



## **BUREAU OF BUDGET & MANAGEMENT RESEARCH**

OFFICE OF THE GOVERNOR  
Post Office Box 2950, Hagåtña Guam 96932

**EDDIE BAZA CALVO**  
GOVERNOR

**LESTER L. CARLSON JR.**  
ACTING DIRECTOR

**RAY TENORIO**  
LIEUTENANT GOVERNOR

# **BUDGET CERTIFICATION**

The Bureau of Budget and Management Research hereby certifies and approves the budget request for Fiscal Year 2019 (Option 1) herewith attached for:

### **DEPARTMENT OF LAND MANAGEMENT**

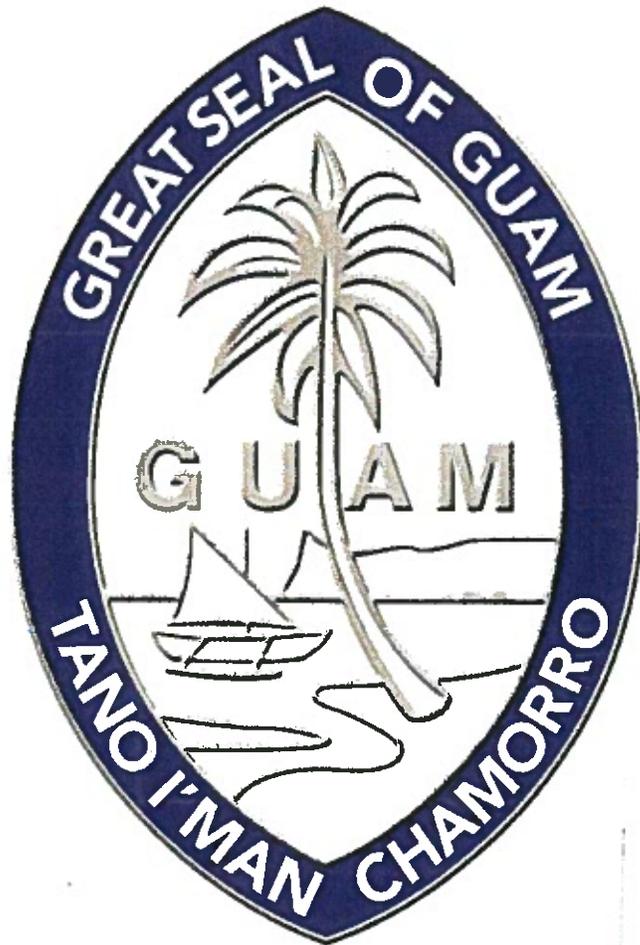
The Bureau further attests that all efforts were made in the review process to ensure the accuracy and compliance with the Governor's approved budget ceiling. It should be noted however, that the above mentioned entity is ultimately responsible for the accuracy and justification of their budget request and any submission outside of the certified submission is neither approved nor sanctioned by the Bureau of Budget and Management Research.

  
LESTER L. CARLSON JR.

Date:           MAR 26 2018

# GOVERNMENT OF GUAM

## FY 2019 BUDGET – OPTION 1



**DEPARTMENT OF LAND MANAGEMENT**

ORIGINAL

**Government of Guam  
Fiscal Year 2019**

Agency Budget Certification

Agency: Department of Land Management

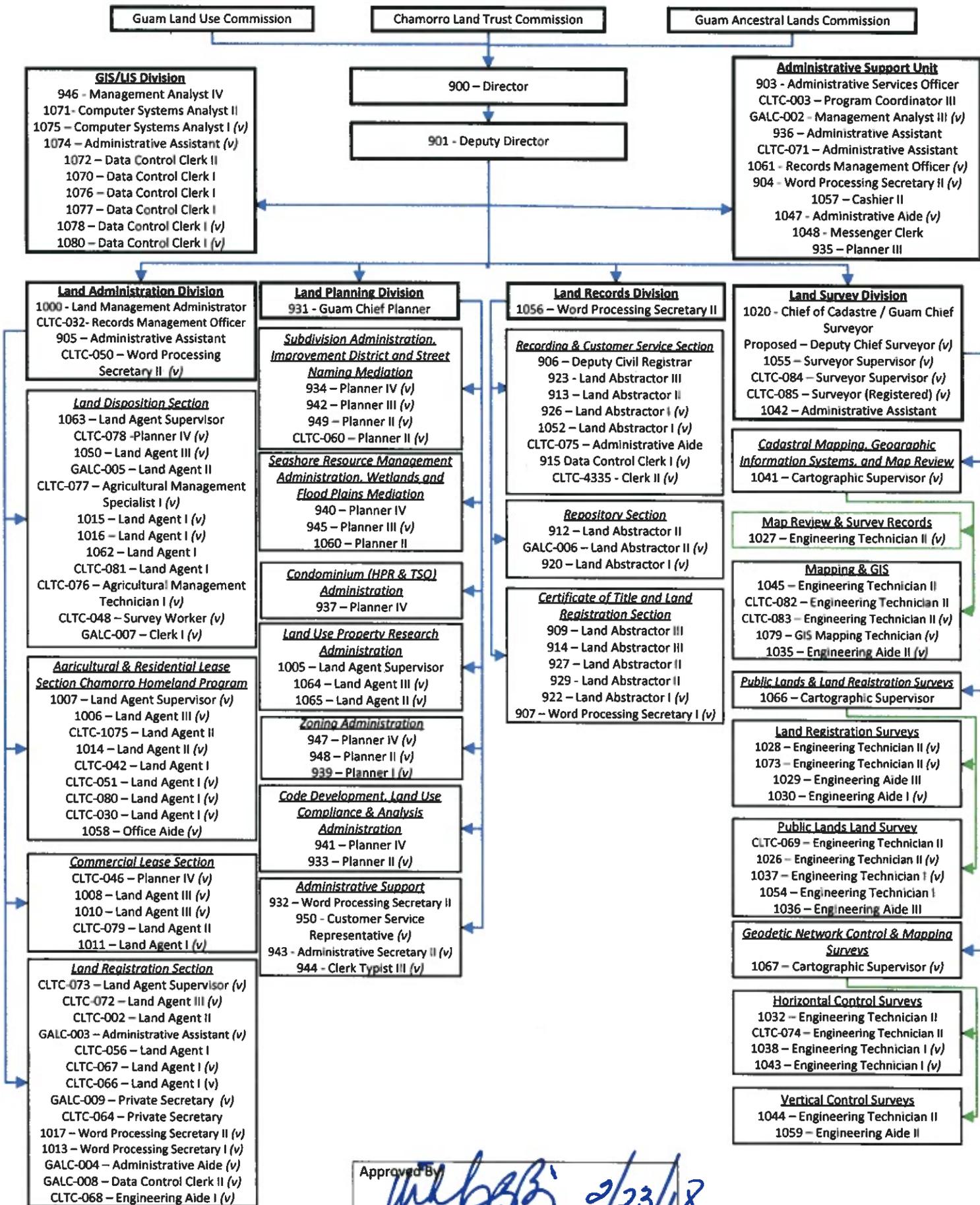
Agency Head: MICHAEL J.B. BORJA, Director

I certify that the attached budget, submitted herewith, has been reviewed for accuracy and that all requirements by the Bureau of Budget & Management Research (BBMR) have been met. I also acknowledge that this budget document will be returned to this department if any of the **BBMR requirements** is not met and/or if there are **inaccuracies** contained therein.

Agency Head:  Date: 2/22/2018  
(Signature)

**ORIGINAL**

# DEPARTMENT OF LAND MANAGEMENT FY 2019 ORGANIZATIONAL CHART



Approved By: *[Signature]* 2/23/18  
 MICHAEL J.B. BORJA, Director, DLM Date

ORIGINAL

AS400 Account Code	Appropriation Classification	GENERAL FUND 1/			SPECIAL FUND 2/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	38,487	39,971	41,488	2,442,830	2,535,687	2,545,032	0	0	0	2,481,327	2,575,628	2,586,518
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	17,965	18,604	19,326	881,458	940,984	945,920	0	0	0	899,323	959,596	965,246
	<b>TOTAL PERSONNEL SERVICES</b>	\$56,362	\$58,575	\$60,812	\$3,324,288	\$3,476,641	\$3,490,952	\$0	\$0	\$0	\$3,380,651	\$3,535,216	\$3,551,764
	<b>OPERATIONS</b>												
220	TRAVEL - Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	27,140	26,718	25,804	243,623	238,448	249,534	0	0	0	270,763	265,166	275,338
233	OFFICE SPACE RENTAL:	419,897	343,292	343,292	354,165	430,771	310,793	0	0	0	774,062	774,063	654,085
240	SUPPLIES & MATERIALS:	0	0	277	23,019	43,751	43,432	0	0	0	23,019	43,751	43,709
250	EQUIPMENT:	0	0	0	3,488	0	0	0	0	0	3,488	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	80	160	80	0	0	0	80	160	80
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	3,750	5,800	4,200	4,250	10,700	14,400	0	0	0	8,000	16,500	18,600
	<b>TOTAL OPERATIONS</b>	\$450,787	\$375,610	\$373,573	\$628,624	\$723,830	\$618,239	\$0	\$0	\$0	\$1,079,411	\$1,099,640	\$991,812
	<b>UTILITIES</b>												
361	Power:	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
363	Telephone/ Toll:	0	0	0	18,288	18,214	18,340	0	0	0	18,288	18,214	18,340
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$18,288	\$18,214	\$18,340	\$0	\$0	\$0	\$18,288	\$18,214	\$18,340
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	\$507,149	\$434,385	\$434,385	\$3,971,201	\$4,218,685	\$4,127,531	\$0	\$0	\$0	\$4,476,550	\$4,653,070	\$4,561,916
	1/ Department of Land Management (\$343,292) and Guam Ancestral Lands Commission (\$91,093)												
	2/ Land Survey Revolving Fund (\$3,085,354) and Chamorro Land Trust Operations Fund (\$1,042,177)												
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	4	3	3	0	0	0	4	3	3
	CLASSIFIED:	1	1	1	50	56	54	0	0	0	51	57	55
	<b>TOTAL FTEs</b>	1.00	1.00	1.00	54.00	59.00	57.00	0.00	0.00	0.00	55.00	60.00	58.00

ORIGINAL

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)								
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)						
	<b>PERSONNEL SERVICES</b>																		
111	Regular Salaries/Increments/Special Pay:	0	0	0	1,963,679	1,992,479	2,019,059	0	0	0	1,963,679	1,992,479	2,019,059						
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0						
113	Benefits:	0	0	0	702,221	732,575	739,628	0	0	0	702,221	732,575	739,628						
	<b>TOTAL PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$2,665,901	\$2,725,054	2,758,687	\$0	\$0	\$0	\$2,665,901	\$2,725,054	2,758,687						
	<b>OPERATIONS</b>																		
220	TRAVEL- Off-Island/Local Mileage Reimburse:	0	0	0	0	0	0	0	0	0	0	0	0						
230	CONTRACTUAL SERVICES:	0	0	0	88,754	91,193	91,193	0	0	0	88,754	91,193	91,193						
233	OFFICE SPACE RENTAL:	419,897	343,292	343,292	229,775	306,380	186,402	0	0	0	649,672	649,672	529,694						
240	SUPPLIES & MATERIALS:	0	0	0	17,262	33,532	23,532	0	0	0	17,262	33,532	23,532						
250	EQUIPMENT:	0	0	0	3,488	0	0	0	0	0	3,488	0	0						
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0						
271	DRUG TESTING:	0	0	0	40	120	0	0	0	0	40	120	0						
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0						
290	MISCELLANEOUS:	0	0	0	2,900	7,200	7,200	0	0	0	2,900	7,200	7,200						
	<b>TOTAL OPERATIONS</b>	\$419,897	\$343,292	\$343,292	\$342,219	\$438,425	308,327	\$0	\$0	\$0	\$762,116	\$781,717	\$651,619						
	<b>UTILITIES</b>																		
361	Power:	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						
363	Telephone/ Toll:	0	0	0	18,288	18,214	18,340	0	0	0	18,288	18,214	18,340						
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$18,288	\$18,214	18,340	\$0	\$0	\$0	\$18,288	\$18,214	18,340						
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
	<b>TOTAL APPROPRIATIONS</b>	\$419,897	\$343,292	\$343,292	\$3,026,408	\$3,181,693	\$3,085,354	\$0	\$0	\$0	\$3,446,305	\$3,524,985	\$3,428,646						
	1/ Land Survey Revolving Fund																		
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>																		
	UNCLASSIFIED:	0	0	0	2	2	2	0	0	0	2	2	2						
	CLASSIFIED:	0	0	0	38	42	41	0	0	0	38	42	41						
	<b>TOTAL FTEs</b>	0.00	0.00	0.00	40.00	44.00	43.00	0.00	0.00	0.00	40.00	44.00	43.00						

ORIGINAL

Function: General Government  
 Department: Land Management  
 Program: SUMMARY - CLTC  
 5624A1829\*\*\*\*\* (Per OFB Request)

Government of Guam  
 Fiscal Year 2019  
 Budget Digest

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salary/Increment/Spec Pay:	0	0	0	479,151	543,178	525,973	0	0	0	479,151	543,178	525,973
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	179,237	208,409	206,292	0	0	0	179,237	208,409	206,292
	<b>TOTAL PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$658,387	\$751,587	\$732,265	\$0	\$0	\$0	\$658,387	\$751,587	\$732,265
	<b>OPERATIONS</b>												
220	TRAVEL - Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0	154,869	147,255	158,341	0	0	0	154,869	147,255	158,341
233	OFFICE SPACE RENTAL:	0	0	0	124,390	124,391	124,391	0	0	0	124,390	124,391	124,391
240	SUPPLIES & MATERIALS:	0	0	0	5,757	10,219	19,900	0	0	0	5,757	10,219	19,900
250	EQUIPMENT:	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
271	DRUG TESTING:	0	0	0	40	40	80	0	0	0	40	40	80
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	1,350	3,500	7,200	0	0	0	1,350	3,500	7,200
	<b>TOTAL OPERATIONS</b>	\$0	\$0	\$0	\$286,406	\$285,405	\$309,912	\$0	\$0	\$0	\$286,406	\$285,405	\$309,912
	<b>UTILITIES</b>												
361	Power:	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
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	\$0	\$0	\$0	\$944,793	\$1,036,992	\$1,042,177	\$0	\$0	\$0	\$944,793	\$1,036,992	\$1,042,177
	1/ Chamorro Land Trust Operations Fund												
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	2	1	1	0	0	0	2	1	1
	CLASSIFIED:	0	0	0	12	14	13	0	0	0	12	14	13
	<b>TOTAL FTEs</b>	0.000	0.000	0.000	14.000	15.000	14.000	0.000	0.000	0.000	14.000	15.000	14.000

ORIGINAL

Function: General Government  
 Department: Land Management  
 Program: SUMMARY - GALC  
 5100A182970\*\*\*\* (Per OFB Request)

Government of Guam  
 Fiscal Year 2019  
 Budget Digest

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)			
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)	
	<b>PERSONNEL SERVICES</b>													
111	Regular Salary/Increments/Special Pay:	38,497	39,971	41,486	0	0	0	0	0	0	0	0	0	
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	
113	Benefits:	17,865	18,604	19,326	0	0	0	0	0	0	0	0	0	
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$56,362</b>	<b>\$58,575</b>	<b>\$60,812</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,362</b>	<b>\$58,575</b>	<b>\$60,812</b>
	<b>OPERATIONS</b>													
220	TRAVEL - Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	27,140	26,718	25,804	0	0	0	0	0	0	0	27,140	26,718	25,804
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	277	0	0	0	0	0	0	0	0	0	277
250	EQUIPMENT:	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
271	DRUG TESTING:	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
290	MISCELLANEOUS:	3,750	5,800	4,200	0	0	0	0	0	0	0	3,750	5,800	4,200
	<b>TOTAL OPERATIONS</b>	<b>\$30,890</b>	<b>\$32,518</b>	<b>\$30,281</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,890</b>	<b>\$32,518</b>	<b>\$30,281</b>
	<b>UTILITIES</b>													
361	Power:	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
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	<b>\$87,252</b>	<b>\$91,093</b>	<b>\$91,093</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$87,252</b>	<b>\$91,093</b>	<b>\$91,093</b>
	1/ Specify Special Fund													
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>													
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	1	1	1	0	0	0	0	0	0	0	1	1	1
	<b>TOTAL FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

ORIGINAL

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Director's Office & ASU - GF			\$ -	\$ -	\$ -
Director's Office & ASU - LSRF			\$ 91,193.00	\$ 91,193.00	\$ -
Land Administration, Land Planning, Land Records, Land Survey, GIS/LIS			\$ -	\$ -	\$ -
Chamorro Land Trust Commission			\$ 158,341.00	\$ 147,255.00	\$ 11,086.00
Guam Ancestral Lands Commission			\$ 25,804.00	\$ 26,718.00	\$ (914.00)
			\$ -	\$ -	\$ -
<b>Total Contractual</b>			\$ 275,338.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Director's Office & ASU - GF			\$ -	\$ -	\$ -
Director's Office & ASU - LSRF			\$ 23,532.00	\$ 33,532.00	\$ (10,000.00)
Land Administration, Land Planning, Land Records, Land Survey, GIS/LIS			\$ -	\$ -	\$ -
Chamorro Land Trust Commission			\$ 19,900.00	\$ 10,219.00	\$ 9,681.00
Guam Ancestral Lands Commission			\$ 277.00	\$ -	\$ 277.00
			\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			\$ 43,709.00		

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Director's Office & ASU - GF			\$ -	\$ -	\$ -
Director's Office & ASU - LSRF			\$ -	\$ -	\$ -
Land Administration, Land Planning, Land Records, Land Survey, GIS/LIS			\$ -	\$ -	\$ -
Chamorro Land Trust Commission			\$ -	\$ -	\$ -
Guam Ancestral Lands Commission			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Total Equipment</b>			\$ -		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Director's Office & ASU - GF			\$ -	\$ -	\$ -
Director's Office & ASU - LSRF			\$ 7,200.00	\$ 7,200.00	\$ -
Land Administration, Land Planning, Land Records, Land Survey, GIS/LIS			\$ -	\$ -	\$ -
Chamorro Land Trust Commission			\$ 7,200.00	\$ 3,500.00	\$ 3,700.00
Guam Ancestral Lands Commission			\$ 4,200.00	\$ 5,800.00	\$ (1,600.00)
			\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			\$ 18,600.00		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Director's Office & ASU - GF			\$ -	\$ -	\$ -
Director's Office & ASU - LSRF			\$ -	\$ -	\$ -
Land Administration, Land Planning, Land Records, Land Survey, GIS/LIS			\$ -	\$ -	\$ -
Chamorro Land Trust Commission			\$ -	\$ -	\$ -
Guam Ancestral Lands Commission			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			\$ -		

ORIGINAL

FUNCTIONAL AREA: GENERAL GOVERNMENT

DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT

PROGRAM: SUMMARY

FUND: LAND SURVEY REVOLVING FUND / CHAMORRO LAND TRUST OPERATIONS FUND / GENERAL FUND

(A) No.	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Speciate	(H) Increment		(I) Amt.	(J) (E+F+G+I) Subtotal	(K) Retirement (J * 28.50%) 1/	(L) Retire (DDI) (\$19,017*28FP) 2/	(M) Social Security (6.2% * J)	(N) Benefits			(O) Life 3/	(P) Medical (Pensions)			(Q) Dental (Pensions)		(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
							Date	Amt.						Medicare (1.45% * J)	Life 3/	Medical (Pensions)		Dental (Pensions)						
1	Land Survey Revolving Fund			\$419,641	\$0	\$0			\$3,903	\$423,544	\$120,710	\$1,980	\$0	\$6,142	\$1,496	\$24,048	\$2,025	\$156,401	\$279,945					
2	Director's Office & ASU			182,614	0	0			4,114	186,728	53,318	990	0	2,707	748	11,850	602	70,115	264,443					
3	Land Administration Division			394,498	0	0			8,166	402,664	114,759	1,485	0	5,838	1,309	22,501	1,802	147,694	550,358					
4	Land Planning Division			389,415	0	0			4,816	394,231	112,355	1,485	0	5,716	1,683	24,775	1,427	147,441	541,872					
5	Land Records Division			446,835	0	0			7,089	453,924	129,349	1,980	0	6,581	1,870	22,769	1,791	144,340	610,244					
6	GIS/LIS Division			155,341	0	0			2,627	157,968	45,020	2,475	0	2,290	935	2,492	204	53,416	211,384					
7	Subtotal - LS/RP			1,988,344	0	0			30,735	2,019,079	578,431	10,395	0	29,275	8,041	108,435	8,051	739,428	2,758,487					
8	Chamorro Land Trust Fund																							
9																								
10	CLTC - Pooled			519,461	0	0			6,512	525,973	149,203	4,950	0	7,628	2,618	38,596	2,997	206,292	732,265					
11	CLTC - Unfunded			0	0	0			0	0	0	0	0	0	0	0	0	0	0					
12	Subtotal - CLTOP			519,461	0	0			6,512	525,973	149,203	4,950	0	7,628	2,618	38,596	2,997	206,292	732,265					
13	General Fund																							
14																								
15	Guam Ancestral Lands Commission			40,841	0	0			645	41,486	11,824	0	0	602	187	6,340	373	19,136	60,812					
16	Subtotal - General Fund			40,841	0	0			645	41,486	11,824	0	0	602	187	6,340	373	19,136	60,812					
17																								
18																								
19																								
20																								
				GRAND TOTAL	\$2,548,646	\$0	\$0		\$37,872	\$2,586,518	\$737,158	\$15,345	\$0	\$37,505	\$10,846	\$153,371	\$11,021	\$945,246	\$3,531,764					

\* Night Differential / Hazardous / Worker's Compensation / etc.  
 1/ FY 2019 (Proposed) Gov/Guam contribution rate of 28.50% for the Government of Guam Retirement is subject to change.  
 2/ FY 2019 (Proposed) Gov/Guam contribution rate of \$19,017 (bi-weekly) for DDI is subject to change.  
 3/ FY 2019 (Proposed) Gov/Guam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

ORIGINAL

FUNCTIONAL AREA: GENERAL GOVERNMENT

DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT

PROGRAM: SUMMARY

FUND: LAND SURVEY REVOLVING FUND / CHAMORRO LAND TRUST OPERATIONS FUND / GENERAL FUND

(A) No.	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(I) Amt.	(J) Subtotal	(K) Retirement (J * 27.83%)	(L) Retire (DDI) (\$19.01 * 287P)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life I/	(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL	
							Date	Rate												
1	Land Survey Revolving Fund																			
2	Director's Office & ASU			\$414,549	\$0	\$0			\$2,952	\$417,501	\$116,191	\$1,980	\$0	\$6,054	\$1,496	\$24,048	\$2,025	\$151,794	\$559,295	
3	Land Administration Division			175,247	0	0			3,966	179,213	50,071	990	0	2,609	748	11,350	602	44,870	244,783	
4	Land Planning Division			384,094	0	0			4,213	390,907	108,789	1,485	0	5,648	1,309	22,501	1,802	141,554	532,461	
5	Land Records Division			379,086	0	0			4,915	384,001	106,866	1,485	0	5,567	1,683	24,021	1,627	143,249	527,250	
6	Land Survey Division			469,096	0	0			7,410	477,106	131,778	2,475	0	4,918	2,057	29,109	2,164	175,501	652,607	
7	GIS/LIS Division			150,010	0	0			1,801	151,711	42,800	2,475	0	2,215	934	2,492	204	50,820	203,532	
8	Subtotal - LSMP			1,974,883	0	0			25,287	2,000,199	587,195	10,890	0	29,031	6,227	116,021	6,424	729,789	2,731,928	
9	Chamorro Land Trust Fund																			
10																				
11	CLTC - Funded			534,706	0	0			4,366	541,072	150,581	5,648	0	7,847	2,805	44,936	2,970	214,584	755,656	
12	CLTC - Unfunded			0	0	0			0	0	0	0	0	0	0	0	0	0	0	0
13	CLTC - LTA Positions per P.L. 32-181			31,076	0	0			0	31,076	8,648	495	0	451	187	2,312	204	12,497	43,573	
14	Subtotal - CLTOP			\$67,782	0	0			4,366	572,148	159,229	5,940	0	8,298	2,992	47,448	3,174	227,081	799,229	
15	General Fund																			
16																				
17	Guam Ancestral Lands Commission			39,350	0	0			621	39,971	11,124	0	0	580	187	6,240	373	18,604	58,575	
18	Subtotal - General Fund			39,350	0	0			621	39,971	11,124	0	0	580	187	6,240	373	18,604	58,575	
19																				
20																				
				Grand Total:	\$2,984,014	\$0	\$0		\$30,244	\$2,814,268	\$727,548	\$16,830	\$0	\$37,909	\$11,405	\$169,809	\$11,971	\$975,474	\$3,599,732	

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

1/ FY 2018 GovGuam contribution for Life Insurance is \$187 per annum

ORIGINAL

**Government of Guam  
Fiscal Year 2019**

**Department / Agency Narrative**

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

**DEPT. / AGENCY:** Department of Land Management – Director’s Office & ASU

**MISSION STATEMENT:**

1. To maintain and effectively manage the destiny of all public lands considering the social and economic factors.
2. To ensure an effective management regulation and control of developments determined to be in the best public interest for its continued social and economic welfare.
3. To operate with positive and dynamic philosophy of management vital to the effective and efficient operation of the Department.
4. Maintains several authorities:
  - Executive Secretary, Guam Land Use Commission (21 GCA, Chapter 60);
  - Administrator, Territorial Seashore Protection Commission (21 GCA, Chapter 63);
  - Territorial Recorder (21 GCA, Chapter 60);
  - Territorial Cadastre (21 GCA, Chapter 60);
  - Territorial Surveyor (21 GCA, Chapter 60);
  - Administrative Director, Chamorro Land Trust Commission (21 GCA, Ch. 75, Reorganization Advisory No. 9.
5. To automate and secure Geographic and Land Information Systems within the Department.
6. To evaluate management services, effectiveness and recommend or initiate changes in policies, procedures and program requirements for improved departmental effectiveness.
7. To re-vamp the Record Sections to adequately accommodate the public demand for Certificate of Titles and abstract research.
8. To complete the overhaul of Land Administration Division’s current programs with respect to Government Lands.
9. To ensure all government lands are registered, monitored, and protected.

10. To supervise the operation of the Department's legal mandates.
11. To develop an effective system of operation towards high performance standards in order to promote and provide better and satisfactory services to the general public.
12. To monitor and supervise the implementation and completion of programs established under various Public Laws affecting the Department.
13. To ensure security of record keeping systems and to implement the automation and digitalization of the Department.
14. To ensure the highest and best use of all Chamorro Land Trust lands.

**GOALS AND OBJECTIVES:**

1. Management and Leadership
2. General Administration and Operations

To provide management functions and leadership to department staff. To provide efficient engagement of department staff along with the department's financial facilities and physical resources 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 personnel support.
5. Provide fiscal and property accountability of the department's assets.
6. Obtain capital funding for the construction of a modern land records vault and library.
7. Provide the resources to update and keep current the recording indices.
8. Pool personnel within and outside department for data entry of records.
9. Ensure that other fund sources are available for facility construction and upgrade.
10. Provide technological applications of systems that facilitate program efficiency.

**Decision Package  
FY 2019**

**Department/Agency:** Department of Land Management

**Division/Section:** Director's Office & ASU

**Program Title:**

**Activity Description:**

Please refer to individual divisions.

**Major Objective(s):**

Please refer to individual divisions.

**Short-term Goals:**

Please refer to individual divisions.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
Please refer to individual divisions.			



AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	0	0	0	382,508	415,648	423,544	0	0	0	382,508	415,648	423,544
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	140,693	154,817	156,401	0	0	0	140,693	154,817	156,401
	<b>TOTAL PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$523,201	\$570,465	\$579,945	\$0	\$0	\$0	\$523,201	\$570,465	\$579,945
	<b>OPERATIONS</b>												
220	TRAVEL - Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0	88,754	91,193	91,193	0	0	0	88,754	91,193	91,193
233	OFFICE SPACE RENTAL:	419,897	343,292	343,292	229,775	306,380	186,402	0	0	0	649,672	649,672	529,894
240	SUPPLIES & MATERIALS:	0	0	0	17,262	33,532	23,532	0	0	0	17,262	33,532	23,532
250	EQUIPMENT:	0	0	0	3,488	0	0	0	0	0	3,488	0	0
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	40	120	0	0	0	0	40	120	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	2,900	7,200	7,200	0	0	0	2,900	7,200	7,200
	<b>TOTAL OPERATIONS</b>	\$419,897	\$343,292	\$343,292	\$342,219	\$438,425	\$308,327	\$0	\$0	\$0	\$762,116	\$761,717	\$651,619
	<b>UTILITIES</b>												
361	Power:	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
363	Telephone/ Toll:	0	0	0	18,288	18,214	18,340	0	0	0	18,288	18,214	18,340
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$18,288	\$18,214	\$18,340	\$0	\$0	\$0	\$18,288	\$18,214	\$18,340
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	\$419,897	\$343,292	\$343,292	\$883,708	\$1,027,104	\$906,612	\$0	\$0	\$0	\$1,303,606	\$1,370,386	\$1,248,904
	1/ Land Survey Revolving Fund												
	<b>FULL TIME EQUIVALENCES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	2	2	2	0	0	0	2	2	2
	CLASSIFIED:	0	0	0	4	6	6	0	0	0	4	6	6
	<b>TOTAL FTEs</b>	0.000	0.000	0.000	6.000	8.000	8.000	0.000	0.000	0.000	6.000	8.000	8.000

ORIGINAL

Schedule A - Off-Island Travel

Department/Agency: Department of Land Management

Division: Director's Office & ASU, Land Administration, Land Planning, Land Records, Land Survey, and GIS/LIS

Program: Land, Housing and Natural Resources

<b>Purpose / Justification for Travel</b>				
<b>N/A</b>				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

<b>Purpose / Justification for Travel</b>				
<b>N/A</b>				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

<b>Purpose / Justification for Travel</b>				
<b>N/A</b>				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

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

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Contractual</b>			\$ -	\$ -	\$ -

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			\$ -	\$ -	\$ -

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Equipment</b>			\$ -	\$ -	\$ -

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			\$ -	\$ -	\$ -

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -

ORIGINAL

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Xerox WC7845 copier/printer/scanner/fax	12	\$1,325.00	\$ 15,900.00	\$ 15,900.00	\$ -
Excess Prints for WC7845	12	\$300.00	\$ 3,600.00	\$ 3,600.00	\$ -
Postage Meter Annual Rental	1	\$584.00	\$ 584.00	\$ 584.00	\$ -
3CX Open Purchase Order	1	\$5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
Annual Guam POST subscription	1	\$240.00	\$ 240.00	\$ 240.00	\$ -
MS Active Directory (Network Security)	85	\$54.00	\$ 4,590.00	\$ 4,590.00	\$ -
MS Exchange (Email)	69	\$90.00	\$ 6,210.00	\$ 6,210.00	\$ -
Property Taxes	1	\$6,011.00	\$ 6,011.00	\$ 6,011.00	\$ -
Vehicle Maintenance	12	\$500.00	\$ 6,000.00	\$ 6,000.00	\$ -
Advertisement	1	\$6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -
ESRI Enterprise License (116 licenses)	1	\$9,700.00	\$ 9,700.00	\$ -	\$ 9,700.00
Appraisal Services (Land Exchange)	5	\$4,735.60	\$ 23,678.00	\$ 33,378.00	\$ (9,700.00)
Symantec Endpoint Protection (Anti-Virus)	80	\$46.00	\$ 3,680.00	\$ 3,680.00	\$ -
<b>Total Contractual</b>			<b>\$ 91,193.00</b>		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
United States Postal Service	2	\$500.00	\$ 1,000.00	\$ 1,000.00	\$ -
Office Supplies	1	\$20,000.00	\$ 20,000.00	\$ 30,000.00	\$ (10,000.00)
Fuel	12	\$211.00	\$ 2,532.00	\$ 2,532.00	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			<b>\$ 23,532.00</b>		

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
UPS	0	\$300.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Equipment</b>			<b>\$ -</b>		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Stipends, 6 mem x \$50 x 2 mtg/mo = \$600	12	\$600.00	\$ 7,200.00	\$ 7,200.00	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			<b>\$ 7,200.00</b>		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			<b>\$ -</b>		

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[DBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: DIRECTOR'S OFFICE & ADMINISTRATIVE SUPPORT UNIT  
FUND: LAND SURVEY REVOLVING FUND 5222A182900CA202 (per OFB Request)

(A) No.	(B) Position Title I/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(I) Amt.	(J) Subtotal	(K)-(S) Benefits									
							Date				(E-F+G+I) Subtotal	Retirement (J * 28.50%) 2/	Retire (DDI) (\$19.01*26FP) 3/	Social Security (6.2% * J)	Medicare (1.45% * J)	Life	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	UC - Director (TDP)	Borja, Michael J.B.	E-U-1	\$81,522	\$0	\$0			\$0	\$81,522	\$23,234	\$0	\$0	\$1,182	\$187	\$2,772	\$373	\$27,748	\$109,270	
2	UC - Deputy Director (TDP)	Camacho, David V.	E-S-1	70,873	0	0	11/18/2018	0	20,199	70,873	16,503	0	1,028	187	6,340	373	28,127	99,000		
3	Administrative Services Officer	Flores, Virginia R.	N-07	56,268	0	0	4/14/2019	990	15,169	57,904	495	0	840	187	4,567	269	22,861	80,765		
4	Planner III	Garcia, Mario R.	N-05	52,235	0	0	2/26/2020	0	12,942	53,225	0	0	772	187	2,772	373	19,768	72,993		
5	Administrative Assistant	Muna, Patricia A.	J-12	45,411	0	0	9/27/2019	170	18,388	45,411	0	0	658	187	1,246	204	15,237	60,648		
6	Management Analyst IV	Tydingco, George B.	O-08	64,350	0	0	11/25/2018	767	6,515	64,520	495	0	936	187	2,512	204	22,227	86,747		
7	Management Clerk (TDP)	Sanjos, Terence J.T.	D-05	22,094	0	0	6/16/2019	340	7,760	22,861	495	0	395	187	3,839	229	7,528	30,389		
8	Messenger II	Tuacap, Kerilyn D.P.	F-05	26,888	0	0		0	0	27,228	0	0	0	0	0	0	0	12,905	40,133	
9	Word Processing Secretary II	VACANT 7/29/16 (Jimenez, M.)	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
10	Records Management Officer	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
11	Administrative Aide	VACANT	F-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
12				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
13				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
14				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
15				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
16				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
17				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
18				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
19				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
20				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
21				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
22				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
23				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
24				0	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	0	
Grand Total:				\$419,641	\$0	\$0			\$3,903	\$423,544	\$120,710	\$1,980	\$0	\$6,142	\$1,496	\$24,048	\$2,025	\$156,401	\$579,945	

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).  
2/ FY 2019 (Proposed) GovGuam contribution rate of 28.50% for the Government of Guam Retirement is subject to change.  
3/ FY 2019 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.  
4/ FY 2019 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

Input by Department																	
Special Pay Categories																	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)							
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	900	UC - Director (TDP)	Borja, Michael J.B.	\$0	\$0	\$0	\$0	\$0	\$0	\$0							
2	901	UC - Deputy Director (TDP)	Camacho, David V.	0	0	0	0	0	0	0							
3	903	Administrative Services Officer	Flores, Virginia R.	0	0	0	0	0	0	0							
4	935	Planner III	Garcia, Mario R.	0	0	0	0	0	0	0							
5	936	Administrative Assistant	Muna, Patricia A.	0	0	0	0	0	0	0							
6	946	Management Analyst IV	Tydingco, George B.	0	0	0	0	0	0	0							
7	1048	Messenger Clerk (TDP)	Santos, Terence J.T.	0	0	0	0	0	0	0							
8	1057	Cashier II	Tuacab, Kerlyn D.P.	0	0	0	0	0	0	0							
9	904	Word Processing Secretary II	VACANT 7/29/16 (Jimenez, M.)	0	0	0	0	0	0	0							
10	1061	Records Management Officer	VACANT	0	0	0	0	0	0	0							
11	1047	Administrative Aide	VACANT	0	0	0	0	0	0	0							
12	0	0	0	0	0	0	0	0	0	0							
13	0	0	0	0	0	0	0	0	0	0							
14	0	0	0	0	0	0	0	0	0	0							
15	0	0	0	0	0	0	0	0	0	0							
16	0	0	0	0	0	0	0	0	0	0							
17	0	0	0	0	0	0	0	0	0	0							
18	0	0	0	0	0	0	0	0	0	0							
19	0	0	0	0	0	0	0	0	0	0							
20	0	0	0	0	0	0	0	0	0	0							
21	0	0	0	0	0	0	0	0	0	0							
22	0	0	0	0	0	0	0	0	0	0							
23	0	0	0	0	0	0	0	0	0	0							
24	0	0	0	0	0	0	0	0	0	0							
25	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-8am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 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 CFD ambulatory service personnel, 15% of reg. rate of pay

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: DIRECTOR'S OFFICE & ADMINISTRATIVE SUPPORT UNIT  
FUND: LAND SURVEY REVOLVING FUND 5222A182900CA202 (per OFB Request)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
							Date	Am't.											
No.	Position Number	Position Title I/	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Retirement (J * 27.83%)	Retire (DDI) (\$19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life Z/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	900	UC - Director (TDP)	Borja, Michael J.B.	E-U-1	\$81,522	\$0	\$0			\$81,522	\$22,688	\$0	\$0	\$1,182	187	\$2,772	\$373	\$27,202	\$108,724
2	901	UC - Deputy Director (TDP)	Camacho, David V.	E-S-1	70,873	0	0	11/18/2018	0	70,873	19,724	0	0	1,028	187	6,340	373	27,652	98,525
3	903	Administrative Services Officer	Flores, Virginia R.	N-07	56,268	0	0	4/14/2018	954	56,268	15,639	495	0	816	187	4,567	269	21,993	78,261
4	935	Planner III	Garcia, Mario R.	N-04	50,328	0	0	2/26/2018	931	51,262	14,272	495	0	744	187	2,772	373	18,843	70,125
5	936	Administrative Assistant	Muna, Patricia A.	J-11	44,015	0	0	9/27/2019	740	44,946	12,508	0	0	652	187	1,246	204	14,797	59,743
6	946	Management Analyst IV	Tyrlington, George B.	O-08	64,350	0	0	11/25/2017	740	64,350	17,909	0	0	933	187	2,512	204	21,745	86,095
7	1048	Messenger Clerk (TDP)	Santos, Terence J.T.	D-04	21,287	0	0	6/16/2018	327	22,027	6,130	495	0	319	187	0	0	7,131	29,158
8	1057	Cashier II	Tuncop, Kerilyn D.P.	F-04	26,906	0	0			26,233	7,301	495	0	380	187	3,839	229	12,431	38,664
9	904	Word Processing Secretary II	VACANT (7/29/16 (Jimenez, M.)	H-01	0	0	0			0	0	0	0	0	0	0	0	0	0
10	1061	Records Management Officer	VACANT	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0
11	1047	Administrative Aide	VACANT	F-01	0	0	0			0	0	0	0	0	0	0	0	0	0
12					0	0	0			0	0	0	0	0	0	0	0	0	0
13					0	0	0			0	0	0	0	0	0	0	0	0	0
14					0	0	0			0	0	0	0	0	0	0	0	0	0
15					0	0	0			0	0	0	0	0	0	0	0	0	0
16					0	0	0			0	0	0	0	0	0	0	0	0	0
17					0	0	0			0	0	0	0	0	0	0	0	0	0
18					0	0	0			0	0	0	0	0	0	0	0	0	0
19					0	0	0			0	0	0	0	0	0	0	0	0	0
20					0	0	0			0	0	0	0	0	0	0	0	0	0
21					0	0	0			0	0	0	0	0	0	0	0	0	0
22					0	0	0			0	0	0	0	0	0	0	0	0	0
23					0	0	0			0	0	0	0	0	0	0	0	0	0
24					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
					Grand Total:					\$414,549	\$2,952	\$1,980	\$0	\$6,054	\$1,496	\$24,048	\$2,025	\$151,794	\$569,295

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)  
2/ FY 2018 Guam contribution for Life Insurance is \$187 per annum

Input by Department

Input by Department

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

Input by Department											
(A)	(B)	(C)	(D)	Special Pay Categories						(K)	
				(E)	(F)	(G)	(H)	(I)	(J)		
Position No.	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 1/ 10%	Hazard Pay 2/ 10%	Hazard Pay 3/ 8%	Nurse Sundry Pay 4/ 1.5	Nurse Pay 5/ 1.5	EMT Pay 6/ 15%	D+E+F+C+H+I+J Subtotal	
1	900	UC - Director (TDP)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	901	UC - Deputy Director (TDP)	Bojia, Michael J.B.	0	0	0	0	0	0	0	
3	903	Administrative Services Officer Planner III	Carneado, David V.	0	0	0	0	0	0	0	
4	935	Administrative Assistant	Riores, Virginia R.	0	0	0	0	0	0	0	
5	936	Administrative Assistant	Garcia, Mario R.	0	0	0	0	0	0	0	
6	946	Management Analyst IV	Muna, Patricia A.	0	0	0	0	0	0	0	
7	1048	Messenger Clerk (TDP)	Tydingco, George B.	0	0	0	0	0	0	0	
8	1057	Cashier II	Santos, Terence J.T.	0	0	0	0	0	0	0	
9	904	Word Processing Secretary II	Tuncap, Kerlyn D.P.	0	0	0	0	0	0	0	
10	1061	Records Management Officer	VACANT 7/29/16 (Jimenez, M.)	0	0	0	0	0	0	0	
11	1047	Administrative Aide	VACANT	0	0	0	0	0	0	0	
12	0			0	0	0	0	0	0	0	
13	0			0	0	0	0	0	0	0	
14	0			0	0	0	0	0	0	0	
15	0			0	0	0	0	0	0	0	
16	0			0	0	0	0	0	0	0	
17	0			0	0	0	0	0	0	0	
18	0			0	0	0	0	0	0	0	
19	0			0	0	0	0	0	0	0	
20	0			0	0	0	0	0	0	0	
21	0			0	0	0	0	0	0	0	
22	0			0	0	0	0	0	0	0	
23	0			0	0	0	0	0	0	0	
24	0			0	0	0	0	0	0	0	
25	0			0	0	0	0	0	0	0	
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	

ORIGINAL



**LISTING OF OFFICIAL VEHICLES - FY 2018**

1	4478	Red	HYUNDAI	TUCSON GLS, WAGON	2006	KM8JN72D46U428343
2	4474	Blue	NISSAN	FRONTIER, 4X4 PICKUP	2006	1N6AD07W16C400981
3	4475	Silver	NISSAN	FRONTIER, 4X4 PICKUP	2006	1N6AD07W66C437945
4	4513	White	DODGE	CARAVAN, SE	2006	1D4GP5R56B738308
5	4558	Silver	TOYOTA	4-RUNNER, 5-DOOR, WAGON	2007	JTEBU14R578099174
6	4636	Silver	TOYOTA	TACOMA, 4X4, DOUBLE CAB PICKUP	2007	5TEMU52N72401683
7	4659	Silver	TOYOTA	TACOMA, 4X4, DOUBLE CAB PICKUP	2007	5TEMU52N37249915
8	6471	Gray	TOYOTA	TACOMA, REG CAB, 4x2	2013	5TFTX4CN9DX030022
9	6499	White	KIA	RIO 5 DOOR WAGON	2013	KNADM5A39D6238621
10	6500	White	KIA	RIO 5 DOOR WAGON	2013	KNADM5A32D6268348
11	4985	Gray	FORD	F-150, 4X4 PICKUP	2016	1FTEW1E85GKD68701
12	4986	Black	FORD	F-150, 4X4 PICKUP	2016	1FTEW1E89GKE20637
13	4987	White	FORD	F-150, 4X4 PICKUP	2016	1FTEW1E87GKD68702
14	5773	White	FORD	EXPLORER, SPORT UTILITY 5D	2017	1FM5K8B84HGA82430

**ORIGINAL**

**Government of Guam**  
**Fiscal Year 2018 Budget**  
**Equipment / Capital and Space Requirement**

[BBMR EL-1]

			<b>Joseph B. Cruz Jr.</b>
Chair /black	1	100%	w/wheels, fabric seat and back, adjustable height, high back
Plastic White Table	1	100%	White
L-Shape Secretarial Desk	1	100%	Gray, 7 drawers
Casio Calculator	1	100%	Model No. HR-150TE, Light Gray
Yealink Telephone	1	100%	S/N:4108314070007315, Black
Filing cabinets	3	100%	black
Dell CPU Hard Drive	1	100%	S/N:72Q6G2S, Black
Dell Mouse	1	100%	S/N:4K93W, Grey & Black
Dell Keyboard	1	100%	S/N:CN-07VHY1-75131-2AM-0159-A00, Black
Dell Monitor	1	100%	S/N:CN-04MT20-72872-2CF-C09L, Black
Dell Monitor	1	100%	S/N:CN-0M2GCR-74261-1AC-0NKL
Binding Machine, GBC, Gray	1	100%	XC03460P
Computer speaker	1	100%	SN - EMCPU1-1G8370089383
Desk	1	100%	Beige w/dark brown top
2 Drawer	1	100%	Brown
Comtrend Nexus Link router	1	100%	SN - 15A3112UXXF-AA001123
Powercom Ups System	1	100%	SN - 40064461404
			<b>Hallway Storage</b>
Filing Cabinet, (1) 372, (1) 638, (1) C-757, (1) 4240000125, (1) 4240000305, (1) 4240000126	6	100%	Beige, 4-drawers
Filing Cabinet	4	100%	Black, 4-drawers
Filing Cabinet	1	100%	Beige, 2-drawer, C371
Distribution 5-Drawer	1	100%	Beige, w/clear trays
Storage Shelf	3	100%	Beige, 2-door
Book Shelf	3	100%	Beige, w/glass doors, (1) #960, (1) #D/34 K961, (1) # 4
Paper Trimmer	1	100%	X-Acto
			<b>Storage Room</b>
Chairs	2	100%	beige metal chairs foldable
Step Ladder	1	100%	2-step, gray
Folding tables	4	100%	6' white plasticwith metal legs
Folding tables	1	100%	6' brown compressed wood with metal legs
Push Cart, 28'x18' w/folding handle	1	100%	28'x18' w/folding handle green/blue color
UPS	1	100%	black, Model BNT-1500AP, S/N 4068751505
Water Jug, 10 gal	1	50%	Igloo, orange/white
Water Jug, 5 gal	1	50%	Rubbermaid, orange/white
Boxes with christmas decoration	8	50%	
			<b>Kitchen</b>
Table	1	100%	white plastic folding with metal legs
Chairs	2	100%	beige metal chairs foldable
Refrigerator	1	100%	2 door top and bottom
Drawer	1	100%	3 drawers oakwood
Microwave	1	100%	Panasonic
			<b>Cashier's Office - Kerilyn Tuncap</b>
Chairs, regular	3	100%	
Chairs, rolling	2	100%	
5 drawers	2	100%	
File cabinet	1	100%	
2-shelve cabinet	1	100%	

**Government of Guam**  
**Fiscal Year 2018 Budget**  
**Equipment / Capital and Space Requirement**

[BBMR EL-1]

Register drawer	1	100%	
apc back-ups-PRO1000	1	100%	
dell tower-99V1LG2	1	100%	
dell monitors-HHNRB2/911PRB2	2	100%	
dell speakers-AX210 (pair)	1	100%	
dell mouse-MOCZUL	1	100%	
DELL KEYBOARD	1	100%	CN-ORKON-71616-68C-OT64-A03
Epson printer-M244A	1	100%	
Yealink phone-T2C-T19P	1	100%	
Verifone credit card machine-VX520	1	100%	
Verifone credit card keypad-VX805 CTLS	1	100%	
Canon calculator-MP21DX	1	100%	
NETWORK SWITCH	1	100%	C 3COM SUPER STACK-7PVOT6C57CC0
			<b>Cashier's Storage</b>
4 DRAWER FILE CABNIET	1	100%	
2 DRAWER FILE CABINET	2	100%	
DELL MONITOR-P2412HB	1	100%	
DELL KEYBOARD-SK-3205	1	100%	
DELL TOWER-JK5RD2S	1	100%	
DELL MOUSE-CN-OKW2YH-71616- 25J-15NF	1	100%	
<b>SPACE REQUIREMENT (for Personnel and Equipment/Capital)</b>	<b>Total Program Space (Sq. Ft.):</b>	<b>3028.0</b>	<b>Total Program Space Occupied (Sq. Ft.):</b>
<b>Description</b>	<b>Square Feet</b>	<b>Percent of Total Program Space</b>	<b>Comments</b>
Director's Office/Admin Support Unit	3,028.0	100.0%	

Bureau of Budget Management Research  
 Prior Year Obligations (FY 2018 and Prior FYs)

BBMR PYO-1

Director's Office & ASU, Land Administration, Land Planning, Land Records, Land Survey, and GIS/LIS

A Transaction/ Obligation Date	B Transaction Type	C Vendor	D General Fund (\$)	E Special Fund (\$)	F Federal Fund (\$)	G Reasons for Nonsubmittal or Nonpayment
N/A						
<b>Total</b>			\$0.00	\$0.00	\$0.00	

Note:  
 Column A: Completion date of transaction or event prior to October 1, 2017.  
 Column B: Transaction Type such as personnel action, contracts, etc.  
 Column C: Vendor or Party owed  
 Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.  
 Column G: Note item of concern.

**ORIGINAL**

**Government of Guam  
Fiscal Year 2019 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 mainstay 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 the 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.

Governor's Advisory No. 9. merged the existing CLTC employees with the Land Administration Division taking on the mandates established under the Chamorro Land Trust Act.

The Division is currently staffed by two (2) 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.

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.

**Decision Package  
FY 2019**

Department/Agency: Department of Land Management

Division/Section:

Land Administration

**Program Title Public Land**

**Activity Description:**

Maintain and update records on the legal status of all government real property. Certify all government parcels for development project proposed by other agencies funded by local and/or federal funds. Manage the dispositions of government land mandated by public laws or administrative actions.

**Major Objective(s):**

To service the general public and government institutes 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 land transactions documentation submitted for approval to the Attorney General and the Governor of Guam.

**Short-term Goals:**

To ensure that all contracts executed are in strict compliance and in accordance with the contract and to provide Government agencies assurance on the legal status of public lands affected by their development.

**Workload Output**

Workload Indicator:	FY 2017 Level of Accomplishment	FY 2018 Anticipated Level	FY 2019 Projected Level
<b>Public Lands Inventory</b>	<b>Validation of 300 legal status of Land Ownership</b>	<b>Work collectively with Agencies to determine administrative jurisdiction.</b>	<b>Certify the Govt Land Inventory</b>
<b>Land for the Landless Program</b>	<b>Review and update of 386 accounts.</b>	<b>Collect on 386 outstanding accounts</b>	<b>Analyze all accounts for finalization of land transaction documentations and transfer of remaining uncollected accounts to Chamorro Land Trust Commission.</b>

**ORIGINAL**

**Decision Package  
FY 2019**

Department/Agency: Department of Land Management      Division/Section: Land Administration

**Program Title** Land Registration Act

**Activity Description:**  
 Coordinate with the Territorial Surveyor in identifying all government parcels for Land Registration.  
 Obtain and compile property listing of the current land owners bounded by government parcel for Land Registration.  
 With the assistance of the Attorney General's Office, Land Administration Division is tasked to serve all adjoining landowners with the Notice of Declaration of Services.  
 Testify on Land Registration Cases at the Superior Court of Guam as Government witness in the event that Notice of Declaration of Service is challenged.

**Major Objective(s):**  
 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 any boundaries adjoining private landowners.  
 To ensure that all adjoining landowners and unknown claimants are notified of the up-coming Land Registration Cases.

**Short-term Goals:**  
 To ensure that all government parcels are registered and titled under the Government of Guam.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Land Registration Act</b>	<b>Initiated one (1) Land Registration with the Attorney Generals Offices.</b>	<b>Complete the registration of two (2) government parcels.</b>	<b>Complete the registration of three (3) government parcels.</b>

**ORIGINAL**

Government of Guam  
Fiscal Year 2019  
Budget Digest

Function: General Government  
Department: Land Management  
Program: Land Administration  
5222A182910GA201 (Per OFB Request)

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	0	0	0	203,224	179,913	186,726	0	0	0	203,224	179,913	186,726
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	69,306	62,377	70,115	0	0	0	69,306	62,377	70,115
	<b>TOTAL PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$272,529	\$242,290	\$256,843	\$0	\$0	\$0	\$272,529	\$242,290	\$256,843
	<b>OPERATIONS</b>												
220	TRAVEL - Off-Island/Local Mileage Reimburs:	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
233	OFFICE SPACE RENTAL:	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
250	EQUIPMENT:	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
271	DRUG TESTING:	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
290	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL OPERATIONS</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>UTILITIES</b>												
361	Power:	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
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	<b>CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	\$0	\$0	\$0	\$272,529	\$242,290	\$256,843	\$0	\$0	\$0	\$272,529	\$242,290	\$256,843
	1/ Land Survey Revolving Fund												
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	4	4	4	0	0	0	4	4	4
	<b>TOTAL FTEs</b>	0.00	0.00	0.00	4.00	4.00	4.00	0.00	0.00	0.00	4.00	4.00	4.00

ORIGINAL

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Contractual</b>			\$ -	\$ -	\$ -

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			\$ -	\$ -	\$ -

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Equipment</b>			\$ -	\$ -	\$ -

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			\$ -	\$ -	\$ -

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: LAND ADMINISTRATION DIVISION  
FUND: LAND SURVEY REVOLVING FUND 5222A182910CA201 (per OFB Request)

(A) No.	(B) Position Title /	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(I) Amt.	(J) Subtotal	(K) Retirement (J * 28.50%) 2/	(L) Retire (DDI) (\$19.01 * 26PP) 3/	(M, N, O) Benefits			(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) TOTAL (J + R)
							Date						Social Security (6.2% = J)	Medicare (1.45% = J)	Life 4/				
1	905 Administrative Assistant	Sakuma, Ruth S.	J-05	\$36,061	\$0	\$0	12/5/2018	\$1,138	\$37,199	\$10,602	\$495	\$0	\$539	\$187	\$1,671	\$0	\$13,494	\$50,693	
2	1000 Land Management Administrator	Borja, Margarita V.	O-05	57,900	0	0	11/6/2018	2,011	59,911	17,075	0	869	187	3,839	229	22,199	82,110		
3	1062 Land Agent I	Deena, Stephanie A.	I-06	34,439	0	0	9/13/2019	109	34,548	9,846	495	501	187	6,340	373	17,742	52,290		
4	1063 Land Agent Supervisor	Leon Guerrero, Matthew A.	N-06	54,214	0	0	5/3/2019	856	55,070	15,695	0	799	187	0	0	16,681	71,751		
5	1006 Land Agent III	VACANT 9/15/17 (Aquino, J.)	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
6	1007 Land Agent Supervisor	VACANT	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
7	1008 Land Agent III	VACANT	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
8	1010 Land Agent III	VACANT	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
9	1011 Land Agent I	VACANT	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
10	1013 Word Processing Secretary I	VACANT	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
11	1014 Land Agent II	VACANT	K-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
12	1015 Land Agent I	VACANT	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
13	1016 Land Agent I	VACANT	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
14	1017 Word Processing Secretary II	VACANT	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
15	1050 Land Agent III	VACANT	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
16	1058 Office Aide	VACANT	C-01	0	0	0		0	0	0	0	0	0	0	0	0	0		
17				0	0	0		0	0	0	0	0	0	0	0	0	0		
18				0	0	0		0	0	0	0	0	0	0	0	0	0		
19				0	0	0		0	0	0	0	0	0	0	0	0	0		
20				0	0	0		0	0	0	0	0	0	0	0	0	0		
21				0	0	0		0	0	0	0	0	0	0	0	0	0		
22				0	0	0		0	0	0	0	0	0	0	0	0	0		
23				0	0	0		0	0	0	0	0	0	0	0	0	0		
24				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		
Grand Total:				\$182,614	\$0	\$0		\$4,114	\$186,728	\$53,218	\$990	\$0	\$2,707	\$748	\$11,850	\$602	\$70,115	\$256,943	

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).  
2/ FY 2019 (Proposed) GovGuam contribution rate of 28.50% for the Government of Guam Retirement is subject to change.  
3/ FY 2019 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.  
4/ FY 2019 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

Input by Department												
(A)	(B)	(C)	(D)	Special Pay Categories						(K)		
				(E)	(F)	(G)	(H)	(I)	(J)			
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sundry Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal	
1	905	Administrative Assistant	Sakuma, Ruth S.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	1000	Land Management Administrator	Borja, Margarita V.	0	0	0	0	0	0	0	0	
3	1062	Land Agent I	Duenas, Stephanie A.	0	0	0	0	0	0	0	0	
4	1063	Land Agent Supervisor	Leon Guerrero, Matthew A.	0	0	0	0	0	0	0	0	
5	1006	Land Agent III	VACANT 9/15/17 (Aguon, J.)	0	0	0	0	0	0	0	0	
6	1007	Land Agent Supervisor	VACANT	0	0	0	0	0	0	0	0	
7	1008	Land Agent III	VACANT	0	0	0	0	0	0	0	0	
8	1010	Land Agent III	VACANT	0	0	0	0	0	0	0	0	
9	1011	Land Agent I	VACANT	0	0	0	0	0	0	0	0	
10	1013	Word Processing Secretary I	VACANT	0	0	0	0	0	0	0	0	
11	1014	Land Agent II	VACANT	0	0	0	0	0	0	0	0	
12	1015	Land Agent I	VACANT	0	0	0	0	0	0	0	0	
13	1016	Land Agent I	VACANT	0	0	0	0	0	0	0	0	
14	1017	Word Processing Secretary II	VACANT	0	0	0	0	0	0	0	0	
15	1090	Land Agent III	VACANT	0	0	0	0	0	0	0	0	
16	1058	Office Aide	VACANT	0	0	0	0	0	0	0	0	
17	0	0	0	0	0	0	0	0	0	0	0	
18	0	0	0	0	0	0	0	0	0	0	0	
19	0	0	0	0	0	0	0	0	0	0	0	
20	0	0	0	0	0	0	0	0	0	0	0	
21	0	0	0	0	0	0	0	0	0	0	0	
22	0	0	0	0	0	0	0	0	0	0	0	
23	0	0	0	0	0	0	0	0	0	0	0	
24	0	0	0	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 form-dam, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 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 CFTD ambulatory service personnel. 15% of reg. rate of pay

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: LAND ADMINISTRATION DIVISION  
FUND: LAND SURVEY REVOLVING FUND 5222A182910CA201 (per OFB Request)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)		(Q)	(R)	(S)
							Date	Am.								Medical (Premium)	Dental (Premium)			
1	905	Administrative Assistant	J-04	\$34,744	\$0	\$0	12/5/2017	\$1,098	\$35,842	\$9,975	\$495	\$0	\$520	\$187	\$1,671	\$0	\$0	\$0	\$12,848	\$48,690
2	1000	Land Management Administrator	O-04	55,786	0	0	11/16/2017	1,938	57,724	16,065	0	0	837	187	3,839	229	0	21,157	78,881	
3	1062	Land Agent I	I-05	33,182	0	0	9/13/2018	105	33,287	9,264	495	0	483	187	6,340	373	0	17,142	59,828	
4	1063	Land Agent Supervisor	N-05	52,235	0	0	5/3/2018	825	53,060	14,767	0	0	769	187	0	0	0	15,723	68,783	
5	1006	Land Agent III	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
6	1007	Land Agent Supervisor	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
7	1008	Land Agent III	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
8	1010	Land Agent III	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
9	1011	Land Agent I	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
10	1013	Word Processing Secretary I	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
11	1014	Land Agent II	K-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
12	1015	Land Agent I	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
13	1016	Land Agent I	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
14	1017	Word Processing Secretary II	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
15	1050	Land Agent III	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
16	1058	Office Aide	C-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
17				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
18				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
19				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
20				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
21				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
22				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
23				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
24				0	0	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	0	0
Grand Total:				\$175,947	\$0	\$0		\$3,966	\$179,913	\$59,071	\$990	\$0	\$2,609	\$748	\$11,850	\$602	\$0	\$66,570	\$246,783	

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)  
2/ FY 2018 Guam contribution for Life Insurance is \$187 per annum

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

Input by Department												
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Special Pay Categories						D+E+F+C+H+I+J Subtotal	
					Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%		
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)		
1	905	Administrative Assistant	Sakuma, Ruth S.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	1000	Land Management Administrator	Borja, Margarita V.	0	0	0	0	0	0	0	0	
3	1062	Land Agent I	Duane, Stephanie A.	0	0	0	0	0	0	0	0	
4	1063	Land Agent Supervisor	Leon Guerrero, Matthew A.	0	0	0	0	0	0	0	0	
5	1006	Land Agent III	VACANT 9/15/17 (Agnes, J.)	0	0	0	0	0	0	0	0	
6	1007	Land Agent Supervisor	VACANT	0	0	0	0	0	0	0	0	
7	1008	Land Agent III	VACANT	0	0	0	0	0	0	0	0	
8	1010	Land Agent III	VACANT	0	0	0	0	0	0	0	0	
9	1011	Land Agent I	VACANT	0	0	0	0	0	0	0	0	
10	1013	Word Processing Secretary I	VACANT	0	0	0	0	0	0	0	0	
11	1014	Land Agent II	VACANT	0	0	0	0	0	0	0	0	
12	1015	Land Agent II	VACANT	0	0	0	0	0	0	0	0	
13	1016	Land Agent I	VACANT	0	0	0	0	0	0	0	0	
14	1017	Word Processing Secretary II	VACANT	0	0	0	0	0	0	0	0	
15	1050	Land Agent III	VACANT	0	0	0	0	0	0	0	0	
16	1058	Office Aide	VACANT	0	0	0	0	0	0	0	0	
17	0	0	0	0	0	0	0	0	0	0	0	
18	0	0	0	0	0	0	0	0	0	0	0	
19	0	0	0	0	0	0	0	0	0	0	0	
20	0	0	0	0	0	0	0	0	0	0	0	
21	0	0	0	0	0	0	0	0	0	0	0	
22	0	0	0	0	0	0	0	0	0	0	0	
23	0	0	0	0	0	0	0	0	0	0	0	
24	0	0	0	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		

- 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 personnel
- 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 CFD ambulatory service personnel. 15% of reg. rate of pay

ORIGINAL

Function : NATURAL RESOURCES

[BBMR EL-1]

Department/Agency: Department of Land Management

Program: Land Administration Division

<b>EQUIPMENT/CAPITAL LISTING:</b>			
<b>Description</b>	<b>Quantity</b>	<b>Percentage of Use</b>	
<b>FY 2019</b>			
Dell, Monitor	4	100	
Dell, Computer System Unit	4	100	
Dell, Keyboard	4	100	
Dell, Mouse	4	100	
APC UPS	4	100	
Casio, Calculating Machine	1	5	
Altigen, Telephone System	4	100	
5 Wheel Arm Chair - Black	4	100	
5 Wheel Arm Chair - Black	1	10	
5 Wheel Arm Chair - Maroon	1	10	
Chair, high back with arm rest, black, vinyl, P166A04746	1	100	
4 Drawer File Cabinet - Black	1	5	
4 Drawer File Cabinet - Beige	5	5	
5 Drawer File Cabinet - Dk Gray	5	5	
2 Drawer File Cabinet - Black	2	5	
2 Drawer File Cabinet - Gray	1	5	
4 Drawer File Cabinet - Gray	5	5	
2- Drawer File Cabinet Beige	2	5	
Executive Wood Desk	1	100	
7 Drawer Wood Top Desk - Black	4	100	
Fellowed - Paper Shredder	1	5	
IBM - Typewriter	1	5	
2 -Door Supply Cabinet - Beige	2	50	
<b>SPACE REQUIREMENT (for Personnel and Equipment/Capital)</b>	<b>Total Program Space (Sq. Ft.):</b>	825.4	
<b>Description</b>	<b>Square Feet</b>	<b>Percent of Total Program Space</b>	
<b>FY 2018</b>			
Land Administration Division	825.4	100.0%	

ORIGINAL

**Government of Guam  
Biennial Budget  
Fiscal Years 2019  
Agency Narrative**

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

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

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**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.

**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 collect information and data as they relate to 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.
4. 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.
5. That the Land Use Property Administration Section comply with 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  
Fiscal Year 2019**

**Department:** Department of Land Management

**Division/Section:** Land Planning Div

**Program Title:** Guam Chief Planner

**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:**

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 FY2017 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:**

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**

<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
Oversee the Division's Operation	260 (days)/2080(hrs)	260 (days)/2080(hrs)	260 (days)/2080(hrs)
Develop Division Policy	0	0	0
Conduct Division Technical Planners Operational Meetings	65	65	65
Conduct Division Administrative Staff Meetings	65	65	65
Oversee DLM One-Stop Operations	156 (days)/1248(hrs)	156 (days)/1248(hrs)	156 (days)/1248(hrs)

<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
Oversee the Implementation of DLM-DPW MOA (ROW certification)	1	1	1
Oversee Zoning Applications	45	65	94
*Oversee Subdivision Map Applications - Check Prints/Final Prints	178	402	582
Oversee Horizontal Property Regimes	1	2	4
**Oversee Zoning Administration	35	146	211
Prepare Legislative Testimonies	18	18	26
Assess Central/Northern Land Use Plan	1	1	1
Implement Map Processing Procedures Per PL 28-126	3	3	3
Chair APPLICATION REVIEW COMMITTEE	23	18	26
Support GLUC as Chief Technical Staff	23	20	30
Support GSPC as Chief Technical Staff	1	1	1
Brief Commissioners at bi-weekly Technical Mtgs (Wed)	23	20	30
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	8	8	8
Perform as DLM Spokesperson on Land Use Matters	8	8	8
Entertain General Public, Professional Groups, etc.	120	120	120
Prepare annual budget (Standard & PBB)	1	1	1
Update Division SOPs	1	1	1
Issue Letters of Appreciation & Certificates	3	3	3
Perform Departmental Interview Panelist	3	3	3
Conduct Personnel Counseling	2	2	2
Train or provide Training for Division Personnel	3	3	3
Participate in the continuation of Department's role in the Military Buildup in coordination with GovGu's Matrix consultancy group	1	1	1

\*Subdivision Maps (Check Prints and Final Prints)

\*\*Zoning Certifications, Legal Non-Conforming, Zoning Administration

**Decision Package  
Fiscal Year 2019**

**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, II & 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.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY2017 Projected Level</b>	<b>FY2018 Projected Level</b>	<b>FY2019 Projected Level</b>
Conditional Use Permit	4	3	5
Zone Changes	10	10	15
Zone Variance (Setback/Density/Height/Parking/Uses)	5	4	6
Subdivision Variance	1	1	2
Tentative Development Plan	4	4	6
Tentative Subdivision	3	3	5
Final Subdivision	1	1	2
HPR - Final/Preliminary	2	2	4
Administrative Matters	2	2	4
Summary Zone Change - DLM	9	7	10
Split Zone Change - DLM	1	1	3
Minor Setback Variance	2	2	4
Subdivision Map Approval/Review	1	1	3
Seashore Clearance	1	1	3
GLUC Resolution	1	2	4
<b>TOTAL LAND USE APPLICATION</b>	<b>46</b>	<b>42</b>	<b>76</b>

*ORIGINAL*

<b>Workload Indicator:</b>	<b>FY2017 Projected Level</b>	<b>FY2018 Projected Level</b>	<b>FY2019 Projected Level</b>
<b>Zoning Compliance</b>			
Variance Setback (Legal Nonconforming)	25	29	33
Zoning Certification	150	173	199
Zoning Administration	43	50	58
Requests/Chrono	6	7	8
	<b>224</b>	<b>259</b>	<b>298</b>

<b>Daily Consolation / Request</b>			
General Public - Consolation/Request	5949	6841	7867

<b>Field Inspection</b>			
Land Use Application	56	64	74
Legal Non Conforming	8	9	11
Zoning Administration	7	8	9
	<b>71</b>	<b>81</b>	<b>94</b>

<b>One Stop Center Permit Clearances</b>			
Licenses	2820	3273	3764
Permits	1223	1515	1742
Others	65	76	87
	<b>4108</b>	<b>4864</b>	<b>5593</b>

**Decision Package  
Fiscal Years 2019**

[BBMR DP-1]

**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.)

**Short-Term Goals: Continued**

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

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
Number of check print	198	145	210
Re-Submitted Check print	28	19	28
*Number of Final Tracing	171	120	174
Resubmitted Final Tracing	7	9	13
	404	293	425

**\*NOTE: Per Public Law 28-126, Non-Exempted Subdivision Maps have been held back as a result of failure to secure a civil engineer (Chief Engineer), position at Department of Public Works (DPW). Chief Engineer certification of such map must be in place prior to submission to GLUC review and approval.**

**Decision Package  
Fiscal Years 2019**

**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.

Advise 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.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
Seashore Applications	1	1	1
Notice of Violations	1	1	1



**Decision Package  
Fiscal Years 2019**

**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 guidance's 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.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
Train/Explain New Land Use Laws	2	2	2



**Decision Package  
Fiscal Years 2019**

**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)**

Advice 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.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
No. of Official GLUC Meetings w/quorum	15	20	29
No. of GLUC Technical Meetings w/Staff	15	20	29
No. of Transcription for GLUC Minutes	15	20	29
GLUC Transcription Backlog	0	0	0
No. of Official ARC Meetings w/quorum	16	18	26
No. of Transcription for ARC Minutes	16	18	26
Adopted Resolutions	2	3	4
Map Review Revocation/Certification	2	2	2



**Decision Package  
Fiscal Years 2019**

**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 unsurvey 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 unsurvey 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.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY2017 Anticipated Level</b>	<b>FY2018 Projected Level</b>	<b>FY2019 Projected Level</b>
Wetland Applications	1	1	1

**Decision Package  
Fiscal Years 2019**

**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)**

Advice 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**

<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
Number of GSPC Meetings	1	1	2
No. Seashore Applications Received - No Action by GSPC - Pending additional docs	0	1	2
No. of Transcription for GSPC Minutes	1	1	2
Review Propose Update of the Seashore Protection Plan	1	1	2

**Decision Package  
Fiscal Years 2019**

**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).

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
No. of Scheduled Public Hearings	11	8	12
No. of Landowners' Address - Researched	804	528	766
No. of Certified Mail - Processed	542	343	497



**Decision Package  
Fiscal Years 2019**

**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**

<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
Preliminary Public Report	1	1	1
Final Public Report	2	2	2
Supplementary Preliminary Report	1	1	1
Supplementary Final Report	0	0	0
Time Share Ownership	0	0	0
	4	4	4

**Decision Package  
Fiscal Years 2019**

**Department:** Department of Land Management

**Division/Section:** Planning Division

**Program Title:** Rights of Way Mediation

**Activity Description:**

Provide assistance to DPW on Federal Highway Administration (FHWA) Projects and ROW projects; as well as, to coordinate the respective efforts of DPW and DLM relative to rights of way and easements

**Major Objectives:**

Develop ROW layer of # Routes; and Secondary & Tertiary routes. ID routes station control points with centerline monumentation.

Ensure that document for COGO, digital or scanned entry is a primary sourced document for Departmental sanctioned map layer

Provides a log of any map discrepancies on both the sourced map & the GIS layer to Chief Planner & Chief of Cadastre

On parcel deeds having only text reference & no drawing/map representation, COGO data to the parcel map layer

**Short-Term Goals:**

Provide a Route Layer using centerline monumentation.

Provide a electronic & hardcopy folders on number routes inclusive of takings and dedication.

Provide assistance on DPW's efforts to develop and build an Assets Management System;

Provide advice to DPW on land, land planning; and land use information; and address issues related to ROWs, easements and easement ownership, encroachments, and tenements;

Participate in all aspects of task-related projects, including but not limited to, DLM input on issues related to the following projects: a. Preparation and maintenance of a ROW Manual; b. Issues related to the 2030 Guam Transportation Plan; c. Issues related to highway encroachment;

Provide any datasets (i.e., collection of information) or other public information to DPW upon request or as is necessary to further a DPW-FHWA project or ROW issues with the understanding that the datasets at or from DLM shall remain proprietary to DLM and the government of Guam;

Provide any and all notices (meetings, reviews, and other related correspondence) to DPW relative to any DPW-FHWA projects or ROW issues; and

Provide any other assistance mutually agreed upon either orally or in writing.

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

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

Provide management to the ROW Mediation efforts & supervise the personnel hired under this program

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
Review perspectus & plans of major routes as prioritized by DPW	20	20	20
Provide input on real property maps of major routes	20	20	20
	<b>40</b>	<b>40</b>	<b>40</b>

**Decision Package  
Fiscal Years 2019**

**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.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
Assist DPW in the Preparation and Development of an Improvement District Plan	10	10	10

**Decision Package  
Fiscal Years 2019**

**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.).

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Anticipated Level</b>	<b>FY 2018 Projected Level</b>	<b>FY 2019 Projected Level</b>
Develop Street Name Plan	10	10	10
Maintain a list of all Street Names	1	1	1



Function: General Government  
 Department: Land Management  
 Program: Land Planning  
 5222A182920RP201 (Par OFB Request)

Government of Guam  
 Fiscal Year 2019  
 Budget Digest

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Incremental/Special Pay:	0	0	0	386,230	381,879	402,664	0	0	0	386,230	381,879	402,664
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	140,150	144,851	147,694	0	0	0	140,150	144,851	147,694
	<b>TOTAL PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$526,380	\$526,730	\$550,358	\$0	\$0	\$0	\$526,380	\$526,730	\$550,358
	<b>OPERATIONS</b>												
220	TRAVEL - Off-Island/Local Mileage Reimburs:	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
233	OFFICE SPACE RENTAL:	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
250	EQUIPMENT:	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
271	DRUG TESTING:	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
290	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL OPERATIONS</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>UTILITIES</b>												
361	Power:	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
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	<b>CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	\$0	\$0	\$0	\$526,380	\$526,730	\$550,358	\$0	\$0	\$0	\$526,380	\$526,730	\$550,358
	1/ Land Survey Revolving Fund												
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	6	7	7	0	0	0	6	7	7
	<b>TOTAL FTEs</b>	0.000	0.000	0.000	6.000	7.000	7.000	0.000	0.000	0.000	6.000	7.000	7.000

ORIGINAL

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Contractual</b>			\$ -	\$ -	\$ -

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			\$ -	\$ -	\$ -

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Equipment</b>			\$ -	\$ -	\$ -

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			\$ -	\$ -	\$ -

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: LAND PLANNING DIVISION  
FUND: LAND SURVEY REVOLVING FUND 5222A182920RF201 (per OFB Request)

(A) No.	(B) Position Title I/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(I) Am.	(J) Subtotal	(K) Retirement		(L) Retire (DDI)	(M)-(O) Benefits				(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) TOTAL
							Date	Am.			(J = 28.50%)	(K = 26PP)		Social Security (6.2% * J)	Medicare (1.45% * J)	Life (4)					
1	931	Chief Planner	Q-06	\$72,842	\$0	\$0	8/5/2019	\$460	\$73,302	\$20,891	\$9,103	\$0	\$0	\$1,063	\$187	\$3,839	\$229	\$26,209	\$99,511		
2	932	Word Processing Secretary II	H-05	30,774	0	0	10/20/2018	1,166	31,940	9,103	16,814	495	463	187	3,839	229	14,316	46,256			
3	937	Planner IV	O-05	57,900	0	0	4/7/2019	1,097	58,997	16,814	22,354	495	855	187	1,246	204	19,801	78,798			
4	940	Planner IV	O-14	77,614	0	0	6/19/2019	821	78,435	22,354	18,293	0	1,137	187	4,567	269	28,514	106,949			
5	941	Planner IV	O-07	62,371	0	0	11/3/2018	1,814	64,185	18,293	15,357	0	931	187	4,567	269	24,247	88,432			
6	1005	Land Agent Supervisor	N-05	52,235	0	0	12/4/2018	1,649	53,884	15,357	18,225	0	781	187	1,671	229	18,225	72,109			
7	1060	Planner II	M-01	40,762	0	0	1/29/2019	1,159	41,921	11,947	0	495	608	187	2,772	373	16,382	58,303			
8	933	Planner II	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
9	934	Planner IV	O-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
10	939	Planner I	K-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
11	942	Planner III	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
12	943	Administrative Secretary II	G-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
13	944	Clerk Typist III	F-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
14	945	Planner III	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
15	947	Planner IV	O-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
16	948	Planner II	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
17	949	Planner II	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
18	950	Customer Service Rep.	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
19	1064	Land Agent III	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
20	1065	Land Agent II	K-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
21				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
22				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
23				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		
24				0	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	0		
Grand Total:				\$394,498	\$0	\$0		\$8,166	\$402,664	\$114,739	\$1,485	\$0	\$5,838	\$1,309	\$22,501	\$1,802	\$147,694	\$550,358			

\* Night Differential / Hazardous / Worker's Compensation / etc.  
 1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).  
 2/ FY 2019 (Proposed) GovGuam contribution rate of 28.50% for the Government of Guam Retirement is subject to change.  
 3/ FY 2019 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.  
 4/ FY 2019 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

Input by Department												
(A)	(B)	(C)	(D)	Special Pay Categories						(K)		
				(E)	(F)	(G)	(H)	(I)	(J)			
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sundry Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal	
1	931	Chief Planner	Aguilar, March Q.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	932	Word Processing Secretary II	Gutierrez, Maria Cristina	0	0	0	0	0	0	0	0	
3	937	Planner IV	Cruz, Celine L.	0	0	0	0	0	0	0	0	
4	940	Planner IV	Taitano, Frank P.	0	0	0	0	0	0	0	0	
5	941	Planner IV	Gulac, Penner C.	0	0	0	0	0	0	0	0	
6	1005	Land Agent Supervisor	Santos, Ernest V.	0	0	0	0	0	0	0	0	
7	1060	Planner II	Vergara, Marie Grace D.	0	0	0	0	0	0	0	0	
8	933	Planner II	VACANT	0	0	0	0	0	0	0	0	
9	934	Planner I	VACANT	0	0	0	0	0	0	0	0	
10	939	Planner I	VACANT	0	0	0	0	0	0	0	0	
11	942	Planner III	VACANT (Gulac, P.) 03/26/14	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	VACANT (9/28/06)	0	0	0	0	0	0	0	0	
14	945	Planner III	VACANT (Cruz, C.) 03/26/14	0	0	0	0	0	0	0	0	
15	947	Planner IV	VACANT	0	0	0	0	0	0	0	0	
16	948	Planner II	VACANT	0	0	0	0	0	0	0	0	
17	949	Planner II	VACANT	0	0	0	0	0	0	0	0	
18	950	Customer Service Rep.	VACANT	0	0	0	0	0	0	0	0	
19	1064	Land Agent III	VACANT	0	0	0	0	0	0	0	0	
20	1065	Land Agent II	VACANT	0	0	0	0	0	0	0	0	
21	0	0	0	0	0	0	0	0	0	0	0	
22	0	0	0	0	0	0	0	0	0	0	0	
23	0	0	0	0	0	0	0	0	0	0	0	
24	0	0	0	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 personnel
- 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

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

FUNCTIONAL AREA: GENERAL GOVERNMENT  
 DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
 PROGRAM: LAND PLANNING DIVISION  
 FUND: LAND SURVEY REVOLVING FUND 5222A182920R201 (per ORB Request)

(A) No.	(B) Position Title / Number	(C) Name of Incumbent	(D) Grade / Step	(E) Salary	(F) Overtime	(G) Special	(H) Increment		(I) Amt.	(J) (E+F+G+I) Subtotal	(K) Retirement (J * 27.83%)	(L) Retire (DDI) (\$19.01*26PP)	(M) Social Security (6.2% * J)	(N) Benefits			(O) Life 2/	(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
							Date							Medicare (1.45% * J)	Life 2/						
1	931	Chief Planner	Q-05	\$70,183	0	0	8/5/2018		\$443	\$70,626	\$19,655	\$0	\$0	\$1,024	187	\$3,839	\$229	\$24,934	\$95,560		
2	932	Word Processing Secretary II	H-04	29,650	0	0	10/20/2017		1,124	30,774	8,564	495	0	446	187	3,839	229	13,760	44,534		
3	937	Planner IV	O-04	55,786	0	0	4/7/2018		1,057	56,843	15,819	495	0	824	187	1,246	204	18,775	75,619		
4	940	Planner IV	O-14	77,614	0	0	6/19/2019		0	77,614	21,600	0	0	1,125	187	4,567	269	27,748	105,362		
5	941	Planner IV	O-07	62,371	0	0	11/3/2018		0	62,371	17,358	0	0	904	187	4,567	269	23,285	85,656		
6	1005	Land Agent Supervisor	N-04	50,328	0	0	12/4/2017		1,589	51,917	14,449	0	0	753	187	1,671	229	17,289	69,206		
7	1060	Planner II	M-01	40,762	0	0	1/29/2019		0	40,762	11,344	495	0	391	187	2,772	373	15,762	56,524		
8	933	Planner II	M-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
9	934	Planner IV	O-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
10	939	Planner I	K-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
11	942	Planner III	N-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
12	943	Administrative Secretary II	G-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
13	944	Clerk Typist III	F-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
14	945	Planner III	N-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
15	947	Planner IV	O-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
16	948	Planner II	M-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
17	949	Planner II	M-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
18	950	Customer Service Rep.	H-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
19	1064	Land Agent III	M-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
20	1065	Land Agent II	K-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0		
21				0	0	0			0	0	0	0	0	0	0	0	0	0	0		
22				0	0	0			0	0	0	0	0	0	0	0	0	0	0		
23				0	0	0			0	0	0	0	0	0	0	0	0	0	0		
24				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:	\$386,694	\$0			\$4,213	\$390,907	\$108,789	\$1,485	\$0	\$5,668	11,399	\$22,501	\$1,802	\$141,554	\$532,461		

\* Night Differential / Hazardous / Worker's Compensation / etc.  
 1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)  
 2/ FY 2018 GovGuam contribution for Life Insurance is \$187 per annum

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

Input by Department																
(A)	(B)	(C)	(D)	Special Pay Categories						(K)						
				(E)	(F)	(G)	(H)	(I)	(J)							
No.	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														
2	932	Word Processing Secretary II	Aguilar, Marvin Q.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
3	937	Planner IV	Gutierrez, Maria Christina	0	0	0	0	0	0	0	0					
4	940	Planner IV	Cruz, Celine L.	0	0	0	0	0	0	0	0					
5	941	Planner IV	Taitano, Frank P.	0	0	0	0	0	0	0	0					
6	1005	Land Agent Supervisor	Gulac, Penner C.	0	0	0	0	0	0	0	0					
7	1060	Planner II	Santos, Ernest V.	0	0	0	0	0	0	0	0					
8	933	Planner II	Vergara, Marie Grace	0	0	0	0	0	0	0	0					
9	934	Planner IV	VACANT	0	0	0	0	0	0	0	0					
10	939	Planner I	VACANT	0	0	0	0	0	0	0	0					
11	942	Planner III	VACANT (Gulac, P.) 03/26/14	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	VACANT (9/28/06)	0	0	0	0	0	0	0	0					
14	945	Planner III	VACANT (Cruz, C.) 03/26/14	0	0	0	0	0	0	0	0					
15	947	Planner IV	VACANT	0	0	0	0	0	0	0	0					
16	948	Planner II	VACANT	0	0	0	0	0	0	0	0					
17	949	Planner II	VACANT	0	0	0	0	0	0	0	0					
18	950	Customer Service Rep.	VACANT	0	0	0	0	0	0	0	0					
19	1064	Land Agent III	VACANT	0	0	0	0	0	0	0	0					
20	1065	Land Agent II	VACANT	0	0	0	0	0	0	0	0					
21	0	0	0	0	0	0	0	0	0	0	0					
22	0	0	0	0	0	0	0	0	0	0	0					
23	0	0	0	0	0	0	0	0	0	0	0					
24	0	0	0	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

- 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 personnel
- 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

ORIGINAL

**Government of Guam**  
**Biennial Budget**  
**Fiscal Years 2019**  
**Equipment / Capital and Space Requirement**

[BBMR EL-1]

**Land and Housing and Natural Resources**  
**Department of Land Management - Land Planning Division**

**Agency:**

**Program:**

**EQUIPMENT/CAPITAL LISTING:**

Description	Quantity	Percentage of Use	Comments
			<b>Chief Planner, Marvin Q. Aguilar</b>
Monitor A	1		CN-04MT20-72872-2CF-COGL
Monitor B	1		CN-0KW240-74261-1B1-057U
CPU Desktop	1		JT11VR1-Desktop
Keyboard	1		CN-0U473D-44751-998-0373-A00
Mouse	1		CN-0Y357C-71581-158-08CJ-A04
Power Supply	1		CN-0JU012-48661-18K-03QW-A02
Laptop	1		64WJPQ1-Laptop
Docking Station	1		CN-QJPW2N-74371-1B5-0049-A00
APC PRO 1000	1		3B1134X27855
Yealink Phone System	1		
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		
Square Oak Conference Table Med	1		
Tan Arm Chairs	4		
Blk Fabric High Back Chair	1		
Gray Legal Metal Shelf w/o doors	2		
File Cabinet Beige 4-Drawer	1		
Pocket Digital Transcriber	3		DH8AA001329R; DH8AA002168R; DK7GA003331R
Sony Digital SLR Camera	1		#3060573
Metal Presentation Board on Wheels	1		
Metal Easer stand	1		
			<b>Planner IV, Frank P. Taitano</b>
Monitor	1		CN-0KG49T-74261-181-06VU
CPU - Precision T1600 Desktop	1		JT05VR1
Keyboard	1		CN-0KW240-71616-16A-0CKX
Mouse	1		K0K008NN
APC PRO 1000	1		3B1134X26477
UPS System	1		
Computer Speaker	1		
Yealink Phone System	1		4108313110004896
Office Desk L-Shape 4-Drawer	1		2220
Office Desk Small 4-Drawer	1		
Computer Table 34"x60"	1		
Fabric High Back Chair	1		
Fabric Low Bk Chair w/arm rest	2		
Gray Legal Metal Shelf w/o doors	2		9V9043
File Cabinet 4-Drawer	1		C603

**Government of Guam**  
**Biennial Budget**  
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**Equipment / Capital and Space Requirement**

[BBMR EL-1]

File Cabinet 2-Drawer	1		K962
Storage Cabinet 5 Shelf	1		
Office Desk Lamp	1		
			<b>Planner IV, Penmer C. Gulac</b>
Monitor	1		CN-0KG49T-74261-189-06KU
CPU Desktop	1		Precision T1600 Desktop/JT10
Keyboard	1		CN-0KW240-71616-05F-0816
Mouse	1		K0K008JU
APC PRO 1000	1		3B1134X26424
UPS System	1		Power Office Plus 900
Computer Speaker	1		
Yealink Phone System	1		SN 4108313110004856
Exec Desk Cherry Wood 7-Drawer	1		
Computer Gray Table w/shelf	1		
Fabric High Back Chair	1		
Metal Vinyl Chair	2		
Gray Legal Metal Shelf w/o doors	1		9V9043
Storage Cabinet 5-shelf	1		
File Cabinet - 2 Drawer	4		
			<b>Planner IV, Celine Cruz</b>
Monitor	1	Dell	C54ECBA002465
Monitor	1	Dell	C54ECBA002470
CPU Desktop	1	Dell	PC04HCH2
Keyboard	1	Dell	0003721
Mouse	1	Dell	MC103M13001000054
Power Supply	1	Dell	40168741505
Laptop	1	Dell	Latitude E6420 XFR Laptop / B4WJPQ1
Docking Station	1	Dell	DP/N OPJW2N
Yealink Phone System	1	Dell	4108313110004803
Leather Office Chair w/wheels	1	Dell	
Leather Office Chair w/wheels	1		
Folding Table	1		
2 Drawer Filing Cabinet	1		
4 Level Shelf	2		
			<b>Planner III, Mario Gracia (Detailed Director's Office)</b>
Monitor	1	Dell	CN-04MT20-72872-2CF-COKL
Monitor	1	Dell	CN-0W8VY9-74261-19S-0FAU
CPU Desktop	1	Dell	
Keyboard	1	Dell	CN-07N242-71616-458-0258
Mouse	1	Dell	CN-011D3V-71581-18F-03TB
UPS System	1		7212023000017
Lap Top w/speakers	1		
Yealink Phone System	1		
Office Desk	1		

**Government of Guam**  
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**Equipment / Capital and Space Requirement**

[BBMR EL-1]

Med Back Chair	1		
Table	1		
Filing Cabinet 2-Drawer			
Metal Easer stand	1		
			<b>Planner II, Vacant</b>
Monitor	1		C54ECBA002467
Monitor	1		C54F3BA000707
CPU Desktop	1		PC04HCGV
Keyboard	1		0003787
Mouse	1		MC103M13001000665
Computer Camera	1		
Computer Speaker	2		
UPS System	1		40168711505
Yearlink	1		4108314070007111
Office Desk L-Shaped 4-Drawer	1		
Office Med Bk Chair w/wheels, arm rest	1		
Metal Vinyl Chair	1		MFP432886
Metal Wooden 6-drawer desk	1		
			<b>Vacant</b>
Monitor	1	Dell	402NDFV8R011 9(Transferred to Records)
Monitor	1	Dell	402NDBP8R253-Transferred to Records
CPU Desktop	1	Dell	8987332368 - Transferred to Records
Keyboard	1	Dell	MY 04G481-71619-457-374-A00 - Records
Mouse	1	Dell	CN 09RRC7-48729-3CQ-OATR - Records
UPS System	1	APC	4B1433P00548 - Records
Office Desk L-Shape	1		
Filing Cabinet 2-Drawer	1		
Med Back Chair w/arm rest	1		
			<b>Land Agent Supervisor, Ernest V. Santos</b>
Monitor A	1	LG	SN 311NDRFAV110
Monitor B	1	LG	SN 307NDUNHH070
CPU Desktop	1	Dell	29P9328
Keyboard	1	Dell	CN-0W473D-44751-99A-01CB-AOO
Mouse	1	Dell	CN-G1501RN2
APC UPS RS 1500VA	1		4B1432PA9135
Office Desk L-Shaped 4-Drawer	1		
Computer Table	1		
Med Low Back Office Chair	1		
Med Low Back Chairs w/whells	2		
File Cabinet 2-Drawer	1		
Lateral 4-Drawer File Cabinet	1		
Large White Board	1		
CPU Desktop	1		

**Government of Guam**  
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**Equipment / Capital and Space Requirement**

[BBMR EL-1]

UPS System	1		
Yealink Phone System	1		
Office Desk L-Shape	1		
Filing Cabinet 2-Drawer	1		
Med Back Chair w/arm rest	1		
			<b>Admin Assistant, Patricia A. Muna</b>
Monitor A	1	Dell	CN-0KG49T-74261-181-06MU
MonitorB	1	Dell	CN-0KG49T-74261-18M-22EU
CPU Desktop	1	Dell	Desktop/JSZXR1
Keyboard	1	Dell	CN-0KW240-71616-16A-0FRN
Mouse	1	Dell	CN-0Y357C-71581-158-08GG-A0P
APC PRO 1000	1		3B1134X20353
UPS System	1		APC
Harman/Kardon Computer Speaker	2		
Yealink	1		
LaserJet Printer 2100TN	1	HP	USGR006921
Calculator, Canon MP21D	1	Canon	
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		9V9043
Sliding Door Tan Cabinet 70"x18"	1		
Fabric High Back Chair	1		
Fabric Small Back Chair	1		
Fabric Low Bk Chair w/arm rest Gray	1		
			<b>Word Processing Sec II M. Cristina Gutierrez</b>
Monitor	2	Dell	
CPU (Hard Drive)	1	Dell	99TYKG2
Keyboard	1	Dell	
Mouse	1	Dell	
UPS System	1	APC	
Computer Speakers	2		
Yealini Communication Telephone	1	T46G	
Panasonic Cassette Transcriber w/headset/foot control	1 Set	Dell	WN7AA001324 R
Office Desk 7-drawer	1		
Executive Highback Chair	1		
File Cabinet 2-Drawer	1		
File Cabinet 5-Drawer	1		
4-Tier Gray Metal Shelf	1		
Blue Sofa Two Section	1		LT00399
Typewriter	1	IBM	
Med Back Chair	1		

**Government of Guam**  
**Biennial Budget**  
**Fiscal Years 2019**  
**Equipment / Capital and Space Requirement**

[BBMR EL-1]

			Receptionist - Vacant
Monitor	1	DELL	CNOM2GCR7426IACOP4L
CPU (Hard Drive)	1	DELL	00144569132633
Keyboard	1	DELL	TH-04N454-37171-28K-1558
Mouse	1	DELL	G1600AXR
PCM Power Com	1		SN 40168881505
Office Desk 6-Drawer	1		
Med Back Chair	1		
			DLM Conference Rm - Chief Planner
TOA Recorder/Amplifier feature/2-way speaker	1	WA-1822C	WN7AA001324 R
Dell Lap Top	1	E6400AT6	SN 3005598548
Amplifier	2		MOYU
Cordiod Microphones	7		
Oval Conference Table	1		
Rectangular Conference Table	2		
Oak Conference Table Medium	1		
Exec Leather Hi-back arms/wheels	14		1 Chair - Director's Office
Exec Leather Hi-back w/arms/wheels	4		
Oak Fabric Armed Chairs	3		
Metal Low Back Armed Chairs w/wheels White	1		
Wooden Chairs	16		
Large Metal Marker Board	1		
Projector Screen	1		
Flag Staff (GU - USA)	2		
Metal Chairs	15		
Folding Table (Brown)	1		
Visio Remote Control (Monitor)	1		Conference Room
Visio Monitor	1		Conference Room
TOA PA Amplifier w/cord	1	A-1121	11571995 (GLUC Storage)
4 CH Powered Mixer MPM 504	1	P046A0515	(GLUC Storage)
NADY SP5 Microphone w/cord	1	PO4605015	(GLUC Storage)
Sony Microphones w/cords	3	PO46A03929	(GLUC Storage)
Microphone Stands (3 med/2 large)	5		(GLUC Storage)
Microphone Stands	6		
Microphones, Wireless	6	GTD Audio	
Amplifiers	3	GTD Audio	
			Planning OneStop Counter
Monitor - Ultra Sharp	1	Dell	(CLTC 00665)
Dell T3500		Dell	00144569132232
UPS - POF-900USA	1	Maruson	0716070400
Keyboard - Logitech	1	Dell	LZ937BD0620 (CLTC 00672)
Mouse - Logitech	1	Dell	I1000M0S (CLTC 00673)
			Planning Main Office
Monitor - UltraSharp	1	Dell	MX-08G152-47605-2AA-A93C
Keyboard - Logitech	1	Dell	867633-0403

Biennial Budget

Fiscal Years 2019

Equipment / Capital and Space Requirement

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		
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 WORKCENTRE PRO 35	1		MX420-273
Paper Cutter Large	1		
File Cabinet Beige 4-Drawer	8		
File Cabinet Lateral Beige 4-Drawer	4		
File Cabinet Gray 4-Drawer	3		
File Cabinet Beige - 5-Drawer	1		
File Cabinet Blk - 4 Drawer	6		
Safe 4-Drawer	1		
<b>SPACE REQUIREMENT (for Personnel and Equipment/Capital)</b>			
	<b>Total Program Space (Sq. Ft.):</b>		
<b>Description</b>	<b>Square Feet</b>	<b>Percent of Total Program Space</b>	<b>Comments</b>
Conference Room	968		
Entrance- General Public	308		
Acting Chief Planner (Subdivision Section)	276		
Seashore Section	276		
Zoning Section	264		
Admin Section/hallway side entrance	374		
GLUC Section (Land Use)	378		
File Room	238		
Supply Room	84		
Map Review	144		

Land Planning

A Transaction/ Obligation Date	B Transaction Type	C Vendor	D General Fund (\$)	E Special Fund (\$)	F Federal Fund (\$)	G Reasons for Nonsubmittal or Nonpayment
N/A						
<b>Total</b>			\$0.00	\$0.00	\$0.00	

Note:

- Column A: Completion date of transaction or event prior to October 1, 2017.
- Column B: Transaction Type such as personnel action, contracts, etc.
- Column C: Vendor or Party owed
- Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.
- Column G: Note item of concern.

ORIGINAL

**Government of Guam  
Fiscal Year 2019 Budget  
Department / Agency Narrative**

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

**DEPT. / AGENCY:** Department of Land Management – Land Records Division

**MISSION STATEMENT:**

***Recording of Real Property:***

1. Record by legible handwriting or by photographic process authorized document or documents.
2. Recorder shall immediately endorse upon it the proper filing number in the order in which it is deposited, the year, month, day, hour and minute of its reception and the amount of fees for its recording together with the acknowledgements, proofs, and certificates written upon or annexed to it, and any plats, surveys, schedules and other papers there annexed.
3. The recorder, notwithstanding any other provisions of law and exclusive of any documentary tax, is authorized and directed to collect fees.
4. The recorder shall have custody of all documents, records, books, maps, and other material deposited in his office.
5. To continue servicing the General Public, the Title Companies, Attorneys-at-Law.

***Land Title Registration Law. – Certificate of Title Section***

1. To process and initiate all Government of Guam owned real property deemed unregistered.
2. To research for the preparation of abstract of title for the initiation of the registration of government lands.
3. To process Certificate of Title request to private landowners, corporations, and the government.

***Repository of Recorded Documents:***

1. To safeguard all recorded documents into a protective fire proof vault.
2. To scan all recorded documents into the department's network system for the general public's review.
3. To enter all recorded documents data into the department's Guam Land Web system.

**GOALS AND OBJECTIVES:**

***Recording of Real Property:*** To record any instrument or document within a five minute time frame, in accordance with the established recording requirements and policy and collect the appropriate associated fees in a timely, efficient and quality control manner for effective customer service.

***Land Title Registration Law. – Certificate of Title Section:*** To issue Certificate of Titles to all public lands as well as private lands.

***Repository of Recorded Documents:*** To post information of documents recorded affecting real property; to provide access to documents for public review to the general public, private title companies, attorney law firms, and other government of Guam agencies. To provide certified copies of documents by the recorder and shall be considered duplicate originals.

**IMPACT STATEMENT:**

The department is need of more personnel to increase effectiveness and efficiency in responding to the general public's demand not to mention other government of Guam entities.

***Recording of Real Property:***

1. To optimize the department's records database, deliver and provide cost efficient and quality customer service.
2. To recruit qualified personnel for the existing non-funded vacant positions.
3. To protect the interest of private ownership of lands by providing an accurate recording system of documents affecting real property and other miscellaneous transaction files with the department.

***Land Title Registration Act. – Certificate of Title Section:***

1. That all government of Guam owned lands are decreed lands and that the Certificate of Titles will be vested in the name of the government of Guam.
2. Issue certificate of titles to current record of owner within 2 weeks from requested date.
3. To secure the government's interest relative to private registration and maintain liaison between the Superior Court of Guam and the Office of the Attorney General on a regular monthly basis.

***Repository of Recorded Documents:***

1. To provide access to the documents filed for the researcher through the department's database.
2. To continue ensuring all recorded documents are safely and securely filed and stored properly in an environment for easy retrieval for public review.
3. To provide certified copies as duplicate originals.

**LAND RECORDS DIVISION'S BUDGET PLAN:**

To fulfill and implement all the required mandates and request from government entities and private citizens. To hire and train new personnel to augment and eventually replace more senior staff who are nearing retirement.

**FISCAL SUMMARY PAGE:**

To fulfill all the division's mandates and the request from private citizens, corporations as well as other government agencies, and to continue to seek support from the Governor's Office and the Guam Legislature to hire more qualified personnel to alleviate the workload that is being experienced by the employees of this division.

**Decision Package  
FY 2019**

Department/Agency: Department of Land Management

Division/Section Land Records

**Program Title:** Certificate of Title Section

**Activity Description:**

The Division of Land Records is mandated by Guam Code Annotated, Title 21, Chapter 29 to issue Certificate of Titles. To conduct a thorough abstract of ownership to establish current landowner.

**Major Objective(s):**

1. To issue Certificate of Title to current record of owner accurately within one (1) month of the request.

**Short-term Goals:**

1. To optimize the department's records data base, deliver and provide cost efficient and quality customer service.
2. To increase the fees of services provided pursuant to GCA, Title 21, Section 60320, Fee Schedule; P.L.29-02, Chapter V, Part III, P.L.29-19, Section 35 and P.L.29-83.
3. To recruit qualified personnel for the existing vacant positions.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Certificate of Title</b>	<b>1128</b>	<b>1560</b>	<b>1,992</b>

*ORIGINAL*

**Decision Package  
FY 2019**

Department/Agency: Department of Land Management

Division/Section: Land Records

**Program Title:** Repository of Recorded Documents/Data Entry

**Activity Description:**

Guam Code Annotated, Title 21, Chapters 31 and 33 mandates the division to process and accept any instrument or judgment affecting the title to or possession of real property and any miscellaneous instruments pursuant to this section shall be recorded.

The Division of Land Records is mandated as the custodial of records to safeguard and protect all transaction filed with the Office of the Recorder.

To secure that the transaction filed is protected and secured in the department's vault.

**Major Objective(s):**

1. To provide access for all recorded transactions to the general public, private title companies, private, attorney firms and other Government of Guam agencies.
2. To provide certified recorded instruments as duplicate originals to the general public, private title companies, attorney firms and the courts of Guam.

**Short-term Goals:**

1. To ensure that all recorded transactions are scanned into the department's network system for the general public view.
2. To ensure that all recorded transactions are abstracted and stored into the department's database for public view.
3. That each recorded instruments are verified and accounted for prior to securing said instruments into the department's vault.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated level</b>	<b>FY 2019 Projected Level</b>
Repository of Recorded Document	57,300	57,300	58,800
Scanned Documents	24,900	24,900	30,000

**ORIGINAL**

Decision Package  
FY 2019

Department/Agency: Department of Land Management

Division/Section: Land Records

Program Title: Recording of Real Property

**Activity Description:**

Guam Code Annotated, Title 21, Chapters 31 and 33 mandates the division to process and accept any instrument or judgment affecting the title to or possession of real property and any miscellaneous instruments pursuant to this section shall be recorded.

The Division of Land Records is mandated by Guam Code Annotated, Title 21, cited as the Land Title Registration Act: to conduct research for the preparation of abstract of title on the initiation for the registrations of government lands and routed to survey division for further processing.

**Major Objective(s):**

1. For the division to carry out its goals and objectives pursuant to the mandates listed above, the department needs to hire more personnel to increase effectiveness and efficiency in responding to request for both government and private entities on real estate matters.
2. To convert existing general indices into electronic system and provide current data based on all land transaction, pursuant to Chapter 60, Article 3, Section 60306.
3. To populate recorded instruments in the the network system on a daily basis.

**Short-term Goals:**

1. To optimize the department's records database, deliver and provide cost efficient and quality customer service.
2. To increase fees of services provided pursuant to Guam Code Annotated, Title 21, Section 60320, Fee Schedule.
3. To recruit qualified personnel for the existing vacant positions.
4. To protect the interest of private ownership to lands by providing an accurate recording system of documents affecting real property and other miscellaneous transaction files with the department.
5. To enhance numbering system relative to automation of our recording process.
6. To create a system where title companies, Attorney Firm, Government entities and the general public drop off their transaction for recording and to be picked up in a timely manner.

Workload Output			
Workload Indicator:	FY 2017 Level of Accomplishment	FY 2018 Anticipated Level	FY 2019 Projected Level
Recorded Documents	14,800	15,600	16,400

ORIGINAL

Decision Package  
FY 2019

Department/Agency: Department of Land Management

Division/Section: Land Records

**Program Title: Land Title Registration Section**

**Activity Description:**

Guam Code Annotated, Title 21, Chapter 60, Article 3, Section 60311 mandates the division to process and accept any instrument or judgment affecting the title to or possession of real property and any miscellaneous instruments pursuant to this section shall be recorded.

The Division of Land Records is mandated by Guam Code Annotated, Title 21, cited as the Land Title Registration Act. To conduct a thorough abstract of ownership for the initiation of the Land Registration Act of government owned lands and routed to survey division for further processing.

To process judgment ordered by the court for the issuance of the Certificate of Title.

**Major Objective(s):**

- 1 To issue certificate of title to current registered owner within one week of the request.
- 2 To secure the government's interest relative to private registration and maintain liaison between the Attorney General on a regular monthly basis.

**Short-term Goals:**

- 1 To optimize the department's records database, deliver and provide cost efficient and quality customer service.
- 2 To recruit qualified personnel for the existing vacant positions.
- 3 To protect the interest of private ownership to lands by providing an accurate recording system of documents affecting real property and other miscellaneous transaction files with the department.
- 4 To submit Land Registration cases dismissed by the court for further court action.

Workload Output			
Workload Indicator:	FY 2017 Level of Accomplishment	FY 2018 Anticipated Level	FY 2019 Projected Level
Land Title Registration	0	8	8

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Budget Digest

Function: General Government  
Department: Land Management  
Program: Land Records  
5222A182930DC201 (Per OFB Request)

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		A FY 2017 Expenditures & Encumbrances	B FY 2018 Authorized Level	C FY 2019 Governor's Request	D FY 2017 Expenditures & Encumbrances	E FY 2018 Authorized Level	F FY 2019 Governor's Request	G FY 2017 Expenditures & Encumbrances	H FY 2018 Authorized Level	I FY 2019 Governor's Request	J FY 2017 Expenditures & Encumbrances (A + D + G)	K FY 2018 Authorized Level (B + E + H)	L FY 2019 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	0	0	0	372,803	384,330	394,231	0	0	0	372,803	384,330	394,231
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	136,465	141,602	147,641	0	0	0	136,465	141,602	147,641
	<b>TOTAL PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$509,269	\$525,932	\$541,872	\$0	\$0	\$0	\$509,269	\$525,932	\$541,872
	<b>OPERATIONS</b>												
220	TRAVEL - Off-Island/Local Mileage Reimburs:	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
233	OFFICE SPACE RENTAL:	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
250	EQUIPMENT:	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
271	DRUG TESTING:	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
290	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL OPERATIONS</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>UTILITIES</b>												
361	Power:	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
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	<b>CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	\$0	\$0	\$0	\$509,269	\$525,932	\$541,872	\$0	\$0	\$0	\$509,269	\$525,932	\$541,872
	1/ Land Survey Revolving Fund												
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	9	9	9	0	0	0	9	9	9
	<b>TOTAL FTEs</b>	0.000	0.000	0.000	9.000	9.000	9.000	0.000	0.000	0.000	9.000	9.000	9.000

ORIGINAL

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Contractual</b>			\$ -	\$ -	\$ -

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			\$ -	\$ -	\$ -

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Equipment</b>			\$ -	\$ -	\$ -

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			\$ -	\$ -	\$ -

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: LAND RECORDS DIVISION  
FUND: LAND SURVEY REVOLVING FUND 5222A1829300C201 (per ORB Request)

(A) No. Number	(B) Position Title I/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special <sup>1</sup>	(H) Increment		(I) Amt.	(J) Subtotal	(K) Retirement (\$15,464) (\$19,012*2)	(L) Retire (DDI) (\$19,012*26TP) 3/	(M) Social Security (6.2% * J)	(N) Benefits			(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) TOTAL (J + R)
							Date	Am.						Medicare (1.45% * J)	Life 4/					
1	906	Deputy Civil Registrar	O-03	\$53,750	\$0	\$0	7/8/2019	\$509	\$54,259	\$15,464	\$0	\$0	\$0	\$787	\$187	\$6,340	\$373	\$23,151	\$77,410	
2	909	Land Abstractor III	L-08	47,246	0	0	6/10/2019	506	48,352	13,780	0	0	0	701	187	2,512	204	17,384	65,736	
3	912	Land Abstractor II	J-07	38,845	0	0	11/3/2019	0	38,845	11,071	495	0	0	563	187	1,986	269	14,571	53,416	
4	913	Land Abstractor II	J-06	37,427	0	0	3/31/2019	827	38,254	10,902	495	0	0	555	187	3,839	0	15,978	54,232	
5	914	Land Abstractor III	L-03	39,965	0	0	9/26/2019	126	40,091	11,426	495	0	0	581	187	2,512	204	\$15,405	55,496	
6	923	Land Abstractor III	L-10	50,931	0	0	4/6/2020	0	50,931	14,515	0	0	0	738	187	6,340	373	22,153	73,084	
7	927	Land Abstractor II	J-11	44,015	0	0	12/12/2018	1,163	45,178	12,876	0	0	0	655	187	0	0	13,718	58,896	
8	929	Land Abstractor II	J-09	41,349	0	0	10/5/2018	1,312	42,661	12,158	0	0	0	619	187	1,246	204	14,414	57,075	
9	1056	Word Processing Secretary II	H-09	35,287	0	0	6/10/2019	373	35,660	10,163	0	0	0	517	187	0	0	10,867	46,527	
10	907	Word Processing Secretary I	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
11	915	Data Control Clerk I	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
12	920	Land Abstractor I	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
13	922	Land Abstractor I	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
14	926	Land Abstractor I	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
15	1052	Land Abstractor I	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
16				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
17				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
18				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
19				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
20				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
21				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
22				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
23				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
24				0	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	0	
				Grand Total:	\$399,415	\$0			\$0	\$4,816	\$394,231	\$112,385	\$1,485	\$0	\$5,716	\$1,683	\$24,775	\$1,627	\$147,641	\$541,872

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).  
2/ FY 2019 (Proposed) GovGuam contribution rate of 28.50% for the Government of Guam Retirement is subject to change.  
3/ FY 2019 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.  
4/ FY 2019 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

Input by Department												
(A) No.	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	Special Pay Categories						(K) D+E+F+C+H+I+J Subtotal		
				(E) Night Differential Pay 10%	(F) Hazard 10%	(G) Hazard 8%	(H) Nurse Sunday Pay 1.5	(I) Nurse Pay 1.5	(J) EMT Pay 15%			
1	906	Deputy Civil Registrar	Santos, Andrew D.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	909	Land Abstractor III	Bautista, Amy T.	0	0	0	0	0	0	0	0	0
3	912	Land Abstractor II	Cruz, Lisa Marie P.	0	0	0	0	0	0	0	0	0
4	913	Land Abstractor II	Quitano, Lisa M.	0	0	0	0	0	0	0	0	0
5	914	Land Abstractor III	Castro, May M.	0	0	0	0	0	0	0	0	0
6	923	Land Abstractor III	Yamasaki, Jane T.	0	0	0	0	0	0	0	0	0
7	927	Land Abstractor II	Torres, Victoria C.	0	0	0	0	0	0	0	0	0
8	929	Land Abstractor II	Antenoracruz, Joel D.	0	0	0	0	0	0	0	0	0
9	1056	Word Processing Secretary II	Toves, Terestia A.C.	0	0	0	0	0	0	0	0	0
10	907	Word Processing Secretary I	VACANT	0	0	0	0	0	0	0	0	0
11	915	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0	0
12	920	Land Abstractor I	VACANT 9/12/2012 (Santos, J.)	0	0	0	0	0	0	0	0	0
13	922	Land Abstractor I	VACANT - In Lieu of (L/A III)	0	0	0	0	0	0	0	0	0
14	926	Land Abstractor I	VACANT - In Lieu of (L/A II)	0	0	0	0	0	0	0	0	0
15	1052	Land Abstractor I	VACANT (Mangur, L.) 2/28/14	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0	0
24	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
Grand Total:			\$0	\$0	\$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 personnel
- 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

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: LAND RECORDS DIVISION  
FUND: LAND SURVEY REVOLVING FUND 5222A182930DC201 (per ORB Request)

(A) No.	(B) Position Title 1/	(C) Name of Incumbent	(D) Grade / Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(I) Amt.	(J) Subtotal	(K)-(R) Benefits										(S) (J + R) TOTAL
							Date				Retirement (J * 27.83%)	Retire (DD) (\$19.01 * 26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 2/	Medical (Prentium)	Dental (Prentium)	Total Benefits (K thru Q)			
1	Deputy Civil Registrar	Santos, Andrew D.	O-02	\$51,787	\$0	\$0	7/8/2018		\$491	\$52,278	\$14,549	\$0	\$758	\$187	\$6,340	\$373	\$22,207	\$74,485			
2	Land Abstractor III	Bautista, Amy T.	L-07	46,375	0	0	12/10/2017		1,226	47,601	13,247	0	690	187	2,512	204	16,840	64,441			
3	Land Abstractor II	Cruz, Lisa Marie P.	J-06	37,427	0	0	5/3/2018		591	38,018	10,580	0	551	187	1,986	269	14,068	52,086			
4	Land Abstractor II	Quitlano, Lisa M.	J-05	36,061	0	0	3/31/2018		797	36,858	10,258	0	534	187	3,839	0	15,313	52,171			
5	Land Abstractor III	Castro, May M.	L-02	38,506	0	0	9/26/2018		122	38,628	10,750	0	560	187	2,512	204	14,708	53,336			
6	Land Abstractor III	Yamasaki, Jane T.	L-09	49,364	0	0	4/6/2018		784	50,148	13,956	0	727	187	6,340	373	21,583	71,731			
7	Land Abstractor II	Torres, Victoria C.	J-11	44,015	0	0	12/12/2018		0	44,015	12,249	0	638	187	0	0	13,074	57,089			
8	Land Abstractor II	Antenorcuza, Joel D.	J-09	41,349	0	0	10/5/2018		0	41,349	11,507	0	600	187	1,246	204	13,744	55,093			
9	Word Processing Secretary II	Toves, Teresia A.C.	H-08	34,202	0	0	12/23/2017		904	35,106	9,770	0	509	187	1,246	0	11,712	46,818			
10	Word Processing Secretary I	VACANT	H-01	0	0	0			0	0	0	0	0	0	0	0	0	0			
11	Data Control Clerk I	VACANT	E-01	0	0	0			0	0	0	0	0	0	0	0	0	0			
12	Land Abstractor I	VACANT 9/12/2012 (Santos, J.)	L-01	0	0	0			0	0	0	0	0	0	0	0	0	0			
13	Land Abstractor I	VACANT - In Lieu of (L/A III)	L-01	0	0	0			0	0	0	0	0	0	0	0	0	0			
14	Land Abstractor I	VACANT - In Lieu of (L/A II)	L-01	0	0	0			0	0	0	0	0	0	0	0	0	0			
15	Land Abstractor I	VACANT (Mannigan, L.) 2/28/14	L-01	0	0	0			0	0	0	0	0	0	0	0	0	0			
16				0	0	0			0	0	0	0	0	0	0	0	0	0			
17				0	0	0			0	0	0	0	0	0	0	0	0	0			
18				0	0	0			0	0	0	0	0	0	0	0	0	0			
19				0	0	0			0	0	0	0	0	0	0	0	0	0			
20				0	0	0			0	0	0	0	0	0	0	0	0	0			
21				0	0	0			0	0	0	0	0	0	0	0	0	0			
22				0	0	0			0	0	0	0	0	0	0	0	0	0			
23				0	0	0			0	0	0	0	0	0	0	0	0	0			
24				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			
				Grand Total:	\$379,086	\$0			\$4,915	\$384,001	\$106,866	\$1,485	\$0	\$5,567	\$1,683	\$26,021	\$1,627	\$143,249	\$527,250		

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)  
2/ FY 2018 Guam contribution for Life Insurance is \$187 per annum

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

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+C+H+I+J Subtotal	
1	906	Deputy Civil Registrar	Santos, Andrew D.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	909	Land Abstractor III	Bautista, Amy T.	0	0	0	0	0	0	0	0	0
3	912	Land Abstractor II	Cruz, Lisa Marie P.	0	0	0	0	0	0	0	0	0
4	913	Land Abstractor II	Quitano, Lisa M.	0	0	0	0	0	0	0	0	0
5	914	Land Abstractor III	Castro, May M.	0	0	0	0	0	0	0	0	0
6	923	Land Abstractor III	Yamashita, Jane T.	0	0	0	0	0	0	0	0	0
7	927	Land Abstractor II	Torres, Victoria C.	0	0	0	0	0	0	0	0	0
8	929	Land Abstractor II	Antenorquez, Joel D.	0	0	0	0	0	0	0	0	0
9	1056	Word Processing Secretary II	Toves, Teresita A.C.	0	0	0	0	0	0	0	0	0
10	907	Word Processing Secretary I	VACANT	0	0	0	0	0	0	0	0	0
11	915	Data Control Clerk I	VACANT	0	0	0	0	0	0	0	0	0
12	920	Land Abstractor I	VACANT 9/12/2012 (Santos, J)	0	0	0	0	0	0	0	0	0
13	922	Land Abstractor I	VACANT - In Lieu of (L/A III)	0	0	0	0	0	0	0	0	0
14	926	Land Abstractor I	VACANT - In Lieu of (L/A II)	0	0	0	0	0	0	0	0	0
15	1052	Land Abstractor I	VACANT (Mangum, L.) 2/28/14	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0	0
24	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
Grand Total:				\$0	\$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 personnel
- 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 CFD ambulatory service personnel. 15% of reg. rate of pay

ORIGINAL



**Government of Guam  
Fiscal Year 2019 Budget  
Department / Agency Narrative**

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

**DEPT. / AGENCY:** Department of Land Management – Land Survey Division

**MISSION STATEMENT:**

The purpose of the Division of Survey is to pursue the survey of public lands, to acquire certificates of title through the land registration process, to establish and maintain island-wide horizontal and vertical control networks, to develop and maintain an accurate land cadastre program, and to efficiently administer the map review process to ensure that all surveys conducted on island meet the standards set forth by regulations.

**GOALS AND OBJECTIVES:**

1. **CADASTRATION:** To maintain and supplement a Land Square Grid System (Guam Map Grid 1993) and land cadastre system.

Establish an accurate land cadastre system through the use of Geographic Information System (GIS) and Computer Aided Design and Drafting (CADD) Technology. This computer-driven land cadastre program will be necessary to keep up to date with constantly changing information that affect the cadastre.

Using GIS/CADD, prepare digital maps of boundaries of all lands owned, controlled or in possession of the government of Guam, or which may hereafter be acquired, controlled or in possession of the government of Guam, or of private lands which are to be acquired by the government of Guam through purchase or condemnation.

Map all real properties belonging to the government of Guam for which certificates of title have not been issued, in order to accomplish the registration of such properties.

Place all parcels of lands on a cadastral map clearly illustrating government and private lands.

2. **PUBLIC LANDS REGISTRATION:** To survey and map all real properties belonging to the government of Guam for which certificates of title have not been issued in order to accomplish the registration of such properties.

Select from the remaining parcels of government land those parcels of highest land values and proceeding to survey them in order of value, on a parcel basis, until all government lands are surveyed.

Conduct a study of the patterns of land ownership and of public land use on Guam in order to identify those areas where the public may be able to establish a legally sufficient claim for ownership for use thereof in a land registration proceeding referred to as *Monte Sin Dueño*. Testify in private land registration court proceedings to ensure that privately claimed lands do not overlap with or adversely affect government land.

3. **MAP AND SURVEY RECORDS AND REPRODUCTION:** Maintain and preserve current records of surveys and maps of the island in accordance with the Subdivision Law and the Land Survey Manual.

Reproduction of graphical illustrations as requested by customers and the general public.

Participate in the Document Imaging Management System (DIMS) by imaging maps, records of surveys, and other graphical illustrations.

Implementation and/or update a fee schedule for the following:

- a. Reproduction of survey maps and of other required documents;
- b. Update and revise the “1966 *Manual of Instructions for the Survey of Lands in the Territory of Guam*” to conform to modern surveying practices and technology;
- c. Update the “1993 *Guam Geodetic Network (GGN) Horizontal and Vertical Control Book*”.

4. **GUAM GEODETIC NETWORK (GGN):** To maintain and densify the island-wide horizontal and vertical control networks.

The Guam Chief of Cadastre is responsible for the administration of the GGN and the uniform procedures for the survey of real property within the island.

Establish a uniform system of primary, secondary, and tertiary geodetic network controls known as the Guam Geodetic Network (GGN) in accordance with the Federal Geodetic Control Committee’s Geometric Geodetic Accuracy Standards and Specifications for using GPS Relative Positioning Techniques.

Establish uniform procedures for the survey of public and private lands within the island in conformity with the provisions of the Guam Geodetic Network.

Maintain and preserve the geodetic control stations.

Complete the calculations and field traverses necessary to ensure complete establishment of the GGN, including the referencing of all markers, the integration of such system with those previously established on Guam, and the restoration and/or replacement of all monuments destroyed since the initiation of the system.

5. **SURVEY MAP REVIEW:** To establish a uniform procedure for the survey of public and private lands within the island in conformity with the provisions of the Subdivision Law and the Land Survey Manual and sound surveying practices.

Develop uniform specifications of survey data to be included on maps, plats, sketches or other plane pictorial representations of land.

Implement a fee schedule for the processing, review, and approval of survey maps that require recordation.

6. **OPERATIONAL FIELD SURVEY:** Provide for an area re-plat survey, to mark and reserve legal and adequate access right-of-way to the lots within an area, adjust property lines to give each lot a shape that is conducive to its maximum utilization with the least disturbance of existing uses, describe individual lots by metes and bounds description to create a basis for clear title, and provide traffic circulation pattern that will give the residents ease of movement within the area as well as suitable connections with other areas.

Survey, locate, mark and map land boundaries, preparation of metes and bounds descriptions and all other work related thereto, of all land owned, controlled or in possession of the government of Guam, or which may hereafter be acquired, controlled or in possession of the government of Guam or of private lands which are to be acquired by the government of Guam through purchase or condemnation.

Verify questionable boundaries of proposed survey maps prepared by private land surveyors submitted to the Department for review and approval.

### **IMPACT STATEMENT:**

The Chief of Cadastre/Guam Chief Surveyor is the chief official of the Division of Survey and is charged with the overall supervision of the personnel and functions of the Division.

Thirteen (13) employees, including the Chief of Cadastre, currently staff the Survey Division with an authorized twenty-one (21) FTE's. With the volume of work the Division has, the division is hard-pressed to perform its jobs effectively, and more so, if one or two are on leave thereby disrupting the daily operations of the division of its assigned tasks. In order to effectively and legally carry out the division's administrative and technical duties and responsibilities, and to assure professional development and upward mobility for the engineering technicians, the Division has submitted the necessary paperwork to the

Department of Administration to re-establish the Surveyor Series positions and to establish the Deputy Chief Surveyor position as mandated by Public Law 25-92.

Furthermore, with the military build-up and with anticipated retirements of long-term employees, (one employee has already retired), it is imperative that we recruit technical and professional staff to meet the demands placed on the Division as more information, data, and services are requested from the Division. The Division has been in need of recruiting for the positions of two (2) Cartographic Supervisors; one (1) Surveyor Supervisor; five (5) Engineering Technicians/Engineering Aides and the creation of the Deputy Chief Surveyor.

Additionally, with ever changing technology, it is important to modernize and replace with new equipment and technology as the demands on existing equipment are strained and may reach the point where the equipment cannot be repaired because of obsolescence.

Furthermore, the Division has specific requirements of software unique to the survey profession. These softwares require annual upgrade/replacement.

The above are the principal components that would go a long way towards satisfying the goals and objectives of the Survey Division to deliver its essential services to the public in the coming years.

#### **PROGRAM BUDGET PLAN:**

The Division of Survey requires additional personnel and equipment in order to fulfill its mandates. The Survey Division collaborated with Department of Revenue and Taxation (DRT) consultants to complete the mapping phase of the Department of Revenue and Taxation's Computer-Aided Mass Appraisal (CAMA)/Guam Property Assessment System (GPAS) Project. The Division has reviewed the digital maps provided by DRT's consultants using existing personnel. The review indicates that the mapping work meets DRT's mapping requirement; however, additional editing needs to be performed to meet the Survey Division's more accurate Cadastral mapping standards. Unless additional personnel are recruited, it would be very difficult to complete the editing; furthermore, additional trained personnel would be needed to sustain and continually update the mapping project. In addition to the need to recruit additional technical and professional staff, the Division will require modernization and replacement of its equipment, including specialized field computers and survey instrumentation and software upgrades to include the latest GIS and Survey CAD software at a cost of approximately \$100,000.

**Decision Package  
FY 2019**

Department/Agency: Land Management

Division/Section: Land Survey

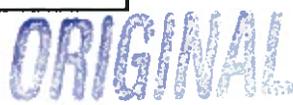
**Program Title: Cadastration**

**Activity Description:** To maintain and supplement a Land Square Grid System (Guam Map Grid 1993) and land cadastre system. Establishment of an accurate land cadastre system through the use of Geographic Information System (GIS) and Computer Aided Design and Drafting (CADD) Technology. This computer-driven land cadastre program will be necessary to keep up to date with constantly changing information that affect the cadastre. Prepare maps in digital form, using GIS/CADD, of all lands owned, controlled or in possession of the government of Guam, or which may hereafter be acquired, controlled or in possession of the government of Guam, or of private lands which are to be acquired by the government of Guam through purchase or condemnation. Map all real properties belonging to the government of Guam for which certificates of title have not been issued, in order to accomplish the registration of such properties. Place all parcels of lands on a cadastral map clearly illustrating government and private lands, pursuant to Section 60601, Chapter 60, Article 6, Title 21, Guam Code Annotated.

**Major Objective(s):** Capture all spatial data and incorporate into the Survey Division's CADD/GIS cadastral database.

**Short-term Goals:** Enter data of recorded survey maps of parcels of lands through cogo-geometry using CADD/GIS technology. Enter data of survey maps submitted by private land surveyors for checkprint review to verify spatial relationships with adjoining parcels. Capture and place all government of Guam lands into a GIS layer to show their spatial relationships and attributes.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Data entry of maps into the cadastral GIS using CAD/GIS</b>	<b>367</b>	<b>370</b>	<b>380</b>



**Decision Package  
FY 2019**

Department/Agency: Land Management

Division/Section: Land Survey

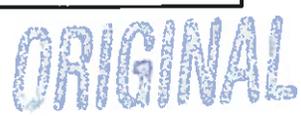
**Program Title: Land Registration**

**Activity Description:** To survey and map all real properties belonging to the government of Guam for which certificates of title have not been issued in order to accomplish the registration of such properties. Survey the remaining parcels of government land until all government lands are surveyed. Identify areas where the public may be able to establish a legally sufficient claim for ownership of untitled land generally referred to as Monte Sin Dueño. Testify in private land registration court proceedings to ensure that privately claimed lands do not overlap with or adversely affect government land.

**Major Objective(s):** To complete the surveying and mapping of all government of Guam claimed lands.

**Short-term Goals:** Research further to identify areas where government of Guam may be able to establish legal claim for ownership. Provide surveys of these identified parcels of government land for which certificates of title have not been issued, in order to accomplish land registration of such properties. Three areas have been identified to survey and map for Land Registration under the Monte Sin Dueño principle.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Land Registration Surveys</b>	<b>2</b>	<b>3</b>	<b>4</b>



**Decision Package  
FY 2019**

Department/Agency: Land ManagementDivision/Section: Land Survey

**Program Title: Guam Geodetic Network (GGN)**

**Activity Description:** Maintain and densify island-wide horizontal and vertical control networks. The Guam Chief Surveyor is responsible for the administration of the GGN and the uniform procedures for the survey of real property within the island of Guam. Establish a uniform system of primary, secondary, and tertiary geodetic network controls known as the Guam Geodetic Network (GGN) in accordance with the Federal Geodetic Control Committee's Geometric Geodetic Accuracy Standards and Specifications for using GPS Relative Positioning Techniques. Establish uniform procedures for the survey of public and private lands within the Island in conformity with the provisions of the Guam Geodetic Network. Maintain and preserve the geodetic control stations. Complete the calculations and field traverse necessary to ensure complete establishment of the GGN, including the referencing of all markers, the integration of such systems with those previously established on Guam, and the restoration and/or replacement of all monuments destroyed since the initiation of said system.

**Major Objective(s):** Add additional GGN stations along the southern end of the island. Process, compute, and adjust the data to incorporate into the present GGN control network.

**Short-term Goals:** Complete processing GGN clearance applications and issue clearances thereto; maintain and preserve the geodetic control stations. Procure training for personnel in modern GPS technology. With the technical assistance and support of the National Geodetic Survey (NGS), complete the preparation of the data necessary and needed for the horizontal and vertical control stations so that the GGN network will conform to the North American Datum of 1983 as required by NGS.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Process &amp; Issue GGN Clearances</b>	<b>215</b>	<b>224</b>	<b>240</b>
<b>GGN Stations destroyed and need upgrade and/or replacement</b>	<b>55</b>	<b>61</b>	<b>69</b>
<b>GGN Installed</b>	<b>15</b>	<b>30</b>	<b>35</b>

**Decision Package  
FY 2019**

Department/Agency: Land Management

Division/Section: Land Survey

**Program Title: Map and Survey Records and Reproduction**

**Activity Description:** Maintain and preserve current records of surveys and maps of the island in accordance with the Subdivision Law and the Land Survey Manual. Prepare and reproduce graphical illustrations as requested by the customers and the general public. Revise and update the "1966 Manual of Instructions for the Survey of Lands in the Territory of Guam", to reflect modern survey techniques and technology. Update and publish the "1993 Guam Geodetic Network (GGN) Horizontal and Vertical Control Book." Implementation of a fee schedule for the processing, review, and approval of survey maps that require recordation.

**Major Objective(s):** Update and maintain the cadastral survey maps to ensure that all survey maps on file with the Division are scanned or digitally imaged and incorporated into the Department's database.

**Short-term Goals:** Reproduce copies of recorded survey maps and other geographical illustrations as requested by customers and the general public. Participate in the Document Imaging Systems (DIMS) by scanning recorded maps and other graphics to be incorporated with the current records of surveys and maps. Link the scanned recorded maps to the division's cadastral GIS.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Scanning of approved maps</b>	<b>367</b>	<b>370</b>	<b>400</b>
<b>Customer/public/government requests for spatial information including location of GGN's, parcel data, etc. Walk-ins and telephone contacts.</b>	<b>360</b>	<b>380</b>	<b>400</b>



**Decision Package  
FY 2019**

Department/Agency: Land Management

Division/Section: Land Survey

**Program Title: Survey Map Review**

**Activity Description:** The application of an established uniform procedure for map reviews of surveys of public and private lands within the island in conformity with the provisions of the Subdivision Law and the Land Survey Manual, pursuant to Section 60601, Chapter 60, Article 6, Title 21, GCA, and professional surveying practices.

**Major Objective(s):** Prepare a survey map review manual to ensure a complete understanding between DLM Survey map reviewers and the Professional Land Surveyor so that there is a mutual understanding and expectation of what should be in the maps submitted for recordation; such a process will provide for efficient, smooth, and timely map reviews.

**Short-term Goals:** Review survey maps submitted by professional land surveyors ensuring application of an established uniform procedure for the survey of public and private lands within the island in accordance with the provisions of the Subdivision Law and Land Survey Manual and sound surveying practices.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Map Review</b>			
<b>Preliminary</b>	<b>370</b>	<b>375</b>	<b>400</b>
<b>Final</b>	<b>305</b>	<b>380</b>	<b>400</b>



**Decision Package  
FY 2019**

Department/Agency: Land Management

Division/Section: Land Survey

**Program Title: Operational Field Survey**

**Activity Description:** Survey, locate, mark and map land boundaries, prepare metes and bounds descriptions and all other work related thereto, of all land owned, controlled or in possession of the government of Guam, or which may hereafter be acquired, controlled or in possession of the government of Guam or of private lands which may have conflicting boundaries with the government of Guam.

**Major Objective(s):** To modernize the Survey Division by providing training in the very latest surveying technology upgrades and by obtaining the latest survey equipment. This will ensure that the Division can perform and complete their tasks despite the increased volume of survey requests.

**Short-term Goals:** Perform surveys for other government agencies including the Office of the Attorney General, Mayor's Council and the Department of Public Works. Perform surveys of unregistered properties for Land Registration in its master plan surveys. Provide survey services as requested by Director, Department of Land Management.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
Easement Stake-Outs	7	25	28
Re-subdivision Surveys	10	28	30
Retracement Surveys	14	40	45
Topographic Surveys	1	2	2
As-Built Surveys	1	27	28
Land Registration Surveys	2	2	2



Function: General Government  
 Department: Land Management  
 Program: Land Survey

Government of Guam  
 Fiscal Year 2019  
 Budget Digest

5222A182940SE203 (Per OFB Request)

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	0	0	0	491,823	477,106	453,924	0	0	0	491,823	477,106	453,924
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	172,705	176,767	164,360	0	0	0	172,705	176,767	164,360
	<b>TOTAL PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$664,527	\$653,873	\$618,284	\$0	\$0	\$0	\$664,527	\$653,873	\$618,284
	<b>OPERATIONS</b>												
220	TRAVEL - Off-Island/Local Mileage Reimburs:	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
233	OFFICE SPACE RENTAL:	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
250	EQUIPMENT:	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
271	DRUG TESTING:	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
280	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL OPERATIONS</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>UTILITIES</b>												
361	Power:	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
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	<b>CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	\$0	\$0	\$0	\$664,527	\$653,873	\$618,284	\$0	\$0	\$0	\$664,527	\$653,873	\$618,284
	1/ Land Survey Revolving Fund												
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	10	11	10	0	0	0	10	11	10
	<b>TOTAL FTEs</b>	0.000	0.000	0.000	10.000	11.000	10.000	0.000	0.000	0.000	10.000	11.000	10.000

ORIGINAL

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Contractual</b>			\$ -	\$ -	\$ -

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			\$ -	\$ -	\$ -

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Equipment</b>			\$ -	\$ -	\$ -

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			\$ -	\$ -	\$ -

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: LAND SURVEY DIVISION  
FUND: LAND SURVEY REVOLVING FUND 5222A182940SE203 (per OFB Request)

(A) No.	(B) Position Title I/	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Specialty	(H) Increment		(I) Amt.	(J) (E+F+G+H) Subtotal	(K) Retirement (J * 28.50%) 2/	(L) Retire (DDI) (\$19.01*26PP) 3/	(M) Social Security (6.2% * J)	(N) Benefits		(O) Life 4/	(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
							Date	Am.						Medicare (1.45% * J)	Life 4/					
1	1020	Chief of Cadastre	O-09	\$80,476	\$0	\$0	4/30/2019	\$1,277	\$1,277	\$23,300	\$495	\$0	\$1,185	\$187	\$1,246	\$204	\$26,617	\$108,370		
2	1029	Engineering Aide III	H-11	37,562	0	0	10/12/2019	0	37,562	10,705	0	0	545	187	6,340	373	18,150	55,712		
3	1032	Engineering Technician II	J-12	45,411	0	0	12/25/2018	1,201	46,612	13,284	0	0	676	187	2,512	204	16,863	63,475		
4	1036	Engineering Aide III	H-09	35,287	0	0	5/26/2019	467	35,754	10,190	495	0	518	187	0	0	11,390	47,144		
5	1042	Administrative Assistant	J-11	44,015	0	0	10/30/2019	0	44,015	12,544	495	0	638	187	3,839	229	17,932	61,947		
6	1044	Engineering Technician II	J-13	44,852	0	0	11/6/2018	1,362	46,214	13,741	0	0	699	187	1,246	204	16,077	64,291		
7	1045	Engineering Technician II	J-11	44,015	0	0	1/10/2019	1,047	45,062	12,843	0	0	653	187	1,246	204	15,133	60,195		
8	1054	Engineering Technician I	I-12	41,786	0	0	2/5/2020	0	41,786	11,909	0	0	606	187	0	0	12,702	54,488		
9	1059	Engineering Aide II	E-04	23,585	0	0	2/25/2019	596	24,181	6,892	495	0	351	187	6,340	373	14,638	38,819		
10	1066	Cartographic Supervisor	L-08	47,846	0	0	1/5/2019	1,139	48,985	13,961	0	0	710	187	0	0	14,858	63,843		
11	1027	Engineering Technician II	J-01	0	0	0	N/A	0	0	0	0	0	0	0	0	0	0	0		
12	1026	Engineering Technician II	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
13	1028	Engineering Technician II	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
14	1030	Engineering Aide I	D-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
15	1035	Engineering Aide II	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
16	1037	Engineering Technician I	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
17	1038	Engineering Technician I	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
18	1041	Cartographic Supervisor	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
19	1043	Engineering Technician I	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
20	1055	Surveyor Supervisor	P-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
21	1067	Cartographic Supervisor	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
22	1073	Engineering Technician II	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
23	1079	GIS/LAS Mapping Technician	I-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0		
24		Deputy Chief Surveyor		0	0	0		0	0	0	0	0	0	0	0	0	0	0		
25		Grand Total:		\$446,835	\$0	\$0			\$7,089	\$453,924	\$129,369	\$1,980	\$0	\$6,581	\$1,870	\$22,769	\$1,791	\$164,360	\$618,284	

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).  
2/ FY 2019 (Proposed) GovGuam contribution rate of 28.50% for the Government of Guam Retirement is subject to change.  
3/ FY 2019 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.  
4/ FY 2019 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

Input by Department												
(A)	(B)	(C)	(D)	Special Pay Categories						(K)		
				(E)	(F)	(G)	(H)	(I)	(J)			
Position No.	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard Pay 10%	Hazard Pay 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	D+E+F+G+H+I+J Subtotal		
1	1020	Chief of Cadastre										
2	1027	Engineering Technician II										
3	1029	Engineering Aide III										
4	1032	Engineering Technician III										
5	1036	Engineering Aide III										
6	1042	Administrative Assistant										
7	1044	Engineering Technician II										
8	1045	Engineering Technician II										
9	1054	Engineering Technician I										
10	1059	Engineering Aide II										
11	1066	Cartographic Supervisor										
12	1026	Engineering Technician II										
13	1028	Engineering Technician II										
14	1030	Engineering Aide I										
15	1035	Engineering Aide II										
16	1037	Engineering Technician I										
17	1038	Engineering Technician I										
18	1041	Cartographic Supervisor										
19	1043	Engineering Technician I										
20	1055	Surveyor Supervisor										
21	1067	Cartographic Supervisor										
22	1073	Engineering Technician II										
23	1079	GIS/LIS Mapping Technician										
24	0	Deputy Chief Surveyor										
25	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 personnel
- 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 CFD ambulatory service personnel, 15% of reg. rate of pay

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: LAND SURVEY DIVISION  
FUND: LAND SURVEY REVOLVING FUND 5222A182940SE203 (per OFB Request)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)		(O)	(P)	(Q)	(R)	(S)
							Date	Amnt.						Subtotal	Retirement (J * 27.83%)					
1	1020	Chief of Cadastre	Q-08	\$78,001	\$0	\$0	10/30/2017	\$2,475	\$80,476	\$22,396	\$495	\$0	\$1,167	\$187	\$1,246	\$124	\$204	\$25,695	\$106,171	
2	1029	Engineering Aide III	H-10	36,407	0	0	10/12/2017	1,155	37,562	10,454	0	0	545	187	6,340	373	204	17,899	55,461	
3	1032	Engineering Technician II	J-12	45,411	0	0	12/25/2018	995	45,411	12,638	0	0	658	187	2,512	204	0	16,199	61,610	
4	1036	Engineering Aide III	H-08	34,202	0	0	11/26/2017	1,354	35,197	9,795	495	0	510	187	3,839	229	0	10,987	46,184	
5	1042	Administrative Assistant	J-10	42,661	0	0	10/30/2017	0	44,015	12,249	0	0	638	187	1,246	204	0	17,657	61,652	
6	1044	Engineering Technician II	J-13	46,852	0	0	11/6/2018	0	44,015	13,039	0	0	679	187	1,246	204	0	17,657	62,207	
7	1045	Engineering Technician II	J-11	44,015	0	0	1/10/2019	857	44,872	12,249	0	0	638	187	1,246	204	0	17,657	58,539	
8	1054	Engineering Technician I	E-03	40,501	0	0	2/5/2018	574	41,075	11,510	0	0	600	187	1,246	204	0	14,524	53,655	
9	1059	Engineering Aide II	E-08	22,724	0	0	2/25/2018	47,846	23,298	6,484	495	0	338	187	6,340	373	0	14,217	37,515	
10	1066	Cartographic Supervisor	L-08	47,846	0	0	1/5/2019	0	47,846	13,316	0	0	694	187	0	0	0	14,197	62,043	
11	1027	Engineering Technician II	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
12	1026	Engineering Technician II	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
13	1028	Engineering Technician II	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
14	1030	Engineering Aide I	D-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
15	1035	Engineering Aide II	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
16	1037	Engineering Technician I	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
17	1038	Engineering Technician I	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
18	1041	Cartographic Supervisor	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
19	1043	Engineering Technician I	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
20	1055	Surveyor Supervisor	P-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
21	1067	Cartographic Supervisor	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
22	1073	Engineering Technician II	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
23	1079	GIS/LIS Mapping Technician	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
24		Deputy Chief Surveyor		0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
25		Grand Total:		\$438,620	\$0	\$0		\$7,410	\$446,030	\$124,130	\$1,980	\$0	\$6,467	\$1,870	\$22,769	\$1,791	\$0	\$159,007	\$605,037	

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

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)

2/ FY 2018 Guam contribution for Life Insurance is \$187 per annum

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)		
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+C+H+I+J Subtotal		
1	1020	Chief of Cadastre	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
2	1027	Engineering Technician II	0	0	0	0	0	0	0	0		
3	1029	Engineering Aide III	0	0	0	0	0	0	0	0		
4	1032	Engineering Technician II	0	0	0	0	0	0	0	0		
5	1036	Engineering Aide III	0	0	0	0	0	0	0	0		
6	1042	Administrative Assistant	0	0	0	0	0	0	0	0		
7	1044	Engineering Technician II	0	0	0	0	0	0	0	0		
8	1045	Engineering Technician II	0	0	0	0	0	0	0	0		
9	1054	Engineering Technician I	0	0	0	0	0	0	0	0		
10	1059	Engineering Aide II	0	0	0	0	0	0	0	0		
11	1066	Cartographic Supervisor	0	0	0	0	0	0	0	0		
12	1026	Engineering Technician II	0	0	0	0	0	0	0	0		
13	1028	Engineering Technician II	0	0	0	0	0	0	0	0		
14	1030	Engineering Aide I	0	0	0	0	0	0	0	0		
15	1035	Engineering Aide II	0	0	0	0	0	0	0	0		
16	1037	Engineering Technician I	0	0	0	0	0	0	0	0		
17	1038	Engineering Technician I	0	0	0	0	0	0	0	0		
18	1041	Cartographic Supervisor	0	0	0	0	0	0	0	0		
19	1043	Engineering Technician I	0	0	0	0	0	0	0	0		
20	1055	Surveyor Supervisor	0	0	0	0	0	0	0	0		
21	1067	Cartographic Supervisor	0	0	0	0	0	0	0	0		
22	1073	Engineering Technician II	0	0	0	0	0	0	0	0		
23	1079	GIS/LIS Mapping Technician	0	0	0	0	0	0	0	0		
24	0	Deputy Chief Surveyor	0	0	0	0	0	0	0	0		
25	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 gym-gains, employee must work 4 hours consecutive after gym for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/4 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to CFD ambulatory service personnel, 15% of reg. rate of pay

ORIGINAL

Function : General Government

Agency: Department of Land Management

Program: Land Survey Division

**EQUIPMENT/CAPITAL LISTING:**

Description	Quantity	Percentage of Use	Comments
Clerical Desk	4	100%	Paul, Wayne, David & Reception Area
Secretarial Desk (L-shape)	5	100%	Remi, Tom, Ed, Janet
Four -drawer filing cabinet (metal-beige)	16	100%	Survey Division
Typewriter Stand w/wheels	2	100%	Survey Division
Drafting Table	7	100%	Peter, Edgar, Pierce, Wayne, Melvin
Drafting Chairs	1	100%	Edgar
Storage Locker (metal)	5	100%	Survey Division (2-glass doors, 2-metal doors)
Four -drawer filing cabinet (metal-gray)	5	100%	Survey Division
Two-drawer filing cabinet (metal)	2	100%	Survey Division
Flat map file cabinets (metal-black)	6	100%	Survey Division
Flat map file cabinets (metal-beige)	1	100%	Survey Division
Secretarial Desk w/locker	3	100%	Peter, Melvin
Refrigerator	1	100%	Survey Division
Microwave Oven	1	100%	Survey Division
Folding Tables (white)	2	100%	Survey Division
TopCon Level (AT-G6)	1	100%	Survey Division
TopCon Level (AT-G2)	1	100%	Survey Division
Sokia (3) Prism	1	100%	Survey Division
Computer Workstation (wooden)	1	100%	Survey Division
Kern Swiss Upright Scope	1	0%	Survey Division (not operational)
3 Prism Leica w/case	1	100%	Survey Division
Four-drawer filing cabinet (metal-black)	5	100%	Survey Division
Five-drawer filing cabinet (metal-black)	2	100%	Survey Division
Xerox 8254E wide format color plotter	1	0%	Survey Division (not operational)
Xerox 6279 wide format copier/scanner	1	100%	Survey Division
HP Designjet 800 color plotter	1	0%	Survey Division (not operational)
5-drawer organizer tray (plastic)	1	100%	Survey Division
3-drawer organizer tray (plastic)	1	100%	Survey Division
Trimble Survey Controller (SN0220173851)	2	100%	Tom
Trimble Radio Part 38460-45	1	100%	Tom
Backpacks for Rover Receiver	2	100%	Tom
Extension rods for antenna	6	100%	Tom
Radio Antennas for GPS Radio	2	100%	Tom
Trimble 5700 Receiver w/radio modem	2	100%	Tom
Trimble 5700 Data Logger TSCI	1	100%	Tom
Timble Connector Receiver	1	100%	Tom
Leica GPS CS15	1	100%	Survey Division
Leica GPS Controller CS10	1	100%	Survey Division
Sony Digital SLR Camera	1	100%	Survey Division

GTS-211D Topcon	3	0%	Survey Division (not operational)
Topcon Imaging Total Station	1	100%	Survey Division
Sokkia Robotic Total Station	1	100%	Survey Division
Recon	1	0%	Survey Division (not operational)
Recon	1	0%	Survey Division (not operational)
085655, Nomad, 800B-BT 512MEG-STD, SN ETOEC04127A	1	100%	Albert
085655, Nomad, 800B-BT 512MEG-STD, SN ETOEC02136	1	100%	Peter
Trimble Receiver Tripod Bracket	1	100%	Tom
Trimble Receiver Cable Connector	1	100%	Tom
Trimble Base Plate Antenna Rover	1	100%	Tom
Trimble Base Antenna (SN12369859)	1	100%	Tom
Trimble Base Ties (44015)	1	100%	Tom
Trimble Base Pole Bracket (4517-00)	1	100%	Tom
Leica TC-2002	1	0%	Survey Division (not operational)
Sokia Single Prism	1	100%	Survey Division
Topcon Single Prism	2	100%	Survey Division
Wild Single Prism	1	100%	Survey Division
Topcon Mini Prism for Rod	3	100%	Survey Division
Wooden Tripod	3	100%	Survey Division
Topcon Mini Prism	1	100%	Survey Division
Wild Prism Rod	1	100%	Survey Division
Prism Rod	7	100%	Survey Division
Wild Bipods	1	100%	Survey Division
Bipods (orange)	5	100%	Survey Division
Stadia Rod	1	100%	Survey Division
Topcon Battery Charger	3	100%	Survey Division
GPS Antenna (Trimble)	2	100%	Tom
Trimble GPS Receiver Model 4700	2	100%	Tom
Groundplane	2	100%	Tom
Trimble Assy. Download Cable #3245	1	100%	Tom
Trimble Assy. Cable #31288	1	100%	Tom
Trimble Pouch Belt & Shoulder	1	100%	Tom
Trimble Cable Assy. Download #32345	1	100%	Tom
Trimble Cable Assy. 1.5 #41300-02	1	100%	Tom
Sokkia Tripods	1	100%	Survey Division
Aluminum Prism Rods	1	100%	Survey Division
On-board battery For GTS 211D	6	0%	Survey Division (not operational)
Rebar Cutter	1	100%	Survey Division
Aluminum Tri-pod	1	100%	Survey Division
Map Carrier Cabinets (metal)	15	100%	Survey Division
Wall Clock (battery operated)	2	100%	Survey Division
Swivel Chairs	14	100%	Survey Division
CST/Berger Single Prism	2	100%	Survey Division

101710 19-555 MT-101 Locator Soft CS SN 101088147	1	100%	Peter/David	[BBMR EL-1]
101710 19-555 MT-101 Locator Soft CS SN 101088156	1	100%	Field Crew	
103709, 61-4500, Tribrach Yellow w/OP	1	100%	Survey Division	
103709, 61-500, Tribrach Yellow w/OP	1	100%	Survey Division	
103697, 61-2521, Rotating Tribrach ADA	1	100%	Survey Division	
106715, 296632, GST20 Wooden Tripod	1	100%	Tom	
106715, 296632, GST20 Wooden Tripod	1	100%	Tom	
106725, 563630, GTS05L Aluminum Tripod	1	100%	Tom	
106725, 563630, GTS05L Aluminum Tripod	1	100%	Tom	

<b>SPACE REQUIREMENT (for Personnel and Equipment/Capital)</b>	<b>Total Program Space (Sq. Ft.):</b>	<b>3,888</b>		
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<b>Description</b>	<b>Square Feet</b>	<b>Percent of Total Program Space</b>	<b>Comments</b>
<b>FY 2018</b>			
Land Survey Division - Suite 221	1,033	26.6%	
Land Survey Division - Suite 222	940	24.2%	
Land Survey Division - Suite 223	679	17.5%	
Land Survey Division - Suite 232	618	15.9%	
Land Survey Division - Suite 233	618	15.9%	
<b>FY 2019</b>			
Land Survey Division - Suite 221	1,033	26.6%	
Land Survey Division - Suite 222	940	24.2%	
Land Survey Division - Suite 223	679	17.5%	
Land Survey Division - Suite 232	618	15.9%	
Land Survey Division - Suite 233	618	15.9%	

<b>SYSTEM (DELL) TYPE/SER.#</b>			
Latitude E6420 XFR Laptop/24WJQP1	1	100%	Albert A. Pascua
Latitude E6420 XFR Laptop/34WJQP1	1	100%	David B. Delgado
Latitude E6420 XFR Laptop/184WJQP1	1	100%	Edgardo Taguiam
Precision T1600 Desktop/JSZWTR1	1	100%	Survey Division
Latitude E6420 XFR Laptop/CBWJQP1	1	100%	Survey Division
Latitude E6420 XFR Laptop/78WJQP1	1	100%	Melvin O. Javier
Latitude E6420 XFR Laptop/94WJQP1	1	100%	Paul L. Santos
Latitude E6420 XFR Laptop/14WJQP1	1	100%	Peter D. Esteban
Precision T1600 Desktop/JSZZTR1	1	100%	Pierce J. Castro
Latitude E6420 XFR Laptop/BBWJQP1	1	100%	Remedios T. Santos
Latitude E6420 XFR Laptop/C4WJQP1	1	100%	Thomas J. Torres
Latitude E6420 XFR Laptop/I3WJQP1	1	100%	Wayne S. Quinata
Optiplex 3010 Desktop/62Q6G2S	1	100%	Janet C. Reyes
<b>Keyboard Serjal No.</b>			

CN-OHZMNH-44751-189-04EN-A00	1	100%	Albert A Pascua	[BBMR EL-1]
CN-OHZMNH-44751-189-04EV-A00	1	100%	David B. Delgado	

CN-OKWW240-71616-16A-OCKA	1	100%	Survey Division	
CN-00J331-71616-7AN-OWCN	1	100%	John DLG (Temporary)	
CN-OH2MNH-44751-189-04DZ-A00	1	100%	Melvin O. Javier	
CN-OHZMNH-44751-189-04DI-A00	1	100%	Peter D. Esteban	
CN-OKWW240-71616-16A-OFQA	1	100%	Pierce J. Castro	
CN-OH2MNH-44751-189-0UCJ-A00	1	100%	Remedios T. Santos	
CN-OH2MNH-44751-189-047T-A00	1	100%	Wayne S. Quinata	
CN-TH-04N454-37171-28M-5422	1	100%	Survey Division	
CN-07VHY1-75131-2AM-0166-A00	1	100%	Janet C. Reyes	
<b>Mouse Serial No. (Dell)</b>				
CN-OU770D-44751-17T-0508	1	100%	Albert A. Pascua	
CN-OU770D-44751-17T-00DC	1	100%	David B. Delgado	
KOK0080E	1	100%	Survey Division	
SN-177658	1	100%	Survey Division	
CN-OU770D-44751-17T-05U8	1	100%	Melvin O. Javier	
CN-OU770D-44751-17T-05TN	1	100%	Peter D. Esteban	
KOK008L	1	100%	Pierce J. Castro	
CN-OU770D-44751-17T-05VK	1	100%	Remedios T. Santos	
CN-OU770D-44751-17T-05TF	1	100%	Wayne S. Quinata	
LZ245BJ0D06	1	100%	Janet C. Reyes	
<b>Power Supply Serial No.</b>				
CN-OJUO12-48661-18V-0IRX-A04	1	100%	Albert A. Pascua	
CN-OJUO12-48661-18V-0IUO-A04	1	100%	David B. Delgado	
CN-OJUO12-48661-18V-0IZT-A04	1	100%	Edgardo Taguiam	
CN-OJUO12-48661-18V-0ISG-A04	1	100%	Survey Division	
CN-OMV2MM-70163-18K-03QC-A02	1	100%	Melvin O. Javier	
CN-OCM161-73245-09J-00QU-A01	1	100%	Paul L. Santos	
CN-OJUO12-48661-18V-0IWS-A04	1	100%	Peter D. Esteban	
CN-OCM161-73245-OAP-01HY-A01	1	100%	Remedios T. Santos	
CN-OJUO12-48661-18K-01IL-A02	1	100%	Thomas J. Torres	
CN-OJUO12-48661-18K-01G3-A02	1	100%	Wayne S. Quinata	
<b>APC Pro 1000 Serial No.</b>				
3B1135X22214	1	100%	Albert A. Pascua	
3B1135X22208	1	100%	David B. Delgado	
3B11368X9648	1	100%	Edgardo Taguiam	
3B1135X22192	1	100%	Survey Division	
3B1135X24681	1	100%	Survey Division	
3B1135X26717	1	100%	Peter D. Esteban	
3B1135X22193	1	100%	Pierce J. Castro	
3B1135X24717	1	100%	Remedios T. Santos	
3B1135X24709	1	100%	Thomas J. Torres	
3B1135X4679	1	100%	Wayne S. Quinata	

<b>SPEAKER S/N</b>			
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CN-OHZMNH-44751-189-01Y6	2	100%	Albert A. Pascua	[BBMR EL-1]
CN-OR126K-48220-172-01YV	2	100%	David B. Delgado	
CN-OR126K-48220-172-01WU	2	100%	Melvin O. Javier	
CN-OR126K-48220-172-01YL	2	100%	Peter D. Esteban	
CN-OR126K-48220-172-01YW	2	100%	Pierce J. Castro	
CN-OR12K-48220-172-01XX	2	100%	Remedios T. Santos	
CN-OR12K-48220-172-02OE	2	100%	Wayne S. Quinata	
CN-OR126K-48220-07K-02YI (Dell)	2	100%	Janet C. Reyes	
<b>24 INCH MONITOR (DELL) &amp; SER.#</b>				
CN-OKG49T-74261-18W-22CU	1	100%	Albert A. Pascua	
CN-OKG49T-74261-18W-22TU	1	100%	David B. Delgado	
CN-OKG49T-74261-181-057U	1	100%	Edgardo Taguiam	
CN-OKG49T-74261-181-06FU	1	100%	Survey Division	
CN-OKG49T-74261-18M-225U	1	100%	Melvin O. Javier	
CN-OKG49T-74261-181-06MU	1	100%	Paul L. Santos	
CN-OKG49T-74261-181-03HU	1	100%	Peter D. Esteban	
CN-OKG49T-74261-181-07OU	1	100%	Pierce J. Castro	
CN-OKG49T-74261-181-20EU	1	100%	Remedios T. Santos	
CN-OKG49T-74261-181-071U	1	100%	Thomas J. Torres	
CN-OKG49T-74261-1B5-06LU	1	100%	Wayne S. Quinata	
CN-OM2GCR-74261-1AC-OP2L	1	100%	Janet C. Reyes	
CN-04MT20-72872-2CFR-COML (17")	1	100%	Janet C. Reyes	
CN-OM2GCR-74261-1AC-OP1L	1	100%	Survey Division	
CN-OM2GCR-74261-1AC-ONYL	1	100%	John DLG (Temporary)	
<b>DOCKING STATION SER.#</b>				
CN-OPJW2N-74371-1B5-0003-A00	1	100%	Albert A Pascua	
CN-OPJW2N-74371-1B5-0001-A00	1	100%	David B. Delgado	
CN-08PWZN-74371-1A4-0225-A00	1	100%	Edgardo Taguiam	
CN-OPJW2N-74371-1B5-0012-A00	1	100%	Survey Division	
CN-OPJW2N-74371-1B4-0184-A00	1	100%	Melvin O. Javier	
CN-OPJW2N-74371-1B4-0115-A00	1	100%	Paul L. Santos	
CN-08PWZN-74371-1A4-0226-A00	1	100%	Peter D. Esteban	
CN-OPJW2N-74371-1B4-0124-A00	1	100%	Remedios T. Santos	
CN-OPJW2N-74371-1B5-0011-A00	1	100%	Thomas J. Torres	
CN-08PWZN-74371-1B5-0014-A00	1	100%	Wayne S. Quinata	
<b>W/ ELEMENTS - EXTERNAL HARD DRIVE 2 TB</b>				
WCAZAJ647023	1	100%	Edgardo Taguiam	
WCAZAL670617	1	100%	Wayne S. Quinata	
WCAZAL812667	1	100%	Pierce J. Castro	
WCAZAL815413	1	100%	Melvin O. Javier	
WCAZAL812498	1	100%	Peter D. Esteban	
WCAZAL702307	1	100%	David B. Delgado	
WCAZAL673224	1	100%	SURVEY DIV(with EDGAR)	
WCAZAL810827	1	100%	Survey Division	
WCAZAL667580	1	100%	Albert A. Pascua	
WCAZAJ801095	1	100%	Paul L. Santos	
WCAWZ2202876	1	100%	Janet C. Reyes	

**SEAGATE BACKUP PLUS PORTABLE 1 TB EXTERNAL HARDDRIVE**

NA9639HM	1		Survey Division
NA7Z375B	1	100%	Pierce J. Castro
NA966021	1		Survey Division
NA965Z4M	1		Survey Division
NA7XWCDF	1		Survey Division
NA9660XA	1		Survey Division
NA7XYAFF	1		Survey Division

**MOTOROLA 2-WAY RADIO**

5N024TRD8468	1	100%	Survey Division
5N024TRD8467	1	100%	Survey Division
CHARGER (2) PMLN6383A	2	100%	Survey Division
ADIRPRO BLACK ALUMINUM TRIPOD	2	100%	Survey Division
MINI STAKEOUT PRISM POLE - RED	2	100%	Survey Division
SOKKIA CARBON FIBER PRISM POLE	2	100%	Survey Division
ADIRPRO ALL-METAL SINGLE TILT	2	100%	Survey Division
PRISM POLE - 8.5'	1	100%	Survey Division
8.5 ALUMINUM PRISM POLE	1	100%	Survey Division
CARBON FIBER PRISM POLE BIPOD	1	100%	Survey Division
Black Vinyl Chair, High Back w/arm rest (P166A04746)	3	100%	Survey Division

ORIGINAL

**Government of Guam  
Fiscal Year 2019 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.

**IMPACT STATEMENT:**

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 expire this calendar year 2017. 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	Est
Physical computer file server system	40,000.00	1 ea	40,000.00
Maintenance & Support for Recorded Land Documents database (Land Web App)	60,000.00	lot	60,000.00
Maintenance & Support for Voice-Over IP phone system (3CX phone system)	5,000.00	Lot	5,000.00
Maintenance & Support for GovGuam Microsoft Active Directory security	54.00	85 ea	4,590.00
Maintenance & Support for GovGuam Microsoft Exchange E-mail	96.00	70 ea	6,720.00
Maintenance & Support for GovGuam website (WordPress)	9,300.00	Lot	9,300.00
Maintenance & Support for GovGuam Anti-Virus app	42.00	85 ea	3,570.00
Backup tape cartridges	50.00	260 Ea	13,000.00
Replacement computer sets	3,500.00	10 ea	35,000.00
Replacement UPS units	244.00	10 ea	2,440.00
Line conditioners for Xerox printers	200.00	6 ea	1,200.00
Totals:			180,820.00

**Decision Package  
FY-2019**

Department/Agency: Land Management Division/Section: GIS/LIS

Program Title: Geographic Information System / Land Information System

**Activity Description:**

1. Land Information Systems databases. (Data Control Clerks)
2. Geographic Information Systems (Geographic Mapping Technicians)
3. Systems Administration and Network Infrastructure (Computer Systems AnalystII)
4. Coordination and access to the GIS and LIS information (GIS/LIS Manager)

**Major Objective(s):**

Planning and maintenance to ensure the integrity of Guam Lands.

1. Land Information Systems databases. (Data Control Clerks)
  - A. Securing and data entry of daily recorded and requested land documents and maps and historical land documents
  - B. Programming for employee and management processes and reports.
2. Geographic Information Systems (Geographic Mapping Technicians)
  - A. Securing and drawing survey accurate land parcels as a GIS layer.
  - B. Securing and linking databases to GIS Layers.
3. Systems Administration and Network Infrastructure (Computer Systems Analyst II)
  - A. GovGuam access to services.
  - B. General public access to recorded documents as mandated by Public Law.
  - C. Review opportunities to reduce expenses or increase services by using technology.
4. Coordination and access to the GIS and LIS information (GIS/LIS Manager)
  - A. General public as mandated by Public Law.
  - B. Reciprocal sharing of information with local and federal government entities.
  - C. Ensuring employees have the training, tools, and environment to complete GIS/LIS tasks.
5. Recruitment of positions for cost containment for several GovGuam agencies
  - A. Data Control Clerks and GIS Mapping Technicians
  - B. Continue to list unfunded vacant positions until funding identified to recruit.

**Short-term Goals:**

1. Replacement of old network infrastructure components (warranty expired)
2. New implementation for security, eLandweb for general public's access and viewing and cost containment
3. Recruitment of Positions to reduce redundancy and increase accessibility to information.
4. Continue to list unfunded vacant positions until funding identified to recruit.

Workload Output			
Workload Indicator:	FY 201 Level of Accomplishment	FY 2018 Anticipated Level	FY 2019 Projected Level
Daily Data Entry of recorded documents	30-60 documents daily	35-65 documents daily	35-65 documents daily
Daily scanning of recorded documents	70-90 documents daily	80-100 documents daily	80-100 documents daily
Quality Check and Control of recorded documents	25 qualitychecked & control	30 qualitychecked & control	30 qualitychecked & control
GIS Layers	Annual Zone Map	CLTC Lands Map	CLTC Lands Map
Linking LIS DB to GIS Layers	Annual Zone Map	CLTC Lands Map	CLTC Lands Map
GovGuam access to services	Access to Land Web	Access to DRT/DPW	Access to DRT/DPW
General Public Access to services	Off-site research	Subscription access	Subscription access
Cost containment via technology	VoIP desktop/laptop	VoIP server replication	VoIP server replication
Increase general public access	Off-site research	Subscription access	Subscription access
Reciprocal sharing of information	Access to Land Web	Access to DRT/DPW	Access to DRT/DPW
Employee training for GIS/LIS	Annual Zone Map	CLTC Lands Map	CLTC Lands Map

ORIGINAL

Function: General Government  
 Department: Land Management  
 Program: GIS/LIS

5222A182950DC201 (Per OFB Request)

Government of Guam  
 Fiscal Year 2019  
 Budget Digest

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	0	0	0	127,092	153,603	157,968	0	0	0	127,092	153,603	157,968
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	42,903	52,161	53,416	0	0	0	42,903	52,161	53,416
	<b>TOTAL PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$169,995	\$205,764	\$211,384	\$0	\$0	\$0	\$169,995	\$205,764	\$211,384
	<b>OPERATIONS</b>												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	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
233	OFFICE SPACE RENTAL:	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
250	EQUIPMENT:	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
271	DRUG TESTING:	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
290	MISCELLANEOUS:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL OPERATIONS</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>UTILITIES</b>												
361	Power:	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
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	<b>CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	\$0	\$0	\$0	\$169,995	\$205,764	\$211,384	\$0	\$0	\$0	\$169,995	\$205,764	\$211,384
	1/ Land Survey Revolving Fund												
	<b>FULL TIME EQUIVALENCES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	0	0	0	5	5	5	0	0	0	5	5	5
	<b>TOTAL FTEs</b>	0.000	0.000	0.000	5.000	5.000	5.000	0.000	0.000	0.000	5.000	5.000	5.000

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Schedule B - Contractual

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Contractual</b>			\$ -	\$ -	\$ -

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			\$ -	\$ -	\$ -

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Equipment</b>			\$ -	\$ -	\$ -

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			\$ -	\$ -	\$ -

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: GEOGRAPHIC INFORMATION SYSTEM/LAND INFORMATION SYSTEM (GIS/LIS) DIVISION  
FUND: LAND SURVEY REVOLVING FUND 5222A182950DC201 (per OFB Request)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)			(O)	(P)	(Q)	(R)	(S)	
							Date	Am.						Subtotal	Retirement (J = 28.50%) 2/	Retire (DBI) (\$19.01*26P) 3/						Social Security (6.2% * J)
1	1070	Data Control Clerk I	E-04	\$23,585	\$0	\$0	11/25/2018	\$820	\$24,405	\$6,955	\$495	\$0	\$354	\$187	\$0	\$0	\$0	\$0	\$0	\$7,991	\$32,396	
2	1071	Computer Systems Analyst II	M-06	49,093	0	0	6/1/2019	620	49,713	14,168	495	0	721	187	0	0	0	0	0	17,021	66,734	
3	1072	Data Control Clerk II	F-07	28,964	0	0	11/9/2018	842	29,806	8,495	495	0	432	187	0	0	0	0	0	9,609	39,415	
4	1076	Data Control Clerk I	E-02	21,895	0	0	\$222/2019	345	22,240	6,338	495	0	322	187	0	0	0	0	0	7,342	29,582	
5	1077	Data Control Clerk I	E-13	31,804	0	0	9/3/2020	0	31,804	9,064	495	0	461	187	0	0	0	0	0	11,453	43,257	
6	1074	Administrative Assistant	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	1075	Computer Systems Analyst I	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	1078	Data Control Clerk I	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	1080	Data Control Clerk I	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
17				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
19				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
20				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
21				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
22				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
23				0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
24				0	0	0		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	0	0	0	
				Grand Total:	\$155,341	\$0		\$0	\$2,627	\$157,968	\$45,020	\$2,475	\$0	\$2,290	\$935	\$0	\$0	\$0	\$2,492	\$204	\$53,416	\$211,384

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

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).

2/ FY 2019 (Proposed) GovGuam contribution rate of 28.50% for the Government of Guam Retirement is subject to change.

3/ FY 2019 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

4/ FY 2019 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)		(F)	(G)	(H)	(I)	(J)	(K)	
Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sundry Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal		
1	1070	Data Control Clerk I	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	1071	Computer Systems Analyst II	0	0	0	0	0	0	0	0	0	
3	1072	Data Control Clerk II	0	0	0	0	0	0	0	0	0	
4	1076	Data Control Clerk I	0	0	0	0	0	0	0	0	0	
5	1077	Data Control Clerk I	0	0	0	0	0	0	0	0	0	
6	1074	Administrative Assistant	0	0	0	0	0	0	0	0	0	
7	1075	Computer Systems Analyst I	0	0	0	0	0	0	0	0	0	
8	1078	Data Control Clerk I	0	0	0	0	0	0	0	0	0	
9	1080	Data Control Clerk I	0	0	0	0	0	0	0	0	0	
10	0	0	0	0	0	0	0	0	0	0	0	
11	0	0	0	0	0	0	0	0	0	0	0	
12	0	0	0	0	0	0	0	0	0	0	0	
13	0	0	0	0	0	0	0	0	0	0	0	
14	0	0	0	0	0	0	0	0	0	0	0	
15	0	0	0	0	0	0	0	0	0	0	0	
16	0	0	0	0	0	0	0	0	0	0	0	
17	0	0	0	0	0	0	0	0	0	0	0	
18	0	0	0	0	0	0	0	0	0	0	0	
19	0	0	0	0	0	0	0	0	0	0	0	
20	0	0	0	0	0	0	0	0	0	0	0	
21	0	0	0	0	0	0	0	0	0	0	0	
22	0	0	0	0	0	0	0	0	0	0	0	
23	0	0	0	0	0	0	0	0	0	0	0	
24	0	0	0	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	\$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 personnel
- 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 CFD ambulatory service personnel. 15% of reg. rate of pay

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: GEOGRAPHIC INFORMATION SYSTEM/LAND INFORMATION SYSTEM (GIS/LIS) DIVISION  
FUND: LAND SURVEY REVOLVING FUND 5222A182950DC201 (per OFB Request)

(A) No.	(B) Position Title I/	(C) Name of Incumbent	(D) Grade / Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(I) Amt.	(J) Subtotal	(K) Retirement (J * 27.83%)	(L) Retire (DDI) (\$19.01*26PP)	(M) Social Security (6.2% * J)	(N) Benefits			(O) Life Z/	(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL	
							Date							Medicare (1.45% * J)	Life Z/							
1	1070	Data Control Clerk I	E-03	\$22,724	\$0	\$0	11/25/2017		\$789	\$23,513	\$6,544	\$495	\$0	\$341	\$187	\$0	\$0	\$0	\$0	\$0	\$7,567	\$31,080
2	1071	Computer Systems Analyst II	M-05	47,301	0	0	6/1/2018		597	47,898	13,330	495	0	695	187	0	0	0	0	0	16,157	64,055
3	1072	Data Control Clerk II	F-07	28,964	0	0	11/9/2018		0	28,964	8,061	495	0	420	187	0	0	0	0	0	9,163	38,127
4	1076	Data Control Clerk I	E-01	21,095	0	0	5/22/2018		333	21,428	5,963	495	0	311	186	0	0	0	0	0	6,955	28,383
5	1077	Data Control Clerk I	E-12	30,826	0	0	9/3/2018		82	30,908	8,602	495	0	448	187	0	0	0	0	1,246	10,978	41,886
6	1074	Administrative Assistant	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	1075	Computer Systems Analyst I	L-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	1078	Data Control Clerk I	E-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	1080	Data Control Clerk I	E-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
10				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
11				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
12				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
13				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
14				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
15				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
16				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
17				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
18				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
19				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
20				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
21				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
22				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
23				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
24				0	0	0			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	0	0	0
				Grand Total:	\$150,910	\$0			\$1,801	\$152,711	\$42,500	\$2,475	\$0	\$2,215	\$934	\$0	\$0	\$0	\$2,492	\$204	\$50,820	\$203,532

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)  
2/ FY 2018 GovGuam contribution for Life Insurance is \$187 per annum

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

Input by Department												
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Special Pay Categories						D+E+F+C+H+I+J Subtotal	
					Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%		
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)		
1	1070	Data Control Clerk I	Concepcion, Alicia K.	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
2	1071	Computer Systems Analyst II	Dela Cruz, Henry T.	0	0	0	0	0	0	0		
3	1072	Data Control Clerk II	Berensan, Katherine M.C.	0	0	0	0	0	0	0		
4	1076	Data Control Clerk I	Nauta, Lillian I.	0	0	0	0	0	0	0		
5	1077	Data Control Clerk I	Nacum, Ernesto B.	0	0	0	0	0	0	0		
6	1074	Administrative Assistant	VACANT	0	0	0	0	0	0	0		
7	1075	Computer Systems Analyst I	VACANT 6/1/15 (Dela Cruz, H.)	0	0	0	0	0	0	0		
8	1078	Data Control Clerk I	VACANT 11/9/2009 (Berensan, K.)	0	0	0	0	0	0	0		
9	1080	Data Control Clerk I	VACANT 10/19/2009 (Santos, C.)	0	0	0	0	0	0	0		
10	0	0	0	0	0	0	0	0	0	0		
11	0	0	0	0	0	0	0	0	0	0		
12	0	0	0	0	0	0	0	0	0	0		
13	0	0	0	0	0	0	0	0	0	0		
14	0	0	0	0	0	0	0	0	0	0		
15	0	0	0	0	0	0	0	0	0	0		
16	0	0	0	0	0	0	0	0	0	0		
17	0	0	0	0	0	0	0	0	0	0		
18	0	0	0	0	0	0	0	0	0	0		
19	0	0	0	0	0	0	0	0	0	0		
20	0	0	0	0	0	0	0	0	0	0		
21	0	0	0	0	0	0	0	0	0	0		
22	0	0	0	0	0	0	0	0	0	0		
23	0	0	0	0	0	0	0	0	0	0		
24	0	0	0	0	0	0	0	0	0	0		
25	0	0	0	0	0	0	0	0	0	0		
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0		

- 1/ 10% of reg. rate, applicable from gran-fam, employee must work 4 hours consecutive after open for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 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 CFD ambulatory service personnel. 15% of reg. rate of pay

ORIGINAL

**EQUIPMENT CAPITAL LISTING:**

<b>Description</b>	<b>Quantity</b>	<b>Percentage of Use</b>	<b>Comments</b>
Network Switch	1	100	Expired warranty (need replacement)
Assigned Desktops	2	100	Current warranty
Assigned Desktops	3	100	Expired warranties (need replacement)
Unassigned Desktops/Laptops	29	0	Expired warranties (preparing for GSA disposal)
Xerox Phaser 5550 laser printer	1	0	Expired warranty
Assigned phone instruments	5	100	Expired warranties (need replacement)
Unassigned phone instruments	4	0	Expired warranties
Voice-Over IP Server	1	100	Current warranty
Assigned Desktop scanners	1	0	Expired warranties (need replacement)
Uninterruptible Power System units	3	0	Ready to deploy
Uninterruptible Power System units	30	0	Expired warranties (preparing for GSA disposal)
Dell 24" LCD Monitors	7	0	Ready to deploy
Dell 15", 17", 19" Monitors	24	0	Expired warranties (preparing for GSA disposal)

<b>SPACE REQUIREMENT (for Personnel and Equipment/Capital)</b>	<b>Total Program Space (Sq. Ft.):</b>	876.6	<b>Total Program Space Occupied (Sq. Ft.):</b>
<b>Description</b>	<b>Square Feet</b>	<b>Percent of Total Program Space</b>	<b>Comments</b>
GIS/LIS Server and Personnel Area	876.6	100%	

ORIGINAL

**Government of Guam  
Fiscal Year 2019  
Department / Agency Narrative**

**FUNCTION:**        **NATURAL RESOURCES**

**DEPT. / AGENCY:** **CHAMORRO LAND TRUST COMMISSION**

**MISSION STATEMENT:**

- The mission of the Chamorro Land Trust Commission is to act exclusively in the interest of beneficiaries under the Chamorro Land Trust Act
- To hold and protect trust property for its beneficiaries
- To maintain and uphold their fiduciary responsibilities to the beneficiary of the trust
- To exercise due care and diligence in the management of chamorro homelands

**GOALS AND OBJECTIVES:**

- To provide management functions, leadership and direction to the agency staff and commission that will ensure the protection and security of trust land inventories
- To carry out the legal mandates of the agency and administer the programs of each section
- To administer and manage the agency using “best-management practices”, ensuring responsible management decisions, fairness, soundness, etc.
- To institute sound land use planning practices and principles that will protect trust lands and ensure efficient and effective award and use of these valuable and tangible asset

**Decision Package  
FY 2019**

Department/Agency: Department of Land Management Division/Section: Chamorro Land Trust

**Program Title:** Administration and Management

**Activity Description:**  
 TO PROVIDE MANAGEMENT FUNCTIONS, LEADERSHIP AND DIRECTION TO THE AGENCY STAFF AND COMMISSION THAT WILL ENSURE THE PROTECTION AND SECURITY OF TRUST LAND INVENTORIES  
 TO CARRY OUT THE LEGAL MANDATES OF THE AGENCY AND ADMINISTER THE PROGRAMS OF EACH SECTION  
 TO ADMINISTER AND MANAGE THE AGENCY USING "BEST-MANAGEMENT PRACTICES", ENSURING RESPONSIBLE MANAGEMENT DECISIONS, FAIRNESS, SOUNDNESS, ETC  
 TO IMPLEMENT SOUND LAND USE PLANNING PRACTICES AND PRINCIPLES THAT WILL PROTECT TRUST LANDS AND ENSURE EFFECTIVE USE OF THESE VALUABLE AND TANGIBLE ASSETS  
 MAINTAIN DATABASE FOR ALL APPLICANTS AND LAND INFORMATION SYSTEM  
 PROCESS PAYROLL, PERONNEL, PROCUREMENT, BUDGET, AND TRAINING  
 PROCESS ALL FORMS, UTILITY REQUESTS, SURVEY AUTHORIZATIONS AND LEASE ISSUANCE  
 MAINTAIN AND MANAGE CLTC WEBSITE  
 PROVIDE CUSTOMER SERVICE TO THE PUBLIC  
 DOCUMENT AND MAINTAIN BOARD MEETING MINUTES AND TAPES

**Major Objective(s):**  
 To recruit a Adminstative Assistant, Land Agent III, Land Agent Supervisor to assist the Program Coordinator III to manage FISCAL contr and assist with administrative duties of the CLTC: procurements, files managements, financial reviews, budget submittals, monitors lease revenues, and other related duties.  
 To recruit a Data Control Clerk to maintain the database of all applicants.  
 To continue to pursue adequate staffing for the Agency on an as-needed basis that will ensure efficient administration of it's programs  
 To work with the Department of Administration in developing a system to monitor CLTC licensees/lessees license/lease payments by vendor numbers /vendor names  
 To work with the Department of Administration and Department of Revenue & Taxation in developing a system to monitor property tax on CLTC owned parcels  
 To work with other GovGuam agencies and financial institutions to monitor CLTC Licensee/Lessees established loans to mitigate foreclosure or defaults  
 To administer the overall agency programs, mandates, and to exercise fiscally responsible decisions and expenditures

**Short-term Goals:**  
 Increase staffing to meet the goals and objectives  
 Increase IT capabilities to digitaize records  
 Research document management system for files/data management and record keeping

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
Commission Meetings	12	12	12
Residential Utilities	186	279	418
Agriculture Utilities	154	154	231
Residential Survey Authorizations	237	355	355
Agriculture Survey Authorizations	237	355	355
Residential Lease	84	126	63
Agriculture Lease	63	94	47
Commercial Lease	2	2	2

ORIGINAL

**Decision Package  
FY 2019**

Department/Agency: Department of Land Management

Division/Section:

Chamorro Land Trust

<b>Program Title Land Services</b>
------------------------------------

**Activity Description:**

**PROCESS RESIDENTIAL AND AGRICULTURE APPLICATIONS  
CONDUCT FIELD INSPECTIONS OF OCCUPANTS ON CLTC LANDS  
CONDUCT LOT SHOWING FOR CLIENTS AWARDED A LEASE  
CONDUCT INSPECTIONS OF CLTC PROPERTIES TO ENSURE COMPLIANCE  
PROVIDE CUSTOMER SERVICE TO CLIENTS AND APPLICANTS  
PROVIDE CASE MANAGEMENT TO CLIENTS SEEKING FINANCIAL, TECHNICAL, OR  
REGULATORY INFORMATION IN DEVELOPING THEIR PROPERTIES**

**Major Objective(s):**

To network with regulatory agencies and departments in ensuring land use enforcement, monitoring, regulatory tasks toward protecting Trust properties  
Continue working with selected GovGuam agencies and private entities in "master planning" of all Trust land inventories  
Manage and update the comprehensive land inventory of all Trust lands and to categorized lands using a master matrix database that will identify all physical constraints, characteristics, physical land features, etc.  
To work with Planning Division ensuring that Trust Land comply with land use laws (Land registration, surveying & To identify all Trust lands that have "commercial potential" based on physical locations, characteristics, infrastructure availability, etc.  
Augment the commercial programs, including commercial farming industry in coordination with Department of Agriculture, USDA  
Research DLM document system to obtain property title, deeds, quit claims etc. for CLTC non-recorded, non-registered lands

**Short-term Goals:**

Continue processing applications  
Continue to research land inventories to transfer to CLTC  
Reconcile of inventory of land registration of CLTC lots  
Develop master land use plan for CLTC lands, update lots zoning, develop zoning maps  
Continue to survey and record land survey maps of Chamorro Land Trust parcels  
Continue to schedule compliance inspections with guidance by Department of Agriculture

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Completed Applicatio</b>	<b>198</b>	<b>297</b>	<b>148</b>
<b>Completed Field Inspections</b>	<b>297</b>	<b>445</b>	<b>667</b>
<b>Completed Lot Showings</b>	<b>252</b>	<b>378</b>	<b>189</b>
<b>Completed Compliance Inspections</b>	<b>75</b>	<b>112</b>	<b>168</b>

ORIGINAL

**Decision Package  
FY 2019**

**Department/Agency:** Department of Land Management

**Division/Section:**

Chamorro Land Trust

**Program Title** Maps, Records, Library, and GIS Information

**Activity Description:**  
**RECORD MAINTENANCE, RECORDS MANAGEMENT AND ARCHIVES**  
  
**DIGITIZE INFORMATION STORAGE/PROCESSING AND HARDWARE AND SOFTWARE NEEDS**  
  
**MAINTAIN MAP INVENTORY AND RECORDS OF ALL NEW LOT SURVEYS**

**Major Objective(s):**  
**To review and process maps in a timely, reasonable and efficient manner**  
**To provide for the security of all maps, documents, and records of the commission**  
**To provide for the digitization and archiving of all Commission Maps, Documents, and records**  
**To provide for the special needs of the Commission, it's operations and staff relative to information and communication technology, computer hardware and its necessary software programs, coordinating and building with other GovGuam agencies in terms of information technology.**

**Short-term Goals:**  
**To provide for the security of all Commission Maps, documents, and records**  
**To provide for adequate space relative to all Commission maps, documents, and records**  
**Increase IT capabilities to digitalize records**  
**Research document management system for data management and record keeping**  
**Continue to record of CLTC maps**

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Records/Files Review</b>	<b>1440</b>	<b>1728</b>	<b>2074</b>
<b>Maps/Check Prints/Sketch Reviews</b>	<b>34</b>	<b>41</b>	<b>49</b>
<b>Maps Recorded</b>	<b>19</b>	<b>23</b>	<b>27</b>
<b>Digitize Records/Files</b>	<b>3168</b>	<b>3802</b>	<b>4562</b>

**Decision Package  
FY 2019**

Department/Agency: Department of Land Management

Division/Section:

Chamorro Land Trust

<b>Program Title Commercial</b>
---------------------------------

**Activity Description:**

**TO ADMINISTER AND MANAGE THE AGENCY USING "BEST-MANAGEMENT PRACTICES', ENSURING RESPONSIBLE MANAGEMENT DECISIONS, FAIRNESS, SOUNDNESS, ETC TO IMPLEMENT SOUND LAND USE PLANNING PRACTICES AND PRINCIPLES THAT WILL PROTECT TRUST LANDS AND ENSURE EFFECTIVE USE OF THESE VALUABLE AND TANGIBLE ASSETS**

**DEVELOP AND PROCESS COMMERCIAL LICENSE REQUEST**

**TO DEVELOP AND IMPLEMENT IDENTIFIED COMMERCIAL PROPERTIES**

**PREPARE AND RECOMMEND ACTIONS CONCERNING PROPERTIES DESIGNATED FOR COMMERCIAL USE**

**RECONCILE COMMERCIAL ACCOUNT FINANCIAL ACTIVITIES AND FOLLOW UP ON DELINQUENT ACCOUNTS FOR COLLECTION**

**Major Objective(s):**

**To continue working with selected GovGuam agencies and private entities in "master planning" of all Trust land invento**

**To manage and update the comprehensive land inventory of all Trust lands and to categorized lands using a master matrix database that will identify all physical constraints, characteristics, physical land features, etc.**

**To identify all Trust lands that have "commercial potential" based on physical locations, characteristics, infrastructure availability, etc.**

**To work with the Department of Administration in developing a system to monitor CLTC licensees/lessees payments by vendor numbers**

**To work with the Department of Administration and Department of Revenue & Taxation in developing a system to monitor property tax on CLTC owned parcels**

**To recruit for an administrative aide position to assist in administrative duties, processing requests, filing of records, accounting of funds, and monitor payments**

**Short-term Goals:**

**Facilitate the leasing of selected CLTC properties for commercial activities.**

**To reconcile commercial lease/license receivables**

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Commercial account financial reviews</b>	<b>29</b>	<b>29</b>	<b>29</b>
<b>Commercial applications approved</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Commercial applications processed</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Field Inspections</b>	<b>29</b>	<b>29</b>	<b>29</b>

ORIGINAL

Function: General Government  
 Department: Land Management  
 Program: Chamorro Land Trust Commission  
 5624A182960SE201 (Per OFB Request)

Government of Guam  
 Fiscal Year 2019  
 Budget Digest

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)
	<b>PERSONNEL SERVICES</b>												
111	Regular Salaries/Increments/Special Pay:	0	0	0	479,151	543,178	525,973	0	0	0	479,151	543,178	525,973
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	0	0	0	179,237	208,409	206,292	0	0	0	179,237	208,409	206,292
	<b>TOTAL PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$658,387	\$751,587	\$732,265	\$0	\$0	\$0	\$658,387	\$751,587	\$732,265
	<b>OPERATIONS</b>												
220	TRAVEL - Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	0	0	0	154,869	147,255	158,341	0	0	0	154,869	147,255	158,341
233	OFFICE SPACE RENTAL:	0	0	0	124,390	124,391	124,391	0	0	0	124,390	124,391	124,391
240	SUPPLIES & MATERIALS:	0	0	0	5,757	10,219	19,900	0	0	0	5,757	10,219	19,900
250	EQUIPMENT:	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
271	DRUG TESTING:	0	0	0	40	40	80	0	0	0	40	40	80
280	SUB-RECIPIENTS/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	1,350	3,500	7,200	0	0	0	1,350	3,500	7,200
	<b>TOTAL OPERATIONS</b>	\$0	\$0	\$0	\$286,406	\$285,405	\$309,912	\$0	\$0	\$0	\$286,406	\$285,405	\$309,912
	<b>UTILITIES</b>												
361	Power:	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
363	Telephone/ Toll:	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	\$0	\$0	\$0	\$944,783	\$1,036,992	\$1,042,177	\$0	\$0	\$0	\$944,783	\$1,036,992	\$1,042,177
1/ Chamorro Land Trust Operations Fund													
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>												
	UNCLASSIFIED:	0	0	0	2	1	1	0	0	0	2	1	1
	CLASSIFIED:	0	0	0	12	14	13	0	0	0	12	14	13
	<b>TOTAL FTEs</b>	0.00	0.00	0.00	14.00	15.00	14.00	0.00	0.00	0.00	14.00	15.00	14.00

ORIGINAL

Schedule A - Off-Island Travel

Department/Agency: Department of Land Management

Division: Chamorro Land Trust Commission

Program: Land, Housing and Natural Resources

<b>Purpose / Justification for Travel</b>				
<b>N/A</b>				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

<b>Purpose / Justification for Travel</b>				
<b>N/A</b>				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

<b>Purpose / Justification for Travel</b>				
<b>N/A</b>				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

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

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Legal Services	1	\$117,271.00	\$ 117,271.00	\$ 116,992.00	\$ 279.00
Audit Services	1	\$26,000.00	\$ 26,000.00	\$ 15,204.22	\$ 10,795.78
Advertisements - Miscellaneous	1	\$3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
Advertisements - 2x monthly meetings	1	\$4,619.00	\$ 4,619.00	\$ 4,608.00	\$ 11.00
Property Taxes	1	\$1,151.00	\$ 1,151.00	\$ 1,150.78	\$ 0.22
Quickbooks Renewal	1	\$6,300.00	\$ 6,300.00	\$ 6,300.00	\$ -
<b>Total Contractual</b>			<b>\$ 158,341.00</b>		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Office Supplies	12	\$500.00	\$ 6,000.00	\$ 6,219.00	\$ (219.00)
Fuel	12	\$400.00	\$ 4,800.00	\$ 4,000.00	\$ 800.00
LT06 Ultrium 2.5TB with barcode labels	182	\$50.00	\$ 9,100.00	\$ -	\$ 9,100.00
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			<b>\$ 19,900.00</b>		

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Equipment</b>			<b>\$ -</b>		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Stipends, 6 mem x \$50 x 2 mtg/mo = \$600	12	\$600.00	\$ 7,200.00	\$ 3,500.00	\$ 3,700.00
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			<b>\$ 7,200.00</b>		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			<b>\$ -</b>		

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: CHAMORRO LAND TRUST COMMISSION (CLTC Page 1 of 2)  
FUND: CHAMORRO LAND TRUST OPERATIONS 5624A182960SE201 (per OFB Request)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)			(O)	(P)	(Q)	(R)	(S)
							Date	Ass.						Subtotal	Retirement (U = 28.50%) 2/	Retire (DDI) (\$19.01 * 26FP) 3/					
1	CLTC-002	Land Agent II	K-04	\$37,914	\$0	\$0	7/30/2019	\$359	\$38,273	\$10,908	\$495	\$0	\$555	\$187	\$2,512	\$204	\$14,861	\$53,134			
2	CLTC-003	Program Coordinator III	N-03	48,490	0	0	6/13/2019	613	49,103	13,994	495	0	712	187	1,671	229	17,288	66,391			
3	CLTC-032	Records Management Officer	J-09	41,349	0	0	3/21/2019	765	42,114	12,002	0	0	611	187	0	0	12,800	54,914			
4	CLTC-042	Land Agent I	L-03	30,803	0	0	2/6/2019	778	31,581	9,001	495	0	458	187	0	0	10,141	41,722			
5	CLTC-056	Land Agent I	L-06	34,439	0	0	4/27/2019	653	35,092	10,001	495	0	509	187	2,512	204	13,908	49,000			
6	CLTC-064	UC - Private Secretary	L-05	33,182	0	0	8/16/2020	0	33,182	9,457	495	0	481	187	6,340	373	17,333	50,515			
7	CLTC-069	Engineering Technician II (TDP)	J-15	49,872	0	0	8/16/2020	0	49,872	14,214	0	0	723	187	2,512	204	17,840	67,712			
8	CLTC-071	Administrative Assistant	J-07	38,845	0	0	11/30/2018	1,129	39,974	11,393	0	0	580	187	1,246	204	13,610	53,584			
9	CLTC-074	Engineering Technician II (TDP)	J-11	44,015	0	0	8/16/2020	0	44,015	12,544	0	0	638	187	3,839	229	17,437	61,452			
10	CLTC-075	Administrative Aide	F-01	23,171	0	0	2/26/2019	585	23,756	6,770	495	0	344	187	2,772	0	10,568	34,324			
11	CLTC-079	Land Agent II	K-05	39,350	0	0	12/30/2018	1,243	40,593	11,569	495	0	589	187	6,340	373	19,553	60,146			
12	CLTC-081	Land Agent I (Temp)	L-01	28,595	0	0	7/31/2019	387	28,982	8,150	495	0	415	187	8,150	0	9,247	37,842			
13	CLTC-1075	Land Agent II	K-06	40,841	0	0	7/31/2019	387	41,228	11,750	495	0	598	187	2,512	204	15,746	56,974			
		Subtotal		490,866	0	0		6,512	497,378	141,753	4,455	0	7,213	2,431	32,256	2,224	190,332	687,710			
		<b>FLNDEL VACANCIES</b>																			
		Land Agent I	L-01	28,595	0	0		0	28,595	8,150	495	0	415	187	6,340	373	15,940	44,535			
		Subtotal		28,595	0	0		0	28,595	8,150	495	0	415	187	6,340	373	15,960	44,555			
		<b>Grand Total:</b>		<b>\$519,461</b>	<b>\$0</b>	<b>\$0</b>		<b>\$6,512</b>	<b>\$525,973</b>	<b>\$149,903</b>	<b>\$4,950</b>	<b>\$0</b>	<b>\$7,628</b>	<b>\$2,618</b>	<b>\$38,596</b>	<b>\$2,597</b>	<b>\$206,292</b>	<b>\$732,265</b>			

- 1/ Indicate "(LTA)" or "(Temp)" next to Position Title (where applicable).
- 2/ FY 2019 (Proposed) GovGuam contribution rate of 28.50% for the Government of Guam Retirement is subject to change.
- 3/ FY 2019 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
- 4/ FY 2019 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

Input by Department												
(A)	(B)	(C)	Special Pay Categories						(K)			
			(D)	(E)	(F)	(G)	(H)	(I)		(J)		
No. Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard Pay 10%	Hazard Pay 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	D+E+F+G+H+I+J Subtotal		
1	CLTC-002	Land Agent II	Casem, Joanna Marie V.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	CLTC-003	Program Coordinator III	Cruz, Joseph B. Jr.	0	0	0	0	0	0	0	0	
3	CLTC-032	Records Management Officer	Cruz, Gary F.	0	0	0	0	0	0	0	0	
4	CLTC-042	Land Agent I	Gumbatoan, John J.	0	0	0	0	0	0	0	0	
5	CLTC-051	Land Agent I	VACANT 7/25/17 (Use II, A.)	0	0	0	0	0	0	0	0	
6	CLTC-056	Land Agent I	Neddeog, Lorraine S.	0	0	0	0	0	0	0	0	
7	CLTC-064	UC - Private Secretary	Haggard, Alexis S.	0	0	0	0	0	0	0	0	
8	0	0	0	0	0	0	0	0	0	0	0	
9	CLTC-069	Engineering Technician II (TDP)	Castro, Pierce J.	0	0	0	0	0	0	0	0	
10	CLTC-071	Administrative Assistant	Topasna, Teresa T.	0	0	0	0	0	0	0	0	
11	CLTC-074	Engineering Technician II (TDP)	Javier, Melvin O.	0	0	0	0	0	0	0	0	
12	CLTC-075	Administrative Aide	Evangelista, Arleen A.	0	0	0	0	0	0	0	0	
13	CLTC-079	Land Agent II	Eay, Glenn R.	0	0	0	0	0	0	0	0	
14	CLTC-081	Land Agent I (Temp)	Matras, Diodre O.	0	0	0	0	0	0	0	0	
15	CLTC-1075	Land Agent II	Charquialf, Eileen A.	0	0	0	0	0	0	0	0	
16	0	Subtotal	---	0	0	0	0	0	0	0	0	
17	0	0	0	0	0	0	0	0	0	0	0	
18	0	FUNDED VACANCIES	0	0	0	0	0	0	0	0	0	
19	0	Subtotal	---	0	0	0	0	0	0	0	0	
20	0	0	0	0	0	0	0	0	0	0	0	
21	0	0	0	0	0	0	0	0	0	0	0	
22	0	0	0	0	0	0	0	0	0	0	0	
23	0	0	0	0	0	0	0	0	0	0	0	
24	0	0	0	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	\$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 personnel
- 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 CFD simulatory service personnel, 15% of reg. rate of pay

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
 DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
 PROGRAM: CHAMORRO LAND TRUST COMMISSION (CLTC Page 2 of 2)  
 FUND: CHAMORRO LAND TRUST OPERATIONS 5624A1829605E201 (per OTB Request)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)				(O)	(P)	(Q)	(R)	(S)
							Date	Am.					Retirement (J = 28.50%) 2/	Retire (DD) (\$19.01*26PP) 3/	Social Security (6.2% * J)	Medicare (1.45% * J)					
1	CLTC-066 Land Agent I	VACANT 1/5/18 (Tate, L.)	E-01	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	CLTC-048 Survey Worker	VACANT 1/25/03	E-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
3	CLTC-030 Land Agent I	VACANT 8/1/16 (Casem, J)	E-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
4	CLTC-046 Planner IV	VACANT 6/9/10 (Lujan, K)	O-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
5	CLTC-050 Word Processing Secretary II	VACANT 5/31/16 (Toppan, T.)	H-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
6	CLTC-060 Planner II	VACANT 9/10/16 (Baker, J)	M-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
7	CLTC-067 Land Agent I	VACANT	E-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
8	CLTC-068 Engineering Aide I	VACANT	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
9	CLTC-072 Land Agent III	VACANT	M-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
10	CLTC-073 Land Agent Supervisor	VACANT	N-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
11	CLTC-076 Agricultural Management Technician I	VACANT	E-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
12	CLTC-077 Agricultural Management Specialist I	VACANT	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
13	CLTC-078 Planner III in lieu of Planner IV	VACANT	M-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
14	CLTC-4335 LTA - Clerk II	VACANT 4/7/17 (Magaling, J)	D-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
15				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
16				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
17				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
18				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
19				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
20				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
21				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
22				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
23				0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0
24				0	0	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	0	0
				Grand Total:	\$0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\* Night Differential / Hazardous / Worker's Compensation / etc.  
 1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).  
 2/ FY 2019 (Proposed) GovGuam contribution rate of 28.50% for the Government of Guam Retirement is subject to change.  
 3/ FY 2019 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.  
 4/ FY 2019 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Special Pay Categories						D+E+F+G+H+I+J	Subtotal					
					Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%							
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)							
1	CLTC-048	Survey Worker	VACANT 1/25/03	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
2	CLTC-030	Land Agent I	VACANT 8/1/16 (Casem, J.)	0	0	0	0	0	0	0	0						
3	CLTC-046	Planner IV	VACANT 6/9/10 (Lujan, K.)	0	0	0	0	0	0	0	0						
4	CLTC-050	Word Processing Secretary II	VACANT 5/31/16 (Tognana, T.)	0	0	0	0	0	0	0	0						
5	CLTC-068	Engineering Aide I	VACANT	0	0	0	0	0	0	0	0						
6	CLTC-060	Planner II	VACANT 9/10/16 (Baker, J.)	0	0	0	0	0	0	0	0						
7	CLTC-067	Land Agent I	VACANT	0	0	0	0	0	0	0	0						
8	CLTC-072	Land Agent III	VACANT	0	0	0	0	0	0	0	0						
9	CLTC-073	Land Agent Supervisor	VACANT	0	0	0	0	0	0	0	0						
10	CLTC-076	Agricultural Management Technician I	VACANT	0	0	0	0	0	0	0	0						
11	CLTC-077	Agricultural Management Specialist I	VACANT	0	0	0	0	0	0	0	0						
12	CLTC-078	Planner III in lieu of Planner IV	VACANT	0	0	0	0	0	0	0	0						
13	CLTC-4335	LTA - Clerk II	VACANT 4/7/17 (Magallan, J.)	0	0	0	0	0	0	0	0						
14	CLTC-066	Land Agent I	VACANT 1/5/18 (Tateo, L.)	0	0	0	0	0	0	0	0						
15	0	0	0	0	0	0	0	0	0	0	0						
16	0	0	0	0	0	0	0	0	0	0	0						
17	0	0	0	0	0	0	0	0	0	0	0						
18	0	0	0	0	0	0	0	0	0	0	0						
19	0	0	0	0	0	0	0	0	0	0	0						
20	0	0	0	0	0	0	0	0	0	0	0						
21	0	0	0	0	0	0	0	0	0	0	0						
22	0	0	0	0	0	0	0	0	0	0	0						
23	0	0	0	0	0	0	0	0	0	0	0						
24	0	0	0	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

- 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 personnel
- 3/ Applies to solid waste employees
- 4/ 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1/3 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFID ambulatory service personnel. 15% of reg. rate of pay

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: CHAMORRO LAND TRUST COMMISSION (CLTC Page 1 of 3)  
FUND: CHAMORRO LAND TRUST OPERATIONS 562A182960SE201 (per OFB Request)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
							Date	Amnt.											
1	CLTC-002	Land Agent II	Casey, Joana Marie V.	K-03	\$36,530	\$0	\$0	7/30/2018	\$346	\$36,576	\$10,263	\$495	\$0	\$335	\$187	\$2,512	\$204	\$14,196	\$51,072
2	CLTC-003	Program Coordinator III	Cruz, Joseph B. Jr.	N-02	46,720	0	0	6/3/2018	590	47,310	13,166	495	0	686	187	1,671	229	16,434	63,744
3	CLTC-032	Records Management Officer	Cruz, Gary F.	J-09	41,349	0	0	3/21/2019	0	41,349	11,507	0	0	600	187	0	0	12,294	53,643
4	CLTC-042	Land Agent I	Gumataotao, John J.	I-02	29,679	0	0	2/8/2018	749	30,428	8,468	495	0	441	187	0	0	9,591	40,019
5	CLTC-056	Land Agent I	Nedelge, Lorraine S.	I-05	33,182	0	0	4/27/2018	629	33,811	9,410	495	0	490	187	2,512	204	13,298	47,109
6	CLTC-064	UC - Private Secretary	Higared, Alexis S.	I-05	33,182	0	0	8/16/2018	256	48,594	13,524	0	0	705	187	2,512	204	17,111	80,293
7	CLTC-069	Engineering Technician II (TDP)	Castro, Pierce J.	J-14	48,338	0	0	11/30/2018	0	38,945	10,811	0	0	563	187	1,246	204	13,011	65,726
8	CLTC-071	Administrative Assistant	Taparra, Teresa T.	J-07	38,945	0	0	8/16/2018	226	42,887	11,935	0	0	622	187	3,839	229	16,812	59,699
9	CLTC-074	Engineering Technician II (TDP)	Javier, Melvin O.	J-10	42,661	0	0	2/7/2019	0	23,171	6,448	495	0	336	187	2,772	0	10,238	33,409
10	CLTC-075	Administrative Aide	Evangelista, Arleen A.	F-01	23,171	0	0	12/30/2017	1,197	39,111	10,885	495	0	567	187	6,340	373	18,847	57,958
11	CLTC-079	Land Agent II	Eay, Glenn R.	K-04	37,914	0	0	7/31/2018	0	28,595	7,958	495	0	415	187	0	0	9,055	37,650
12	CLTC-081	Land Agent I (Temp)	Marina, Diodre O.	I-01	28,595	0	0	7/31/2018	373	39,723	11,055	495	0	576	187	2,512	204	15,029	54,752
13	CLTC-1075	Land Agent II	Charryualaf, Eileen A.	K-05	39,350	0	0	---	4,366	483,882	134,665	4,465	0	7,017	2,431	32,256	2,224	183,048	666,930
<b>EMPLOYEES</b>																			
1	CLTC-051	Land Agent I	VACANT 7/28/17 (Jose II, A.)	I-01	28,595	0	0	---	0	28,595	7,958	495	0	415	187	6,340	373	15,768	44,363
		Subtotal			28,595	0	0		0	28,595	7,958	495	0	415	187	6,340	373	15,768	44,363
		Grand Total:			\$508,111	\$0	\$0		\$4,366	\$512,477	\$142,623	\$4,090	\$0	\$7,432	\$2,618	\$38,596	\$2,597	\$198,816	\$711,293

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

I/ Indicate "(LIA)" or "(Temp.)" next to Position Title (where applicable)

Z/ FY 2018 GovGuam contribution for Life Insurance is \$187 per annum

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

Input by Department												
(A)	(B)	(C)	Special Pay Categories						(K)			
			(D)	(E)	(F)	(G)	(H)	(I)		(J)		
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard 10%	Hazard 3%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	D+E+F+G+H+I+J	
1	CLTC-002	Land Agent II	Casem, Joana Marie V.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	CLTC-003	Program Coordinator III	Cruz, Joseph B. Jr.	0	0	0	0	0	0	0	0	
3	CLTC-032	Records Management Officer	Cruz, Gary F.	0	0	0	0	0	0	0	0	
4	CLTC-042	Land Agent I	Gumbaston, John J.	0	0	0	0	0	0	0	0	
5	CLTC-051	Land Agent I	VACANT 7/28/17 (Jose II, A.)	0	0	0	0	0	0	0	0	
6	CLTC-056	Land Agent I	Nededeq, Lorraine S.	0	0	0	0	0	0	0	0	
7	CLTC-064	UC - Private Secretary	Haggard, Alexis S.	0	0	0	0	0	0	0	0	
8	0	0	0	0	0	0	0	0	0	0	0	
9	CLTC-069	Engineering Technician II (TDP)	Castro, Pierce J.	0	0	0	0	0	0	0	0	
10	CLTC-071	Administrative Assistant	Topasa, Teresa T.	0	0	0	0	0	0	0	0	
11	CLTC-074	Engineering Technician II (TDP)	Javier, Melvin O.	0	0	0	0	0	0	0	0	
12	CLTC-075	Administrative Aide	Evangelista, Arleen A.	0	0	0	0	0	0	0	0	
13	CLTC-079	Land Agent II	Eay, Glenn R.	0	0	0	0	0	0	0	0	
14	CLTC-081	Land Agent I (Temp)	Mathus, Diodre O.	0	0	0	0	0	0	0	0	
15	CLTC-1075	Land Agent II	Changquiat, Eileen A.	0	0	0	0	0	0	0	0	
16	0	0	0	0	0	0	0	0	0	0	0	
17	0	FUNDED VACANCIES	0	0	0	0	0	0	0	0	0	
18	0	Subtotal	---	0	0	0	0	0	0	0	0	
19	0	Subtotal	---	0	0	0	0	0	0	0	0	
20	0	0	0	0	0	0	0	0	0	0	0	
21	0	0	0	0	0	0	0	0	0	0	0	
22	0	0	0	0	0	0	0	0	0	0	0	
23	0	0	0	0	0	0	0	0	0	0	0	
24	0	0	0	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-5am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 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 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: CHAMORRO LAND TRUST COMMISSION (CLTC Page 2 of 3)  
FUND: CHAMORRO LAND TRUST OPERATIONS 5624A182968SE201 (per OFB Request)

(A) No.	(B) Position Number	(C) Position Title I/	(D) Name of Incumbent	(E) Grade / Step	(F) Salary	(G) Overtime	(H) Special*	(I) Increment		(J) Subtotal	(K) Retirement (J * 27.83%)	(L) Retire (DD) (\$19.01 * 26FP)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life 2/	(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL	
								Date	Am.											
1	CLTC-066	Land Agent I	VACANT 1/5/18 (Tabeu, L.)	L-01	\$0	0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	CLTC-048	Survey Worker	VACANT 1/25/03	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
3	CLTC-030	Land Agent I	VACANT 6/7/16 (Casem, J.)	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
4	CLTC-046	Planner IV	VACANT 6/9/10 (Lujan, K.)	O-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
5	CLTC-030	Word Processing Secretary II	VACANT 5/31/16 (Topasem, T.)	H-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
6	CLTC-060	Planner II	VACANT 9/10/16 (Baker, J.)	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
7	CLTC-067	Land Agent I	VACANT	L-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
8	CLTC-068	Engineering Aide I	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
9	CLTC-072	Land Agent III	VACANT	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
10	CLTC-073	Land Agent Supervisor	VACANT	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
11	CLTC-076	Agricultural Management Technician I	VACANT	E-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
12	CLTC-077	Agricultural Management Specialist I	VACANT	J-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
13	CLTC-078	Planner III in lieu of Planner IV	VACANT	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
14	CLTC-435	LTA - Clerk II	VACANT 4/7/17 (Rafaeling, J.)	D-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
24					0	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	0
Grand Total:					\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)  
2/ FY 2018 GovGuam contribution for Life Insurance is \$187 per annum

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

Input by Department												
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Special Pay Categories						D+E+F+G+H+I+J) Subtotal	
					Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%		
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)		
1	CLTC-048	Survey Worker	VACANT 1/25/03	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
2	CLTC-030	Land Agent I	VACANT 8/1/16 (Casem, J.)	0	0	0	0	0	0	0		
3	CLTC-046	Planner IV	VACANT 6/9/10 (Lujan, K.)	0	0	0	0	0	0	0		
4	CLTC-090	Word Processing Secretary II	VACANT 5/31/16 (Topasna, T.)	0	0	0	0	0	0	0		
5	CLTC-060	Planner II	VACANT 9/10/16 (Baker, J.)	0	0	0	0	0	0	0		
6	CLTC-067	Land Agent I	VACANT	0	0	0	0	0	0	0		
7	CLTC-068	Engineering Aide I	VACANT	0	0	0	0	0	0	0		
8	CLTC-072	Land Agent III	VACANT	0	0	0	0	0	0	0		
9	CLTC-073	Land Agent Supervisor	VACANT	0	0	0	0	0	0	0		
10	CLTC-076	Agricultural Management Technician I	VACANT	0	0	0	0	0	0	0		
11	CLTC-077	Agricultural Management Specialist I	VACANT	0	0	0	0	0	0	0		
12	CLTC-078	Planner III in lieu of Planner IV	VACANT	0	0	0	0	0	0	0		
13	CLTC-4335	LTA - Clerk II	VACANT 4/7/17 (Magaling, J.)	0	0	0	0	0	0	0		
14	CLTC-066	Land Agent I	VACANT 1/5/18 (Tateo, L.)	0	0	0	0	0	0	0		
15	0	0	0	0	0	0	0	0	0	0		
16	0	0	0	0	0	0	0	0	0	0		
17	0	0	0	0	0	0	0	0	0	0		
18	0	0	0	0	0	0	0	0	0	0		
19	0	0	0	0	0	0	0	0	0	0		
20	0	0	0	0	0	0	0	0	0	0		
21	0	0	0	0	0	0	0	0	0	0		
22	0	0	0	0	0	0	0	0	0	0		
23	0	0	0	0	0	0	0	0	0	0		
24	0	0	0	0	0	0	0	0	0	0		
25	0	0	0	0	0	0	0	0	0	0		
Grand Total:				\$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 personnel
- 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

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: CLTC LIMITED TERM APPOINTMENTS PER P.L. 32-181 (CLTC Page 3 of 3)  
FUND: CHAMORRO LAND TRUST OPERATIONS 5624C152960SE203 (per OFB Request)

(A) No.	(B) Position Number	(C) Position Title I/	(D) Name of Incumbent	(E) Grade / Slip	(F) Salary	(G) Overtime	(H) Special*	(I) Increment		(J) Date	(K) Subtotal	(L) Retirement (E+F+G+I) (J * 27.83%)	(M) Retire (DDI) (\$19.01 * 26PP)	(N) Social Security (6.2% * J)	(O) Benefits		(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J+R) TOTAL
								(H) Date	(I) Amt.						(N) Medicare (1.45% * J)	(O) Life Z/				
1	CLTC-082	Engineering Technician II (TDP)	Adomay, Levi J.	J-01	\$31,076	0	0				\$31,076	\$8,648	\$495	\$0	\$451	\$187	\$2,512	\$204	\$12,497	\$43,573
2	CLTC-080	Land Agent I	VACANT 28/16 (Gumbastoga, J.)	I-01	0	0	0				0	0	0	0	0	0	0	0	0	0
3	CLTC-083	Engineering Technician II (TDP)	VACANT	J-01	0	0	0				0	0	0	0	0	0	0	0	0	0
4	CLTC-084	Surveyor Supervisor	VACANT	P-01	0	0	0				0	0	0	0	0	0	0	0	0	0
5	CLTC-085	Surveyor (Registered)	VACANT	O-01	0	0	0				0	0	0	0	0	0	0	0	0	0
6					0	0	0				0	0	0	0	0	0	0	0	0	0
7					0	0	0				0	0	0	0	0	0	0	0	0	0
8					0	0	0				0	0	0	0	0	0	0	0	0	0
9					0	0	0				0	0	0	0	0	0	0	0	0	0
10					0	0	0				0	0	0	0	0	0	0	0	0	0
11					0	0	0				0	0	0	0	0	0	0	0	0	0
12					0	0	0				0	0	0	0	0	0	0	0	0	0
13					0	0	0				0	0	0	0	0	0	0	0	0	0
14					0	0	0				0	0	0	0	0	0	0	0	0	0
15					0	0	0				0	0	0	0	0	0	0	0	0	0
16					0	0	0				0	0	0	0	0	0	0	0	0	0
17					0	0	0				0	0	0	0	0	0	0	0	0	0
18					0	0	0				0	0	0	0	0	0	0	0	0	0
19					0	0	0				0	0	0	0	0	0	0	0	0	0
20					0	0	0				0	0	0	0	0	0	0	0	0	0
21					0	0	0				0	0	0	0	0	0	0	0	0	0
22					0	0	0				0	0	0	0	0	0	0	0	0	0
23					0	0	0				0	0	0	0	0	0	0	0	0	0
24					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
Grand Total:					\$31,076	\$0	\$0				\$31,076	\$8,648	\$495	\$0	\$451	\$187	\$2,512	\$204	\$12,497	\$43,573

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

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)

2/ FY 2018 GovGuam contribution for Life Insurance is \$187 per annum

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

(A)	(B)	(C)	(D)	Special Pay Categories						(K)	
				(E)	(F)	(G)	(H)	(I)	(J)		
No.	Position	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	CLTC-082	Engineering Technician II (TDP)	Adoney, Levi J.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	CLTC-080	Land Agent I	VACANT 28/16 (Gumataoa, J.)	0	0	0	0	0	0	0	0
3	CLTC-083	Engineering Technician II (TDP)	VACANT	0	0	0	0	0	0	0	0
4	CLTC-084	Surveyor Technician II (TDP)	VACANT	0	0	0	0	0	0	0	0
5	CLTC-085	Surveyor (Registered)	VACANT	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	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 personnel
- 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



Function : NATURAL RESOURCES  
 Department/Agency: Department of Land Management  
 Program: Chamorro Land Trust Commission

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
<b>FY 2019</b>			
Dell, Monitor	10	100%	
Dell, Computer System Unit	10	100%	
Dell, Keyboard	10	100%	
Dell, Mouse	10	100%	
APC UPS	10	100%	
IBM Typewriter	01	100%	
File Cabinet Drawers	40	100%	
Map Cabinet 5 drawers - Safco	2	100%	
Map Cabinet 5 drawers - Kokuyo	1	100%	
Digital Still Camera	1	100%	
Digital Camcorder	1	100%	
Book Shelves	10	100%	
Office Desks	12	100%	
Office Chairs	14	100%	
Chair, high back with arm rest, black, vinyl, P166A0474	2	100%	
Dell PowerEdge 2600 Server	1	100%	Recommend upgrading or replacing. Equipment has met work capacity.
Dell OptiPlex GX270 Mini Tower	4	100%	Includes CPU, 15" monitor, keyboard, mouse, speakers, etc. Recommend replacing
Compaq FS740 Computer System	1	0%	Includes CPU, 15" monitor, keyboard, mouse, speakers, etc. Obsolete. Recommend replacing
Dell Precision 450DT	1	100%	Includes CPU, 15" monitor, keyboard, mouse, speakers, etc. Recommend replacing
Dell Precision T3500 GIS Desktop	5	100%	Includes CPU, 15" monitor, keyboard, mouse, speakers, etc.
HP LaserJet 3700 Printer	1	100%	Good condition. Needs ink.
HP LaserJet 4 Printer	1	0%	Error in printing. Replace with network printer copier service contract.
HP LaserJet 8150 Network Printer	1	100%	
Dell Latitude D505 Laptop	1	100%	To transfer be transferred to DLM (replace broken computer)
HP MP3220 Digital Projector	1	100%	
Cisco 800 Series modem/router	1	100%	GTA/DOA requirement
Linkseys wireless router	1	100%	
Water Cooler/Dispensor	1	100%	

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Program Space (Sq. Ft.):	Total Program Space Occupied (Sq. Ft.):	
	4,411.00		
Description	Square Feet	Percent of Total Program	Comments
CLTC Personnel and Filing Area	4,411.00	100%	Rental

ORIGINAL

Chamorro Land Trust Commission

A Transaction/ Obligation Date	B Transaction Type	C Vendor	D General Fund (\$)	E Special Fund (\$)	F Federal Fund (\$)	G Reasons for Nonsubmittal or Nonpayment
N/A						
<b>Total</b>			\$0.00	\$0.00	\$0.00	

Note:

- Column A: Completion date of transaction or event prior to October 1, 2017.
- Column B: Transaction Type such as personnel action, contracts, etc.
- Column C: Vendor or Party owed
- Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.
- Column G: Note item of concern.

ORIGINAL

**Government of Guam  
Fiscal Year 2019**

**Department / Agency Narrative**

**FUNCTION:** Land and Natural Resources

**DEPT. / AGENCY:** Guam Ancestral Lands Commission

**MISSION STATEMENT:**

Pursuant to Guam Public Law 25-45, the Guam Ancestral Lands Commission is created; defines the Commission as “Land Claims Facilitator”; mandates the establishment of a “Land Bank”; and compels “just compensation” as return of ancestral land(s) and/or monetary compensation, by:

- ❖ *facilitating* the return of excess U.S. federal and Government of Guam lands to their original owners;
- ❖ *pursuing and advocating* for the return of excess U.S. federal and Government of Guam lands to their original owners;
- ❖ *maintaining* a “Land Bank (Trust)” for those dispossessed original landowners who will never realize the return of their ancestral lands;

and further, pursuant to Guam Public Law 25-178:

*that “...Ancestral land claims shall be expedited and claims processing shall be considered an urgency measure by all departments, agencies and instrumentalities of the government of Guam whose cooperation in facilitating meritorious claims is considered required.”*

**GOALS AND OBJECTIVES:**

Guam Public Law 25-178 establishes the rules and regulations for the Guam Ancestral Lands Commission (GALC). It provides for the acceptance and processing of applications for ancestral title and/or compensation. Our ability to timely and accurately process these applications is dependent on the number of staff qualified to receive and process these applications. The GALC must sort through all the applications submitted to obtain and verify information in them. This requires qualified staff to do research and planning. The Commission also obtains title to lands that are not privately owned designated as “Crown Lands”. It must develop these properties to their highest and best use in a Trust for the dispossessed original landowners/heirs who are not getting their lands back. Without sufficient budgetary support for operations and personnel to

conduct proper research, planning and development, we would not be able to accomplish our mission.

Ancestral Lands is a *special class of lands*, rooted in GOVERNMENT of GUAM'S stated policy in land return to the rightful original landowners/heirs.

The agency continues to expeditiously carry out its duties and functions with only one (1) classified and one (1) unclassified staff assisting the Executive Director and its Board.

The Board of Commissioners comprise of seven (7) members. Its mission is to facilitate and expeditiously return all excess U.S. federal and Government of Guam lands back to its original land owners. The Board was able to hold work sessions, public meetings, and Title Hearings with no compensation due to the moratorium on stipends.

The Commission continues its goal to conserve on supplies, energy (utilities), and to recycle more.

The following is a list of mandates governing the work and processes followed by the Guam Ancestral Lands Commission:

1. **P.L. 22-73:** requires Government of Guam to properly compensate landowners whose property has been taken for public use and to make an appropriation to the Governor's Office in connection therewith.
2. **U.S.P.L. 103-339:** returns 3200 acres of excess lands.
3. **P.L. 22-145:** returns 3200 acres of ancestral lands, surveying of these lands, and creation of "Land Survey Revolving Fund".
4. **P.L. 23-24:** to prohibit the Government of Guam from entering into cooperative agreements with respect to the so-called Wildlife Refuge administered by the U.S. Department of Interior at the property in the northern area of Guam that was formerly the U.S. Naval Facility and to prohibit the use of Government of Guam resources and personnel in any manner that could be construed as supporting continuous federal holding of such properties.
5. **P.L. 23-25:** designating the former Naval Facility lands at Ritidian Point as property of the Government of Guam, and to demanding that the Department of Defense return these excess lands to the rightful owners from which they were originally taken by force, deceit, and outright theft.
6. **P.L. 23-141:** returns 6500 acres of ancestral lands, surveying of these lands, and creation of "Land Survey Revolving Fund".
7. **P.L. 24-109:** Notice of Meetings.
8. **P.L. 25-45:** Enabling legislation creating the Guam Ancestral Lands Commission and defines "Land Claims Facilitator" and "Land Bank" and compels "*just compensation*" as return of ancestral land(s) and/or monetary compensation.

9. **P.L. 25-107:** provides for administrative jurisdiction by National Park Service of undeveloped Government of Guam-owned lands within the boundaries of the War in the Pacific National Historical Park under certain conditions.
10. **P.L. 25-178:** GALC Rules & Regulations (overall) and regulates that: “..Ancestral land claims shall be expedited and claims processing shall be considered an urgency measure by all departments, agencies and instrumentalities of the government of Guam whose cooperation in facilitating meritorious claims is considered required”.
11. **P.L. 25-180:** regulates quorum for Guam Ancestral Lands Commission.
12. **P.L. 26-25:** §4. Return of Land by Federal Government under GLUP 94.
13. **P.L. 26-36, Section 3:** Mandates that the Guam Ancestral Lands Commission establish the Land Bank Program by the end of Fiscal Year 2004.
14. **P.L. 26-100:** repealed Tiyan Trust and mandates the return of ancestral lands to original landowners from that identified as excess to airport needs, and to return those other Tiyan lands to original landowners that were under the jurisdiction of GEDCA, DPR, and GHURA.
15. **P.L. 27-113:** Transfers properties under the jurisdiction of the Department of Public Works that are located in *Tiyan*, alternatively known as the former Naval Air Station, Agana (Brewer Field), to the jurisdiction of the Guam Ancestral Lands Commission, by *adding* a new §80106 to Title 21, GCA.
16. **P.L. 28-68, Section 75:** Real Property Tax Moratorium on Returned Federal Excess Lands to Original Land Owners. *“A moratorium on the payment of real property taxes shall be in effect until tax year 2007”*
17. **P.L. 28-133:** An Act to Add a New Section 80105 to Title 21 GCA relative to Developing a Comprehensive Zoning Plan for Ancestral Lands. (b) A “Provisional Commission” was established to complete a comprehensive zoning plan for all properties and parcels under the jurisdiction of the Guam Ancestral Lands Commission.
18. **P.L. 28-150, Section 75:** Real Property Tax Moratorium on Returned Federal Excess Lands to Original Land Owners Continuation. *“Section 75 of Chapter IV of P.L. 28-68 is hereby amended to read: (b) Properties having no zoning designation after tax year 2007 due to their previous status as federal excess lands shall be subject to said moratorium on the payment of real property taxes until the property is designated a zone.”*
19. **P.L. 29-25:** “An Act to Zone the previously Unzoned Lot Nos. 5328-5NEW-R2, 5328-R6NEW-R2 and 5328-6, All in the Municipality of Dededo to Light Industrial (M-1) Zone
20. **P.L. 29-61:** “An Act to Amend §§43201, 43202 and 43203 of Title 5, GCA, relative to Performance Reviews of Agency Heads.”

21. **P.L. 29-88:** “An act relative to applying a Real Property Tax immunity for original landowners, their estates, or their heirs on the return of federal excess lands which shall be effective until such time free and direct access or use of the returned property is properly recorded with the Department of Land Management.”
22. **P.L. 29-128:** An Act to Add a New Chapter 23 to Title 1, GCA, relative to creating *I Kumision Guahan Fine'nana* (The Guam First Commission) on the Military Mission in Guam; and to Amend §2105 of Title 4, Genders on Boards and Commissions”
23. **P.L. 29-135:** “An Act to Renumber §60907 and to add a new §60907 to Article 9, Chapter 60 of Title 21, GCA, relative to the Department of Land Management Building Construction Fund...”
24. **P.L. 29-145:** “An Act to Zone the previously Unzoned Lot Number 5327 in the Municipality of Dededo to Light Industrial (M-1) Zone”
25. **P.L. 29-151:** “An Act to Add a new Article 14 to Chapter 68 of Title 21 of the Guam Code Annotated, relative to the return of unused properties to their Rightful Owners and Heirs, and to cite the Act as “*The Return of Private Properties Act of 2008.*”
26. **P.L. 30-237:** “An act to add a new Section 4120 to chapter 4 of title 5, Guam code annotated, relative to requiring government agencies to post their budgets on their websites.”
27. **P.L. 31-01:** “Relative to the suspension of annuity payment from the defined benefit retirement plan.”
28. **U.S.P.L. 106-504:** Guam’s first right of refusal to federal excess lands.
29. **Executive Order 2002-13:** Creating task forces to support the missions of the Guam Ancestral Lands Commission and the Chamorro Land Trust Commission by the Department of Land Management.
30. **Executive Order 2002-19:** Ancestral land use and administration.
31. **Executive Order No. 2011-03:** Creation of the governor’s peace (prevention and early intervention advisory community empowerment) council.
32. **12GCA, Chapter 72,** Land Claims Loan Revolving Fund.
33. **12GCA, Chapter 74,** Landowner’s Recovery Fund

***Other personnel, procurement, and civil service mandates:***

34. **4GCA §4105 and Executive Order 96-24,** DOA Personnel Rules & Regulations
35. **5GCA Chapter 5,** Guam Procurement Act, Procurement Regulations
36. **Executive Order No. 2007-18:** Mandates all Government of Guam workplaces to be Tobacco-Free effective January 1, 2008.

ORIGINAL

37. **P.L. 29-20:** “An Act to *Amend* Title 4, GCA §2103.5. relative to Executive Nominations; and to Amend Chapter 13 of Title 4 GCA to require Disclosure of felony convictions, to be known as “The Public Official Disclosure Act.”
38. **Civil Service Commission** – Compensation & Classification Plan.
39. **Civil Service Commission** – Pay Schedule.
40. All budget laws, other Executive Orders, Board directives and Resolutions as may be pertinent to the Guam Ancestral Lands Commission.

**Decision Package  
FY 2019**

**Department/Agency:** Department of Land Management

**Division/Section:**

Guam Ancestral Lands

**Program Title:** Claims, Research, Development & Planning Division

**Activity Description:**

Claims provides for the intake and processing of Applications for Title and Compensation, Claims of Interest and initial inquiries for information Research, Development & Planning provides for the research of information, documents and maps relative to lots, owners and claims of interest. It also provides for the planning and development of lots that are owned by the Commission. PL 25-178 establishes the rules and regulations for the Guam Ancestral Lands Commission. It provides the acceptance and the ability to process the applications in a timely matter which is dependent on the number of staff that are qualified. The GALC must verify and obtain all information of all the applications that were submitted and the staff must be qualified in carrying out the research and planning. The Commission also stands to obtain title to lands that are not privately owned and must develop the properties to their highest and best use in a Trust for the dispossessed original landowners and also heirs who are not getting their lands back. The Commission would not be able to accomplish its mission without proper research, planning and development.

**Major Objective(s):**

- A. Train existing staff to accept and process applications
- B. Research and confirm information in applications submitted.
- C. Prepare and assemble applications for the Title Hearing deliberations
- D. To provide the necessary tools and resources for staff to do their jobs.

**Short-term Goals:**

To assist original landowners and their descendants to obtain title to ancestral lands returned by the United States of America (Federal Excess Lands); to assist the original land owners in their pursuit towards compensation for the lands taken by the Government of Guam and the United States since 1930; to research and confirm information in applications, and to provide information to management for decision and information processing.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Title Hearing</b>	<b>9</b>	<b>9</b>	<b>14</b>
<b>Property Research</b>	<b>18</b>	<b>18</b>	<b>27</b>
<b>Applicants</b>	<b>21</b>	<b>31</b>	<b>32</b>

**ORIGINAL**

**Decision Package  
FY 2019**

Department/Agency: Department of Land Management

Division/Section:

Guam Ancestral Lands

**Program Title Administrative**

**Activity Description:**

This program provides the necessary support for budget, payroll, procurement, data control supervision, and other administrative services for the Commission's personnel and operations.

**Major Objective(s):**

- A. Provide timely financial reports to management.
- B. Improve the time for processing of procurement items.
- C. Monitor data control processing of landowner applicant records.

**Short-term Goals:**

Assist the Commission and staff in its administrative needs; Having the Commission fully automated; Ensure proper budgetary conformance per fiscal year and maintain appropriate Classified staff levels for continuity.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Public / Title Hearings</b>	<b>6</b>	<b>9</b>	<b>13</b>
<b>Process Applications</b>	<b>14</b>	<b>21</b>	<b>32</b>
<b>Inquires</b>	<b>20</b>	<b>30</b>	<b>40</b>
<b>Annual Reports</b>	<b>1</b>	<b>1</b>	<b>1</b>

ORIGINAL

**Decision Package  
FY 2019**

Department/Agency: Department of Land Management

Division/Section:

Guam Ancestral Lands

**Program Title TRUST/LAND BANK DECISION**

**Activity Description:**

Public Law 26-36 mandates that the Guam Ancestral Lands Commission establish the Land Bank by the end of the 2004 Fiscal Year. GALC created the Land Bank Sub-Committee to oversee the establishment of all administrative and legal requirements for the Land Bank and to review applications for the Land Bank properties with a recommendation to the Commission for action.

All properties within the GALC inventory that are clearly government property have been identified and placed in Trust to fulfill statutory mandates of the Land Bank, as contained within PL 25-45. This Trust has been recorded with the Department of Land Management. GALC is working closely with the Guam Economic Development Authority to develop Request for Proposals (RFP) so that the highest and best usage is obtained with properties contained in the Land Bank Trust.

**Establishment of the Land Bank Trust Rules and Regulations.**

**Major Objective(s):**

To comply with P.L. 25-45.

**Short-term Goals:**

To finalize the Land Bank Trust Rules and Regulations

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Land Bank</b>	<b>0</b>	<b>To be determined at a later date</b>	<b>To be determined at a later date</b>

ORIGINAL

**Decision Package  
FY 2019**

Department/Agency: Department of Land Management

Division/Section:

Guam Ancestral Lands

**Program Title PROVISIONAL COMMISSION**

**Activity Description:**

Pursuant to P.L. 28-133 - "An act to add a new section 80105 to Title 21 G.C.A. relative to developing a Comprehensive Zoning Plan for Lands." A Provisional Commission for the Zoning of Ancestral Lands referred to as the "Provisional Commission", was established to include the Ancestral Executive Director of GALC, the Director of Land Management, the Administrator of Guam Environmental Protection Agency, the Director of Agriculture and the Director of Bureau of Statistics and Plans. The Executive Director shall serve as Chairperson of the Provisional Commission. Members of the Provisional Commission shall assign employees from their respective departments to assist the Commission in its work.

**Major Objective(s):**

The Provisional Commission shall complete a comprehensive zoning plan for all properties and parcels under GALC jurisdiction, to include properties already decided to GALC claimants that are not zoned. The Provisional Commission must request and consider the opinion of all affected GALC claimants and shall conduct hearings and present a draft zoning plan to claimants before adopting the plan.

**Short-term Goals:**

To resume the Provisional Commission Meetings and conduct Public Hearings with all ancestral land claimants.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2017 Level of Accomplishment</b>	<b>FY 2018 Anticipated Level</b>	<b>FY 2019 Projected Level</b>
<b>Public Hearings</b>	Continue the Provisional Commission Meetings or work with Legislature to blanket zone all parcels.	Continue the Provisional Commission Meetings or work with Legislature to blanket zone all parcels.	Continue the Provisional Commission Meetings or work with Legislature to blanket zone all parcels.
<b>Commission Work Session</b>	<b>0</b>		
<b>Parcels Zoned</b>	<b>0</b>		

ORIGINAL

Function: General Government  
 Department: Land Management  
 Program: Guam Ancestral Lands Commission  
 5100A182970DC201 (Per OFB Request)

Government of Guam  
 Fiscal Year 2019  
 Budget Digest

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)			
		FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances	FY 2018 Authorized Level	FY 2019 Governor's Request	FY 2017 Expenditures & Encumbrances (A + D + G)	FY 2018 Authorized Level (B + E + H)	FY 2019 Governor's Request (C + F + I)	
	<b>PERSONNEL SERVICES</b>													
111	Regular Salaries/Increments/Special Pay:	38,487	39,971	41,486	0	0	0	0	0	0	0	38,487	39,971	41,486
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	17,865	18,604	19,326	0	0	0	0	0	0	0	17,865	18,604	19,326
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$56,352</b>	<b>\$56,575</b>	<b>\$60,812</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,352</b>	<b>\$56,575</b>	<b>\$60,812</b>
	<b>OPERATIONS</b>													
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	27,140	26,718	25,804	0	0	0	0	0	0	0	27,140	26,718	25,804
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	277	0	0	0	0	0	0	0	0	0	277
250	EQUIPMENT:	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
271	DRUG TESTING:	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
290	MISCELLANEOUS:	3,750	5,800	4,200	0	0	0	0	0	0	0	3,750	5,800	4,200
	<b>TOTAL OPERATIONS</b>	<b>\$30,890</b>	<b>\$32,518</b>	<b>\$30,281</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,890</b>	<b>\$32,518</b>	<b>\$30,281</b>
	<b>UTILITIES</b>													
361	Power:	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
363	Telephone/Toll:	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>TOTAL UTILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL APPROPRIATIONS</b>	<b>\$87,252</b>	<b>\$91,093</b>	<b>\$91,093</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$87,252</b>	<b>\$91,093</b>	<b>\$91,093</b>
	1/ Specify Fund Source(s)													
	<b>FULL TIME EQUIVALENCIES (FTEs)</b>													
	UNCLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0	0
	CLASSIFIED:	1	1	1	0	0	0	0	0	0	0	1	1	1
	<b>TOTAL FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

ORIGINAL

Schedule A - Off-Island Travel

Department/Agency: Department of Land Management

Division: Guahan Ancestral Lands Commission

Program: Land, Housing and Natural Resources

<b>Purpose / Justification for Travel</b>				
<b>N/A</b>				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

<b>Purpose / Justification for Travel</b>				
<b>N/A</b>				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

<b>Purpose / Justification for Travel</b>				
<b>N/A</b>				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

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

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Audit Services	1	\$23,500.00	\$ 23,500.00	\$ 23,500.00	\$ -
Advertisements (2ads@\$96 ea mtg mo X12=192)	12	\$192.00	\$ 2,304.00	\$ 3,218.00	\$ (914.00)
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Contractual</b>			<b>\$ 25,804.00</b>		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Fuel	1	\$277.00	\$ 277.00	\$ -	\$ 277.00
Office Supplies	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			<b>\$ 277.00</b>		

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Equipment</b>			<b>\$ -</b>		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
Stipends, 7 members x \$50 ea mtg=\$350 ea mo	12	\$350.00	\$ 4,200.00	\$ 5,800.00	\$ (1,600.00)
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			<b>\$ 4,200.00</b>		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2019 Request	FY 2018 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
N/A	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			<b>\$ -</b>		

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
PROGRAM: GUAM ANCESTRAL LANDS COMMISSION  
FUND: GENERAL FUND 5100A182970GA020 (per OTR Request)

(A) No.	(B) Position Number	(C) Position Title 1/	(D) Name of Incumbent	(E) Grade/ Step	(F) Salary	(G) Overtime	(G) Special*	(H) Increment		(I) Amt.	(J) (E+F+G+I) Subtotal	Benefits						(R) Total Benefits (K thru Q)	(S) (J+R) TOTAL	
								Date				(K) Retirement (J * 28.50%) 2/	(L) Retire (DD) (\$19.01*26P) 3/	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life 4/	(P) Medical (Premium)			(Q) Dental (Premium)
1	GAIC-005	Land Agent II	Leon Guerrero, Joey G.	K-05	\$40,841	0	0	5/4/2019		\$645	\$41,486	\$11,824	\$0	\$0	\$602	\$187	\$6,340	\$373	\$19,326	\$60,812
2	GAIC-002	Management Analyst III	VACANT	N-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
3	GAIC-003	Administrative Assistant	VACANT	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
4	GAIC-004	Administrative Aide	VACANT	F-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
5	GAIC-006	Land Abstractor II	VACANT	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
6	GAIC-007	Clerk I	VACANT	C-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
7	GAIC-008	Data Control Clerk II	VACANT	F-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
8	GAIC-009	UC - Private Secretary	VACANT 8/8/16 (Ardelle, J)	L-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0
9					0	0	0			0	0	0	0	0	0	0	0	0	0	0
10					0	0	0			0	0	0	0	0	0	0	0	0	0	0
11					0	0	0			0	0	0	0	0	0	0	0	0	0	0
12					0	0	0			0	0	0	0	0	0	0	0	0	0	0
13					0	0	0			0	0	0	0	0	0	0	0	0	0	0
14					0	0	0			0	0	0	0	0	0	0	0	0	0	0
15					0	0	0			0	0	0	0	0	0	0	0	0	0	0
16					0	0	0			0	0	0	0	0	0	0	0	0	0	0
17					0	0	0			0	0	0	0	0	0	0	0	0	0	0
18					0	0	0			0	0	0	0	0	0	0	0	0	0	0
19					0	0	0			0	0	0	0	0	0	0	0	0	0	0
20					0	0	0			0	0	0	0	0	0	0	0	0	0	0
21					0	0	0			0	0	0	0	0	0	0	0	0	0	0
22					0	0	0			0	0	0	0	0	0	0	0	0	0	0
23					0	0	0			0	0	0	0	0	0	0	0	0	0	0
24					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:		\$40,841	\$0		\$645	\$41,486	\$11,824	\$0	\$0	\$602	\$187	\$6,340	\$373	\$19,326	\$60,812

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).  
2/ FY 2019 (Proposed) GovGuam contribution rate of 28.50% for the Government of Guam Retirement is subject to change.  
3/ FY 2019 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.  
4/ FY 2019 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

ORIGINAL

Government of Guam  
Fiscal Year 2019  
Agency Staffing Pattern  
(PROPOSED)

Input by Department												
Special Pay Categories												
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)		
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	GALC-005 Land Agent II	Leon Guerrero, Joey G.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2	GALC-002 Management Analyst III	VACANT	0	0	0	0	0	0	0	0	0	
3	GALC-003 Administrative Assistant	VACANT	0	0	0	0	0	0	0	0	0	
4	GALC-004 Administrative Aide	VACANT	0	0	0	0	0	0	0	0	0	
5	GALC-006 Land Abstractor II	VACANT	0	0	0	0	0	0	0	0	0	
6	GALC-007 Clerk I	VACANT	0	0	0	0	0	0	0	0	0	
7	GALC-008 Data Control Clerk II	VACANT	0	0	0	0	0	0	0	0	0	
8	GALC-009 UC - Private Secretary	VACANT 8/8/16 (Achille, J)	0	0	0	0	0	0	0	0	0	
9	0	0	0	0	0	0	0	0	0	0	0	
10	0	0	0	0	0	0	0	0	0	0	0	
11	0	0	0	0	0	0	0	0	0	0	0	
12	0	0	0	0	0	0	0	0	0	0	0	
13	0	0	0	0	0	0	0	0	0	0	0	
14	0	0	0	0	0	0	0	0	0	0	0	
15	0	0	0	0	0	0	0	0	0	0	0	
16	0	0	0	0	0	0	0	0	0	0	0	
17	0	0	0	0	0	0	0	0	0	0	0	
18	0	0	0	0	0	0	0	0	0	0	0	
19	0	0	0	0	0	0	0	0	0	0	0	
20	0	0	0	0	0	0	0	0	0	0	0	
21	0	0	0	0	0	0	0	0	0	0	0	
22	0	0	0	0	0	0	0	0	0	0	0	
23	0	0	0	0	0	0	0	0	0	0	0	
24	0	0	0	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	\$0	

- 1/ 10% of reg. rate, applicable from 6pm-8am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 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 CPD ambulatory service personnel. 15% of reg. rate of pay

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT  
 DEPARTMENT/AGENCY: DEPARTMENT OF LAND MANAGEMENT  
 PROGRAM: GUAM ANCESTRAL LANDS COMMISSION  
 FUND: GENERAL FUND 5100A182970GA020 (per OFB Request)

(A) No.	(B) Position Title I/	(C) Name of Incumbent	(D) Grade / Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(I) Amt.	(J) Subtotal	(K) Retirement (J * 27.83%)	(L) Retire (DDI) (\$19.01 * 26PP)	(M) Social Security (6.2% * J)	(N) Benefits			(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) TOTAL (J + R)
							Date							Life	Life	Life				
1	GALC-005 Land Agent II	Leon Guerrero, Joey G.	K-05	\$39,350	0	0	5/4/2018		\$621	\$39,971	\$11,124	\$0	\$0	\$580	\$187	\$6,340	\$373	\$18,604	\$58,575	
2	GALC-002 Management Analyst III	VACANT	N-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	
3	GALC-003 Administrative Assistant	VACANT	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	
4	GALC-004 Administrative Aide	VACANT	F-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	
5	GALC-006 Land Abstractor II	VACANT	J-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	
6	GALC-007 Clerk I	VACANT	C-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	
7	GALC-008 Data Control Clerk II	VACANT	F-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	
8	GALC-009 UC - Private Secretary	VACANT 8/21/16 (Adalle, J.)	I-01	0	0	0			0	0	0	0	0	0	0	0	0	0	0	
9				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
10				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
11				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
12				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
13				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
14				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
15				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
16				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
17				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
18				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
19				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
20				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
21				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
22				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
23				0	0	0			0	0	0	0	0	0	0	0	0	0	0	
24				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:	\$39,350	\$0			\$621	\$39,971	\$11,124	\$0	\$0	\$580	\$187	\$6,340	\$373	\$18,604	\$58,575	

\* Night Differential / Hazardous / Worker's Compensation / etc.  
 1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)  
 2/ FY 2018 GovGuam contribution for Life Insurance is \$187 per annum

ORIGINAL

Government of Guam  
Fiscal Year 2018  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

Input by Department																
(A)	(B)	(C)	(D)	Special Pay Categories						(K)						
				(E)	(F)	(G)	(H)	(I)	(J)							
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	GALC-005	Land Agent II	Leon Guerrero, Loy G.	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
2	GALC-002	Management Analyst III	VACANT	0	0	0	0	0	0	0						
3	GALC-003	Administrative Assistant	VACANT	0	0	0	0	0	0	0						
4	GALC-004	Administrative Aide	VACANT	0	0	0	0	0	0	0						
5	GALC-006	Land Abstractor II	VACANT	0	0	0	0	0	0	0						
6	GALC-007	Clerk I	VACANT	0	0	0	0	0	0	0						
7	GALC-008	Data Control Clerk II	VACANT	0	0	0	0	0	0	0						
8	GALC-009	UC - Private Secretary	VACANT 8/8/16 (Ardalle, J)	0	0	0	0	0	0	0						
9	0	0	0	0	0	0	0	0	0	0						
10	0	0	0	0	0	0	0	0	0	0						
11	0	0	0	0	0	0	0	0	0	0						
12	0	0	0	0	0	0	0	0	0	0						
13	0	0	0	0	0	0	0	0	0	0						
14	0	0	0	0	0	0	0	0	0	0						
15	0	0	0	0	0	0	0	0	0	0						
16	0	0	0	0	0	0	0	0	0	0						
17	0	0	0	0	0	0	0	0	0	0						
18	0	0	0	0	0	0	0	0	0	0						
19	0	0	0	0	0	0	0	0	0	0						
20	0	0	0	0	0	0	0	0	0	0						
21	0	0	0	0	0	0	0	0	0	0						
22	0	0	0	0	0	0	0	0	0	0						
23	0	0	0	0	0	0	0	0	0	0						
24	0	0	0	0	0	0	0	0	0	0						
25	0	0	0	0	0	0	0	0	0	0						
Grand Total:										\$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 personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/4 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/4 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to CFD ambulance service personnel, 15% of reg. rate of pay

ORIGINAL



## Function : NATURAL RESOURCES

[BBMR EL-1]

Department/Agency: Department of Land Management

Program: Guam Ancestral Lands Commission

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	% of Use	Comments
FY2019			
3-drawer cabinets	7	100	beige / fair condition
Antique side table	1	100	dark brown / good condition
Book shelf - wood	3	100	brown / fair condition
Bulletin Board	1	100	gray - fair condition
Califone radio	1	100	beige / good condition
Cork bulletin board	5	100	brown / good condition
Couch - leather/wood	1	100	black / good condition
Chairs - designed	2	100	pearl, fabricated / good condition
Chairs with arm and wheels	8	100	beige / fair condition
Dell, Monitor	2	100	
Dell, Computer System Unit	2	100	
Dell, Keyboard	2	100	
Dell, Mouse	2	100	
APC UPS	1	100	brown / fair condition
Double pedestal desk	6	100	beige / good condition
File cabinet - double door	1	100	grey / fair condition
File cabinet - 4 drawer	17	100	beige / good condition
File cabinet - 3 drawer	1	100	beige / good condition
File cabinet - 5 drawer	4	100	beige / good condition
File cabinet - 5 drawer	2	100	black / good condition
File cabinet - 4 drawer	3	100	black / good condition
Folding chairs	20	100	gray/brown / (40) fair condition (50) poor / unusable
Folding table - 2x8	5	100	dark brown / (4) fair condition (1) poor condition
Folding table - 2x6	5	100	brown / (2) fair condition (2) poor condition
Guam flag	1	100	good condition
Heavy duty metal chair	1	100	black / good condition
Heavy duty wood conference table	2	100	dark brown, barnished / good condition
Intel4 computer tower	1	100	good condition
JVC radio/tape/cd player	1	100	blue gray / good condition
Meeting amplifier WA-641	1	75	beige / good condition - serial #11160041
Office chair with wheels	4	100	(2) blue, (1) gray, (1) black / fair condition
Power tank light	1	50	black / good condition
Rolling table - small	1	75	black and silver / good condition
Shelf - open, 3 drawer	1	100	beige / fair condition
Side chair	3	100	green with wood frame / fair condition
SP 693 Speakers	1	100	good condition
Step stool	1	50	gray/black / good condition
Toshiba Laptop	1	100	blue lid / good condition
Transcriber	2	100	black / fair condition
Wall clock	1	100	white face with black trim / good condition
Waste basket - plastic (large)	1	100	gray blue / fair condition
Waste basket - metal	1	100	black / fair condition
White board with wheels	1	100	white with metal gray trimming / good condition
White board	2	50	white with metal gray trimming / good condition
Mic Stand with Base and Mic Holder	2	100	black / good condition
Epson 860 Printer	1	100	BX6K0388940 (Serial Number)
Hewlett Packard Laserjet 1100xi Pri	3	100	USGN377954 (Serial Number)USGP131022 (Serial Number)
Hewlett Packard Deskjet D2430 prin	1	100	black beige / good condition
Hewlett Packard Office Jet 6500	1	100	black gray / great condition
JVC Video/Digital Camera	1	100	07511351(Serial Number)
Powertank Lights	4	70	good condition
Igloo Cooler	1	70	good condition
Fellowes Powershred PS 60	1	100	(1) good condition
Water Dispenser (Hot & Cold)	1	100	good condition
Digital Audio Player	1	100	CD / Double Cassette (Califone)

ORIGINAL



Guam Ancestral Lands Commission

A Transaction/ Obligation Date	B Transaction Type	C Vendor	D General Fund (\$)	E Special Fund (\$)	F Federal Fund (\$)	G Reasons for Nonsubmittal or Nonpayment
8/15/2013	Contractual	PMC Isla Health System	\$210.00			Division of Accounts did not process Direct Payment #D13-2970-058 dated 9/30/2013 (submitted 10/2/2013) - unable to locate documents.
<b>Total</b>			<b>\$210.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Note:

- Column A: Completion date of transaction or event prior to October 1, 2017.
- Column B: Transaction Type such as personnel action, contracts, etc.
- Column C: Vendor or Party owed
- Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.
- Column G: Note item of concern.

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