CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA
Thursday, November 19, 2026
Regular Meeting 6:00 PM

The City Council meetings are viewable in person in the Council Chambers, via livestreaming on the City's YouTube Channel (https://www.youtube.com/channel/UCTyifT_nKS-3woxEu1ilBXA) and the public may participate through Zoom at the link listed below. The public will not be allowed to provide verbal comment during the meeting if attending via Zoom. The public can submit comments in writing for City Council consideration by commenting via the Q&A function in the Zoom platform or by sending comments to the Administrative Services Director/City Clerk at mswanson@clearlake.ca.us. To give the City Council adequate time to review your comments, you must submit your written emailed comments prior to 4:00 p.m. on the day of the meeting.

AGENDA

MEETING PROCEDURES: *All items on agenda will be open for public comments before final action is taken. Citizens wishing to introduce written material into the record at the public meeting on any item are requested to provide a copy of the written material to the Administrative Services Director/City Clerk prior to the meeting date so that the material may be distributed to the City Council prior to the meeting. Speakers must restrict comments to the item as it appears on the agenda and stay within a three minutes time limit. The Mayor has the discretion of limiting the total discussion time for an item.*

Pursuant to Senate Bill 1100 and the City Council Norms and Procedures, any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, shall be removed from the Council Chambers or the Zoom by the sergeant-at-arms or the City Clerk and may be barred from further attendance before the Council during that meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Mayor/Presiding Officer. The Mayor/Presiding Officer may direct the sergeant-at-arms to remove such offenders from the room.

AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at mswanson@clearlake.ca.us at least 72 hours prior to the meeting, to allow time to provide for special accommodations.

AGENDA REPORTS

Staff reports for each agenda item are available for review at www.clearlake.ca.us. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection on the City's website at www.clearlake.ca.us.

Zoom Link:

Join from PC, Mac, iPad, or Android:

https://clearlakeca.zoom.us/s/88646317449?pwd=YBZonutpBY92awhuwWmuYgXNWfZrad.1

Passcode:710817

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE: *The City Council invites members of the clergy, as well as interested members of the public in the City of Clearlake, to voluntarily offer an invocation before the beginning of its meetings for the benefit and blessing of the City Council. This opportunity is voluntary and invocations are to be less than three minutes, offered in a solemn and respectful tone, and directed at the City Council. Invocational speakers who do not abide by these simple rules of respect and brevity shall be given a warning and/or not invited back to provide a subsequent invocation for a reasonable period of time, as determined appropriate by the City. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the City Council's respect for the diversity of religious denominations and faith represented and practiced among the citizens of Clearlake. If a scheduled invocational speaker does not appear at the scheduled meeting, the Mayor will ask that the City Council observe a moment of silence in lieu of the invocation. More information about the City's invocation policy is available upon request by contacting the Administrative Services Director/City Clerk at (707) 994-8201x106 or via email at mswanson@clearlake.ca.us.*

D. ADOPTION OF THE AGENDA *(This is the time for agenda modifications.)*

E. PRESENTATIONS

1. Presentation of November's Adoptable Dogs

2. Presentation of Certificates of Appreciation to Trunk or Treat Supporters and Volunteers

F. PUBLIC COMMENT: *This is the time for any member of the public to address the City Council on any matter not on the agenda that is within the subject matter jurisdiction of the City.* ***The Brown Act, with limited exceptions, does not allow the Council or staff to discuss issues brought forth under Public Comment.*** *The Council cannot take action on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Please note that comments from the public will also be taken on each agenda item. Comments shall be limited to three (3) minutes per person.*

G. CONSENT AGENDA: *All items listed under the Consent Agenda are considered to be routine in nature and will be approved by one motion. There will be no separate discussion of these items unless a member of the Council requests otherwise, or if staff has requested a change under Adoption of the Agenda, in which case the item will be removed for separate consideration. Any item so removed will be taken up following the motion to approve the Consent Agenda.*

3. Lake County Fire Protection District Annual and 5-Year Report of Fire Mitigation Fees (FY 2025-2026)
   Recommended Action: Receive and file

4. Warrants
   Recommended Action: Receive and file

5. Adoption of Resolution No. 2026-40, A Resolution of the City of Clearlake Approving a Temporary Street Closure for the Winter Festival Celebration on December 5, 2026
   Recommended Action: Adopt resolution

6. Memo Regarding Holiday Closures of City Hall Administration Office
   Recommended Action: Receive and file

7. Minutes
   Recommended Action: Receive and file

8. Discussion and Consideration of Response to the 2025-26 Lake County Civil Grand Jury Report
   Recommended Action: Approve the Response and Authorize the Mayor to Sign.

9. Receipt of Resolution No. OC 2025-01, A RESOLUTION OF THE MEASURE V OVERSIGHT COMMITTEE OF THE CITY OF CLEARLAKE DECLARING COMPLIANCE WITH SECTION 3-7.14 OF ORDINANCE NO. 189-2016
   Recommended Action: Receive and file

H. PUBLIC HEARING

10. Discussion and Consideration of the Highlands Senior Center Rehabilitation Project pursuant to grant requirements for CDBG Program Income Award #21-CDBG-PI-00036.
    Recommended Actions: 1) Receive public comment regarding the CDBG Program Income Award for the Highlands Senior Center Rehabilitation Project; and 2) authorize staff to submit final closeout documentation to the California Department of Housing and Community Development.

I. BUSINESS

11. Consideration of Resolution No. 2026-41 Authorizing Application for, Acceptance of, and Execution of Documents Related to a Statewide Park Development and Community Revitalization Program Grant for the Burns Valley Sports Complex Project
    Recommended Action: Move to adopt Resolution No. 2026-41 authorizing the City of Clearlake to apply for, accept, and execute documents related to the Statewide Park Development Community Revitalization Program for the Burns Valley Sports Complex Project

12. Consideration of Resolution No. 2026-42 Authorizing Entering Into a Funding Agreement with the California Department of Fish and Wildlife (CDFW) and Authorizing and Designating the City Manager to sign all documents, agreements, amendments, and payment requests, for the Oil Spill Response Equipment
Recommended Action: Move to adopt Resolution No. 2026-42 to approve the entering of a funding agreement and related authorizations.

J. CITY MANAGER AND COUNCILMEMBER REPORTS

K. FUTURE AGENDA ITEMS

L. CLOSED SESSION

(13) LIABILITY CLAIMS: Claimant Steven Eugene Brackett; Agency Claimed Against: City of Clearlake (Govt Code §54961)

(14) Conference with Legal Counsel: Existing Litigation: Pursuant to Government Code Section 54956.9(d)(1): Case No. CV-425596: City of Clearlake v. Highlands Mutual Water Company, et al., Lake County Superior Court

M. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

N. ADJOURNMENT

POSTED: November 16, 2026

BY:

Melissa Swanson

Melissa Swanson, Administrative Services Director/City Clerk

CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Lake County Fire Protection District Annual and 5-Year Report of Fire Mitigation Fees (FY 2025-2026)	**MEETING DATE:** July 1, 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:

The City Council is being asked to receive and file the Lake County Fire Protection District (LCFPD) Annual and 5-Year Report of Fire Mitigation Fees for the Fiscal Year ended June 30, 2026, in accordance with California Government Code Sections 66006(b) and 66001(d)1.

BACKGROUND/DISCUSSION:

LCFPD collects fire mitigation fees to fund capital facilities needed to serve new development. During Fiscal Year 2025–2026, Fire Mitigation Fund #372 began with a balance of $395,503.72 and generated $316,803.46 in net revenues. This consisted of $300,501.74 in gross fees collected across 145,612.05 permitted square feet (including $272,545.72 in gross collections from 133,008.55 square feet in the City of Clearlake and $27,956.02 from 12,603.50 square feet in the unincorporated County) and $20,925.66 in interest earned, less $3,867.10 in fee refunds.

During the fiscal year, LCFPD expended/transferred $83,363.00 from the fund to fully finance two capital projects: Engine 7011 ($43,330.00) and Solar Energy Systems at Stations 65 and 70 ($40,033.00), bringing the ending fund balance as of June 30, 2026, to $628,944.18. Pursuant to five-year reporting requirements under Government Code §66001(d)(1), LCFPD confirms that it does not currently hold any unspent fees over five years old.

OPTIONS:

1. Receive and file the Annual and 5-Year Report of Fire Mitigation Fees for the Fiscal Year ended June 30, 2026.
2. Other direction

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**:**

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:

Receive and file.

☒ **Attachments:** 1) Lake County Fire Protection District – *Annual and 5-Year Report of Fire Mitigation Fees (For Fiscal Year Ended June 30, 2026)*

LAKE COUNTY FIRE PROTECTION DISTRICT

Annual and 5-Year Report of Fire Mitigation Fees

For Fiscal Year Ended June 30, 2026

Annual Report

The County of Lake and the City of Clearlake have adopted fire mitigation fee ordinances on behalf of the Lake County Fire Protection District (LCFPD).

GC§6606(b) outlines the annual reporting requirements pertaining to development impact fees as outlined in:

1. A brief description of the type of fee in the account or fund.
2. The amount of the fee.
3. The beginning and ending balance of the account or fund.
4. The amount of fees collected, and interest earned.
5. An identification of each public improvement on which the fees were expended and the amount of expenditures on each improvement including the total percentage of the cost of the public improvement that was funded with fees.
6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.
7. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.
8. The amount of refunds made (pursuant to GC66001(e)) due to sufficient funds being collected to complete financing on incomplete public improvements, and the amount of reallocation of funds made (as pursuant to GC66001(f)) due to administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

Fee Description

The broad purpose of impact fees is to protect public health, safety, and general welfare by providing adequate public facilities.

The specific purpose of the LCFPD fire mitigation fees is to fund acquisition and construction of capital facilities needed to provide fire protection and emergency medical response services to new development within the LCFPD.

LCFPD maintains the Fire Mitigation Fund, Fund# 372. The most recent Nexus Fee Study was approved by the LCFPD Board on January 24, 2024, and adopted by the City of Clearlake City Council on July 18, 2024, and by the County of Lake Board of Supervisors on May 21, 2024.

The fees are based on the impact of each type of new development, as measured by its associated increase in square feet.

Fee Amount

All fees are charged based on the amount of additional square feet the new development will add to the District.

For development within the unincorporated County of Lake:

Development Type	Fee Amount per Sq. Ft.
Residential Development	$1.95
Nonresidential Development	$2.43
High Impact Surcharge	$0.50

For development within the City of Clearlake from 09/18/2024-6/30/2025:

Development Type	Fee Amount per Sq. Ft.
Residential Development	$1.98
Nonresidential Development	$2.48
High Impact Surcharge	$0.51

Fee Collection Summary by Jurisdiction

County of Lake	Total Sq. Ft. Permitted	Fire Mitigation Fee Collected
Residential - Single Family	4,183.50	$8,157.82
Residential - Multi-Family	0	0
Residential - Mobile Home Park	0	0
Residential - ADU (over limit)	0	0
Residential - Detached Accessory Units	576.00	$1,123.20
Residential - Additions/Remodels	804.00	$1,567.80
Commercial/Industrial	7,040.00	$17,107.20
Resort	0	0
Subtotal Fees	*12,603.50*	*$27,956.02*
Fees Refunded	0	0
Totals	***12,603.50***	***$27,956.02***
**2% Admin Charge of the Total Fee Collected*		*$559.12*

City of Clearlake	Total Sq. Ft. Permitted	Fire Mitigation Fee Collected
Residential - Single Family	23,499.95	$48,125.60
Residential - Multi-Family	93,705.41	$186,593.67
Residential - Mobile Home Park	0	0
Residential - ADU (over limit)	0	0
Residential - Detached Accessory Units	2,253.00	$4,530.49
Residential - Additions/Remodels	4,550.19	$10,975.96
Commercial/Industrial	9,000.00	$22,320.00
Resort	0	0
Subtotal Fees	*133,008.55*	*$272,545.72*
Fees Refunded	0	($3,867.10)
City Admin Fee	0	($756.84)
Totals	***133,008.55***	***271,697.88***
**2% Admin Charge of the Total Fee Collected*		*$5,450.92*

*The 2% Administrative Charge is the portion of the fee collected to help cover the administra of administering the fee program. These costs can include such things as personnel costs, nexus study costs, etc.

Fund Balance Activity

Beginning Fund Balance July 1, 2025	**$395,503.72**
Fees Collected	$300,501.74
Fees Refunded	($3,867.10)
City Admin Fee	($756.84)
Interest Earned	$20,925.66
Total Revenues	$316,803.46
Capital Expenditures	
On Public Improvement Projects	0
Transfers Out	83,363.00
Ending Fund Balance June 30, 2026	**$628,944.18**

Capital Facilities Project Detail

Mitigation Fee Fund Projects - Current	FY25/26 Expenditure	Amount Funded by Mitigation Fee	Amount Funded by Other Resources	% of Cost Funded by Fees
Engine 7011	$43,330.00	$43,330.00	$0	100%
Solar Energy Systems – Sta 65 & Sta 70	$40,033.00	$40,033.00	$0	100%

The projects listed above represent recently completed and/or active (in-progress) uses of fire mitigation fee funds for Fiscal Year 2025/2026. LCFPD has not determined that sufficient funds have been collected to complete financing of any other capital facilities.

5-Year Reporting

California Government Code Section 66001(d)(1) requires the local agency to make all of the following findings every fifth year with respect to that portion of the account remaining unexpended, whether encumbered to a specific project or remaining unencumbered in an impact fee fund:

1. Identify the purpose for which the fee is to be put.
2. Demonstrate a reasonable relationship between the fee and purpose for which it is charged.
3. Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements.
4. Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

LCFPD does not currently have any unspent fees that are over 5 years old.

Clearlake, CA

Check Register

Packet: APPKT04760 - 10/28/27 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
VEN01085	ACC BUSINESS	10/28/2026	Regular	0.00	618.78	22475
VEN01085	ACC BUSINESS	10/28/2026	Regular	0.00	618.78	22476
000591	ACTION SANITARY	10/28/2026	Regular	0.00	180.00	22477
001911	ADAMS ASHBY GROUP INC	10/28/2026	Regular	0.00	67,185.00	22478
002331	AFLAC	10/28/2026	Regular	0.00	275.01	22479
001897	AIRMEDCARE NETWORK	10/28/2026	Regular	0.00	25.00	22480
VEN01748	ALISHA BELL	10/28/2026	Regular	0.00	100.00	22481
002118	ALTERNATIVE ENERGY SYSTEMS INC	10/28/2026	Regular	0.00	2,243.00	22482
VEN01659	ANDRE' ARI-DJ DRE' KUTTERS MOBIL	10/28/2026	Regular	0.00	300.00	22483
VEN01755	ANTONIO S FLORES FLORES HVAC &	10/28/2026	Regular	0.00	3,390.00	22484
001397	AT&T CALNET 3	10/28/2026	Regular	0.00	218.85	22485
001397	AT&T CALNET 3	10/28/2026	Regular	0.00	30.79	22486
001397	AT&T CALNET 3	10/28/2026	Regular	0.00	629.42	22487
001397	AT&T CALNET 3	10/28/2026	Regular	0.00	65.02	22488
001397	AT&T CALNET 3	10/28/2026	Regular	0.00	58.97	22489
001397	AT&T CALNET 3	10/28/2026	Regular	0.00	30.27	22490
001397	AT&T CALNET 3	10/28/2026	Regular	0.00	145.10	22491
VEN01178	CALIFORNIA INTERGOVERNMENTAL	10/28/2026	Regular	0.00	195.20	22492
VEN01265	CANTEEN SERVICES OF UKIAH INC	10/28/2026	Regular	0.00	248.00	22493
VEN01610	CHARLOTTE WHITE	10/28/2026	Regular	0.00	346.59	22494
VEN01618	CHEYENNE BLUE	10/28/2026	Regular	0.00	540.00	22495
VEN01393	CHRISTOPHER WILLIAM INGLIS	10/28/2026	Regular	0.00	75.00	22496
000548	COMPUTER LOGISTICS	10/28/2026	Regular	0.00	1,870.00	22497
000548	COMPUTER LOGISTICS	10/28/2026	Regular	0.00	1,800.00	22498
000548	COMPUTER LOGISTICS	10/28/2026	Regular	0.00	195.00	22499
001744	DC ELECTRIC	10/28/2026	Regular	0.00	1,440.74	22500
002392	DE LAGE LANDEN PUBLIC FINANCE	10/28/2026	Regular	0.00	2,076.80	22501
000774	DEEP VALLEY SECURITY	10/28/2026	Regular	0.00	1,401.35	22502
000194	DEPARTMENT OF TRANSPORTATION	10/28/2026	Regular	0.00	6,729.63	22503
VEN01627	DEREK E COUNTS II	10/28/2026	Regular	0.00	75.00	22504
001619	DIV. OF THE STATE ARCHITECT	10/28/2026	Regular	0.00	146.80	22505
VEN01108	FAWN CHRISTINE WILLIAMS	10/28/2026	Regular	0.00	75.00	22506
2404	FLEXTG LLC	10/28/2026	Regular	0.00	58.62	22507
000882	GHILOTTI CONSTRUCTION COMPAN'	10/28/2026	Regular	0.00	583,779.29	22508
000096	GOLDEN STATE WATER COMPANY	10/28/2026	Regular	0.00	49.42	22509
000096	GOLDEN STATE WATER COMPANY	10/28/2026	Regular	0.00	376.27	22510
VEN01418	JACK SMALLEY	10/28/2026	Regular	0.00	75.00	22511
000304	KONOCTI COUNTY WATER DISTRICT	10/28/2026	Regular	0.00	38.98	22512
002373	KRISTIANA ANDERSON	10/28/2026	Regular	0.00	267.00	22513
000158	LAKE COUNTY SPECIAL DISTRICTS	10/28/2026	Regular	0.00	127.20	22514
000158	LAKE COUNTY SPECIAL DISTRICTS	10/28/2026	Regular	0.00	18.36	22515
VEN01739	LAKE MENDO CHAPTER NUMBER 58	10/28/2026	Regular	0.00	100.00	22516
001374	LEE LAMBERT	10/28/2026	Regular	0.00	267.00	22517
VEN01329	MCGRATH RENTCORP AND SUBSIDIA	10/28/2026	Regular	0.00	1,282.66	22518
001489	NAPA AUTO PARTS	10/28/2026	Regular	0.00	19.97	22519
000387	PACE SUPPLY CORP	10/28/2026	Regular	0.00	272.86	22520
VEN01757	PLCH25 LLC-CALIFORNIA TRAILERS	10/28/2026	Regular	0.00	14,166.25	22521
VEN01625	RAYMOND A. SILVA	10/28/2026	Regular	0.00	75.00	22522
000773	SANTA ROSA JUNIOR COLLEGE	10/28/2026	Regular	0.00	217.75	22523
VEN01728	SIMON ANGEL CARMONA WHITAKEI	10/28/2026	Regular	0.00	120.00	22524
002375	THOMAS DEWALT	10/28/2026	Regular	0.00	3,625.00	22525
000708	VALIC LOCKBOX	10/28/2026	Regular	0.00	470.00	22526
001325	VERIZON WIRELESS	10/28/2026	Regular	0.00	486.90	22527
001325	VERIZON WIRELESS	10/28/2026	Regular	0.00	256.49	22528

Check Register **Packet: APPKT04760-10 A**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001325	VERIZON WIRELESS	10/28/2026	Regular	0.00	256.49	22529
000085	VESTIS GROUP INC	10/28/2026	Regular	0.00	70.50	22530

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	72	56	0.00	699,806.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	72	**56**	**0.00**	**699,806.11**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2026	699,806.11
			699,806.11

Clearlake, CA

Check Register

Packet: APPKT04736 - 10/20/26 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
001911	ADAMS ASHBY GROUP INC	10/20/2026	Regular	0.00	27,162.50	22431
001911	ADAMS ASHBY GROUP INC	10/20/2026	Regular	0.00	7,125.33	22432
VEN01755	ANTONIO S FLORES FLORES HVAC &	10/20/2026	Regular	0.00	4,180.00	22433
001397	AT&T CALNET 3	10/20/2026	Regular	0.00	30.27	22434
001397	AT&T CALNET 3	10/20/2026	Regular	0.00	30.27	22435
001397	AT&T CALNET 3	10/20/2026	Regular	0.00	30.27	22436
VEN01075	B&B INDUSTRIAL SUPPLY INC	10/20/2026	Regular	0.00	169.27	22437
VEN01734	BLUECYCLE TECHNOLOGIES LLC	10/20/2026	Regular	0.00	614,000.00	22438
000068	BOB'S JANITORIAL	10/20/2026	Regular	0.00	243.04	22439
001413	CALIFORNIA BUILDING STANDARDS (	10/20/2026	Regular	0.00	181.80	22440
VEN01610	CHARLOTTE WHITE	10/20/2026	Regular	0.00	95.45	22441
001424	CLEARLAKE WASTE SOLUTIONS	10/20/2026	Regular	0.00	20,084.91	22442
000548	COMPUTER LOGISTICS	10/20/2026	Regular	0.00	2,173.31	22443
000237	DEPT OF CONSERVATION	10/20/2026	Regular	0.00	605.31	22444
000160	DEPT OF JUSTICE	10/20/2026	Regular	0.00	175.00	22445
000073	EASTLAKE SANITARY LANDFILL	10/20/2026	Regular	0.00	67.07	22446
000096	GOLDEN STATE WATER COMPANY	10/20/2026	Regular	0.00	450.00	22447
000096	GOLDEN STATE WATER COMPANY	10/20/2026	Regular	0.00	450.00	22448
000121	HIGHLANDS WATER COMPANY	10/20/2026	Regular	0.00	440.35	22449
VEN01602	JESSICA HOOTEN	10/20/2026	Regular	0.00	149.30	22450
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	90.92	22451
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	145.56	22452
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	145.56	22453
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	145.56	22454
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	272.30	22455
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	127.20	22456
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	18.36	22457
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	327.84	22458
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	18.36	22459
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	272.30	22460
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	127.20	22461
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	127.20	22462
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	127.20	22463
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	348.84	22464
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	18.36	22465
000158	LAKE COUNTY SPECIAL DISTRICTS	10/20/2026	Regular	0.00	145.56	22466
000793	MEDIACOM	10/20/2026	Regular	0.00	372.44	22467
000144	MENDO MILL	10/20/2026	Regular	0.00	4,911.99	22468
001489	NAPA AUTO PARTS	10/20/2026	Regular	0.00	716.36	22469
002061	PLEXUS GLOBAL LLC	10/20/2026	Regular	0.00	33.65	22470
001298	QUACKENBUSH MRRCF	10/20/2026	Regular	0.00	372.84	22471
002031	REDWOOD COAST PETROLEUM & N(	10/20/2026	Regular	0.00	3,578.08	22472
001952	STEVE FELDER	10/20/2026	Regular	0.00	338.00	22473

Check Register **Packet: APPKT04736-10 A**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000085	VESTIS GROUP INC	10/20/2026	Regular	0.00	70.50	22474

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	76	44	0.00	690,695.63
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	76	**44**	**0.00**	**690,695.63**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2026	690,695.63
			690,695.63

CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT:	Adoption of Resolution No. 2026-40, A Resolution of the City of Clearlake Approving a Temporary Street Closure for the Winter Festival Celebration on December 5, 2026	**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:

The City Council is being asked to adopt Resolution No. 2026-40 authorizing the closure of Lakeshore Drive at Golf Ave. to Olympic Dr. during the Winter Fest on December 5, 2026.

BACKGROUND/DISCUSSION:

The second annual Winter Fest will take place from 1:00PM to 7:00PM pm on December 5th, 2026. The festivities will include vendor booths, snow sledding, snow blasts every half hour, live music, singing, and craft activities for all ages. The event will conclude with a parade and firework show.

OPTIONS:

1. Move to adopt Resolution No. 2026-40
2. Other direction

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:

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 adopt Resolution No. 2026-40.

☒ **Attachments:** 1) Resolution No. 2026-40

2) Preliminary Event Map

RESOLUTION NO. 2026-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE AUTHORIZING TEMPORARY CLOSURE OF A PORTION OF LAKESHORE DRIVE FOR THE PURPOSE OF CONDUCTING THE DECEMBER 5TH, 2026 WINTER FEST

WHEREAS, staff has requested permission from the City Council to temporarily close a portion of Lakeshore Drive at Golf Ave to Olympic Drive in the City of Clearlake on December 5, 2026, for the purpose of conducting Winter Fest.

WHEREAS, the City Council of the City of Clearlake deems such closure necessary for the safety of persons using that portion of Lakeshore Drive for said activities pursuant to Section 21101 of the Vehicle Code; and

NOW, THEREFORE, the City Council of the City of Clearlake hereby authorizes the temporary street closure of:

> Lakeshore Drive between Golf Avenue and Olympic Drive from 5:00pm for Parade use. Barricades are to remain in place until conclusion of parade at 7:00pm

PASSED AND ADOPTED on November 19, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Mayor, City of Clearlake

ATTEST:

_____
Deputy City Clerk, City of Clearlake


VENDOR SPACES 1-50
XXXX
FIRE DEPT
XXXX
Waivers
REC TENT
VIP TENT
PD
Piñata
Fireworks Setup Area
FACE PAINTING
Sound Crew
ALC. SALES
Trash Receptacles
Handwashing Station
Kid Activities
Life Size Snow Globe
Restroom
ADA Restroom

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:

CITY COUNCIL SPECIAL MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA
Thursday, October 08, 2026
Special Meeting 6:00 PM

MINUTES

A. ROLL CALL

PRESENT
Mayor Dirk Slooten
Vice Mayor Tara Downey
Councilmember Russ Cremer
Councilmember Jessica Hooten
Councilmember Mary Wilson

B. PLEDGE OF ALLEGIANCE

C. BUSINESS

1. Discussion and Consideration of Request for Proposals for Operation of a Senior Center and Related Activities

   There was no staff report.

   Motion to suspend the RFP process and to form an ad hoc committee to review the RFP and the services provided at the Community Senior Center.

   Motion made by Councilmember Cremer, Seconded by Councilmember Wilson.
   Voting Yea: Mayor Slooten, Councilmember Cremer, Councilmember Wilson
   Voting Nay: Vice Mayor Downey, Councilmember Hooten

D. ADJOURNMENT

The meeting adjourned at 7:55 p.m.

POSTED: October 2, 2026

BY:

Melissa Swanson

Melissa Swanson, Administrative Services Director/City Clerk

CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA
Thursday, October 15, 2026
Regular Meeting 6:00 PM

MINUTES

A. ROLL CALL

PRESENT
Mayor Dirk Slooten
Vice Mayor Tara Downey
Councilmember Russ Cremer
Councilmember Jessica Hooten
Councilmember Mary Wilson

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE

D. ADOPTION OF THE AGENDA

E. PRESENTATIONS

1. Presentation of October's Adoptable Dogs

F. PUBLIC COMMENT

Coree Alexander spoke regarding the Konocti Climb on November 14th. She shared information about the County's recreation programs.

Jean Yanich thanked the Council for pausing the Senior Center Request for Proposals.

Robert Freeze spoke regarding vicious dogs at a neighboring property.

Toni Abrokwah spoke in support of the Council working with the Highlands Senior Service Center to come to a solution for the Senior Center Request for Proposals.

Joyce Overton thanked the Council for pausing the Senior Center Request for Proposals. She stated the Highlands Senior Service Center supports the seniors of the community and countered the statement made by City Manager Flora at the October 1st meeting.

Zabdy Neria spoke regarding the need for transparency from the Council and stated there should be a discussion on the ad hoc committee for senior services on a future agenda.

Deanna Walker thanked the Council for pausing the RFP.

Karen spoke regarding the Airport Property EIR and had questions on it.

Dan Stemmar thanked the Council for having public comment on the agenda. He spoke of concerns about senior services and the dangers of overdosing on prescribed medication.

Kathy Plowman spoke regarding animal control and her support for the community. She stated that she is not an animal abuser.

Christina Thomas thanked the Council for pausing the Senior Center Services Request for Proposals.

Linda Sapelli thanked the Council for pausing the Senior Center Services Request for Proposals. She spoke in favor of the Highlands Senior Services Center.

G. CONSENT AGENDA

Motion made by Councilmember Hooten, Seconded by Councilmember Cremer.
Voting Yea: Mayor Slooten, Vice Mayor Downey, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

2. Lake County Vector Control District Board Minutes of September 9, 2026
   Recommended Action: Receive and file

3. Warrants
   Recommended Action: Receive and file

4. Minutes
   Recommended Action: Receive and file

H. BUSINESS

5. Adopt Resolution 2026-39 Renewing Ordinance 261-2022 and Approval of the Clearlake Police Department Military Equipment Policy & Annual Report

   Chief Hobbs gave the staff report.

   Motion made by Councilmember Wilson, Seconded by Vice Mayor Downey.
   Voting Yea: Mayor Slooten, Vice Mayor Downey, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

6. Consideration of a Letter of Support Endorsing the Revitalize Rural America Act
   Recommended Action: Approve Letter of Support and authorize the Mayor to sign

   Director Swanson gave the staff report.

Motion made by Councilmember Cremer, Seconded by Vice Mayor Downey.
Voting Yea: Mayor Slooten, Vice Mayor Downey, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. CLOSED SESSION

(7) LIABILITY CLAIMS -Claimant Specialty Paving, Inc. DBA A.C. Dike Co.; Agency Claimed Against: City of Clearlake (Govt Code §54961)

Motion to deny the claim.

Motion made by Councilmember Cremer, Seconded by Councilmember Wilson.
Voting Yea: Mayor Slooten, Vice Mayor Downey, Councilmember Cremer, Councilmember Hooten, Councilmember Wilson

(8) Pursuant to Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: City Manager

L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

M. ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Melissa Swanson

Melissa Swanson, Administrative Services Director/City Clerk

CITY COUNCIL SPECIAL MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA
Thursday, November 05, 2026
Special Meeting 6:00 PM

MINUTES

A. ROLL CALL

PRESENT
Mayor Dirk Slooten
Vice Mayor Tara Downey
Councilmember Russ Cremer
Councilmember Mary Wilson
Councilmember Jessica Hooten

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE

D. PUBLIC COMMENT

Crystal Pack spoke regarding code enforcement issues and the code enforcement procedures. She stated there is a need to fix roads throughout the City.

A citizen spoke regarding health statistics on prescribed medications in hospitals and related deaths, as well as deaths attributed to medical errors.

E. BUSINESS

1. Appointment of an Ad Hoc Committee to Review the City's Agreement with Highlands Senior Service Center for the Clearlake Senior Center at 3245 Bowers Avenue and Report Findings and Recommendations to the Council
   Recommended Action: Appoint two members

   Motion to nominate Vice Mayor Downey and Councilmember Wilson to form an ad hoc committee to come back and report to the Council by first of January on whether to continue with the RFP or a lease basis and to explore the senior services of the community and figure out if there are potential for expansion of the services through an RFP or lease.

   Motion made by Councilmember Cremer, Seconded by Councilmember Hooten.
   Voting Yea: Mayor Slooten, Vice Mayor Downey, Councilmember Cremer, Councilmember Wilson, Councilmember Hooten

F. CLOSED SESSION

(2) Pursuant to Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: City Manager

There was no reportable action taken in closed session.

G. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

H. ADJOURNMENT

The meeting was adjourned at 7:50 p.m.



Melissa Swanson, Administrative Services Director/City Clerk

CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Discussion and Consideration of Response to 2025-26 Lake County Civil Grand Jury Report	**MEETING DATE:** Nov. 19, 2026
SUBMITTED BY: Alan Flora, City 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 consider approving a response to the Grand Jury Report and authorize the Mayor to sign.

BACKGROUND/DISCUSSION:

The 2025–2026 Lake County Civil Grand Jury issued a report entitled *"Clearlake Animal Services — New Leash on Life,"* containing eight findings and eight recommendations regarding animal shelter operations and services. The City Council is required to respond to five recommendations (R1, R2, R6, R7, and R8) and has elected to address all eight findings to provide additional context and clarification.

The proposed response outlines the City's ongoing efforts to improve animal services through its contractual partnership with Clearlake Animal Association (CAA). It highlights the City's regular oversight and coordination, including monthly meetings, shelter site visits, and a contractual annual performance evaluation process. The response also addresses CAA's written operating procedures, clarification of responsibilities related to Cal/OSHA compliance, the City's assistance with facility maintenance and improvements, and the Police Department's procedures for responding to reported criminal activity.

The response acknowledges the importance of adequate funding and continued facility improvements while emphasizing the City's limited financial resources and the need to balance animal services with other essential municipal responsibilities. It further identifies collaboration with CAA and regional partners as a key strategy for improving services.

OPTIONS:

1. Move to approve the proposed response and authorize the Mayor to sign.
2. Other direction

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**:** N/A

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 approve the proposed response and authorize the Mayor to sign.

☒ **Attachments:** 1) Draft Response Letter

2) Response letters from the Clearlake Police Department

City of Clearlake
14050 Olympic Drive, Clearlake, CA 95422
(707) 994-8201 Fax (707) 995-2653
www.clearlake.ca.us

November 19, 2026

Honorable Michael S. Lunas
Presiding Judge
Superior Court of California, County of Lake
675 Lakeport Boulevard
Lakeport, CA 95453

RE: 2025-26 Grand Jury Report - "Clearlake Animal Services — New Leash on Life"

Dear Judge Lunas:

On behalf of the Clearlake City Council, please accept the following response to the findings and recommendations in the 2025–2026 Lake County Civil Grand Jury Final Report concerning animal services in the City of Clearlake. The Council appreciates the Grand Jury's attention to animal welfare and shares its interest in effective, humane, and sustainable animal care and control services.

In February 2026, Clearlake Animal Association (CAA) began providing animal care and control services under contract with the City. CAA is responsible for day-to-day shelter operations, while the City maintains contractual oversight and coordination.

Although the Grand Jury has specifically requested that the City Council respond to Recommendations R1, R2, R6, R7, and R8, the Council has elected to provide responses to all eight findings contained in the report. The Council believes that addressing each finding will provide a more complete understanding of the City's position, clarify the respective responsibilities of the City and CAA, and provide additional context regarding efforts already underway to improve animal services in Clearlake.

RESPONSES TO FINDING

Finding F1 — Funding for Animal Services

Response: Disagrees partially.

The Council recognizes that additional funding could support expanded animal services, as it could for many other important municipal programs. However, the City must balance animal services funding against essential public safety, infrastructure, and other municipal responsibilities.

The City does not currently have additional discretionary funding available for animal services without reducing other essential services. The Council believes continued cooperation and resource sharing among CAA, the City, regional nonprofit organizations, and other partners offer the most

practical opportunity for sustainable improvements. Funding needs will continue to be considered through established budgetary and contracting processes.

Finding F2 — Written Policies and Procedures
Response: Disagrees partially.

The Council recognizes the importance of written policies and procedures. Under the City's contractual arrangement, CAA is responsible for establishing and maintaining policies governing day-to-day operations, consistent with applicable law and contractual requirements.

CAA has provided the City with a Standard Operating Procedures Manual, effective September 2026, addressing shelter operations, animal care, sanitation, employee safety, animal handling, and related matters. The finding therefore requires clarification regarding the respective responsibilities of the City and CAA and the written procedures now in place.

Finding F3 — Spay and Neuter Resources
Response: Agrees.

Access to affordable spay and neuter services is important to reducing animal overpopulation and supporting responsible pet ownership. Veterinary availability and financial resources remain significant challenges. The Council supports collaboration among CAA, veterinary providers, nonprofits, and regional partners to expand access where practical, particularly through partnerships and outside funding.

Finding F4 — Vaccination and Microchip Clinics
Response: Agrees.

Accessible vaccination and microchipping services protect animal health, promote responsible ownership, and help reunite lost animals with their owners. The Council supports CAA's efforts to work with veterinary providers and community organizations to identify opportunities for these services, subject to available resources and provider capacity.

Finding F5 — Oversight of Animal Services
Response: Disagrees partially.

The Council recognizes the importance of appropriate oversight, accountability, and transparency. The City has established multiple mechanisms for monitoring CAA's performance, including leadership meetings, site visits, operational reporting requirements, and a formal annual performance evaluation process.

The City Manager and Police Chief meet monthly with CAA's Director to discuss operational matters, address concerns, and coordinate assistance. The Police Lieutenant assigned to oversee the contract conducts monthly shelter visits for direct, on-site coordination. The City Manager and Police Chief also periodically visit the facility.

The service agreement establishes an annual performance evaluation involving the Mayor, City Manager, and an independent industry representative, with results presented to the City Council. The Council values public input but believes the existing contractual oversight structure provides an appropriate framework without creating an additional advisory oversight board.

Finding F6 — Cal/OSHA Compliance
Response: Disagrees partially.

The Council recognizes the importance of safe working conditions and compliance with workplace safety requirements. The Council wishes to clarify the status of the Cal/OSHA inspection and the respective responsibilities of the City and CAA.

Cal/OSHA completed its inspection of the shelter in June 2026 and issued three General citations to CAA, the employer of record. The citations concerned a written Injury and Illness Prevention Program, workplace sanitation, and a written Hazard Communication Program. The citation packet identifies the sanitation violation as corrected during the inspection.

Cal/OSHA Senior Industrial Hygienist David Hornung subsequently confirmed that the inspection was conducted with CAA as the employer of record, the citations were issued to CAA, and no response or further action was required from the City regarding that inspection.

The City understands that the identified deficiencies have since been resolved by CAA. CAA has also provided the City with a Standard Operating Procedures Manual, effective September 2026, containing employee safety and hazard communication provisions. The City's service contract requires CAA to comply with applicable Cal/OSHA requirements. The City remains committed to cooperating with CAA on shelter safety matters consistent with its contractual responsibilities.

1.1 Finding F7 — Shelter Maintenance
Response: Agrees.

The Council recognizes the importance of maintaining the shelter and its equipment in a safe, sanitary, and functional condition. Under the service agreement, CAA performs routine maintenance and minor facility repairs and reports maintenance issues requiring additional attention. The City and CAA coordinate on facility needs through regular meetings and site visits.

During the first year of CAA's operation, the City has provided a number of facility upgrades and assisted with cleanup and maintenance work. The shelter includes aging infrastructure, and additional needs must be considered in light of operational priorities, available funding, and the City's other essential service obligations.

Finding F8 — Police Response to Reported Crimes
Response: Disagrees partially.

The Clearlake Police Department responds to reported crimes at the shelter under established departmental procedures, as it does throughout the City.

Regarding the missing-dog incident referenced in the report, a CAA representative contacted a police lieutenant and indicated it was unclear whether the dog had escaped or been stolen. The lieutenant directed the representative to contact patrol to initiate a formal police report; the representative indicated she would do so. A subsequent review of computer-aided dispatch records found no associated request for police service. The available records therefore do not establish that a formal request for a patrol response was subsequently made.

The Council supports continued coordination between the Police Department and CAA to ensure suspected criminal activity is appropriately reported and addressed.

RESPONSES TO RECOMMENDATIONS

Recommendation R1 — Animal Services Funding and Annual Cost-of-Living Adjustments

Response: Will not be implemented.

The Council recognizes that additional funding could support animal services, but the City does not currently have discretionary resources to increase the animal services budget without reducing other essential municipal services.

The existing service agreement does not provide automatic annual cost-of-living adjustments. Changes to compensation or contractual terms are subject to the City's established contracting and budgetary processes.

The Council believes that improved coordination, cooperation, and resource sharing among CAA, the City, regional nonprofit organizations, and other partners offer the most practical path to long-term improvement. While the Council appreciates the Grand Jury's recommendations, decisions regarding contractual terms and future funding commitments remain the responsibility of the City Council.

Recommendation R2 — Written Policies and Procedures

Response: Has been implemented.

Under the City's contractual arrangement, CAA is responsible for developing and maintaining operational policies and procedures. CAA has established and provided the City with its Standard Operating Procedures Manual, effective September 2026, addressing animal intake and care, sanitation, animal handling, employee safety, field operations, and other aspects of shelter management.

The City will continue its contractual oversight while CAA remains responsible for implementing and maintaining its operating procedures.

Recommendation R6 — Cal/OSHA Compliance

Response: Will not be implemented by the City as recommended because the cited corrective obligations are the responsibility of CAA.

The Council agrees that Cal/OSHA compliance is essential. The service agreement expressly requires CAA, as the contracted operator, to observe applicable Cal/OSHA requirements.

Cal/OSHA completed its inspection in June 2026 and issued three General citations to CAA. One violation was corrected during the inspection, while the remaining two concerned written workplace safety programs. Cal/OSHA subsequently confirmed that CAA was the employer of record and that no response or further action was required from the City regarding the inspection.

The City understands that CAA has resolved the identified deficiencies. CAA's September 2026 Standard Operating Procedures Manual includes employee safety, incident reporting, chemical safety, and hazard communication provisions.

The City will continue to cooperate with CAA on matters within its contractual responsibilities. However, the Council does not believe the City should be characterized as responsible for correcting citations issued to a separate employer when Cal/OSHA has expressly advised that no further City action is required regarding this inspection.

Recommendation R7 — Animal Shelter Maintenance
Response: Has been implemented.

The Council agrees that regular maintenance is important to a safe, sanitary, and functional shelter. Under the service agreement, CAA is responsible for routine maintenance, minor repairs, and reporting maintenance issues. CAA's operating procedures also address daily cleaning, sanitation, and identification and reporting of unsafe conditions.

The City Manager and Police Chief meet monthly with CAA's Director to discuss operations and coordinate assistance. The Police Lieutenant overseeing the animal services contract conducts monthly on-site visits, and the City Manager and Police Chief also visit periodically.

During the first year of CAA's operation, the City has provided a number of facility upgrades and assisted with cleanup and maintenance work. The shelter has aging infrastructure, and future maintenance and improvement needs must be evaluated against operational priorities, available funding, and other essential City obligations.

The City will continue coordinating with CAA to identify and address maintenance needs as resources permit. Additional facility expenditures remain subject to established budgetary and approval processes. The Council believes the existing contractual arrangement, regular coordination, and work already undertaken provide an appropriate framework for ongoing shelter maintenance.

Recommendation R8 — Police Response to Crimes at the Shelter
Response: Has been implemented.

The Clearlake Police Department responds to reported criminal incidents at the shelter in accordance with established departmental procedures.

In the missing-dog incident referenced by the Grand Jury, a CAA representative contacted a police lieutenant. Because it was unclear whether the animal had escaped or been stolen, the lieutenant instructed the representative to contact patrol to initiate a police report. A subsequent review of computer-aided dispatch records did not identify an associated request for police service; the available records do not establish that a formal patrol response was subsequently requested.

The City Council supports the Department's continued commitment to responding to reported criminal activity at the shelter and coordinating with CAA to ensure suspected crimes are appropriately reported and investigated.

CONCLUSION

The Council appreciates the Grand Jury's interest in improving animal services in Clearlake and recognizes the importance of humane care, public safety, responsible management, and fiscal accountability. The City remains committed to working cooperatively with CAA and community and regional partners to strengthen services within available resources. The Council believes the existing contractual framework, ongoing oversight, and continued collaboration provide a sound foundation for addressing the needs identified in the report.

Sincerely,

Dirk Slooten
Mayor

CLEARLAKE POLICE DEPARTMENT
14050 Olympic Drive, Clearlake, CA 95422
Timothy Hobbs | Chief of Police

November 19, 2026

Honorable Michael S. Lunas
Presiding Judge
Superior Court of California, County of Lake
675 Lakeport Blvd.
Lakeport, CA 95453

SUBJECT: Response to 2025-2026 Grand Jury Final Report Entitled: "Clearlake Animal Association A New Leash on Life"

Dear Judge Lunas:

Pursuant to California Penal Code Section 933.05(a), (b), and (c), the following is my response as Chief of Police of the Clearlake Police Department to the recommendation in the above-entitled Grand Jury Report:

RECOMMENDATIONS

R-8 Has been implemented.

That Clearlake PD timely responds to every crime committed against the City of Clearlake Animal Shelter.

The Clearlake Police Department currently responds to reported criminal incidents at the City of Clearlake Animal Shelter in accordance with established departmental procedures, as it does with reported crimes throughout the City.

Regarding the incident referenced in the Grand Jury report, a representative of the Clearlake Animal Association contacted a police lieutenant by telephone concerning a missing dog. During that conversation, the representative indicated that it was unclear whether the dog had escaped or had been stolen. The lieutenant instructed the representative to contact the patrol division to initiate a police report, and the representative indicated that she would do so.

A subsequent review of the Department's computer-aided dispatch records did not identify a request for police service associated with this incident. Although the lieutenant was contacted, the available records do not establish that a formal request for a patrol response was subsequently made.

The Clearlake Police Department remains committed to responding to reported criminal activity at the animal shelter and working cooperatively with shelter personnel to ensure that suspected crimes are appropriately reported and investigated.

I would like to thank the Grand Jury for their efforts in completing this report and their recommendations.

Best Regards,

TIMOTHY HOBBS
Chief of Police

CLEARLAKE POLICE DEPARTMENT
14050 Olympic Drive, Clearlake, CA 95422
Timothy Hobbs | Chief of Police

November 19, 2026

Honorable Michael S. Lunas
Presiding Judge
Superior Court of California, County of Lake
675 Lakeport Blvd.
Lakeport, CA 95453

SUBJECT: Response to 2025-2026 Grand Jury Final Report Entitled: "Dog Bites: A Serious, Underreported Problem"

Dear Judge Lunas:

Pursuant to California Penal Code Section 933.05(a), (b), and (c), the following is my response as Chief of Police of the Clearlake Police Department to the recommendation in the above-entitled Grand Jury Report:

RECOMMENDATIONS

R-1 Has been implemented.

Establish a centralized, collaborative system for recording dog bites throughout Lake County, including the cities of Clearlake and Lakeport, preferably managed by Lake County Animal Care and Control.

The Clearlake Police Department agrees with the Grand Jury's recommendation regarding the importance of centralized reporting of dog bite incidents. California law already requires animal bites involving species susceptible to rabies to be reported to the local health officer pursuant to Title 17, California Code of Regulations, Section 2606(a).

Consistent with this requirement, the Clearlake Police Department forwards all dog bite reports it receives to Lake County Public Health, as well as the Clearlake Animal Association, the City's contracted animal services provider.

As a result, an established process already exists for reporting dog bite incidents to a central county agency. However, the Clearlake Police Department is not responsible for maintaining these records once they are submitted to Lake County Public Health and cannot speak to how the information is subsequently compiled, maintained, or shared with other agencies.

Full implementation of a countywide centralized reporting system would require coordination among the responsible agencies, including Lake County Public Health, animal control agencies, and medical and veterinary providers, which are outside the Clearlake Police Department's administrative authority.

The Clearlake Police Department supports continued coordination among agencies to ensure accurate and timely reporting of dog bite incidents throughout Lake County.

I would like to thank the Grand Jury for their efforts in completing this report and their recommendations.

Best Regards,

TIMOTHY HOBBS
Chief of Police

CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT:	Receipt of Resolution No. OC 2026-01, A Resolution of the Measure V Oversight Committee of the City of Clearlake Declaring Compliance with Section 3-7.14 of Ordinance No. 189-2016	**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:

The City Council is being asked to receive and file Resolution No. OC 2026-01.

BACKGROUND/DISCUSSION:

Pursuant to Section 3-7.14 of the Road Maintenance and Improvement Transaction and Use Tax Ordinance No. 189-2016 (attached), the City Council shall, by resolution, appoint a five member Citizen Oversight Committee to meet annually to review expenditures and appropriations of tax revenues to ensure those revenues are spent or appropriated as set forth in the Expenditure Plan.

The Measure V Oversight Committee met on November 16th and adopted Resolution No. OC 2026-01, declaring the City in compliance with Section 3-7.14 of Ordinance No. 189-2016. Members present at the meeting were: Brett Freeman, Carlos Ramos, and Bruno Sabatier.

OPTIONS:

1. No action necessary.
2. Other direction

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:

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

☒ **Attachments:** 1) Resolution OC 2026-01

2) Ordinance No. 189-2016

RESOLUTION NO. OC 2026-01

A RESOLUTION OF THE MEASURE V OVERSIGHT COMMITTEE OF THE CITY OF CLEARLAKE DECLARING COMPLIANCE WITH SECTION 3-7.14 OF ORDINANCE NO. 189-2016

WHEREAS, it is the responsibility of the Measure V Oversight Committee to meet annually to review expenditures and appropriations of the tax revenues to ensure that all such revenues are spent or appropriated for the purposes and uses set forth in the Expenditure Plan; and

WHEREAS, the Oversight Committee held a public meeting on November 16, 2026 to review the revenues and expenditures incurred from July 1, 2025 through June 30, 2026; and

WHEREAS, the Oversight Committee reviewed the current plans for the expenditures of Measure V funds; and

NOW, THEREFORE BE IT RESOLVED that the Measure V Oversight Committee of the City of Clearlake that the expenditures and appropriations to date of Measure V tax revenues were spent or appropriated for the purposes and uses set forth in the Expenditure Plan as identified in Ordinance 189-2016.

PASSED AND ADOPTED on this 16th day of November 2026, by the following vote:

AYES: Chair Sabatier, Members Freeman and Ramos
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST: Melissa Swanson
City Clerk

Chair Sabatier

CITY OF CLEARLAKE

ORDINANCE NO. 189-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE ADDING CHAPTER 3-7 TO THE CLEARLAKE MUNICIPAL CODE RELATED TO A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE STATE BOARD OF EQUALIZATION

THE PEOPLE OF THE CITY OF CLEARLAKE, CALIFORNIA DO ORDAIN AS FOLLOWS:

Section 1. Amendment. Chapter 3-7 entitled "City of Clearlake Road Maintenance and Improvement Transactions and Use Tax" is added to the City of Clearlake Municipal Code to read as follows:

"3-7.1 **Title**. This ordinance shall be known as the City of Clearlake Improvement Transactions and Use Tax Ordinance. The City of Clearlake hereinafter shall be called "City." This ordinance shall be applicable in the incorporated territory of the City.

3-7.2 **Operative Date**. "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the Effective Date of this ordinance, the date of such effectiveness being as set forth below.

3-7.3. **Purpose.** This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

a. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation code and Section 7285.91 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a two-thirds (2/3) majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

b. A transactions and use tax for road maintenance and improvement requires a vote of the residents of the City, and two-thirds (2/3) of those voting on the tax must approve the tax in order for it to be implemented. In addition, this Ordinance, along with the Transactions and Use Tax Expenditure Plan ("Expenditure Plan") for use of the proceeds of the tax, which is attached to this Ordinance as Exhibit A, must be approved by two-thirds (2/3) of the City Council.

c. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

d. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from,

the existing statutory and administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes.

e. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

3-7.4. **Contract with State.** Prior to the operative date, the City shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the City shall not have contracted with the State Board of Equalization prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

3-7.5. **Transactions Tax Rate.** For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of one percent (1 %) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

3-7.6 **Place of Sale.** For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the State Board of Equalization.

3-7.7 **Use Tax Rate**. An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of one percent (1 %) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

3-7.8 **Adoption of Provisions of State Law**. Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

3-7.9 **Limitations on Adoption of State Law and Collection of Use Taxes**. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

a. Wherever the State of California is named or referred to as the taxing a[illegible] the name of this City shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, Victim Compensation and Government Claims Board, State Board of Equalization, State Treasury, or the Constitution of the State of California;

2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this Ordinance.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

b. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

3-7.10. **Permit Not Required.** If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

3-7.11 **Exemptions and Exclusions.**

A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

(1) Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which

the sale is made and directly and exclusively in the use of such aircraft as common carr persons or property under the authority of the laws of this State, the United States, or any foreign government.

(2) Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

(3) The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

(4) A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.

(5) For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this City of tangible personal property:

(1) The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

(2) Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

(3) If the purchaser is obligated to purchase the property for a fixed pursuant to a contract entered into prior to the operative date of this ordinance.

(4) If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

(5) For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

(6) Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.

(7) "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

3-7.12 **Amendments.** All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

3-7.13 **Enjoining Collection Forbidden.** No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

3-7.14 **Citizen Oversight Committee**. The City Council, by resolution, shall establish a five member Citizen Oversight Committee to meet annually to review expenditures and appropriations of the tax revenues to ensure that all such revenues are spent or appropriated for the purposes and uses set forth in the Expenditure Plan. Each member of the City Council shall appoint one member of the Committee who shall have a term coinciding with the term of the appointing Council member. Each Committee member shall be a resident of the City at the time of appointment and shall remain a resident of the City while serving on the Committee. The Mayor shall appoint the chairperson of the Committee subject to the approval of the majority of the Council. The Committee shall receive the assistance of City staff and shall undertake such additional duties as the Council may designate.

3-7.15 **Sunset.** The authority to levy the tax imposed by this Chapter 3-7 shall expire twenty years from the date of its Effective Date.

Section 2. Severability. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This Ordinance, if approved by the electorate of the City of Clearlake at the General Municipal Election of November 8, 2016 shall become effective immediately upon the declaration of the results of that election by the City Council of the City of Clearlake.

INTRODUCED by the City Council of the City of Clearlake at a regular meeting of the City Council held on the 26th day of May, 2016 and **PASSED AND ADOPTED** by the City Council at a regular meeting of the City Council on the 23rd day of June, 2016 by the following vote:

AYES: Mayor Perdock, Vice Mayor Fortino Dickson, Council Members Overton, Sabatier and Bennett
NOES: None
ABSENT OR NOT VOTING: None

Russell Perdock, Mayor

ATTEST:
Melissa Swanson, City Clerk

CITY OF CLEARLAKE

Road Maintenance and Improvement
Transactions and Use Tax Expenditure Plan FOR
Anticipated One (1%) Percent
Transactions and use tax Revenue

The one (1%) percent transactions and use tax passed by the City of Clearlake voters will be dedicated to specific uses: road maintenance and improvement. The funds cannot, and will not, be used for any other purpose. One hundred percent (100%) of the revenues generated by the new tax will be allocated to road maintenance and improvement.

ROAD MAINTENANCE AND IMPROVEMENT

The City of Clearlake's street system consists of approximately 112 miles of streets and is composed of:

Asphalt Paved Streets	63 Miles
Unpaved Gravel or Dirt Streets	49 Miles

The majority of the street system was constructed to the standards and conditions of the 1930's and 40's and is unable to meet today's traffic demands. A pavement management study was completed for the City of Clearlake by Nichols Consulting Engineers in 2008 and updated in 2015. The report called the Pavement Management Program (PMP) indicates that Clearlake's streets have one of the lowest pavement condition index (PCI) rating of any city that they had evaluated. The average PCI for City streets was 38 on a 100-point scale. That is well below an F grade which is unacceptable.

The report further indicates that the City currently has a total deferred maintenance need of $15.2M. That means the City needs to spend $15,200,000 for the reconstruction and rehabilitation of its streets system in 2016 alone to bring it up to acceptable standards. The City currently expends approximately $50,000 annually for repair and maintenance of its streets. At that funding level, the City can only patch some potholes and minimally re-grade a few gravel roads. Current funding does not allow for any major street repair or reconstruction. If the City's maintenance level remains at $50,000, the PCI of 38 will drop even lower. In that case most of the City's paved streets will completely fail and require total reconstruction.

The PMP recommends the City of Clearlake budget $740,000 annually over the next ten (10) years for asphalt pavement work, it would improve the City's overall PCI from 38 up to 60. In addition to improving the asphalt surfacing of the City's streets, there is a need to maintain and improve drainage, and city owned sidewalks which are an integral part of the street system.

The Pavement Management Program addresses the paved streets only and not the unpaved roads. A PCI rating does not apply to gravel/dirt roads. Many of these roads are in residential areas and have not received any maintenance for several years. Some are nearly impassable. These

conditions cause significant wear and tear on safety vehicles (Police and Fire) as well as to anyone who drives these roads. Grading contracts for these roads will significantly smooth travel in these areas. Obviously the improvements and maintenance needed on City streets far exceed the available revenues for these activities. The City remains committed to continued efforts to obtain Federal and State funding for street improvements. Without the one percent (1%) transactions and use tax revenue the City will be unable to accomplish its task to maintain the streets at an adequate level to serve the traveling public. It is estimated that a one percent (1%) special road transactions and use tax will produce $1,600,000 in revenues annually. State law requires the City to prepare and adopt an expenditure plan describing the specific projects for which the revenues from the tax may be expended.

The City of Clearlake has prepared a proposed Road Maintenance and Improvement Transactions and Use Tax Expenditure Plan for the next twenty (20) years beginning in 2016 and going through 2036. The expenditure plan will be annually reviewed by the oversight committee and updates to the expenditure plan will be recommended by the Oversight Committee (with input from Public Works and the City Engineer) to the City Council who will make the final annual allocations.

Annual Expenditure Program
2016-2036

Activity	Estimated Expenditure (% of tax proceeds)
Road Maintenance & Improvements • Annual grading and associated graveling on existing unpaved roads maintained by the City • Pothole and surface repair • Pavement dig outs & minor asphalt blankets • Drainage repairs/replacement • Minor chip seals • Crack filling • Shoulder restoration • Pavement grinding, removal & replacement • Chip seals, Micro-seals and other surface treatments • Storm Drain System improvements • Re-striping, painting and installation of pavement reflector markings • Maintenance of street signs • Asphalt pavement overlay and rehabilitation projects • Rock rip-rap protection • Bridge deck and railing replacement • Sidewalk restoration • Maintenance equipment lease, rental, or purchase • Sidewalk and bicycle facilities • Bridge replacement/rehabilitation • Road construction equipment rental, lease, purchase • Road construction equipment repair	**95%** **% equivalent in $** **$1,520,000**
Matching Grant Funding • Grant matching funds for street improvement projects	**5%** **% Equivalent in $** **$80,000**
Total	**100%** **(Approx. $1,600,000)**

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.

CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT:	Consideration of Resolution No. 2026-41 Authorizing Application for, Acceptance of, and Execution of Documents Related to a Statewide Park Development and Community Revitalization Program Round 5 Grant for the Burns Valley Sports Complex Project	**MEETING DATE:** November 19, 2026
SUBMITTED BY:	Adeline Leyba, Public Works Director	
PURPOSE OF REPORT:	☐ Information only ☐ Discussion ☒ Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

Adopt the accompanying resolution approving an application to the California Department of Parks and Recreation for Statewide Park Development and Community Revitalization Program (SPP), Round 5 funding for the Burns Valley Sports Complex, and designating the City Manager to negotiate, sign and submit the documents necessary to complete the grant scope.

BACKGROUND/DISCUSSION:

SPP supports new parks and recreation opportunities in underserved communities. Round 5 applications are due December 17, 2026. The program evaluates neighborhood need, community participation, the proposed recreation improvements and the applicant's ability to deliver and sustain the project.

The City is developing the Burns Valley Sports Complex as a multiuse recreation campus supported by several funding sources. This application would address remaining outdoor recreation improvements, with a soccer field as the central proposed feature and related facilities and accessible connections considered through community input and cost review. The SPP request is separate from the Community Resilience Centers planning application for future indoor recreation and resilience facilities.

A community workshop was held November 10, 2026, and a second is scheduled for November 23. Participants reviewed the concept plan and provided ideas about recreation activities, shade, access and supporting amenities. Written Little League input also identified field orientation, dugout shade, secure equipment storage and emergency equipment access. Staff will use the meeting records, survey responses and design review to develop the final application scope.

The application budget will identify the work requested under SPP separately from work supported by existing awards. Current estimates and available funding must be reconciled so that the application describes a complete, usable project without charging the same work to more than one grant.

The required resolution approves the application; certifies that sufficient funds will be available to complete the project before work begins and to operate and maintain it if awarded; accepts the grant contract's General

Provisions; designates the City Manager as authorized representative; and commits the City to app and program requirements. Adoption does not award a construction contract.

OPTIONS:

1. Adopt Resolution NO. 2026-41 approving the SPP Round 5 application and related authorizations.

2. Provide additional direction to staff before adopting the resolution.

3. Do not adopt the resolution and do not submit the application.

FISCAL IMPACT:

☒ None ☐ $500,000 grant request 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 adopt Resolution No. 2026-41 authorizing the City of Clearlake to apply for, accept, and execute documents related to the Statewide Park Development Community Revitalization Program for the Burns Valley Sports Complex Project

☒ **Attachments:** Draft Resolution NO. 2026-41

CITY OF CLEARLAKE
CITY COUNCIL
RESOLUTION NO. 2026-41

RESOLUTION of the City Council of the City of Clearlake Approving the Application for Statewide Park Development and Community Revitalization Program (SPP), Round 5.

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Program (SPP), Round 5 Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council hereby: Approves the filing of an application for the Burns Valley Sports Complex; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and

2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and

3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and

4. Delegates the authority to City Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and

5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED AND ADOPTED ON November 19, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____

Mayor, City of Clearlake

ATTEST:

_____

City Clerk, City of Clearlake

CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT:	Consideration of Resolution No. 2026-42 Authorizing Entering Into a Funding Agreement with the California Department of Fish and Wildlife (CDFW) and Authorizing and Designating the City Manager to sign all documents, agreements, amendments, and payment requests, for the Oil Spill Response Equipment.	**MEETING DATE:** November 19, 2026
SUBMITTED BY:	Adeline Leyba, Public Works Director	
PURPOSE OF REPORT:	☐ Information only ☐ Discussion ☒ Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

Adopt a resolution authorizing the City Manager, or their designee, to enter into a funding agreement with the California Department of Fish and Wildlife, Office of Spill Prevention and Response (OSPR), for funding through the Local Government Response Equipment Grant Program, in an amount not to exceed $45,000, and to execute all necessary documents associated with the grant.

BACKGROUND/DISCUSSION:

The California Department of Fish and Wildlife's Office of Spill Prevention and Response (OSPR) administers the Local Government Outreach and Response Equipment Grant Program, which provides funding to local government agencies and eligible tribal governments to purchase and pre-position oil spill emergency response equipment. The City of Clearlake has been approved to receive up to $45,000 in grant funding for the purchase of oil spill response equipment.

Eligible equipment purchases may include an emergency response trailer, containment booms, absorbent materials, protective gear, and other necessary supplies to assist with the initial response to an oil spill. The equipment will be stored and maintained by the city and made available for deployment during an emergency, while also serving as a resource to support coordination with local, state, and regional response agencies.

The program is intended to strengthen local emergency preparedness and response capabilities by ensuring communities have the necessary equipment readily available to address potential oil spills or hazardous material releases that could threaten waterways, natural resources, wildlife, and other environmentally sensitive areas.

OPTIONS:

1. Adopt Resolution No. 2026-42 to approve entering into a funding agreement and related authorizations.
2. Provide additional direction to staff before adopting the resolution.
3. Do not adopt the resolution and do not submit the application.

FISCAL IMPACT:

☒ None ☐ $500,000 grant request 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 adopt Resolution No. 2026-42 to approve the entering of a funding agreement and related authorizations.

☒ **Attachments:** Resolution NO. 2026-42

CITY OF CLEARLAKE
CITY COUNCIL
RESOLUTION 2026-42

RESOLUTION of the City Council of the City of Clearlake authorizing entering into a funding agreement with the California Department of Fish and Wildlife (CDFW) and Authorizing and Designating the City Manager as an Authorized Agent/Representative for the Oil Spill Response Equipment.

WHEREAS, the City of Clearlake has submitted an application to the CDFW for funding for the Oil Spill Response Equipment Staging; and

WHEREAS, prior to prior to the CDFW executing a funding agreement, the City of Clearlake is required to adopt a resolution authorizing an agent, or representative, to sign the funding agreement, amendments, and requests for disbursement on behalf of the City of Clearlake and to carry out other necessary Project- related activities;

NOW, THEREFORE BE IT RESOLVED AND ORDERED, that the City of Clearlake is hereby authorized to carry out this Project, enter into a funding agreement with the CDFW, and accept and expend funds for this Project in the amount of up to $45,000 and

BE IT FURTHERED RESOLVED AND ORDERED THAT the City Manager or designee, is hereby authorized and designated to sign for, and on behalf of the City of Clearlake, the funding agreement for this Project and any amendments thereto; and

BE IT FURTHERED RESOLVED AND ORDERED THAT any and all actions, whether previously or subsequently taken by the City of Clearlake, which are consistent with the intent and purposes of the foregoing resolution, shall be, and hereby are, in all respects, ratified, approved, and confirmed.

PASSED AND ADOPTED ON November 19, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Mayor, City of Clearlake

ATTEST:_____

City Clerk, City of Clearlake