

City of Capitola

Finance Advisory Committee Meeting Agenda

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**
- 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 May 20, 2025

Recommended Action: Approve minutes

B. Committee Member Training

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

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.



MINUTES
FINANCE ADVISORY COMMITTEE
REGULAR MEETING
TUESDAY JUNE 17, 2025
6:00 PM
CITY HALL COMMUNITY ROOM
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

CALL TO ORDER AND ROLL CALL

Committee Members Present: Councilmember Margaux Morgan, Chairperson Anthony Rovai, Vice Chairperson Matt Arthur, Keith Cahalen, Emeline Nguyen, Leslie Neilsen

Committee Members Absent: None

ORAL COMMUNICATIONS

None

OTHER BUSINESS

None

Topic
<p>A. Approval of Minutes – Meeting of May 20, 2025</p> <p>Minutes moved by Council Member Morgan, seconded by Committee Member Neilsen. Minutes unanimously approved.</p>
<p>B. FY 2025-26 Proposed Budget – contract services & CS&R reorg</p> <p>Staff provided a brief overview of the Recreation Division 5-year strategic plan adopted in 2019 and the subsequent reorganization into the Community Services & Recreation Dept. in 2024.</p> <p>The committee reviewed and discussed the changes to the proposed budget since the May 20th FAC meeting as well as overall contract services. The Committee recommended that the City Council adopt the proposed FY 2025-26 Budget at the June 26th City Council meeting.</p>
<p>C. Discussion of Items for Next Agenda</p> <p>Brown Act training provided by City Attorney & City Clerk.</p>

ADJOURNMENT: Chairperson Rovai adjourned the meeting at 8:06 PM.

Finance Advisory Committee

Agenda Report



Meeting: August 19, 2025

From: Finance Department

Subject: Committee Member Training

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

Discussion: The City provides ethics, transparency, and general governance training for committee members that have been appointed by the City Council.

Fiscal Impact: The cost is included as part of the City Attorney's Office approved budget.

Report Prepared By: Report Prepared By: Jim Malberg, Finance Director