

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: January 29, 2020 (B of T) Date: February 6, 2020  
TITLE: Request to Schedule an Institute Day for Village Offices on Monday, February 17<sup>th</sup>

BACKGROUND/POLICY IMPLICATIONS:

The attached memo sets forth a request to implement a Staff Institute Day on Monday, February 17, 2020 (Presidents Day). On this day, Village staff will report to work for employee training, presentations, and an opportunity for a workstation and file clean-up throughout the day. While Village employees will not be receiving the day "off," Village Offices will be closed to the public to facilitate this work and these events.

Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager X Scott Niehaus \_\_\_\_\_ Date 1/29/20

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.