



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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MEMORANDUM

TO: City Council
FROM: Mayor Sam Kooiker
DATE: August 9, 2011
SUBJECT: Hours of operation
Effective Date: Tuesday, September 6, 2011

In order to better serve the citizens of Rapid City, the hours of operation will be extended to 5:00 p.m. for several City offices in the City School Administration Center. This change will be effective on Tuesday, September 6, 2011.

The following offices located in the City School Administration Center will be open until 5:00 p.m. beginning September 6, 2011:

- Human Resources
- Public Works
- Engineering Services
- GIS/LIS
- Growth Management
- Air Quality
- Community Planning
- Development Service Center

The above listed offices will continue with their current opening time. Human Resources opens at 7:00 a.m. and all other offices open at 7:30 a.m.

Employees will not be asked to work longer hours, but there will be some scheduling changes in order to provide service to citizens until 5:00 p.m. Monday through Friday.