Electrical Code, the 2025 California Mechanical Code, the 2025 California Plumbing Code, the 2025 California Energy Code, the 2025 California Historical Building Code, the 2025 California Existing Building Code and the 2025 California Green Building Standards Code with changes, additions and deletions, with adoption of findings to justify stricter construction standards to address local climatic, geological, or topographical conditions as authorized by Health and Safety Code sections 17958.5 and 18941.5.
2. Find the ordinance exempt from review pursuant to sections 15061(b)(3) and 15378(b) (5) of the California Environmental Quality Act.

Planning Director, Sonia Urzua presented the item.

Mayor Hillis opened the Public Hearing and asked for public comment.

There was no public comment.

Mayor Hillis closed the Public Hearing.

Councilmembers final provided comments.

ACTION:

Motion: **Woehleke** / Second: **Dolan**
Approve Public Hearing item 8A as presented.

Vote: (5-0)

9. DEPARTMENT REPORTS

9A - Adopt a resolution allocating the FY 2024-25 General Purpose Fund unassigned fund balance.

Administrative Services Director, Katie Bruner presented the item.

Councilmembers asked clarifying questions.

There were no public comments.

Councilmembers provided final comments.

ACTION:

Motion: **Maglio** / Second: **Dolan**

Approve Department Report item 9A as presented.

Vote: (5-0)

9B – Waive the first reading and introduce by title only an ordinance repealing and replacing Chapter 3.04 (Purchasing System) of the Moraga Municipal Code (MMC) relating to the Town’s Purchases of Services, Supplies and Equipment; adopt a resolution adopting the revised Town of Moraga Purchasing Policy, to be effective

March 1, 2026 and find the Ordinance and the updated Purchasing Policy Exempt from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines.

Administrative Services Director, Katie Bruner presented the item.

Councilmembers asked clarifying questions.

Town Manager, Mitnick provided comments.

There were no public comments.

Councilmembers provided final comments.

ACTION:

Motion: **Dolan** / Second: **Maglio**

Approve Department Report item 9B as presented.

Vote: (5-0)

9C - Authorize, by minute order, a professional services agreement with Kosmont Companies (Kosmont) to provide on-call real estate and economic development advisory services to the Town of Moraga with an initial not-to-exceed amount of \$60,000, and authorize the Town Manager to execute the agreement, with minor amendments that may be approved by the Town Manager and Town Attorney.

Town Manager, Mitnick introduced the item and Larry Kosmont of Kosmont Companies presented the item.

Councilmembers asked clarifying questions.

Den Rojas, Kathy Brown and Bill Snyder provided public comments.

Town Manager Mitnick provided further comments.

Councilmembers provided final comments.

ACTION:

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

Approve Department Report item 9C amended to include a quarterly economic development update.

Vote: (5-0)

Mayor Hillis called for a 5-minute break at **8:30pm**.

Council reconvened at **8:35pm**.

9D - It is recommended that the Town Council receive a report regarding SB 707, which enacts major amendments to the Ralph M. Brown Act effective January 1, 2026, and July 1, 2026 and provide direction to staff to move forward with implementation actions for eligible advisory bodies.

Assistant Town Attorney, Denise Bazzano presented the item.

Councilmembers asked clarifying questions.

There were no public comments.

Councilmembers provided final comments.

ACTION:

No action was required; no action was taken.

9E - Staff recommends that the Town Council discuss the various appointments as presented by the Mayor during the Council meeting and direct staff to bring the 2026 Moraga Town Council Committee Appointments back to Council on the Consent Agenda at the next Town Council meeting for formal acceptance.

Town Manager, Mitnick introduced the item. Mayor Hillis presented the item.

There were no Council questions.

There were no public comments.

There were no final comments.

ACTION:

No action was required; no action was taken.

10. COUNCILMEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ACTION:

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

Bring back to Council, for discussion, the possibility of municipal branding as a tool in partnership with economic development.

Vote: (5-0)

11. INFORMATIONAL ITEMS

None.

12. TOWN MANAGER FOLLOW-UP AND ANNOUNCEMENTS

Town Manager Mitnick summarized Planning Director, Urzua’s follow up items. Town Manager, Mitnick made comments pertaining to his employment with Kosmont and announced there are vacancies on Committees and Commissions.

13. ADJOURNMENT

Mayor Hillis adjourned the Town Council Regular meeting to closed session at **9:26 PM**.
Respectfully submitted by:

Amy Heavener, CMC
Town Clerk

Approved by the Town Council:

Kerry Hillis, Mayor

DRAFT

A PROCLAMATION RECOGNIZING
*January 27th as International Holocaust
Remembrance Day*

WHEREAS, January 27 is recognized as International Holocaust Remembrance Day, as designated by the United Nations General Assembly, commemorating the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi concentration and extermination camp; and

WHEREAS, January 27, 2026, marks the 81st anniversary of the liberation of Auschwitz-Birkenau and serves as a moment of solemn reflection on one of the darkest chapters in human history; and

WHEREAS, we remember and honor the six million Jews systematically murdered by Adolf Hitler and the Nazi regime, as well as millions of other innocent victims, including people with disabilities, political dissidents, Roma, LGBTQ individuals, and others targeted for persecution and extermination; and

WHEREAS, the International Holocaust Remembrance Alliance (IHRA) Definition of Antisemitism recognizes antisemitism as “a certain perception of Jews, which may be expressed as hatred toward Jews,” including rhetorical and physical manifestations directed toward individuals, communities, institutions, and religious facilities; and

WHEREAS, International Holocaust Remembrance Day stands as a solemn reminder of the dangers of hatred, bigotry, and antisemitism, and underscores the vital importance of education, vigilance, and action to ensure such atrocities are never repeated; and

WHEREAS, the Town of Moraga reaffirms its commitment to human dignity, tolerance, and mutual respect, while standing firmly against antisemitism and all forms of hatred and discrimination; and

WHEREAS, it is our shared responsibility to preserve the lessons of the Holocaust as a cornerstone of our collective memory and to honor the resilience and courage of survivors who rebuilt their lives and communities.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Moraga hereby proclaims January 27, 2026, as International Holocaust Remembrance Day in the Town of Moraga. I call upon all residents to join in solemn remembrance of the victims of the Holocaust, to educate themselves about its history and lessons, and to recommit to building a more just, tolerant, and compassionate society free from antisemitism and hatred of any kind.

Kerry Hillis, Mayor of Moraga



Meeting Date: January 28, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

From: Katie Bruner, Administrative Services Director

Subject: Adoption of Ordinance Repealing and Replacing Moraga Municipal Code Chapter 03.04 (Purchasing System)

RECOMMENDATION

Waive the second reading and adopt an ordinance repealing and replacing Chapter 3.04 (Purchasing System) of the Moraga Municipal Code (MMC) relating to the Town's Purchases of Services, Supplies and Equipment; and find the Ordinance Exempt from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines.

BACKGROUND

Moraga Municipal Code (MMC) Chapter 3.04 outlines the Town's purchasing system, pursuant to State Government Code sections 54201 through 54205, and establishes procedures for the purchase of services, supplies and equipment.

The Town's Purchasing Ordinance was last updated in 2019, increasing the Town Manger's spending authority from \$15,000 to \$25,000. On January 14, 2026, Town Council waived the first reading and introduced by title and update to the Purchasing Ordinance as included in Attachments A and B. On January 14, 2026, Town Council also approved an updated Purchasing Policy, which will go into effect March 1, 2026.

DISCUSSION

MMC Chapter 3.04 outlines the Town's current purchasing system, including purchasing authority and bidding procedures for non-public works projects. Including details such as purchasing authority and bidding procedures within the MMC Section 3.04 requires that any change to the ordinance take effect 30 days after the 2nd reading and adoption of the ordinance, which delays recommended efficiencies and updated purchase authority. The recommended change in the ordinance maintains Town Council direction and authority over Town purchasing authority and procedures. At the same time, it will also allow for future changes to the Town's purchasing authority and procedures to be updated through the policy

only, which will result in a streamlined update process.

The Town's updated purchasing policy, which will go into effect March 1, 2026, includes the following revisions:

- Adjusts purchasing authority threshold from \$25,000 to \$75,000 to reflect changes in the economy, marketplace, and the Town's operational needs;
- Standardizes procedures to promote organizational efficiency;
- Reinforces existing Town purchasing values of ethics and transparency to maintain the public's trust; and
- Continues to encourage fair and open competition among potential contractors.

On January 14, 2026, Town Council introduced an ordinance repealing and replacing MMC Chapter 3.04 (Purchasing System). The Council did not propose any changes to the ordinance at that meeting. The item before Council is the second reading and adoption of the ordinance.

FISCAL IMPACT

There is no direct fiscal impact associated with this action. Purchases made by the Town must also have sufficient budget appropriation before the purchase may be executed. Town Council must approve any increases in budget appropriation outside of the budget adoption process.

CEQA COMPLIANCE

The proposed Purchasing Ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA), under Section 15061(b)(3) of the CEQA Guidelines (14 Cal. Code Regs. 15000 et seq.) because it can be seen with certainty that there is no possibility that the adoption of this Ordinance and Policy may have a significant effect on the environment since they both make administrative changes and do not specifically approve any purchase.

ALTERNATIVES

1. Waive the second reading and adopt the prepared ordinance with changes; or
2. Do not waive the second reading and do not adopt the prepared ordinance and provide direction to staff.

NEXT STEPS

If approved, the ordinance will be effective March 1, 2026.

ATTACHMENTS

[Attachment A - Proposed Ordinance Repealing and Replacing Chapter 3.04](#)

[Attachment B - MMC Chapter 3.04 Redlined](#)

**TOWN OF MORAGA
TOWN COUNCIL**

ORDINANCE NO. XX-2026

**AN ORDINANCE OF THE TOWN OF MORAGA REPEALING AND REPLACING
MORAGA MUNICIPAL CODE CHAPTER 3.04 (PURCHASING SYSTEM); AND
FINDING THE ORDINANCE EXEMPT FROM REVIEW PURSUANT TO SECTIONS
15061(B)(3) OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

The Town Council of the Town of Moraga does ordain and find that:

SECTION 1. CEQA

The proposed ordinance is exempt from the California Environmental Quality Act (“CEQA”), in that the adoption of State codes and the local amendments herein described do not have the potential for causing a significant effect on the environment, pursuant to Sections 15061(b)(3) of the CEQA Guidelines (Title 14, Chapter 3 of the California Code of Regulations).

SECTION 2. REPEAL AND REPLACE

Moraga Municipal Code Chapter 3.04, “Purchasing System” within Title 3, “Revenue and Finance” is deleted in its entirety and replaced with the following:

“Chapter 3.04 Purchasing System”

3.04.010 Adoption of purchasing system.

A purchasing system is adopted in order to establish efficient procedures for the purchase of services, supplies and equipment, to obtain services, supplies and equipment at the lowest possible cost commensurate with quality, and to exercise positive financial control over purchases. This chapter is adopted under Government Code Sections 54201 through 54205.

3.04.020 Duties of town manager or designee.

The town manager or designee shall:

- A. Purchase and contract for services (professional and non-professional), supplies and equipment required by the town in accordance with the town purchasing policy;

- B. Negotiate and recommend execution of contracts for the purchase of services, supplies and equipment;
- C. Obtain for the town the needed quality in services, supplies and equipment at the least expense to the town;
- D. Obtain as full and open competition as possible on all purchases;
- E. Prepare and recommend to the town council supplemental rules governing the purchase of services, supplies and equipment for the town as he or she considers necessary or appropriate;
- F. Keep informed of current developments in the field of purchasing prices, market conditions and new products;
- G. Prescribe and maintain such forms as reasonably necessary to the operation of this chapter and other rules and regulations;
- H. Supervise the inspection of all supplies, equipment and services to ensure conformance with specifications or requirements;
- I. Recommend the transfer of surplus or unused supplies and equipment between departments as needed;
- J. Maintain a bidders' list, vendors' catalogue file and other records needed for the efficient operation of the purchasing division;
- K. From time to time, re-examine current vendors' prices as to their competitiveness;
- L. The Town manager or designee may sign contracts on behalf of the Town when authorized by ordinance, resolution, or other action of the Town Council.

3.04.040 Purchasing procedures.

The town manager or designee shall enter into and execute contracts for an on behalf of the town up to the authority level specified for the town manager in the town purchasing policy. The town purchasing procedures shall be set forth in the town's purchasing policy shall specify the procedures for the procurement of services (professional and non-professional), supplies and equipment required by the town and

shall be adopted by resolution of the City Council. The town purchasing policy shall not apply to public projects which are subject to the procedures in Chapter 3.06.

3.04.100 Reserved.

3.04.110 Reserved.

SECTION 3: PUBLICATION.

The Town Clerk shall cause this Ordinance to be published in accordance with State Law.

SECTION 4: SEVERABILITY

The Town Council hereby declares that every section, paragraph, sentence, clause, and phrase of this ordinance is severable. If any section, paragraph, sentence, clause, or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses, or phrases.

SECTION 5: EFFECTIVE DATE

This Ordinance shall become effective on March 1, 2026.

Chapter 3.04 PURCHASING SYSTEM¹

3.04.010 Adoption of purchasing system.

-A purchasing system is adopted in order to establish efficient procedures for the purchase of services, supplies and equipment, to obtain services, supplies and equipment at the lowest possible cost commensurate with quality, and to exercise positive financial control over purchases. This chapter is adopted under Government Code Sections 54201 through 54205.

(Ord. No. 231, § 2, 3-9-2011)

3.04.020 Duties of town manager or designee.

The town manager or designee shall:

- A. Purchase and contract for services [\(professional and non-professional\)](#), supplies and equipment required by the town in accordance with [the town purchasing procedures policy](#);
- B. Negotiate and recommend execution of contracts for the purchase of services, supplies and equipment;
- C. Obtain for the town the needed quality in services, supplies and equipment at the least expense to the town;
- D. ~~Discourage uniform bidding and e~~Obtain as full and open competition as possible on all purchases;
- E. Prepare and recommend to the town council supplemental rules governing the purchase of services, supplies and equipment for the town as he or she considers necessary or appropriate;
- F. Keep informed of current developments in the field of purchasing prices, market conditions and new products;
- G. Prescribe and maintain such forms as reasonably necessary to the operation of this chapter and other rules and regulations;
- H. Supervise the inspection of all supplies, equipment and services to ensure conformance with specifications or requirements;
- I. Recommend the transfer of surplus or unused supplies and equipment between departments as needed;
- J. Maintain a bidders' list, vendors' catalogue file and other records needed for the efficient operation of the purchasing division;
- K. From time to time, re-examine current vendors' prices as to their competitiveness.

¹Editor's note(s)—Ord. No. 231, § 1, adopted March 9, 2011, repealed the former Chapter 3.04, §§ 3.04.010—3.04.070, and § 2 of Ord. No. 231 enacted a new Chapter 3.04 as set out herein. The former Chapter 3.04 pertained to similar subject matter and derived from prior code §§ 2-201—2-207.

L. The Town manager or designee may sign contracts on behalf of the Town when authorized by ordinance, resolution, or other action of the Town Council.

(Ord. No. 231, § 2, 3-9-2011)

~~3.04.030 Contract authority of the town manager or designee.~~

~~The town manager or designee is hereby authorized to enter into and execute for and on behalf of the town without the prior approval of the town council, any contract, other than for the provision of auditing and legal services:~~

- ~~A. Which is not required by any applicable law to be let to the lowest bidder;~~
- ~~B. Which provides for payment of money by the town;~~
- ~~C. Which contains a maximum compensation figure less than twenty five thousand dollars (\$25,000.00) and in accordance with the signatory authority for designees established in the fiscal threshold limits established in the purchasing policy; and~~
- ~~D. For which monies have been appropriated, for which there is an unexpended unencumbered balance of such appropriation sufficient to pay the expense of the contract, and the appropriate procurement procedures have been followed.~~

~~(Ord. No. 231, § 2, 3-9-2011; Ord. No. 283, § 2, 9-11-2019; Ord. No. 292, § 2, 9-23-2020)~~

3.04.040 Purchasing procedures.

The town manager or designee shall enter into and execute contracts for an on behalf of the town up to the authority level specified for the town manager in the town purchasing policy. The town purchasing procedures shall be set forth in the town's purchasing policy shall specify the procedures for the procurement of services (professional and non-professional), supplies and equipment required by the town and shall be adopted by resolution of the City Council. The town purchasing policy shall not apply to public projects which are subject to the procedures in Chapter 13.06. ensure that an administrative purchasing policy is developed that establishes efficient procedures for the purchase of or contracting for supplies, services, and equipment in accordance with Municipal Code Chapter 3.04.

(Ord. No. 231, § 2, 3-9-2011)

~~3.04.050 Purchase orders.~~

~~The purchase of supplies or equipment may be made by purchase order approved in advance by the town manager or designee. The town manager or designee may issue a purchase order only if an unencumbered appropriation exists in the fund account against which the purchase is to be charged or at the direction of the town council.~~

~~(Ord. No. 231, § 2, 3-9-2011)~~

3.04.060 Professional or special services.

~~The requirements, provisions, and restrictions of this chapter with respect to bidding shall not apply to contracts involving the acquisition of professional services or special services. The town shall award contracts for professional services on the basis of demonstrated competence and professional qualifications necessary to accomplish the required tasks and not solely on the basis of price. The town shall evaluate the nature of the~~

(Supp. No. 29)

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services, the necessary qualifications required of the person providing the service, and the availability of the service from public sources. Rather than using a competitive bidding process when selecting providers of professional or special services, the town may utilize a request for proposal (RFP) process addressing technical qualifications, ability to provide the service in a timely manner, and costs. As used in this chapter, "professional services" means professional services including private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms consistent with Government Code Section 4526 and "special services" means special services and advice including financial, economic, accounting, engineering, legal, or administrative matters consistent with Government Code Section 53060.

(Ord. No. 231, § 2, 3-9-2011)

3.04.070 Bidding.

The purchase of supplies, equipment, and non-professional/non-special services shall be by bid procedures as set forth in Sections 3.04.080 and 3.04.090. Public construction contracts are covered in Chapter 3.06.

The town manager or designee may dispense with bidding only when: (1) the amount involved is less than ten thousand dollars (\$10,000.00) or (2) no competitive advantage can be gained by soliciting bids.

(Ord. No. 231, § 2, 3-9-2011; Ord. No. 286, § 2, 1-22-2020)

3.04.080 Informal bidding.

A. If the estimated value of the purchase of supplies, equipment or non-professional services is less than ten thousand dollars (\$10,000.00), the town manager or designee may dispense with the formal bidding procedure.

B. If the estimated value of the purchase is fifty thousand dollars (\$50,000.00) or less, but ten thousand dollars (\$10,000.00) or more, the Town Manager or designee shall make the purchase under the following procedure:

1. Minimum Number of Bids. The town manager or designee shall obtain at least three bids whenever possible and shall make the purchase from the lowest responsible and responsive bidder.
2. Notice Inviting Bids. The town manager or designee shall solicit bids by written request to prospective vendors, or by telephone, or by public notice posted on a public bulletin board in the town hall.

(Ord. No. 231, § 2, 3-9-2011; Ord. No. 286, § 2, 1-22-2020)

3.04.090 Formal bidding procedures.

Except as provided in Sections 3.04.060, 3.04.070, 3.04.080 and Chapter 3.06, the purchase of supplies, equipment or non-professional services of an estimated value greater than fifty thousand dollars (\$50,000.00) shall be by written contract with the lowest responsible and responsive bidder after following this procedure:

A. Notice Inviting Bids. The town manager or designee shall prepare a notice inviting bids. The notice shall include a general description of the article to be purchased, shall state how bid blanks and specifications may be secured, the time and place for opening bids, and the security required, if any.

1. Published Notice. The notice inviting bids shall be published at least ten (10) days before the date of opening of the bids, once in a newspaper of general circulation within the town.
2. Bidders' List. The town manager or designee shall also solicit sealed bids from responsible prospective parties whose names are on the bidders' list or who have made a written request

that their names be added to it or from such other contractors who are not on the list, but known by the Town Manager or designee.

- B. Bidder's security. When the town manager or designee considers it necessary, he or she shall prescribe a bidder's security, and a statement of the security shall be included in the notice inviting bids. Each bidder is entitled to a return of the bid security. However, a successful bidder forfeits his or her bid security if he or she refuses or fails to execute the contract within ten (10) days after the notice of award of contract is mailed. If the successful bidder fails or refuses to execute the contract, the town council may award it to the next lowest responsible and responsive bidder or re-advertise. If the town council rejects all bids and re-advertises, the securities posted by all bidders shall be returned.
- C. Bid Opening Procedure. The town manager or designee shall require all bids to be sealed and identified as "bids" on the envelope. The town manager or designee shall open the bids in public at the time and place stated in the public notice. The town manager or designee shall tabulate the bids received and shall keep the tabulation open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.
- D. Rejection of Bids. In its discretion, the town council may reject all bids presented and re-advertise for bids.
- E. Award of Contracts. The town council shall award the contract to the lowest responsible and responsive bidder or reject all bids.
- F. Tie Bids. If two or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay or re-advertising for bids, the town council may accept the one it chooses or accept the lowest bid made after negotiations with the tie bidders at the time of the bid opening.
- G. Performance Bonds. The town council may require a performance bond before entering a contract in such amount as it finds reasonably necessary to protect the best interests of the town.

(Ord. No. 231, § 2, 3-9-2011; Ord. No. 286, § 2, 1-22-2020)

3.04.100 Reserved.

3.04.110 Inspection and testing.

~~The town manager or designee shall inspect supplies and equipment delivered, and to the extent possible, services provided, to determine their conformance with specifications set forth in the purchase order, RFP, or accepted bids, as applicable. The town manager or designee shall have the authority to require chemical and physical tests of samples submitted with bids and samples of deliveries, which are necessary to determine their quality and conformance with specifications. The cost of such testing may be billed to the vendor if the town manager or designee deems it appropriate.~~

(Ord. No. 231, § 2, 3-9-2011)



Meeting Date: January 28, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers
From: Amy Heavener, Town Clerk
Subject: Town Council Committee Appointments for 2026

RECOMMENDATION

By minute order, adopt the list of the 2026 Town Council Committee Appointments discussed at the January 14, 2026 Regular Town Council meeting.

BACKGROUND

The members of the Town Council serve on various committees, and boards in local/county/state agencies. The Town Council Committee/Liaison Appointments List (Attachment A) shows the updated list of organizations that Moraga has typically participated in by appointing a member of the Town Council or Town residents to represent the Town as a committee member, delegate or liaison. In addition, Councilmembers occasionally serve on regional and subregional boards that are selected by a vote of their peers and not by appointment by the Town Council.

DISCUSSION

At the Town Council meeting on January 14, 2026, the Town Council was presented with the Mayor's recommendations for appointments to various Ad Hoc and Standing Committees.

The 2026 Town Council Committee/Liaison Appointments List has been prepared by the Town Clerk based on the discussion of the Council on January 14, 2026 for Council's final consideration and adoption.

FISCAL IMPACT

There are no direct costs associated with this item.

CEQA COMPLIANCE

This item is not subject to review under the California Environmental Quality Act (CEQA)

pursuant to Public Resources Code Section 21000, et seq. and the CEQA Guidelines (14 Cal. Code Regs. §§ 15000 et. seq.), including without limitation, Public Resources Code section 21065 and California Code of Regulations 15378 as this is not a “project” that may cause a direct, or reasonably foreseeable indirect, physical change in the environment.

ALTERNATIVES

1. Adopt the attached list of Town Council Appointments for 2026 with modifications; or
2. Do not adopt the attached list of Town Council Appointments for 2026 and provide direction to Staff.

NEXT STEPS

Upon adoption of the Town Council Appointment list, Council members will begin attendance at their respective committees.

ATTACHMENTS

[Attachment A - Draft 2026 Council Committee Appointments](#)

2026 Moraga Town Council Committee Appointments

Attachment A

COMMITTEE/ REPRESENTATIVE (NUMBER OF APPOINTEES)	SUBJECT MATTER	DESCRIPTION/ EXPECTATIONS	MEETING TIMES	STAFF SUPPORT	FIRST APPOINTMENT	SECOND APPOINTMENT/ ALTERNATE
STANDING COMMITTEE						
AFC (Audit & Finance Committee) (2)	Financial Oversight	Standing committee/working group on Finance & Budget, focused on process and financial oversight. Town Council members (2), charter Treasurer, Citizens (2) & Admin Services Director.	Once a quarter; possibly a 5th meeting during Budget preparation	Town Manager/ Admin Services Director	Hillis	Dolan
AD HOC COMMITTEES	SUBJECT MATTER	DESCRIPTION/EXPECTATIONS	MEETING TIMES	STAFF SUPPORT	FIRST APPOINTMENT	SECOND APPOINTMENT/ ALTERNATE
Lamorinda Mayors Working Group (liaison)	Regional Coordination	New	TBD	Town Manager	Hillis	Dolan

VOTING DELEGATE/ BOARD MEMBERS	SUBJECT MATTER	DESCRIPTION/ EXPECTATIONS	MEETING TIMES	STAFF SUPPORT	FIRST APPOINTMENT	SECOND APPOINTMENT / ALTERNATE
Contra Costa County Mayors' Conference (1)	Regional Coordination	Attend monthly meetings. Vote Town Council positions on issues. Report to Town Council. Mayors' Conference expects Mayor/Vice Mayor to be representative/ alternate.	1st Thursday of month, 6-9 pm	Town Clerk	Hillis	Dolan
ABAG (Association of Bay Area Governments) (1)	Regional Coordination	Stay abreast of ABAG activities; represent Town Council; report as needed.	General Assembly twice a year – spring and fall	Town Clerk	Hillis	Woehleke
Fire Services Committee	Fire and Emergency Response	NEW - 2 x 2 With MOFD	TBD	TBD	Hillis	Dolan

2026 Moraga Town Council Committee Appointments

Attachment A

VOTING DELEGATE/ BOARD MEMBERS CONT.	SUBJECT MATTER	DESCRIPTION/ EXPECTATIONS	MEETING TIMES	STAFF SUPPORT	FIRST APPOINTMENT	SECOND APPOINTMENT / ALTERNATE
Recycle Smart (formerly CCCSWA - Central Contra Costa Solid Waste Authority) (2)	Environmental Quality	Serve as voting Board member for this JPA. Serve on committees as appointed by Board. Report Authority activities to Town Council.	4th Thursday of month, 3:00 pm	Town Manager	Maglio	Woehleke (Voting Second Member)
League of California Cities (LCC) Delegate (1)	Statewide Coordination	Voting delegate at LCC convention. Seek Town Council voting positions prior to ballot. LCC expects Mayor to be delegate.	Annual Sep / Oct Conference	Town Clerk	Hillis	Dolan (Alternate)
CCCTA – Central Contra Costa Transit Authority Board (1) (County Connection)	Transportation	Voting member on Authority Board. Serve on committee(s) as appointed by Board. Report activities to Town Council.	3rd Thursday of month, 9:00 am	N/A	Hillis	Dolan
Lamorinda School Bus Transportation Agency (LSBTA) (1)	Education/ Transportation	Voting Board member for this JPA. Serve on committees as appointed by LSBTA. Report activities to Town Council.	1st or 2nd Monday of month, usually 8:30 am, Lafayette	Planning Director	Maglio	Dolan (Alternate)
VOTING DELEGATE/ BOARD MEMBERS CONT.	SUBJECT MATTER	DESCRIPTION/ EXPECTATIONS	MEETING TIMES	STAFF SUPPORT	FIRST APPOINTMENT	SECOND APPOINTMENT / ALTERNATE

2026 Moraga Town Council Committee Appointments

Attachment A

SWAT/ LPMC/LFFA (1) (South West Area Transportation planning committee; Lamorinda Program Management Committee; Lamorinda Fee & Financing Authority) (RTPC=Regional Transportation Planning Committee)	Transportation	Voting member on all three committees. SWAT (one of four of RTPCs of CCTA) meets monthly. Serve on subcommittees as appointed by SWAT. Serve on CCTA Board per Lamorinda rotation. Report Authority activities to Town Council. LPMC/LFFA meets occasionally, at least once per annum. All three bodies closely linked; should not be split apart.	SWAT meets: 1st Monday of each month, 3-5 pm, LFFA & LPMC meets once per annum	Public Works/ Engineering Director	Dolan	Hillis (Alternate)
MCE Clean Energy (1)	Energy/Environmental Quality	Voting Board member for this JPA. Attend meetings and report activities to Town Council.	3rd Thursday of month 7:00 pm	N/A	Thiel	Hillis

COUNCIL LIAISONS	SUBJECT MATTER	DESCRIPTION/EXPECTATIONS	MEETING TIMES	STAFF SUPPORT	FIRST APPOINTMENT	SECOND APPOINTMENT/ ALTERNATE
AUHSD (Acalanes Union High School District) Liaison (1)	Education	Establish contacts; stay abreast and report to Town Council.	As needed	N/A	Maglio	Dolan (Alternate)
EBMUD Liaison (1)	Water Policy	Develop contacts with EBMUD Board. Represent Town's interests. Report to Town Council.	2nd and 4th Tuesday of month; 1:15 p.m. EBMUD Board Room	Public Works Director	Woehleke	Thiel (Alternate)
League of California Cities – East Bay Division (1)	Regional Coordination	Establish contacts. Attend LCC division (local) mtgs. Stay abreast of State-wide developments. Report to Town Council.	4th Thursday of month, 6:30 pm 8 Months of year	Town Clerk	Dolan	Hillis (Alternate)
COUNCIL LIAISONS (CONT'D)	SUBJECT MATTER	DESCRIPTION/EXPECTATIONS	MEETING TIMES	STAFF SUPPORT	FIRST APPOINTMENT	SECOND APPOINTMENT/ ALTERNATE
Moraga Chamber of Commerce Liaison (1)	Economic Development	Attend monthly meetings; may attend Board Meetings at invitation of Board. Report activities to Town Council.	Every other month, 3rd or 4th Friday,	Town Manager	Hillis	Maglio (Alternate)

2026 Moraga Town Council Committee Appointments

Attachment A

			7:30 a.m.			
Moraga School District (MSD) Liaison (1, add 2 nd when negotiating agreements)	Education	Establish contacts with MSD Board; stay abreast and report to Town Council. When appropriate, second member joins to form ad hoc committee to negotiate agreements on recreation facilities usage and operation.	2nd Tuesday of month, 7:30 pm	N/A	Maglio	Dolan
Moraga Youth Involvement Committee (MYIC) (1)	Education	Work with MYIC staff. Report activities to Town Council.	2nd Thursday of month, 7:00 pm	Parks & Rec Coordinator	Thiel	Maglio
Saint Mary's College (SMC) Liaison (2)	Education	Develop Action Plans with SMC representatives to address issues of joint interest.	As needed	Town Manager	Maglio	Dolan
Art in Public Spaces Committee	Community Development	Review and recommend the acceptance of loaned or donated artwork to the Town Council.	Quarterly	Parks and Recreation Director	Thiel	Dolan

NON-COUNCIL LIAISONS (APPOINTED BY COUNCIL)	DESCRIPTION/ EXPECTATIONS	MEETING TIMES	STAFF SUPPORT	FIRST APPOINTMENT	SECOND APPOINTMENT/ ALTERNATE	TERM INFO
CCCTA – CAC County Connection Advisory Committee	Review and advise County Connection BOD on issues and policies relating to fixed route and paratransit service.	2nd Tuesday of every other month at 1 pm	N/A	Peggy Hall	None	7/10/24 – 7/10/26

2026 Moraga Town Council Committee Appointments

Attachment A

CCMVCD - Contra Costa Mosquito & Vector Control District (1)	Public health trustee dedicated to ensuring residents' health and safety from mosquito-borne and vector diseases.	2nd Monday of every other month at 7 pm	N/A	James Frankenfield	None	2/21/24 – 2/21/28
Library Commissioner for Moraga (1)	Establishes a forum for the community to express its views on the goals and operations of the County Library; and develops and recommends proposals to the BoS and County Librarian.	4th Thursday of alternating months at 7:00 pm	N/A	Amenda Kung	Vacant (Alternate)	9/25/24 – 9/25/28
CCTA – CAC Contra Costa Transportation Authority – Citizens' Advisory Committee	Provide citizen perspective, participation and involvement in Authority policy development and implementation.	4th Wednesday at 6:30 pm	N/A	Chris Sanders	None	3/22/23 – 3/22/27
ACOA - Contra Costa County Advisory Council on Aging	City/local committee representative to advise the BoS on planning, development and administration of programs relating to older adults.	3rd Wednesday of month, 9:30 am	N/A	Francisco Benavides	None	2/21/24 – 9/30/26

DEFINITIONS:

<p>Standing Committees: These are ongoing established committees with no sunset dates. The members are interviewed and selected by the Town Council. Sometimes there are Town Council appointees. These committees have a meeting regular time and place and are open to the public.</p>	<p>Voting Delegate Board Members: Serve as voting Board members. They are a Town Council member or an appointed representative who votes on behalf of the Town.</p>	<p>Charter Committees: Charter Committees are appointed by the Council or a subset thereof and consist of a group of volunteer residents who are tasked with accomplishing a number of objectives outlined in their Charter. These committees meet at regular times, are open to the public and usually have sunset date.</p>	<p>Ad Hoc Committees: The committees consist of one or two Council members who represent the Council on a specific issue. They are appointed by the Council, meet on an as needed basis, and are generally not open to the public.</p>	<p>Liaisons: A Council member appointed by the Mayor, who represents the Town of Moraga and meets with a number of diverse groups in the community at regularly scheduled open meetings. Liaison appointments are routine in nature and consist of one Council member.</p>
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Meeting Date: January 28, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor & Councilmembers

From: Sonia Urzua, Planning Director, Brian Horn, Principal Planner

Subject: Authorization to Apply for and Receive Prohousing Incentive Program (PIP) Funds from the California Department of Housing and Community Development.

RECOMMENDATION

Adopt a Resolution authorizing the Town Manager, or their designee, to execute all documents necessary to complete the application process for the California Department of Housing and Community Development's Prohousing Incentive Program (PIP) grant funds for \$560,000.00 and for the receipt of said funds, to be allocated to the Park Street Senior Affordable Housing Project.

BACKGROUND

In 2019, Assembly Bill (AB) 101 established the Prohousing Designation Program, administered by the California Department of Housing and Community Development (HCD). The Prohousing Designation recognizes jurisdictions that have enacted or proposed policies to accelerate housing development and align with broader state goals. Communities with this designation receive additional funding for housing programs, including exclusive access to Prohousing grants and additional points in the scoring of competitive housing, community development, and infrastructure funding programs administered by HCD, including the Prohousing Incentive Program (PIP).

The PIP is a state investment from the Building Homes and Jobs Trust Fund, established through Senate Bill 2 in 2017 to create and conserve affordable housing. On September 31, 2025, HCD released a Notice of Funding Availability (NOFA) for the fourth round of PIP funding, totaling approximately \$8 million. This is the first round of funds for which Moraga is eligible to apply since obtaining its Prohousing Designation.

On November 13, 2024, the Town Council (TC) adopted Resolution 61-2024 authorizing the Town of Moraga to submit a Prohousing Designation Application to HCD, which was submitted on December 4, 2024. HCD evaluates these applications using four scoring categories:

Favorable Zoning and Land Use, Acceleration of Housing Production Timeframes, Reduction of Construction and Development Costs, and Providing Financial Subsidies. A minimum of 30 points is required out of a possible 138.

On July 7, 2025, the Town was awarded the Prohousing Designation, scoring 41 points. As of December 1, 2025, Moraga is one of 66 cities and counties statewide that have received the designation, and one of four recipients in Contra Costa County, along with Pinole, Richmond, and Walnut Creek.

DISCUSSION

The Town's Prohousing Designation qualifies Moraga to apply for Round 4 PIP funds. Under the PIP formula, Moraga is eligible for a \$150,000 base award (jurisdictions under 20,000 population) plus a \$10,000 bonus per Prohousing point. With a score of 41 points, Moraga's bonus is \$410,000, for a total potential award of \$560,000.

Health and Safety Code section 50470(b)(2)(D) identifies eligible uses for PIP funds. Staff recommends applying under the eligible use for predevelopment and development of affordable multifamily rental housing and allocating the award to support the Park Street Senior Affordable Housing Project (APN 255-140-052), developed by DANCO. The Planning Commission approved the project on March 11, 2025. If constructed, the project would contribute toward the Town's RHNA objectives by providing 39 low-income units, 9 moderate-income units, and one market-rate manager's unit. The Town's RHNA targets for the 2023–2031 Housing Element planning period are 318 very low-income units, 172 low-income units, 172 moderate-income units, and 445 above moderate-income units.

HCD requires a Town Council resolution as part of the PIP application. Included with this staff report are Attachment A- the standard Town Council resolution and Exhibit B - an HCD template resolution for the PIP application submittal.

Using the PIP funds to assist DANCO with predevelopment and development activities for the Park Street project is consistent with the Town's adopted policy framework, including Housing Element Program 11 and Economic Vitality Element Program EV-D: Grant Funding described below.

2023 – 2031 Housing Element, Program 11: Facilitate Access to Affordable Housing

Subsidies

“The Town shall facilitate access to Federal, State, and County financial assistance for affordable housing in Moraga through the following actions... b) Assist developers in accessing funding for the construction of senior housing, affordable housing, and housing for other underserved populations for which State or federal subsidies are available, including providing support for tax credit applications.”

General Plan 2040, Economic Vitality Implementation Program EV-D: Grant Funding

“Apply for grants that will facilitate the revitalization of Moraga's two commercial centers, including grants supporting sustainable development and infrastructure improvements.”

Potential grantor agencies include but are not limited to the California Department of Housing and Community Development (HCD), the Energy Commission, the California Department of Parks and Recreation, the State Transportation Commission, the State Water Resources Control Board (SWRCB), and the California Infrastructure and Economic Development Bank (iBank).”

FISCAL IMPACT

There is no direct fiscal impact associated with preparing and submitting the grant application. The Town's indirect costs are minimal and will be absorbed through the adopted FY 2025-26 General Fund Budget. If the grant is awarded, the funds would assist in developing 48 senior units affordable to moderate- and low-income tenants. The developer is responsible for the permitting and construction costs.

CEQA COMPLIANCE

Under the California Environmental Quality Act 15378 (a), applying for grant funds is not considered a project because the action, as a whole, does not result in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Under 15378 (a)(2), an activity undertaken by a person that is supported in whole or in part through public agency contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies.

Furthermore, the Planning Commission, in its approval on March 11, 2025, determined that the Park Street Senior Affordable Housing Project is exempt under Section 15183, Projects Consistent with a Community Plan and Zoning.

ALTERNATIVES

1. Adopt the attached resolution with modifications; or
2. Do not adopt the attached resolution and provide staff

NEXT STEPS

Unless directed otherwise, staff will proceed with preparing and submitting the PIP grant application to HCD prior to the March 31, 2026, submittal deadline. HCD will announce the awarding of grant funds to selected jurisdictions in June 2026.

If the Town is awarded the funds, staff will come back to the Council for approval of an agreement to pass on the grant funds to the developer.

ATTACHMENTS

[Attachment A - Draft Resolution](#)

[Attachment B - HCD Required_Resolution](#)

**TOWN OF MORAGA
TOWN COUNCIL**

RESOLUTION NO. XX-2026

**AUTHORIZING APPLICATION FOR, AND RECEIPT OF, PROHOUSING INCENTIVE
PROGRAM FUNDS**

WHEREAS, pursuant to Health and Safety Code 50470 et. Seq, the California Department of Housing and Community Development (Department) is authorized to issue Guidelines as part of an incentive program (hereinafter referred to by the Department as the Prohousing Incentive Program or “PIP”);

WHEREAS, the Town Council of the Town of Moraga desires to submit a PIP grant application package (“Application”), on the forms provided by the Department, for approval of grant funding for eligible activities toward planning and implementation activities related to housing and community development as a result of meeting eligibility criteria including but not limited to Prohousing Designation; and

WHEREAS, the Department has issued Guidelines and Application on September 30, 2025, in the amount of \$8 million for PIP;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Moraga:

SECTION 1. The Town Manager is hereby authorized and directed to submit an Application to the Department in response to the NOFA, and to apply for the PIP grant funds in a total amount not to exceed \$560,000.

SECTION 2. In connection with the PIP grant, if the Application is approved by the Department, the Town Manager of the Town of Moraga is authorized and directed to enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of \$560,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PIP grant, the Applicant’s obligations related thereto, and all amendments thereto; and

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the Guidelines, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the Guidelines and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

SECTION 4. The authorization and receipt of PIP funds is exempt from the California Environmental Quality Act (CEQA) Section 15378 (a), as applying for grant funds is not considered a project as the whole of the action, does not result in a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and under 15378 (a)(2) an activity undertaken by a person which is supported in whole or in part through public agency contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies

Furthermore, the Park Street Senior Affordable Housing Project was determined by the Planning Commission in their approval on March 11, 2025, to be consistent with community planning and zoning as defined under the CEQA Guidelines, Section 15183. Based on project specific technical analysis, the project would not result in any new environmental impacts, or exacerbate any previously identified environmental impacts, as outlined in the Comprehensive Advanced Planning Initiative Environmental Impact Report (SCH # 2022020106).

Attachment B: Required Resolution Template

RESOLUTION NO. [insert resolution number]

A RESOLUTION OF THE Town of Moraga AUTHORIZING APPLICATION FOR, AND RECEIPT OF, Prohousing Incentive Program funds.

WHEREAS, pursuant to Health and Safety Code 50470 et. Seq, the California Department of Housing and Community Development (Department) is authorized to issue Guidelines as part of an incentive program (hereinafter referred to by the Department as the Prohousing Incentive Program or “PIP”); and

WHEREAS the Town Council of the Town of Moraga desires to submit a PIP grant application package (“Application”), on the forms provided by the Department, for approval of grant funding for eligible activities toward planning and implementation activities related to housing and community development as a result of meeting eligibility criteria including but not limited to Prohousing Designation; and

WHEREAS, the Department has issued Guidelines and Application on September 30, 2025 in the amount of \$8 million for PIP;

Now, therefore, the Town Council of the Town of Moraga (“Applicant”) resolves as follows:

SECTION 1. The Town Manager is hereby authorized and directed to submit an Application to the Department in response to the NOFA, and to apply for the PIP grant funds in a total amount not to exceed \$560,000;

SECTION 2. In connection with the PIP grant, if the Application is approved by the Department, the Town Manager of the Town of Moraga is authorized and directed to enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of \$560,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PIP grant, the Applicant’s obligations related thereto, and all amendments thereto; and

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the Guidelines, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the Guidelines and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

ADOPTED ON January 28, 2026, by the Town Council of the Town of Moraga by the following vote count:

AYES: NAYS: ABSENT: ABSTAIN:

ATTEST: APPROVED AS TO FORM:

[Signature of Attesting Officer]

_____ APPROVED

[Signature of approval]



Meeting Date: January 28, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

From: Nate Levine, Interim Public Works Director/Town Engineer

Subject: Accepting Right of Way Dedication and Easement Deed at 1299 School Street (Chase Bank)

RECOMMENDATION

Adopt a Resolution:

1. Accepting a Grant Deed and Reservation of Sewer Easement dedicating certain property for public right-of-way purposes at 1299 School Street (Chase Bank);
2. Accepting a Grant of Public Utility Easement for street lighting infrastructure serving two street lights along Moraga Way;
3. Authorizing the Town Manager, or designee, to execute the Certificates of Acceptance and directing recordation of the documents with the Contra Costa County Recorder; and
4. Finding that the above are exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3).

BACKGROUND

On March 22, 2017, the Town Council approved a [Conditional Use Permit and Design Review](#) for the development of the Chase Bank site at 1299 School Street, including associated site and frontage improvements. As a condition of approval (COA 29), the applicant was required to dedicate public right-of-way along Moraga Way/School Street for sidewalk, street lighting, and related frontage improvements, including the area encompassing the existing bus stop and bench.

The proposed right-of-way improvements were satisfactorily completed in March 2020, and the project received an occupancy permit shortly thereafter.

DISCUSSION

Government Code Section 7050 authorizes dedications of land for public purposes with the Town's consent, and Government Code Section 27281 requires legislative authorization for acceptance by certificate. The applicant must submit the executed dedication documents from all parties with an interest, supported by a current title report and approved by the Town Engineer and Town Attorney. Following Council authorization, the Town Manager, or designee, executes the Certificates of Acceptance and records the documents with the Contra Costa County Recorder.

To complete the required conveyances and satisfy Condition of Approval No. 29, the property owner has now submitted:

Right-of-Way Dedication

The Grant Deed dedicates approximately 998 square feet of property for public right-of-way purposes along the Moraga Way/School Street frontage at 1299 School Street. Acceptance and recordation will incorporate the sidewalk and related frontage improvements into the public right-of-way and formalize the Town's interest for public access and maintenance coordination.

The right-of-way improvements included two streetlights, a bus stop and enclosure, and frontage sidewalk improvements. The seating area with benches remains on private property and is not part of the dedication. The Town and property owner have agreed that a Sewer Easement shall be reserved from the dedication.

Public Utility Easement for Street Lighting Infrastructure

The Grant of Public Utility Easement provides a non-exclusive public utility easement for street lighting infrastructure, including an electrical meter cabinet and underground electrical facilities serving two streetlights along Moraga Way. The street light infrastructure is already installed and in service.

The Town Engineer has reviewed the Dedication and Easement documents and found them to be accurate and satisfy the project Condition of Approval as intended.

FISCAL IMPACT

There is no direct cost associated with accepting and recording the Grant Deed and the Public Utility Easement.

CEQA COMPLIANCE

The proposed actions are not a "project" under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21000, et seq., and CEQA Guidelines 14 Cal. Code Regs. 150000 et. Seq. and are exempt under Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the acceptance and recordation of the right-of-way dedication and easement may have a significant effect on the environment.

ALTERNATIVES

1. Adopt the attached Resolution with modifications; or
2. Do not adopt the attached Resolution and provide direction to staff.

NEXT STEPS

Following Council action, the Town Manager, or their designee, will execute the Certificates of Acceptance, and staff will record the Grant Deed and the Public Utility Easement with the Contra Costa County Recorder. Town staff will update internal records and mapping accordingly.

ATTACHMENTS

[Attachment A - Draft Resolution](#)

[Attachment B - Location Map](#)

[Attachment C - Right of Way and Sewer Easement Dedication](#)

[Attachment D - Public Utility Easement](#)

[Attachment E - Photos](#)

**TOWN OF MORAGA
TOWN COUNCIL**

RESOLUTION NO. xx-2026

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MORAGA
ACCEPTING A GRANT DEED AND RESERVATION OF SEWER EASEMENT AND A
GRANT OF PUBLIC UTILITY EASEMENT FOR PUBLIC RIGHT-OF-WAY AND
STREET LIGHTING INFRASTRUCTURE AT 1299 SCHOOL STREET (CHASE
BANK), AND AUTHORIZING EXECUTION OF CERTIFICATES OF ACCEPTANCE
AND RECORDATION AND FINDING THE ACTIONS EXEMPT FROM CEQA**

WHEREAS, 1299 School Street (Chase Bank) is located at the Moraga Way/School Street frontage within the Town of Moraga (Assessor's Parcel No. 255-321-024);

WHEREAS, on March 22, 2017, the Town Council approved a Conditional Use Permit and Design Review for the development of the Chase Bank site at 1299 School Street, including conditions requiring dedication of public right-of-way and related frontage improvements along Moraga Way/School Street;

WHEREAS, the property owner has executed and delivered to the Town (1) a Grant Deed and Reservation of Sewer Easement for right-of-way purposes (the "Grant Deed"), and (2) a Grant of Public Utility Easement for street lighting infrastructure (the "Public Utility Easement"), each attached to this Resolution;

WHEREAS, acceptance of the Grant Deed and the Public Utility Easement is in the public interest and will formalize the Town's real property interests for public right-of-way and street lighting purposes;

WHEREAS, the Town Council desires to authorize the Town Manager, or designee, to execute the Certificates of Acceptance and to cause the Grant Deed and the Public Utility Easement to be recorded with the Contra Costa County Recorder; and

WHEREAS, the Town Council finds that the acceptance and recordation of the Grant Deed and the Public Utility Easement are exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3).

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Moraga hereby resolves as follows:

1. The Town Council accepts the real property interest conveyed to the Town by the Grant Deed and Reservation of Sewer Easement for public right-of-way purposes at 1299 School Street (Chase Bank), as more particularly described therein.
2. The Town Council accepts the Public Utility Easement for street lighting infrastructure purposes at 1299 School Street (Chase Bank), as more particularly described therein.

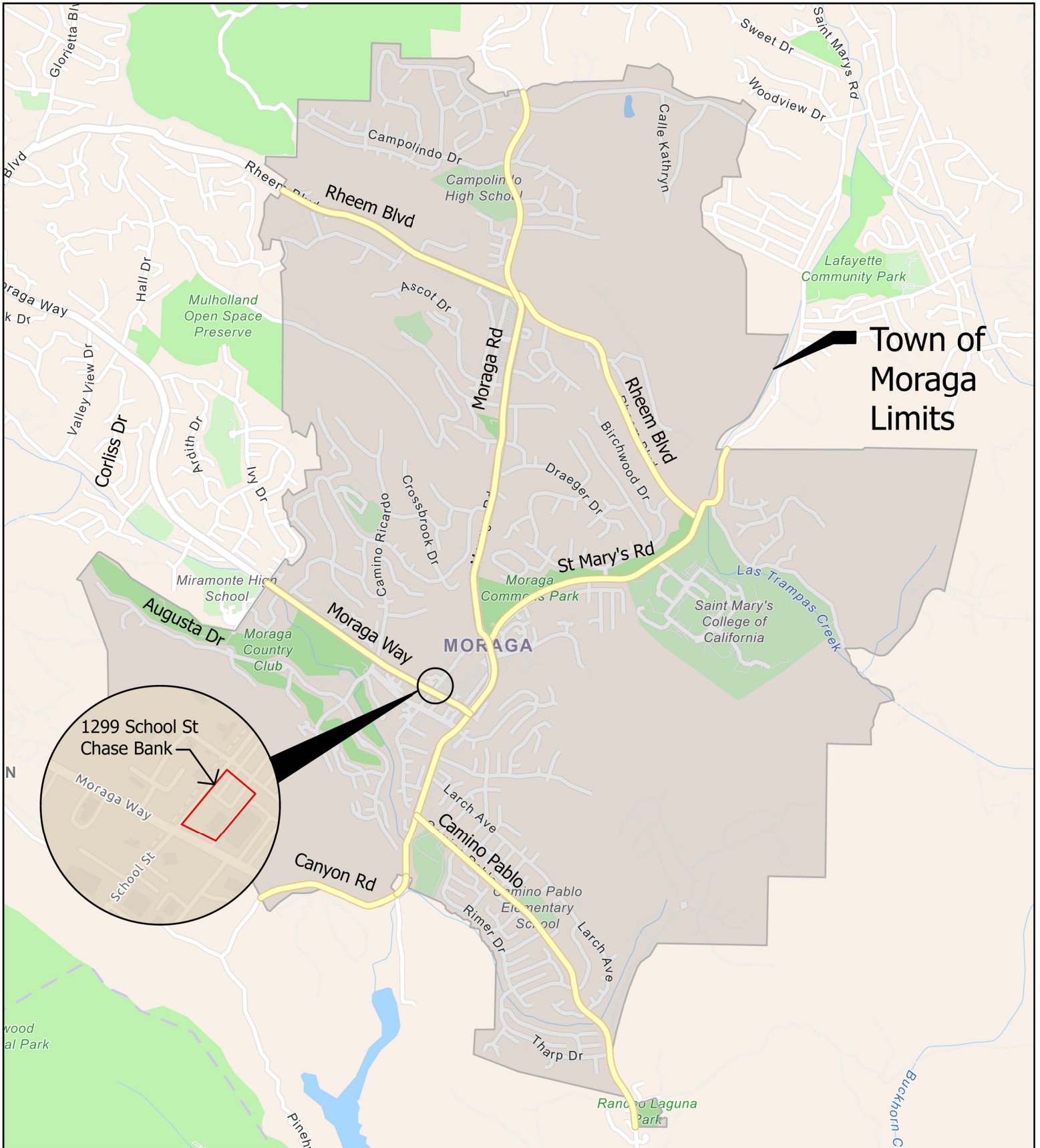
3. The Town Council authorizes the Town Manager, or designee, to execute the Certificates of Acceptance for the Grant Deed and for the Public Utility Easement, and to take all actions necessary to effect recordation of the documents with the Contra Costa County Recorder.

4. The Town Council finds that the actions taken by this Resolution are exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3).

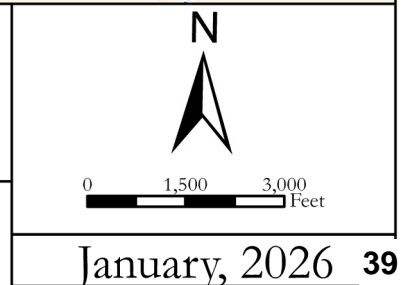
5. The Town Clerk is directed to attest to this Resolution and to transmit a certified copy as needed to facilitate acceptance and recordation.

6. This Resolution shall take effect immediately upon its adoption.

DRAFT



**1299 School Street
Chase Bank
Site and Location Map
Town of Moraga**



PURSUANT TO GOVERNMENT CODE
§6103 NO FEE IS REQUIRED FOR THE
RECORDATION OF THIS DOCUMENT

WHEN RECORDED MAIL TO:

Town Clerk
Town of Moraga
329 Rheem Blvd
Moraga, CA 94556

RECORDING REQUESTED BY:

Portion of Assessor's Parcel No. 255-321-024

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

GRANT DEED AND RESERVATION OF SEWER EASEMENT

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

RUSSELL J. BRUZONNE, INC., a California corporation ("Grantor")

Hereby grant(s) to the **Town of Moraga, a municipal corporation**

The real property more particularly described in Exhibit "A" and shown on Exhibit "B" attached hereto and made a part hereof for right-of-way purposes, reserving therefrom unto and for Grantor a sewer easement over, under and upon that real property more particularly described in Exhibit "C" and shown on Exhibit "D".

RUSSELL J. BRUZZONE, INC., a California corporation

Signed:

Date: _____

EXHIBIT "A"
LEGAL DESCRIPTION

SITUATED IN THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

THAT PORTION OF LAND CONVEYED TO RUSSELL J. BRUZZONE, INC., AS DESCRIBED IN THAT CERTAIN GRANT DEED RECORDED OCTOBER 16, 1967 IN BOOK 5474, PAGE 223 OF OFFICIAL RECORDS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF SAID LAND, SAID POINT BEING AT THE INTERSECTION OF THE SOUTHEASTERLY LINE OF SCHOOL STREET WITH THE NORTHEASTERLY LINE OF MORAGA WAY; THENCE NORTH 37°36'03" EAST, ALONG THE SOUTHEASTERLY LINE OF SAID SCHOOL STREET, 13.39 FEET; THENCE LEAVING SAID SOUTHEASTERLY LINE, SOUTH 52°16'13" EAST, 7.33 FEET; THENCE SOUTH 26°33'04" EAST, 17.60 FEET; THENCE NORTH 88°43'46" EAST, 18.50 FEET; THENCE SOUTH 63°08'37" EAST, 63.15 FEET; THENCE SOUTH 29°41'07" EAST, 18.14 FEET TO A POINT ON THE NORTHEASTERLY LINE OF SAID MORAGA WAY; THENCE NORTH 63°08'37" WEST, ALONG SAID NORTHEASTERLY LINE, 118.42 FEET TO THE POINT OF BEGINNING.

CONTAINING 998 SQUARE FEET, MORE OR LESS.

SUBJECT TO CONDITIONS, COVENANTS, RIGHTS, RESTRICTIONS, EASEMENTS, AMENDED EASEMENTS, LICENSES, PERMITS, LEASES, RESERVATIONS, AND RIGHTS-OF-WAY, IF ANY.

SEE EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

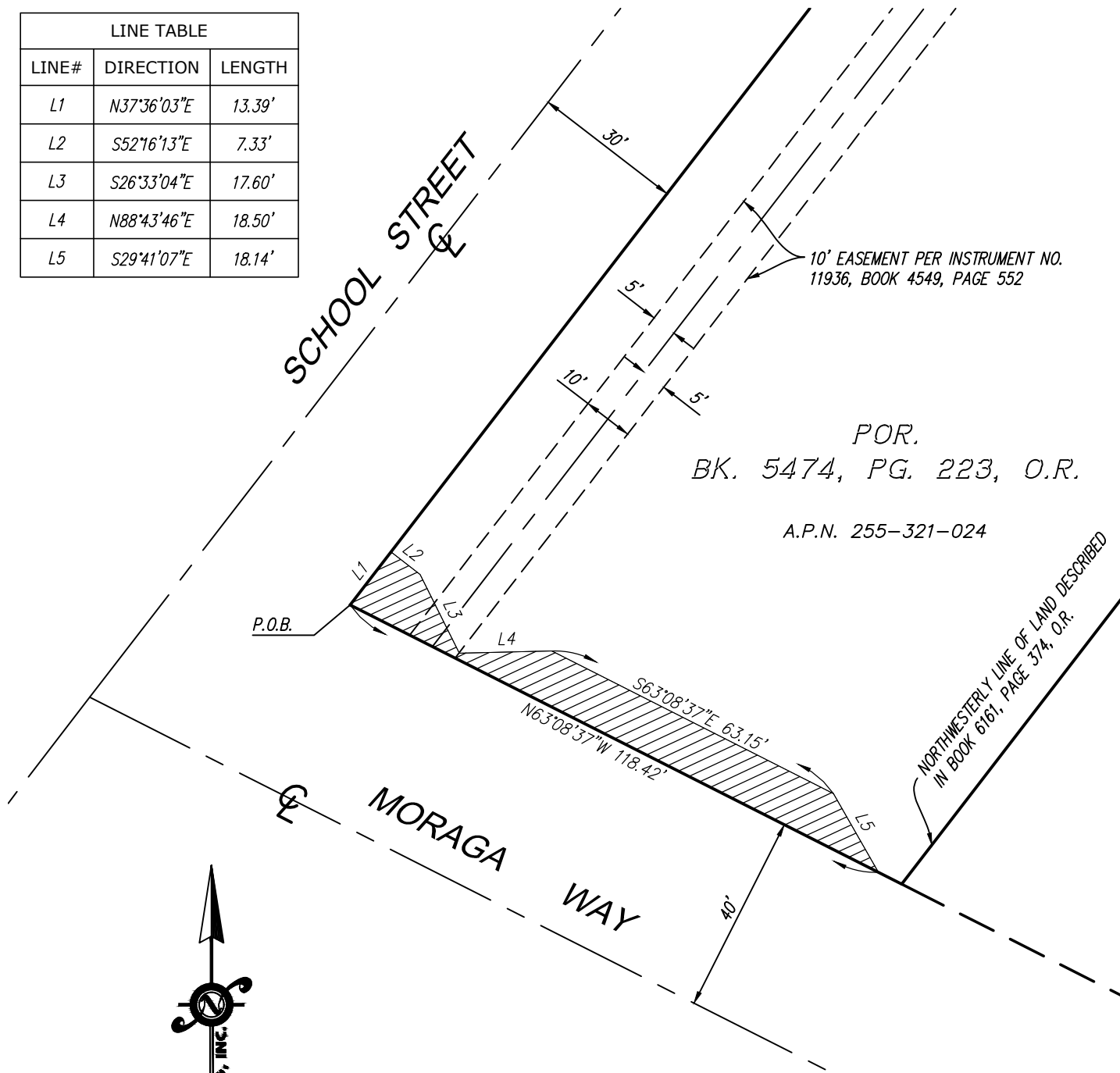


Armando D. DuPont, L.S. 7780
October 8, 2025

EXHIBIT "B"

PLAT TO ACCOMPANY DESCRIPTION

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N37°36'03"E	13.39'
L2	S52°16'13"E	7.33'
L3	S26°33'04"E	17.60'
L4	N88°43'46"E	18.50'
L5	S29°41'07"E	18.14'



POR.
 BK. 5474, PG. 223, O.R.
 A.P.N. 255-321-024



SCALE: 1" = 30'

= RIGHT OF WAY DEDICATION (998 SQ. FT.)

BASIS OF BEARINGS

THE BEARINGS SHOWN HEREON ARE BASED ON THE NORTHEASTERLY LINE OF MORAGA WAY BEING SOUTH 63°08'37" EAST PER DEED RECORDED OCTOBER 16, 1967 IN BOOK 5474, PAGE 223 OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY.

EXHIBIT "C"
LEGAL DESCRIPTION

SITUATED IN THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

THOSE PORTIONS OF THE LAND CONVEYED TO RUSSELL J. BRUZZONE, INC., AS DESCRIBED IN THE GRANT DEED RECORDED OCTOBER 16, 1967 IN BOOK 5474, PAGE 223 OF OFFICIAL RECORDS, BEING TWO STRIPS OF LAND, 5 FEET IN WIDTH, THE CENTERLINE OF SAID STRIPS BEING DESCRIBED AS FOLLOWS:

STRIP "A"

BEGINNING AT THE SOUTHWESTERLY CORNER OF THE LAND DESCRIBED IN THE DEED OF PARTIAL RECONVEYANCE RECORDED JULY 1, 1970, IN BOOK 6161, PAGE 374 OF OFFICIAL RECORDS, SAID POINT BEING ON THE NORTHEASTERLY LINE OF MORAGA WAY; THENCE NORTH 37°36'03" EAST ALONG THE NORTHWESTERLY LINE OF SAID LAND DESCRIBED IN THE DEED OF PARTIAL RECONVEYANCE, 6.11 FEET TO A POINT ON A LINE THAT IS PARALLEL WITH AND 6 FEET NORTHEASTERLY OF SAID NORTHEASTERLY LINE OF MORAGA WAY; THENCE NORTH 63°08'37" WEST ALONG SAID PARALLEL LINE, 15.46 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID PARALLEL LINE, NORTH 63°08'37" WEST, 76.69 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "A".

THE SIDELINES OF SAID STRIP SHALL BE LENGTHENED OR SHORTENED AS TO TERMINATE AT THE LIMITS OF THE LAND DEDICATED TO THE CITY OF MORAGA PER EXHIBITS "A" AND "B".

STRIP "B"

BEGINNING AT PREVIOUSLY DESCRIBED POINT "A"; THENCE CONTINUING ALONG SAID PARALLEL LINE BEING 6 FEET NORTHEASTERLY OF THE NORTHEASTERLY LINE OF MORAGA WAY, NORTH 63°08'37" WEST, 15.19 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID PARALLEL LINE, NORTH 63°08'37" WEST, 2.98 FEET.

THE SIDELINES OF SAID STRIP SHALL BE LENGTHENED OR SHORTENED AS TO TERMINATE AT THE LIMITS OF THE LAND DEDICATED TO THE CITY OF MORAGA PER EXHIBITS "A" AND "B", AND AT THE WESTERLY LIMITS OF THE LAND DEDICATED AS AN EASEMENT FOR SANITARY SEWER PURPOSES PER DOCUMENT RECORDED FEBRUARY 7, 1964 AS INSTRUMENT NO. 11936 IN BOOK 4549, PAGE 552 OF OFFICIAL RECORDS.

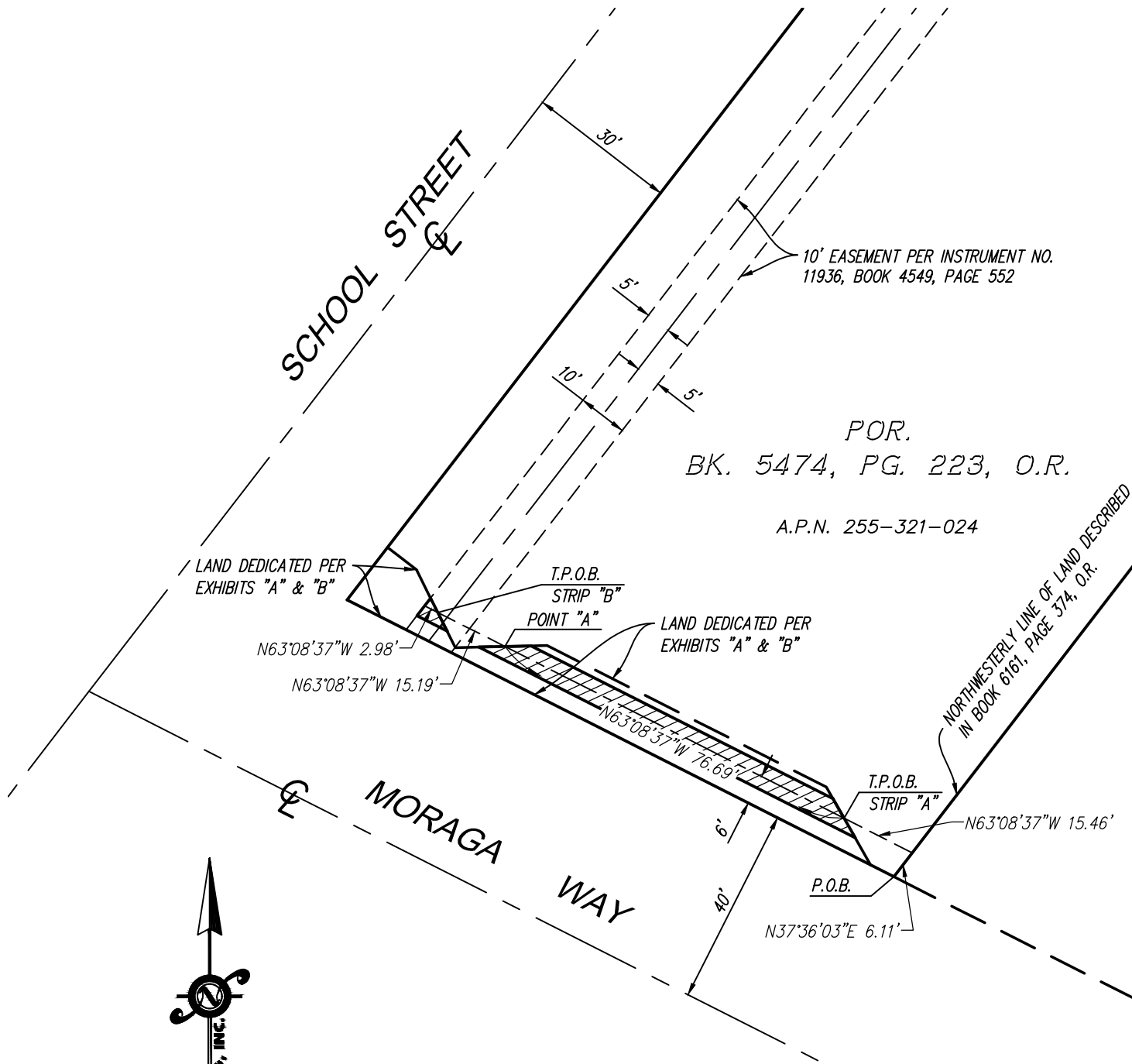
CONTAINING 399 SQUARE FEET, MORE OR LESS.

SEE EXHIBIT "D" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.



Armando D. DuPont, L.S. 7780
October 8, 2025

EXHIBIT "D"
 PLAT TO ACCOMPANY DESCRIPTION



POR.
 BK. 5474, PG. 223, O.R.
 A.P.N. 255-321-024



SCALE: 1" = 30'

 = RESERVED SEWER EASEMENT (±399 SQ. FT.)

BASIS OF BEARINGS

THE BEARINGS SHOWN HEREON ARE BASED ON THE NORTHEASTERLY LINE OF MORAGA WAY BEING SOUTH 63°08'37" EAST PER DEED RECORDED OCTOBER 16, 1967 IN BOOK 5474, PAGE 223 OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY.

PURSUANT TO GOVERNMENT CODE
§6103 NO FEE IS REQUIRED FOR THE
RECORDATION OF THIS DOCUMENT

WHEN RECORDED MAIL TO:

Town Clerk
Town of Moraga
329 Rheem Blvd
Moraga, CA 94556

RECORDING REQUESTED BY:

Portion of Assessor's Parcel No. 255-321-024

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

GRANT OF PUBLIC UTILITY EASEMENT

For valuable consideration, receipt of which is hereby acknowledged, RUSSELL J. BRUZZONE, INC., a California corporation ("Grantor") hereby grants to the TOWN OF MORAGA ("Grantee") and its successors and assigns, a perpetual easement and right-of-way for the purposes of installing, constructing, repairing, maintaining, replacing, and renewing an electrical meter cabinet, underground electrical infrastructure and appurtenant facilities to serve two (2) street lights on Moraga Way ("Public Utilities "over), under and across that certain real property situated in the County of Contra Costa, State of California, described in Exhibit A attached hereto and incorporated herein by this reference and depicted on Exhibit B attached hereto and incorporated herein by this reference ("Easement Area"), together with the right of ingress to and egress from the Easement Area.

The intent of this Grant of Public Utility Easement is to create a public utility easement in favor of the public. This easement is non-exclusive. Grantor agrees that it will not use the Easement Area or grant any other party rights to use the Easement Area for any purpose which would unreasonably burden or interfere with Grantee's use or enjoyment of its rights granted hereto. The owner of the Public Utility or portion thereof shall bear the cost and responsibility related to the above mentioned Public Utilities in the Easement Area, including but not limited to installing, repairing, maintaining, or replacing such Public Utility, except to the extent of Grantor's negligence or willful misconduct. If the Easement Area is no longer used for the Public Utilities for a period of at least one year, this Grant of Public Utility Easement will terminate, and the total use and control of land will revert back to the Grantor.

IN WITNESS WHEREOF, the GRANTOR has executed this Grant of Public Utility Easement this _____ day of _____, 2026.

Russell J. Bruzzone, Inc., a California Corporation

By _____

Name:

Title:

EXHIBIT "A"
LEGAL DESCRIPTION

SITUATED IN THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

THAT PORTION OF LAND CONVEYED TO RUSSELL J. BRUZZONE, INC., AS DESCRIBED IN THE GRANT DEED RECORDED OCTOBER 16, 1967 IN BOOK 5474, PAGE 223 OF OFFICIAL RECORDS, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF THE LAND DESCRIBED IN THE DEED OF PARTIAL RECONVEYANCE RECORDED JULY 1, 1970, IN BOOK 6161, PAGE 374 OF OFFICIAL RECORDS, SAID POINT BEING ON THE NORTHEASTERLY LINE OF MORAGA WAY; THENCE NORTH 37°36'03" EAST ALONG THE NORTHWESTERLY LINE OF SAID LAND DESCRIBED IN THE DEED OF PARTIAL RECONVEYANCE, 11.00 FEET; THENCE NORTH 52°23'57" WEST, 13.00 FEET TO A POINT ON A LINE THAT IS PARALLEL WITH AND 13.00 FEET NORTHWESTERLY OF SAID NORTHWESTERLY LINE; THENCE SOUTH 37°36'03" WEST ALONG SAID PARALLEL LINE, 13.47 FEET TO SAID NORTHEASTERLY LINE OF MORAGA WAY; THENCE SOUTH 63°08'37" EAST ALONG SAID NORTHEASTERLY LINE, 13.23 FEET TO THE POINT OF BEGINNING.

CONTAINING 159 SQUARE FEET, MORE OR LESS.

SUBJECT TO CONDITIONS, COVENANTS, RIGHTS, RESTRICTIONS, EASEMENTS, AMENDED EASEMENTS, LICENSES, PERMITS, LEASES, RESERVATIONS, AND RIGHTS-OF-WAY, IF ANY.

SEE EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

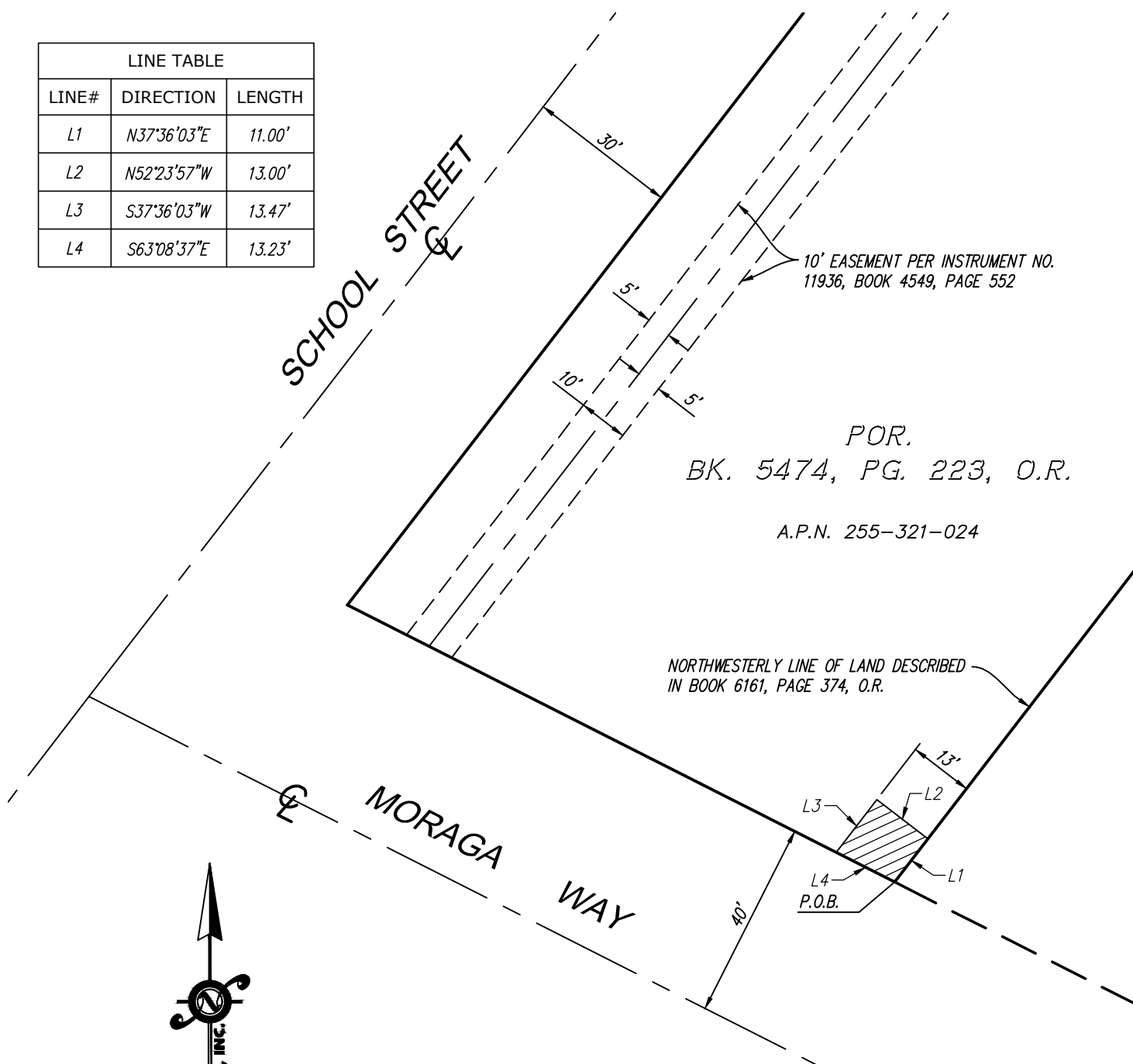


Armando D. DuPont, L.S. 7780
October 8, 2025

EXHIBIT "B"

PLAT TO ACCOMPANY DESCRIPTION

LINE TABLE		
LINE#	DIRECTION	LENGTH
L1	N37°36'03"E	11.00'
L2	N52°23'57"W	13.00'
L3	S37°36'03"W	13.47'
L4	S63°08'37"E	13.23'



POR.
 BK. 5474, PG. 223, O.R.
 A.P.N. 255-321-024

NORTHWESTERLY LINE OF LAND DESCRIBED
 IN BOOK 6161, PAGE 374, O.R.



SCALE: 1" = 30'

= PUBLIC UTILITY EASEMENT (159 SQ. FT.)

BASIS OF BEARINGS

THE BEARINGS SHOWN HEREON ARE BASED ON THE NORTHEASTERLY LINE OF MORAGA WAY BEING SOUTH 63°08'37" EAST PER DEED RECORDED OCTOBER 16, 1967 IN BOOK 5474, PAGE 223 OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY.

ATTACHMENT E

Photographs of Right-of-Way Dedication Report



NEW SEATING AREA



NEW STREET LIGHT



BUS STOP AND ENCLOSURE (NEW STREET LIGHT BEHIND)



Meeting Date: January 28, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers
From: Scott Mitnick, Town Manager
Subject: Proposed 2026 Lamorinda Legislative Framework

RECOMMENDATION

Approve, by minute order, the proposed 2026 Lamorinda Legislative Framework.

BACKGROUND

On August 27, 2025, Town Council authorized a professional services agreement with Townsend Public Affairs to provide regional legislative advocacy services to the City of Lafayette, Town of Moraga, and City of Orinda for an initial one-year period from September 1, 2025 to August 31, 2026. The Lafayette City Council authorized entering into this agreement on August 11, 2025. The Orinda City Council authorized entering into this agreement on July 15, 2025.

One of the initial follow-up items, as part of this agreement, was for the three Lamorinda City Managers to work with Townsend Public Affairs staff to develop a proposed regional Lamorinda Legislative Platform (or Framework) for the 2026 calendar year for all three governing bodies to review and approve. The three City Managers and Townsend staff worked together and developed a draft Lamorinda Legislative Framework, included in Attachment A.

The Orinda City Council reviewed the proposed Lamorinda Legislative Framework and approved it on November 18, 2025. The Lafayette City Council reviewed the proposed framework, made a minor revision, and then approved it on November 24, 2025. A copy of the latest version of the proposed framework is attached.

DISCUSSION

The proposed framework is a starting point for the three municipalities and will allow Townsend and each municipality to more effectively advocate at both the federal and state levels. It is a living document which can be revised at any time, if any of the three municipalities feel necessary. Future revisions will require approval by the three legislative

bodies.

The proposed framework is divided into the five following “focus areas:”

1. Transportation and Related Infrastructure
2. Disaster Preparedness and Wildfire Readiness
3. Accessible Property Insurance
4. Housing
5. Fiscal Sustainability

With respect to the development of Town of Moraga’s Legislative Platform for 2026, Townsend and Moraga staff have prepared an initial draft which is currently under review by Town staff. It is anticipated that this document will be placed on an upcoming Town Council meeting agenda.

FISCAL IMPACT

There is no direct fiscal impact associated with this agenda item. The indirect cost impact of staff time used to develop this staff report will be absorbed via the Adopted FY 2025-2026 General Fund Budget.

Having a formal regional Legislative Framework will allow the Town to more effectively advocate for federal and state legislative, regulatory actions, grants, funding, etc. This, in turn, may result in financial benefits to the Town and its taxpayers.

CEQA COMPLIANCE

This agenda item is not subject to review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 2100 et. seq. and the CEQA Guidelines (14 Cal. Code Regs. 15000 et. seq.), including without limitation, Public Resources Code Section 21065 and California Code of Regulations 15378 as this is not a “project” that may cause a direct, or reasonably foreseeable indirect, physical change in the environment.

ALTERNATIVES

1. Authorize the proposed framework with changes and refer it back to the City of Lafayette and City of Orinda for further review and re-authorization.
2. Do not authorize the proposed framework and direct staff to rely on the League of California Cities, national League of Cities, Contra Costa County Mayors Conference, and other professional associations to advocate on behalf of the Town.
3. Provide alternative direction to staff.

NEXT STEPS

If approved, the 2026 Lamorinda Legislative Framework will become the official legislative policy document for the three Lamorinda municipalities. Town staff will complete the Proposed 2026 Town of Moraga Legislative Platform for Town Council consideration at an upcoming Town Council meeting.

Town staff is also working on preparing for the upcoming Spring 2026 Lamorinda Regional Meeting which will be held in Moraga. At this meeting, several topics will be discussed, including an update on the effectiveness of the 2026 Lamorinda Legislative Framework.

ATTACHMENTS

[Attachment A - Lamorinda Legislative Framework](#)

LAMORINDA LEGISLATIVE COALITION
Legislative Framework
(As of January 28, 2026)

Purpose

The Cities of Lafayette and Orinda, and the Town of Moraga, value the opportunity to work together on regional issues of mutual interest. The Lamorinda Legislative Coalition is a partnership focused on coordinating legislative advocacy efforts on matters of shared concern. This partnership will amplify the collective voice of the region, bring collective advocacy to state and federal issues impacting the community, and result in coordinated legislative and regulatory efforts that will benefit the residents, businesses, and visitors of the region.

Framework

While the Legislative Coalition will work on issues of regional importance, it is acknowledged that each City and Town has its own needs and priorities. As such, the Legislative Coalition will only work on issues of mutual interest where unanimous agreement exists.

Each year, the Coalition will develop agreed upon priorities for the upcoming year. Priorities may include state-level policy, federal policy, regulatory issues, projects of regional significance, or other priorities identified, and agreed upon, by the Coalition. The members of the coalition will meet on a regular basis throughout the year, to advance the priorities within the framework.

Focus Areas

1. Transportation and Related Infrastructure

Lamorinda is subject to some of the heaviest freeway traffic and commute times in the Bay Area, which also leads to significant traffic on local surface streets as commuters pursue alternatives to their commute through the Lamorinda cities. While Lafayette and Orinda both have downtown Bart stations that provide transit options for residents, they also impact local roadways as those from nearby communities utilize local roadways, and parking infrastructure, to access this regional transit.

A key objective of the region is to reduce congestion on the region's local roads and freeways, as well as increase the safety of our local roads for all users, including bicyclists and pedestrians. The Coalition looks to encourage and support federal and state actions that invest in infrastructure projects, with regional benefits, as well policies in the areas of:

- a. Complete streets to ensure roadways are safe and accessible for all users;
 - b. Promotion of alternative modes of travel, including additional development of bicycle and pedestrian facilities;
 - c. Increased safety for all users of roadways, including vehicles, e-bikes, bicyclists, and pedestrians;
 - d. Capital investments for dedicated evacuation routes and projects that increase the ingress and egress into congested neighborhoods during emergency situations;
 - e. Expansion of local transit, micro-transit, school bus services, and emerging transit opportunities;
- and,

- f. Increased investment in maintenance and rehabilitation of aging transportation infrastructure.

2. Disaster Preparedness and Wildfire Readiness

California has experienced a dramatic rise in both the number and severity of wildfires. The Lamorinda region, with its wildland-urban interface, has been identified as an area at very high risk for potential wildfire activity. Additionally, the region is located in a wildland urban interface area that is susceptible to significant seismic activity and climate change related disasters including high-heat events and flooding.

Given the potential for significant natural disasters, it is vitally important that the Lamorinda region work together, as well as with regional fire protection agencies, to ensure that residents and businesses are protected from such disasters, as well as prepared to respond in the event they do occur. In order to ensure the highest level of wildfire readiness and disaster preparedness, the Coalition will actively engage in the policy areas of:

- a. Ensuring adequate resources are made available to local agencies for disaster preparedness and evacuation planning;
- b. Policy and resources to encourage broad development of defensible space surrounding structures within high fire hazard areas and areas at high risk for wildfires, including both individual structures and communitywide efforts;
- c. The implementation of, and accessibility to, natural disaster early warning systems;
- d. Wildfire mitigation activities, vegetation management, fire suppression, and hazardous materials mitigation; and,
- e. Resources for resiliency projects, such as battery backups, cameras, and satellite imaging for use during emergency situations or power shut-off events.

3. Accessible Property Insurance

In response to the increase wildfire activity throughout the State, private property insurers have significantly reduced the number of policies they issue, or in many instances, stopped offering property insurance altogether. Residents, businesses, and property owners in Lamorinda have been disproportionately impacted by these changes within the insurance market, with a large number being required to rely on the FAIR Plan, California's insurer of last resort, to insure their properties.

It is of vital importance that residents and businesses have access to adequate and affordable options for insuring their properties in the event of an emergency. To that end, the Coalition will engage in the policy areas of:

- a. Advocating for a regulatory structure that encourages private insurers to offer policies to properties located in high fire hazard areas;
- b. Advance policy that requires insurers to recognize home hardening and maintenance efforts in the calculation of individual insurance rates;
- c. Advocate for policy and funding that ensures the long-term viability and solvency of the FAIR Plan; and,
- d. Advocate for policy that promotes timely, and complete, payout for claims resulting from natural disasters.

4. Housing

California, and the Bay Area, are home to some of the most expensive real estate markets in the country. The increasing cost of housing, in both rental and home ownership markets, has significantly impacted the Lamorinda region. It is vital that our community maintain housing opportunities for individuals and families across all income ranges. The Coalition supports balanced solutions which consider housing, jobs, transportation, and climate change together and seeks to support, promote, protect, and increase affordability in the region's housing stock. The Coalition aims to work with federal, state, and regional partners to provide funding for affordable housing through a variety of programs and options and to work to address barriers to building housing at Very Low, Low, and Moderate income levels. Additionally, the Coalition will engage in policies that:

- a. Promote a balance of housing and employment opportunities in all communities;
- b. Encourage the development of a broad range of housing opportunities, including local workforce housing, multifamily housing, single family housing, and condominiums.
- c. Establish a permanent source of state revenue available to fund affordable housing, as well as the infrastructure needed to support such development;
- d. Address barriers to the development of affordable housing, including legal issues, permit fees, and availability of insurance;
- e. Work together to ensure that the Regional Housing Needs Allocation process is transparent and fair.
- f. Update the Regional Housing Needs Allocation process to recognize all forms of housing, including college faculty/student housing, assisted living facilities, and the modernization of existing underutilized housing;
- g. Recognize and ensure consistency with various local, regional, and state planning and development requirements; and,
- h. Provide opportunities for local agencies to review housing development to ensure consistency with approved local planning and development objectives.

5. Fiscal Sustainability

Fiscal sustainability is fundamental to the long-term stability and effectiveness of all levels of government. The Coalition is committed to advocating for policies that safeguard local government revenues, prevent the imposition of unfunded mandates, and uphold financial sustainability. The Coalition will engage in policies related to:

- a. Ensuring maximum flexibility in determining appropriate local funding sources, such as impact fees, to advance community priorities;
- b. Advancing policy that increases the return of e-commerce and online sales tax revenue to the jurisdiction in which the buyer resides; and,
- c. Advocating for the identification and allocation of state and federal resources to carry out mandated policies.