

OpenAI

Leveraging ChatGPT for Mayor

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied notes into practical first drafts. These 30 prompts support U.S. local government work. Replace bracketed placeholders and paste the named source excerpts before starting.

For the Mayor: support municipal priorities, council preparation, and resident communication. Titles and responsibilities vary. Use your jurisdiction's current assignments and procedures.

Goals

This guide is meant to help:

- Prepare useful drafts for recurring work.
- Make open questions and handoffs visible.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your ChatGPT Enterprise workspace. Remove personal details that are not needed for the task.
- Verify facts, dates, figures, and office procedures. These prompts use pasted context; they do not check live records.
- Staff review every output. Keep official work separate from campaign activity; retain human authority over decisions and public release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations:** - How do you expect the final output to be formatted?

Before you begin

Name the task and intended audience.

Paste the relevant source material.

Specify the format, length, and deadline.

State what staff must verify before use.

Using this pack

Choose a workflow, replace the brackets, and paste short source excerpts. Name your jurisdiction, audience, and deadline. Review the draft against those sources, then request a focused revision. Follow your organization’s information-handling and records procedures.

Sources and scope

National role context and product guidance. Your current assignments and procedures govern actual work.

BLS — Top Executives

USAGov — State and local governments

OpenAI — Use ChatGPT

City priorities

Weekly mayor brief **Best used with:** Chat.

Prepare a weekly mayor brief for the Mayor in [Jurisdiction], focused on city priorities. Use the pasted [Adopted city priorities and department updates] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Priority progress table **Best used with:** Chat.

Prepare a priority progress table for the Mayor in [Jurisdiction], focused on city priorities. Use the pasted [Adopted city priorities and department updates] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Unresolved questions memo **Best used with:** Chat.

Prepare a unresolved questions memo for the Mayor in [Jurisdiction], focused on city priorities. Use the pasted [Adopted city priorities and department updates] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

City priorities

Commitment follow-up list

Best used with: Chat.

Prepare a commitment follow-up list for the Mayor in [Jurisdiction], focused on city priorities. Use the pasted [Adopted city priorities and department updates] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Quarterly priorities narrative

Best used with: Chat.

Prepare a quarterly priorities narrative for the Mayor in [Jurisdiction], focused on city priorities. Use the pasted [Adopted city priorities and department updates] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Council preparation

Council meeting brief

Best used with: Chat.

Prepare a council meeting brief for the Mayor in [Jurisdiction], focused on council preparation. Use the pasted [Council agenda summaries and approved staff briefings] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Staff clarification questions

Best used with: Chat.

Prepare a staff clarification questions for the Mayor in [Jurisdiction], focused on council preparation. Use the pasted [Council agenda summaries and approved staff briefings] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agenda issue comparison

Best used with: Chat.

Prepare a agenda issue comparison for the Mayor in [Jurisdiction], focused on council preparation. Use the pasted [Council agenda summaries and approved staff briefings] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Council preparation

Post-meeting action recap

Best used with: Chat.

Prepare a post-meeting action recap for the Mayor in [Jurisdiction], focused on council preparation. Use the pasted [Council agenda summaries and approved staff briefings] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Council retreat discussion guide

Best used with: Chat.

Prepare a council retreat discussion guide for the Mayor in [Jurisdiction], focused on council preparation. Use the pasted [Council agenda summaries and approved staff briefings] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Resident engagement

Listening-session themes

Best used with: Chat.

Prepare a listening-session themes for the Mayor in [Jurisdiction], focused on resident engagement. Use the pasted [De-identified listening-session notes and approved service information] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Town hall question bank

Best used with: Chat.

Prepare a town hall question bank for the Mayor in [Jurisdiction], focused on resident engagement. Use the pasted [De-identified listening-session notes and approved service information] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Resident service explainer

Best used with: Chat.

Prepare a resident service explainer for the Mayor in [Jurisdiction], focused on resident engagement. Use the pasted [De-identified listening-session notes and approved service information] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Resident engagement

Neighborhood meeting agenda

Best used with: Chat.

Prepare a neighborhood meeting agenda for the Mayor in [Jurisdiction], focused on resident engagement. Use the pasted [De-identified listening-session notes and approved service information] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Response follow-up tracker

Best used with: Chat.

Prepare a response follow-up tracker for the Mayor in [Jurisdiction], focused on resident engagement. Use the pasted [De-identified listening-session notes and approved service information] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget communication

Budget message outline

Best used with: Chat.

Prepare a budget message outline for the Mayor in [Jurisdiction], focused on budget communication. Use the pasted [Approved budget narrative and verified summary figures] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Capital project explanation

Best used with: Chat.

Prepare a capital project explanation for the Mayor in [Jurisdiction], focused on budget communication. Use the pasted [Approved budget narrative and verified summary figures] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget hearing questions

Best used with: Chat.

Prepare a budget hearing questions for the Mayor in [Jurisdiction], focused on budget communication. Use the pasted [Approved budget narrative and verified summary figures] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget communication

Spending
terminology
glossary

Best used with: Chat.

Prepare a spending terminology glossary for the Mayor in [Jurisdiction], focused on budget communication. Use the pasted [Approved budget narrative and verified summary figures] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget
announcement
fact check

Best used with: Chat.

Prepare a budget announcement fact check for the Mayor in [Jurisdiction], focused on budget communication. Use the pasted [Approved budget narrative and verified summary figures] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Community partnerships

Partner meeting brief

Best used with: Chat.

Prepare a partner meeting brief for the Mayor in [Jurisdiction], focused on community partnerships. Use the pasted [Partner meeting notes and city-approved project descriptions] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Joint project responsibility map

Best used with: Chat.

Prepare a joint project responsibility map for the Mayor in [Jurisdiction], focused on community partnerships. Use the pasted [Partner meeting notes and city-approved project descriptions] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Regional coordination agenda

Best used with: Chat.

Prepare a regional coordination agenda for the Mayor in [Jurisdiction], focused on community partnerships. Use the pasted [Partner meeting notes and city-approved project descriptions] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Community partnerships

Partner commitment recap

Best used with: Chat.

Prepare a partner commitment recap for the Mayor in [Jurisdiction], focused on community partnerships. Use the pasted [Partner meeting notes and city-approved project descriptions] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Community event remarks

Best used with: Chat.

Prepare a community event remarks for the Mayor in [Jurisdiction], focused on community partnerships. Use the pasted [Partner meeting notes and city-approved project descriptions] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Office follow-through

Daily briefing checklist

Best used with: Chat.

Prepare a daily briefing checklist for the Mayor in [Jurisdiction], focused on office follow-through. Use the pasted [Mayoral schedule summary and staff assignment notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Event preparation sheet

Best used with: Chat.

Prepare a event preparation sheet for the Mayor in [Jurisdiction], focused on office follow-through. Use the pasted [Mayoral schedule summary and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Open commitments review

Best used with: Chat.

Prepare a open commitments review for the Mayor in [Jurisdiction], focused on office follow-through. Use the pasted [Mayoral schedule summary and staff assignment notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Office follow-through

Staff handoff memo

Best used with: Chat.

Prepare a staff handoff memo for the Mayor in [Jurisdiction], focused on office follow-through. Use the pasted [Mayoral schedule summary and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

End-of-month progress update

Best used with: Chat.

Prepare a end-of-month progress update for the Mayor in [Jurisdiction], focused on office follow-through. Use the pasted [Mayoral schedule summary and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.