#### STATE OF HAWAII

### DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

#### **REPORT RELATING TO THE CREATION**

### OF A COMPREHENSIVE ASSET MANAGEMENT SYSTEM FOR

#### PUBLIC LANDS AND FACILITIES

#### PURSUANT TO ACT 110, SESSION LAWS OF HAWAII 2013

#### SUBMITTED TO

### THE TWENTY-SEVENTH STATE LEGISLATURE STATE OF HAWAII

### DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES REPORT RELATING TO THE CREATION OF A COMPREHENSIVE ASSET MANAGEMENT SYSTEM FOR PUBLIC LANDS AND FACILITIES PURSUANT TO ACT 110, SESSION LAWS OF HAWAII 2013

### Background

Act 110, Session Laws of Hawaii 2013 (Act 110), was enacted as a result of the Legislature recognizing that a centralized inventory system was needed to enable the State to better manage and maintain its assets. Act 110 directed DAGS to "...expand the scope of the comprehensive information system established pursuant to Act 54, Session Laws of Hawaii 2011, 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 to include public buildings, facilities and sites thereby creating a comprehensive asset management system for public lands and facilities." Act 110, which amended Act 54, Session Laws of Hawaii 2011, directed DAGS to "...coordinate efforts to establish a complete and accurate inventory of public buildings, facilities, and sites...by accepting information from State agencies on the inventory of public buildings owned or operated by each agency."

Specifically, Act 110 directs DAGS to work with all State agencies to incorporate a comprehensive and integrated system for asset management for the State. Further, Act 110 specified that all State agencies were to report their capital asset inventory to DAGS by December 1, 2013, and comply with all information or service requests from DAGS including, but not limited to, transferring all programs and hardware associated with their individual inventory systems.

In accordance with Act 110, DAGS shall submit a report to the Legislature of its progress made in implementing Section 2 of the Act no later than twenty (20) days before the commencement of the regular session of 2014. This report identifies the progress made to date.

#### **Planning and Implementation**

With the assistance of the Office of Information Management and Technology (OIMT), DAGS held individual meetings with those State agencies with significant capital assets (buildings, land, infrastructure, facilities, and equipment). In particular, we needed to understand their reporting needs based on the nature of their capital asset inventory and the current method of reporting and recordkeeping that was being employed. While some State agencies utilize an asset inventory software system, most are currently employing Excel spreadsheets.

DAGS, OIMT and representatives from other agencies reviewed several leading asset management solutions. The objective was to identify a system that would provide control and accountability over capital assets while also having the ability to gather and maintain financial information for the preparation of the State's Comprehensive Annual Financial Report (CAFR). In order to address the informational needs of the State and the Legislature relative to its capital asset inventory in a timely manner, this project has been divided into four phases described below. At this time, Phase 1 has been completed and Phase 2 is under way.

#### **Deliverables, Milestones and Projected Schedule**

The following are the planned phases for the asset management project:

Phase 1: Identification, evaluation, selection and procurement of asset management database software

Infor Public Sector (IPS) Asset Management was selected for this project and procured through the Western States Contracting Alliance (WSCA).

Phase 2: Integrate all DAGS building information within database with required attributes to track and report.

Integration of DAGS building information is currently under way. Completion is anticipated for April 2014.

Phase 3: Conversion and migration of existing asset data from all other departments and agencies

Projected completion fourth quarter 2014.

Phase 4: Migrate all information currently being maintained on the Fixed Asset Information System (FAIS).

Establish new data capture processes on a Statewide level including integration of GIS to spatially interact with assets on a map.

Implement reporting capability for public, legislative and internal use including interface for CAFR.

Projected completion of Phase 4 to be determined.

#### Data Structure

In addition to asset categories (e.g., land, buildings, equipment, vehicles, infrastructure, etc.), the asset management system will also maintain information relative to:

- Building information
  - o Building Identification
  - o Building Name
  - o Street address
  - Building Type (construction, ceiling, floors, etc.)
- Area/Complex name
- TMK/Parcel/GIS Map
- Latitude and Longitude
- Asset Category
- Owned or Leased
- Owner Information (name, address, phone number, email, fax)
- Square Footage (land, building)

- Dates (acquisition, construction)
- Lease Information (terms, dates)
- Occupancy Data
  - o Department
  - o Division
  - o Branch/Sections
  - o Floor(s)
  - o Room(s)
  - o Personnel Capacity
  - Actual Personnel Occupancy
  - o Square Footage
- Financial Data
  - o Acquisition Cost
  - o Assessed Value
  - o Replacement Cost
  - o Insurance
  - o Maintenance schedules, work orders, recent inspections
  - o Improvements
  - Depreciation Method and Expense
  - General Ledger Codes
  - o Disposal or Sale Details
- Assets associated with building or structure (e.g., solar panels, air conditioning units, etc.)
  - Equipment Detail
    - o Location
    - Asset Category
    - o Equipment Type
    - o Date Manufactured
    - o Date Purchased
    - o Date Installed
    - o Manufacturer
    - o Model and Serial Number
    - o Purchase Cost
    - o Warranty Information
    - o Expected Useful Life
    - Average Monthly Usage/Total Usage
    - Safety Information/Messages/Codes
    - Financial Data (see above for buildings)

Sample data input sheets are also attached for review.

#### <u>Summary</u>

Upon the completion of Phase 2, DAGS will submit a copy of the building and facility information to the Legislature. DAGS and OIMT will keep the Legislature apprised of its progress relative to the achievement of the subsequent phases and milestones. We believe the amount of \$250,000 appropriated for this project will be sufficient to cover additional licensed seats to access the inventory software/database and data migration costs needed for rollout of all phases.



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