CITY OF CLEARLAKE

City Council

STAFF REPORT	
SUBJECT: Public hearing about the Highlands Senior Center Rehabilitation Project pursuant to grant requirements for CDBG Program Income Award #21-CDBG-PI-00036	**MEETING DATE:** November 19, 2026
SUBMITTED BY: Philip D. Sales II, Finance Manager	
PURPOSE OF REPORT: ☐ Information only ☒ Discussion ☒ Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to conduct a Public Hearing as part grant requirements for the Senior Community Center Rehabilitation Project.

BACKGROUND/DISCUSSION: The City of Clearlake received a Community Development Block Grant (CDBG) Program Income Award #21-CDBG-PI-00036 in support of the Senior Center Rehabilitation Project, located at 3245 Bowers Avenue, Clearlake, CA 95422. The resulting activity provided upgrades to the Senior Community Center, a vital facility serving elderly and low-income residents in the city.

The city is required to hold a public hearing prior to the closeout of the grant to provide the status of the program, to review the results of the project with local residents, and to take comments about the local government's performance.

The City of Clearlake allocated Community Development Block Grant (CDBG) Program Income under Agreement No. 21-CDBG-PI-00036 to support the Highlands Senior Center Rehabilitation Project. The agreement originally authorized $155,000 and was subsequently amended to add $30,000, increasing the total allocation to $185,000, including $175,004 for project activities and $9,996 for general administration.

As part of the grant closeout process, the city will disencumber the remaining unexpended balance of $16,366.36, resulting in total expenditures of $168,633.64. Staff recommends authorizing submission of the final closeout documentation to the California Department of Housing and Community Development, including the expenditure reconciliation, activity accomplishments, and beneficiary information.

OPTIONS:

1. Authorize submission of final closeout documentation to the California Department of Housing and Community Development.
2. Provide Direction to Staff.

FISCAL IMPACT:

☒ None ☐ See Attached 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**:**

STRATEGIC PLAN IMPACT:

☒ Goal #1: Economic Development

☒ Goal #2: Public Facilities and Infrastructure

☒ Goal #3: Celebrate Clearlake

☒ Goal #4: Clean

☒ Goal #5: Fiscal Sustainability

☒ Goal #6: Safe

SUGGESTED MOTIONS:

Move to authorize submission of final closeout documentation to the California Department of Housing and Community Development for Community Development Block Grant (CDBG) Program Income Agreement No. 21-CDBG-PI-00036.