



## STATE PARK AND RECREATION COMMISSION

SpringHill Suites by Marriott

West Sacramento, CA

June 11, 2024

### STAFF REPORT: Acquisition Process

**STAFF:** Brian Dewey, Assistant Deputy Director, Facilities and Development

**SUBJECT:** Acquisition Planning Process

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### SUMMARY

The Department of Parks and Recreation has established processes for identifying and prioritizing acquisitions of real property into the State Parks System.

### REPORT

The Department Operations Manual (DOM) chapter 2102 specifies procedures for development of acquisition guidelines and acquisition proposals, as well as prioritization and approval of proposals. Due to economic shifts and Department reorganization, the acquisition program has been minimally active for about 10 years, until 2022 when the Strategic Planning and Recreation Services Division reconvened the Department Acquisition Review Team.

#### Process

*Acquisition Guidelines.* The Strategic Planning and Recreation Services Division (SPRSD) is responsible for developing Acquisition Guidelines on an annual cycle intended to align with the budget process. The Acquisition Guidelines consider a variety of categories of acquisition, including properties that:

- are inholdings & adjacent to current DPR properties
- include significant cultural resource properties
- natural resources and sustainable ecosystems
- improve access to urban users
- expand outdoor recreation opportunities
- improve trail and corridor connections.

The most recent Acquisition Guidelines (for fiscal year 2024-25) are posted at [https://www.parks.ca.gov/?page\\_id=22846](https://www.parks.ca.gov/?page_id=22846) .

*Acquisition Proposals.* Through steps outlined in the DOM, Districts and headquarters Divisions submit proposals for acquisitions that address gaps in the State Park System, as identified in the Acquisition Guidelines. Proposals are often developed in collaboration with local partners and/or non-profit land conservation organizations.

*Proposal evaluation and prioritization.* The Department Acquisition Review Team (DART) is led by the Statewide Planning and Recreation Services Division; members include the Chiefs from Acquisition and Real Property Services Division; Natural Resources Division; Cultural Resources Division; Interpretation and Education Division; Northern, Central, Coastal, and Desert Field Divisions; the Statewide Planning Branch, and as of 2022, the Off-Highway Motor Vehicle Recreation Division, and the Boating and Waterways Division. DART meets quarterly to review proposals received through the quarter, consider relative merits as they address gaps identified in the Acquisition Guidelines, and incorporate proposals into a prioritized list for acquisition. DART's list of recommendations is vetted for feasibility and funding by Acquisition and Real Property Services Division staff, and subsequently forwarded to the Department's Planning and Acquisition Committee (PAC) for approval. With PAC's approval, the list of recommendations is forwarded to the Department Director for approval and implementation of the acquisitions.

*Considerations.* Acquisition of real property into the State Park System also requires review by the Department of General Services and the Public Works Board. A primary consideration is availability of funding for property operation into the future.

## **STATUS**

Since resuming activities in 2022, the DART has been working on prioritizing proposals that have been received over the last several years, as well as considering new proposals.

## **COMMISSION ACTION(S)**

For information only.