



DIPATTAMENTON MANMANHANO TANO'
(Department of Land Management)
GOBIETNON GUAHAN
(Government of Guam)

FELIX P. CAMACHO
Governor of Guam

KALEO S. MOYLAN
Lieutenant Governor of Guam

JOSEPH M. BORJA
Director

ANISIA B. TERLAJE
Deputy Director

March 2, 2005

Memorandum

To: Senator Eddie B. Calvo, Office of Finance and Budget
Twenty-Eighth Guam Legislature

From: Joseph M. Borja, Director
Department of Land Management

Subject: DLM Budget Submission FY2006 and Departmental Funding /
Expenditure Fact Sheet / Federal Funding Abstract

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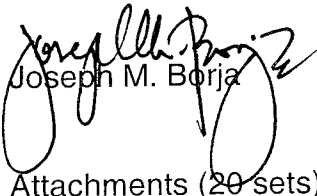
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Submitted are 20 sets of the Department of Land Management Fiscal Year 2006 Budget Packet for your approval.

Should you require additional information, please contact our office at 888-9481.


Joseph M. Borja

Attachments (20 sets)

Cc: Deputy Director, DLM
All DLM Division Advisors
ASO Budget File

Committee on Finance, Taxation and Commerce
Office of Finance and Budget

Date Rcv'd: 3/2/05

Time: 2:30 pm

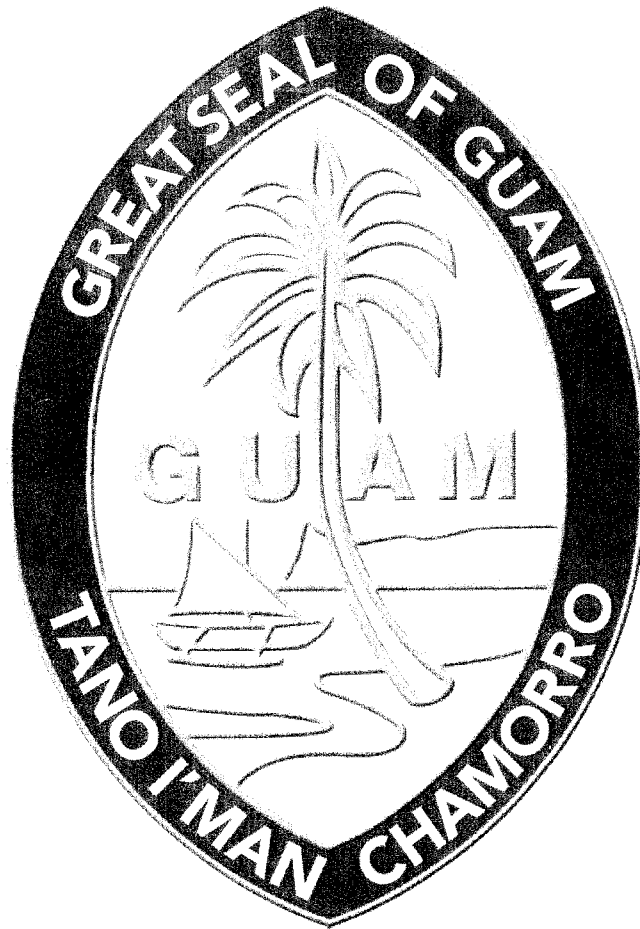
Rcv'd by: D. Chaco

Print Name: Dee CHACO

Print Name: Dee CHACO

GOVERNMENT OF GUAM

FY 2006 BUDGET CALL



DEPARTMENT OF LAND MANAGEMENT

\$2,242,105.00 – General Fund

\$728,805.00 - LSRF

\$2,970,910.00 - TOTAL

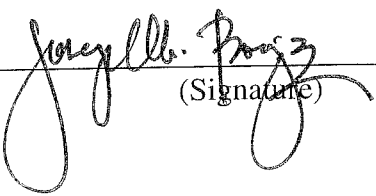
Government of Guam
Fiscal Year 2006 Budget

Agency Budget Certification

Agency: Department of Land Management

Agency Head: Joseph M. Borja, Director

This is to certify that I have carefully reviewed the attached budget documents and find the amounts requested therein, to be sufficient to execute the mission, goals, and objectives of this department for Fiscal Year 2006. I further certify the accuracy of the information contained in this document.

Agency Head:  (Signature) Date: FEB. 21, 2005

DEPARTMENT OF LAND MANAGEMENT

FUNCTIONAL ORGANIZATIONAL CHART

DIRECTOR'S OFFICE

- 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 the developments determined to be public interest for its continued social 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 (21 GCA, Chapter 60), Administer, Guam Seashore Protection Commission (21 GCA, Chapter 63); Recorder (21 GCA, Chapter 60); Cadastre (21 GCA, Chapter 60); Guam Chief Surveyor (21 GCA, Chapter 60)
- 5.To automate and secure geographic and land information system within the Department.
- 6.To maintain copies of documents from the U.S. Naval Gov't RE: Gov't land usage.

ADMINISTRATIVE SUPPORT UNIT

- 1.To evaluate management services' effectiveness and recommend or initiate changes in policies and programs requirement to improve Department effectiveness.
- 2.To provide technical guidance and assist the program administrators in the fulfillment of the commitment to their respective programs, such as planning, developing and implementing regulations.
- 3.To provide accountability of Funds, control of financial budget and expenditures. Prepare all financial reports, status and obligations.
- 4.Maintain all DLM's fixed assets, and property control.
- 5.Oversee Personnel, Payroll, Training, and Safety management.
- 6.Submit annual Departmental Budget.

GEOGRAPHIC/LAND INFORMATION SYSTEM DIVISION

- 1.Passage of Public Law 20-221 in 1990 served as the catalyst for DLM's GIS/LIS program as it provided funds to initiate the automation of DLM's land records. In 1991, P.L. 21-42, was approved to create GIS/LIS Division within DLM and to obtain additional hardware and software requirements in order to facilitate the automation of DLM's mandated tasks. These laws were brought about the Legislature out of the concern for DLM to gain confidence of the taxpayers in protecting all of Guam's land assets. DLM intends to fulfill this trust partly through office automation.
- 2.The GIS/LIS program is aimed at capturing all data elements (maps and land records for the entire island of Guam. GIS/LIS is required to provide various automation with different division within DLM.
- 3.The GIS/LIS division has several computers which must be maintained and serviced as needed. The software being used will require updates as new technology is developed. Moreover, personnel to conduct tasks for the GIS/LIS division's still needed to be maintained.

LAND ADMINISTRATION DIVISION

- 1.To promote and sustain through effective public land management and administration techniques for the development and productivity of Public Lands.
- 2.To uniformly dispose the returned surplus Public Lands and to acquire private lands at fair market value by negotiations for public purposes.
- 3.To provide staff services program and enforcement; Administer Constructive Land Acquisition Proposals; and Administer Land Disposition Program.

LAND PLANNING DIVISION

- 1.Supportive entity of the Guam Land Use Commission, Guam Seashore Protection Commission, Guam Natural Resource Board and the Development Review Committee entrusted with the regulatory responsibility administering the legislative and executive intent of 21 GCA, Chapter 60 (Land Management Planning); 21GCA, Chapter 60 (Land Management-Street Naming Plan); 21 GCA, Chapter 60 (Land Management Natural Resource Utilization) 21 GCA, Chapter 61 (Zoning Law); 21 GCA, Chapter 62 (Subdivision Law); 21 GCA, Chapter 63 (Guam Seashore Protection Act of 1974); 21 GCA, Chapter 45 (Horizontal Property Act); 21 GCA, Chapter 47 (Time Share Ownership Act); Executive Order 78-20 (Flood Hazard Area of Particular Concern); E.O. 96-26 (Application Review Committee); E.O. 90-13 (Protection of Wetlands); and P.L. 12-126 and 20-151 and E.O. 89-09 (Historical Preservation). *
2. To support and provide for the channeling past, present and future developments into meaningful and integrated direction for the protection and enhancement of the quality of life on Guam, through the review of all building permit applications, business licenses, occupancy permits, clearing and grading permits, contractors licenses, etc. at the One Stop Business and Permitting Offices.

LAND RECORDS DIVISION

- 1.To initiate Land Registration on Government Land pursuant to the Land Registration Act section 1157, Civil Code of Guam.
2. To receive and record documents after ensuring that all legal requirements are in compliance pursuant to section 13100, Government Code of Guam section 1157, Civil Code of Guam.
3. To process all Certificate of Title Request, Second Owner's Certified in place of lost one, Third up-date and certify titles and Fourth, bail bond request, for use as evidence in court.
4. Administer services to the General Public, private research companies, real estate companies, etc., and other government agencies on the research of ownership, location of boundaries and the certification of ownership pertaining to real property.

LAND SURVEY DIVISION

- 1.Ensuring registration and survey of unregistered or non-certified government land.
- 2.Establishing control station, Guam Geodetic Triangulation Network (GGTN) and the cadastral mappings of private and public parcels of land.
- 3.Surveying of public lands as requested by the Administration and Court Orders. Establishing of triangulation net (both horizontal and vertical controls) throughout the island and meeting the specifications set forth by the National Geodetic Survey. Maintaining a baseline testing and calibration of survey measurement devices used by all Guam Surveyors. Maintaining a base cadastral map of all approve government and private maps. Responsible for the administration of the Land Survey Revolving Fund; and
- 4.Maintaining files of all approved land maps for both the government and private sector.

Function: DEPARTMENTAL SUMMARY
Agency: Department of Land Management
Program: Land and Housing and Natural Resources

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		Governor's Request					
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)
PERSONNEL SERVICES							
111	Regular Salaries/Increments	\$1,633,987	\$1,512,162	\$1,191,077	\$0	\$530,344	\$1,721,421
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	455,215	399,244	323,693	0	159,369	483,062
	TOTAL PERSONNEL SERVICES	\$2,089,202	\$1,911,406	\$1,514,770	\$0	\$689,713	\$2,204,483
OPERATIONS							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$7,500	\$0	\$0	\$7,500
230	CONTRACTUAL SERVICES:	19,160	90,397	174,835	0	38,147	212,982
233	OFFICE SPACE RENTAL:	0	0	380,000	0	0	380,000
240	SUPPLIES & MATERIALS:	1,650	6,945	29,000	0	945	29,945
250	EQUIPMENT:	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0
	TOTAL OPERATIONS	\$20,810	\$97,342	\$591,335	\$0	\$39,092	\$630,427
UTILITIES							
361	Power	\$43,222	\$15,000	\$60,000	\$0	\$0	\$60,000
362	Water/ Sewer	9,204	2,000	10,000	0	0	10,000
363	Telephone/ Toll	14,084	11,000	20,000	0	0	20,000
	TOTAL UTILITIES	\$66,510	\$28,000	\$90,000	\$0	\$0	\$90,000
701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$46,000	\$0	\$0	\$46,000
	TOTAL APPROPRIATIONS	\$2,156,012	\$2,008,748	\$2,154,105	\$0	\$728,805	\$2,882,910
1/ Specify Fund Source							
FULL TIME EQUIVALENCIES (FTEs)							
	UNCLASSIFIED	1.00	2.00	5.00	0.00	1.00	6.00
	CLASSIFIED	46.00	44.00	27.00	0.00	15.00	42.00
	TOTAL FTEs	47.00	46.00	32.00	0.00	16.00	48.00

FUNCTIONAL AREA:

AGENCY:

PROGRAM:

FUND:

Ratio:

Departmental Summary

DEPARTMENT OF LAND MANAGEMENT

MANAGEMENT AND OPERATION - - - - LAND AND HOUSING AND NATURAL RESOURCES

General Fund & Land Survey Revolving Fund (LSRF)

100%

Government of Guam

Fiscal Year 2006 Budget

Agency Staffing Pattern

Joseph M. Borja
Director, DLM

Updated 2-22-05

(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)		(J)	(K)	(L)	(M)	(N)	(O)		(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Over-time	Special ¹	Full Increment		(F+G+H+J) Subtotal	Retirement (K *20.81)	Retire (DDI) (7.24*26pp*E)	Social Security (6.2% * K)	Medicare (1.45%*K)	Life (Premium)	Medical (Premium)	Dental (Premium)	Total Benefits (L thru R)		(K + S) TOTAL		
								Date	Amount									Total	Total			
1		Director's Office	GENERAL FUND		\$ 230,074.00	0	0	----	1,657	\$ 231,732	\$ 48,223	\$ 945	\$ -	\$ 3,360	\$ 1,071	\$ 12,044	\$ 1,192	\$ 66,835	\$	298,567		
2		GIS/LIS	GENERAL FUND		\$ 85,050.00	0	0	----	1,779	\$ 86,829	\$ 18,070	\$ -	\$ -	\$ 1,259	\$ 306	\$ 3,102	\$ 298	\$ 23,035	\$	109,864		
3		Land Administration	GENERAL FUND		\$ 127,304.00	0	0	----	2,045	\$ 129,349	\$ 26,918	\$ -	\$ -	\$ 1,876	\$ 612	\$ 3,102	\$ 298	\$ 32,805	\$	162,154		
4		Land Planning Division	GENERAL FUND		\$ 412,429.00	0	0	----	6,732	\$ 419,161	\$ 87,227	\$ -	\$ -	\$ 6,078	\$ 1,377	\$ 19,050	\$ 2,083	\$ 115,815	\$	534,976		
5		Land Records	GENERAL FUND		\$ 319,773.00	0	0	----	4,233	\$ 324,006	\$ 67,426	\$ 567	\$ -	\$ 4,698	\$ 1,683	\$ 9,787	\$ 1,042	\$ 85,203	\$	409,209		
6		Total			\$ 1,174,630.00	0	0	0	16,446	\$ 1,191,077	\$ 247,864	\$ 1,512	\$ -	\$ 17,271	\$ 5,049	\$ 47,085	\$ 4,913	\$ 323,693	\$	1,514,770		
7																						
8																						
9		Land Survey Division	LSRF		\$ 524,145.00	0	0	----	6,199	\$ 530,344	\$ 110,365	\$ 756	\$ -	\$ 7,690	\$ 2,601	\$ 34,838	\$ 3,272	\$ 159,369	\$	689,713		
10		Total			\$ 524,145.00	0	0	----	6,199	\$ 530,344	\$ 110,365	\$ 756	\$ -	\$ 7,690	\$ 2,601	\$ 34,838	\$ 3,272	\$ 159,369	\$	689,713		
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			Grand Total:	----	\$ 1,698,775.00	\$0	\$0		\$22,645	\$ 1,721,421	\$ 358,228	\$ 2,268	\$ -	\$ 24,961	\$ 7,650	\$ 81,923	\$ 8,185	\$ 483,062	\$	2,204,483		

*Night Differential/Hazardous/Worker's Compensation/etc.
1/:FY2005(current) GovGuam contribution for Life Insurance is \$153 per annum; Subject to change in FY2006

Government of Guam
Fiscal Year 2006 Budget
Agency Narrative

FUNCTION: Land and Housing and Natural Resources

AGENCY: Department of Land Management – Director’s Office - Page 1

MISSION STATEMENT: ACTIVITY DESCRIPTION

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 determine to be in the public interest for its continued social 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).
5. To automate and secure Geographic and Land Information System 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 demands for Certificate of Titles, abstract research and others.
8. To complete the overhaul of Land Administration’s current programs with respect to Government Lands.
9. To supervise the operation of the Department’s legal mandates.
10. To develop an effective system of operation toward high performance standards in order to promote a better and satisfactory services to the general public.

DIRECTOR’S OFFICE

- 11.To monitor and supervise the implementation and completion of programs established under various Public Laws affecting the Department of Land Management.
- 12.To ensure security of record keeping systems and to implement the automation of the Department of Land Management

GOALS AND OBJECTIVES:

1. Management and Leadership
2. General Administration and Operation

To provide management function and leadership to department staff with the efficient engagement of the department staff along with the department's financial facilities and physical resources to accomplish directed and authorized programs, projects and services. Approves, directs and oversees the department's operations, fiscal and property accountability.

1. Provide general administrative and operational function to the department's programs.
2. Provide the department's financial resources to accomplish 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 capitol funding for the construction of a modern land record 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 source is available for facility construction and /or upgrade.
10. Provide technological applications or systems that facilities program efficiency.

IMPACT STATEMENT:

1. Justify all budgetary requirements for each Land Management programs, programs and services. Continual communication of departmental budgetary requirements.
2. Pool personnel within and outside the department for quality controlled data input of recorded documents for on-line, real time land transfer interest. Land indices updated to within three working days for date of document recording.

3. Develop in-house training programs and pursue budget funds for technical training. Conduct no less than one (1) training session per quarter and continually request for local funds. To conduct to provide at least one (1) professional and technical training course or special educational program that allows on the job professional development per division.

DIVISION BUDGET PLAN:

1. Provide general administrative and operational function to the department's programs.
2. Provide department's financial resources to accomplish 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/

DIRECTOR'S OFFICE

Function: DIRECTOR'S OFFICE
Agency: Department of Land Management
Program: Management and Operation

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)
PERSONNEL SERVICES							
111	Regular Salaries/Increments	\$219,412	\$201,342	\$231,732	\$0	\$0	\$231,732
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	61,358	52,623	66,835	0	0	66,835
TOTAL PERSONNEL SERVICES		\$280,771	\$253,965	\$298,567	\$0	\$0	\$298,567
OPERATIONS							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$7,500	\$0	\$0	\$7,500
230	CONTRACTUAL SERVICES:	0	0	174,835	0	0	174,835
233	OFFICE SPACE RENTAL:	0	0	380,000	0	0	380,000
240	SUPPLIES & MATERIALS:	1,053	0	29,000	0	0	29,000
250	EQUIPMENT:	0	0		0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0
TOTAL OPERATIONS		\$1,053	\$0	\$591,335	\$0	\$0	\$591,335
UTILITIES							
361	Power	\$43,222	\$0	\$60,000	\$0	\$0	\$60,000
362	Water/ Sewer	5,960	0	10,000	0	0	10,000
363	Telephone/ Toll	14,040	0	20,000	0	0	20,000
TOTAL UTILITIES		\$63,222	\$0	\$90,000	\$0	\$0	\$90,000
701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$46,000	\$0	\$0	\$46,000
TOTAL APPROPRIATIONS		\$345,046	\$253,965	\$1,028,902	\$0	\$0	\$1,028,902
1/ Specify Fund Source							
FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED		1.00	2.00	3.00	0.00	0.00	3.00
CLASSIFIED		4.00	4.00	3.00	0.00	0.00	3.00
TOTAL FTEs		5.00	6.00	6.00	0.00	0.00	6.00

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Xerox Copier Lease & Services	3		\$ 21,000.00	x	
Mapping Machine	1		\$ 14,000.00	x	
Armored Express Services	1		\$ 3,900.00	x	
Vehicles Repair	3		\$ 8,000.00	x	
Vehicles Inspection	3		\$ 180.00	x	
Postage Meter	1		\$ 490.00	x	
PDN Publication	1		\$ 10,000.00		x
Computer - NBG,FW & Sub & Maintenance	1		\$ 3,200.00	x	
Computer Associates, Ingress	1		\$ 6,000.00	x	
Compuware, Uniface	1		\$ 4,500.00	x	
Sanford Tech. (Router)	1		\$ 700.00	x	
IT&E (Internet Services)	1		\$ 3,700.00	x	
IBM (AIX Support Lines, Hardware/Software)	1		\$ 17,000.00	x	
Emergency Equipment Repairs	1		\$ 10,000.00		x
Refined GIS/LIS Data Base	1		\$ 20,000.00	x	
Training and Upgrade AutoCad,GPS&GIS	1		\$ 20,000.00	x	
Upgrade IBM Training	1		\$ 20,000.00	x	
Time Clock	1		\$ 7,665.00	x	
Subscriptions	1		\$ 1,500.00		x
Training Workshops/Conferences	1		\$ 3,000.00		x
Total Contractual			\$ 174,835.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
General Professional and Technical Supplies	1		\$ 5,000.00		
General Administrative Office Supplies	1		\$ 14,000.00		
General Cleaning and Bathroom Supplies	1		\$ 5,000.00		
Fuel and Lube,Tire,Batteries	1		\$ 5,000.00		
			\$ -		
			\$ -		
Total Supplies & Materials			\$ 29,000.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Equipment			\$ -		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Miscellaneous			\$ -		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Surveying Equipment	1	46000	\$ 46,000.00		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Capital Outlay			\$ 46,000.00		

Schedule A - Off-Island Travel

Department: Land Management
Division: Director’s Office (For Land Survey Division)
Program:

Purpose / Justification for Travel
To attend National American Congress on Surveying and Mapping Conference. The four-day conference covers workshops, lectures, and training on various aspects of surveying and GIS, important towards furthering professional development and improving and modernizing survey and mapping data deliverables to the public. As the conference is quite extensive and covers a lot of different areas of surveying and GIS, it is important to have at least two (2) participants so that each can attend different workshops and/or training.

Travel Date: No. of Travelers: Two (2) *

Position Title of Traveler(s)	Air Fare	Per diem	Registration	Total Cost
Surveyor Supervisor	\$ 2,500.00	\$ 750.00	\$ 500.00	\$ 3,750.00
Engineering Technician	\$ 2,500.00	\$ 750.00	\$ 500.00	\$ 3,750.00

Purpose / Justification for Travel

Travel Date: No. of Travelers: *

Position Title of Traveler(s)	Air Fare	Per diem	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel

Travel Date: No. of Travelers: *

Position Title of Traveler(s)	Air Fare	Per diem	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

* Provide justification for more than one traveler to the same conference / training / workshop / etc.

FUNCTIONAL AREA:

AGENCY:

PROGRAM

General Fund

100 %

DIRECTOR'S OFFICE AND ADMINISTRATIVE SUPPORT UNIT

DEPARTMENT OF LAND MANAGEMENT

MANAGEMENT AND OPERATION - - - - LAND AND HOUSING AND NATURAL RESOURCES

[BBMR SP-1]

Joseph M. Borja
Director, DLM

FUND: General Fund
Ratio: 100 %

Updated 2-22-05

BUREAU OF THE COMPTROLLER OF THE TREASURY																					
(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)		(J)	(K)	(L)	(M)	(N)	(O)		(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Over-time	Special*	Full Increment		(F+G+H+J) Subtotal	Retirement (K *20.81)	Retire (DDI) (7.24*26pp*E)	Social Security (6.2% * K)	Medicare (1.45%*K)	Life (Premium)	Medical (Premium)	Dental (Premium)	Total Benefits (L thru R)	(K + S) TOTAL		
								Date	Amount												
1	900	Director	Borja, Joseph M.	U-104	\$ 60,840.00	0	0			0 \$ 60,840	\$ 12,661	\$ -	\$ -	\$ 882	\$ 153	\$ 3,102	\$ 298	\$ 17,096	\$ 77,936		
2	901	Deputy Director	Terlaje, Anisia B.	U-106-05	\$ 50,440.00	0	0			0 \$ 50,440	\$ 10,497	\$ 189	\$ -	\$ 731	\$ 153	\$ 1,369	\$ 149	\$ 13,088	\$ 63,528		
3	902	Private Secretary	Vacant	I-01	\$ -	0	0			0 \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
4	903	Admin. Svcs. Officer	Taitague, Bernadette VC	N-12	\$ 49,915.00	0	0	11/20/05		1,657 \$ 51,572	\$ 10,732	\$ -	\$ -	\$ 748	\$ 153	\$ -	\$ -	\$ 11,633	\$ 63,205		
5	904	Administrative Aide	Joseph B. Cruz	F-01	\$ 17,635.00	0	0			0 \$ 17,635	\$ 3,670	\$ 189	\$ -	\$ 256	\$ 153	\$ -	\$ -	\$ 4,268	\$ 21,903		
6	905	W/P Secretary I	Jimenez, Myrna L.G.	G-11	\$ 29,068.00	0	0			0 \$ 29,068	\$ 6,049	\$ 189	\$ -	\$ 421	\$ 153	\$ 3,102	\$ 298	\$ 10,213	\$ 39,281		
7	1047	Administrative Asst.	Vacant	J-01	\$ -	0	0			0 \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
8	1048	Messenger Clerk	Nucum, Ernesto B.	D-08	\$ 22,176.00	0	0			0 \$ 22,176	\$ 4,615	\$ 189	\$ -	\$ 322	\$ 153	\$ 1,369	\$ 149	\$ 6,796	\$ 28,972		
9	**	Retired- Director	Agnon, Carl J.C. 12/31/02		\$ -	0	0			0 \$ -	\$ -	\$ 189	\$ -	\$ -	\$ 153	\$ 3,102	\$ 298	\$ 3,742	\$ 3,742		
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25																					
			Grand Total:	----	\$ 230,074.00	\$0	\$0	----		\$1,657 \$ 231,732	\$ 48,223	\$ 945	\$ -	\$ 3,360	\$ 1,071	\$ 12,044	\$ 1,192	\$ 66,835	\$ 298,566		

*Night Differential/Hazardous/Worker's Compensation/etc.
1/:FY2005(current) Gov'Guam contribution for Life Insurance is \$153 per annum; Subject to change in FY2006

**Government of Guam
Fiscal Year 2006 Budget
Agency Narrative**

FUNCTION: GISLIS (IT) DIVISION

AGENCY: Department of Land Management

MISSION STATEMENT:

Assist in completion of our GIS Cadastre to include Zoning Map Update and automate the Department of Land Management.

Provide Digital land textual & graphical information to end-users both public and private, using intranet and Internet access.

Maintain all departmental servers', work stations' hardware / software and - peripherals (i.e. plotters, printers, fax, scanners copiers and multifunction devices) database server, image server and users and providing a secured network to safeguard the department's data.

Working with department division heads and staff in developing different methodologies in obtaining the optimal use of all applications and test other proposed.

GOALS AND OBJECTIVES:

Prepare for the department's move. Generate Records Database reports and conduct a good clean backup of all servers.

Recruit three (3) additional technical staff to sustain the department's needs and growth.

Continue assisting the departmental efforts in capturing and converting our data.

Review existing GIS and LIS Software Programs to assure that the department is with the most current technology and has the capability of communicating with all other federal and local government entities.

Review existing Fee Schedule and revamp to meet today's technological request (electronically). Ensure that these generated Cost / Revenues are being encumbered to sustain, if not upgrade the department's IT to meet tomorrow's technology.

Apply for Federal Grants or Local Community Assistance Programs to assist in accomplishing on-going and future departmental projects.

Prepare for department's New Building – GISLIS Division requirements and proposed layout.

Decision Package
FY 2006

Department: Department of Land Management Division/Section: GISLIS

Program Title: Departmental Automation

Activity Description:
1. Maintain all departmental servers’ hardware / software - database server, image server and users.
2. Maintain all departmental workstations’ hardware / software and peripherals (i.e. plotters, printers, fax, scanners copiers and multifunction devices).
3. Maintain department’s network
4. Working with department division heads and staff in developing different methodologies in obtaining the optimal use of all applications and test other proposed.

Major Objective(s):
1. Continue assisting the departmental efforts in capturing and converting it’s data.
2. Review existing GIS and LIS Software Programs to assure that the department is with the most current technology and the capability of communicating with all other federal or local government entities.
3. Review existing Fee Schedule and revamp to meet today technological request (electronically). Ensure that these generated Cost / Revenues are being encumbered to sustain, if not upgrade the department’s IT to meet tomorrow’s technology.
4. Apply for Federal Grants or Local Community Assistance Programs to assist in accomplishing on-going and future departmental projects.

Short-term Goals:
1. Prepare for the department’s move. Generate Records Database reports and conduct a good clean backup of all servers.
2. Recruit three (3) additional technical staff to fulfill the department's critical positions and maintain the department’s needs and growth.
3. Prepare for department's New Building – GISLIS Division requirements and proposed layout.

Workload Output			
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level
AD1	100%	100%	100%
AD2	100%	100%	100%
AD3	100%	100%	100%
AD4	100%	100%	100%
MO1	100%	100%	100%
MO2	100%	100%	100%
MO3	25%	50%	100%
MO4	15%	100%	
STG1	50%	100%	
STG2	50%	100%	
STG3	5%	70%	100%

Function: GIS/LIS
Agency: Department of Land Management
Program: Technology Support

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)

	PERSONNEL SERVICES						
111	Regular Salaries/Increments	\$80,076	\$74,107	\$86,829	\$0	\$0	\$86,829
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	21,525	20,064	23,035	0	0	23,035
	TOTAL PERSONNEL SERVICES	\$101,601	\$94,171	\$109,864	\$0	\$0	\$109,864

	OPERATIONS						
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0
	TOTAL OPERATIONS	\$0	\$0	\$0	\$0	\$0	\$0

	UTILITIES						
361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0

701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
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450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
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TOTAL APPROPRIATIONS	\$101,601	\$94,171	\$109,864	\$0	\$0	\$109,864
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1/ Specify Fund Source

	FULL TIME EQUIVALENCIES (FTEs)						
UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED	2.00	2.00	2.00	0.00	0.00	0.00	2.00
TOTAL FTEs	2.00	2.00	2.00	0.00	0.00	0.00	2.00

FUNCTIONAL AREA: Geographic Information System / Land Division
AGENCY: DEPARTMENT OF LAND MANAGEMENT
PROGRAM: Technical Support - Computerization
FUND: General Fund
Ratio: 100%

Government of Guam
Fiscal Year 2006 Budget
Agency Staffing Pattern

Joseph M. Borja
Director, DLM

[BBMR SP-1]

Updated 2-22-05

(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Over-time	Special*	Full Increment		(F+G+H+J) Subtotal	Retirement (K *20.81)	Retire (DDI) (7.24*26pp*E)	Social Security (6.2% * K)	Medicare (1.45%*K)	Life (Premium)	Medical (Premium)	Dental (Premium)	Total Benefits (L thru R)	(K + S) TOTAL
								Date	Amount										
1	1068	GIS/LIS Manager	Vacant	O-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	1069	Program Coordinator IV	Taitauge, John	N-10	\$ 46,596.00	0	0	12/28/2005	1,547	\$ 48,143	\$ 10,019	\$ -	\$ -	\$ 698	\$ 153	\$ -	\$ -	\$ 10,870	\$ 59,013
3	1070	System Programmer	Vacant	N-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	1071	Computer System Analyst II	Vacant	L-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	1072	Computer Programmer	Vacant	K-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	1073	Engineering Technician II	Vacant	J-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	1074	Administrative Assistant	Vacant	J-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	1075	Computer System Analyst II	Rojas, Jesse J.	L-09	\$ 38,454.00	0	0	8/26/2006	232	\$ 38,686	\$ 8,051	\$ -	\$ -	\$ 561	\$ 153	\$ 3,102	\$ 298	\$ 12,165	\$ 50,851
9	1076	Computer Operator III	Vacant	I-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	1077	Data Control II	Vacant	F-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	1078	Data Control Clerk Supervisor	Vacant	H-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	1079	GIS Mapping Technician	Vacant	I-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	1080	Data Control Clerk II	Vacant	F-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14					\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15																			
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23																			
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25																			
			Grand Total:	----	\$ 85,050.00	\$0	\$0	----	\$1,779	\$ 86,829	\$ 18,070	\$ -	\$ -	\$ 1,259	\$ 306	\$ 3,102	\$ 298	\$ 23,035	\$109,864

*Night Differential/Hazardous/Worker's Compensation/etc.
1/:FY2005(current) GovGuam contribution for Life Insurance is \$153 per annum; Subject to change in FY2006

PREPARED BY: Patricia Muna & Jackie Florig
Administrativ Assitants

**Government of Guam
Fiscal Year 2006 Budget
Agency Narrative**

FUNCTION: Land and Housing and Natural Resources

AGENCY: Department of Land Management – Land Administration Division

MISSION STATEMENT:

The Division of Land Administration is the backbone for public land information to administer and facilitate data resources on public land status involves with acquisition, disposition, registration and land use development.

GOALS AND OBJECTIVES:

I. Public Land Status:

To ensure that abstract of title of government parcels is accessible to any Government agencies the legal status of public land affected by their development.

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

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

II. Public Land Registration:

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

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

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

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

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

Monitor and maintain term and conditions of government parcels under the above categories.

Update monthly reports on all revenue charged to the appropriate accounts with Department of Administration.

Division/Section: Land Administration

<p>Activity Description:</p> <p>Administer and facilitate government land dispositions pursuant to Public Laws and authorized provisions in the following categories: Leases, Exchanges, Sales and Permits. Authorization of the above provisions involves land appraisal and negotiation with qualified and eligible applicants, such as private individuals, non-profit organizations and business and government institutes.</p> <p>Review for approval development permit impacting public land.</p>

<p>Major Objective(s):</p> <p>Monitor and maintain term and conditions of government parcels under the above categories.</p> <p>Update monthly reports on all revenue charged to the appropriate accounts with Department of Administration.</p>

Short-term Goals:
To complete all land exchanges that are pending enacted legislation approval.

[illegible]

Decision Package

FY 2006

Department: Department of Land Management

Division/Section: Land Administration

Program Title: Public Land Status

Activity Description:

Maintain current data and 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. With the assistance of the Attorney General conduct public hearing and public lottery in the municipal district for the development of a land for the landless subdivision mandated under Public Laws for qualified and eligible applicants. 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 abstract of title of government parcels is accessible to government agency. This program is to provide Government Agencies the legal status of public land affected by their development.

[illegible]

Division/Section: Land Administration

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.

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.

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

[illegible]

Function: LAND ADMINISTRATION DIVISION
Agency: Department of Land Management
Program: Land and Housing and Natural Resources

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)

PERSONNEL SERVICES							
111	Regular Salaries/Increments	\$124,753	\$111,535	\$129,349	\$0	\$0	\$129,349
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	31,739	28,232	32,805	0	0	32,805
TOTAL PERSONNEL SERVICES		\$156,492	\$139,767	\$162,154	\$0	\$0	\$162,154

OPERATIONS							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0
TOTAL OPERATIONS		\$0	\$0	\$0	\$0	\$0	\$0

UTILITIES							
361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	0	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0	\$0	\$0	\$0

701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
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450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
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TOTAL APPROPRIATIONS	\$156,492	\$139,767	\$162,154	\$0	\$0	\$162,154
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1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED	4.00	4.00	4.00	0.00	0.00	0.00	4.00
TOTAL FTEs	4.00	4.00	4.00	0.00	0.00	0.00	4.00

**Government of Guam
Fiscal Year 2006 Budget
Agency Narrative**

FUNCTION: Land and Housing and Natural Resources

AGENCY: Department of Land Management – Planning Division

MISSION STATEMENT:

1. The Division of Land Planning is the administrative support entity and advisory arm to the Guam Land Use Commission, Guam Seashore Protection Commission, Guam Natural Resource Board and the Application Review Committee and as such is entrusted with the regulatory responsibility administering the legislative and executive intent of 21 Guam Code Annotated, Divisions 1 and 2 (excluding Chapters 66 & 77). Those fifteen (15) legal mandates are as follows:
 - ◆ **Chapter 60** (*Land Management Planning*)
 - ◆ **Chapter 60** (*Land Management, Street Naming*)
 - ◆ **Chapter 60** (*Natural Resource Utilization*)
 - ◆ **Chapter 61** (*Zoning Law of Guam*)
 - ◆ **Chapter 62** (*Subdivision Law of Guam, Improvement District Mediation & Street Naming Mediation*)
 - ◆ **Chapter 63** (*Guam Territorial Seashore Protection Act of 1974, Wetlands & Flood Plains Mediation*)
 - ◆ **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*)

2. To support and provide for the channeling past, present and future developments into meaningful and integrated direction for the protection and enhancement of the quality of life on Guam.

GOALS AND OBJECTIVES:

1. To support and provide for the orderly growth of Guam by channeling past, present and future development into meaningful and integrated directions for the protection and enhancement of the quality of life on Guam.
2. To encourage the most appropriate use of land and to provide for the orderly growth and harmonious development of Guam.
3. To assure adequate provisions of community utilities and facilities such as water, schools, parks and other public requirements in accordance with the mandates to insure adequate traffic circulation through coordinated street, road and highway systems.
4. To permit the conveyance of land by accurate legal description.
5. To assist and provide methods of cooperation among landowners for the construction, reconstruction, financing, maintenance and operation of public facilities.
6. To provide a procedure for the sale or lease of condominium and time-sharing management and regulate the condominium and time-sharing management development process.
7. To protect the seashore reserve by studying the seashore to determine the ecological planning principles and assumptions needed to ensure conservation of its resources; to ensure that any development which occurs in the seashore reserve during the study and planning period will be consistent with the objectives of the Guam Seashore Protection Act, 21 GCA, Chapter 63.
8. To review bills on proposed legislation affecting land use, land administration and subdivision via the legislative review committee (LRC) process.
9. To be active participants on committees, tasks force and ad-hoc such as the Water Planning Committee, Tourist Attraction Fund, The Guam Aquarium Committee, etc.
10. To provide clearance on various permitting licenses such Business, Building Construction Permits, Contractor's License, Liquor License, Clearing and Grading Permits, etc.

11. To carry the provisions of the Sunshine Acts such as the village block and lot system for the remaining island of Guam.
12. Implementation of the I Tano-‘ta Final Land Use Plan by October 1, 1999 (FY-2000). The I Tano-‘ta Plan took effect on May 1st, 1999, per Public Law 24-171, however, it was repealed on May 25th for 120 days under Public Law 25-20).
13. To develop a land use development permit tracking system that is capable of tracking all information, data, government-approved development permits (building permits, inspection reports, occupancy permits, business licenses, etc.) on all land parcels on Guam. Such a PTS is necessary to effectively monitor the application and enforcement of the division’s legal mandates as stated in Mission Statement #1.
14. To incorporate all reviewing agencies (Application Review Committee) conditions, comments, approvals and/or final action relative to land-use applications under technical review to the Guam Land Use Commission, Guam Seashore Protection Commission and Guam Natural Resource Board. (Executive Order 96-26)

IMPACT STATEMENT:

The Land Planning Division is responsible for the administration, facilitation and regulation of the Zoning Law, inclusive of the Summary Zone Change and Split Zone Change, the Subdivision Law, Horizontal Property Regime, Time Share Ownership, the Guam Seashore Protection Act, Wetland and Flood Hazard Areas of Particular Concern and Historic Preservation, hereinafter referred to as “MANDATES”, inclusive of any rules and regulations adjudicated.

To implement the MANDATES through creating resource staffing and technological enhancement via professional desktop systems, existing geographical & land information system and government wide network.

Develop and update the Official Zoning Map of Guam – Chapter 61, 21 GCA.

Develop & implement a Commission approved Street Naming Plan – Section 60406, Chapter 60, 21 GCA

Develop & implement a Commission approved Coastal Reserve Plan – Chapter 63, 21 GCA.

To monitor, facilitate and regulate GLUC, GSPC, and/or DLM approved land application conditions – Section 60401, 21 GCA.

To provide public awareness through an education program on an on going basis.

To automate GLUC, GSPC and DLM continuing land use and land development working files and applications.

Secure the funding for the implementation of the I Tano-‘ta Final Land Use by Planning Division, DLM through various venues such as:

- ◆ Special appropriation thru Legislation (as provided previously under P.L. 24-171 in the amount of \$516,000 as identified in our implementation Plan dated 4/21/97).
- ◆ Identifying Federal grants and Programs available for the implementation of a new zoning code.
- ◆ General fund appropriation under DLM’s operating budget.

Develop and Implement a Permit Tracking System program for Project Applications/Developments that will incorporate the Building Permit Process and the Land Development Review Process.

Develop and provide a method to implement the enforcement aspect of the zoning code under the I Tano-‘ta Final Land Use Plan as task to DLM.

Recruitment of Qualified Personnel: It is fundamental to the ability of the government agency to provide good service that its work force be a representative of the people whom it serves. The Planning Division is financially staffed with nine (9) employees.

Of the nine (9) employees, there are currently only six (6) full-time planners, one (1) of who is currently detailed, the other on leave off absence, leaving the remaining 4 planners to carry out the numerous legal mandates of the Division.

Presently, Planning Division, pursuant to its’ mandates has about 17 land use projects on-going. As of FY 2004, 446 survey maps (262-checkprints & 184-final tracing) have been reviewed and processed; Other daily tasking are request for verification of zoning matters, review and processing of Temporary Workers’ Housing Facility (barracks) annual renewal, Army Corps of Engineers (ACOE) permit application, Federal Consistency Applications, review of progress reports of the Commission approved projects, and despite all the above tasking, a planner is scheduled for counter duty at the One Stop Center, DPW on a daily basis. This figure represents a reduction of approximately 280 % in full-time planners over the past years when the division had a total of sixteen (16) planners and three (3) land agents to carry out and administer its current programs. In order to effectively and legally carry out the division’s technical duties, I solicit your assistance in re-hiring the vacant planner position:

- ◆ Chief Planner (931 – Planning Division), since January 2003
- ◆ Planning IV (934 – Subdivision Supervisor), since December 1999
- ◆ Planner I (939 - Zoning), since November 1997
- ◆ Planner II (933 – Code Dev), since July 1988

- ◆ Planner II (948 – Zoning), since April 2001
- ◆ Land Agent Supervisor (1062 – LUPRA), since December 1998
- ◆ Land Agent III (1063 – LUPRA), since December 1998
- ◆ Land Agent I (1064 – LUPRA), since December 1998
- ◆ Electronic Board Sec (932 – Land Use Commission), since May 2003

AGENCY BUDGET PLAN:

Effectively administer the Zoning Law through the planning, permitting, & post-construction phases of the land use development process and to work hand in hand with the Building Official; Establish an MOU between DLM & DPW for the effective administration of the Zoning Law; and provide a mechanism to track existing and authorized uses. Update the Zoning Map completely.

Provide for the orderly growth and harmonious development of the island.

Develop and ensure approval of Site Development; Landscaping; Map Review Process rules and regulations complementing the Subdivision Law; and process maps efficiently and effectively according to Subdivision Law & Subdivision Rules & Regulations.

Review and provide recommendation as part of the Legislative Review Committee; and provide statistical analysis on land use development to technical end-users for policy guidance.

Provide effective and efficient technical and administrative support to Commission and Commission members; provide the statutory requirements of a Commission application request in a timely manner; provide a continuing education/professional development program for Commission members; and provide a map delineating the seashore reserve for Commission approval.

Protect designated or unsurveyed wetlands areas of particular concern; ensure compliance with or monitor activities within the flood area of particular concern; and delineate within the Department's GIS land use activities that are within or require compliance, especially, to the National Flood Insurance Program.

Monitor and protect the seashore reserve; study and prepare the seashore reserve to complete a coastal reserve plan; and provide an approved map illustrating the exact coverage area of the seashore reserve.

Serve notification to landowners within 500 feet radius of the proposed development; and provide an observed status of the properties within 500 feet radius of any proposed development to the Department's Land Status Information System database.

Facilitate the development of prospective clients on the Horizontal Property Regime; and maintain and monitor the Horizontal Property Regime to include time-share.

Provide a method of cooperation among landowners in obtaining construction or reconstruction of public facilities as defined; provide a method of financing such construction, reconstruction, maintenance, and operation; and cooperate and work with the Department of Public Works to facilitate improvement districts.

Provide an approved Street Naming Plan incorporating the existing process.

GOVERNOR'S RECOMMENDATION:

Decision Package
FY 2006

Department: Department Land Management Division/Section: Land Planning Division

Program Title: Zoning Administration

Activity Description:

Administer the Zoning Laws of Guam and the I Tano-‘ta Final Land Use Plan through the planning, application permitting, and post-construction phases of land use development.
Ensure that the minimum regulations are realized 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.
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)

Major Objective(s):

Governor's Planning Workshop - Comprehensive Planning (Land Use Plan Status) - Tentatively for February 2005
Update the Zoning Map completely.
Development Rules & Regulations - Site Development, Landscaping & Architectural Standards
Establish an MOU between DLM & DPW for the effective administration of the Zoning Law.
Paseo De Susana Master Plan
Provide a mechanism to track existing and authorized uses.

Short-term Goals:

Effectively administer the Zoning Law through the planning, permitting, & post-construction phases of the Work hand in hand with the Building Official or designee to ensure the above.

Workload Output			
Workload Indicator:	FY 2004 Anticipated Level	FY 2005 Proposed Request	FY2006 Proposed Request
Summary Zone Change – DLM	6	6	6
Split Zone Change – DLM	4	4	4
Conditional Use Permit	5	2	4
Zone Variance (Setback, Density, Height, Parking, Uses)	11	0	6
Tentative Development Plan	0	1	1
Subdivision Variance	2	3	3
Tentative Subdivision	3	0	1
Final Subdivision	1	1	1
TOTAL LAND USE APPLICATION	32	17	26

Building Permit Clearance	3135	3118	3126
Occupancy Permit Clearance	745	711	728
Business License Clearance*	467	451	459
Clearing & Grading Permit Clearance	123	113	118
Liquor License Clearance	128	56	92
Contractor's License Clearance	124	150	137
*Includes Childcare, H2, Misc			

Decision Package
FY 2006

Department: Department Land Management Division/Section: Land Planning Division

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

Major Objective(s):

Develop and ensure approval of Site Development; Landscaping; Map Review Process Rules and Regulations complementing the Subdivision Law.
Process maps efficiently and effectively according to Subdivision Law and Subdivision Rules & Regulations.

Short-term Goals:

Effectively administer the Subdivision Law through the planning, permitting, & post-construction phases of the land use development process.
Too work hand-in-hand with the Building Official or designee to ensure the above.
Provide for the orderly growth and harmonious development of the island.

Workload Output			
Workload Indicator:	FY 2004 Anticipated Level	FY 2005 Proposed Request	FY2006 Proposed Request
Parceling	25	12	19
Subdivision	40	62	51
Final Subdivision	0	1	1
Agricultural Subdivision	9	21	15
Re-Subdivision	178	207	193
Retracement	39	49	44

Retracement/Re-Subdivision	3	5	4
Consolidation	57	68	63
Consolidation and Parceling	2	2	2
Consolidation & Parceling/Resubdivision	1	1	1
Parental	48	46	47
Decedent Estates	13	9	11
Land Registration	9	12	11
Real Estate Requirements	0	0	0
Revision	2	7	5
Revision to Acreage	3	3	3
Remnant	6	4	5
Court Distribution	3	2	3
Court Distribution/Consolidate & Subdivision	2	1	1
Interim Severance & Disposition	0	0	0
Map Update	2	1	1
Property Plat	1	1	1
Re-Certification	2	2	1
Consolidate & Subdivide	1	1	1
	446	517	483

Program Title: Seashore Resource Management

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.

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

Study and prepare the Seashore Reserve to complete a coastal reserve plan.

Provide an approved map illustrating the exact coverage area of the Seashore Reserve.

Monitor and protect the Seashore Reserve.

Study and prepare the Seashore Reserve to complete a coastal reserve plan.

[illegible]

Decision Package

FY 2006

Department: Department Land Management Division/Section: Land Planning Division

Program Title:	Code Development, Land Use Compliance & Analysis
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Activity Description:

Review and provide recommendation on statutory responsibilities, policies, procedures, legislative bills for enhanced revisions or for input relative to planning, population growth, land use and land development. Develop and assist in the implementation of existing codes (statues, mandates, executive orders) that have not been addressed effectively.

Provide on an on-going basis the mechanism to allow professional growth and development of technical personnel.

Provide a land status on-line, real-time automated information resource for technical evaluation.

Evaluate existing land use controls to measure the effectiveness relative to orderly growth and harmonious development of the island of Guam.

Provide statistical analysis of existing and on-going land development projects.

Provide an avenue for the review of various development industries for economic tracking and monitor.

Provide growth management data for policy guidance.

Major Objective(s):

Review and provide recommendation as part of the Legislative Review Committee.

Provide a land status on-line, real time permit tracking, permit management system with statistical conclusion.

Short-term Goals:

Review and provide recommendation as part of the Legislative Review committee.

Provide statistical analysis on land use development to technical end-uses for policy guidance.

[illegible]

Decision Package
FY 2006

Department: Department Land Management Division/Section: Land Planning Division

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)
- Public Law 24-171 (I Tano'ta Final Land Use Plan)
- 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 the any GLUC application request.

Major Objective(s):

Provide the statutory requirements of a Commission application request in a timely manner.
Provide a continuing education/professional development program for Commission Members.

Short-term Goals:

Provide effective and efficient technical and administrative support to Commission and Commission members.

Workload Output			
Workload Indicator:	FY 2004 Anticipated Level	FY 2005 Proposed Request	FY 2006 Proposed Request
Number of GLUC Meetings	9	20	15
No. Land Use Applications Entertained	37	16	26
Number of ARC Meetings	12	12	12
No. Land Use Applications Evaluated/Reviewed	37	9	23

Decision Package

FY 2006

Department: Department Land Management Division/Section: Land Planning Division

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 Work, and the GLUC Application Review Committee.

Assist damage reduction in flood hazard area of particular concern and ensure land use development compliance with the National Flood Insurance Program.

Facilitate the development and implementation of authorized flood control projects.

Protect designated or unsurveyed wetland areas of particular concern.

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

Major Objective(s):

Protect designated or unsurveyed wetlands areas of particular concern.

Delineate within the Department's GIS land use activities that are within or required compliance, especially, to the National Flood Insurance Program.

Short-term Goals:

Protected designated or unsurveyed wetlands areas of particular concern.

Ensure compliance with or monitor activities within the flood area of particular concern.

[illegible]

Decision Package
FY 2006

Department: Department Land Management Division/Section: Land Planning Division

Program Title: Support to 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 the various land use affecting the seashore reserve 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 Objective(s):

Provide the statutory requirements of a Commission application request in a timely manner.
Provide a continuing education/professional development program for Commission members.
Provide a map delineating the Seashore Reserve for Commission approval.

Short-term Goals:

Provide effective and efficient technical and administrative support to Commission and Commission members.

Workload Output			
Workload Indicator:	FY 2003 Level of Accomplishment	FY 2004 Anticipated Level	FY 2006 Proposed Request
Number of GSPC Meetings	1	2	1
No. Land Use Applications Entertained	1	2	1

[illegible]

Decision Package
FY 2006

Department: Department Land Management Division/Section: Land Planning Division

Program Title: Horizontal Property Regime and Time Share Ownership

Activity Description:

Facilitate the application request for placing real property (land and structure) under the authority of the Horizontal Property Regime through the detailed review of a file application to the Guam Land Use Commission.

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 devoted to time-share lease.

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

Assure public offerings of prospectus and the public filing through DLM recording.

Major Objective(s):

Maintain and monitor the Horizontal Property Regime to include time-share.

Provide an education program to the public about the Horizontal Property Regime.

Short-term Goals:

Facilitate the development of prospective clients on the Horizontal Property Regime.

Maintain and monitor the Horizontal Property Regime to include time-share.

Workload Output			
Workload Indicator:	FY 2004 Anticipated Level	FY 2005 Proposed Request	FY 2006 Proposed Request
Horizontal Property Regime Preliminary and Final Report	1	2	1
Time Share Ownership Preliminary Report			
Time Share Ownership Final Report			

[illegible]

Program Title:	Street Naming Mediation
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Submit for approval to the Guam Land Use Commission and the Legislature a precise plan for the systematic naming of streets and highways within the island.

Provide an approved Street Naming Plan incorporation existing process.

Provide an approved Street Naming Plan.

[illegible]

Function: LAND PLANNING DIVISION
Agency: Department of Land Management
Program: Land and Housing and Natural Resources

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)

	PERSONNEL SERVICES						
111	Regular Salaries/Increments	\$386,276	\$330,564	\$419,161	\$0	\$0	\$419,161
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	105,932	86,534	115,815	0	0	115,815
	TOTAL PERSONNEL SERVICES	\$492,208	\$417,098	\$534,976	\$0	\$0	\$534,976

	OPERATIONS						
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0
	TOTAL OPERATIONS	\$0	\$0	\$0	\$0	\$0	\$0

	UTILITIES						
361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0

701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
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450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
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TOTAL APPROPRIATIONS	\$492,208	\$417,098	\$534,976	\$0	\$0	\$534,976
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1/ Specify Fund Source

	FULL TIME EQUIVALENCIES (FTEs)						
UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED	9.00	9.00	9.00	0.00	0.00	0.00	9.00
TOTAL FTEs	9.00	9.00	9.00	0.00	0.00	0.00	9.00

FUNCTIONAL AREA: Land Planning Division
AGENCY: DEPARTMENT OF LAND MANAGEMENT
PROGRAM: Land and Housing and Natural Resources
FUND: General Fund
Ratio: 100%

Government of Guam
Fiscal Year 2006 Budget
Agency Staffing Pattern

Joseph M. Borja
Director, DLM

[BBMR SP-1]

Updated 2-22-05

(A)		(B)		(C)		(D)		(E)		(F)		(G)		(H)		(I)		(J)		(K)		(L)		(M)		(N)		(O)		(P)		(Q)		(R)		(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Over-time	Special*	Full Increment		(F+G+H+J) Subtotal	Retirement (K *20.81)	Retire (DDI) (7.24*26pp*E)	Social Security (6.2% * K)	Benefits		Life (Premium)	Medical (Premium)	Dental (Premium)	Total Benefits (L thru R)		(K + S) TOTAL																
								Date	Amount					Medicare (1.45%*K)																							
1	931	Chief Planner	Vacant	P-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
2	932	Electronic Recorder Secretary	Vacant	U-J01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	933	Planner II	Vacant	L-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	934	Planner IV	Vacant	O-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5	935	Planner III	Aguilar, Marvin Q.	M-11	\$ 44,524.00	0	0	5/13/2006	672	\$ 45,196	\$ 9,405	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	936	Administrative Assistant	Muna, Patricia A.	J-10	\$ 34,414.00	0	0	2/26/2006	831	\$ 35,245	\$ 7,334	\$ -	\$ -	\$ 655	\$ 153	\$ 511	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7	937	Planner IV	Cruz, Joseph I.	O-13	\$ 56,231.00	0	0	10/1/2005	2,037	\$ 58,268	\$ 12,126	\$ -	\$ -	\$ 845	\$ 153	\$ 511	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8	939	Planner I	Vacant	L-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9	940	Planner IV	Taitano, Frank P.	O-15	\$ 60,236.00	0	0		0	\$ 60,236	\$ 12,535	\$ -	\$ -	\$ 873	\$ 153	\$ 511	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10	941	Planner IV	Santos, Joseph C.	O-13	\$ 56,231.00	0	0		0	\$ 56,231	\$ 11,702	\$ -	\$ -	\$ 815	\$ 153	\$ 511	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	942	Planner III	Gulac, Penmar C.	N-10	\$ 46,596.00	0	0	11/3/2005	1,547	\$ 48,143	\$ 10,019	\$ -	\$ -	\$ 698	\$ 153	\$ 511	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12	943	Administrative Secretary II	Lobdell, Joanna	I-11	\$ 33,206.00	0	0		0	\$ 33,206	\$ 6,910	\$ -	\$ -	\$ 481	\$ 153	\$ 511	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13	944	Clerk Typist III	Diego, Annie C.	F-13	\$ 29,329.00	0	0	1/30/2006	709	\$ 30,038	\$ 6,251	\$ -	\$ -	\$ 436	\$ 153	\$ 511	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	945	Planner III	Untalan, Carlos R.	N-13	\$ 51,662.00	0	0	5/13/2006	936	\$ 52,598	\$ 10,946	\$ -	\$ -	\$ 763	\$ 153	\$ 511	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15	946	Planner IV	Vacant	O-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16	947	Planner III	Vacant	N-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
17	948	Planner II	Vacant	L-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
18	949	Planner II	Vacant	L-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19	950	Customer Service Representative	Vacant	H-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20	1060	Planner II	Vacant	L-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	1062	Land Agent Supervisor	Vacant	K-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	1063	Land Agent III	Vacant	J-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	1064	Land Agent III	Vacant	G-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24	1065	Land Abstractor I	Vacant	G-01	\$ -	0	0		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand Total:											\$ 419,161	\$ 87,227	\$ -	\$ -	\$ 6,078	\$ 1,377	\$ 19,050	\$ 2,083	\$ 115,815	\$ 534,976																	

*Night Differential/Hazardous/Worker's Compensation/etc.
1/:FY2005(current) GovGuam contribution for Life Insurance is \$153 per annum; Subject to change in FY2006

PREPARED BY: Patricia Muna & Jackie Florig
Administrative Assistants

**Government of Guam
Fiscal Year 2006 Budget
Agency Narrative**

FUNCTION: Land and Housing and Natural Resources

AGENCY: Department of Land Management – Land Records Division

MISSION STATEMENT:

Recording of Real Property:

1. 1. Record by legible handwriting or by photographic process authorized documents or documents.
2. 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 thereto annexed.
3. 3. The recorder, notwithstanding any other provisions of law and exclusive of any document tax, is authorized and directed to collect fees.
4. 4. The recorder shall have custody of all documents, records, books maps, and other material deposited in his office.

Document Indices:

1. 1. Indices affecting title or right of possession, labeled: General Index of Grantors Land.
2. 2. To convert existing general indices into an electronic system and provide current data based on all land transaction, pursuant to Chapter 60, Article 3, Section 60306.
3. 3. A tract or numerical index of each parcel of land by municipality.
4. 4. Image recorded documents.

GOALS AND OBJECTIVES:

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

Document Indices: To accurately index recorded documents; have available to identified customer through the department's database.

Repository of Recorded Documents: To post information of documents recorded affecting land records; to provide access to documents for land researchers; to provide copies of recorded documents and to provide certified copies of documents by the recorder and shall be considered duplicate originals.

Final Title Report: To issue certificates of titles in a timely manner.

IMPACT STATEMENT:

The department is need of more personnel to increase effectiveness and efficiency in responding to requests for both government and private land matters.

Recording of Real Property:

1. To optimize the department's records database deliver and provide cost efficient and quality customer service.
2. To increase the 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.

Document Indices:

- (1) To index recorded documents within two days from recordation.
- (2) To provide an updated index listing for both hard and soft copy on a periodic basis, quarterly, monthly and weekly.

Repository of Recorded Documents:

- (1) To provide access to documents filed for land researchers through the department's database.
- (2) To scan and data entry of recorded documents into the database to be available to the general public.
- (3) To provide certified copies as duplicate originals.

Final Title Report:

- (1) Issue certificate of title to current registered owner within one month of request.
- (2) To secure the government's interest relative to private registration and maintain liaison between Superior Court of Guam and the Attorney General on a regular monthly basis.

LAND RECORDS DIVISION'S BUDGET PLAN:

To fulfill implement all the required mandates and request from government and private citizens and to hire more personnel to alleviate the heavy workload that is being experienced by the employees of this division.

GOVERNOR'S RECOMMENDATION:

FISCAL SUMMARY PAGE:

Division/Section: Land Records Division

To process the request of certificate of title to real property.

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 endices into electronic system and provide current data based on all land transaction, pursuant to Chapter 60, Article 3, Section 60306.
3. To provide a full time department cashier for fee collection for department transactions

- 1 To optimize the department's records database deliver and provide cost efficient and quality customer service.
- 2 To increase the 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.

[illegible]

Decision Package

FY 2006

Department: Land Management Division/Section: Land Records Division

Program Title:	Document Indices/Scanning
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Activity Description:

Guam Code Annotaed, 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 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 index recorded instruments on a daily basis by implementing a state-of-the-art computer database system.
- 2 To provide an update index information through a state-of-the-art computer system and to eliminate the creation of computer paper listings.

Short-term Goals:

To accurately index recorded documents by scanning and data entry on a daily basis; to make available to the general public and other government agencies for viewing.

[illegible]

[illegible]

Government of Guam
Fiscal Year 2006
Budget Digest

[BBMR BD-1]

Function: LAND RECORDS DIVISION
Agency: Department of Land Management
Program: Land and Housing and Natural Resources

		A	B	C	D	E	F
AS400 Account Code	Appropriation Classification	FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)

PERSONNEL SERVICES							
111	Regular Salaries/Increments	\$324,197	\$279,866	\$324,006	\$0	\$0	\$324,006
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	84,585	67,925	85,203	0	0	85,203
TOTAL PERSONNEL SERVICES		\$408,783	\$347,791	\$409,209	\$0	\$0	\$409,209

OPERATIONS							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	0	0	0	0	0
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0
TOTAL OPERATIONS		\$0	\$0	\$0	\$0	\$0	\$0

UTILITIES							
361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	0	0	0	0
TOTAL UTILITIES		\$0	\$0	\$0	\$0	\$0	\$0

701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
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450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
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TOTAL APPROPRIATIONS	\$408,783	\$347,791	\$409,209	\$0	\$0	\$409,209
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1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED		0.00	0.00	2.00	0.00	0.00	2.00
CLASSIFIED		10.00	10.00	9.00	0.00	0.00	9.00
TOTAL FTEs		10.00	10.00	11.00	0.00	0.00	11.00

**Government of Guam
Fiscal Year 2006 Budget
Agency Narrative**

FUNCTION: Land and Housing and Natural Resources

AGENCY: Department of Land Management – 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 an island-wide horizontal and vertical control network, and an accurate land cadastre program, and to continue administering 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.

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.

Map, in digital form using GIS/CADD, land 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. **GUAM GEODETIC NETWORK:** To maintain and densify an island-wide horizontal and vertical control network.

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 traverse 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 of all monuments destroyed since the initiation of said system.

3. **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 an exhaustive 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*.

4. **GEODESY RECORDS/MAP 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 of a fee schedule for the following:

- a. reproduction of survey maps and of other required documents;
- b. Update, revise, and publish the “1966 Manual of Instructions for the Survey of Lands in the Territory of Guam”;
- c. 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.

5. **PROPERTY SURVEYS/MAP REVIEW:** The application of an established 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.

The development of uniform specifications of the survey data to be included on maps, plats, sketches or other plane pictorial representation of land.

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 plans.

7. **FEDERAL EXCESS LANDS/ANCESTRAL LANDS:** Identify Federal excess lands by location, acreage and ownership.

Identify original land owners as specified by U.S. District Court Land Claims Cases 77-0072 and 81-0012; area re-plat through surveying, mapping, and land use planning of the Federal Excess Lands; initiate land registration actions of considered government real properties pursuant to Section 60105, Chapter 60, Title 21, Guam Code Annotated; and upon receipt of land to Government of Guam, transfer by certificate of title to original land owner.

IMPACT STATEMENT:

The Department of Land Management was first established by Executive Order 15-59, Section 5107 of the Government Code of Guam, with the Executive Branch of the Government Guam on October 6, 1959. Pursuant to Executive Order 15-59, Section 5107 (Paragraph “e”) of the Government code of Guam, wherein the Division of Survey was created and shall be charged with the duties and responsibilities relating to the maintenance and supplementing of a Land Square Grid System, a Triangulation Network and an Island-Wide Vertical Control.

The Land Survey Division is responsible for the administration of the following legal mandates as assigned to the Department of Land Management. They are:

- ***Public Land Survey:*** (Section 60601, Chapter 60, Article 6, Title 21 Guam Code annotated). ~~Title XIV, Chapter XII, Section 13970, Government Code of Guam~~). All real property belonging to the Government of Guam for which certificates of title have not been issued, shall be surveyed and mapped in order to accomplish the registration of such property. The Guam Chief Surveyor shall carry out a program, on a continuing basis, to so survey and register government-owned land.
- ***Cadastral Mapping:*** (Section 60601, Chapter 60, Article 60, Title 21 Guam Code Annotated) ~~(Title XIV, Chapter XI, Section 13970, Government Code)~~ – The placing of all parcels of Government land on the cadastral maps of the Government.
- ***Instrument-Testing Facilities (Calibration):*** (Section 60513, Chapter 60, Article 5, Title 21, Guam Code annotated) ~~(Section 13810, Government Code)~~ – For the purpose of ensuring accuracy of survey measurements, the Director is authorized to install, in appropriate locations, facilities for the testing and calibration of surveying instrument devices in order to ensure the attainment of the degree of accuracy in surveying required under this Chapter. The Director is authorized to use the facilities established for the purpose of testing and calibration of survey measurement devices used by other than the Government of Guam or its agencies.
- ***Regulations Governing Land Survey (Executive Order 15-66):*** – These regulations were approved through the above Executive Order on August 7, 1966 and are prescribed in compliance with Section 60503, Chapter 60, Article 5, Title 21, Guam Code Annotated, ~~(Section 13802, Chapter 9 of Title XIV, Government Code of Guam)~~ and supplement the provisions of that chapter.
- ***Maintenance of Files Relating to Guam Land Matters and Map Processing:*** – Land Survey Division is charged with the duties and responsibilities of maintaining all files relating to land survey, i.e., complete technical descriptions and other information on all properties on Guam including Military, Government of Guam, Federal Government and Private, and the preparation and maintenance of a set of cadastral maps for the territory and other related survey matters such as reconnaissance information, as-built, topographic and contour maps of all scales, etc.

- **1993 Guam Geodetic Network:** – Section 60515, Chapter 60, Article 5, Title 21 Guam Code Annotated. The Director shall progressively replace the 1963 Guam Geodetic Triangulation Network with the 1993 Guam Geodetic Network. For this purpose, appropriate monumentation that is intended for the establishment of the 1993 Guam Geodetic Network shall be erected by the Director, or may be designated by him, as primary, secondary, and tertiary network marks and shall be referred to as the 1993 Guam Geodetic Network for use in locating and describing land within the territory.

The chief official of the Division of Survey shall be the Chief of Cadastre/Guam Chief Surveyor, who shall have the overall supervision of the personnel and functions of the Division. One of the major duties and responsibilities of the Chief of Cadastre/Guam Chief Surveyor is complying with Section 60503 and Section 60505, Chapter 60, Article 5, Title 21, Guam Code Annotated, (~~Section 13802, and Section 13804, Chapter 9 of Title XIV and Section 13804, Chapter 9, Title XIV, Government Code of Guam~~), and supplement the provisions of that chapter. In addition to the above, the Chief of Cadastre/Guam Chief Surveyor shall approve or disapprove, for accuracy and form, map plats or surveys of private lands which are filed for recording with the Registrar of Titles, and must further recommend for approval or disapproval, on the basis of accuracy and form, all final subdivision maps filed with the Guam Land Use Commission.

Fifteen (15) employees currently staff the Survey Division of this Department with an authorized twenty-six (26) FTE's. Since the resignation/retirement of technical positions, i.e., (Chief of Cadastre, Cartographic Supervisor, and Engineering Technician II's) and the deletion of four (4) permanent positions by P.L. 22-140, 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, I solicit your assistance in re-establishing the Surveyor Series positions to assure professional development and upward mobility for the engineering technicians and establishing the Deputy Chief Surveyor positions as mandated by Public Law 25-92.

Additionally, I solicit your favorable consideration in starting the recruitment processes in filling the vacant positions within Land Survey Division. The vacant positions are: (1) Chief of Cadastre; (1) Cartographic Supervisor; (3) Engineering Technician II; (1) Engineering Technician I; and (1) Word Processing Secretary II.

The vacant positions are direly needed, more so, since the transfer of excess federal lands is in the process. Surveyors, planner and technicians would be tasked to tackle the first stages of the development before such can occur.

The above are the principal components that I believe would definitely go a long way towards satisfying the goals and objectives of Survey Division and the delivery of services to the public that may arise in the course of the years.

PROGRAM BUDGET PLAN:

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 an island-wide horizontal and vertical control network, and an accurate land cadastre program, and to continue administering the map review process to ensure that all surveys conducted on island meet the standards set forth by regulations.

GOVERNOR'S RECOMMENDATION:

[illegible]

Program Title: Guam Geodetic Network (GGN)

Short-term Goals: Complete processing GGN clearance applications and issue clearances thereto; maintain and preserve the geodetic control stations. With the assistance of the National Geodetic Survey (NGS), complete the preparation of the data necessary and needed for the upgrading of vertical control stations so that the GGN will conform to the North American Datum of 1983 as required by NGS.

[illegible]

[illegible]

Program Title: Geodesy Records/Map Reproduction

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.

[illegible]

Decision Package
FY 2006

Department: Department of Land Management Division/Section: Land Survey

Program Title: Operational Field Survey

Activity Description: 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 plans.

Short-term Goals: Survey, locate, mark and map land boundaries of proposed school sites in Liguán Terrace (Tract 100) and Adacao Area (Lot 5402-R5) and all other work related thereto. Provide survey services as requested and directed by Director, DLM. Continue the boundary survey of the remaining proposed school sites.

Workload Output			
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level
Proposed School Site			
Requested Survey Services			
(Easement Stake-Out)			
Re-subdivision Surveys			
Retracement Surveys			
Topographic Surveys			
(Liguán Terrace School Site)			
As-Built Surveys			

[illegible]

Government of Guam
Fiscal Year 2006
Budget Digest

[BBMR BD-1]

Function: LAND SURVEY DIVISION
Agency: Department of Land Management
Program: Land and Housing and Natural Resources

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 Total Req. (C+D+E)

PERSONNEL SERVICES							
111	Regular Salaries/Increments	\$0	\$494,936		\$0	\$530,344	\$530,344
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	0	137,978		0	159,369	159,369
TOTAL PERSONNEL SERVICES		\$0	\$632,914	\$0	\$0	\$689,713	\$689,713

OPERATIONS							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	19,160	90,397		0	38,147	38,147
233	OFFICE SPACE RENTAL:		0	0	0	0	0
240	SUPPLIES & MATERIALS:	597	6,945		0	945	945
250	EQUIPMENT:	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0
TOTAL OPERATIONS		\$19,757	\$97,342	\$0	\$0	\$39,092	\$39,092

UTILITIES							
361	Power	\$0	\$15,000	\$0	\$0	\$0	\$0
362	Water/ Sewer	3,244	2,000	0	0	0	0
363	Telephone/ Toll	44	11,000	0	0	0	0
TOTAL UTILITIES		\$3,288	\$28,000	\$0	\$0	\$0	\$0

701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0

TOTAL APPROPRIATIONS		\$23,045	\$194,336	\$0	\$0	\$728,468	\$728,468
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1/ Land Survey Revolving Fund (LSRF)

FULL-TIME EQUIVALENCES (FTEs)							
UNCLASSIFIED		0.00	0.00		0.00	1.00	1.00
CLASSIFIED		17.00	15.00		0.00	15.00	15.00
TOTAL FTEs		17.00	15.00	0.00	0.00	16.00	16.00

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Pacific Association of Land Professional Summit	1		\$ 25,000.00		x
GPS Equipment Maintenance	1		\$ 13,147.00		x
Total Contractual			\$ 38,147.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Fuel and Lube, Tire, Batteries	1		\$ 945.00		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Supplies & Materials			\$ 945.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Equipment			\$ -		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Miscellaneous			\$ -		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Surveying Equipment	1	46000	\$ 46,000.00		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Capital Outlay			\$ 46,000.00		

FUNCTIONAL AREA:

AGENCY:

PROGRAM:

FUND:

Ratio:

Land Survey Division

DEPARTMENT OF LAND MANAGEMENT

Land and Housing and Natural Resources

General Fund

100%

Government of Guam

Fiscal Year 2006 Budget

Agency Staffing Pattern

[BBMR SP-1]

Joseph M. Borja
Director, DLNVI

*To be funded by Land Survey Revolving Fund
Account Number 5100A052940SE222- 111 / 113

Updated 2-22-05

(A)		(B)		(C)		(D)	(E)	(F)	(G)	(H)	(I)		(J)	(K)	(L)	(M)	(N)	(O)		(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Over-time	Special*	Full Increment		Retirement (K *20.81)	Retire (DDI) (7.24*26pp*E)	Social Security (6.2% * K)	Medicare (1.45%*K)	Life (Premium)	Medical (Premium)	Dental (Premium)	Total Benefits (L thru R)	(K + S) TOTAL					
								Date	Amount														
1	1020	Chief of Cadastre	Vacant	P-01	\$ -	0	0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	1026	Engineering Technician II	Vacant	J-01	\$ -	0	0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	1027	Engineering Technician II	Camacho, Jimmy I	J-14	\$ 39,491.00	0	0		10/22/2005	\$ 8,506	\$ -	\$ -	\$ 593	\$ 153	\$ 3,947	\$ 446	\$ 13,644	\$ 54,517	\$ -	\$ -	\$ -	\$ -	
4	1028	Engineering Technician II	Vacant	J-01	\$ -	0	0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5	1029	Engineering Aide III	Quinara, Wayne S.	H-10	\$ 29,926.00	0	0			\$ 6,228	\$ -	\$ -	\$ 434	\$ 153	\$ 3,102	\$ 298	\$ 10,215	\$ 40,141	\$ -	\$ -	\$ -	\$ -	
6	1030	GIS/LIS Mapping Technician	Guerrero, Lorfe-Del A.	I-08	\$ 29,944.00	0	0		12/30/2005	\$ 6,417	\$ -	\$ -	\$ 447	\$ 153	\$ -	\$ -	\$ 7,017	\$ 37,852	\$ -	\$ -	\$ -	\$ -	
7	1032	Engineering Technician II	Torres, Thomas J.	J-11	\$ 35,618.00	0	0			\$ 7,412	\$ -	\$ -	\$ 516	\$ 153	\$ 3,947	\$ 446	\$ 12,475	\$ 48,093	\$ -	\$ -	\$ -	\$ -	
8	1033	Engineering Aide I	Delgado, David	E-08	\$ 23,318.00	0	0			\$ 4,852	\$ 189	\$ -	\$ 338	\$ 153	\$ -	\$ -	\$ 5,533	\$ 28,851	\$ -	\$ -	\$ -	\$ -	
9	1035	Engineering Aide II	Vacant	F-01	\$ -	0	0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10	1036	Engineering Aide III	Meno, Francisco T.	H-12	\$ 32,096.00	0	0			\$ 6,679	\$ -	\$ -	\$ 465	\$ 153	\$ 1,369	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	1037	Engineering Technician I	Castro, Pierce J.	I-12	\$ 34,368.00	0	0		2/3/2006	\$ 7,325	\$ -	\$ -	\$ 510	\$ 153	\$ 1,369	\$ 149	\$ 9,506	\$ 40,763	\$ -	\$ -	\$ -	\$ -	
12	1038	Engineering Technician I	Javier, Melvin O.	I-09	\$ 31,014.00	0	0			\$ 6,454	\$ -	\$ -	\$ 450	\$ 153	\$ -	\$ -	\$ 7,057	\$ 38,071	\$ -	\$ -	\$ -	\$ -	
13	1041	Secretary Typist	Castro, Janet C.	G-12	\$ 30,085.00	0	0		1/6/2006	\$ 6,431	\$ 189	\$ -	\$ 448	\$ 153	\$ 3,947	\$ -	\$ 11,168	\$ 42,071	\$ -	\$ -	\$ -	\$ -	
14	1042	Word Processing Secretary II	Vacant	H-01	\$ -	0	0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15	1043	Engineering Technician I	Vacant	I-01	\$ -	0	0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16	1044	Engineering Technician II	Pascua, Albert A.	J-12	\$ 36,865.00	0	0			\$ 7,672	\$ -	\$ -	\$ 535	\$ 153	\$ 3,947	\$ 446	\$ 12,752	\$ 49,617	\$ -	\$ -	\$ -	\$ -	
17	1045	Engineering Technician II	Taguian, Edgar	J-08	\$ 32,119.00	0	0		12/9/2005	\$ 6,862	\$ -	\$ -	\$ 478	\$ 153	\$ -	\$ -	\$ 7,493	\$ 40,469	\$ -	\$ -	\$ -	\$ -	
18	1054	Engineering Technician I	Santos, Remedios TL	I-10	\$ 32,083.00	0	0			\$ 6,676	\$ -	\$ -	\$ 465	\$ 153	\$ 3,947	\$ 446	\$ 11,688	\$ 43,771	\$ -	\$ -	\$ -	\$ -	
19	1055	Surveyor Supervisor	Santos, Paul L.	O-12	\$ 54,329.00	0	0			\$ 11,306	\$ 189	\$ -	\$ 788	\$ 153	\$ 3,947	\$ 446	\$ 16,829	\$ 71,158	\$ -	\$ -	\$ -	\$ -	
20	1059	Engineering Aide II	Esteban, Peter D.	F-10	\$ 26,453.00	0	0		6/21/2006	\$ 5,571	\$ -	\$ -	\$ 388	\$ 153	\$ 3,947	\$ 446	\$ 10,505	\$ 37,277	\$ -	\$ -	\$ -	\$ -	
21	1066	Cartographic Supervisor	Natnat, Lilia S.	L-10	\$ 39,780.00	0	0			\$ 8,278	\$ -	\$ -	\$ 577	\$ 153	\$ 1,369	\$ 149	\$ 10,526	\$ 50,306	\$ -	\$ -	\$ -	\$ -	
22	1067	Engineering Aide II	Guerrero, Ann R.	E-01	\$ 16,656.00	0	0			\$ 3,695	\$ 189	\$ -	\$ 257	\$ 153	\$ -	\$ -	\$ 4,295	\$ 22,053	\$ -	\$ -	\$ -	\$ -	
23																							
24																							
25																							
			Grand Total:	----	\$ 524,145.00	\$0	\$0		----	\$ 110,365	\$ 756	\$ -	\$ 7,690	\$ 2,601	\$ 34,838	\$ 3,272	\$ 159,369	\$ 689,713					

*Night Differential/Hazardous/Worker's Compensation/etc.
1/:FY2005(current) GovGuam contribution for Life Insurance is \$153 per annum; Subject to change in FY2006

PREPARED BY: Patricia Muna & Jackie Florig
Administrative Assistants

[BBMR EL-1]

Function : Land and Housing and Natural Resources
Agency: Department of Land Management - Director's Office
Program: Director's Office

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
Executive Oak Conference table	2	100	
Executive chairs (brown)	7	100	
Coffee table	1	100	
Sofa & Loveseat (multi brown)	1	100	
3-shelf book case	1	100	
End table	2	100	
Refrigerator	1	100	
Chair w/cloth padding	2	100	
Fire extinguisher	1	100	
Flag pole (Guam & American)	2	100	
Esal board	1	100	
Dell Laptop	1	100	
Gateway Workstation	1	100	

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[BBMR EL-1]

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
L-Shape desk	1	100	
Typist Chair	2	100	
Executive chair - Brown	1	100	
Executive Desk (Maple)	1	100	
File cabinet (2 drawer-black)	1	100	
File cabinet (4 drawer-black)	2	100	
Postage Meter	1	100	
IBM Selectric Typewriter	1	100	
Stamp Clock	1	100	
Rolling filing cabinet (3 drawer-beige)	1	100	
Oval Coffee Table w/Glass Top	1	100	
Dell Workstation	1	100	
HP Scanner	1	100	
HP LaserJet Printer	1	100	

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[BBMR EL-1]

Budget

Function : Land and Housing and Natural Resources
Agency: Department of Land Management - Director's Office
Program: Administrative Support Unit

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
File cabinet (2 drawer- tan)	2	100	
Paper shredder	1	100	
IBM Selectric Typewriter	2	100	
Glass Bookshelf	5	100	
File Cabinets (4 drawer-tan)	13	100	
File Cabinet (2 drawer-black)	2	100	
L-Shape desk	2	100	
Executive Desk (black)	1	100	
Typist Chair	3	100	
Sofa	1	100	
End table w/glass top	2	100	
File cabinets (4 drawer-black)	7	100	
File cabinets (4 drawer-beige)	4	100	
File Supply cabinets (2 door-tan)	3	100	
File cabinet (30 tray drawer)	1	100	
Folding table	1	100	
Electric Binding Machine	1	100	
Binding Machine (manual)	1	100	
Folding chairs	2	100	
Fire Extinguisher	1	100	
Paper cutter	1	100	
Vacuum Cleaner (Kirby)	1	100	
Refrigerator	1	100	
Executive Desk	1	100	
Executive Chair (black)	1	100	

[illegible]

[BBMR EL-1]

Budget

Function : Land and Housing and Natural Resources

Agency: Department of Land Management - Director's Office

Program: Administrative Support Unit

[illegible]

[BBMR EL-1]

EQUIPMENT/CAPITAL LISTING:

[illegible][illegible]

[BBMR EL-1]

EQUIPMENT/CAPITAL LISTING:

[illegible]

Government of Guam
Fiscal Year 2006 Budget
Equipment / Capital and Space Requirement

[BBMR EL-1]

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

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
Desk Executive Gray 3 Drawer 66"x32"	1		Deputy's Office (Chief Planner)
Desk Executive Gray 6 Drawer 55"x22"	1		
Chair Exe w/arms/wheels gray Model C561-222J	1		
Chairs w/arms charcoal fabric #C500-120J	1		
Blk Leather High Back Exec Chair w/wheels	1		
File Cabinet Beige 30 Plastic Drawer	1		
File Cabinet Beige 20 Plastic Drawer	4		
Water Cooler	2		
Computer Equipment - PC/monitor/keyboard	1		Admin Sec II Joanna A. Lobdell
Court Conference Recorder (Confer-Corder)	1		
Sony Confer-Corder BM-246	1		
Court Conference Recorder - dual deck	1		
Wireless Microphone Transmitter	1		
Wireless Microphone, Tuner	1		
Microphone	4		
Earphones	2		
BM 147 VSC Sony Transcriber w/FS-75 ft pedal	1		
BM 147 VSC Sony Transcriber w/FS-75 ft pedal	1		
SLWIBER Surge Protector Model PS6	1		
Blk Fabric High Back Chair	1		
Desk Blk L-Shape 3-Drawer	1		
File Cabinet Beige 2-Drawer	1		
IBM Personal Wheelwriter 70 Series II	1		
Computer Equipment - PC/monitor/keyboard	1		
IBM Personal Wheelwriter 2	1		
Calculator, Canon MP21D	1		
Blk 6 Drawer Office Desk	1		Admin Assistant Patricia A. Muna
Computer Cornered Desk Work Station Gray	1		
Printer Stand with shelf gray	1		
Computer 2-Drawer Cabinet Gray	1		
File Cabinet Beige 4-Drawer	3		
Sliding Door Tan Cabinet 70"x18"	1		
Blk Fabric High Back Chair	1		
IBM Personal Wheelwriter 2	1		
Desk Blk L-shaped w/3 Drawers	1		Clerk Typist III Annie C. Diego
File Cabinet Beige 2 Drawer	1		
Computer 2-Drawer Cabinet Gray	1		
Blk Fabric High Back Chair	1		
Computer Equipment - PC/monitor/keyboard	1		Planner III Zoning Section - Penmer C. Gulac
Desk Executive Cherry Wood 7-Drawer	1		
Blk Fabric High Back Chair	1		
Gray Legal Metal Shelf w/o door	1		
File Cabinet Beige - 2 Drawer	2		
Computer Equipment - PC/monitor/keyboard	1		Planner IV Seashore Section - Frank P. Taitano
Desk, Small 3-Drawer on Right Side, Beige	1		
Blk Fabric High Back Chair	1		
File Cabinet Beige 4-Drawer	1		
File Cabinet Beige 2-Drawer	1		
Gray Legal Metal Shelf w/o doors	2		
Portable Lamp Metal Beige	1		
Computer Equipment - PC/monitor/keyboard	1		Planner III Seashore Section - Marvin Q. Aguilar
Desk Brown Double Pedestal	1		
Blk Fabric High Back Chair	1		
File Cabinet Beige 2-Drawer	1		
Gray Legal Metal Shelf w/o doors	1		
Computer Equipment - PC/monitor/keyboard	1		Planner III Subdivision Section - Carlos R. Untalan
Desk Small 3-Drawer Beige	2		
Blk Fabric High Back Chair	1		
Gray Legal Metal Shelf w/o doors	2		
File Cabinet Beige 4-Drawer	1		
File Cabinet Beige 2-Drawer	2		
Storage Cabinet Beige 2-Door	3		Supplies
Storage Cabinet Beige 5-Drawer	1		GLUC Tapes
Storage Cabinet Beige 2-Door	2		HPR files

[BBMR EL-1]

Program: Repository/Scanning of Recorded Documents

[illegible][illegible]

[BBMR EL-1]

Program: Final Title Report Section

EQUIPMENT/CAPITAL LISTING			
Description	Quantity	Percentage of Use	Comments
"L" Shaped Beige Secretarial Desk	1	100	
Beige 3 Door Lateral File Cabinet	7	0	
Beige Secretarial Desk	1	100	
Blue Cloth Secretarial Chair	2	100	
Black 4 Drawer File Cabinet	3	100	
Black 6 Drawer Executive Desk	1	100	
Black Cloth Secretarial Chair	1	100	
Black Cloth Secretarial Chair w/arms	1	100	
Off-White 5 Drawer Executive Desk	1	100	
Beige 3 Drawer Secretarial Desk	1	100	
Dell Workstation (Cust 0)	1	100	
Dell Workstation (Cust 1)	1	100	
Dell Workstation (Cust 2)	1	100	
Dell Workstation (Cust 3)	1	100	
Dell Workstation (Cust 4)	1	100	
Dell Workstation (Andrew)	1	100	
Dell Workstation (Mary N.)	1	100	
Dell Workstation (Amy)	1	100	
Dell Workstation (Norma)	1	100	
Xerox Scanner/Copier Pro 55	1	100	

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[BBMR EL-1]

[illegible][illegible]

Government of Guam
Fiscal Year 2006 Budget
Equipment / Capital and Space Requirement

[BBMR EL-1]

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

EQUIPMENT/CAPITAL LISTING				
Description	Quantity	Percentage of Use	Comments	
Leica TC-2002	1	100%	Survey Division	
Sokia Single Prism	1	100%	Survey Division	
TopCon Single Prism	3	100%	Survey Division	
Wild Single Prism	1	100%	Survey Division	
Poulan Chain Saw 2300	1	100%	Survey Division	
TopCon Mini Prism for rod	1	100%	Survey Division	
Wooden Tripods	4	100%	Survey Division	
TopCon Mini Prism	1	100%	Survey Division	
Wild Prism Rod	1	100%	Survey Division	
Prism Rod	5	100%	Survey Division	
Wild Bipod	1	100%	Survey Division	
Bipod (orange)	5	100%	Survey Division	
Stadia Rod	1	100%	Survey Division	
TopCon Battery Charger	2	100%	Survey Division	
Motorola Rapid Charger	4	100%	Survey Division	
Motorola NTN 1171A	1	100%	Survey Division	
Trimble Survey Controller (SN0220173851)	1	100%	Survey Division	
GPS Antenna (Trimble)	2	100%	Survey Division	
Trimble GPS Receiver Model 4700	2	100%	Survey Division	
Sokkia Tripods	2	100%	Survey Division	
Aluminum Prism Rods	2	100%	Survey Division	
Makita Chipping Gun (Jack Hammer)	1	100%	Survey Division	
Makita Electric Reversible Drill	1	100%	Survey Division	
On-board battery for GTS-211D	1	100%	Survey Division	
Motorola Rapid Battery Chargers	5	100%	Survey Division	
Motorola Astro Digital 2-way radio	5	100%	Survey Division	
Motorola 7.5 Nickel Cadmium Batteries	5	100%	Survey Division	
HP Designjet Plotter C7780B	1	100%	Survey Division	
Groundplane	2	100%	Survey Division	
12-volt battery w/cable	1	100%	Survey Division	
9-volt battery w/cable	1	100%	Survey Division	
Rebar Cutter	1	100%	Survey Division	
Trimble Assy. Download Cable #3245	1	100%	Survey Division	
Trimble Assy. Cable #31288	1	100%	Survey Division	
Trimble Battery Charger 13.8v	1	100%	Survey Division	
Trimble Pouch Belt & Shoulder	1	100%	Survey Division	
Trimble Battery 7.4v #46607	1	100%	Survey Division	
Trimble Cable Assy. Download #32345	1	100%	Survey Division	
Trimble Cable Assy. 1.5 #41300-02	1	100%	Survey Division	
Aluminum Tri-pod	3	100%	Survey Division	
Safety Jackets (Large)	8	100%	Survey Division	
Safety Jackets (Medium)	4	100%	Survey Division	
Rain Coats (Small)	2	100%	Survey Division	
Rain Coats (Medium)	1	100%	Survey Division	
Rain Coats (Large)	1	100%	Survey Division	
Tape Measure (26ft./8m) (Lufkin)	10	100%	Survey Division	
Tape Measure (Meters)	3	100%	Survey Division	
Conference Chairs (gray-fabric)	6	100%	Survey Division	
Map Carrier Cabinets (metal)	15	100%	Survey Division	
Wall Clock (electric)	1	100%	Survey Division	
Wall Clock (battery operated)	3	100%	Survey Division	
Swivel Chairs	9	100%	Survey Division	
Wall Clock (battery operated)	3	100%	Survey Division	

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):		Total Program Space Occupied (Sq. Ft.):	Comments
	Description	Square Feet	Percent of Total Program Space	

Government of Guam
Fiscal Year 2006 Budget
Equipment / Capital and Space Requirement

[BBMR EL-1]

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

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
Executive Desk (Oak)	1	100%	Assigned to Paul Santos
Executive High-Back Chair (Brown Vinyl)	1	100%	Assigned to Paul Santos
Credenza (Metal)	1	100%	Assigned to Paul Santos
Conference Chairs (brown fabric)	2	100%	Assigned to Paul Santos
Secretarial Desk (Metal)	1	100%	Assigned to Paul Santos
Roll-a-way Cabinet w/lock (metal)	1	100%	Assigned to Paul Santos
Glass sliding door cabinet w/lock (metal)	1	100%	Assigned to Paul Santos
Secretarial Desk (L-shape)	3	100%	Survey Division Staff
Clerical Desk	1	100%	Assigned to Janet Castro
Two-drawer filing cabinet (metal-beige)	7	100%	Survey Division Files
Four-drawer filing cabinet (metal-beige)	2	100%	Survey Division Files
Typewriter Stand w/wheels	2	100%	Survey Division
Computer Workstation (wooden)	1	100%	Assigned to Janet Castro
10-key Casio calculator	1	100%	Assigned to Janet Castro
Drafting Table	6	100%	Survey Division Staff
Drafting Chairs	4	100%	Survey Division Staff
Storage Locker (Metal)	4	100%	Survey Division
Wall Locker (Metal)	1	100%	Survey Division
Five-drawer filing cabinet (metal-beige)	2	100%	Survey Division
Four-drawer filing cabinet (metal-gray)	24	100%	Survey Division
Two-drawer filing cabinet (metal)	4	100%	Survey Division
Flat map file cabinets	3	100%	Survey Division
White Easel Board	2	100%	Survey Division
Secretarial Desk w/lock	5	100%	Survey Division Staff
Refrigerator	1	100%	Survey Division
Microwave Oven	1	100%	Survey Division
TopCon Level (AT-G6)	1	100%	Survey Division
TopCon Level (AT-G2)	1	100%	Survey Division
Kern Swiss Upright Scope	1	100%	Survey Division
Sokia (3) Prism	1	100%	Survey Division
Xerox Engineering Copier (510 Synergix)	1	100%	Survey Division
Xerox Scanner (D82-029457)	1	100%	Survey Division
Xerox Printer (8YG-065540)	1	100%	Survey Division
Folding Tables	2	100%	Survey Division
Trimble Survey Controller (SN0220173851)	1	100%	Survey Division
Trimble Radio Part 38460-45	1	100%	Survey Division
Backpacks for Rover Receiver	2	100%	Survey Division
Extension rods for antenna	6	100%	Survey Division
Radio Antennas for GPS Radio	2	100%	Survey Division
Trimble 5700 Receiver w/radio modem	2	100%	Survey Division
Trimble 5700 Data Logger TSC1	1	100%	Survey Division
Trimble Connector Receiver	1	100%	Survey Division
Trimble Battery 7.4v PP231F	1	100%	Survey Division
Trimble Receiver Plus #11017	1	100%	Survey Division
Trimble Receiver Tripod Bracket	1	100%	Survey Division
Trimble Receiver Cable Connector	2	100%	Survey Division
Trimble Base Plate Antenna Rover	1	100%	Survey Division
Trimble Base Antenna (SN12369859)	1	100%	Survey Division
Trimble Case Ties (44015)	1	100%	Survey Division
Trimble Range Pole Bracket (4517-00)	1	100%	Survey Division
5-drawer organizer tray (plastic)	3	100%	Survey Division
3-drawer organizer tray (plastic)	2	100%	Survey Division

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):		Total Program Space Occupied (Sq. Ft.):	
Description	Square Feet	Percent of Total Program Space	Comments	

[BBMR EL-1]

Program:

Comments:

Comments

[BBMR EL-1]

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
Dell Workstation (John)	1	75%	
Dell Workstation (Jesse)	1	75%	
Dell PowerEdge Server 6300	1	100%	
Dell PowerEdge Server 6300	1	100%	On Loan from DOA-DP
Dell PowerEdge Server 6300	1	0%	Typhoon Damaged
IBM Pseries 630 Server	1	100%	
Dell Server	1	100%	
Dell Server	1	100%	
RISC 6000	1	100%	Utilized by DOA/DLM
Meridian CD Net Tower	1	100%	
Meridian CD Net Tower	1	100%	
HP LaserJet Printer	1	75%	
HP LaserJet Printer	1	75%	
L-Shaped Desk – 3 drawer	1	75%	
Desk – 3 drawer	1	75%	
Desk – 3 drawer	1	75%	
Filing Cabinet – 4 drawer	1	100%	
Filing Cabinet - 4 drawer	1	100%	
Filing Cabinet – 4 drawer	1	100%	
Filing Cabinet – 2drawer	1	100%	
Secretary Chairs w/wheels	4	100%	
Table	1	100%	
Wooden Table	1	100%	
Computer Table	1	100%	
Computer Table	1	100%	
-Shelf Unit	1	100%	
-Shelf Unit	1	100%	
-Shelf Unit	1	100%	

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