Local Government Sample Program for Visiting Legislators

City-Council Manager Form of Government Overview

Manager Contact Information

List of City/County Elected Officials (with email addresses and phone number)
  ➢ Share how with them Municipal Official Ethics Annual Training (statutorily mandated)

City Council/County Commission Meeting Schedule
  ➢ Provide a list of annual community events typically held: Memorial Day, July 4th, Veterans Day, etc.
  ➢ Provide key special events of your city/county

Brief Overview of City/County…socio-economic data, etc.

Local Government Budget
  ➢ Overview of revenue sources
  ➢ Expense drivers in budget…big picture

CAFR – annual audit requirements

Local Government Functions
  ➢ Department overviews
    • Functions
    • Programs
    • Key department contact information to aid them in constituent services

Home Rule and Preemption – We Live Local & Let Cities Work
  ➢ Provide a few past examples

Unfunded Mandates…impacts to budgets and level of services provided to citizens

Discuss City/County Specific Issues and Needs

Share Your City/County’s Legislative Agenda

Ask What Issues Are Important to the Legislator…and as appropriate, how can my city/county or I help

Remind Them You Would Like to be a Resource on Local Government Issues

Share League of Cities/Association of Counties Legislative Agenda Priorities

Ask for Their Cell Phone Number and Permission to Reach Out to Them if a Bill that Affects Your City/County Comes Up