



Local Administrative Advisor:

Cost: Seeking \$1.58m ongoing

What: a state-funded program to provide administrative support to small cities and towns without administrative staff. This will improve the efficiency and the effectiveness of local governments. Smaller cities and towns would receive proactive administrative support on a consistent basis.

Why: Small cities and towns lack the revenue to hire administrative staff but have many of the same needs and obligations as larger cities.

- Additional administrative support would help them meet the State of Utah's objectives around transparent and accessible government, water conservation, sustainable land use planning, and the provision of public safety and infrastructure services
- Administration often falls to elected officials who lack training, time, and resources
- Currently, ~147 municipalities do not have any full-time administrative staff (all 5th class cities & towns)

Implementation: Facilitated by ULCT in coordination with the AOGs

- One FTE would be regionally embedded with AOG (2 administrators at Six County AOG which serves 45 cities and towns that do not have a city administrator)
- ULCT will hire an experienced administrator to serve as the program anchor and have 1 FTE to will provide additional support to the program anchor and the regionally embedded FTEs

Scope of Assistance: Services that shared administrators could offer include but are not limited to

- Updating ordinances to align with state code
- Optimizing revenue sources and expenditures
- Promoting best practices
- Creating long-term strategic plans & policies to fulfill them

Deliverables: Benchmark and audit performance to build a toolbox of best practices and measure impact and success including water conservation, updated ordinances, reduced claims, etc.