



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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*Office of the Mayor*

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July 2, 2019

Rapid City Common Council  
300 Sixth Street  
Rapid City, South Dakota 57701

*Re: Updates – Mayor’s Office Hiring & Public Works’ Open House to Discuss Sewer System*

Dear Council Members:

Since your approval of a new Facilities Manager job description at the regularly scheduled City Council meeting on April 15, 2019, City staff conducted several interviews for this position during the month of June. After narrowing down our candidate list, I was comfortable extending an offer of employment to an individual who I feel will excel in this new role. As a result, I am happy to report we will have a Facilities Manager on board come July 15, 2019. In the meantime, my office is working to extend CSAC service contracts through the remainder of 2019 for our building. I intend to bring these revised service contracts forward on a future City Council agenda for your approval, considering the previous contracts were approved by and billed to the School administration.

On a different, but related note, the Mayor’s Office is beginning the process of hiring for our Executive Coordinator vacancy, which resulted from an office reorganization early in the month of June. The window for this application period closes on July 10, 2019. Currently, we have over 50 candidates to select from, and I am confident we will have a good hire out of this round. Interviews will be conducted at the end of this month, with the goal of having our new hire on board before September. As I mentioned to you last month, I believe the changes to my office will provide better support to you as Council members and improve overall customer service at the same time.

Lastly, on Tuesday, July 30<sup>th</sup> at 6:00 p.m., the City will be hosting an open house at the Journey Museum & Learning Center to educate and discuss the sewer system that serves our City. At first glance, this might seem somewhat strange, but we feel the discussion and education component are both necessary. Increased rainfall during the spring season resulted in residential damage for many of our residents, and we would



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like this opportunity to further address these concerns. This event will be open to the public, but City staff will also be intentionally inviting those residents who have to our knowledge experienced sewer back-ups in their homes. Both press releases and social media posts will be issued to highlight this event with the intent to maximize attendance.

Please let me know if you would like any additional information regarding the three items addressed in this letter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Allender", with a long horizontal flourish extending to the right.

Steve Allender, Mayor  
Rapid City, South Dakota