



**TO:** City Council

**FROM:** Michelle Hayes, Finance Director

**SUBJECT:** Request to Close Lent Town Hall 5/9/2024

**DATE:** April 10th, 2024

**Background:**

I try to maintain two people in the main city office if possible to assist each other, answer calls and assist the public. This also ensures that in case of an emergency, the hall can remain open. On Thursday, May 9<sup>th</sup>, the finance director will be out of town and the deputy clerk will be at a training as she prepares for the next certification. This will leave the accounting clerk and the city clerk in office.

**Action Requested:**

Request the council to approve having the Lent Town Hall closed on Thursday, May 9<sup>th</sup>.