



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Memo Regarding Holiday Closure of City Hall
Administration Office

MEETING DATE:
November 20,
2025

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 upcoming holidays as follows:

Thanksgiving: Thursday, November 27th, 2025;

Winter Holidays: Wednesday, December 24th, 2025 through Thursday, January 1st, 2026.

The Administration offices will reopen on Monday, January 5th, 2026.

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: