

Town of Moraga  
**Audit and Finance Committee**

**ACTION MINUTES**

Tuesday, May 14, 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 5:32 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), Yuliya Elbo (Accountant).

**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 comments.

**4. APPROVAL OF MINUTES – April 16, 2013**

ACTION: It was M/S (Trotter/Metcalf) to approve the action minutes for the Audit and Finance Committee meeting of April 16, 2013. Vote 5/0/0/0 (5 For/0 Against/0 Abstain/0 Absent).

**5. DISCUSSION OF INDEPENDENT AUDIT PLANNING PROCESS FOR FISCAL YEAR ENDING June 30, 2013**

ACTION: Katherine Yuen of Maze & Associates presented audit plan for fiscal year ending June 30, 2013, and took questions and received feedback from AFC members.

**6. REVIEW UPDATES TO THE TOWN OF MORAGA'S MASTER FEE SCHEDULE TO BE EFFECTIVE JULY 22, 2013**

ACTION: AFC recommended adding more detail regarding the LFFA (Lamorinda Fee and Finance Authority) fees for reference purposes. AFC also requested that staff raise the question to Town Council of the waiving planning fees for existing retail space and the financial impact of doing so.

**7. DISCUSS FISCAL YEAR 2013-14 OPERATING AND CAPITAL IMPROVEMENT BUDGET, INCLUDING UPDATES TO THE FIVE-YEAR FINANCIAL PLAN**

[Mayor Trotter left the meeting at 7:10 p.m. and was not present during this item, which was discussed out of order after Item #8 below.]

ACTION: AFC established a subcommittee (Kennedy and Freeman, with Bradley as an alternate member) to review the structure and purpose of the Asset Replacement Fund and make recommendations for long-term sustainability of the fund, including making annual contributions from the General Fund and revisiting the Council reserve and surplus policy.

**8. ORAL REPORT ON ANY UPDATES TO ITEMS ON TREASURER'S WORK PLAN**

**a. Communication of 2008 Refuse Vehicle Impact Report Provided by the Central Contra Costa Solid Waste Authority**

[This item was discussed prior to Item #7 above.]

ACTION: AFC suggested that the Town Council may wish to revisit a vehicle impact report on the Town's street infrastructure. Mayor Trotter volunteered to raise the question of completing another analysis and impact report with the CCSWA.

**9. ADJOURN**

ACTION: It was M/S (Kennedy/Freeman) to adjourn the meeting. Vote 4/0/0/1. The meeting was adjourned at 9:03 p.m.