



Engineering and Public Works Department

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DATE: July 15, 2024

TO: Michele Hale, Deputy Mayor

THROUGH: Katie Koester, City Manager

FROM: Emily Suarez, Project Manager

SUBJECT: Multi-Department Relocation from Municipal Way to City Hall

Several CBJ departments will need to be relocated due to the upcoming Municipal Way building lease expiration on September 30th, 2024. Departments directly affected by this lease expiration are Human Resources and Risk Management (HRRM), Finance, and Lands & Resources. Due to the interim relocation, Information Technology (IT) and Emergency Management are also affected. Finance and Lands continue to work at Muni Way and remotely as needed.

This shuffling of personnel is a temporary process that will last about 12 months as negotiations continue with the real estate firm that manages the Burns Building for the Permanent Fund Corporation.

1. City Hall:

To facilitate HRRM's transition into City Hall, nine (9) IT staff positions have been transitioned to remote work temporarily, and five (5) IT staff positions will remain at City Hall to attend to any client-based requests. The newly available office spaces at City Hall allowed ten (10) HRRM positions to relocate, with one (1) that remains as a remote position. HRRM has now vacated Muni Way.

The preceding four weeks of work performed at City Hall in preparation for this move included moving most of IT's furniture out of the offices, carpet cleaning, and painting interior office spaces. Subsequently, all HRRM furniture was moved into the newly rehabilitated space from July 1st through July 3rd.

IT and Emergency Management will be fully moved out of City Hall once the spaces at Marie Drake are ready to occupy. Five (5) Finance staff positions and the remaining one HRRM staff position will then occupy the available spaces at City Hall.

2. Marie Drake:

Effective July 1st, Marie Drake is under CBJ management. Critical upgrades are needed before moving CBJ staff to this location, including network infrastructure, electrical improvements, parking, and space rehabilitation.

IT, Purchasing, Accounting, AP/Payroll, and Emergency Management have a planned short-term relocation to Marie Drake within the next 6 to 12 weeks. Thirty-two (32) CBJ employees are projected to be relocated to this facility. These departments will be located on the second floor and will occupy approximately nine (9) rooms.

3. Parking:

A minimum of 32 parking spaces will be required to accommodate the total number of CBJ employees relocated to this location. Also, Facilities Maintenance has submitted a proposal to relocate to Marie Drake. If Facilities Maintenance also moved to Marie Drake, 26 parking spaces between staff and CBJ Maintenance vehicles will be required. 58 CBJ parking spaces will then be required to accommodate the total number of CBJ employees at this facility. There are currently only 49 parking spaces at Marie Drake, and 8 of those spaces are designated for Augustus Brown Pool parking.

4. New Furniture Acquisition

The City Manager's Office has initiated the purchase of 32 new workstations to facilitate the short-term relocation that retains its transferability and can later be used in a permanent space for all CBJ departments. The total cost of the new workstations is \$317,518.65, with an estimated lead time of 8 to 10 weeks.

Recommendation: Informational Only.