

City of Capitola

Finance Advisory Committee Meeting Agenda

Tuesday, October 21, 2025, 6:00 PM



City Hall Community Room
420 Capitola Avenue, Capitola, CA 95010

Members: Vice Mayor Margaux Morgan, Councilmember Susan Westman, Chairperson
Anthony Rovai, Vice Chairperson Matt Arthur, Keith Cahalen, Emeline Nguyen,
Leslie Nielsen

- 1. Roll Call**
- 2. Additions and Deletions to the Agenda**
- 3. Additional Materials**

Additional information related to an agenda item on this agenda and submitted to the City after distribution of the agenda packet pursuant to Government Code §54957.5.

4. Oral Communications by Members of the Public

Oral Communications allows time for members of the Public to address the Advisory Committee on any topics within the purview of the Advisory Committee that are not listed on the "General Government/Public Hearings" section of the Agenda. Individuals may not speak more than once during Oral Communications. All speakers must address the entire legislative body and will not be permitted to engage in dialogue.

5. Staff / Committee Comments

Comments are limited to three minutes.

6. New Business

All items listed in "New Business" are intended to provide an opportunity for public discussion of each item listed. The following procedure pertains to each General Government item: 1) Staff explanation; 2) Questions; 3) Public comment; 4) Deliberation; 5) Decision.

- A.** Approval of Minutes – Meeting of Aug. 19, 2025
Recommended Action: Approve minutes
- B.** Agenda Setting Procedures
Recommended Action: Receive staff report
- C.** 2025-2026 Finance Advisory Committee Goal Setting
Recommended Action: Receive staff report and recommend 2025-2026 goals

7. Adjournment

Agenda and Agenda Packet Materials: The Finance Advisory Committee Meeting Agenda is available on the City's website: www.cityofcapitola.org on Thursday before the Monday meeting. If you need additional information, please contact City Hall at (831) 475-7300.

American with Disabilities Act: Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individual with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodation to participate in the meeting due to a disability, please contact the City Clerk's office at least 24-hours in advance of the meeting at (831) 475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.

Appeals: Any person who believes that a final action of this advisory body has been taken in error may appeal that decision to the City Council. Appeals must be in writing and delivered to the City Clerk's Office within ten (10) working days from the time of the board's decision. The notice of appeal shall set forth appellant's name, phone number, address to which notices may be sent to the appellant, and the grounds upon which the appeal is made.

City of Capitola

Finance Advisory Committee Meeting Minutes

Tuesday, August 19, 2025, 6:00 PM



City Hall Community Room

420 Capitola Avenue, Capitola, CA 95010

Members: Councilmember Margaux Morgan, Councilmember Susan Westman, Chairperson Anthony Rovai, Vice Chairperson Matt Arthur, Keith Cahalen, Emeline Nguyen, Leslie Nielsen

1. Roll Call – This meeting was called to order at 6:01 PM. In attendance were Council Member Westman, Vice chairperson Arthur, and committee members Cahalen, Nguyen, and Nielsen. Vice Mayor Morgan and Chairperson Rovai were excused absences.

2. Additions and Deletions to the Agenda

3. Additional Materials – None

4. Oral Communications by Members of the Public

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5. Staff / Committee Comments

- Committee Member Nielsen provided comments that she thought the comments by City Manager Goldstein and Council Member Orbach at the July 24th City Council meeting regarding the review of contract services were inaccurate and inconsistent with requests made by the FAC during the May 13th FAC meeting.
- Committee Member Cahalen provided comments that he would like a future agenda item to discuss outsourcing city services to address the CalPERS UAL.

6. New Business

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A. Approval of Minutes – Meeting of May 20, 2025

Recommended Action: Approve minutes

Motion to approve the minutes Council Member Westman

Second: Committee Member Cahalen

B. Committee Member Training

Recommended Action: Receive training on ethics, transparency, and general governance from the City Attorney’s Office and the City Clerk.

The FAC received training from City Clerk Julia Gautho and from Attorney Donald Larkin from the City Attorney’s office.

7. Adjournment – Vice Chairperson Arthur adjourned the meeting at 8:18 PM.

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Finance Advisory Committee

Agenda Report



Meeting: October 21, 2025

From: Finance Department

Subject: Agenda Setting Procedures

Recommended Action: Receive report on agenda setting procedures and determine process going forward.

Background: Capitola's process for City Council Members to request agenda items is outlined in the City's Municipal Code (CMC) Section 2.04.140. As a summary, CMC Section 2.04.140 states any Council Member may request an agenda item during an open City Council meeting. On October 9th the City Council directed staff to amend the municipal code to require two City Council Members to agree in order to place an item on the agenda. However, the CMC does not outline agenda setting procedures for the Finance Advisory Committee (FAC).

Discussion: Staff periodically receive requests from individual FAC members to add agenda items to future meetings and have been advising those individuals to make the request during an open meeting. This has led to confusion that staff is controlling the items on FAC agendas as opposed to the committee members.

Establishing a defined process will greatly assist staff in the preparation of agendas including the timing of agenda items as well as increasing transparency and financial oversight.

Fiscal Impact: There is no fiscal impact associated with the recommended action.

Report Prepared By: Report Prepared By: Jim Malberg, Administrative Services Director

Finance Advisory Committee

Agenda Report



Meeting: October 21, 2025

From: Finance Department

Subject: Finance Advisory Committee 2025-2026 Goal Setting

Recommended Action: Receive report and establish 2025-2026 Finance Advisory Committee goals.

Background: The purpose of the Finance Advisory Committee (FAC) is to provide financial and budget alternatives to the City Council, provide financial and budget advice to the City Manager, conduct financial studies on the request of the City Council or City Manager, and review the budget and financial reports of the City.

Discussion: In March 2025 the City Council adopted the City's first five-year Strategic Plan. The strategic plan guides the City Council and community's shared vision for the future by focusing City resources on six strategic priorities through 2029. The six priorities are:

1. **Accountable Government:** We maintain the trust of our community by engaging residents through collaboration and effective communication while responsibly managing City resources to ensure long-term stability.
2. **Attainable Housing:** We will implement our Housing Element and infrastructure that balances diverse housing opportunities, supports varied income levels, and ensures thoughtful, community-focused attainable housing.
3. **Community Safety:** We will be a safe and resilient community, relying on the proactive training and expertise of our trusted police department to collaboratively provide public safety and emergency preparedness.
4. **Economic Opportunity:** We will create a thriving economy and maintain our regional shopping identity by supporting local businesses and national establishments in the Village, Bay Avenue, and 41st Avenue corridor.
5. **Healthy Families, Community, and Environment:** We will promote a thriving, inclusive city where families and individuals can grow together and connect in community spaces.
6. **Sustainable Infrastructure:** Our community will build and maintain safe streets, sidewalks, and public facilities that improve connectivity, fostering a vibrant City that is accessible and welcoming for all.

Establishing goals for the FAC that tie the committee's purpose to the City's strategic priorities will assist in establishing future meeting topics.

Fiscal Impact: There is no fiscal impact associated with this item.

Report Prepared By: Report Prepared By: Jim Malberg, Administrative Services Director