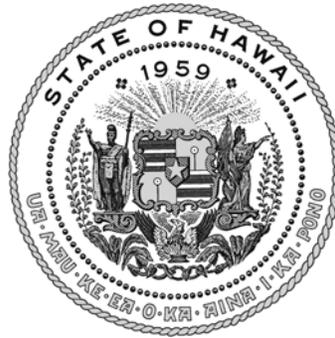


Report to the Twenty-Eighth Legislature

2015 Regular Session

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

December 2014

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's project team has been working with a vendor to develop the Public Land Trust Information System (PLTIS). The team has conducted information gathering meetings with approximately forty 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 developed standardized templates based on our initial analysis, and has been working iteratively with each agency to ensure that all data is submitted in such a way that the data will be successfully imported into the PLTIS. At the time of this report, DLNR received data from 27 of 28 State agencies that are expected to submit data, with 3 of the 27 still working to resolve data formatting issues. DLNR has also received data from 5 of 6 County agencies that are expected to submit data. The PLTIS remains on schedule to be in production by December 31, 2014. Development of administration functionality, as well as application warranty and support will continue through the third quarter of Fiscal Year 2015.

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." ¹

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. The Department 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, the Department 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. The Department created an RFP to solicit proposals to develop the comprehensive Public Land Trust Information System. The department selected and awarded the contract to a vendor who officially began work on the project on September 4, 2012.
4. The Department conducted information gathering meetings with approximately forty 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.
5. The Department 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.
6. The Department 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.
7. The Department has procured and configured development and production environments for the Public Land Trust Information System.
8. The Department created standardized parcel and encumbrance templates which serve as tools to ensure consistent data reporting across all agencies, and to ensure data is imported into the system successfully.
9. The Department has developed a PLTIS resource site for agencies. The resource site contains information about Act 54, information about the PLTIS, sample screenshots of the PLTIS, instructions on how to fill out each of the parcel and encumbrance templates, and sample parcel and encumbrance data for agency reference.
10. The Department has held meetings with approximately forty State and County agencies to go over the parcel and encumbrance templates, and to explain exactly how the agencies must submit their data.
11. The Department has reviewed each and every State and County data submission, and advised agencies as to the revisions necessary in order for the data to be successfully imported into the system.