

**Town of Moraga  
Audit and Finance Committee**

**ACTION MINUTES**

Tuesday, April 17, 2012

5:30 – 7:30 p.m.

**Hacienda de las Flores  
Garden Conference Room**

2100 Donald Drive, Moraga California

**1. CALL TO ORDER**

Robert Kennedy, Town Treasurer, called the meeting to order at 5:32 pm.

**2. ROLL CALL**

Committee members present: Phil Arth, Robert Kennedy, Karen Mendonca (arrived at 5:45 pm), Michael Metcalf, and Bradley Ward

Staff members present: Jill Keimach, Stephanie Hom

**3. PUBLIC COMMENTS**

There were no public comments.

**4. APPROVAL OF MINUTES – May 26, 2011**

It was M/S (Kennedy/Metcalf) to approve the minutes for the meeting of May 26, 2011. Vote 4-0. Absent: Mendonca.

**5. APPROVAL OF MINUTES – January 17, 2012**

It was M/S (Metcalf/Ward) to approve the minutes for the meeting of January 17, 2012. Vote 4-0. Absent: Mendonca.

**6. CONSIDER AWARD OF CONTRACT TO MAZE & ASSOCIATES  
ACCOUNTANCY CORPORATION FOR INDEPENDENT AUDIT SERVICES OF  
TOWN OF MORAGA'S FINANCIAL STATEMENTS FOR A THREE-YEAR  
PERIOD WITH THE OPTION TO EXTEND SERVICES FOR TWO  
SUBSEQUENT YEARS**

It was M/S (Metcalf/Arth) to recommend to the Town Council award of a contract to Maze & Associates for independent audit services for a three-year period with the option to extend services for two subsequent years. Vote 5-0.

**7. REVIEW FISCAL YEAR 2011-12 3<sup>RD</sup> QUARTER REVENUE AND EXPENDITURE REPORT**

It was M/S (Metcalf/Mendonca) to approve the FY 2011-12 3<sup>rd</sup> Quarter revenue and expenditure report and to forward the report to the Town Council as a Consent item. Vote 5-0.

**8. DISCUSS FIVE-YEAR FINANCIAL PLAN, INCLUDING FISCAL YEAR 2012-13 OPERATING AND CAPITAL IMPROVEMENT BUDGETS, AND FINANCIAL POLICIES**

It was M/S (Arth/Kennedy) to remove the “Community Center/Town Gymnasium” project with an unscheduled/unfunded amount of \$10 million listed on the 5-Year Capital Improvement Plan (CIP). Vote 5-0.

**9. CONSIDER AWARD OF CONTRACT TO SPRINGBROOK TO UPGRADE THE TOWN OF MORAGA’S FINANCIAL, PAYROLL AND HUMAN RESOURCE SYSTEM FROM VERSION 6.05 TO VERSION 7**

It was M/S (Ward/Mendonca) to recommend to the Town Council award of a contract with Springbrook to upgrade the Town’s financial, payroll and human resource system from version 6.05 to version 7 (.NET). Vote 5-0.

**10. ADJOURN**

The meeting was adjourned at 7:25 pm.