



Forwarded on:  
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by Council Liaison's Office


# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jose Obregon

**SUBJECT:** DEPARTMENT MOVES  
INTO OLD MARTIN LUTHER KING  
LIBRARY

**DATE:** October 3, 2003

Approved  Date 10.03.03

## INFORMATION

As part of the efforts to reduce General Fund expenditures and maximize the use of City resources, the General Services Department is transforming the old Martin Luther King Library into offices for approximately 350 City staff who are currently in leased facilities. The old library, a building primarily designed for library operations, and built before computers and advanced telecommunications revolutionized work processes and customer service opportunities, was not an ideal candidate for conversion to office use. The work involved extensive refurbishment including the complete rewiring for power, computer and telephone functions. Though GSD staff managed the project and in-house staff performed much of the work, staff from many departments has worked collaboratively on the project. The outcome, achieved in three months, is a structure that meets tenant needs, makes fiscal sense operationally, and provides a laboratory to test some of the new operating methodologies for the new civic center.

Seven divisions from four departments have started the relocation process to the "old library". The schedule below is provided for your information. All efforts will be expended to minimize customer impact by referring calls and providing alternative service areas where applicable. In almost all cases telephone numbers remain and the City's Call Center can be of assistance if needed during the interim.

<u>Department/Division</u>	<u>Date Move Begins</u>	<u>Date Operations Resume</u>
Public Works – Parks and Rec Facilities	Wednesday, Sep 24	Monday, Sep 29
PRNS – City Facilities Development	Wednesday, Sep 24	Monday, Sep 29
Public Works – Real Estate	Monday, Sep 29	Wednesday, Oct 1
Fire - Administration	Wednesday, Oct	Monday, Oct 6
*DOT – NASCOP	Monday, Oct 6	Wednesday, Oct 8

The Honorable Mayor and City Council

**UPCOMING DEPARTMENT MOVES INTO OLD MARTIN LUTHER KING LIBRARY**

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*Public Works – Civic Center	Wednesday, Oct 8	Friday, Oct 10
Fire – Prevention	Monday, Oct 13	Friday, Oct 17
PBCE – Code Enforcement	Monday, Oct 20	Thursday, Oct 23 (partial) Tuesday, Oct 28 (full)
Public Works – Office of Equality Assurance	Tuesday, Oct 28	Thursday, Oct 30

Your cooperation and understanding are appreciated during this change period. If you have any questions about this project, please contact Randy Turner, Deputy Director of General Services at 938-2021.



**JOSE OBREGON**

Director of General Services

