

Town of Moraga  
**Audit and Finance Committee**

**ACTION MINUTES**

Tuesday, April 16, 2013

5:30 – 7:30 p.m.

**Hacienda de las Flores**

**Garden Conference Room**

2100 Donald Drive, Moraga, California

**1. CALL TO ORDER**

Bradley Ward, Town Treasurer, called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

Committee members present: Bradley Ward (Town Treasurer), Tim Freeman, Robert Kennedy, Michael Metcalf (Councilmember), Dave Trotter (Mayor).

Staff members present: Jill Keimach (Town Manager), Stephanie Hom (Administrative Services Director).

**3. PUBLIC COMMENTS**

*This part of the agenda is to receive public comments on matters that are not on this agenda. Comments received will not be acted upon at this meeting and may be referred to a subcommittee for response. Comments should not exceed three minutes.*

No public comment.

**4. APPROVAL OF MINUTES – January 15, 2013**

ACTION: It was M/S (Metcalf/Kennedy) to approve the January 15, 2013 Audit and Finance Committee meeting minutes. Vote 5/0/0/0 (5 For/0 Against/0 Abstain/0 Absent).

**5. CONSIDER POSSIBLE APPOINTMENT OF AN AUDIT AND FINANCE COMMITTEE NON-VOTING LIAISON TO THE LOCAL SALES TAX (MEASURE K) OVERSIGHT COMMITTEE**

ACTION: It was M/S (Metcalf/Trotter) to appoint Robert Kennedy based on his experience and involvement in the RECON Committee as the AFC Non-Voting Liaison to the Local Sales Tax Oversight Committee, and for the AFC to reconsider the liaison appointment on an annual basis. Vote 5/0/0/0 (5 For/0 Against/0 Abstain/0 Absent).

**6. REVIEW AND APPROVE THIRD QUARTER REPORT ON FISCAL YEAR 2012-13 REVENUES AND EXPENDITURES THROUGH MARCH 31, 2013**

ACTION: It was M/S (Trotter/Metcalf) to approve the report and recommend forwarding to the Town Council. Vote 5/0/0/0.

General discussion revolved around status of revenue receipts for Measure J, which are expected this month, and mention of Planning revenues, which are exceeding expectations. With respect to capital project expenditures in Fund 700 – Capital Projects, expenditures are not expected to meet budgeted expectations due to the multi-year nature of completing a capital project. The remaining balance of capital project budgets will be carried forward into the next fiscal year.

**7. DISCUSS AND APPROVE TOWN TREASURER’S WORK PLAN**

No action was taken. However, each item on the draft Work Plan was discussed, direction was given, and assignments were made. It is expected that as tasks on the Work Plan move forward, an updated Work Plan or individual reports will be brought back to the AFC for update and/or further discussion.

**8. ADJOURN**

ACTION: It was M/S (Trotter/Metcalf) to adjourn the meeting. Vote 5/0/0/0. The meeting was adjourned at 7:08 p.m.