

## Budget Workshop Communications Template

It is budget season for Iowa's cities and getting public engagement in this process is both valuable and, at times, difficult to achieve.

To make this easier, we've prepared a set of templates you can customize, a short community notice below, social media post and a press release on the second page.

We recommend sending these materials to your local media outlets.

### Short Community Notice:

#### **[City Name] Hosts Budget Workshops to Hear from Citizens**

The beginning of the year is budget season for cities and [City Name] values your input in determining city priorities and spending for public services and improvements. Every year the city must balance community needs against available resources to provide a responsible, forward-thinking plan.

[Insert mayor/city manager quotes with photos here – Example: “This is one of the most impactful opportunities to voice your priorities for the city. The budget sets the tone for the rest of the year and helps the city establish what matters most to the community.”] – [mayor name]

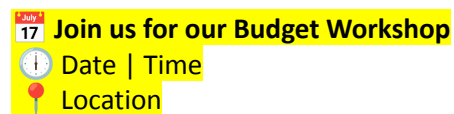
Join us at our Budget Workshop on [Date and Time] to ask questions and provide guidance on the city's future at [location].

Learn more about our budget process at [link to budget webpage if you have one].


If you need help explaining the budget process, please make use of the resources we have here:  
<https://iowaleague.org/get-involved/simplicity-your-city-simplified/>

### Social Media Post:

Budget season is here, and [City Name] is inviting residents to help shape city priorities and funding for public services and improvements. Each year, we work to balance community needs with available resources to build a responsible, forward-thinking plan for our future.



Ask questions, share ideas, and help guide [City Name]'s future.

 Learn more about the city's budget process: link

We hope to see you there!

Letterhead or City Logo

City Hall Address

Phone Number Website

**Contact:**

[Your Name]

[Your Title/Organization]

[Phone/Email]

**FOR IMMEDIATE RELEASE**

**[City], Iowa – [Date]**

**Hosts Budget Workshops to Hear from Citizens**

The beginning of the year is budget season for cities and [City Name] values your input in determining city priorities and spending for public services and improvements. Every year the city must balance community needs against available resources to provide a responsible, forward-thinking plan.

[Insert mayor/city manager quotes with photos here – Example: “This is one of the most impactful moments to voice your priorities for the city. The budget sets the tone for the rest of the year and helps the city establish what matters most to the community. We welcome every citizen to be a part of this process and help us build for the future.”] – [mayor name]

The budget workshop(s) will cover the city’s operational (services, staffing, maintenance, etc.) and capital improvement (construction, equipment purchase, etc.) budgets.

The city will host the following workshop(s) for public input:

- Department Budget Presentations to the Council
  - Date at Time
  - Location
- Public Hearing on Proposed Property Tax Rates
  - Date at Time
  - Location
- Budget Workshop with the Public Reviewing Proposed Budget
  - Date at Time
  - Location
- City Council Meeting for Public Hearings on Budget
  - Date at Time
  - Location

Learn more about our budget process at [link to budget webpage if you have one].

###