

OpenAI

Leveraging ChatGPT for City Council Member

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 Council Member: support agenda review, constituent communication, and public oversight. 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.

O*NET — Legislators

USAGov — State and local governments

OpenAI — Use ChatGPT

Council agenda review

Agenda briefing notes

Best used with: Chat.

Prepare a agenda briefing notes for the City Council Member in [Jurisdiction], focused on council agenda review. Use the pasted [Published agenda and staff report excerpts] 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 clarification questions

Best used with: Chat.

Prepare a staff clarification questions for the City Council Member in [Jurisdiction], focused on council agenda review. Use the pasted [Published agenda and staff report excerpts] 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.

Alternative descriptions table

Best used with: Chat.

Prepare a alternative descriptions table for the City Council Member in [Jurisdiction], focused on council agenda review. Use the pasted [Published agenda and staff report excerpts] 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 agenda review

Document reference checklist

Best used with: Chat.

Prepare a document reference checklist for the City Council Member in [Jurisdiction], focused on council agenda review. Use the pasted [Published agenda and staff report excerpts] 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.

Meeting preparation sheet

Best used with: Chat.

Prepare a meeting preparation sheet for the City Council Member in [Jurisdiction], focused on council agenda review. Use the pasted [Published agenda and staff report excerpts] 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.

District listening

District issue themes

Best used with: Chat.

Prepare a district issue themes for the City Council Member in [Jurisdiction], focused on district listening. Use the pasted [De-identified district meeting notes and resident questions] 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.

Neighborhood meeting agenda

Best used with: Chat.

Prepare a neighborhood meeting agenda for the City Council Member in [Jurisdiction], focused on district listening. Use the pasted [De-identified district meeting notes and resident questions] 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 response draft

Best used with: Chat.

Prepare a resident response draft for the City Council Member in [Jurisdiction], focused on district listening. Use the pasted [De-identified district meeting notes and resident questions] 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.

District listening

Listening-session recap

Best used with: Chat.

Prepare a listening-session recap for the City Council Member in [Jurisdiction], focused on district listening. Use the pasted [De-identified district meeting notes and resident questions] 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.

Constituent follow-up list

Best used with: Chat.

Prepare a constituent follow-up list for the City Council Member in [Jurisdiction], focused on district listening. Use the pasted [De-identified district meeting notes and resident questions] 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.

Budget oversight

Budget hearing questions

Best used with: Chat.

Prepare a budget hearing questions for the City Council Member in [Jurisdiction], focused on budget oversight. Use the pasted [Verified budget summaries and department explanations] 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 terminology explainer

Best used with: Chat.

Prepare a budget terminology explainer for the City Council Member in [Jurisdiction], focused on budget oversight. Use the pasted [Verified budget summaries and department explanations] 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.

District project fact sheet

Best used with: Chat.

Prepare a district project fact sheet for the City Council Member in [Jurisdiction], focused on budget oversight. Use the pasted [Verified budget summaries and department explanations] 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.

Budget oversight

Budget comparison notes

Best used with: Chat.

Prepare a budget comparison notes for the City Council Member in [Jurisdiction], focused on budget oversight. Use the pasted [Verified budget summaries and department explanations] 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.

Missing financial context memo

Best used with: Chat.

Prepare a missing financial context memo for the City Council Member in [Jurisdiction], focused on budget oversight. Use the pasted [Verified budget summaries and department explanations] 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.

Committee preparation

Committee briefing

Best used with: Chat.

Prepare a committee briefing for the City Council Member in [Jurisdiction], focused on committee preparation. Use the pasted [Committee remit and meeting materials] 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.

Witness question outline

Best used with: Chat.

Prepare a witness question outline for the City Council Member in [Jurisdiction], focused on committee preparation. Use the pasted [Committee remit and meeting materials] 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.

Committee action recap

Best used with: Chat.

Prepare a committee action recap for the City Council Member in [Jurisdiction], focused on committee preparation. Use the pasted [Committee remit and meeting materials] 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.

Committee preparation

Referral tracking table

Best used with: Chat.

Prepare a referral tracking table for the City Council Member in [Jurisdiction], focused on committee preparation. Use the pasted [Committee remit and meeting materials] 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.

Committee work-plan outline

Best used with: Chat.

Prepare a committee work-plan outline for the City Council Member in [Jurisdiction], focused on committee preparation. Use the pasted [Committee remit and meeting materials] 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.

Public explanations

Council action explainer

Best used with: Chat.

Prepare a council action explainer for the City Council Member in [Jurisdiction], focused on public explanations. Use the pasted [Adopted council actions and approved public 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.

Newsletter item

Best used with: Chat.

Prepare a newsletter item for the City Council Member in [Jurisdiction], focused on public explanations. Use the pasted [Adopted council actions and approved public information] 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.

Town hall talking points

Best used with: Chat.

Prepare a town hall talking points for the City Council Member in [Jurisdiction], focused on public explanations. Use the pasted [Adopted council actions and approved public 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.

Public explanations

Public FAQ

Best used with: Chat.

Prepare a public faq for the City Council Member in [Jurisdiction], focused on public explanations. Use the pasted [Adopted council actions and approved public 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.

Statement accuracy review

Best used with: Chat.

Prepare a statement accuracy review for the City Council Member in [Jurisdiction], focused on public explanations. Use the pasted [Adopted council actions and approved public 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.

Office coordination

Referral template **Best used with:** Chat.

Prepare a referral template for the City Council Member in [Jurisdiction], focused on office coordination. Use the pasted [Office assignments and service referral directory] 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 handoff notes **Best used with:** Chat.

Prepare a staff handoff notes for the City Council Member in [Jurisdiction], focused on office coordination. Use the pasted [Office assignments and service referral directory] 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 requests review **Best used with:** Chat.

Prepare a open requests review for the City Council Member in [Jurisdiction], focused on office coordination. Use the pasted [Office assignments and service referral directory] 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 coordination

**Meeting
commitment
tracker**

Best used with: Chat.

Prepare a meeting commitment tracker for the City Council Member in [Jurisdiction], focused on office coordination. Use the pasted [Office assignments and service referral directory] 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.

**Weekly office
priorities**

Best used with: Chat.

Prepare a weekly office priorities for the City Council Member in [Jurisdiction], focused on office coordination. Use the pasted [Office assignments and service referral directory] 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.