

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**

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