



April 4, 2022

Members of the Finance Committee:

The City Clerk respectfully requests the approval of \$50,000 to fund the reconfiguration of our front desk and public reception area. The redesign will benefit our visitors as well as our staff in many ways.

Currently, our front counter is located within the clerk's office space. The new design will place the counter in the front wall outfacing the hallway, where it was used in the past. After our remodel, it will be on par with all the other city departments. Other benefits include:

- Greater accessibility with counter space at varying levels, improving constituent services
- Useful, wider counter space for our visitors to fill out forms and process paperwork
- Space for notices and literature in the hallway
- Greater safety for staff and the public (COVID barrier and security)
- Improved workflow to allow staff more room to perform tasks
 - More office space will improve morale and provide individuals' space
 - Less background noises

Thank you for your consideration on this matter.

Sincerely,

Carol Moore
City Clerk/Clerk of the Council