

**TOWN OF ALTA**

**RESOLUTION NO. 2025-R-7**

**A RESOLUTION OF THE TOWN COUNCIL OF ALTA, UTAH  
TO UPDATE THE BUDGET COMMITTEE CHARTER**

**WHEREAS**, the Alta town Council passed Resolution 2024-R-6 adopting a Budget Committee Charter on March 13, 2024; and

**WHEREAS**, the Town Council recognizes the importance of transparency, consistency, and clarity in budgetary and financial planning processes; and

**WHEREAS**, the Budget Committee is uniquely positioned to consider long-term financial implications and provide strategic recommendations to support fiscal responsibility; and

**WHEREAS**, employee compensation is a significant component of the Town's annual budget and long-term financial outlook; and

**WHEREAS**, the Town Council seeks to ensure that compensation decisions are guided by a clear, equitable, and fiscally sustainable strategy; and

**WHEREAS**, delegating the development of a compensation strategy to the Budget Committee promotes structured, data-informed guidance without assigning authority over individual wage decisions; and


NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF ALTA, UTAH AS FOLLOWS:

**Section 1.** The Budget Committee Charter is hereby updated and is attached as Exhibit A.

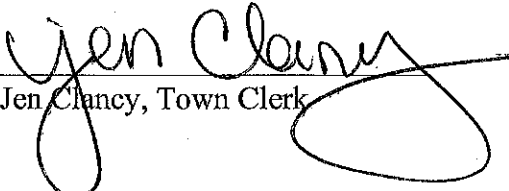
**Section 2.** This resolution shall become effective immediately upon passage.

PASSED AND APPROVED this 9<sup>th</sup> day of April, 2024.

By

  
\_\_\_\_\_  
Mayor Roger Bourke

ATTEST:

  
\_\_\_\_\_  
Jen Clancy, Town Clerk

VOTE:

Mayor Bourke

Yes

Councilmember Byrne

Yes

Councilmember Schilling

Yes

Councilmember Ancil

Not Present

Councilmember Morgan

Yes

**MAYOR**  
ROGER BOURKE

**TOWN COUNCIL**  
CAROLYN ANCTIL  
JOHN BYRNE  
ELISE MORGAN  
DAN SCHILLING



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## **Exhibit A**

### **Budget Committee Charter**

#### **Authority**

Pursuant to resolution number 2024-R-6, dated March 13, 2024, the Alta Town Council has established a Budget Committee to operate according to this charter. The Budget Committee serves as an advisory body to the town manager in preparation of annual Town of Alta fiscal budgets for proposal to the Town Council.

#### **Purpose**

The purpose of the Budget Committee is to assist the town manager and budget officer in the preparation, review, and recommendation of annual budgets to the Town Council. The committee makes recommendations to ensure fiscal responsibility, transparency, and clarity of budgets and financial planning documentation.

#### **Membership**

- The Budget Committee shall consist of a minimum of 5 members and no more than 7 members.
- At least 2 committee members shall be councilmembers.
- The town manager, budget officer, and treasurer shall serve *ex-officio* on the committee.

#### **Appointment**

- The town manager<sup>1</sup> shall appoint committee members with advice and consent of the Town Council.
- The town manager, budget officer, and treasurer serve *ex-officio*
- All appointments shall include a term end date.
- No member of the Budget Committee shall receive additional compensation for their service on the committee beyond existing wages.

#### **Qualifications**

- Committee members should collectively possess knowledge of budgeting, accounting, and financial reporting.

#### **Duties and Responsibilities**

- Assist in the preparation, review, and recommendation of annual budgets to the Town Council.
- Review revenue projections, expenditure requests, staff compensation structure, and departmental justifications.
- Review sources of risk and recommend procedural changes.
- Recommend and review fiscal health targets.

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<sup>1</sup> [Alta Code 1-15-2\(A\)\(4\)](#)

- Develop and recommend a compensation strategy that outlines the Town’s overall approach to employee wages and benefits. This strategy should reflect fiscal responsibility, market competitiveness, and alignment with the Town’s values and long-term goals. The committee will not set individual salaries but will recommend a framework to guide compensation-related decisions.
- Assist in creating transparent and legible financial reports for presentation to the council and the public.
- Propose recommendations for budget adjustments and improvements.
- Periodically review outsourced labor expenditures and make recommendations.
- Provide regular updates and recommendations on the budget process to the Town Council to foster transparency and facilitate the council’s ability to make key decisions.
- Assess the impact of proposed budgets on the community and services.
- Approve committee meeting minutes via a quorum.

### **Decision Making**

Meeting minutes shall be approved by a quorum of the committee. A quorum of the Budget Committee constitutes a simple majority of the total membership.

### **Meetings**

The Budget Committee shall be chaired by the budget officer and subject to the Open and Public Meetings Act<sup>2</sup>. The committee shall meet regularly from January through June each year during the budget preparation period and as needed otherwise.

The agenda of each meeting shall be clearly determined in advance and committee members should receive supporting documents in advance, for reasonable review and consideration. Meetings will not be conducted unless a quorum is present. The chair of the Budget Committee shall create meeting minutes which include:

- Agenda
- Time, date, and location
- Attendance
- A summary of the topics discussed
- Record of recommendations that will be made to the Town Council

### **Charter Review**

As needed, the Budget Committee shall recommend modifications to this charter for the Town Council’s review.

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<sup>2</sup> [UCA 52-4-202](#)