



City and Borough of Juneau
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TO: Deputy Mayor Hale and CBJ Committee of the Whole
FROM: Katie Koester, City Manager
DATE: March 7, 2024
RE: Cover memo for downtown CBJ employees and office space

The purpose of this memo is to organize your deliberations on office space for downtown CBJ employees. This is not a comprehensive conversation of what CBJ should do with those facilities but rather an attempt to answer the specific questions around the need for CBJ office space as a starting place in a web of if-this then-that decision making. Other possible uses for these facilities include childcare, AEYC, Juneau Animal Rescue and community center needs, to name a few.

Conditions of Current Facilities

Approximately 165 CBJ employees work downtown in 5 different buildings. The conditions of those buildings are deteriorating last week there was a leak at Marine View that damaged equipment in the GIS office and flooded 2 offices in Engineering. Construction at Muni Way has created an environment that is disruptive for staff; fumes and noise from jackhammering the most recent examples. While SHI has gone to great lengths to mitigate the construction disruption as much as possible, the reality is it is an active construction zone and there is not much they can do. Completion date for construction is not expected until October of 2024. We are exploring remote work for employees who can and alternative workstations for those who cannot telework. On July 1 when CBJ takes possession of school district facilities Finance and Human Resources staff could move to the JSD Admin Building, though JSD staff has asked for an extension on that date. We entered into a 5-year lease with SHI for Muni Way anticipating construction for a new city hall to take about that long; however, all of our leases contain a "subject to appropriation clause."

The attached matrix attempts to summarize the detailed memo by Chief Architect Rynne in your packet. Read it twice! It is chock full of good info. In summary, the status quo is untenable, the Burns building is a great facility but hard to justify when we have two vacant buildings over 70,000 square feet available, Marie Drake needs renovations but is in better condition than expected with exceptionally challenging parking; Floyd Dryden also needs some renovating, has great parking, but moving City Hall to the Valley compromises the vitality of Downtown.

Recommendation: provide staff direction on the questions below.

- Does City Hall need to remain downtown or is the Assembly, and community, open to moving it to the valley (Floyd Dryden).
- Does the Assembly want to continue exploring leasing property or should we figure out how to move into one of the JSD facilities?

Enc:
Downtown CBJ Offices Comparison Matrix
Office Space Parking Map
CBJ Office Space Options Analysis