

**STATE OF DELAWARE**



**EXECUTIVE DEPARTMENT  
DOVER**

EXECUTIVE ORDER  
NUMBER Thirty

TO: HEADS OF ALL STATE DEPARTMENTS, AGENCIES AND AUTHORITIES,  
AND ALL POLITICAL SUBDIVISIONS AND GOVERNMENTAL UNITS OF  
THE STATE OF DELAWARE

RE: NEW STATE PROPERTY PLANNING PROCESS

WHEREAS, the Cabinet Council on State Planning has found that the State requires an improved planning process for the use of State property; and

WHEREAS, this process can be improved by upgrading the quality of data describing the amount and condition of State property and the amount of space required by individual State agencies; and

WHEREAS, the State's minor capital improvement work should be prioritized by experts in building construction; and

WHEREAS, structural changes to State buildings should be overseen by experts in building construction.

NOW, THEREFORE, I, MICHAEL N. CASTLE, by virtue of the authority vested in me as Governor of the State of Delaware, do hereby order and declare as follows:

1. A State Property Planning Council shall be established. Members of this Council shall be the Director of the Delaware Development Office, who shall chair the Council, the Director of the Budget Office, the Director of the Office of State Planning, and the Secretary of Administrative Services. The Council shall integrate agency space and land acquisition needs with available state property in a three-year plan by:

(a) Determining available State space and land through the State Property Inventory; and

(b) Determining State agency space demand forecasts by gathering information from agency heads.

2. Council recommendations to integrate three-year agency space and land acquisitions needs with available State property shall be written in a Three-Year State Property Plan. Council recommendations shall not include Department of Transportation programs or Department of Transportation right-of-way property.

3. The Three-Year State Property Plan shall be used by the Delaware Development Office as a guide for the State Three-Year Capital Budget Plan.

4. The Delaware Development Office shall staff the Council. The Delaware Development Office shall assist the Council in gathering State property data through the State Property Inventory. Accurate completion of the Inventory by State agencies shall be a prerequisite for capital financing by



the State. State agencies are, therefore, required to report to the Delaware Development Office through the State Property Inventory, information concerning State property in a timely and complete manner.

5. All purchase orders that contemplate structural changes planned by any State agency, except for the University of Delaware and local school districts, may not be processed by the Department of Finance without the approval of the Division of Facilities Management.

6. Neither the Budget Office nor the Delaware Development Office shall consider for funding any State agency's minor capital improvements, except for the University of Delaware and local school districts, until the Division of Facilities Management approves that agency's prioritization of its minor capital improvement schedule.

APPROVED this 17<sup>th</sup>  
day of September, 1986.

  
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Governor

ATTEST:

  
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Secretary of State

