

Support Activities and Services: Council Staff and/or City Departments

This draft list was generated at the June 11 meeting of the President's Workgroup on the Alder Role. The list will be used to identify gaps in desired services, new services that alders would like to use, and constrictions in the system if all alders wanted to avail themselves of a particular service.

Please feel free to add your own

- Mailings/meeting notices
- Answering service
- Room reservations
- Scheduling meetings
- Press Releases
- Legislative/Legistar
- Office Supplies
- Website updates
- Newsletters
- Planning social events
- Staffing committees
- Help desk
- Surveys/information gathering
- Research/articles
- Attending department/division head meetings
- Office budget
- Accounting/Alder Expense Accounts
- Travel/conferences