

8/2/2016
8/9/2016

61-R-16

A RESOLUTION

**Amending City Council Rule Section 27, "Ward Communication Policy"
and Adding City Council Rule Section 28, "Technology Allowance"**

WHEREAS, The City Council amends the City Council Rules and Organization of the City Council of the City of Evanston from time to time; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1. That Section 27 of the City Council Rules is hereby amended to read as follows:

27. WARD COMMUNICATION POLICY

27.1 Electronic Communications. Upon Aldermanic request, City staff will support a Ward E-Newsletter. Ward E-Newsletters are limited to six (6) per year. City staff will coordinate use of an on-line service for the preparation and issuance of the Ward E-Newsletter. Aldermen must provide all written content, hyperlinks, and graphics in a Word document so that City staff can format into the newsletter template. All content should be submitted to City staff at least one (1) week prior to the intended issuance date.

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.

27.4 Ward Meetings. City can assist Alderman in preparations 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.

SECTION 2. That the City Council Rules are hereby amended to add Section 28, "Technology Allowance," which shall read as follows:

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.

SECTION 3: That this Resolution 61-R-16 shall be in full force and effect from and after its passage and approval in the manner provided by law.


Elizabeth B. Tisdahl, Mayor

Attest:


Rodney Greene, City Clerk

Adopted: August 15, 2016