

**Government of Guam  
Fiscal Year 2016 Budget  
Agency Narrative**

**FUNCTION: Land and Housing and Natural Resources**

**AGENCY: Department of Land Management – Land Administration Division**

**MISSION STATEMENT:**

The Division of Land Administration is the backbone for public land information in administering and facilitating resources on public land status involving acquisition, disposition, registration and land use development.

**GOALS AND OBJECTIVES:**

**I. Public Land Status:**

To ensure that all contracts executed are in strict compliance and in accordance with the contract.

Provide Government agencies assurance on the legal status of public lands affected by their development.

To service the general public in obtaining and securing fee-simple title or leasehold interest in order to satisfy the intent of the law and the welfare of the general public pursuant to enacted legislative provisions.

Process the finalization of public transactions with the Attorney General and submitted for to the Governor of Guam.

**II. Public Land Registration:**

To ensure that all government parcels are registered and titled under Government of Guam.

That all legal claimants bounded by the Government Parcel for Land Registration are served with the Notice of Declaration of Services.

That Land Registration of Government Land does not conflict with boundaries adjoining private landowners.

To ensure that all adjoining landowners on file and unknown claimants are notified of the up-coming Land Registration Cases.

### **III. Lease, Exchange, Sales and Permits of Public Land:**

Monitor and maintain the term and conditions as are deemed reasonable and in the best interest of the government.

Administer and facilitate government land dispositions pursuant to public laws and authorized provisions.

Conduct land appraisal evaluation and negotiation procedures with qualified and eligible applicants such as private individuals, non-profit organizations and business and government institutes.

Tract and update monthly reports on all revenue charged to the appropriate accounts with Department of Administration.

### **IMPACT STATEMENT**

The Division of Land Administration Division was created and charged with the duties and responsibilities relating to the administration of all Government land to promote and sustain through effective Public Land Management and Administration Techniques the development of Public Lands Deliverables; to uniformly dispose of returned surplus Public Lands; to acquire private lands at a fair market value through negotiated purchase, for public purposes; to provide staff services program and enforcement; to Administer Constructive Land Use Programs, Land Acquisition Proposals; and Administered Land Disposition Program.

The Land Administration division administers and implements the provisions of 60103, Section 60105, and 60106 Chapter 60, Article 1, Title 21, Guam Code Annotated, and enhances these provisions through various Division supplements or through public laws, executive orders, etc.

The Division is currently staffed by three (3) employees; however, it is authorized fourteen (14) FTE's. Since the resignation and retirement of key technical personnel, the Division has been challenged in meeting its mandates efficiently, effectively and in a timely manner effectively.

In order to effectively and legally carry out the division's administrative and technical duties and responsibilities, the Division requests that recruitment process be taken in filling the vacant positions. The critical positions: (1) Land Agent Supervisors; (3) Land Agent III; (1) Land Agent II, (3) Land Agent I and (1) Word Processing Secretary II.

The vacant positions are direly needed, specifically, to achieve the Department's goals and objective to register all Government lands. In order to accomplish this, critical Land Agent positions must be filled to perform as a Process Server in the issuance of notices to surrounding landowners of the affected parcels to be subjected under the Land Registration Act.