



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Memo Regarding Holiday Closure of City Hall Administration Office

MEETING DATE:

December 7, 2023

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 beginning Monday, December 25th, 2023 through Monday, January 1st, 2024.

The Administration offices will reopen on Tuesday, January 2nd.

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: