Government of Guam
Fiscal Year 2018 Budget
Department / Agency Narrative

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

AGENCY: **Department of Land Management – GIS/LIS Division**

MISSION STATEMENT:

The Geographic Information System and Land Information System (GIS/LIS) Division within the Department of Land Management is to ensure the recording and updating of survey data and land documents into a computerized mapping and land graphic data management system, through managing and maintaining all departmental servers', work stations' hardware/software and peripherals (i.e., plotters, printers, fax, scanners, copiers and multifunction devices) GIS server, Database server, Image server, Voice Over Internet Protocol (VOIP) server and users.

Manage, maintain, and safeguard the department's data, by providing a secured intranet network and to prepare for wide area network accessibility.

GOALS AND OBJECTIVES:

Through coordination and continual support with the department's division heads and staff, develop different methodologies in a GIS/LIS environment, by obtaining the optimal use of all existing GIS/LIS applications. Procure of the latest technology, by testing of other proposed applications, while ensuring the capability of communications and integrations to all federal or local government entities applications.

Sustain in maintaining all information inter-departmental be current and up-to-date by assisting the department's efforts in capturing, converting and storing data.

Review existing fee schedule and revamp to meet latest technological requests (electronically), through managing and maintaining DLM's website. Ensure generated costs and revenues are being encumbered to sustain, maintain, and upgrade the department's GIS/LIS to meet latest technology.

Coordinate / Apply for federal grants or local community assistance programs to assist in accomplishing ongoing and future departmental GIS/LIS projects.

Recruit one (1) additional technical staff to fulfill the department's daily IT activities and maintain the department's needs and growth and the demand of public requests.

Prepare for the department's move. Generate GIS/LIS database reports and to conduct a good clean backup on-site and off-site of all servers.

Prepare for the department's new building – departmental requirements in a GIS/LIS environment, VOIP communication, security and network design.

Maintain Department of Land Management and Department of Revenue & Taxation's memorandum of agreement effectuated on May 2016 through coordination, corroboration and communication.   .

<u>IMPACT STATEMENT:</u>

The GIS/LIS Division was established by Public Law 21-42 section 27 to automate the Department's land records and mapping. Since its inception, the department funded personnel from DOA-Data Processing Division to receive off-island training necessary to oversee the operation of the new automated system. Thru attrition, these personnel are no longer present. The department needs to recruit and train the department's GIS/LIS personnel in order to manage and maintain existing and all GIS/LIS proposed hardware and software applications more efficiently.

Five (5) employees currently operate the division, one Computer System Analyst II, One Data Control Clerk II and three Data Control Clerks I. The Division is hard-pressed to perform its mandated mission through the loss of employees over the years. In order to effectively carry out its mandates, the department requires one additional Computer System Analyst I to sustain its current workload. This will ensure no loss of production while increasing support to handle daily operational IT activities. The critical positions of a GIS Project Manager (1) Computer Programmer were lost through the Governor's transfer in FY 2011 which adversely impacted the operations of the division. Still, other alternative solutions are needed to augment the shortage of manpower through contracting services for maintenance and support.

The GIS/LIS division has developed proposals for the average life cycle of the department's hardware / software requirements. The life cycles of computer hardware are five (5) years that also include warranties. The department has met that cycle and all warranties for ten (10) computers will expires this calendar year 2016. Additionally, five (5) of the 24 port switches are over five (5) years old and require replacement to sustain the department's network system. In-line with the expiration of warranties, the department would require additional funding to procure and replace existing servers, workstations, network devices, scanners, and printers and upgrade the departments' software applications to obtain the compatibility of the latest technology and to include training.

PROGRAM BUDGET PLAN:

To establish a strong Geographic Information System and Land Imaging Management System which will be able to collect, store, secure and provide reliable information for the staff and the general public. Through automation, we will be able to safeguard and extend the life and quality of the Department's valuable documents and to provide the best possible service to the general public by having it readily accessible over the Internet. The services below is for maintaining our department's network system and also providing the general public access from the comfort of their or office through contracting and outsourcing the services.

CONTRACTING SERVICES:

Description	Unit	Qty	Ext
Maintenance & Support for DLM Land Web	$ 70,000.00	lot	$ 70,000.00
Maintenance & Support of eGIS Land Web	$ 70,000.00	lot	$ 70,000.00
	$ 0.00		$ 0.00
	$ 0.00		$ 0.00
	$ 0.00		$ 0.00
Totals:			$ 140,000.00