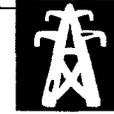


Department of Land Management
 Land Planning Division
 Organizational Chart



Carlos R. Untalan
 900 Acting Director
 Executive Secretary, Guam Land Use Commission
 Administrator, Guam Seashore Protection Commission



Vacant
 901 Deputy Director

Carl R. Untalan
 931 Chief Planner



Land Planning
 Division



Subdivision Administration
 Improvement District and
 Street Naming Mediation

- Vacant
934 Planner IV
- Marvin Aguilar
935 Planner III
- Vacant
949 Planner II

Seashore Resource Management
 Administration, Wetlands and
 Flood Plains Mediation

- Frank P. Taitano
940 Planner IV
- Celene Cruz-Aguilar
945 Planner III
- Vacant
1060 Planner II

Condominium
 (HPR & TSO)
 Administration

- George B. Tydingco
946 Management Analyst IV
- Vacant
947 Planner IV

Land Use Property
 Research
 Administration

- Matthew A. Leon Guerrero
1063 Land Agent Supervisor
- Vacant
1064 Land Agent III
- Vacant
1065 Land Agent II
- Stephanie A. Duenas
1062 Land Agent I

Zoning
 Administration

- Joseph I. Cruz
937 Planner IV
- Penner Gulac
942 Planner III
- Vacant
948 Planner II
- Vacant
939 Planner I

Code Development
 Land Use Compliance &
 Analysis Administration

- Joseph C. Santos
941 Planner IV
- Vacant
933 Planner II

Administrative
 Support

- Patricia A. Muna
936 Administrative Assistant
- Vacant
944 Clerk Typist III
- Vacant
943 Administrative Secretary II
- Christina G. Santos
932 Word Processing Secretary II
- Vacant
950 Customer Service Representative

ORIGINAL

**Government of Guam
Biennial Budget
Fiscal Years 2012 & 2013
Agency Narrative**

FUNCTION: Land and Housing and Natural Resources

AGENCY: Department of Land Management – Planning Division

MISSION STATEMENT:

1. The Division of Land Planning is the technical and administrative staff to the Guam Land Use Commission, Guam Seashore Protection Commission, Guam Natural Resource Board and the Application Review Committee, by regulating and administering eighteen (18) mandates inherent in Title 21, GCA (Real Property), and as issued through legislation. Currently, the eighteen (18) mandates are as follows:
 - ◆ **Chapter 60** (*Land Management Planning/Territorial now known as Guam Land Use Commission*)
 - ◆ **Chapter 60** (*Land Management, Street Naming*)
 - ◆ **Chapter 60** (*Natural Resource Utilization*)
 - ◆ **Chapter 61** (*Zoning Law of Guam*)
 - ◆ **Chapter 62** (*Subdivision Law of Guam*)
 - ◆ **Chapter 63** (*Guam Territorial (Now Guam Land) Use/Seashore Protection Act of 1974, Wetlands & Flood Plains Mediation*)
 - ◆ **Chapter 69** (*Improvement District Law*)
 - ◆ **Chapter 45** (*Horizontal Property Act*)
 - ◆ **Chapter 47** (*Time Share Ownership Act*)
 - ◆ **Executive Order 78-20** (*Flood Hazard Area of Particular Concern*)
 - ◆ **Executive Order 90-13** (*Protection of Wetlands*)
 - ◆ **Executive Order 96-26** (*Application Review Committee*) *Twelve (12) member agency committee.*
 - ◆ **Public Law 12-126 and 20-151 and Executive Order 89-09** (*Historical Preservation*)
 - ◆ **Public Law 21-82:4 as amended by Public Law 21-144:8** (*Summary Zone Change Program*)
 - ◆ **Public Law 25-131** (*Split Zone Change Program*)
 - ◆ **Public Law 21-14 Section 11** (*Land Use Property Research Administration*)
 - ◆ **Public Law 27-91** (*Minor Setback Variances*)
 - ◆ **Public Law 28-126** (*Map Certification Process*)

2. To review past and present land use developments, trends and implement those into meaningful and sustainable development for the community of Guam.

LP Narrative - 1

GOALS AND OBJECTIVES:

1. To support the Guam Land Use Commission in ensuring for the orderly growth of Guam by channeling past, present and future development into meaningful and integrated directions for the protection and enhancement of the quality of life on Guam.
2. To encourage the most appropriate use of land and to provide for the orderly growth and harmonious development of Guam.
3. To assure adequate provisions of community utilities and facilities such as water, schools, parks and other public requirements in accordance with the mandates to insure adequate traffic circulation through coordinated street, road and highway systems.
4. To permit the conveyance of land by accurate legal description.
5. To assist and provide methods of cooperation among landowners for the construction, reconstruction, financing, maintenance and operation of public facilities pursuant to 21 GCA, Chapter 69, Improvement District Law.
6. To ensure that the procedures for the sale or lease of condominium and time-sharing management are in accordance with Chapters 45 & 47, 21, GCA and to monitor and regulate the condominium and time-sharing management development regimes.
7. To protect the seashore reserve by studying the seashore to determine the ecological planning principles and assumptions needed to ensure conservation of its resources; to ensure that any development which occurs in the seashore reserve during the study and planning period will be consistent with the objectives of the Guam Seashore Protection Act, 21 GCA, and Chapter 63.
8. To review and provide alternatives and recommendations on proposed legislation affecting land use, land administration and subdivision as an integral part as a primary member; as an ad-hoc member; or as a Senior Land use Planner on the legislative review committee (LRC) process at the Governor's level.
9. To be active participants as a committee, task force such as the Water Planning Committee, Tourist Attraction Fund, The Guam Aquarium Committee, etc.
10. To review and approve permit applications such Business, Building Construction Permits, Contractor's License, Liquor License, Clearing and Grading Permits, Temporary Workers Housing Permit, Child Care Facilities, Conditional Use Permits, and Wetland Permits.

11. To assist in the development of a land use development permit tracking system that collects information, data, and development permits (building permits, inspection reports, occupancy permits, business licenses, etc.) on all land parcels for the purpose of ensuring that such permits and licenses comply with the eighteen (18) legal mandates of the Division.
12. To chair and obtain the official position statements of the Application Review Committee's conditions, comments, and recommendations for final Guam Land Use/Seashore Protection Commission action and Guam Natural Resource Board per Executive Order 96-26.
13. Public Law 27-91 serves as an Act to add subsection 61616(I) and section 61526 to Chapter 61 of Title 21 of the Guam Code Annotated, to establish guidelines allowing the Director of the Department of Land Management limited discretionary authority in approving minor setback variances for residential uses and to provide an exception for nonconforming buildings and nonconforming use of land.
14. Public Law 28-126 – Amendment to impose additional safeguards on Subdivision Approvals to Title 21 GCA, Division 2, Chapter 62, the Guam Subdivision Law; and, in conjunction, to Implement the Map Certification Procedures as cited in the DLM's Guidelines- Certification Process of March 6, 2007, and GLUC Resolution No. 2007-02. reaffirms
15. That the Land Use Property Administration Section implement Public Law 21-14, Section 11, in ensuring accuracy of property ownership research in determining the names and addresses for public notice; to timely serve or mail all required notices to all persons within hundred (500) feet radius of the proposed project who will be affected thereby; and to ensure that all applicable fees and costs incurred are accurately assessed in carrying out such requirements

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management

Division/Section: Land Planning Div

Program Title: Chief of Planning

Activity Description:

Provides technical and administrative personnel in direct support to the Guam Land Use Commission/ Seashore Commission; identifies and makes available office facilities for the GLUC in order for the Commission to carry out its duties in furtherance of implementing the general or precise plan for the Island;

Supervises all Land Planning Division assigned or attached personnel.

Oversees and provides policy guidance in the implementation of the Subdivision Law; Zoning Law; including, but not limited to land use developments as enacted via Public Laws, through executive orders, or through other land use policies as may be promulgated by other Government of Guam Regulatory Departments or Agencies.

Major Objectives:

Recruit for Chief Planner

Manage, Implement and monitor the Division's eighteen (18) legal mandates as specified and listed under the Agency Narrative – Mission Statement as part of this Department's FY2011 Budget Request;

Supervise personnel; arrange for facilities and provide technical staff and administrative support to the ARC and GLUC/GSPC;

Prepare and develop the Division's Budget requirements;

Take action to recruit for critical planner positions;

Develop and provide professional and technical training for personnel such that all personnel will be competent in administering the land use laws, rules and regulations and policies as mandated by law or as directed or required through executive orders, public laws or other regulatory compliance.

Short-Term Goals:

Recruit for Chief Planner

Request through the Budget Process, authorization and funding for critical vacant positions as specified under "Recruitment of Personnel" in the Budget Plan.

Maximize utilization of incumbent planners by cross-training in all division operations.

Continue to sustain all the 18 legal mandates of the division (ideal), but prioritizing and maintaining specific mandates critical in the daily operations of the division as it pertains to immediate compliance of land use developments or issues; and

Instill and maintain high moral and ethical standards, order and disciplined within the division.

Workload Output			
Workload Indicator:	FY 2011	FY 2012 (Projected) As of March	FY 2013 (Projected) As of March
Oversee the Division's Operation	260 (days)/2080(hrs)	260 (days)/2080(hrs)	260 (days)/2080(hrs)
Develop Division Policy	1	0	0

ORIGINAL

LP Decision Package - 1

Conduct Division Technical Planners Operational Meetings	24	65	65
Conduct Division Administrative Staff Meetings	24	65	65
Oversee DLM One-Stop Operations	156 (days)/1248(hrs)	156 (days)/1248(hrs)	156 (days)/1248(hrs)

Workload Indicator:	FY 2011	FY 2012 (Projected) As of March	FY 2013 (Projected) As of March
Oversee the Implementation of DLM-DPW MOA (ROW certification)	1	1	
Oversee Zoning Applications	132	130	129
Oversee Subdivision Applications	239	252	265
Oversee Horizontal Property Regimes	4	8	6
Prepare Legislative Testimonies	4	4	8
Assess Central/Northern Land Use Plan	1	1	1
Implement Map Processing Procedures Per PL 28-126	2	5	7
Chair APPLICATION REVIEW COMMITTEE	5	24	24
Support GLUC as Chief Technical Staff	3	24	24
Support GSPC as Chief Technical Staff	0	0	2
Brief Commissioners at bi-weekly Technical Meetings	3	24	24
Testify as an Expert witness in Land Use matters before the Court	2	2	2
Conduct Administrative Operational Meetings	48	48	48
Attend Division Chief Meetings	48	48	48
Conduct Public Presentations	2	2	4
Perform as DLM Spokesperson on Land Use Matters	5	5	5
Entertain General Public, Professional Groups, etc.	47	103	150
Prepare annual budget (Standard & PBB)	1	1	1
Update Division SOPs	1	1	3
Issue Letters of Appreciation & Certificates	2	3	4
Perform Departmental Interview Panelist	0	2	6
Conduct Personnel Counseling	2	2	4
Train or provide Training for Division Personnel	44	48	48
Participate in the continuation of Department's role in the Military Buildup in coordination with GovGu's Matrix consultancy group	1	3	4

ORIGINAL

LP Decision Package - 2

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management

Division/Section: Land Planning Div

Program Title: Zoning Administration

Activity Description:

Administer the Zoning Laws of Guam in coordination with the Building Official through the planning, application permitting, and post-construction phases of land use development;

Ensure that the minimum requirements are met for the protection and promotion of public health, safety, and general welfare of the people of the Territory of Guam;

Encourage the most appropriate use of land;

Provide adequate open spaces about building for light and air;

Prevent undue concentration of population;

Assure adequate provisions for community utilities and facilities such as water, schools, parks, and other public requirements; and

Advice and facilitate the application request under Chapter 61 (Zoning Law) 21 GCA; Public Law 21-82:4 as amended by Public Law 21-144:8 (Summary Zone Change Program); Public Law 25-131 (Split Zone Change Program); and Public Law 27-91 (Minor Setback Variance).

Provide input to the proposed central and northern land use plan

Major Objectives:

Assist in the development of an digital Island-wide Zoning Map. (Status on-going)

In coordination with the Subdivision Section, assist in the development of Site Development Rules & Regulations - Site Development Landscaping & Architectural Standards

Provide a mechanism to track existing and future land uses and land development projects/activities through a permit tracking system or other similar system.

Short-Term Goals:

Request through the Budget Process, authorization and funding for additional Planners (Planners III, IIII & I

Perform and continue traditional and operational planning functions pursuant to zoning, subdivision, and other land use policy requirements.

Determine the viability of establishing MOU's between DLM & appropriate Government departments/agencies concerning the administration and enforcement of the zoning and subdivision law.

Workload Output

Workload Indicator:	FY 2011 Proposed Request	FY 2012 Proposed Request*	FY 2013 Proposed Request*
Conditional Use Permit	11	13	10
Zone Changes (GLUC)	11	11	6
Zone Variance (Setback/Density/Height/Parking/Uses)	10	17	13
Subdivision Variance	2	2	2
Tentative Development Plan	4	4	6
Tentative Subdivision	4	3	5
Final Subdivision	4	3	5
Administrative Matters	0	3	3
Summary Zone Change – DLM Director Approval	6	11	16
Split Zone Change – DLM Director Approval	1	1	6
Minor Setback Variance - DLM Director Approval	4	6	9
TOTAL LAND USE APPLICATION	57	74	81

ORIGINAL

Workload Indicator:	FY 2011 Proposed Request	FY 2012 Proposed Request*	FY 2013 Proposed Request*
Zoning Compliance			
Variance Setback (Legal Nonconforming)	22	25	23
Zoning Certification	40	51	45
Zoning Administration	24	33	37
Requests/Chrono	8	22	33
	94	131	138

Daily Consolation / Request			
General Public - Consolation/Request	752	1330	2,074

Field Inspection			
Land Use Application	57	74	130
Legal Non Conforming	22	25	47
Zoning Administration	24	33	57
	103	132	234

One Stop Center Permit Clearances			
Building Permit Clearance	301	493	793
Clearing & Grading Permit Clearance	62	191	253
Business License Clearance	1158	1476	2,634
Liquor License Clearance	41	57	98
One Stop Consultation	663	820	1483
	2225	3037	5259

TWHF [TOTAL GLUC Facility Approval]	4	1	0
TWHF [GLUC Approved-Capacity]	2196	856	0
TWHF [TOTAL GLUC PROJECTED Facility Review]	0	2	10
TWHF [GLUC Projected-Capacity]	0	2,227	7,661
Childcare Facility [GLUC or SZC Approval] [Note 7]	1	0	0

ORIGINAL

**Decision Package
Biennial Budget
Fiscal Years 2012 & 2013**

Department: Department of Land Management

Division/Section: Land Planning Div

Program Title: Subdivision Administration

Activity Description:

Control and regulate the development and/or subdivision of any land for any purpose whatsoever necessary for the orderly growth and harmonious development of the territory.

Ensure adequate traffic circulation through coordinated streets, roads, and highway systems.

To achieve individual property lots for maximum utility and livability.

Provide for avenues to secure adequate provisions for water supply, drainage, sanitary sewerage and other health requirements.

To permit the conveyance of land by accurate legal description.

To provide logical procedures for the achievement of orderly growth and harmonious development.

Provide a method of cooperation among landowners in obtaining construction or reconstruction of public facilities or a method of financing for the construction, reconstruction, maintenance and operation of such facilities.

Provide for a precise plan for the systematic naming of streets and highways in the territory ensuring Chamorro and Spanish words are used for street, avenue, alley, and similar words.

Advise and facilitate application request under Chapter 62 (Subdivision Law), 21 GCA (Real Property).

Provide for a precise plan under Public Law 28-126 - Revision of Title 21 GCA, Division 2, Chapter 62, the Guam Subdivision Law and to Implement Map Certification Procedures.

Major Objectives:

Continue actions to obtain an approve updated "land subdivision" Act.

Certify all Government of Guam Roads. via Memorandum of Agreement between DLM and DPW.

Develop and obtain approval of a Site Development Rules and Regulations, a Site Development Architectural Standards, Landscaping, and Map Review Process Rules and Regulations.

Process maps in a timely manner and ensure that such maps are in compliance with the Subdivision Law and Subdivision Rules & Regulations and other related land use policies.

Short-Term Goals:

Request through the Budget Process, authorization and funding for additional Planners (Planners IV & II).

Continue to administer the Subdivision Law through the planning, permitting, & post-construction phases of all land use development process.

Maintain the standard for the orderly growth and harmonious development of the island through the implementation of the provisions of the Subdivision Law, applicable land use laws as enacted by the Legislature, and land use policies as issued by other government/department/agencies (e.g., GEPA, DPR, DoAgri, etc.)

ORIGINAL

LP Decision Package - 5

Short-Term Goals: Continued

Provide one (1) Senior Planner as DLM Liaison to DPW in the Right-Of-Ways Certification of all Government of Guam easement assets.

Develop and secure MOA between DLM and DPW in for operational responsibilities/actions relative to Right-Of-Ways Certifications.

Workload Output			
Workload Indicator:	FY 2011 Proposed Request	FY 2012 Proposed Request	FY 2013 Proposed Request
Number of checkprint	239	252	265
Number of Final Tracing	167	176	185
ROW Certifications/Federal Consistency Rev	5	7	10
	411	428	

ORIGINAL

LP Decision Package - 6

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management

Division/Section: Land Planning Div

Program Title: Seashore Resource Management

Activity Description:

Study the seashore reserve to determine the ecological planning principles and assumptions needed to ensure conservation of its resources.

Prepare, based upon such study and in full consultation with all affected government agencies and departments, private interests and the general public, a comprehensive, coordinated, enforceable plan for the orderly, long-range conservation, management, and development of the seashore reserve.

To ensure that any development which occurs in the Seashore Reserve during the study and planning period will be consistent with the objectives of Chapter 66, 21 GCA.

Advice and facilitate the application request on development within the Seashore Reserve Plan.

Major Objectives:

To continuously monitor and ensure protection of the natural, scenic, and historical resources of the Seashore Reserve for the present and future residents of Guam.

To promote the public safety, health, and welfare, and to protect public and private property, wildlife, marine life, and other ocean resources, and the natural environment within the Seashore Reserve.

To preserve the ecological balance of the Seashore Reserve and prevent its deterioration and destruction.

Short-Term Goals:

Request through the Budget Process, authorization and funding for an additional Planner (Planner II).

Monitor and protect the Seashore Reserve.

Assist BSP in the preparation of a Seashore Reserve Plan.

Workload Output

Workload Indicator:	FY 2011 Proposed Request (<i>Current</i>)	FY 2012 Proposed Request	FY 2013 Proposed Request
Seashore Applications	0	1	2
Notice of Violations	1	1	2

LP Decision Package - 7

ORIGINAL

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management

Division/Section: Land Planning Div

Program Title: Code Development, Land Use Compliance & Analysis

Activity Description:

Activities or actions are primarily focused in evaluating existing developments and land uses against an established code that list guidelines and standards and provides the procedures for such development projects or land use activity for its continued existences; or determines that a specific code is needed based on statistical analysis of developmental and land use trends (utilizing various models such as economic, demographic, census block data, etc).

Newly enacted statutes are reviewed to ensure compliance and/or compatibility to the current Comprehensive Plan (CP) of the island, including compatibility to its sub-elements such as Master Plans on but not limited to land use, transportation, environmental, economic, social and physical, etc.

Other written guidances issued such as executive orders, land use policies, memorandums are scrutinized and measured against existing CP, codes, or master plans to determine compliance or compatibility; and

Various new methods and procedures in growth management that are applicable to the island are discussed and explained clearly and concisely through the issuance of public reports. Such reports shall detail the advantages and disadvantages of the methods and procedures recommended.

Major Objectives:

Review applicable codes.

Schedule on-site inspections.

Provide training and briefings on new land use legislation; or on existing land use laws, policies, etc. relative to its interpretation and implementation

Short-Term Goals:

Request through the Budget Process, authorization and funding to staff the Code Development Section with a Planner II.

Gather all land use documents such as, but not limited to public laws, executive orders, directives, master plans, AG Opinions, Professional literature on land uses/trends, etc.

Establish the Code Development Library.

Workload Output			
Workload Indicator:	FY 2011 Proposed Request	FY 2012 Proposed Request	FY 2013 Proposed Request
Train/Explain New Land Use Laws	4	4	4

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management **Division/Section:** Land Planning Div

Program Title: Support to Guam Land Use Commission

Activity Description:

Technical and administrative support staff of the Guam Land Use Commission and the Application Review Committee entrusted with the regulatory responsibility of administering and/or mediating the legislative and executive intent of the various land use development mandates listed below:

- Chapter 60, Section 60401-5, 21 GCA (Land Management Planning)**
- Chapter 60, Section 60406, 21 GCA (Land Management, Street Naming)**
- Chapter 60, Section 60409, 21 GCA (Natural Resource Utilization)**
- Chapter 61 (Zoning Law of Guam)**
- Chapter 62 (Subdivision Law of Guam)**
- Chapter 45 (Horizontal Property Act)**
- Chapter 47 (Time Share Ownership Act)**
- Executive Order 96-26 (Application Review Committee)**
- Public Law 12-126 and 20-151 and Executive Order 89-09 (Historical Preservation)**

Advise and facilitate all GLUC applications.

Major Objectives:

- Provide the statutory requirements for all land use Commission application.
- Provide a continuing education/professional development program for Commission members, such as yearly American Planning Association (APA) Conferences, and other land use seminars/symposiums.
- Issue and maintain commission minutes, notice of actions, and all relevant documents as required by the commission or as a result of commission actions and decisions.
- Scan and automate all commission historical documents.

Short-Term Goals:

- Recruit administrative personnel thru Agency for Human Resources Development (AHRD) Programs to perform data approve or all documents via scanning and data entry actions.
- Provide effective and efficient technical and administrative support to the Commission.
- Maintain all commission generated files and documents in the GLUC/GSPC file library.

Workload Output

Workload Indicator:	FY 2011 Proposed Request	FY 2012 Proposed Request	FY 2013 Proposed Request
No. of Official GLUC Meetings w/quorum	13	3	24
No. of GLUC Technical Meetings w/Staff	13	3	24
No. of Transcription for GLUC Minutes	13	3	24
GLUC Transcription BackLog	0	19	2
No. of Official ARC Meetings w/quorum	16	10	24
No. of Transcription for ARC Minutes	16	10	24
ARC Transcription Back-Log (see Note 1)	0	2	2
Adopted Resolutions	1	0	2
Map Review Revocation/Certification	2	5	7

Note 1: Projected that 2-recorded meeting minutes will not be transcribed on average.

ORIGINAL

LP Decision Package - 9

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management **Division/Section:** Land Planning Div

Program Title: Protection of Wetlands & Flood Plains Mediation

Activity Description:

Work in cooperation with the Department of Agriculture, Division Aquatic & Wildlife, the Guam Environmental Protection Agency, the Department of Public Works, the GLUC and Agency Review Committee.

Assist in the implementation of damage reduction in flood hazard area of particular concern; and ensure that all land use development activities meet the standards as required by the National Flood Insurance Program.

Facilitate the development and implementation of authorized flood control projects.

Protect designated or unsurveyed wetland areas of particular concern (APC)

Advice and facilitate the application request for development within the Wetland & Flood Plan Areas of particular concern.

Major Objectives:

Create polygons, charts or maps through use of the Department's GIS tools/technology all land uses/activities that are within the Flood Hazard areas of particular concern (APC) that are required to comply with the standards of the National Flood Insurance Program.

Protect designated or unsurveyed wetlands areas of particular concern (APC).

Maintain and update APC maps.

Short-Term Goals:

Request through the Budget Process, authorization and funding to hire a Planner II to support this program.

Conduct on site inspections.

Monitor activities within the flood area of particular concern.

Coordinate with DPW on Flood Hazard Mitigations.

Workload Output			
Workload Indicator:	FY 2011 Proposed Request	FY 2012 Proposed Request	FY 2013 Proposed Request
Wetland Applications	0	1	2

ORIGINAL

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management

Division/Section: Land Planning Div

Program Title: Support of Guam Seashore Protection Commission

Activity Description:

Technical and administrative support staff of the Guam Seashore Protection Commission and the Application Review Committee entrusted with the regulatory responsibility of administering and/or mediating the legislative and executive intent of various land use mandates affecting the seashore reserve as listed below:

- Chapter 60, Section 60409, 21 GCA (Natural Resource Utilization)**
- Chapter 63 (Guam Territorial Seashore Protection Act of 1974)**
- Executive Order 78-20 (Flood Hazard Area of Particular Concern)**
- Executive Order 90-13 (Protection of Wetlands)**
- Executive Order 96-26 (Application Review Committee)**
- Public Law 12-126 and 20-151 and Executive Order 89-09 (Historical Preservation)**

Advise and facilitate the application request relative to the seashore reserve.

Major Objectives:

- Provide a continuing education/professional development program for Commission members.
- Obtain a seashore reserve map.
- Provide semi-annual status report to the GSPC relative to Seashore Compliance and Status.

Short-Term Goals:

- Coordinate and assist BSP in the preparation of a Seashore Reserve Plan/map
- Monitor for compliance, all existing or proposed development within the Seashore Reserve.
- Provide effective and efficient technical and administrative support to Commission.

Workload Output

Workload Indicator:	FY 2011	FY 2012	FY 2013
	Proposed Request (Current)	Proposed Request	Proposed Request
Number of GSPC Meetings	0	2	2
No. Seashore Applications Received - No Action by GSPC - Pending additional docs	0	2	1
No. of Transcription for GSPC Minutes	0	2	2
Review Propose Update of the Seashore Protection Plan	0	1	1

LP Decision Package - 11

ORIGINAL

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management

Division/Section: Land Planning Div

Program Title: Land Use/Property Research Administration (LUPRA)

Activity Description:

Identifying the names and addresses of all official property owners of record within the 500' radius from a proposed development and promptly executing service of notification in person or by certified returned mail.

Researching and verifying the legal lot description within the 500' radius of a proposed development.

Major Objectives:

Serve notification to landowners within 500 feet radius of the proposed development in person or by certified returned mail.

Verify and/or draw detailed 500' (ft) radius maps.

Meet the notification timeline requirements, pursuant to 21 GCA, Chapter 61, Section 61303.1

Short-Term Goals:

Request through the Budget Process, authorization and funding for three (3) additional land agents (Land Agents III & I, and Land Abstractor I) to support the LUPRA mandates.

Develop 500' (ft) radius maps on submitted land use applications.

Research and verify the legal lot description within 500' radius of proposed development.

Prepare notifications and determine which methods will be used (in person notification or by certified returned mail).

Workload Output			
Workload Indicator:	FY 2011 Proposed Request (Current)	FY 2012 Proposed Request*	FY 2013 Proposed Request*
No. of Scheduled Public Hearings	8	16	44
No. of Landowners' Address - Researched	119	1295	2270
No. of Certified Mail - Processed	356	1007	1543

ORIGINAL

LP Decision Package - 12

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management **Division/Section:** Land Planning Div

Program Title: Horizontal Property Regime and Time Share Ownership

Activity Description:

Facilitate the application request for placing real property (land and structure) under the provision of the Horizontal Property Regime through the detailed review of a submitted HPR project document for the Guam Land Use Commission approval.

Ensure that there is a delineation of space within the Regime for the sole purpose of selling or leasing units or apartments designating a common element, limited common element, and units or apartment.

Facilitate the placement of a property under the Regime under the Time Share Ownership Program.

Facilitate the ownership of a leasehold estate in real property under a Time Share fee (tenants in common, time-span ownership or interval ownership) and a time-share lease.

Assure public offerings of prospectus is in compliance with Chapters 45 & 47 of Title 21, GCA.

Ensure that all HPR/Time Share documents are recorded.

Major Objectives:

Maintain and monitor the Horizontal Property Regime to include time-share ownership, pursuant to the HPR Guidelines/Rules and Regulations.

Maintain HPR/Time Share Ownership library.

Monitor the time limitations of all public reports.

Short-Term Goals:

Request through the Budget Process, authorization and funding for two (2) additional planners (Planners IV & III).

Develop and implement the HPR Guidelines/Rules and Regulations.

Scrutinized and facilitate any development subjected under the Horizontal Property Act or the Time Share Ownership, pursuant to Chapters 45 and 47 and HPR Guidelines/Rules and Regulations.

Maintain and monitor the Horizontal Property Regime and time-share ownership pursuant to Chapters 45 & 47 and establish HPR Guidelines.

Workload Output			
Workload Indicator:	FY 2011 Proposed Request (Current)	FY 2012 Proposed Request	FY 2013 Proposed Request
Preliminary Public Report	0	1	1
Final Public Report	2	3	2
Supplementary Preliminary Report	1	3	1
Supplementary Final Report	1	1	3
Time Share Ownership	0	0	0
	4	8	7

LP Decision Package - 13

ORIGINAL

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management

Division/Section: Land Planning Div

Program Title: Improvement District Mediation

Activity Description:

Assist DPW in developing methods of cooperation among landowners in obtaining construction or reconstruction of public facilities as defined by Title 69, 21 GCA.

Assist DPW in developing methods of financing such construction, reconstruction, maintenance, and operation.

Cooperate and work with the Department of Public Work to facilitate improvement districts.

Major Objectives:

Assist DPW in getting the "Improvement District Plan" approved.

Comply with duties and responsibilities specified in the "Improvement District Plan."

Short-Term Goals:

Assist DPW in preparing and completing a draft "Improvement District Plan", pursuant to Chapter 69, 21 GCA.

Assist DPW in developing methods of financing in the areas of construction, reconstruction, maintenance, and operation.

Workload Output			
Workload Indicator:	FY 2011 Proposed Request (Current)	FY 2012 Proposed Request	FY 2013 Proposed Request
Assist DPW in the Preparation and Development of an Improvement District Plan	0	1	2

ORIGINAL

LP Decision Package - 14

**Decision Package
 Biennial Budget
 Fiscal Years 2012 & 2013**

Department: Department of Land Management

Division/Section: Land Planning Div

Program Title: Street Naming Mediation

Activity Description:

A Street Naming Plan provides for the systematic naming of streets and highways for the island.

Major Objectives:

- Obtain approval of a Street Naming Plan.
- Maintain and update a Street Naming Map.

Short-Term Goals:

- Develop a Street Naming Plan and get it approved by GLUC.
- Monitor and maintain all street names (obtain from island mayors).
- Develop a Street Naming Map (develop in-house, or with BSP assistance, or thru outside contract, etc.).

Workload Output

Workload Indicator:	FY 2011 Proposed Request (Current)	FY 2012 Proposed Request	FY 2013 Proposed Request
Develop Street Name Plan	0	1	0
No. of New Street Names received	1	0	4

ORIGINAL

LP Decision Package - 15

AS400 Account Code	Appropriation Classification	GENERAL FUND				SPECIAL FUND 1/				FEDERAL MATCH				GRAND TOTALS (ALL FUNDS)			
		FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request	FY 2010 Expenditures & Encumbrances	FY 2011 Authorized Level	FY 2012 Governor's Request	FY2013 Governor's Request
		PERSONNEL SERVICES															
111	Regular Salaries/Increments/Special Pay:	0	0	0	0	546,753	538,175	570,919	581,313	0	0	0	0	546,753	538,175	570,919	581,313
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	0	150,623	162,009	210,904	224,402	0	0	0	0	150,623	162,009	210,904	224,402
114	Insurance Benefits (Medical / Dental / Life):	0	0	0	0	24,446	0	0	0	0	0	0	0	24,446	0	0	0
	TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$721,822	\$700,184	\$781,823	\$805,715	\$0	\$0	\$0	\$0	\$721,822	\$700,184	\$781,823	\$805,715
OPERATIONS																	
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL OPERATIONS	\$0	\$0	\$0	\$0												
UTILITIES																	
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	\$0												
450	CAPITAL OUTLAY	0	0	0	0												
	TOTAL APPROPRIATIONS	\$0	\$0	\$0	\$0	\$721,822	\$700,184	\$781,823	\$805,715	\$0	\$0	\$0	\$0	\$721,822	\$700,184	\$781,823	\$805,715
1/ Land Survey Revolving Fund																	
FULL TIME EQUIVALENCIES (FTEs)																	
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	0	12	12	12	12	0	0	0	0	12	12	12	12
	TOTAL FTEs	0.00	0.00	0.00	0.00	12.00	12.00	12.00	12.00	0.00	0.00	0.00	0.00	12.00	12.00	12.00	12.00

ORIGINAL

Schedule A - Off-Island Travel

Department/Agency: LAND MANAGEMENT
 Division: LAND PLANNING
 Program: LAND AND HOUSING AND NATURAL RESOURCES

FY 2012

Purpose / Justification for Travel							
1/	N/A						
2/							
3/							
4/							
5/							
6/							
No. of Travelers: _____							1/
Position Title of Traveler(s)		Travel Dates	Destination	Air Fare	Per diem 2/	Registration	Total Cost
	1/			\$ -	\$ -	\$ -	\$ -
	2/						
	3/						
	4/						
	5/						
	6/						
				\$ -	\$ -	\$ -	\$ -

FY 2013

Purpose / Justification for Travel							
1/	N/A						
2/							
3/							
4/							
5/							
6/							
No. of Travelers: _____							1/
Position Title of Traveler(s)		Travel Dates	Destination	Air Fare	Per diem 2/	Registration	Total Cost
	1/			\$ -	\$ -	\$ -	\$ -
	2/						
	3/						
	4/						
	5/						
	6/						
				\$ -	\$ -	\$ -	\$ -

1/ Provide justification for multiple travelers attending the same conference / training / etc.
 2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and Federal Joint Travel Regulations

ORIGINAL

Government of Guam
 Fiscal Year 2012
 Agency Staffing Pattern
 (PROPOSED)

ORIGINAL

FUNCTIONAL AREA: LAND AND HOUSING AND NATURAL RESOURCES
 DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT
 PROGRAM: LAND PLANNING DIVISION
 FUND: LAND SURVEY REVOLVING FUND;

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J * 28.3%)(2/)	Retire (DDI) (\$19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (1/)				
1	931	Chief Planner	Untalan, Carlos R.	P-14	\$63,428	\$0	\$0	3/16/2013	\$0	\$63,428	\$17,950	\$0	\$0	\$920	\$174	\$2,504	\$192	\$21,740	\$85,168
2	932	Word Processing Secretary II	Santos, Cristina G.	H-02	21,223	0	0	10/20/2011	1,248	22,471	6,359	0	0	326	174	2,504	192	9,555	32,026
3	933	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
4	934	Planner IV	VACANT	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
5	935	Planner III	Aguilar, Marvin Q.	M-14	49,364	0	0	5/13/2012	720	50,084	14,174	0	0	726	174	0	0	15,074	65,158
6	936	Administrative Assistant	Muna, Patricia A.	J-13	38,155	0	0	2/26/2012	891	39,046	11,050	0	0	566	174	2,064	192	14,046	53,092
7	937	Planner IV	Cruz, Joseph I.	O-16	62,344	0	0	10/01/2011	2,182	64,526	18,261	0	0	936	174	7,020	408	26,798	91,324
8	939	Planner I	VACANT	K-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
9	940	Planner IV	Taitano, Frank P.	O-18	66,785	0	0	6/19/2013	0	66,785	18,900	0	0	968	174	4,815	260	25,118	91,903
10	941	Planner IV	Santos, Joseph C.	O-16	62,344	0	0	10/01/2012	0	62,344	17,643	0	0	904	174	2,504	192	21,417	83,761
11	942	Planner III	Gulac, Penner C.	N-13	51,662	0	0	11/03/2011	1,657	53,319	15,089	0	0	773	174	7,020	408	23,464	76,783
12	943	Administrative Secretary II	VACANT	I-11	0	0	0		0	0	0	0	0	0	0	0	0	0	0
13	944	Clerk Typist III (9/28/06)	VACANT	F-14	0	0	0		0	0	0	0	0	0	0	0	0	0	0
14	945	Planner III	Cruz-Aguilar, Celine	M-06	37,282	0	0	10/5/2011	1,434	38,716	10,957	495	0	561	174	2,064	192	14,443	53,159
15	946	Management Analyst IV	Tydingco, George B.	N-14	53,470	0	0	3/27/2012	1,091	54,561	15,441	495	0	791	174	2,064	192	19,157	73,718
16	947	Planner IV	VACANT	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
17	948	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
18	949	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
19	950	Customer Service Rep.	VACANT	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
20	1060	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
21	1062	Land Agent I	Duenas, Stephanie A.	G-02	19,893	0	0	9/13/2012	98	19,991	5,657	495	0	290	174	2,504	192	9,312	29,303
22	1063	Land Agent Supervisor	Leon Guerrero, Matthew A.	K-08	34,518	0	0	11/3/2011	1,130	35,648	10,088	0	0	517	174	0	0	10,779	46,427
23	1064	Land Agent III	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
24	1065	Land Agent II	VACANT	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0
Grand Total:				----	\$560,468	\$0	\$0	----	\$10,451	\$570,919	\$161,570	\$1,485	\$0	\$8,278	\$2,088	\$35,063	\$2,420	\$210,904	\$781,823

* Night Differential / Hazardous / Worker's Compensation / etc.

1/: FY 2011 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2012

2/: FY 2012 (proposed) GovGuam contribution rate of 28.3% for the Government of Guam Retirement is subject to change.

Government of Guam
 Fiscal Year 2012
 Agency Staffing Pattern
 (PROPOSED)

ORIGINAL

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	931	Chief Planner	Untalan, Carlos R.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	932	Word Processing Secretary II	Santos, Cristina G.	0	0	0	0	0	0	0	0
3	933	Planner II	VACANT	0	0	0	0	0	0	0	0
4	934	Planner IV	VACANT	0	0	0	0	0	0	0	0
5	935	Planner III	Aguilar, Marvin Q.	0	0	0	0	0	0	0	0
6	936	Administrative Assistant	Muna, Patricia A.	0	0	0	0	0	0	0	0
7	937	Planner IV	Cruz, Joseph I.	0	0	0	0	0	0	0	0
8	939	Planner I	VACANT	0	0	0	0	0	0	0	0
9	940	Planner IV	Taitano, Frank P.	0	0	0	0	0	0	0	0
10	941	Planner IV	Santos, Joseph C.	0	0	0	0	0	0	0	0
11	942	Planner III	Gulac, Penner C.	0	0	0	0	0	0	0	0
12	943	Administrative Secretary II	VACANT	0	0	0	0	0	0	0	0
13	944	Clerk Typist III (9/28/06)	VACANT	0	0	0	0	0	0	0	0
14	945	Planner III	Cruz-Aguilar, Celine	0	0	0	0	0	0	0	0
15	946	Management Analyst IV	Tydingco, George B.	0	0	0	0	0	0	0	0
16	947	Planner IV	VACANT	0	0	0	0	0	0	0	0
17	948	Planner II	VACANT	0	0	0	0	0	0	0	0
18	949	Planner II	VACANT	0	0	0	0	0	0	0	0
19	950	Customer Service Rep.	VACANT	0	0	0	0	0	0	0	0
20	1060	Planner II	VACANT	0	0	0	0	0	0	0	0
21	1062	Land Agent I	Duenas, Stephanie A.	0	0	0	0	0	0	0	0
22	1063	Land Agent Supervisor	Leon Guerrero, Matthew A.	0	0	0	0	0	0	0	0
23	1064	Land Agent III	VACANT	0	0	0	0	0	0	0	0
24	1065	Land Agent II	VACANT	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
 Fiscal Year 2013
 Agency Staffing Pattern
 (PROPOSED)

ORIGINAL

FUNCTIONAL AREA: LAND AND HOUSING AND NATURAL RESOURCES
 DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT
 PROGRAM: LAND PLANNING DIVISION
 FUND: LAND SURVEY REVOLVING FUND; ;

Input by Department										Input by Department										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Amt.		Retirement (J * 30.09%)(2/)	Retire (DDI) (\$19.02*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (1/)					
1	931	Chief Planner	Untalan, Carlos R.	P-14	\$63,428	\$0	\$0	3/16/2013	\$1,295	\$64,723	\$19,475	\$0	\$0	\$938	\$174	\$2,504	\$192	\$23,284	\$88,007	
2	932	Word Processing Secretary II	Santos, Cristina G.	H-03	22,471	0	0	10/20/2012	1,249	23,720	7,137	0	0	344	174	2,504	192	10,351	34,071	
3	933	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
4	934	Planner IV	VACANT	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
5	935	Planner III	Aguilar, Marvin Q.	M-15	51,092	0	0	5/13/2014	0	51,092	15,374	0	0	741	174	0	0	16,288	67,380	
6	936	Administrative Assistant	Muna, Patricia A.	J-14	39,491	0	0	2/26/2014	0	39,491	11,883	0	0	573	174	2,064	192	14,885	54,376	
7	937	Planner IV	Cruz, Joseph I.	O-17	64,526	0	0	10/01/2013	0	64,526	19,416	0	0	936	174	7,020	408	27,954	92,480	
8	939	Planner I	VACANT	K-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
9	940	Planner IV	Taitano, Frank P.	O-18	66,785	0	0	6/19/2013	779	67,564	20,330	0	0	980	174	4,815	260	26,559	94,123	
10	941	Planner IV	Santos, Joseph C.	O-16	62,344	0	0	10/01/2012	2,182	64,526	19,416	0	0	936	174	2,504	192	23,222	87,748	
11	942	Planner III	Gulac, Penner C.	N-14	53,470	0	0	11/03/2013	0	53,470	16,089	0	0	775	174	7,020	408	24,466	77,936	
12	943	Administrative Secretary II	VACANT	I-11	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
13	944	Clerk Typist III (9/28/06)	VACANT	F-14	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
14	945	Planner III	Cruz-Aguilar, Celine	M-07	38,716	0	0	4/5/2013	717	39,433	11,865	495	0	572	174	2,064	192	15,362	54,795	
15	946	Management Analyst IV	Tydingco, George B.	N-15	55,341	0	0	3/27/2014	0	55,341	16,652	495	0	802	174	2,064	192	20,380	75,721	
16	947	Planner IV	VACANT	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
17	948	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
18	949	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
19	950	Customer Service Rep.	VACANT	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
20	1060	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
21	1062	Land Agent I	Duenas, Stephanie A.	G-03	21,064	0	0	9/13/2013	98	21,162	6,368	495	0	307	174	2,504	192	10,039	31,201	
22	1063	Land Agent Supervisor	Leon Guerrero, Matthew A.	K-09	35,751	0	0	5/3/2013	514	36,265	10,912	0	0	526	174	0	0	11,612	47,877	
23	1064	Land Agent III	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
24	1065	Land Agent II	VACANT	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
Grand Total:					\$574,479	\$0	\$0			\$6,834	\$581,313	\$174,917	\$1,485	\$0	\$8,429	\$2,088	\$35,063	\$2,420	\$224,402	\$805,715

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/: FY 2011 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2012
 2/: FY 2013 (proposed) GovGuam contribution rate of 30.09% for the Government of Guam Retirement is subject to change.

Government of Guam
 Fiscal Year 2013
 Agency Staffing Pattern
 (PROPOSED)

ORIGINAL

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)						(K)	
				1/	2/	3/	4/	5/	6/		
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	931	Chief Planner	Untalan, Carlos R.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	932	Word Processing Secretary II	Santos, Cristina G.	0	0	0	0	0	0	0	0
3	933	Planner II	VACANT	0	0	0	0	0	0	0	0
4	934	Planner IV	VACANT	0	0	0	0	0	0	0	0
5	935	Planner III	Aguilar, Marvin Q.	0	0	0	0	0	0	0	0
6	936	Administrative Assistant	Muna, Patricia A.	0	0	0	0	0	0	0	0
7	937	Planner IV	Cruz, Joseph I.	0	0	0	0	0	0	0	0
8	939	Planner I	VACANT	0	0	0	0	0	0	0	0
9	940	Planner IV	Taitano, Frank P.	0	0	0	0	0	0	0	0
10	941	Planner IV	Santos, Joseph C.	0	0	0	0	0	0	0	0
11	942	Planner III	Gulac, Penner C.	0	0	0	0	0	0	0	0
12	943	Administrative Secretary II	VACANT	0	0	0	0	0	0	0	0
13	944	Clerk Typist III (9/28/06)	VACANT	0	0	0	0	0	0	0	0
14	945	Planner III	Cruz-Aguilar, Celine	0	0	0	0	0	0	0	0
15	946	Management Analyst IV	Tydingco, George B.	0	0	0	0	0	0	0	0
16	947	Planner IV	VACANT	0	0	0	0	0	0	0	0
17	948	Planner II	VACANT	0	0	0	0	0	0	0	0
18	949	Planner II	VACANT	0	0	0	0	0	0	0	0
19	950	Customer Service Rep.	VACANT	0	0	0	0	0	0	0	0
20	1060	Planner II	VACANT	0	0	0	0	0	0	0	0
21	1062	Land Agent I	Duenas, Stephanie A.	0	0	0	0	0	0	0	0
22	1063	Land Agent Supervisor	Leon Guerrero, Matthew A.	0	0	0	0	0	0	0	0
23	1064	Land Agent III	VACANT	0	0	0	0	0	0	0	0
24	1065	Land Agent II	VACANT	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
 Fiscal Year 2011
 Agency Staffing Pattern
 (CURRENT)

ORIGINAL

FUNCTIONAL AREA: LAND AND HOUSING AND NATURAL RESOURCES

DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT

PROGRAM: LAND PLANNING DIVISION

FUND: LAND SURVEY REVOLVING FUND;

Input by Department										Input by Department										
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(J) (E+F+G+I) Subtotal	(K) Retirement (J * 27.46%)	(L) Retire (DDI) (\$18.40*26PP)	(M) Social Security (6.2% * J)	(N) Benefits			(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amt.					Life	Medicare (1.45% * J)					
1	931	Chief Planner	Untalan, Carlos R.	P-13	\$61,283	\$0	\$0	3/16/2011	\$1,251	\$62,534	\$17,172	\$0	\$0	\$907	\$174	\$2,504	\$192	\$20,949	\$83,483	
2	932	Word Processing Secretary II	Santos, Cristina G.	H-02	21,223	0	0	10/20/2011	0	21,223	5,828	0	0	308	174	2,504	192	9,006	30,229	
3	933	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
4	934	Planner IV	VACANT	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
5	935	Planner III	Aguilar, Marvin Q.	M-14	49,364	0	0	5/13/2012	0	49,364	13,555	0	0	716	174	0	0	14,445	63,809	
6	936	Administrative Assistant	Muna, Patricia A.	J-13	38,155	0	0	2/26/2012	0	38,155	10,477	0	0	553	174	2,064	192	13,461	51,616	
7	937	Planner IV	Cruz, Joseph I.	O-16	62,344	0	0	10/01/2011	0	62,344	17,120	0	0	904	174	7,020	408	25,626	87,970	
8	939	Planner I	VACANT	K-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
9	940	Planner IV	Taitano, Frank P.	O-17	64,526	0	0	6/19/2011	753	65,279	17,926	0	0	947	174	4,815	260	24,121	89,400	
10	941	Planner IV	Santos, Joseph C.	O-16	62,344	0	0	10/01/2012	0	62,344	17,120	0	0	904	174	2,504	192	20,894	83,238	
11	942	Planner III	Gulac, Penmer C.	N-13	51,662	0	0	11/03/2011	0	51,662	14,186	0	0	749	174	7,020	408	22,537	74,199	
12	943	Administrative Secretary II	VACANT	I-11	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
13	944	Clerk Typist III (9/28/06)	VACANT	F-14	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
14	945	Planner III	Cruz-Aguilar, Celine	M-06	37,282	0	0	10/5/2011	0	37,282	10,238	478	0	541	174	2,064	192	13,687	50,969	
15	946	Management Analyst IV	Tydingco, George B.	N-14	53,470	0	0	3/27/2012	0	53,470	14,683	478	0	775	174	2,064	192	18,367	71,837	
16	947	Planner IV	VACANT	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
17	948	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
18	949	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
19	950	Customer Service Rep.	VACANT	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
20	1060	Planner II	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
21	1062	Land Agent I	Duenas, Stephanie A.	G-01	18,723	0	0	9/13/2011	98	18,821	5,168	478	0	273	174	2,504	192	8,790	27,611	
22	1063	Land Agent Supervisor	Leon Guerrero, Matthew A.	K-08	34,518	0	0	11/3/2011	0	34,518	9,479	0	0	501	174	0	0	10,153	44,671	
23	1064	Land Agent III	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
24	1065	Land Agent II	VACANT	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
			Grand Total:	----	\$554,894	\$0	\$0	----	\$2,102	\$556,996	\$152,951	\$1,435	\$0	\$8,076	\$2,088	\$35,063	\$2,420	\$202,034	\$759,030	

* Night Differential / Hazardous / Worker's Compensation / etc.

Government of Guam
 Fiscal Year 2011
 Agency Staffing Pattern
 (CURRENT)

ORIGINAL

Input by Department											
Special Pay Categories											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	(E)-(J)						(K) (D+E+F+G+H+I+J) Subtotal
					1/ Night Differential Pay 10%	2/ Hazard 10%	3/ Hazard 8%	4/ Nurse Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%	
1	931	Chief Planner	Untalan, Carlos R.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	932	Word Processing Secretary II	Santos, Cristina G.	0	0	0	0	0	0	0	0
3	933	Planner II	VACANT	0	0	0	0	0	0	0	0
4	934	Planner IV	VACANT	0	0	0	0	0	0	0	0
5	935	Planner III	Aguilar, Marvin Q.	0	0	0	0	0	0	0	0
6	936	Administrative Assistant	Muna, Patricia A.	0	0	0	0	0	0	0	0
7	937	Planner IV	Cruz, Joseph I.	0	0	0	0	0	0	0	0
8	939	Planner I	VACANT	0	0	0	0	0	0	0	0
9	940	Planner IV	Taitano, Frank P.	0	0	0	0	0	0	0	0
10	941	Planner IV	Santos, Joseph C.	0	0	0	0	0	0	0	0
11	942	Planner III	Gulac, Penner C.	0	0	0	0	0	0	0	0
12	943	Administrative Secretary II	VACANT	0	0	0	0	0	0	0	0
13	944	Clerk Typist III (9/28/06)	VACANT	0	0	0	0	0	0	0	0
14	945	Planner III	Cruz-Aguilar, Celine	0	0	0	0	0	0	0	0
15	946	Management Analyst IV	Tydingco, George B.	0	0	0	0	0	0	0	0
16	947	Planner IV	VACANT	0	0	0	0	0	0	0	0
17	948	Planner II	VACANT	0	0	0	0	0	0	0	0
18	949	Planner II	VACANT	0	0	0	0	0	0	0	0
19	950	Customer Service Rep.	VACANT	0	0	0	0	0	0	0	0
20	1060	Planner II	VACANT	0	0	0	0	0	0	0	0
21	1062	Land Agent I	Duenas, Stephanie A.	0	0	0	0	0	0	0	0
22	1063	Land Agent Supervisor	Leon Guerrero, Matthew A.	0	0	0	0	0	0	0	0
23	1064	Land Agent III	VACANT	0	0	0	0	0	0	0	0
24	1065	Land Agent II	VACANT	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Biennial Budget
Fiscal Years 2012 & 2013
Equipment / Capital and Space Requirement

Function : Land and Housing and Natural Resources
Agency: Department of Land Management - Land Planning Division
Program:

EQUIPMENT/CAPITAL LISTING:

Description	Quantity	Percentage of Use	Comments
			Chief Planner, Carlos R. Untalan
Monitor	1		Large Screen 19"
CPU (Hard Drive)	1		89P932S
Keyboard w/remote control	1		CN-OU473D44751-998-0373-A00
Mouse	1		L1000MON
UPS System	1		
Computer Speaker	2		CN-OR126K-48220-991-00FT
Altigen Communication Phone	1		817A9710046542
HP LaserJet Printer	1		Serial No. USGR 006896
Scanner	1		Serial No. C6270
Proxima Ultralight LSI Projector	1		Serial No. G0114409
In Focus Projector	1		Serial No. BEGB00601117
Desk 7-Drawer Large	1		
Desk 5-Drawer Med	1		
Blk Fabric High Back Chair	1		
Gray Fabric Chairs - blk metal	2		
Gray Legal Metal Shelf w/o doors	2		
File Cabinet Beige 4-Drawer	1		
Folding Table	2		
Pocket Digital Transcriber	3		DH8AA001329R; DH8AA002168R; DK7GA003331R
Sony Digital SLR Camera	1		#3060573
Metal Presentation Board on Wheels	1		
Metal Easer stand	1		
			Planner IV, Frank P. Taitano
Monitor	1		CN-0WR979-64180-78T-1355
CPU (Hard Drive)	1		5WLPSIS
Keyboard	1		CN-ODJ331-71616-7AN-OUJL
Mouse	1		G1501RM7
UPS System	1		Power Office Plus 900
Computer Speaker	1		
Altigen Communication Phone	1		IP705
Office Desk L-Shape 4-Drawer	1		2220
Office Desk Small 4-Drawer	1		
Computer Table 34"x60"	1		
Fabric High Back Chair	1		4560
Fabric Low Bk Chair w/arm rest	2		
Gray Legal Metal Shelf w/o doors	2		900 Series - 9V9043
File Cabinet 4-Drawer	1		C603
File Cabinet 2-Drawer	1		K962
Storage Cabinet 5 Shelf	1		
Office Desk Lamp	1		
			Planner IV, Joseph C. Santos

Government of Guam
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Fiscal Years 2012 & 2013
Equipment / Capital and Space Requirement

Monitor	1		CN-00274R-6418-06K-0PIM
CPU - Optiplex 380	1		00186-067-943-621
Keyboard	1		CN-00J331-71616-05K-05W6
Mouse	1		09RRC7-44751-06T-0BJW
UPS System	1		0716070363
Altigen Communication Phone	1		821A47050031066
Gray Legal Metal Shelf w/o doors	1		
Beige Lateral 4-Drawer Legal Cabinet	2		
Gray Lateral 5-Drawer Legal Cabinet	1		
			Planner III, Penmer C. Gulac
Dell Monitor	1		CN-08G152-47606-321-A3R14
Dell CPU (Hard Drive)	1		00019-086-590-470
Dell Keyboard	1		TH-04N454-37171-28B-4177
Mouse 7003165	1		G1600AZH
UPS System	1		Power Office Plus 900
Computer Speaker	1		
Altigen Communication Phone - IP705	1		749A4750021711
Exec Desk Cherry Wood 7-Drawer	1		
Computer Gray Table w/shelf	1		
Fabric High Back Chair	1		4560
Metal Vinyl Chair	2		
Gray Legal Metal Shelf w/o doors	1		900 Series - 9V9043
Storage Cabinet 5-shelf	1		
File Cabinet - 2 Drawer	4		
			Planner III, Marvin Q. Aguilar
Dell Monitor	1		CN08G15247606
Dell CPU - Optiplex 360	1		09024
Dell Keyboard	1		E06401COMB
Dell Mouse	1		11005N01
UPS System	1		Power Office Plus 900
Altigen Communication Phone - IP705	1		749A47050022109
Office Desk 6-Drawer	1		4040000288
Fabric High Back Chair	1		4560
Brown Vinyl Chairs	2		
Storage Cabinet 5-Drawer	1		
Gray Legal Metal Shelf w/o doors	1		900 Series - 9V9043
Folding Table	1		
Partition Med 3-folded Panel	1		
			Planner III, Celine Cruz Aguilar
Dell Monitor - 070072-12	1		MX-08G152-47605-2AA-A8Y8
Dell CPU (Hard Drive)	1		7WLPSIS
Dell Keyboard	1		CN-ODJ331-71616-7AN-0WCQ
Dell Mouse	1		G1501RMR
UPS System	1		Power Office Plus 900
Altigen Communication Phone - IP705	1		749847050021727
Office Desk 4-Drawer	1		1318
Tan Credenza Wall Unit	1		
Leather Office Chair w/wheels	1		

Government of Guam
Biennial Budget
Fiscal Years 2012 & 2013
Equipment / Capital and Space Requirement

Fabric Office Chair w/wheels	1		
Partition Med 3-folded Panel	1		
Folding Table	1		
			Land Agent Supervisor Matthew Leon Guerrero
Monitor	1		CN-0y4299-71618-54G-AEEH
Monitor	1		CN-0WR979-64180-82T-1V2S
CPU (Hard Drive)	1		HBDJK71
Keyboard Cordless	1		TH-04N454-37171-28M-5422
Mouse	1		CN-09RRC7-44751-067-0CR2
UPS System	1		
Altigen Communication Phone	1		749a47050021752
Office Desk L-Shaped 4-Drawer	1		
Office Med Bk Chair w/wheels, arm rest	1		
Metal Vinyl Chair	1		
File Cabinet 2-Drawer	2		
Lateral 4-Drawer File Cabinet	1		
			Land Agent I, Stephanie Duenas
Monitor	1		CN-08G152-47606-32L-A3QW
CPU (Hard Drive)	1		3WLPS1S
Keyboard	1		CN-0DJ331-71616-7AN-010BR
Mouse	1		G1501R10
UPS System	1		
Altigen Communication Phone	1		749A47050021712
Office Desk L-Shape	1		260
Filing Cabinet 2-Drawer	1		
Med Back Chair w/arm rest	1		
			Admin Assistant, Patricia A. Muna
Dell Monitor	1		CN-0WR979-64180-7AT-12KS
Dell CPU (Hard Drive)	1		OptiPlex 330 [80045-410-748-431]
Dell Keyboard REV-A03	1		CN-0DJ331-71616-7AN-OYCC
Dell Mouse	1		G1501RMT
UPS System Maruson	1		Power Office Plus 900
Harman/Kardon Computer Speaker	2		HK 195
Altigen Communication Phone - IP705	1		749A47050021636
HP LaserJet Printer 2100TN - C4172A	1		USGR006921
Calculator, Canon MP21D	1		MP21D
Office Desk 7 Drawer	1		
Computer Cornered Desk Work Station	1		
Computer Printer Stand with shelf	1		
Computer Table w/one drawer	1		
Computer 2-Drawer Cabinet Gray	1		
Gray Legal Metal Shelf w/o doors	1		900 Series - 9V9043
Sliding Door Tan Cabinet 70"x18"	1		
Fabric High Back Chair	1		4560
Fabric Small Back Chair	1		
			Word Processing Sec II Cristina G. Santos
Dell Monitor CN-0G3094	1		74261-88E3AJS-AOC
Dell CPU (Hard Drive) DCNE	1		34MAXIS

Government of Guam
Biennial Budget
Fiscal Years 2012 & 2013
Equipment / Capital and Space Requirement

Dell Keyboard SK-8115	1		E145614
Dell Mouse	1		HOW064G0
UPS System Maruson	1		Power Office Plus 900
Computer Speakers ACER	2		23-AA4B-002
Altigen Communication Phone IP705	1		749A47050021726
Panasonic Cassette Transcriber w/headset/foot control [RR-830]	1 Set		WN7AA001324 R
Office Desk 7-drawer	1		
Fabric Med Back Chair w/wheels	1		
File Cabinet 2-Drawer	1		#052
File Cabinet 5-Drawer	1		
Folding table	1		
Blue Sofa Two Section	1		LT00399
Oak Night Stand 2-drawer	1		
			DLM Conference Rm - Chief Planner
TOA Recorder/Amplifier feature/2-way speaker - WA-1822C	1		WN7AA001324 R
TOA PA Amplifier w/cord - A-1121	1		11571995
4 CH Powered Mixer MPM 504	1		P046A0515
NADY SP5 Microphone w/cord	1		PO4605015
Sony Microphones w/cords	3		PO46A03929
Microphone Stands (3 med/2 large)	5		
Oval Conference Table	1		
Rectangular Conference Table	2		
Oak Conference Table Large	1		
Oak Conference Table Medium	1		
Exec Leather Hi-back arms/wheels	6		
Exec Leather Hi-back w/arms/wheels	2		
Exec Fabric Med-back Chair w/wheels	3		
Oak Fabric Med Back Chairs	2		
Oak Fabric Armed Chairs	10		
Metal Low Back Armed Chairs w/wheels	14		
Wooden Low Back Chairs	5		
Wooden Low Back Armed Chairs	2		
Wooden Low Back Striped Chairs	4		
Large Three Fold Partitions	2		
Large Metal Marker Board	1		
Projector Screen	1		
Flag Staff	2		Serial No. LT 00418 & 438
			Planning Div Entry Way - Chief Planner
Monitor - UltraSharp	1		MX-08G152-47605-2AA-A93C
Keyboard - Logitech	1		867633-0403
Mouse - Logitech	1		052149-0000
Office 7-drawer desk	1		2212
Executive Med Bk Chair w/wheels	1		
Blue Sofa Three Section	1		LT003712
Oak 6-Drawer Dresser	2		
Tan End Table	1		

**Biennial Budget
 Fiscal Years 2012 & 2013
 Equipment / Capital and Space Requirement**

Double Glass Door Book Case	2		C655 C646
Small 4-drawer Office Desk	1		
Oak Executive 7-drawer desk	1		
Computer Table	1		
File Cabinet Beige 30 Plastic Drawer	2		
File Cabinet Beige 20 Plastic Drawer	1		
Type-writer desk	1		
Map 5 Drawer Cabinet w/support stand	2		657 & 774
Metal Map Rack Beige	1		
File Cabinet 4-drawer	9		
Xerox	1		
Paper Cutter Large	1		
Office Partitions - TOTAL PANELS	34		
			Planning Division - Vault Storage
File Cabinet Beige 4-Drawer	8		954 935 640(2)
File Cabinet Lateral Beige 4-Drawer	4		332T 326T 301T 418T
File Cabinet Gray 4-Drawer	3		7998 8797 9978
File Cabinet Beige - 5-Drawer	1		Gov #4270000330
File Cabinet Blk - 4 Drawer	6		390T 417T 356T 375T 341T 355T
Beige 4-Drawer Safe	1		Land Records - Revenue Storage
			DPW Permit Counter
Dell Equipment - PC/Monitor/Keyboard/Mouse	1 set		

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):	2,580.4	
Description	Square Feet	Percent of Total Program Space	Comments
FY 2012			
Land Planning Division	2,580.4	100%	
FY 2013			
Land Planning Division	2,580.4	100%	

ORIGINAL