CITY OF CLEARLAKE

City Council

STAFF REPORT	
SUBJECT: Memo Regarding Holiday Closure of City Hall Administration Office	**MEETING DATE:** November 19, 2026
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 26th, 2026;

Winter Holidays: Wednesday, December 23rd, 2026 through Thursday, December 31st, 2026.

The Administration offices will reopen on Monday, January 4th, 2027.

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: