



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

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Memorandum 22-060

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: APRIL 5, 2022
SUBJECT: CLERK'S OFFICE UPGRADE AND CITY HALL SUPPLIES

The layout in the City Clerk's office has been the same for at least 17 years, with a slight expansion in 2010 when a wall was removed to create a library/file room. As the demands on staff time have increased and considerations for the health and safety of the team during the pandemic continue, we see the need to make changes to provide distance between the staff and better utilize the space.

Our plan is to remodel the library/file area into an office space and have one Deputy Clerk located in that remodeled space and one in the current office area. With the freed up space in the current office area we plan to re-arrange filing cabinets and install cabinetry to create a workspace to put the office printer/copier, glue machine binder, paper, and office supplies.

The Clerk's window counter top will be enlarged to make a more useful workspace for citizens and staff to process transactions. The existing roll up door at the window will be replaced with one that will lock, providing increased security to our office during after hour meetings or if a security risk occurs in the building.

In addition to supplies for the Clerk's office there is a need to purchase a cross cut shredder to replace the current strip cut shredder at City Hall. A strip cut shredder creates bigger strips of paper and someone could much more easily have a chance of piecing together and making sense of a document that's been strip-cut rather than cross-cut.

Large magnetic/dry erase whiteboards will replace our one chalk board and be used by departments in different meeting spaces as needed.

Recommendation: Approve funding requested in Ordinance 22-21.

**CITY OF HOMER
FINANCIAL SUPPLEMENT**

PROJECT NAME	<u>Upgrades to City Clerk's Office and Equipment for City Hall</u>	DATE	<u>04/06/2022</u>
DEPARTMENT	<u>Administration</u>	SPONSOR	<u>City Manager/City Clerk</u>
REQUESTED AMOUNT	<u>\$ 13,800</u>		

DESCRIPTION	<p>The equipment and furniture purchases will provide the City Clerk's Office improved filing and storage space, a replacement roll-up counter door for the Clerk window, an ergonomic desk, and front counter and printing/binding workspaces.</p> <p>Additional equipment purchases requested by the City Manager include dry-erase boards for City Hall meeting spaces and a commercial cross-cut shredder that meets security requirements for Finance and the City Clerk's Office</p>
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	100%	0%	0%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	0%

FUNDING SOURCE 1: GF CARMA	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 2,810,137</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 870,645</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 13,800</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 0</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 1,925,692</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

Estimated Costs for City Hall/Clerks Purchase Requests			As of 3/31/22
<u>Dry Erase Boards for City Hall</u>			
Large Mobile Rolling Magnetic Whiteboard - Qty. 3 (\$294.97/ea); Shipping to WA	Amazon.com	\$ 884.91	*Adjustable height and rotates 360°; 70"x36"Double Sided, magnetic Dry Erase Board on Wheels, black frame. Does not ship directly to AK due to weight; would need to ship through Gear Shed.
Shipping from WA to AK	Gear Shed	\$ 96.00	*Estimated shipping cost based on 160lbs from item description.
<u>Cross-Shredder for City Hall/Finance</u>			
Commercial Cross-Cut Shredder; Shipping to WA	Amazon.com	\$ 2,798.00	*Fellowes Powershred 485Ci 100% Jam Proof Commercial Grade 30-Sheet Cross-Cut Paper Shredder, TAA Compliant. Prices vary between \$2,800-\$3,700. Does not ship directly to AK due to weight; would need to ship through Gear Shed.
Shipping from WA to AK	Gear Shed	\$ 96.00	*Estimated shipping cost based on 160lbs from item description.
<u>City Clerk's Office Renovations</u>			
2-drawer Commercial Lateral File Cabinet; Shipping to AK	Staples	\$ 359.99	*cabinet is cheapest option when including the shipping; other options do not ship directly to AK.
Heavy Duty Bookcase 84"H x 48"W; Shipping to AK	Wayfair	\$ 1,335.90	*bookcase meets our necessary max weight allowances and preferred color, durability. Shipping to AK was \$357 so using Gear Shed is cheaper.
Bookshelf Shipping from WA to AK	Gear Shed	\$ 66.00	*Estimated shipping cost based on 110lbs from item description.
Roll-up Counter Door/Equipment for Clerk Window; Shipping to AK	QMI	\$ 1,778.00	*out of 3 bid requests, 2 came back and this was the cheapest option; other one from Door Systems of Alaska totaled \$3,991.
Adjustable Standing Desk with drawers, 48"W; Shipping to AK	Amazon.com	\$ 399.99	*standing desk to replace non-ergonomic desk, also matches existing sitting desk in office. Includes shipping to AK.
Base Cabinets for Front Counter & Printing/Binding Workspaces; Shipping to WA	Cabinets.com	\$ 2,885.41	*cabinets on sale through website that lets you pick exact color/style/cabinet sizes you want. Matched to the existing wood/cabinets in City Hall. Spenards quote came in at \$6,205.
Cabinet Shipping from WA to AK	Gear Shed	\$ 270.00	*Estimated shipping cost based on 450lbs.
Countertops for Workspaces	Gerard HouseWorks	\$ 2,779.00	*Gerard did the countertops for the City Hall renovation and still has the same color/material available to match our existing window countertop.
Estimate Total		\$ 13,749.20	