



THE STATE OF GEORGIA

EXECUTIVE ORDER

BY THE GOVERNOR:

WHEREAS: The management and control of state capital assets are key issues of concern, not only to the Governor, but also to the people of Georgia, who pay taxes to underwrite the cost of real property, facilities, administrative space and other improvements needed for state government operations; and

WHEREAS: The responsibility of managing the state's capital assets is decentralized among several state agencies, including the Georgia Building Authority, State Properties Commission, Department of Administrative Services, Georgia State Financing and Investment Commission, as well as other state entities; and

WHEREAS: The Commission for a New Georgia, through its Space Management and Capital Construction Task Forces, has made recommendations to improve the management and reduce the cost of maintaining the State's capital assets; and

NOW, THEREFORE, PURSUANT TO THE AUTHORITY VESTED IN ME AS GOVERNOR OF THE STATE OF GEORGIA, IT IS HEREBY:

ORDERED: That there is created within the Executive Branch of state government a State Property Officer (SPO) to assume responsibility for capital asset management in Georgia pursuant to this Order.

ORDERED: That Ray Crawford, currently serving as Executive Director of the Georgia Building Authority and the State Properties Commission, is designated as the State Property Officer.

ORDERED: That the duties of the State Property Officer shall be to:

- a. Advise the Governor on opportunities to achieve the goal of statewide capital asset management.
- b. Develop policies and procedures for statewide capital asset management.

- c. **Maintain a statewide capital asset management system that has consolidated real property, building, and lease information for state entities.**
- d. **Develop and maintain a centralized repository of comprehensive space needs for all state entities to include current space and resource utilization, anticipated needs and recommended options.**
- e. **With the advice and counsel of state entities, board members and industry groups, provide statewide policy leadership, recommend legislative, policy or other similar changes, and coordinate master planning to guide and organize capital asset management.**
- f. **As needed, secure portfolio management expertise to accomplish the desired policy outcomes.**
- g. **Consult and assist all state agencies to increase the effectiveness of the portfolio management approach.**
- h. **Provide assistance to all state entities in achieving space and real property reporting requirements, in accordance with state law; in the acquisition and disposition of real property and or leases; and in evaluating compliance and operational practices.**

ORDERED: That there is hereby created a Capital Asset Management Advisory Council responsible for providing information, knowledge, feedback, innovation, and policy advice to the State Property Officer.

- a. **The advisory council shall consist of 7 members, inclusive of the State Property Officer. The members shall be appointed by and serve at the pleasure of the Governor and will be representative of the capital asset management industry and state agencies.**
- b. **The Governor shall appoint one of the members as chairman. The advisory council shall be attached to the Georgia Building Authority for administrative purposes. The advisory council may establish by-laws for its governance as deemed necessary, but is under no duty to do so.**
- c. **The advisory council shall receive no compensation for their services, but may be reimbursed for travel and other expenses incurred while in the performance of their duties.**

ORDERED: That the State Property Officer, with assistance from the Board of Regents and technical assistance from the Georgia Technology Authority and the Department of Administrative Services, shall immediately commence a statewide needs assessment for a unified and fully integrated capital asset portfolio management data system.

- ORDERED: That no later than March 1, 2005, every state agency and institution shall identify and submit to the State Property Officer an inventory of surplus real property and underutilized administrative space, as directed by the State Property Officer. The State Property Officer will conduct an analysis of the submissions as well as other available information and by May 1, 2005, the State Property Officer will report findings and recommendations to consolidate leases, divest state real property and facilities, establish public/private partnerships and other specific cost-savings opportunities.
- ORDERED: That in the process of making capital construction recommendations, OPB and state entities shall consider the total operation and maintenance costs over the life of the proposed facility to ensure full disclosure of the total cost of ownership.
- ORDERED: That GSFIC, in conjunction with OPB, shall establish procedures for the reallocation of G.O. bond proceeds to establish a pre-design fund for each appropriate agency.
- ORDERED: That GSFIC shall consult with the Board of Regents and other state entities to complete a State Construction Manual by January 1, 2006. Among other things, this manual shall serve as the primary vehicle for vertical construction for the state.

THIS 12th DAY OF January, 2005.


GOVERNOR