



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Office of the Mayor

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June 7, 2016

Rapid City Common Council
300 6th Street
Rapid City, SD 57701

RE: Official Correspondence

Dear Council Member:

I am notifying you about a change I am contemplating, but would like your input first.

I am considering making public the official correspondence from the Mayor's Office to the City Council. I tend to believe the public has an interest in this communication and also that the media would benefit from knowing what's going on at City Hall. Generally speaking, I would notify the local media that the communications are available and would work with news agencies to establish an easy and simple method of distributing the communications.

The overall goal of doing this will be to add a small layer of transparency to City Hall communications. I also hope it will enhance communications between the Mayor's Office and City Council members. As you can probably tell by now, I am not in the habit of communicating controversial or personnel related issues via memo, so I do not believe I will be exposing the City to any legal or otherwise embarrassing issues.

The specific communications to which I am referring, are the memos on letterhead that I periodically send to the City Council as a group. Currently, I send these letters to you assuming that the media may eventually come into contact with them anyway, so there's a very low risk to adopting this proposed procedure. I would however be slightly concerned that this new procedure may create a hesitancy on the part of City Council members to communicate with Mayor's Office; therefore, I will explain in detail to you and to the media which items will be available to them and which will not.



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The only items I would make available are official letters on letterhead, which are sent to the entire Council. I would not include correspondence to individual council members, nor would I include replies to communication from council members to the Mayor's Office.

I am not sure this new procedure will cause any impact to anyone; however, if I decide to go through with it, it will be on a trial basis.

I would like your comments and questions prior to making the final decision. Please feel free to contact me at your earliest convenience.

Sincerely,

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

Steve Allender, Mayor
Rapid City, South Dakota