



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: City Hall Holiday Closure

MEETING DATE:

December 2,
2021

SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk

PURPOSE OF REPORT: ☒ Information only ☐ Discussion ☐ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

Report for information only. No action by the Council is necessary.

BACKGROUND/DISCUSSION:

For your Council's information:

City Hall Administration offices, including Building, Planning, Administrative Services and Finance Departments, will be closed for the holidays December 24th, 2021 through January 2nd, 2022. This does not include the Police Department or affect Police Department lobby hours.

The Administration offices will reopen on Monday, January 3rd.

FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments: