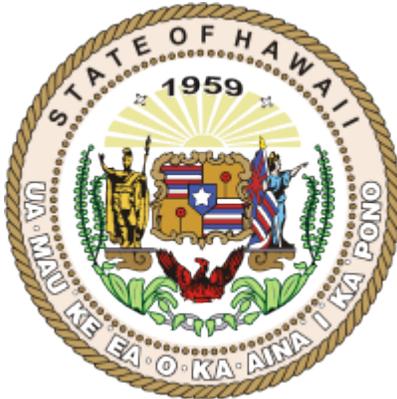Report to the Twenty-Seventh Legislature

Regular Session of 2014

PROGRESS REPORT REGARDING THE ESTABLISHMENT OF THE PUBLIC LAND TRUST INVENTORY

Prepared by

THE STATE OF HAWAII DEPARTMENT OF LAND AND NATURAL RESOURCES

In response to Section 3 of Act 54, Session Laws of Hawaii 2011

Honolulu, Hawaii

November 2013

PROGRESS REPORT REGARDING THE ESTABLISHMENT OF THE PUBLIC LAND TRUST INVENTORY

EXECUTIVE SUMMARY

This report is prepared pursuant to Section 3 of Act 54, Session Laws of Hawaii (SLH) 2011, which calls for the Department of Land and Natural Resources (DLNR) to provide a progress report to the Legislature regarding the establishment of a comprehensive information system to inventory and maintain information about the lands of the public land trust described in Section 5(f) of the Admission Act and Article XII, Section 4 of the Hawaii State Constitution.

DLNR has contracted with a vendor to develop the Public Land Trust Information System, and has formed a project team to oversee this development and ensure that the System meets Act 54 requirements and DLNR expectations. The team has conducted information gathering meetings with approximately forty (40) state and county agencies where the goals were to communicate the project's scope, to communicate agency responsibilities, to gather information on how each agency manages land and encumbrances, and to collect data for initial data analysis. The team has also completed the requirements gathering phase and technical specifications phase of the project, and is now in the coding/development phase of the project. DLNR remains on-schedule to deliver the comprehensive Public Land Trust Information System by December 31, 2014[1].

BACKGROUND

Section 3 of Act 54, SLH 2011, states:

"(a) The department of land and natural resources shall submit a progress report to the legislature no later than twenty days prior to the convening of the regular sessions of 2012 and 2013. The progress report shall:

> (1) Indicate what is necessary to complete the public land trust inventory and the Public Land Trust Information System; and

> (2) Include any proposed legislation that the department deems necessary to facilitate the expeditious completion and support of the inventory and information system.

(b) The inventory and information system shall be completed and operational by December 31, 2013, unless the department advises the legislature otherwise in a progress report."

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[1] DLNR experienced several unexpected departures of key personnel in FY 2012, including the resignation of the State Lands Information Systems Manager. In the 2013 Legislative Session, DLNR requested and received an extension to complete the project by December 31, 2014.

ACCOMPLISHMENTS

1. DLNR hired a replacement for the State Lands Information Systems Manager position which was vacated via resignation in FY12.

2. Pursuant to Section 4 of Act 54, DLNR created and filled an Applications/Systems Analyst position in service of the system. The primary function of this position is to manage all technical aspects of the comprehensive Public Land Trust Information System.

3. DLNR created a Request for Proposal to solicit proposals to develop the comprehensive Public Land Trust Information System. DLNR selected and awarded the contract to a vendor who officially began work on the project on September 4, 2012.

   DLNR conducted information gathering meetings with approximately forty (40) state and county agencies to brief them on the project's scope, to communicate agency responsibilities, to gather information on how each agency manages land and encumbrances, and to collect data for initial data analysis.

4. DLNR created a comprehensive 66-page Requirements Document, which details system and functional requirements of the project. This document essentially describes what the system should do.

5. DLNR created a comprehensive 77-page Technical Specifications Document, which details how the requirements will be implemented, and serves as the blueprint for the coding and development phase of the project.