



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

City Finance Office

300 Sixth Street

Rapid City, South Dakota 57701

605-394-4143

TO: Council Members
 FROM: Jim Preston
 SUBJECT: Human Resources Remodeling Project
 DATE: May 10, 2001

Request that the Council approve an agreement with Del' Construction Inc. in the amount of \$4,870 to remodel the Human Resources office. This work is needed to provide Cathy Druckrey, Human Resource Manager (Recruiting and Compensation), with a more private area to handle employee related issues and work on assigned projects.

Cathy is contacted regularly to assist with a variety of sensitive issues such as the Employee Assistance Program (EAP), grievances, and medical insurance questions. An area free of distractions and interruptions is also needed to work on projects such as automating employee records and updating employment policies.

A Human Resources Clerk who will be stationed at the front counter to handle telephone calls and walk-in visitors, and other related Human Resource tasks will start work on May 21, 2001.

The project will also involve installation of an emergency exit door as recommended by the Rapid City Police Department.

Quotes received for remodeling project:

- | | |
|---|------------|
| 1. Del' Construction, Inc. | \$4,870.00 |
| 2. A-1 Construction, Inc. | 5,782.00 |
| 3. J. Scull Construction Services, Inc. | 9,750.00 |

A drawing of the proposed remodeling is attached.

If you have any questions feel free to contact me.

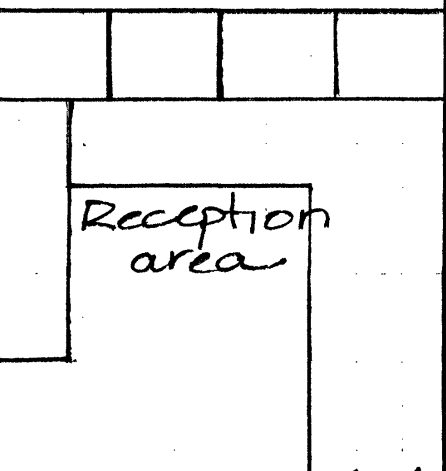
cc: Mayor Munson, Cathy Druckrey, Coleen Schmidt

ENTRANCE/
EXIT
door

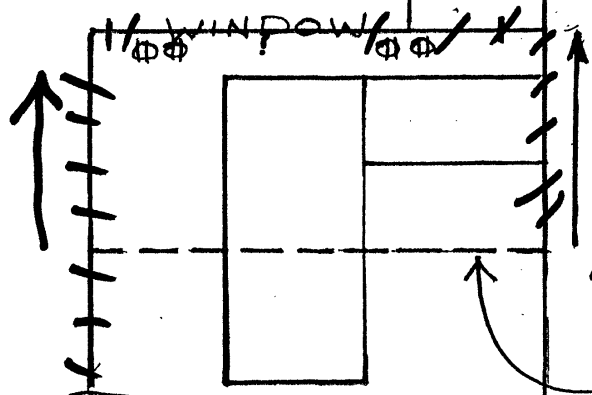
closet

applicant
area

Reception
area



36'-0"



move
wall
out 5'-0"

existing
wall

emergency
exit door