

OpenAI

Leveraging ChatGPT for City or Town Manager

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 City or Town Manager: support department coordination, council direction, and municipal service delivery. 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

Department operations

Weekly operations brief

Best used with: Chat.

Prepare a weekly operations brief for the City or Town Manager in [Jurisdiction], focused on department operations. Use the pasted [Department status notes and service standards] 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.

Cross-department dependency map

Best used with: Chat.

Prepare a cross-department dependency map for the City or Town Manager in [Jurisdiction], focused on department operations. Use the pasted [Department status notes and service standards] 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.

Service bottleneck questions

Best used with: Chat.

Prepare a service bottleneck questions for the City or Town Manager in [Jurisdiction], focused on department operations. Use the pasted [Department status notes and service standards] 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.

Department operations

Director meeting agenda

Best used with: Chat.

Prepare a director meeting agenda for the City or Town Manager in [Jurisdiction], focused on department operations. Use the pasted [Department status notes and service standards] 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.

Operations follow-up tracker

Best used with: Chat.

Prepare a operations follow-up tracker for the City or Town Manager in [Jurisdiction], focused on department operations. Use the pasted [Department status notes and service standards] 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.

Council direction

Council direction register

Best used with: Chat.

Prepare a council direction register for the City or Town Manager in [Jurisdiction], focused on council direction. Use the pasted [Adopted council actions and staff assignments] 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.

Implementation milestones

Best used with: Chat.

Prepare a implementation milestones for the City or Town Manager in [Jurisdiction], focused on council direction. Use the pasted [Adopted council actions and staff assignments] 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 update memo

Best used with: Chat.

Prepare a council update memo for the City or Town Manager in [Jurisdiction], focused on council direction. Use the pasted [Adopted council actions and staff assignments] 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 direction

Unclear assignments list

Best used with: Chat.

Prepare a unclear assignments list for the City or Town Manager in [Jurisdiction], focused on council direction. Use the pasted [Adopted council actions and staff assignments] 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.

Agenda readiness checklist

Best used with: Chat.

Prepare a agenda readiness checklist for the City or Town Manager in [Jurisdiction], focused on council direction. Use the pasted [Adopted council actions and staff assignments] 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 preparation

Budget submission checklist

Best used with: Chat.

Prepare a budget submission checklist for the City or Town Manager in [Jurisdiction], focused on budget preparation. Use the pasted [Department budget narratives and approved planning calendar] 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.

Department narrative review

Best used with: Chat.

Prepare a department narrative review for the City or Town Manager in [Jurisdiction], focused on budget preparation. Use the pasted [Department budget narratives and approved planning calendar] 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 workshop agenda

Best used with: Chat.

Prepare a budget workshop agenda for the City or Town Manager in [Jurisdiction], focused on budget preparation. Use the pasted [Department budget narratives and approved planning calendar] 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 preparation

Capital planning questions

Best used with: Chat.

Prepare a capital planning questions for the City or Town Manager in [Jurisdiction], focused on budget preparation. Use the pasted [Department budget narratives and approved planning calendar] 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 preparation status brief

Best used with: Chat.

Prepare a budget preparation status brief for the City or Town Manager in [Jurisdiction], focused on budget preparation. Use the pasted [Department budget narratives and approved planning calendar] 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.

Service performance

Performance narrative

Best used with: Chat.

Prepare a performance narrative for the City or Town Manager in [Jurisdiction], focused on service performance. Use the pasted [Verified municipal performance summaries and measure definitions] 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.

Measure definition check

Best used with: Chat.

Prepare a measure definition check for the City or Town Manager in [Jurisdiction], focused on service performance. Use the pasted [Verified municipal performance summaries and measure definitions] 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.

Service trend questions

Best used with: Chat.

Prepare a service trend questions for the City or Town Manager in [Jurisdiction], focused on service performance. Use the pasted [Verified municipal performance summaries and measure definitions] 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.

Service performance

Resident-facing progress summary

Best used with: Chat.

Prepare a resident-facing progress summary for the City or Town Manager in [Jurisdiction], focused on service performance. Use the pasted [Verified municipal performance summaries and measure definitions] 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.

Reporting gap log

Best used with: Chat.

Prepare a reporting gap log for the City or Town Manager in [Jurisdiction], focused on service performance. Use the pasted [Verified municipal performance summaries and measure definitions] 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.

Capital delivery

Capital portfolio brief

Best used with: Chat.

Prepare a capital portfolio brief for the City or Town Manager in [Jurisdiction], focused on capital delivery. Use the pasted [Project manager updates and approved project schedules] 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.

Schedule exception memo

Best used with: Chat.

Prepare a schedule exception memo for the City or Town Manager in [Jurisdiction], focused on capital delivery. Use the pasted [Project manager updates and approved project schedules] 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.

Project handoff checklist

Best used with: Chat.

Prepare a project handoff checklist for the City or Town Manager in [Jurisdiction], focused on capital delivery. Use the pasted [Project manager updates and approved project schedules] 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.

Capital delivery

Construction coordination agenda

Best used with: Chat.

Prepare a construction coordination agenda for the City or Town Manager in [Jurisdiction], focused on capital delivery. Use the pasted [Project manager updates and approved project schedules] 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 project update

Best used with: Chat.

Prepare a council project update for the City or Town Manager in [Jurisdiction], focused on capital delivery. Use the pasted [Project manager updates and approved project schedules] 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.

Organization management

Responsibility clarification table

Best used with: Chat.

Prepare a responsibility clarification table for the City or Town Manager in [Jurisdiction], focused on organization management. Use the pasted [Approved organizational chart and department work plans] 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.

Leadership retreat agenda

Best used with: Chat.

Prepare a leadership retreat agenda for the City or Town Manager in [Jurisdiction], focused on organization management. Use the pasted [Approved organizational chart and department work plans] 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.

Staff communication draft

Best used with: Chat.

Prepare a staff communication draft for the City or Town Manager in [Jurisdiction], focused on organization management. Use the pasted [Approved organizational chart and department work plans] 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.

Organization management

Department onboarding outline

Best used with: Chat.

Prepare a department onboarding outline for the City or Town Manager in [Jurisdiction], focused on organization management. Use the pasted [Approved organizational chart and department work plans] 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.

Quarterly work-plan review

Best used with: Chat.

Prepare a quarterly work-plan review for the City or Town Manager in [Jurisdiction], focused on organization management. Use the pasted [Approved organizational chart and department work plans] 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.