

Alta Town Council

Staff Report



To: Town Council

From: Chris Cawley and Jen Clancy

Re: Town of Alta Budget Process, Decision to Create a Budget Committee

Date: March 6, 2024

Attachments: Proposed Budget Committee Charter, Resolution 2024-R-6 Establishing a Budget Committee

Budget Committee Charter

The proposed budget committee charter included for the council's consideration in the March meeting is roughly similar to the charter presented in February, with substantive changes in response to discussion in the meeting and other changes to reduce the volume of text. Below are key details on the changes. [Click here](#) to view the staff report from the February meeting and [click here](#) to view the draft charter from February, which is attached to a resolution in the document posted online.

- In the February 2024 meeting, the council expressed reluctance to include members of the public on the committee, and the updated charter no longer provides for such membership
- Town manager, budget officer, and treasurer serve on the committee *ex-officio*, or "as a result of one's position"
- The purpose of the committee is similar to what it has been in previous years, and similar to the purpose defined in the February 2024 draft charter, but with key differences related to the Town's transition to a town manager-by-ordinance form of government. Generally, the purpose of the committee is to review draft proposed budget documents and assist the town manager, and staff, in preparing budgets for recommendation to the council. The committee also reviews elements of the Town's financial planning and reporting processes and makes recommendations for their improvement.
- The committee does not have formal decision-making authority other than to approve meeting minutes.

Recommendation to create the Town of Alta Budget Committee and adopt the Budget Committee Charter via Resolution 24-R-6

Staff recommends the council discuss any proposed edits to the updated Town of Alta Budget Committee Charter and adopt it during the March 13, 2024 council meeting. Staff will contact potential budget committee members to discuss meeting scheduling options as soon as possible.