



WASATCH FRONT REGIONAL COUNCIL LOCAL ADMINISTRATIVE ADVISOR PROGRAM

What is the LAA Program?

In the 2023 General Legislative Session, the Utah League of Cities & Towns (ULCT) lobbied the State Legislature on behalf of the 145 cities and towns in Utah who did not have full-time administrative staff. The Legislature and Governor Cox supported the ULCT request, and funds were allocated to create the LAA position. The position is housed regionally in each of the state's seven Associations of Governments (AOGs), and each LAA assists small communities navigate legislative demands and build capacity to ensure the well-being of small municipalities in the state. Importantly, the LAA program offers administrative assistance without replacing local leadership.

What can the LAA do?

The overall goal of the LAA is to "increase capacity", which can mean anything from training elected/appointed officials on meeting conduct and preparation, to helping you create a resident-friendly budget, or even evaluating and making recommendations on policy and procedure updates.

Project Examples:

- Advise entity leaders on HR issues, budgets, agendas, resolutions, policies, and procedures.
 - Facilitate discussions with leaders in creating goals and objectives for the community.
- Create templates for meetings, staff reports, enacting ordinance/resolutions, personnel reviews.
 - Examine internal programs and procedures for the city, town, or metro-township.
- Establish and monitor budgets to accomplish goals and objectives, including status reviews to encourage the meeting of entity needs and public accountability.
- Connect municipalities with possible resources to accomplish land use goals and objectives.

Who is the LAA at WFRC?

Madison Aviles began her work at WFRC after five years working as the City Manager for the City of Carlin, Nevada (population ~2,700). Her background includes a bachelor's degree in political science and an MPA from the University of Utah. She enthusiastically believes in the success of small municipalities, and is enjoying learning more about the rich history of Utah's small cities and towns.