

**DEPARTMENT OF GENERAL SERVICES**

OFFICE OF PROJECT DEVELOPMENT AND MANAGEMENT  
400 R STREET, SUITE 5100  
SACRAMENTO, CA 95814



**October 5, 1994**

**Mr. Alan Kalmanoff, Executive Director  
Institute for Law & Policy Planning  
P. O. Box 5137  
Berkeley, CA 94705**

**Dear Mr. Kalmanoff:**

**As you know, the format for presenting a Statewide Integrated Capital Outlay and Leasing Plan by the State of California, Department of General Services, was developed by the Institute for Law & Policy Planning [ILPP]. Since completion of your responsibility, the Plan has evolved into what we now call a "Statewide Facilities Plan and Asset Management Strategy".**

**The Plan is a biannual report with the following purpose: "To provide the State of California with a comprehensive plan for acquiring and maintaining state-owned office space and for housing agencies in leased facilities. The Plan established a foundation for improving state agency coordination and communication on real estate programs, projects and policies. The Plan further serves as a basic management tool for the Department of General Services, the Department of Finance and other parties involved in capital construction and leasing decisions".**

**When appropriate the proposals in the Plan are scheduled to mesh with the normal State budget process and related capital outlay budgeting requirements.**

**ILPP's original contribution to the Plan's development has grown into an essential planning and management document for the State's real estate inventory.**

**Sincerely,**

A handwritten signature in black ink, appearing to read "Lynn Mitchell".

**Lynn Mitchell  
Senior Planner**

**LM:ma:1068**