

**City and Borough of Juneau
Assembly Finance Committee Meeting
Wednesday, May 10, 2017
Additional Information - Cost Reduction & Revenue Options
Version #3**

Assembly Finance Committee members have requested additional information on cost reduction and revenue options for various positions and programs. Summarized below are the specific question/request and the additional information. For certain items information gathering is still in process.

1. Arboretum:

The Jensen-Olson Arboretum does not currently charge for admission. There is not a concrete prohibition, in writing, to charging entrance fees. But there is a fair recollection that free entrance was the intent of the donor, Caroline Jensen. Also there could be a significant cost of collection unless they rely on the honor system.

2. Augustus Brown Pool:

The AB Swimming Pool was removed from the FY18 Budget Pending list, however Assembly members requested Deferred Maintenance Information regarding the AB Pool.

The information is being provided as a summary of 285 page, "Augustus Brown Facility Condition Survey of 2014." (<http://www.juneau.org/engineering/pdfs/20140814104114.pdf>)

The AB Pool has served the community for 45 years. The building has been maintained well over the years, but some of the building systems are nearing the end of their useful life and replacement should be planned for continued long term use of the facility.

These costs are estimated in 2016 dollars. For budgeting purposes an inflation rate of 3% per year should be added for items to be implemented beyond 2016.

The report outlined needed construction costs over the short term (0-5 years) of \$830,000 and over the mid-term (5-10 years) of \$4,670,000. The total costs of work to be done in the short term and mid-term were estimated at \$5.5 million. Since publication, the CBJ has already funded the short-term costs of \$830,000. However funding the mid-term costs of \$4,670,000 would provide the funds needed to keep the building going for another 5 to 10 years.

The items included in the mid-term list of deficiencies include replacing a portion of the pool tank slab, replacing the roofing and associated components, improvements to the insulation of the exterior envelope, replacing the pool finish and other pool components, replacing heating, ventilation and plumbing systems, replacing electrical power, lighting, fire alarm and communication systems and replacing the bleachers. The estimated cost of the mid-term deficiencies, including construction and project related cost is approximately \$4,670,000.

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3. Scaling Options for Library Youth/Outreach Programing:

Question: What are the scaling options for Library Youth/Outreach Programming, and if scaled, what are the impacts to service?

Facts: The Library Youth and Outreach programming function is staffed by 7 employees at 2.75 FTE. Each of these individuals is full-time and the other portion of their work is directed towards operations. The total cost of this program is \$225,450. There are no non-personnel costs for this program, as the Friends of the Library donate, annually, about \$30,000 to cover programming supplies, travel/exhibit costs, honorariums, food, etc. Scaling this program would result in lay-offs followed by the creation of part-time positions to fulfill non-programming responsibilities.

Scaling options include:

A – \$55,000 reduction. 0.75 FTE worth of programming responsibilities would be eliminated.

B – \$146,000 reduction. 2.0 FTE worth of programming responsibilities would be eliminated.

Impact: Over 16,000 people attended about 450 programs at one of the libraries or at an outreach event in FY16. These numbers are stable to slightly rising year to year. Beyond the numbers are the community outcomes and benefits that our community derives from the educational and literary topics that are covered in library programs. Many communities have shown that children who regularly attend library programming in their early years are more likely to succeed in school. Library programs include:

- Storytimes – early literacy reading-focused events for children and their caregivers, ages 0-6
- Class visits – visits by librarians into schools to promote and get kids excited about reading, primarily done at the end of the year to get kids into the summer reading program which emphasizes prevention of the “summer slump” in educational outcomes
- Family nights – monthly large scale programs done in partnership with other literacy-focused organizations that seek to reach the traditionally underserved for a night of education around a pre-chosen topic with external professional presenters
- Outreach programming – visits by librarians to facilities throughout the community to promote reading, library services, and literacy activities, typically to under-served populations or populations that are restricted from visiting the library. E.g.: Johnson Youth Center, Glory Hole, Adult Daycare programs.
- Special events and grant based programming – one-time small to large scale programs supported by national or state level grants, including author visits, exhibits, and special programs (e.g.: Puppet Shows, Science Friday’s, Science on the Screen, DiscoverTech, NASA@My Library, NEA Big Read, etc). JPL’s grant programming focus is on the STEM area, and we typically see 3-5 grants per year that enable STEM based community education.

The impact of Option A would be a reduction in storytimes (from 6 per week to 2-3), a sharp reduction in class visits, a 50% reduction in family nights, and elimination of outreach visits to the Glory Hole.

The impact of Option B would be a reduction in storytimes (from 6 per week to 1-2), and elimination of class visits and family nights. In addition to regular outreach visits to the Glory

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Hole, visits to the Adult Daycare program would end as well as irregular visits to booth-type community events and partnerships with mission-similar organizations. Existing grant commitments would be maintained through the end of their current project timelines and then ended. Revenues would decrease by \$20,000 to \$50,000 annually (grants, variable).

4. JPD-CSO Update on Second-Hand Smoke:

The JPD Community Service Officer position and duties have been discussed at the AFC meetings in April and May, 2017. During these discussions clarification has been requested regarding one of the duties – writing second-hand smoke citations.

In fact, the second hand smoke category is not the red burn citation – which is a separate item. The second hand smoke category is smoking in a commercial vehicle (CBJ Code 36.60.045(a.)). A citation could be given to a taxi driver or a passenger for smoking in a taxicab.

5. Mt. Jumbo Gym Fees:

The Mt. Jumbo Gym was removed from the FY18 Budget Pending list; however Assembly members requested information regarding the Mt. Jumbo Gym fees.

RENTAL FEES: 0-19 hours: \$35/hr; 4 consecutive hours OR 20+ hours: \$30/hr

EQUIPMENT RENTAL FEES: \$23/rental – includes ALL play equipment and sports equipment (tricycles, mats, toys, volleyball nets, soccer goals, bouncy houses).
There is no charge for balls.

PRESCHOOL OPEN GYM FEE:

The fee for the Preschool Open Gym (10:30am-Noon, M-F) is \$3/child.
The Buy 10/Get 1 Free pass is \$30.

<http://www.juneau.org/parkrec/gyms/gyms.php>

5. Mt. Jumbo Gym Deferred Maintenance:

The Mt. Jumbo Gym was removed from the FY18 Budget Pending list, however Assembly members requested Deferred Maintenance Information regarding the Mt. Jumbo Gym.

The Mt Jumbo Gymnasium Facility Condition Survey Report – August 2014 (110 page report) is available at: <http://www.juneau.org/engineering/pdfs/20140814114221.pdf>

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6. Print Shop Evaluation Report – November, 2015:

In 2015, a third party consultant, Mr. Chuck Collins conducted an evaluation of the CBJ Print Shop, and issued a 10-page report, "CBJ Print Shop - Evaluation and Analysis of Process" on November 15, 2015.

Excerpts from Mr. Collins' report follow:

Would the city save money without a print shop?

Once again, the answer is, no. As procedures now stand, including limited turnaround time on important projects, none of the aforementioned vendors will guarantee the delivery of product at their most competitive price. Policy changes requiring earlier deadlines and better job submission could be implemented to remedy these issues. However, resistance to a change especially for Assembly and Planning Commission packets would be very high. Another issue is the cost of missing a deadline, for either an important public meeting or a grant funding opportunity.

Findings:

Local vendors have high interest in providing print services for the CBJ however, most were loath to commit to tight turnaround and "best" pricing for all jobs. While private industry has continued to be very competitive on print jobs in Juneau and the price has stayed low for jobs of size, a number of the currently printed jobs from CBJ print shop were short run types that local print shops would charge a higher fee than the city print shop could produce the same job. The cost savings that possibly could be realized would be very insignificant and the ancillary cost of departments having to operate with multiple vendors would force more in house copy usage, add hours to expensive staff time and possibly cause missed deadlines.

As none of the local vendors expressed any interest in contracting directly or operating as a facility management shop I moved to areas where CBJ could save time and money.

In short, Mr. Collins "concluded that CBJ is better off to operate an in house print shop with continues services for printing, graphic design, mail fulfillment and delivery of product to end user. Operated properly the print shop can easily meet the needs of the entire CBJ including the Airport and Hospital if needed. Allowing the print shop to become the focal point for printing, mailing and graphic design should inherently build in institutional knowledge of vendor capability and expense. Demonstrated customer service to CBJ departments will enhance the trust and production between departments bringing down expense and time lost performing repetitive tasks. CBJ print shop has the ability to become an integral part of the operation of Juneau, allowing our Assembly, Manager, Boards and staff the time and energy to concentrate on their day to day business without the worry of print jobs and communication being performed. A good print shop allows business to perform those tasks that generate income instead of concentrating on the paperwork."
