



October 28, 2026

**To: Mike Rademaker, Crescent City Harbor District
CEO/Harbormaster, and the Crescent City Harbor District
Board of Harbor Commissioners**

From: Mike Bahr, CEO, Community System Solutions

Board Agenda Item: Report on Statewide Park Program Grant Application

Background

This agenda item is to provide the Board of Harbor Commissioners an overview of applying for a Statewide Park Program Grant (SPP Grant) to construct public-access recreation items on the Harbor property on Starfish Way leased by Crescent City Beach Village (CCBV), the parcel that has been used for boat storage.

Included in the memo is a summary of the SPP Grant, deadlines for the application, proposed project elements, and an action item for a future Board meeting.

This is a discussion and informational item only. This item will be brought back to the Board at its next meeting to adopt the resolution authorizing submittal of the application.

Description of Grant, Deadlines for Application

The Statewide Park Development and Community Revitalization Program is funded by the State of California through the Proposition 4 Climate Bond. The SPP Grant, which is part of that program, seeks to add high-quality outdoor spaces and recreation to the State of California, while protecting natural and cultural resources.

Eligible entities for the grant are local government agencies, including special districts.

If the Harbor District is awarded the funds, the Starfish Way parcel leased to CCBV would be transformed with multiple recreation opportunities open to the public.

The deadline for this application is December 17, 2026.

If CCHD is selected for this grant, it would be awarded in summer 2027, with the end of the grant performance period being December 30, 2030. The Harbor would be responsible for managing the grant and selecting contractors and vendors through competitive processes.

Summary of Project Elements

The list of items to be considered for inclusion was arrived at through two processes: 1) a public process with community meetings; 2) priorities of the leaseholder based on research of the top recreation activities wanted by travelers.

Almost all the items chosen for the project were identified during the public meetings held in July 2025, as things the public would like to see at the Harbor.

- Miniature Golf Course
- Food Court with Coffee Shop; Ice Cream; Fair Food – Hot Dogs, Hamburgers; etc.
- Picnic Area with Barbecues
- Outdoor Recreation & Performance Area
- Indoor Recreation & Meeting Area
- Dog Park with Dog Washing Station
- ADA Boardwalk along Site Parallel to Coastal Trail
- Public Seating Areas
- Landscaping and Lighting
- Security Camera System
- Public Art by Local Artists
- ADA Walkway and Accessible Ramp to South Beach

Attached is a draft scale design showing the proposed layout of the project elements. Also attached is a draft design of a wheelchair ramp to South Beach.

Recreational activities that charge fees or sell items, like a food court, are eligible for grant funding, as long as they are available to all members of the public.

Any revenue generated by the project elements would be shared with the Harbor District under the terms of the lease with CCBV.

The grant requires a 30-year operation and maintenance period. For the items on the CCBV-leased property, operation and maintenance would be required to be done by CCBV. For the ADA walkway/wheelchair ramp to South Beach, operation and maintenance would be required to be done by CCHD.

The amount of funds that will be applied for is still being determined, as we are still gathering cost estimates for all of the project elements. The SPP Grant can award up to \$8.5 million per application. The grant does not require a match; any project costs beyond the grant award would be supplied by CCBV.

Grant Contract Obligations if Awarded and the CCBV Lease

If the grant is awarded, the District would be accountable to State Parks for 30 years for certain grant conditions, and so the District would need to retain full control of the property and obtain State approval before assigning its grant compliance obligations to CCBV. In that event, before the grant contract is signed, the CCBV lease would be amended as appropriate, subject to Board approval.

Authorizing Resolution Form

For the SPP application submittal, an Authorizing Resolution Form will be required from the Board. Attached is the blank form for your review. It will be brought back to the Board in November for adoption.

Attachments

- Draft of the Proposed Layout
- Draft Design of a Wheelchair Ramp to South Beach
- Authorizing Resolution Form



Dog Park
40' x 40'

Rec Room
50' x 30'

Mini Golf Course
~17,000 Sq Ft
~150' x 115'

BBQ Area
50' x 50'

Stage and
Event Space

Mini Golf
Kiosk and
Queue
Area

Food Court
~60' x 115'

Future
Addition to
Port o' Pints
20' wide

removable driveway
section

removable driveway
section

100'

50'

10'

25'

100'





California Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Office of Grants and Local Services

AUTHORIZING RESOLUTION FORM

RESOLUTION of the (A)_____ **of**
(B)_____ **Approving the Application for (C)**_____.

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 (D)_____ 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 (E)_____
hereby: Approves the filing of an application for the (F)_____; 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 (G)_____ 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.

Approved and adopted the (H)_____ day of (I)_____, (J)_____.

I, the undersigned, hereby certify that the foregoing Resolution Number: (K)_____ was
duly adopted by the (L)_____ following a roll call vote:

(M) Ayes: _____ Noes: _____ Absent: _____

(N) Clerk's Printed Name

(O) Clerk's Signature

AUTHORIZING RESOLUTION FORM - INSTRUCTIONS

COMPLETING THE FORM

The Authorizing Resolution must be filled out accurately and completely when providing the requested information and must include a roll call vote and the CLERK'S signature.

When submitting the completed form, the instructions (pages 2 and 3) do not need to be included.

Sections of the fillable Authorizing Resolution form are identified below as Steps A-O. Click in the area of each related step letter to complete the fillable form.

Step:

- A. Enter the title of the Governing Body/City Council, or Board of Supervisors/Directors who have the authority to approve the submission of the grant application.
- B. Provide the name of the city, county, district, or nonprofit organization seeking grant funding and who will be responsible for the grant administration if awarded.
- C. Enter the name of the grant program.
- D. Enter the name of the grant program.
- E. Enter the name of the applicant's governing body as identified in Step A.
- F. Enter Name of Project: this is the unique name used to identify the project or program to which funding is being sought. This name must match the name used on all documents submitted as part of the application packet; however, the name of the project can change in the future provided that applicants/grantees work with their respective project officer.
- G. Provide the position title of the person acting as the AUTHORIZED REPRESENTATIVE: do not include the name of the person holding the title. Designating a name instead of a title will require repeating the Authorizing Resolution process if said person is no longer acting as the AUTHORIZED REPRESENTATIVE.

H-J. Provide the date of adoption using the following format: dd/mm/yyyy.

K. Provide the Resolution Number.

L. Provide the name of the Governing Body as identified in Step A.

M. Roll Call Vote: provide a response for each of the three types of votes:

- Ayes means yes, board member(s) approve the application submission.
- Noes means no, board member(s) do not approve the application submission.
- Absent means the board member(s) did not attend the meeting.

N-O. The Authorizing Resolution must be certified and signed by the CLERK. If someone other than the CLERK signs the form, additional evidence, such as meeting minutes, must be submitted.

AUTHORIZING RESOLUTION FORM – INSTRUCTIONS (Continued)

FORMAT

The Authorizing Resolution may be reformatted to include the organization's letterhead. However, ***the language provided in the resolution must remain unchanged***. Any changes to the language may require the Office of Grants and Local Services (OGALS) to submit the changed resolution for review by the Department of Parks and Recreation's Legal Office. The time involved with the legal review process may delay application approval and could affect OGALS' ability to fund the project. APPLICANTS must identify any changes or additions to the Authorizing Resolution language.

ROLL CALL VOTE

It is the means by which the APPLICANT's Governing Body is aware of and approves of the grant application submission; the ayes (yes) votes must be greater than the noes (no) votes. If the number of absent board members is greater than the combined ayes and noes votes, OGALS reserves the right to request an updated Authorizing Resolution to include additional voting board members.

DELEGATED AUTHORITY

The AUTHORIZED REPRESENTATIVE identified in the Authorizing Resolution can delegate signatory authority to other individuals (by position title) either in entirety or for specific documents.

The delegation process requires the AUTHORIZED REPRESENTATIVE to submit a Delegated Authority Letter (on letterhead) with their application packet identifying the position title and which forms are delegated to the position. If delegating after the application process, the AUTHORIZED REPRESENTATIVE should send the notification (letter or email) to their assigned PROJECT OFFICER.

APPLICANTS are encouraged to contact the PROJECT OFFICER assigned to their county with any questions they may have regarding filling out the Authorizing Resolution form. A list of contacts is available on the OGALS' website: www.parks.ca.gov/ogals.

SMALL CAP DEFINITIONS

APPLICANT: the person tasked with ensuring all required forms are accurately completed and submitted as part of the application packet.

AUTHORIZED REPRESENTATIVE: the identified role authorized to sign application forms.

CLERK: the CLERK is independent of the voting board and tasked with certifying the grant program was discussed and voted upon. This role may also be delegated to a secretary or another position within the organization in attendance of the board meeting.

PROJECT OFFICER: an employee within the Office of Grants and Local Services who assists APPLICANTS with the application process, conducts workshops, and makes award recommendations.