



**TOWN OF MORAGA  
AUDIT AND FINANCE COMMITTEE**

**Monday, March 03, 2025**

**5:00 p.m.**

The following are minutes of the actions taken by the Town of Moraga Audit and Finance Committee. A full view recording of the meeting is available on the Town's website.

Council Chambers  
335 Rheem Boulevard, Moraga, California 94556

**1. CALL TO ORDER**

The meeting was called to order at 5:02 by Treasurer Bob Kennedy.

**2. ROLL CALL**

Committee Members Present: Treasurer Bob Kennedy, Committee Member Amy McLellan, Mayor Steve Woehleke, Vice Mayor Kerry Hillis  
*Committee Member McLellan arrived at 5:36 PM.*

**3. PUBLIC COMMENTS AND SUGGESTIONS**

No public comments received.

**4. APPROVAL OF ACTION MINUTES – AFC MEETING OF DECEMBER 2, 2024**

Motion and second, Woehleke and Kennedy, to approve Action Minutes Item 4, passes 3-0-0 with Committee Member McLellan and Committee Member Minshue Liu absent for the vote.

**5. REVIEW AND DISCUSS SELECTION OF FINANCIAL AUDITOR**

Administrative Services Director, Katie Bruner, introduced the item and provided a presentation to recommend that Maze and Associates provide professional auditing services for the Town for the FY 2024-2027 with the option to continue through FY 2028-2029.

Treasurer Kennedy asked for public comments. Vikki Rodriguez, CPA of Maze and Associates, expressed her thanks to the Town for the positive working relationship she has had with the Town for the past five years.

Treasurer Kennedy asked for a motion to agree to forward the recommendation to the Town Council. Woehleke motioned and Hillis seconded. The motion passed 3-0-0.

**6. REVIEW AND DISCUSS RECOMMENDED CHANGES TO THE RESERVE POLICY AND ALLOCATION OF GENERAL FUND UNASSIGNED FUND BALANCE IN EXCESS OF 50% RESERVE REQUIREMENT**

Bruner recommended that the Committee bring to Town Council the recommendation to update the Town's General Fund Reserve Policy to allow excess fund balance to be allocated to one-time uses by Town Council; and the

allocation of general and unassigned fund balances in excess of the 50% reserve policy of \$1 million to asset replacement fund and \$500K to Pension Trust.

Treasurer Kennedy asked for public comments. No public comments received. Treasurer Kennedy asked for a motion to approve the recommendation to forward the recommendation to the Town Council. Woehleke motioned and Hillis seconded. The motion passed 4-0-0 (*McLellan present for discussion and vote*)

**7. REVIEW AND DISCUSS THE FY 2024-25 MID-YEAR REVENUE AND EXPENDITURE REPORT (EXCLUDING THE HACIENDA DE LAS FLORES OPERATING BUDGET)**

Bruner provided a presentation. Motion and second, McLellan and Hillis, to accept the FY 2024-25 Mid-Year Revenue and Expenditure Report (Excluding the Hacienda de las Flores Operating Budget) and to forward the report to the Town Council for their March 12, 2025 Town Council Meeting. The motion passed 4-0-0.

**8. REVIEW AND DISCUSS THE FY 2024-25 MID-YEAR REVENUE AND EXPENDITURE REPORT FOR THE HACIENDA DE LAS FLORES OPERATING BUDGET**

Bruner provided a presentation. Motion and second, Woehleke and McLellan to accept the FY 2024-25 Mid-Year Revenue and Expenditure Report for the Hacienda de las Flores Operating Budget and forward the report to the Town Council for their March 12, 2025 Town Council Meeting. The motion passed 3-0-0. (*Vice Mayor Kerry Hillis recused himself during this item*)

**9. REVIEW AND DISCUSS THE GENERAL FUND 10-YEAR FINANCIAL FORECAST**

Bruner provided a presentation and the Committee expressed thanks to Bruner and her staff for strategically forecasting the Town's budget. Treasurer Kennedy asked for public comment. There were none. There was no vote on this item.

**10. ESTABLISH NEXT AFC MEETING**

Bruner presented possible dates in late April and early May for the next AFC Meeting. Vice Mayor Hillis suggested the next meeting to be held and concluded before 5:00 PM instead of starting at 5:00 PM. The next AFC meeting was not scheduled at this time.

**11. ADJOURN**

Treasurer Kennedy asked for a motion to adjourn. Woehleke motioned and Hillis seconded. The motion to adjourn passed 4-0-0. Treasurer Kennedy adjourned the meeting at 6:31 PM.

Notices of Audit and Finance Committee meetings are posted at the Town offices (329 Rheem Blvd.), the Hacienda de las Flores (2100 Donald Drive), and the Moraga Public Library (1500 St. Mary's Rd.). Copies of the agenda packets can be viewed prior to the meeting at the Town Clerk's Office, 329 Rheem Blvd. The Town of Moraga will provide special assistance for disabled citizens upon at least 72 hours advance notice to the Town Clerk (925-888-7022). If you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to disabled.