



**Background Paper for Proposed Resolution**

**COUNCIL MEETING DATE:** June 13, 2022

**TO:** Members of City Council  
**CC:** Mayor Nicholas A. Gradisar  
**VIA:** Marisa Stoller, City Clerk  
**FROM:** Heather Graham, City Council President  
**SUBJECT:** A RESOLUTION ESTABLISHING A CITY COUNCIL BUDGET COMMITTEE

**SUMMARY:**

Attached is a Resolution which establishes a City Council Budget Committee whose mission is to advise City Council on budgetary matters.

**PREVIOUS COUNCIL ACTION:**

Not applicable to this Resolution.

**BACKGROUND:**

President Heather has requested City Council's approval of the establishment of a Council Budget Committee which will operate according to the following guidelines:

- 1) The Budget Committee will meet monthly on a schedule as developed by the Committee.
- 2) The Budget Committee will report updates to the City Council during a monthly work session.
- 3) The Mayor will assign a city staff liaison to the Budget Committee (e.g. City Finance Director; City Chief of Staff, etc.).
- 4) The Budget Committee will receive and review monthly year-to-date budget reports from the Finance Director.
- 5) The Budget Committee will meet with the Mayor to annually review the non-departmental budget requests in advance of the annual budget presentation to City Council.
- 6) The Budget Committee will review the quarterly Finance report to City Council in advance of the presentation to City Council.

7) The Budget Committee will review resolutions and/or ordinances which have major financial or budgetary implications in advance of their presentation to City Council as deemed necessary or upon request from the Budget Committee, a Member of City Council and/or the Mayor.

8) The President of City Council will make the appointments to the Budget Committee.

**FINANCIAL IMPLICATIONS:**

Not applicable to this Resolution.

**BOARD/COMMISSION RECOMMENDATION:**

Not applicable to this Resolution.

**STAKEHOLDER PROCESS:**

Not applicable to this Resolution.

**ALTERNATIVES:**

City Council could decide not to establish a Council Budget Committee.

**RECOMMENDATION:**

Approve the Resolution.

**Attachments:**

Proposed Resolution

RESOLUTION NO. 14916

A RESOLUTION ESTABLISHING A CITY COUNCIL  
BUDGET COMMITTEE

BE IT RESOLVED BY THE CITY COUNCIL OF PUEBLO, that:

SECTION 1.

There is hereby established a City Council Budget Committee ("Committee") whose mission is to advise City Council on budgetary matters.

SECTION 2.

The Committee's responsibilities shall include, at a minimum:

- (1) The Committee will meet monthly on a schedule as developed by the Committee.
- (2) The Committee will report updates to the City Council during a monthly work session.
- (3) The Committee will receive and review monthly year-to-date budget reports from the Finance Director.
- (4) The Committee will meet with the Mayor to annually review the non-departmental budget requests in advance of the annual budget presentation to City Council.
- (5) The Committee will review the quarterly Finance report to City Council in advance of the presentation to City Council.
- (6) The Budget Committee will review resolutions and/or ordinances which have major financial or budgetary implications in advance of their presentation to City Council as deemed necessary or upon request from the Budget Committee, a Member of City Council and/or the Mayor.

SECTION 3.

The Mayor shall assign a City staff liaison to the Budget Committee (e.g. City Finance Director or City Chief of Staff).

SECTION 4.

The Budget Committee shall consist of two (2) members appointed by the President of City Council.

SECTION 5.

The officers and staff of the City are authorized to take any and all required actions which are necessary to implement the policies and procedures described herein.

SECTION 6.

This Resolution shall become effective immediately upon final passage and approval.

INTRODUCED June 13, 2022

BY: Sarah Martinez  
MEMBER OF CITY COUNCIL

APPROVED:   
PRESIDENT OF CITY COUNCIL

ATTESTED BY:   
CITY CLERK