

**AZUSA UNIFIED SCHOOL DISTRICT
SURPLUS PROPERTY TIMELINE DATES**

TIMELINE BASED ON EACH PROCESS

Notice Period

- **February 14, 2024:** Send out Notices to all appropriate agencies (60 days).
- **Publish Properties:** Once per week or three successive weeks with at least five days between each publication, not including the actual publication date. (The Tribune)
 - **February 21, 2024:** Publication date 1.
 - **February 28, 2024:** Publication date 2.
 - **March 6, 2024:** Publication date 3.
- **May 5, 2024:** Last day for entities to make an offer on the properties.
 - **May 5, 2024:** Last day for entities to make an offer.
 - *Note:* This will be extended if a party is interested. Assuming no notice of interest is received, the District may adopt the Resolution of Intent to Sell at the May 7, 2024 Board Meeting.
- **May 7, 2024:** Adopt Resolution of Intent to Sell Property at Board Meeting.

Waiver Process

- **February 14, 2024:** Post and publish notice of the public hearing regarding waiver with a local newspaper (The Tribune).
- **Week of February 12, 2024:** Prepare letter and obtain input from Collective Bargaining Groups.
- **Week of February 12, 2024:** Prepare email and obtain input from 7-11 Committee members.
- **March 12, 2024 – District Board Meeting:** Hold public hearing regarding waiver submission and adopt resolution to submit waiver request at Board meeting. District to hold closed session discussion with Board of Education regarding surplus properties.
- **April 9, 2024:** Submit waiver request.
- **July 10-11, 2024 – SBE Meeting:** SBE meets regarding the waiver submission.
- **July 2024:** SBE Approval of Waiver (for 2 year period).

RFP Process (DCG)

- **April 10, 2024:** DCG, District and F3 to work on Requests for Proposals. (following Waiver Submission).
- **Week of May 6, 2024:** District, DCG, and F3 to schedule meeting finalizing RFP document.
- **Week of May 16, 2024:** Release RFP (60 days before potential approval of waiver).
- **May-July 2024:** Developers/interested parties will be given time to develop their offers/Letter of Intent (“LOI”) for submission to the District.
- **July 15, 2024:** Deadline for initial offers to be submitted to the DCG from interested parties/developers.
- **Week of July 22, 2024:** DCG to review proposals and prepare summaries of all offers. DCG to provide matrix for all parties to review.
- **Week of July 29, 2024:** District, F3, and DCG to meet and discuss all offers and DCG matrix.
- **August/September 2024:** District team, DCG and F3 have time to review offers. DCG and the District may also conduct interviews, if necessary. If interviews are necessary, the District will select the appropriate staff and Board Members to attend. F3 will prepare formal communications to bidders the District is not interested in.
- **August/September 2024:** Select Buyer for each property.
- **September 2024:** Board meeting where final offer is decided, reasons for selection of the offer will be agendaized and must be noted in the minutes. Board takes action to select desired developer offer and authorizes negotiation of the LOI and Purchase and Sale Agreement (“PSA”).

- **September 2024:** District, DCG, and F3 will negotiate final terms within LOI with the Board's selected Buyer.

Negotiation of Purchase and Sale Agreement

- **October 2024:** District and F3 to prepare and negotiate a formal Purchase and Sale agreement with the Buyer.
- **October/November 2024:** District will hold a Board meeting to approve PSA in open session with a resolution approving PSA and Notice of Exemption under CEQA.

Negotiation with Buyer

- **November 2024:** Once the PSA is fully executed, it is presented to escrow and escrow is opened. Buyer makes first deposit into escrow.
- **November 2024 – TBD:** Buyer typically has 60-90 days to finalize its due diligence review of the site. This could be extended based on the individual transaction.
 - The District provides due diligence documents and preliminary title report to developer to review condition of property within 7-10 business days of opening escrow.
 - The District and developer negotiate condition of title (first title objections will come from Buyer within 15 days of open of escrow, then District gets 15 days to respond).
- **TBD:** Once due diligence period complete, Buyer will make second deposit and deposits become non-refundable.
- **TBD:** Close of escrow can be expected 24-36 months following the end of the due diligence period.

District Deposit of Funds

- **TBD following process of Negotiation with Buyer:** The District typically uses proceeds from the sale of surplus property for non-recurring maintenance or capital outlay. However, under certain limited circumstances, the District may deposit into the General Fund for one-time expenditures.

DCG to assist with incorporation of below dates upon selection of Buyer – DCG to prepare timeline based on dates listed in each individual PSA.

- Begin Preparing Initial Package
- Initial Package Preparation
- Submit Initial Package to the City
- City Reviews Package
- Receive City Comments
- Full Package Preparation
- Begin Environmental Impact Report Process
- Submit Full Plan Package to City
- Package Deemed "Complete"
- Planning Commission and City Council Approvals

**AZUSA UNIFIED SCHOOL DISTRICT
SURPLUS PROPERTY TIMELINE DATES**

CHRONOLOGICAL TIMELINE

DATE	ACTION
Week of February 12, 2024	Prepare letter and obtain input from Collective Bargaining Groups re: waiver submission. Prepare letter and obtain input from 7-11 Committee re: waiver submission.
February 13, 2024	District Board Meeting.
February 14, 2024	Send out Notices to all appropriate entities. Send out Notice of Publication re: waiver submission.
February 21, 2024	Publication date 1. This must occur once per week or three successive weeks with at least five days between each publication, not including the actual publication date. (The Tribune)
February 28, 2024	Publication date 2 with The Tribune.
March 6, 2024	Publication date 3 with The Tribune.
March 12, 2024	District Board Meeting. District to hold public hearing regarding State Board of Education (“SBE”) waiver submission and adopt resolution to submit waiver request. District to hold closed session discussion with Board regarding surplus properties.
April 9, 2024	Submit waiver request to the SBE.
April 10, 2024	DCG, District and F3 to work on Requests for Proposals. (following waiver submission).
May 5, 2024	Last day for entities to make an offer on the properties.
Week of May 6, 2024	The District, DCG, and F3 to schedule meeting finalizing RFP document.
May 7, 2024	Adopt Resolution of Intent to Sell Property at May 7, 2024 Board Meeting.
Week of May 16, 2024	Release RFP (60 days before potential approval of waiver).
May – July 2024	Developers/interested parties will be given time to develop their offers for submission to the District and DCG.
July 10-11, 2024	SBE Meeting to review waiver submission.
July 2024	SBE Approval of Waiver.
July 15, 2024	Deadline for initial offers to be submitted to DCG from interested parties/developers.
Week of July 22, 2024	DCG to review proposals and prepare summaries of all offers. DCG to provide matrix for all parties (District, F3, and DCG) to review collaboratively.
Week of July 29, 2024	District, F3, and DCG to meet and discuss all offers and DCG matrix.
August/September 2024	District team, DCG and F3 have time to review offers. DCG and the District may also conduct interviews, if necessary. If interviews are necessary, the District will select the appropriate staff and Board Members to attend. F3 will prepare formal communications to bidders the District is not interested in.
August/September 2024	Select Buyer for each property.
September 2024	Board meeting where final offer is decided, reasons for selection of the offer will be agendized and must be noted in the minutes. Board takes action to select desired Buyer offer and authorizes negotiation of the Letter of Intent (“LOI”) and Purchase and Sale Agreement (“PSA”).
October 2024	District and F3 to prepare and negotiate a formal PSA with the Buyer.

October/November 2024	The District will hold a Board meeting to approve PSA in open session with a resolution approving PSA and Notice of Exemption under CEQA.
November 2024	Once the PSA is fully executed, it is presented to escrow and escrow is opened. Buyer makes first deposit into escrow.
November 2024 – TBD	Buyer typically has 60-90 days to finalize its due diligence review of the site. This could be extended based on the individual transaction. <ul style="list-style-type: none"> • The District provides due diligence documents and preliminary title report (PTR) to developer to review condition of property within 7-10 business days of opening escrow. • The District and developer negotiate condition of title (first title objections will come from Buyer within 15 days of open of escrow, then District gets 15 days to respond).
TBD	Once due diligence period complete, Buyer will make second deposit and deposits become non-refundable.
TBD	Close of escrow can be expected 24-36 months following the end of the due diligence period.
TBD following process of Negotiation with Buyer	The District typically uses proceeds from the sale of surplus property for non-recurring maintenance or capital outlay. However, under certain limited circumstances, the District may deposit into the General Fund for one-time expenditures.

Appendix 1
Azusa Unified School District Surplus Property Timeline
Definition of Terms

Term	Definition
California Environmental Quality Act (“CEQA”)	The California Environmental Quality Act, is a set of procedures for environmental review of the District’s projects. The laws and rules governing the CEQA process are contained in the CEQA statute (Public Resources Code Section 21000 and following), the CEQA Guidelines (California Code of Regulations, Title 14, Section 15000 and following), published court decisions interpreting CEQA, and locally adopted CEQA procedures.
Collective Bargaining Groups (“CBA”)	When requesting the waiver of surplus property procedures, Education Code section 33050, subd. (b), requires that the District include a statement regarding whether the collective bargaining groups participated in the development of the waiver and their position on the waiver. Collective Bargaining Groups represent the employees of the District.
DCG Strategies	DCG Strategies is the District’s property and development consultant and will be assisting in guidance for all six surplus properties.
Due Diligence	The due diligence period is a period of approximately 60-90 days (or more) where the buyer of a property has the opportunity to inspect the property.
Escrow	Escrow is a legal arrangement in which a third party temporarily holds money or property until a particular condition has been met – such as the fulfillment of a purchase agreement.
Fagen, Friedman & Fulfroost (“F3”)	Fagen, Friedman & Fulfroost is the District’s legal counsel on the matter and will be assisting in guidance for all six surplus properties.
Letter of Intent (“LOI”)	A Letter of Intent is an initial document from the buyer that provides the seller basic terms for the buyer’s proposed purchase of the property. The District will also enter into a Purchase and Sale Agreement, outlining in further detail the duties of each party over the course of the sale.
Matrix	The DCG matrix is a document that DCG will prepare to assist the District in analyzing all available offers.
Notice of Exemption (“NOE”)	A Notice of Exemption is filed if the Project is exempt from further CEQA review. If a local agency files a NOE, it must be filed with the County Clerk (PRC 21108(b) and 21152(b)).
Notice of Publication	The Notice of Publication is the document that F3 will prepare which will put the public on notice that the District is holding a public hearing regarding the SBE waiver submission.
Preliminary Title Report (“PTR”)	A Preliminary Title Report is a document that lists who owns the property and summarizes any claims against the property. This includes prior encumbrances such as easements, restrictive covenants, etc.
Purchase and Sale Agreement (“PSA”)	A Purchase and Sale Agreement is the document outlining the terms by which the buyer will purchase the property from the seller.
Request for Proposals (“RFP”)	DCG will assist the District in drafting a Request for Proposals document, which will outline the terms by which potential buyers can make an offer to the District on the properties. The RFP allows the District to consider a number of factors, not only purchase price.
State Board of Education (“SBE”)	The State Board of Education (“SBE”) is the entity that the District will be submitting the Waiver Application to, with the goal of exempting the District from certain procedures in the statutory surplus property process.