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27.2 Electronic Announcements. Upon Aldermanic request, City staff will send Ward Announcements on behalf of the Alderman. Ward Announcements are: (1) ward meeting agenda notifications; (2) meeting notification reminders; (3) PDF document attachments; and (4) single topic ward-specific notifications. Ward Announcements are limited to two (2) per month. City staff will coordinate use of an on-line service in preparation and issuance of announcements. Aldermen must provide all written content and/or PDF documents for attachment.

27.3 Postcard Announcements. Staff will develop and mail two (2) postcards per year per Alderman for Ward and/or community meetings. All content must be submitted to City staff four (4) weeks prior to the meeting date.

27.3 Ward Meetings. City staff can assist Alderman in preparation for Ward meetings upon request. Requests for assistance should be made twenty-one (21) days in advance to ensure staff availability and presence. City staff will add ward meetings to the City calendar as soon as dates are determined. City staff can assist in securing space for ward meetings.

## **28. TECHNOLOGY ALLOWANCE**

28.1 The Mayor and each Alderman will receive a monthly technology allowance in the amount of seventy-five dollars (\$75.00) per month to assist with technological amenities associated with conducting City business, including, but not limited to: high-speed internet service, a mobile phone device/service or other communication needs.

28.2 Any additional costs over and above the Technology Allowance will be the responsibility of the individual Alderman or Mayor.