

## For information...

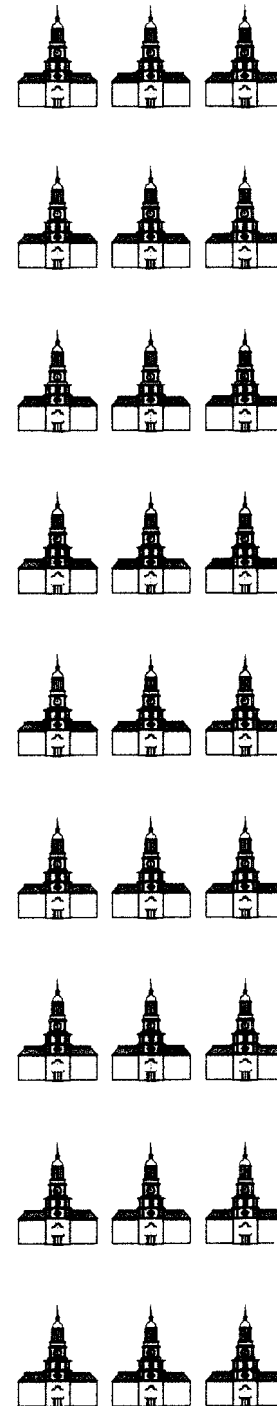
### Contact:

Michael Dougherty  
Center for Agriculture, Natural Resources  
and Community Development  
West Virginia University  
Extension Service  
2104 Ag. Sciences – P.O. Box 6108  
Morgantown, WV 26506-6108  
Telephone: 304•293•6131 x 4215  
Fax: 304•293•6954  
Email: [Michael.Dougherty@mail.wvu.edu](mailto:Michael.Dougherty@mail.wvu.edu)



---

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, sexual orientation, or national origin. Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Director, Cooperative Extension Service, West Virginia University.



# Local Government Technical Assistance

## Local Government Technical Assistance

It has been said that the government closest to the people is the best level of government because it can be the most responsive.

- Does your local government have difficulties making budgets or managing its money?
- Does your local government have issues facing it that need studying before taking action?
- Does your local government have questions about how it operates or how it is organized?

Equipping local governments — and local public officials — to better meet the needs of their citizens is the aim of the Local Government Technical Assistance program. The program offers training, educational materials, and technical assistance to counties, cities, and towns, as well as to groups that work with local governments, such as extension units, school boards, civic clubs, and community associations and organizations.

## Financial Management

West Virginia's counties, towns, and smaller cities often struggle to fully develop and manage budgets. These localities meet the state requirements for budget submission. But they do little else with their budgets.

This program helps localities improve their ability to create useful spending plans and provides them financial management tools to use those budgets once they have been adopted.

Technical assistance might include meeting with local officials, reviewing current budget practices, analyzing financial management tools, and making recommendations for improved fiscal operations.

## Administrative Counsel

Most West Virginia localities do not have a professional administrator or manager. Therefore, elected officials often find themselves needing advice and/or consultation on important issues ranging from revenue-raising alternatives to the impact of pending legislation to developing citizen surveys.

This program provides such counsel. It would also involve meeting with local officials, conducting research, and evaluating alternatives.

Technical assistance might include reviewing the current situation and legal requirements, analyzing the locality's options and evaluating alternatives, and making recommendations for a course of action.

## Operational Studies

Sometimes, local government officials need to get a better idea on what they have before they can make decisions. To do that, a specialized examination of a specific topic would be conducted.

Issues appropriate for this program include organizational studies, employee compensation and classification systems, and the examination of pressing matters in the community.

Technical assistance might include reviewing current operations, reporting on best practices, instructing on management techniques, conducting specialized studies, and working the community long term.

## Program Details

### *Costs:*

There is a base fee, plus travel and any intern costs for this program, if applicable.

The base fee would be used to help defray costs associated with the assistance. This might include gathering examples from other localities and reference works on the subject, as well as typical office expenses such as long distance phone calls, photocopying, postage, etc.

Travel would be to the locality to meet and work with local officials. That portion of the fee would be negotiated based upon the location and the estimated number of trips.

The cost of the initial visit or visits would be borne by Extension.

The localities would also be expected to help provide the necessary information and data for a thorough examination of the situation.

### *Interns:*

Various departments at WVU have students available for internship activities. Depending upon community interest, the type of plan, and the availability of students, interns may be used to help with the plans. Student internship costs would be computed separately. Generally, graduate interns receive a stipend of \$800 per month. Where there is an intern, additional money may be required to cover associated expenses.