

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 3/16/2026

Subject: office closure on election days

Background

The Senior & Community Center serves as an official polling location during local, state, and federal elections. On high-volume election days, the building experiences significantly increased traffic related to voting activities, including voters, election officials, and required polling operations.

Due to the increased activity and space required for polling operations, it can be challenging to safely and efficiently accommodate both voting operations and regular public office traffic at the same time. Staff have found that maintaining normal public office operations during high-volume election days can create congestion, limit available parking, and impact the overall voting process.

To better support election operations and maintain an orderly voting environment, staff are proposing that the office be closed to in-person public visits on high-volume election days when the facility is serving as a polling location. During these times, staff would remain available by phone, email, and other remote communication methods to continue providing assistance and responding to inquiries.

Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

Financial Impact

There is no anticipated financial impact associated with closing the office to in-person public visits on high-volume election days.

Recommendation

No action is needed.