



RALPH BECKER  
MAYOR

# SALT LAKE CITY CORPORATION

OFFICE OF THE MAYOR

## MEMORANDUM

**From:** Mayor Becker

**To:** David Everitt, Chief of Staff  
Department Directors

**Cc:** City Council Members  
Cindy Gust-Jensen

**Date:** April 13, 2009

**Re:** Salt Lake City's Greater Transparency for Collaborative Government Initiative-  
Department Plans

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The City Council and I jointly announced the Greater Transparency for a Collaborative Government Initiative on January 6, 2009. At the same time, we released for public comment a proposed work plan describing specific areas where the City could provide more effective government through increased transparency, openness and collaboration. A number of new initiatives already have been put in place as described in the City's 30-Day Progress Report, issued on February 6, and the City's 90-Day Progress Report, issued today. In addition, our Transparency Steering Committee will issue a draft City Policy on Transparency, Openness and Collaboration around May 6 for public comment. The expectation is that the Council and I will adopt a final City policy toward the end of the summer.

In the meantime, I would like each of the City Departments and the Mayor's Office to begin considering specific ways they can make their operations more effective through increased transparency, openness and collaboration. Because each department is different, as are the various functions within a department, department-specific approaches to transparency, openness and collaboration will be more effective. I would like each department to respond to me in writing by July 10 with an assessment of the following:

- (1) Are the services your department provides to the public accurately and completely described on slcgov.com? If not, what changes need to be made?
- (2) Are there categories of documents not currently available on slcgov.com that would help the public better understand the actions taken by your department? (The focus is on better understanding. There is no point going to the effort of putting on line documents that nobody cares about.) If so, what are those

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categories of documents and how would placing them on slcgov.com be helpful to the public?

- (3) Are there additional ways in which your department could obtain public input that would assist your department in serving the public more effectively or making better decisions? If so, what are they and how would they assist you?
- (4) Any other comments that you may wish to make.

I realize that the City has not yet adopted its specific policy on transparency, openness and collaboration; the only guidance you have at this point comes from the statements by the Council and me on January 6 and the information on the Transparency website. However, I think the direction the Council and I want the City to pursue is clear, and I look forward to your creativity in developing new initiatives to provide greater transparency, openness and collaboration that will lead to more effective government.

The format for your response is attached, along with some samples of what a completed form would look like. Ed Rutan, Matt Lyon, Michele Straube, and the Transparency Steering Committee are available to assist you if you would like.

Sincerely,



Ralph Becker  
Mayor