



# DIPATTAMENTON MINANEHAN TANO' (Department of Land Management)

A Report to the Citizens of Guam Fiscal Year 2015

## Our Mission

- ◆ To maintain and effectively manage the destiny of all public lands considering the social and economic factors;
- ◆ To ensure an effective management regulation and control of developments determined to be the best public interest for its continued social and economic welfare;
- ◆ To automate and secure Geographic and Land Information Systems within the Department;
- ◆ To evaluate management services, effectiveness and recommend or initiate changes in policies, procedures and program requirements for improved departmental effectiveness and improve the department's productivity through enhanced procedures and initiatives;
- ◆ To ensure the Records Section adequately provides for the public demand for Certificates of Title and Abstract Research;
- ◆ To ensure security of Records and implement the automation and digitalization of the Department.
- ◆ To supervise the operation of the Department's legal mandates;
- ◆ To operate with positive and dynamic philosophy of working hard, following the law, and giving each customer a "WOW" experience;
- ◆ To enhance customer service with improved performance standards; and
- ◆ To implement and complete programs established by Public Laws affecting the Department.

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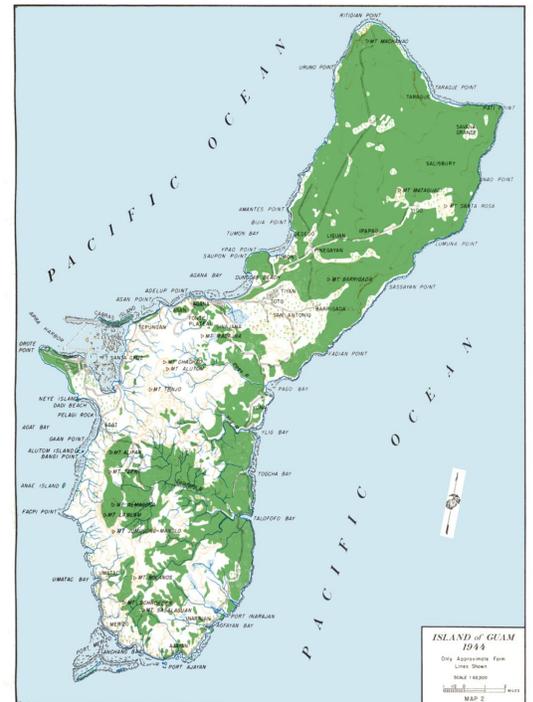
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## Goals and Objectives

To provide management functions and leadership to the department staff. To provide the tools and resources and training to accomplish directed and authorized programs, projects and services. To approve, direct and oversee the department's operations, fiscal and property accountability.

1. Provide general administrative and operational function of the department's programs.
2. Provide the department's financial resources towards accomplishment of directed and authorized programs.
3. Provide for facilities maintenance support.
4. Provide fiscal and property accountability of the department's assets.
5. Coordinate land data information and management of properties with other government agencies.
6. Obtain capital funding for the construction of a modern land resources building to include a secure records vault and library.
7. Provide the resources to update and keep current the recording indices.
8. Provide technical advice to land commissions, the Guam Legislature, and the Governor on all land related matters.
9. Provide technological applications of systems to facilitate efficiency.



## Survey Division

- ◆ **RETRACEMENT SURVEY MAP OF:**
  1. SAGAN LINAHYAN W/IN TRACT 1113 (2 LOTS)
  2. KOKO AND SIHEK FACILITIES, MUNICIPALITY OF MANGILAO
  3. LOT 477, AGAT (SOUTHERN SPORTS COMPLEX)
  4. LOT 5, BLK. 19, SANTA RITA
  5. LOTS 55 & 56, TRACT 112, DEDEDO (ISLAND GIRL POWER)
  6. LOT 2262-1-1, BARRIGADA (IDENTIFY 20 FT. RIGHT OF WAY) REQUESTED BY MAYOR/DPW
  7. 32 FT. WIDE RIGHT OF WAY (LOT 354-4-R/W), INARAJAN
  8. 20 FT. WIDE RIGHT OF WAY (LOT 2301, BAR RIGADA)
  9. LOT 2, INARAJAN VILLAGE (SENIOR CITIZENS CENTER)
  10. BULL CART TRAIL W/IN LOT 10177, TAMUNING

- ◆ **LAND REGISTRATION:**
  1. HAGATNA SHORELINE
  2. LOT 10186, TAMUNING
  3. LOT 271, UMATAC

- ◆ **TOPOGRAPHIC/AS-BUILT SURVEY:**
  1. MT. ALUTOM/TURNER ROAD, PITI
  2. 50 FT. RIGHT OF WAY – LOT 10148,

- ◆ **PARCELING/RESUBDIVISION SURVEY:**
  1. LOT 470-R1, SANTA RITA (ANDERSON/CLTC)
  2. AGRICULTURAL SUBDIVISION – TRACT 10123 (FORMERLY LOT 7128-REM, YIGO)
  3. NIKKO HOTEL PROPERTY FOR HAZARD ALERT WARNING SYSTEM

## Records Division

- ◆ **Recording of Real Property**
  1. Recorded Documents - 14,400
  2. Scanned Documents - 14,700
- ◆ **Certificate of Title Section**
  1. Certificate of Title Issued - 525
- ◆ **Land Title Registration**
  1. Land Registration - 4



## Land Administration Division

- ◆ **Public Land**
  1. Public Land Inventory - Validation of 300 legal status of Land Ownership.
  2. Land for the Landless Program - Review and update 386 unpaid accounts
- ◆ **Land Registration**
  1. Initiated 1 land registration case

## Planning Division

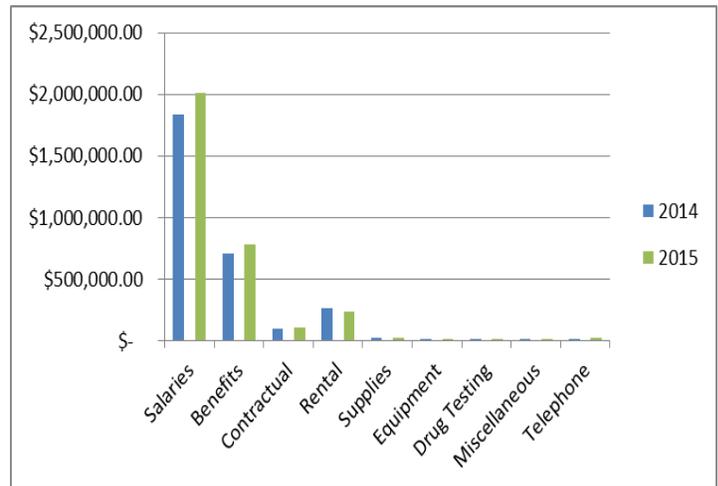
- ◆ **Subdivision Map Report**
  1. Check Print - 304
  2. Final Tracing—275
- ◆ **Land Use Research Property Administration**
  1. Public Hearing Processed - 17
  2. Certified Mail Processed - 940
  3. Researched Landowners 500' Radius - 1,358
- ◆ **Zoning Administration**
  1. Zone Certification - 151
  2. Legal Non-Conforming - 46
  3. Zoning Administration - 78
- ◆ **One Stop Permits**
  1. Business License - 2,521
  2. Building Permits - 852
  3. Occupancy Permit - 338
  4. Clearing & Grading - 3
  5. GLUC Day Care - 2
  6. DPHSS Blk Grant Day Care - 18
  7. R2 Zone Designate Day Care - 2
  8. Land Use Zoning Inquiry - 63
  9. Contactor License - 655
  10. ABC License - 99
  11. H-2 Clearance - 122



## Special Funds - Land Survey Revolving Funds

### Expenditures

	<u>2014</u>	<u>2015</u>	
Salaries	\$ 1,835,403.30	\$ 2,015,144.28	9.8%
Benefits	\$ 701,285.56	\$ 776,073.27	10.7%
Contractual	\$ 95,726.03	\$ 103,693.49	8.3%
Rental	\$ 257,709.40	\$ 229,635.00	-10.9%
Supplies	\$ 24,526.84	\$ 20,517.58	-16.3%
Equipment	\$ 8,628.96	\$ 7,194.96	-16.6%
Drug Testing	\$ 240.00	\$ 40.00	-83.3%
Miscellaneous	\$ 4,267.60	\$ 3,150.00	-26.2%
Telephone	<u>\$ 15,159.09</u>	<u>\$ 16,505.36</u>	8.9%
<b>TOTAL</b>	<b>\$ 2,942,946.78</b>	<b>\$ 3,171,953.94</b>	<b>7.8%</b>



### Revenues

	<u>2014</u>	<u>2015</u>	
Documentary Taxes	\$ 2,068,565.00	\$ 2,043,088.00	-1.2%
Recording Fees	\$ 320,925.25	\$ 329,074.00	2.5%
Photostat/Survey/CT Copies	\$ 123,097.34	\$ 137,491.52	11.7%
Subpoena Fees	\$ 417.50	\$ 245.00	-41.3%
HPR & Other App. Fee (11002429A)	\$ 3,813.50	\$ 3,133.50	-17.8%
LUPRA (110023316)	\$ 3,952.10	\$ 4,029.73	2.0%
GGN Fee (110023337)	\$ 5,520.00	\$ 1,152.00	-79.1%
Commercial Lease	\$ 29,365.40	\$ 28,975.68	-1.3%
Land for the Landless- Interest	\$ 1,700.10	\$ 12,476.50	633.9%
Land for the Landless- Principal	<u>\$ 20,034.14</u>	<u>\$ 18,927.96</u>	-5.5%
<b>GRAND TOTAL COLLECTED</b>	<b>\$ 2,577,390.33</b>	<b>\$ 2,578,593.89</b>	<b>0.0%</b>

## General Funds

### Expenditures

	<u>2014</u>	<u>2015</u>	
Rental	<u>\$ 322,538.00</u>	<u>\$ 334,012.00</u>	3.6%
<b>TOTAL</b>	<b>\$ 322,538.00</b>	<b>\$ 334,012.00</b>	<b>3.6%</b>

NOTE: GALC FY 2014 appropriation under LSRF.

# Future Challenges

The Department of Land Management (DLM) has accomplished many tasks in FY 2015 considering the drastic decrease in personnel compared to previous years. At year end September 30, 2015, DLM operated at a staffing level of 57.

DLM continues to operate with lowered budgetary appropriations making it necessary for the department to seek greater efficiencies through technology for updating land records data, timely processing of requests from constituents, and fulfilling mandates created by law. With civilian and military buildup underway and an increase in land transactions, DLM must continue to ensure land information is readily available to our external and internal users, zoning is appropriate for the new activity, and survey maps are reviewed and approved expeditiously.

The department has begun the use of a financial management system to monitor the thousands of land leases it manages and to ensure the proper accounting of fees paid by customers for services provided by DLM. This financial management system will allow for more timely audit reviews and the engagement of required financial practices required by the Office of Public Accountability.

Improving online access to the department's services and assuring full transparency is well underway with the updating of web services and digitizing all formal documents. The department is striving for greater public online access of land information with fees collected electronically or through a prepaid subscription. While we are not yet there, it is our goal to grant greater, and secure, online services.

Regardless of the manpower and budgetary constraints, the department is optimistic in its pursuit provide outstanding customer service in our personal interactions and online. As the department continues to "right-size" in personnel, our desire is that the expanded use of technology will permit more efficiency and productivity for our customers.



## We Want to Hear from You

Did you find this report informative? Do you think we need more information added? If yes, please contact our office at (671) 649-5263 or email us at [dlmdir@land.guam.gov](mailto:dlmdir@land.guam.gov).

Complete budgetary reports are available at [www.dlm.guam.gov](http://www.dlm.guam.gov)