

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES
FROM: Scott Niehaus, Village Manager
DATE: October 6, 2020 (B of T) Date: October 15, 2020
TITLE: Request to Close the Village Hall to Regular Business on Election Day, Tuesday, November 3, 2020

BACKGROUND/POLICY IMPLICATIONS:

The attached memo sets forth a request to close the Village Hall administrative office to all regular business for the November 3, 2020 General Election. On this day, use of the Village Hall will be restricted to operations exclusively as a polling place to limit exposure of members of Village staff and potential Village Hall customers to the influx of voters anticipated for the General Election. The closure will not result in a day off for Village employees.

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X  _____ Date 10-6-20

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.

**MEMORANDUM**

TO: Scott Niehaus, Village Manager
FROM: Nicole Aranas, Assistant Village Manager
DATE: October 6, 2020
SUBJECT: **REQUEST TO CLOSE THE VILLAGE HALL TO ALL REGULAR BUSINESS ON ELECTION DAY, TUESDAY, NOVEMBER 3, 2020**

The General Election will take place on Tuesday, November 3, 2020 and this memo requests closure of the Village Hall to all regular business on Election Day. This memo formally seeks Village Board approval to implement a closure of Village Hall offices for all regular business for the November 3rd General Election.

The Village Hall and COP Center at Yorktown will both serve as polling places for the 2020 General Election. Proposed agreements with the DuPage County Election Division for use of these facilities as polling places have been placed on the October 15, 2020 Board Agenda for review and approval. As the November 3rd General Election is a Presidential Election and in light of COVID-19 precautions planned for polling places, we anticipate increased voter turnout and the possibility of extensive queuing and lines forming within the Village Hall Community Room, lobby and the exterior of the Village Hall throughout the day.

In light of COVID-19 and potential issues with queuing, gathering and parking, we are recommending that the Village Hall administrative offices be closed to regular business on Election Day. This proposed closure would leave the Village Hall open solely for purposes of polling and limit the exposure of members of Village staff and potential Village Hall customers to the influx of voters anticipated to utilize the Village Hall for voting purposes.

Please note that the closure would not result in a day off for Village Hall employees. Limited staff would be available on site and employees and would remain segregated from the voting public and the remainder of administrative staff could arrange with management to work from home. Election Day operations from a staffing perspective would function as they currently do on Staff Institute Days or Fridays, when Village office are closed to the public.

In order to ensure that Village Hall administrative offices are closed with support of the Village Board, please place this on the agenda of the Village Board of Trustees on October 15th. If approved, we will post information on the proposed closure and provide notice to the public and Village staff.