

DEPARTMENT OF
PARKS AND
RECREATION

REAL PROPERTY
ACQUISITION



ACQUISITION AND REAL PROPERTY SERVICES DIVISION (ARPSD)

ARPSD provides advice and technical assistance, including:

- Land Management Services:
 - Mapping, surveys, and land ownership records
 - Leasing, easements, due diligence, and land transfers
- Acquisition Services:
 - Negotiate leases, easements, and fee acquisitions



TYPICAL ACQUISITION PROCESS

Acquisition Planning

- Planning and Policy Development
- Project Identification and Evaluation
- Assessment and Ranking
- Project Approval
- Budget Process*

Due Diligence/ Document Prep

- State Parks conducts due diligence by gathering, researching and analyzing information
- Prepare analysis of information and documents for DGS Acquisition Review

DGS Acquisition Review

- Department of General Services (DGS):
- Reviews and approves the acquisition package
 - Recommends acquisition approval

PWB Approval

- State Public Works Board (PWB)
Two-step process:
1. Site Selection
 2. Acquisition

Close of Escrow

- Execute purchase agreements with landowner
- Title company closes transaction
- Update State Property Inventory Records

ACQUISITION PLANNING PROCESS

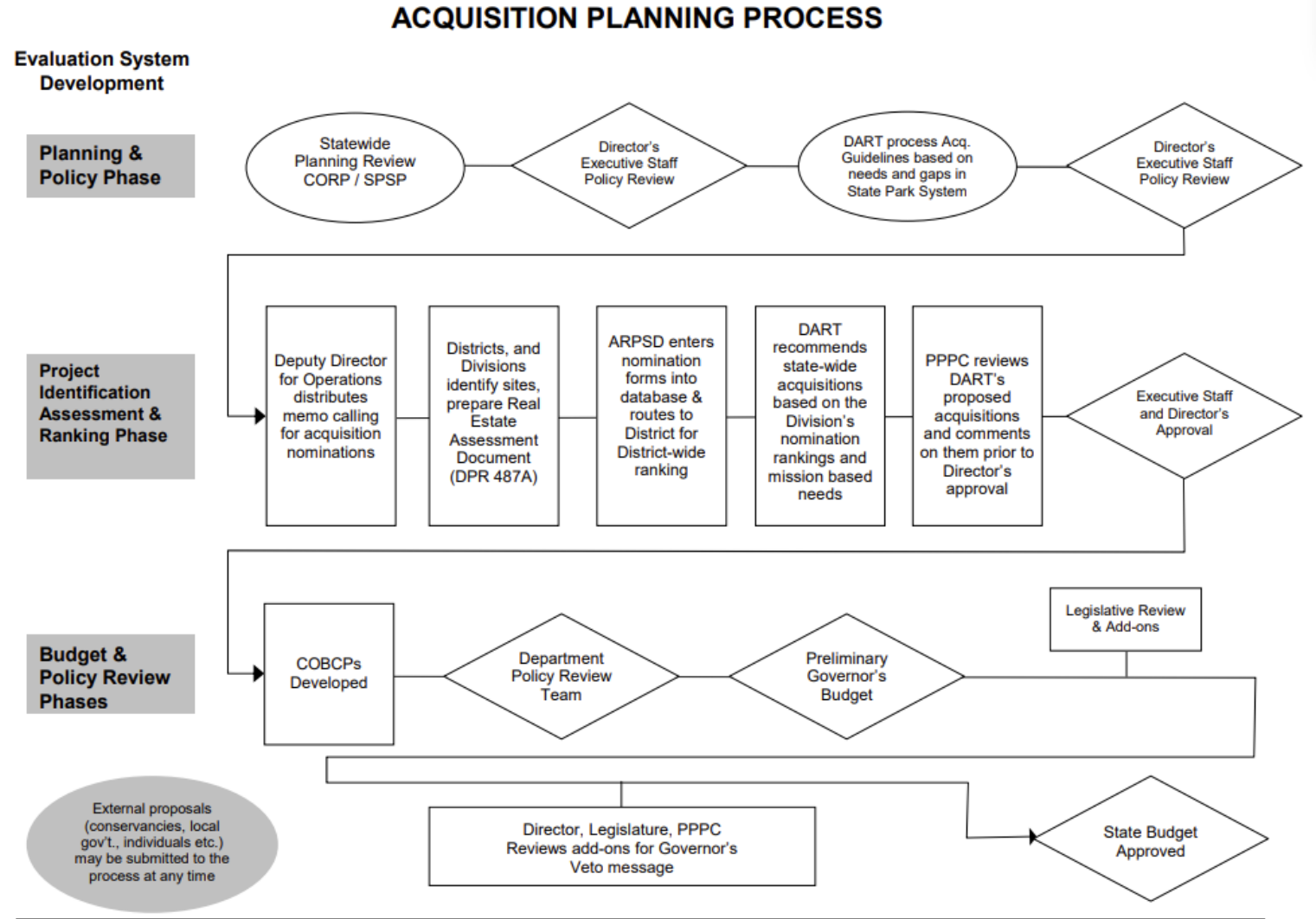


Figure 2102.4.2

CALL FOR NOMINATION

- Planning Division prepares memo for the Deputy Director of Park Operations
- Memo is sent out to districts, service centers and divisions for top ranked proposals

State of California – Natural Resources Agency

Memorandum

Date : December 14, 2023

DUE DATE: January 26, 2024

To : District Superintendents
Division Chiefs

From : Kathy Amann, Deputy Director of Park Operations

Subject : **Acquisition Guidelines for FY 24/25, and Updating Acquisition Proposals**

The acquisition proposal review cycle for the next fiscal year is beginning. Acquisition and operational dollars for the coming year are limited; proposers are encouraged to focus on those that do not incur significant new operational costs. Therefore, only a short list of each District's priority READs (Real Estate Assessment Document) – no more than the top two or three -- will be reviewed by the Department Acquisition Review Team (DART). A copy of the current priority list is attached, sorted by District. This list does not include projects already in process or prioritized to proceed. Revisions to the list are needed only if District priorities have changed. **The deadline for new READ submission and prioritization updates is January 26, 2024.**

ACQUISITION PROPOSALS

- Districts and Divisions identify potential acquisition properties
- Prepare Real Estate Assessment Document (READ) – DPR 487A
- Submit READ through ARCGIS
- Each READ shall:
 - Provide the basis for comparative evaluation
 - Describes the property and prioritizes the proposal within the district
- ARPSD compiles READs for DART review



The image shows a digital form titled "California State Parks REAL ESTATE ASSESSMENT DOCUMENT (READ)". At the top left is the California State Parks logo, and at the top right is the text "California Department of Parks and Recreation". Below the title, there is a paragraph of instructions: "This form is designed to evaluate potential additions to the State Park System (SPS). To assist with form completion, refer to the DPR Acquisition Guidelines distributed annually. Submit the completed form with a map showing the property and related SPS unit (if applicable), to the Acquisition and Real Property Services Division. Please submit any questions by email to: Geodata@parks.ca.gov." Below this text, there is a "Submission Date:" label followed by a date input field with a calendar icon and a dropdown arrow, containing the placeholder "MM/DD/YYYY". At the bottom, there is a "District Name:" label.

DEPARTMENT ACQUISITION COMMITTEES

Two Committees review and approve proposed acquisitions

Department of Acquisition Review Team (DART)

- Meet quarterly to:
 - Update policies and procedures
 - Review potential acquisitions (READs)
 - Recommends a list of proposed acquisitions to PAC

Planning and Acquisition Committee (PAC)

- Meets quarterly to:
 - Evaluate and makes recommendations on proposed acquisitions
 - Requests Director's approval to proceed with property acquisition (subject to funding)

APPROVED ACQUISITIONS: NEXT STEPS

Due Diligence

- Review and Analysis of Reports:
 - CEQA
 - Phase I (Environmental Site Assessment)
 - Preliminary Title Report analysis
 - Appraisal Report/DGS Appraisal Review
 - Operations and Management Plan
 - Additional reports, as needed

Document Preparation

- Surveys to prepare legal description and maps
- Due Diligence Report
- Staff Analysis of Consent/ Action Item for PWB meeting
- Preparation of Property Acquisition Agreement and any conveyance documents

CONTROL AGENCY OVERSIGHT

State Parks does not have sole authority to acquire real property

- All acquisitions require State Public Works Board (PWB) approval
 1. The **Department of General Services** reviews and makes recommendations to the PWB
 2. The **PWB** reviews action requests and sets the agenda for the monthly PWB meetings
 3. Transaction documents are executed following PWB approval
 4. Once approved, it can take several months to transfer ownership to State Parks (Close of Escrow)

ACQUISITION PROCESS HIGHLIGHTS

1. **Identify and evaluate acquisition opportunities and submit READs for proposed acquisitions**
2. **Department acquisition committees (DART and PAC) recommend acquisition projects and obtain the Director's approval**
3. **Conduct due diligence and submit acquisition documents to DGS and PWB**
4. **DGS/PWB review and approve site selection and acquisition**
5. **Execute acquisition documents and close escrow**





THANK YOU

Brian Dewey | California State Parks