



City and Borough of Juneau
City & Borough Manager's Office
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TO: Mayor Weldon and Borough Assembly

DATE: April 1, 2024

FROM: Robert Barr, Deputy City Manager

RE: Municipal Way Office Move

Due to ongoing construction activity resulting in a space that is unworkable, we are moving forward with moving staff out of the Municipal Way building into rented space at the Burns Building.

Staff have signed a letter of intent with the Burns Building real estate agent and we've begun contract negotiations. Our targeted lease start date is May 1st and expect to begin moving then or shortly after. The departments impacted are most of Finance, all of HR, and Lands and Resources.

We have an existing lease at the Municipal Way building that we are obligated under through July 1st. The Manager's Proposed FY25 budget removes budget authority for that lease from the Lands and Resources budget and includes temporary funding in the Manager's Office budget for a different short-term lease.

Under this plan, we will be overlapping payment for both spaces for May and June.

Recommendation:

Information only