



City of Homer

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Office of the City Clerk

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MEMORANDUM 19-091

TO: Mayor Castner and Homer City Council
FROM: Melissa Jacobsen, City Clerk
DATE: July 17, 2019
SUBJECT: REPLENISHMENT OF CITY LAPEL PINS

After several years the supply of the city lapel pins has been nearly expended. Members of City Council use the lapel pins to welcome visiting dignitaries and other important visitors to the city.

Councilmember Stroozas takes pins when he greets the cruise ships that come into port, and over the last few years some Councilmembers have taken pins when they have traveled to other states to share with the communities they visit. Occasionally, visitors will stop by the City Clerk's office and purchase a pin or two and the City charges \$1.00 per pin, in accordance with the fee schedule.

It has been requested that the City Clerk's office replenish the supply of pins so Deputy City Clerk Krause researched the costs for replenishing a modest supply. Those costs are reflected in the table below and the quotes received have been included for your review along with the artwork proposed for the new city lapel pin.

Metro Pins	The Pin People	The Pin Center
1000 ct	1000 ct	1000 ct
1.25"	1.00"	1.18"
\$0.86 ea	\$1.45	\$0.99
\$860.00	\$1450	\$1027.50 (includes shipping and insurance \$37.50)

The Clerk's office didn't anticipate this expenditure and it wasn't included in this year's budget, so I'm requesting permission split the cost of ordering pins with the Council's office supply budget which has a balance of \$740. We recommend ordering from The Pin Center. We've worked with them in the past, and prefer their pin size and design. The cost to Council's budget would be \$513.75.

Recommendation: Approve expending \$513.75 from the Council office supply budget to purchase City pins from The Pin Center.

