

# Local Government Sample Program for Visiting Legislators

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## 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

