

RESOLUTION #2012-123

A RESOLUTION AMENDING THE RAPID CITY COUNCIL POLICIES AND PROCEDURES RELATING TO “NOTIFICATION PROCEDURES.”

WHEREAS, the Rapid City Common Council has adopted policies and procedures to insure its efficient operation; and

WHEREAS, the Council currently enjoys the benefit of open communication with the Mayor’s office and regularly receives information from the Mayor on matters of importance to the Council; and

WHEREAS, the Council recognizes that good communication between all elected officials is vital to maintain effective governance; and

WHEREAS, the Council recognizes that good communication between elected officials is a two way street; and

WHEREAS, the Council desires to insure that communication between elected officials continues to be a priority into the future; and

WHEREAS, the Notification Procedures policy was amended in 2011 at the request of the Mayor to allow council members to see all Step II rulings to ensure good communication into the future; and

WHEREAS, while the current administration has ensured that the Council has been notified of all class grievances and grievances where the Mayor is named prior to the ruling, the Mayor and Council have determined it is appropriate that in addition to being notified of the rulings in Step II grievances a formal policy be adopted to notify the leadership of the City Council any time there is a grievance filed by a City employee which names the Mayor.

NOW THEREFORE, BE IT RESOLVED, by the Rapid City Common Council that Chapter 8 of the City Council Policies and Procedures entitled Notification Procedures is hereby amended to read as follows:

CHAPTER 8 NOTIFICATION PROCEDURES

In the event a Council Member or the Mayor learns of the existence of facts or circumstances as set forth below, that Council Member or the Mayor shall make reasonable efforts to notify the Rapid City Common Council and the Mayor of all the pertinent facts and circumstances known to the reporting Council Member or the Mayor, as soon as practical, but not later than the next regularly scheduled Council meeting. Individual notification to the Mayor and to each Council Member is preferred. The following events are subject to this notification process:

- If a lawsuit is filed against the City or any of its subordinate entities.
- The decision of the Mayor in a Step II grievance and appeal to Step III any grievance appealed to the South Dakota Dept. of Labor, or lawsuits against the city or any of its entities.
- Leadership of the City Council will be notified of any grievances filed by a City employee that involves the Mayor, or which specifically identifies the Mayor. A brief summary of the grievance will be provided with the notice.
- A documented loss or theft from the City greater than ten thousand dollars (\$10,000.00).
- Notice of claims greater than ten thousand dollars (\$10,000.00) or if the dollar amount is not identified on the face of the claim, whenever the City has incurred actual expenses of more than ten thousand dollars (\$10,000.00) as a result of a claim.
- Receipt of a written notice of violation from a state or federal agency.
- Receipt of a written notice of investigation from a law enforcement agency.
- Reports from city contracted consultants or a government agency critical of City management or processes.

Dated this _____ day of _____, 2012.

CITY OF RAPID CITY

Mayor

ATTEST:

Finance Officer

(SEAL)