

### DIPÅTTAMENTON MANMANHANO TÅNO'

(Department of Land Management) **GOBIETNON GUAHAN** 

(Government of Guam)

FELIX P. CAMACHO Governor of Guam

JOSEPH M. BORJA Director

KALEO S. MOYLAN Lieutenant Governor of Guam 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

Mailing Address: P.O. Box 2950

Hagåtña, Guam 96932

Street Address:

855 W. Marine Corps

Drive Route 1 Anigua, Guam

96910

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.

E-mail Address: dlm@mail.gov.gu

Telephone 671-475-5263

Facsimile 671-477-0883 Attachments (20

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:

Time:

Rcv'd by:

Print Name: <u>Uze</u>

### FELIX P. CAMACHO GOVERNOR

BUREAU OF BUDGET & MANAGEMENT RESEARCH

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

CARLOS P. BORDALLO DIRECTOR

> JOSE S. CALVO DEPUTY DIRECTOR

KALEO S. MOYLAN LIEUTENANT GOVERNOR

### CERTIFICATION

The Bureau of Budget and Management Research has certified that the Department/Agency total General Fund and/or Special Fund request for Fiscal Year 2006 is within the Governor's approved budget ceiling level for:

### DEPARTMENT OF LAND MANAGEMENT (D.L.M.)

It should be noted that the accuracy and justification of the information contained in the attached budget document is the responsibility of the aforementioned Department/Agency.

CARLOS P. BORDALLO

Acting

Date: FEB 2.2 2005

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

Date Rcv'd: 3/2/05

Rov'd by: D. Chaco

Print Name: Dee CHACE

### GOVERNMENT OF GUAM

### FY 2006 BUDGET CALL



### DEPARTMENT OF LAND MANAGEMENT

\$2,242,105.00 – General Fund <u>\$728,805.00 - LSRF</u> \$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

Date: 168. 21, 2009

# DEPART OF AN WARREN

# FUNCTIONAL ORGANIZATIONAL CHART

## DIRECTOR'S OFFICE

2.To ensure an effective management regulation and control the developments determined to be public interest for its 1.To maintain and effectively manage the destiny of all public lands considering the social and economic factors.

continued social economic welfare

3.To operate with positive and dynamic philosophy of management vital to the effective and efficient operation of the 4. Maintains several authorities: Executive Secretary (21 GCA, Chapter 60), Administer, Guam Seashore Protection Commission (21 GCA, Chapter 63); Recorder (21 GCA, Chapter 60); Guam Chief Surveyor (21 GCA,

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. Chapter 60)

# ADMINISTRATIVE SUPPORT UNIT

1.To evaluate management services' effectiveness and recommend or initiate changes in policies and programs requirement to improve Department effectiveness.

respective programs, such as planning, developing and implementing administrators in the fulfillment of the commitment 2.To provide technical guidance and assist the requiations.

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

to initiate the automation of DLM's land records. In 1991, P.L. 21-42, was approved to create GIS/LIS 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 1.Passage of Public Law 20-221 in 1990 served as the catalyst for DLM's GIS/LIS program as it provided funds Division within DLM and to obtain additional hardware and software requirements in order to facilitate the automation of DLM's mandated tasks. Theses laws were trust partly through office automation.

2.To uniformly dispose the returned surplus Public Lands and to acquire private lands at fair market value by negotiations for public

productivity of Public Lands.

3.To provide staff services program and enforcement; Administer Constructive Land

purposes.

Disposition Program.

Guam. GIS/LIS is required to provide various 2.The GIS/LIS program is aimed at capturing all data elements (maps and land records for the entire island automation with different division within DLM. οţ

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 3.The GIS/LIS division has several computers which must be maintained and serviced as needed. The be maintained.

### ..Supportive entity of the Guam Land Use LAND PLANNING DIVISION 1.To promote and sustain through effective public land management and administration techniques for the development and LAND ADMINISTRATION DIVISION

(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 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 Chapter 60 (Land Management-Street Naming Plan); 21 GCA, Chapter 60 (Land Management Natural Resource Utilization) 21 GCA, Chapter 61 (Time Share Ownership Act); Executive Order 78-Commission, Guam Natural Resource Board and the Development Review Committee entrusted Chapter 60 (Land Management Planning); 21GCA, 89-09 (Historical with the regulatory responsibility administering the legislative and executive intent of 21 GCA, Guam Seashore E.O. and 20-151 and

permits, clearing and grading permits, contractors enhancement of the quality of life on Guam, through the review of all building permit icenses, etc. at the One Stop Business and 2. To support and provide for the channeling past, present and future developments into meaningful and integrated direction for the protection and business licenses, Permitting Offices. Preservation). \* applications, Acquisition Proposals; and Administer Land

### the LAND RECORDS DIVISION 1.To initiate Land Registration on Land Registration Act section 1157, Government Land pursuant to Civil Code of Guam.

after ensuring that all legal requirements are in compliance Government Code of Guam section 2. To receive and record documents 13100, section 1157, Civil Code of Guam. \$ pursuant

3. To process all Certificate of Title Request, Second Owner's Certified in place of lost one, Third up-date and request such as the First Issuance certify titles and Fourth, bail bond 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 request, for use as evidence in court. pertaining to real property.

# LAND SURVEY DIVISION

..Ensuring registration and survey of non-certified unregistered

2.Establishing control station, Guam Geodetic Triangulation Network (GGTN) and the cadastral mappings of private and public parcels of land. government land.

requested by the Administration and triangulation net (both horizontal and vertical controls) throughout the island and meeting the specifications set forth Maintaining a baseline testing and Maintaining a base cadastral map of all maps for both the government and the National Geodetic Survey. calibration of survey measurement devices used by all Guam Surveyors. approve government and private maps. Responsible for the administration of 4.Maintaining files of all approved land the Land Survey Revolving Fund; and of public lands Establishing Orders. 3.Surveying Court

and P.L. 21-82:4 as amended by P.L. 21-144:8 (Summary Zone Change Program) and P.L. 25-131 (Split Zone Change Program) \*

occupancy

### Government of Guam Fiscal Year 2006 Budget Digest

Function: DEPARTMENTAL SUMMARY

Agency: Department of Land Management

Program: Land and Housing and Natural Resources

			E				
				100000000000000000000000000000000000000	Covern		
AS400		FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2006
Account		Expenditures &	Authorized	General	Federal	Other	Total Req.
Code	Appropriation Classification	Encumbrances	Level	Fund	Fund(s)	Fund 1/	(C+D+E)
		1					
	PERSONNEL SERVICES			1			
111	Regular Salaries/Increments	\$1,633,987	\$1,512,162	\$1,191,077	\$0		\$1,721,421
112	Overtime/Special Pay	0	0	0	0		182.062
113	Benefits TECHNAL PROCESSING CHANGES	455,215	399,244	323,693 \$1,514,770	<u>0</u> \$0		\$2,204,483
	TOTAL PERSONNEL SERVICES	\$2,089,202	\$1,911,406	51,514,770	30	3009,713	32,204,403
	GPERATIONS						
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$7,500	\$0	\$0	\$7,500
			00.00#	174.025	0	38,147	212,982
230	CONTRACTUAL SERVICES:	19,160	90,397	174,835		36,147	212,982
		0	0	380,000	0	0	380,000
233	OFFICE SPACE RENTAL:			555,555			
240	SUPPLIES & MATERIALS:	1,650	6,945	29,000	0	945	29,945
240	SOIT LIES & MAX EMENDS.						
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
				\$591,335	\$0	\$39,092	\$630,427
	TOTAL OPERATIONS	\$20,810	\$97,342	\$591,335	30	\$39,092	3050,427
	CENTRES	I					
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	so		\$90,000
701	INDIRECTION	50	\$0	\$0	\$0	80	\$0
450	CAPITALOUTEAN	\$0	\$0	\$46,000	\$0	\$0	\$46,000
					************		
	EGIAL APPROPRIATIONS	\$2,176,822	82,830,748	%2,242,105	50	\$72%,895	\$2,978,910
	1/ Specify Fund Source						
		3					
	FULL TIME EQUIVALENCES (FUR)			7.00	0.00	1.00	6.00
	UNCLASSIFIED	1.00	2.00 44.00	5.00 27.00	0.00		42.00
	CLASSIFIED	46.00	44.00	37.00			
	TOTAL ETES	4* 00	40:00				*******************************

Joseph M. Borja Director, DLM

Government of Guam Fiscal Year 2006 Budget Agency Staffing Pattern

DEPARTMENT OF LAND MANAGEMENT

Departmental Summary

FUNCTIONAL AREA:

AGENCY:

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

FUND: General Fund & Land Survey Revolving Fund (LSRF)

Ratio: 10

**Updated 2-22-05** 

162,154 534,976 409,209 109,864 689,713 689,713 1,514,770 2,204,483 (K+S) TOTAL <u>(S</u> 32,805 | \$ 115,815 \$ 323,693 \$ 159,369 \$ 23,035 | \$ 85,203 Total Benefits 66,835 3,272 \$ 159,369 3,272 \$ 159,369 \$ 24,961 \$ 7,650 \$ 81,923 \$ 8,185 \$ 483,062 (LthruR) (R) 4,913 | \$ 298 298 1,042 2,083 Dental 1,192 (Premium) 9 2,601 \$ 34,838 \$ 5.0601 \$ 34,838 \$ 1,683 \$ 9,787 \$ 47,085 | \$ 3,102 \$ 19,050 306 8 3,102 12,044 Medical <u>a</u> 5.049 \$ 612 1,377 1,071 (1.45%\*K) (Premium) Life 9 \$ 3,360 8 6,078 8 \$ 1,259 \$ 4,698 \$ 2,690 8 069' Benefits 1,876 17,271 Medicare Z Social Security (7.24\*26pp\*E) (6.2% \* K) . (M)2,268 | \$ 95/ Retire (DDI) 945 567 1,512 756  $\mathbb{F}$ 67,426 \$ 87,227 | \$ 110,365 | \$ 358,228 \$ 18,070 26,918 247,864 48.223 110,365 (K \*20.81) Retirement (K) 530,344 | \$ \$22,645 | \$ 1,721,421 | \$ 324,006 419,161 (F+G+H+J) 231,732 86,829 129,349 1,191,077 530,344 Subtotal  $(\mathbf{f})$ S 8 661'9 2,045 8 16,446 S 6,732 \$ 4,233 | \$ 1,779 6,199 1,657 Amount Full Increment Date (H) 0 ì į 1 1 Special\* 0 80 (3) (F) Over-time  $\mathbf{s}_0$ 85,050.00 230,074.00 127,304.00 412,429.00 319,773.00 524,145.00 524,145.00 1,174,630.00 1,698,775.00 (E) Grade/ Step (a) Ì GENERAL FUND GENERAL FUND GENERAL FUND GENERAL FUND GENERAL FUND Name of Incumbent Grand Total: LSRF (2) Land Planning Division Land Administration Land Survey Division Director's Office Land Records Position Title GIS/LIS Total Total (B) Position Number No. 10 13 14 15 15 18 20

\*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** 

### Government of Guam Fiscal Year 2006 Budget Digest

Function: DIRECTOR'S OFFICE

Agency: Department of Land Management

Program: Management and Operation

			ß			r	1
					Govern	ar's Roquest	
AS400		FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2006
Account		Expenditures &	Authorized	General	Federal	Other	Total Req.
Code	Appropriation Classification	Encumbrances	Level	Fund	Fund(s)	Fund 1/	(C+D+E)
	PERSONNEL SERVICES				Ф.	\$0	6021 722
111	Regular Salaries/Increments	\$219,412	\$201,342	\$231,732			\$231,732
112	Overtime/Special Pay	0	52.627	66,835	0		66,835
113	Benefits  COTAL DEDCOMMEN CERVICES	61,358 \$280,771	52,623 \$253,965	\$298,567	\$0		\$298,567
	TOTAL PERSONNEL SERVICES	\$280,771	\$253,765	3298,307		30	\$250,507
	OPERATIONS						
220	TRAVEL- Off-Island/Local Mileage Reimburs.	so	\$0	\$7,500	\$0	\$0	\$7,500
	The state of the s						
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
				0504.035		no.	6501 225
	TOTAL OPERATIONS	\$1,053	\$0	\$591,335	\$0	\$0	\$591,335
	DEBLITTES						
261		\$43,222	so	\$60,000	\$0	\$0	\$60,000
361	Power Water/ Sewer	5,960	0	10,000	0		10,000
363	Telephone/ Toll	14,040	0	20,000	0	0	20,000
303	TOTAL UTILITIES	\$63,222	\$0	\$90,000	\$0	so:	\$90,000
	TOTAL STEELING						
701	INDIRECTION	\$0	so	\$0	\$0	\$0	\$0
450	CAPITAL OF TEAY	SO	\$0	\$46,000	\$0	\$0	\$46,000
	EGIAL APPROPRIATIONS	\$345,646	\$191,965	\$1,025,863	50	Sp	\$1,025,3972
	1/ Specify Fund Source						
	FULL FIME FOREVALENCIES (FTFs)						
	UNCLASSIFIED	1.00	2.00	3.00	0.00		3.00
	CLASSIFIED	4.00	4.00	3.00	0.00		3.00
	TOTAL FIFS	5.46	6.00	6.00	9.59)	6.00	D 494

### Schedule B- Contractual

		Unit	Total	Funded ir	FY 2005?
Item	Quantity	Price	Price	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	Х	
Vehicles Inspection	3		\$ 180.00	X	
Postage Meter	1		\$ 490.00	X	
PDN Publication	l		\$ 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	20,10
IT&E (Internet Services)	1		\$ 3,700.00	X	The state of the s
IBM (AIX Support Lines, Hardware/Software)	1		\$ 17,000.00	Х	
Emergency Equipment Repairs	1		\$ 10,000.00		Х
Refined GIS/LIS Data Base	1		\$ 20,000.00	X	
Training and Upgrade AutoCad,GPS&GIS	1		\$ 20,000.00	Х	
Upgrade IBM Training	1		\$ 20,000.00	Х	
Time Clock	1		\$ 7,665.00	Х	
Subscriptions	1		\$ 1,500.00		Х
Training Workshops/Conferences	1		\$ 3,000.00		X
Tatal Control and	yy manana ana amandaha mahada		\$ 174,835.00		AND MARKET CONTRACTOR OF CONTRACTOR CONTRACT
Total Contractual			\$ 174,033.00		

### Schedule C - Supplies & Materials

		Unit		Total	Funded in FY 2005?	
Item	Quantity	Price		Price	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

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

### Schedule E - Miscellaneous

				otal	Funded in FY 2005?	
Item	Quantity	Price	P	rice	Yes	No
			\$	-		
			\$	-		
			\$	-		
			\$	-		
			\$	-		
			\$	-		
Total Miscellaneous	V. V		\$	-		

### Schedule F - Capital Outlay

			Total		Funded in FY 2005?	
Item	Quantity	Price		Price	Yes	No
Surveying Equipment	1	46000	\$	46,000.00		
			\$	-		
			\$	-		
			\$	-		
			\$	-		
			\$			
Total Capital Outlay		aparatus su mana aparatus d'ilòndia accusa an anc	\$	46,000.00	NAMES OF STREET, STREE	Constitution of the Consti

Department: Land Management

Division: Director's Office

(For Land Survey Division)

Purpose / Justification for Travel

Program:

To attend National American Congr	ress on Surveying	CERRCE IVAC	ppms come	CHEC	IIIC IOUI C	icey	
conference covers workshops, lectur	es, and training o	n vario	us aspects of s	urveyi	ng and GI	S,	
important towards furthering profe	ssional developme	ent and	improving an	d mode	ernizing su	ırvey	
and mapping data deliverables to th	e public. As the o	conferen	ice is quite ext	tensive	and cover	s a lot	
of different areas of surveying and (	GIS, it is importar	it to hav	e at least two	(2) par	rticipants s	so that	t
each can attend different workshops	s and/or training.						
			and the second s	atawa Walionana san Ib		and the second second	
Travel Date:			No. o	f Trav	elers: Two	o (2) *	ļe
		Ferror - 1981   17   1842   184				· . · · · · · · · · · · · · · · · · · ·	
Position Title of Traveler(s)	Air Far		Per diem		istration		tal Cost
Surveyor Supervisor	\$ 2,500	0.00 \$	750.00	\$	500.00	\$	3,750.00
Engineering Technician	\$ 2,500	0.00 \$	750.00	\$	500.00	\$	3,750.00
	Purpose / Justif	ication f	or Travel				11.00
	Turpose / Justin	icauon i					
	ORGANICANO AND		Na	£ T-ov	and the second second	<b>3</b> 14	
Travel Date:			No. c	of Trav	elers:	ə <b>j</b> c	
	Aiu Fou						stal Cost
Travel Date: Position Title of Traveler(s)	Air Far		No. o	Reg	elers: istration	To	otal Cost
	\$	- \$		Reg	istration -	To	otal Cost -
	Name of the last o			Reg		To	otal Cost - -
	\$	- \$		Reg	istration -	To	otal Cost - -
	\$ \$	- \$ - \$	Per diem - -	Reg	istration -	To	otal Cost
	\$	- \$ - \$	Per diem - -	Reg	istration -	To	otal Cost
	\$ \$	- \$ - \$	Per diem - -	Reg	istration -	To	tal Cost
	\$ \$	- \$ - \$	Per diem - -	Reg	istration -	To	otal Cost
	\$ \$	- \$ - \$	Per diem - -	Reg	istration -	To	tal Cost
Position Title of Traveler(s)	\$ \$	- \$ - \$	Per diem - - for Travel	Reg \$ \$	istration - -	**************************************	otal Cost
	\$ \$	- \$ - \$	Per diem - - for Travel	Reg \$ \$	istration -	To	tal Cost
Position Title of Traveler(s)  Travel Date:	\$ \$ Purpose / Justif	- \$	Per diem for Travel	Reg \$ \$	istration - - - /elers:	**	
Position Title of Traveler(s)	\$ \$ Purpose / Justif	- \$ - \$	Per diem for Travel No. o	Reg \$ \$ Of Tray	istration velers:	* To	otal Cost
Position Title of Traveler(s)  Travel Date:	\$ \$ Purpose / Justif	- \$	Per diem	Reg \$ \$	istration - - - /elers:	**	

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

Joseph M. Borja

Director, DLM

DIRECTOR'S OFFICE AND ADMINISTRATIVE SUPPORT UNIT FUNCTIONAL AREA:

Fiscal Vear 2006 Budget Agency Staffing Pattern

Government of Guam

DEPARTMENT OF LAND MANAGEMENT

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

General Fund FUND:

PROGRAM

AGENCY:

100 %Ratio: Updated 2-22-05

77,936 21,903 63,205 63,528 39,281 28,972 3,742 298,566 (K+S)TOTAL 8 10,213 \$ 4,268 | \$ 6,796 11,633 3,742 Total Benefits 66,835 (LthruR) 13,088 (R) 298 | \$ 149 \$ 149 298 298 \$ 1,071 \$ 12,044 \$ 1,192 Dental (Premium) 9 3,102 \$ 3,102 1,369 1,369 (Premium) 3,102 Medical **a** 153 | \$ 153 | \$ 153 153 153 153 153 (1.45%\*K) (Premium) Life 9 256 \$ 731 | \$ 748 \$ Benefits 882 421 322 3,360 Medicare Z Social Security (6.2% \* K)  $\mathbb{A}$ 49 69 189 189 189 189 945 189 (7.24\*26pp\*E) Retire (DDI)  $\mathbb{G}$ 3,670 4,615 10,497 10,732 6,049 48,223 12,661 Retirement (K \*20.81) (K)50,440 \$ 51,572 \$ 17.635 | \$ 29,068 | \$ 22,176 \$ 231,732 (F+G+H+J) \$ 60,840 Subtotal  $(\mathbf{1})$ • \$ 1,657 0 \$1,657 Amount Full Increment 11/20/05 Date (H) 0 \$0 Special\* (B) time \$0 Over-60,840.00 50,440.00 49,915.00 17,635.00 29,068.00 22,176.00 230,074.00 Salary (E) U-L06-05 \$ N-12 U-L04 G-11 D-08 Grade/ Step I-01 F-01 J-01 9 Taitague, Bernadette VC Aguon, Carl J.C. 12/31/02 Jimenez, Myrna L.G. Nucum, Ernesto B. Terlaje, Anisia B. Borja, Joseph M. Joseph B. Cruz Grand Total: Incumbent Name of Vacant (c) Admin. Svcs. Officer Administrative Asst. Admistrative Aide Messenger Clerk Retired- Director W/P Secretary I Private Secretary Deputy Director Position Director Title Position Number 1048 900 902 903 904 905 1047 (A) 901 \* Š. 12 14 15 16 17 18 19 20 22 0 10 11 13 21 23

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

<sup>1/:</sup>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: 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.

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 periphials (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%					

### Government of Guam Fiscal Year 2006 Budget Digest

Function: GIS/LIS

Agency: Department of Land Management

Program: Technology Support

		À	В	c	Ð	Е	F
			μ			or's Request	<u></u>
AS400	1	FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2006
Account		Expenditures &	Authorized	General	Federal	Other	Total Req.
Code	Appropriation Classification	Encumbrances	Level	Fund	Fund(s)	Fund 1/	(C+D+E)
					1	1 414 1	(CTD+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	(
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	Diblibect cost						
701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY						
430	CAPITAL OUTLAX	\$0	\$0	\$0	\$0	\$0	\$0
1	TOTAL APPROPRIATIONS	\$101,601	\$94,171	\$109,864	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
ı	1/ Specify Fund Source	\$101,601	\$94,171	\$109,864	\$0	50	\$109,864
	a speens rung source						
[	FULL TIME EQUIVALENCIES (FTEs)						
Ì	UNCLASSIFIED	0.00	0.00	0.00			
1	CLASSIFIED	2.00	2.00	0.00	0.00	0.00	0.00
ŀ				2.00	0.00	0.00	2.00
Į	TOTAL FTEs	2.00	2,00	2.00	0.00	0.00	

[BBMR SP-1]

Fiscal Vear 2006 Budget Agency Staffing Pattern Covernment of Guam

Geographic Information System / Land Division

FUNCTIONAL AREA:

DEPARTMENT OF LAND MANAGEMENT Technical Support - Computerization

Joseph M. Borja

Director, DLM

**Updated 2-22-05** 

General Fund 100%

FUND: Ratio:

PROGRAM AGENCY:

-																			
	(A)	(B)	(C)	(D)	(E)	(F)	(C)	(11)		į									
							(6)		Ξ	(f)	(K)	(L)	(M)	$\mathcal{Z}$	(0)	(E)	9	(8)	ξ
7	Position		Name of	Grade/		0.00		Full Increment	-				\$700011	Benefits	S				(3)
.NO.	Number	Title	Incumbent	Sten	Salary	-13.0	1	+	Ĭ	F+G+H+J)	Retirement	Retire (DDI)	Social Security	Medicare	Life	Medical	Dontol	41-7-0	
-	1068	$\dashv$	Vacant	0-01	S	ume opecial	pecial	Date Ar		Subtotal	(K *20.81)	(7.24*26pp*E)	(6.2% * K)	$\overline{}$	(Premium)	_	~	( I then D	(K+S)
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m	1070	System Programmer	Vacant	N-01			77 0	5007/87/71	_	48,143	\$ 10,019	S	69		153	9 64	,	10.020	
4	1071	Computer System Analyst II	Vacant	1.01			0 0		_	s -	-	· S	S		+-			10,0/0	\$ 59,01.
'n	1072	Compputer Programmer	Vacant	K-01			) ·		0 8	- 8			S	·			1	'	
9	1073	Engineering Technician II	Vacant	101	9 6	<b>-</b>	0	-	0 8	\$	1	S	S		1			•	s
7	1074	Administrative Assistant	Vacant	7.01	,	=	0		0 8	-		S				'	-		8
8	1075	Commuter System Anglant II	r acalit	70-0		0	0		0	5				'			-	•	59
0	1076	Complete System Analyst II	Rojas, Jesse J.	L-09	\$ 38,454.00	0	0 8/	8/26/2006	+-	1		9		. ·		8 - 8			6/9
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2 ;	$\neg$	Data Control II	Vacant	T	609	>	0		$\rightarrow$	-		. · · · · · · · · · · · · · · · · · · ·	· · · s		5			501,41	168,00
		Data Control Clerk Supervisor	Vacant	Ť	3	O G	9		0 8	S		- 8	s	3		1			-
12	_	GIS Manning Technician	7 2K	Ť	-	0	0		0 8	59					-		- 8	\$	
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	1		Grand Total:	\$	85.050.00	0.5	03	+	_	_				-	-	-		1	
									51,7/9 5	86,829   \$	18,070	S	S	3 1350 8	206	┵	_	1	
*Night Differ		ontiol/Honord												150067	200	3,102 3	298   \$	23,035	\$109,864

PREPARED BY: Patricia Muna & Jackie Florig Administrativ Assitants

<sup>\*</sup>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 - 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.

Department:	Department of Land Management	Division/Section:	<b>Land Administration</b>
Program Title:	Leases, Exchanges, Sales and Per	mits of Public Lands	No. of the contract of the con
127082	Detailing 11 June 11 June 12 J	mids of fapite Lands.	
<b>Activity Descri</b>	ption:		
1	facilitate government land dispositions pur	suant to Public Laws and a	uthorized provisions in the
following categor	ories: Leases, Exchanges, Sales and Permit	s. Authorization of the abo	ve provisions involves land
appraisal and ne	gotiation with qualified and eligible applic	ants, such as private indivi-	duals, non-profit organizations
	d government institutes.	•	, 1
Review for appr	oval development permit impacting public	land.	
Major Objectiv	re(s):		
	intain term and conditions of government p		
Update monthly	reports on all revenue charged to the appro	opriate accounts with Depart	rtment of Administration.
Short-term Goa			
To complete all	land exchanges that are pending enacted le	gislation approval.	
	Workload	Output	

	Workload Ou	tput	
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level
Land Exchanges	To allocate funding for	Special Fund to offset the	
	appraisal fees.	cost of appraisal fees.	
			A STATE OF THE STA

Department:	Department of Land Management	Division/Section:	<b>Land Administration</b>

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 administartive 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.

	Workload Out	put	
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level
Inventory of Government of Guam	Update and consolidate al	Budget funding to include	
Real Property.	data & information into	personnel.	
	database.		
			7777

Department: De	partment of Lan	d Management	Division/Section:	Land Administration
Program Title:	Public Land	Registration		
Obtain and compil With the assistance landowners with the	e Territorial Surve e property listing of e of the Attorney Care ne Notice of Decla egistration Cases a	of the current land owner General's Office, Land Adration of Services. It the Superior Court of G		parcel for Land Registration. asked to serve all adjoining
Declaration of Serv That Land Registra	nants bounded by twices.  Attion of Governme	nt Land does not conflict	r Land Registration are ser with any boundaries adjoints are notified of the up-co	ning private landowners.
Short-term Goals To ensure that all g		s are registered and title u	nder the Government of G	uam.
			Party Control of the	
		<b>XX</b> . 11. 1.0		
Workload	Indicator	Workload O	Î FY 2005	FY 2006
Land Registration A		Request for Proposal	Budget funding to inclu	Projected Level
		seeking Process Server		
			reliable vehicles.	

### Government of Guam Fiscal Year 2006 Budget Digest

Function: LAND ADMINISTRATION DIVISION

Agency: Department of Land Management

Program: Land and Housing and Natural Resources

		A	В	Ċ	В	E	F
						nor's Request	
AS400		FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2006
Account		Expenditures &	Authorized	General	Federal	Other	Total Req.
Code	Appropriation Classification	Encumbrances	Level	Fund	Fund(s)	Fund 1/	(C+D+E)
	PERSONNEL SERVICES	1					
111	Regular Salaries/Increments	414.	****	T	T		
112	Overtime/Special Pay	\$124,753	\$111,535	\$129,349	\$0		\$129,349
113	Benefits	31,739	28,232	72.005	(		0
	TOTAL PERSONNEL SERVICES	\$156,492	\$139,767	32,805 \$162,154	de de		32,805
		\$250,452	\$135,767	3102,134	\$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							
240	SUPPLIES & MATERIALS:	0	0	0	0	0	0
250	EQUIPMENT:						
250	EQUI MENT:	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0				
			0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	
						0	0
	TOTAL OPERATIONS	\$0	\$0	\$0	\$0	\$0	\$0
1							
	UTILITIES						
361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	TOTAL LITTING	0	0	0	0	0	0
ı	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0
701	INDIRECT COST	\$0					
		\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$0	\$0	\$0	¢o.		
			30	30]	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$156,492	\$139,767	\$162,154	\$0	, so	\$162,154
	1/ Specify Fund Source						\$102,034
П							
	FULL TIME EQUIVALENCIES (FTEs)	<u> </u>					
r	UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00
•	CLASSIFIED	4.00	4.00	4.00	0.00	0.00	4.00
L	TOTAL FTES	4.00	4,00	4.00	0.00	0.00	4,00

Joseph M. Borja Director, ULM

Fiscal Vear 2006 Budget Agency Staffing Pattern Covernment of Guam

DEPARTMENT OF LAND MANAGEMENT Land Administration Division

FUNCTIONAL AREA:

Land and Housing and Natural Resources

General Fund 100% FUND:

PROGRAM AGENCY:

Ratio:

Updated 2-22-05

(K+S) TOTAL <u>S</u>

42,105

	(R)		Total Benefits	(L thru R)	٠	0 1077	-+-	-	9 5	T	6.631	┰		69	6.624 \$	+	9	9 64				-		+			+	$\frac{1}{1}$	_
			_		3	1	2	-	$\dagger$	9	se	89	89	59	Se	S	S	509		-	<u> </u>	-	$\downarrow$		-	+	+		_
	<b>Q</b>		Dental	(Premium)	5			9				89		s	69	s	s												
į	(F)		Medical	(Premium)		.	3.102		,		,	,			,														
ĝ	(O)		Life	(Premium)	59	153 \$	┿		8	- 8	153 \$	s.	- 8	- 8	153 \$	S	· ·	-					-	-	-	+	+		_
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E	(2)		Medicare	(1.45%*K)	s	8	S	s	S	S	\$ 4		S	- 8	\$ 4	S	- 8	\$											
90	(IAI)		Social Security	(6.2% * K)				,			,	'	,	,	٠	-	•	-											
		- 7		-	S		S	so	s		7	S	7	S	S	s	S	se								L	-		ĺ
(I)	2	Aberia, marcon age	Ketire (DDI)	(/.24"26pp"E)	•	•		1		'			`	1	'														
				7	- 8	7,141 \$	7,672   \$	s -	- 8	$\rightarrow$	6,056 \$	. ·	· .	-	6,049 \$	·	en .	·					-			<u></u>			
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(T)		(TETOTA)	( 6-111-1	Subtotal		34,314 \$	36,865 \$	,	-	-	29,102			-	29,008	-					+								
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(H)		Full Increment	Date			12/4/2005			$\dagger$	10/5/2005	2007	+	+	+	+	+	+	+	+	+	+	+	-		+	-	+	1	
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(E)			Salary		13.30	37,662.00	00,605,00			28.085.00				29.068.00								ļ							
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(D)		Grade/	Step	M-01	E 0.7	1 13	17.01	10.1	10-T	G-10	G-01	107	G-01	6-11	H-01	1	R-01												
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(C)		Name of	Incumbent	Vacant	Santos, Ernest V	Aguon, Ioffre O	Vacant	Vacant	Vacant	Leon Guerrero, Matthew	Vacant	Vacant	Vacant	Borja, Margarita	Vacant	Vacant	Vacant				-								
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				istrator	or.		j.				ary I			_	ry II			_	-		_			-	$\vdash$	-	+	-	
(B)		Position	Title	nt Admin	Supervis	gent III	Supervis	gent III	gent III	gent I	ng Secret	gent II	gent I	gent I	ig Secreta	gent III	Aide												
		Pos	Ţ	Land Management Administrator	Land Agent Supervisor	Land Agent III	Land Agent Supervisor	Land Agent III	Land Agent III	Land Agent I	Word Processing Secretary 1	Land Agent II	Land Agent I	Land Agent I	Word Processing Secretary II	Land Agent III	Office Aide												
-				Land N.	Lå		La				Word				Word														
(A)	:	Position	Number	1000	1005	1006	1007	1008	1010	1011	1013	1014	1015	1016	1017	1050	1058												

\*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

\$162,154

32,805

### 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 1<sup>st</sup>, 1999, per Public Law 24-171, however, it was repealed on May 25<sup>th</sup> 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 is 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 ongoing. 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:**

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 Outp	out	70
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
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		F-64-1	
*Includes Childcare, H2, Misc			

Department:

**Department Land Management** 

Division/Section:

**Land Planning Division** 

Program Title: Su

**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 Outp	out	***************************************
	FY 2004	FY 2005	FY2006
Workload Indicator:	Anticipated Level	Proposed Request	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

	116	E-1 F9	403
Consolidate & Subdivide	1	1	1
Re-Certification	2	2	1
Property Plat	1	1	1
Map Update	2	1	1
Interim Severance & Disposition	0	0	0
Court Distribution/Consolidate & Subdivision	2	1	1
Court Distribution	3	2	3
Remnant	6	4	5
Revision to Acreage	3	3	3
Revision	2	7	5
Real Estate Requirements	0	0	0
Land Registration	9	12	11
Decedent Estates	13	9	11
Parental	48	46	47
Consolidation & Parceling/Resubdivision	1	1	1
Consolidation and Parceling	2	2	2
Consolidation	57	68	63
Retracement/Re-Subdivision	3	5	4

Department:	Department Land Management	Division/Section:	<b>Land Planning Division</b>

### Program Title: Seashore Resource Management

### **Activity Description:**

Study the seashore reserve to determine the ecological planning principles and assumptions needed to ensure conservation of its resources.

Prepare, based upon such study and in full consultation with all affected government agencies and departments, private interests and the general public, a comprehensive, coordinated, enforceable plan for the orderly, long-range conservation, management, and development of the seashore reserve.

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

### Major Objective(s):

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.

### **Short-term Goals:**

Monitor and protect the Seashore Reserve.

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

Workload Output						
Workload Indicator:	FY 2004 Anticipated Level	FY 2005 Proposed Request	FY 2006 Proposed Request			

Department:

**Department Land Management** 

Division/Section:

Land Planning Division

**Program Title:** Code Development, Land Use Compliance & Analysis

### **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.

Workload Output						
Workload Indicator:	FY 2004 Anticipated Level	FY 2005 Proposed Request	FY 2006 Proposed Request			

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	
			7776	

Department:	<b>Department Land Management</b>	Division/Section:	<b>Land Planning Division</b>
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#### 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.

Workload Output					
Workload Indicator:	FY 2004 Anticipated Level	FY 2005 Proposed Request	FY 2006 Proposed Request		

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		

Department:

**Department Land Management** 

**Division/Section:** 

**Land Planning Division** 

**Program Title:** 

Land Use/Property Research Administration (LUPRA)

#### **Activity Description:**

Determine the names and addresses of any submitted proposals for development and properly serve or mail all. required notices to all persons within the (500') radius of the proposed project who will be affected thereby

Provide an observed status to the Department's GIS Land Status Information System database.

#### Major Objective(s):

Serve notification of landowners within 500 feet radius of the proposed development. Provide an observed status of the real properties within 500 feet radius of the proposed development.

#### Short-term Goals:

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

Workload Output					
Workload Indicator:	FY 2004 Anticipated Level	FY 2005 Proposed Request	FY 2006 Proposed Request		
Land Use Application Researched	15	10	13		
Number of Certified mail processed	504	312	408		

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

Department:	
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**Department Land Management** 

**Division/Section:** 

**Land Planning Division** 

**Program Title:** 

**Improvement District Mediation** 

#### **Activity Description:**

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.

Cooperate and work with the Department of Public Work to facilitate improvement districts.

#### Major Objective(s):

Provide a method of financining on proposed developments or existing developments requiring assistance in the form improvement districts.

Assist the Land of the Landless program through improve district proposal.

#### Short-term Goals:

Provide a method of cooperation amount landowners in obtaining construction or reconstruction of public facilities as defined.

Provide a method of financing such construction, reconstruction, maintenance, and operation.

Cooperate and work with the Department of Public Work to facilitate improvement districts.

Workload Output					
	FY 2004	FY 2005	FY 2006		
Workload Indicator:	Anticipated Level	Proposed Request	Proposed Request		

Land Planning Division

## Decision Package FY 2006

Division/Section:

**Department Land Management** 

Department:

Program Title:	Street Naming Mediation
<b>Activity Descriptio</b>	n:
Submit for approval naming of streets an	to the Guam Land Use Commission and the Legislature a precise plan for the systematic d highways within the island.
Ensure the inclusion as "Chalan" or "Can	of Chamorro or Spanish words or terms for streets, drive, avenue, and similar words such nino".
Major Objective(s)	:
Provide an approved	Street Naming Plan incorporation existing process.
Short-term Goals:	
Provide an approved	Street Naming Plan.

Workload Output					
Workload Indicator:	FY 2004 Anticipated Level	FY 2005 Proposed Request	FY 2006 Proposed Request		
Market State					
100		10.00			

#### Government of Guam Fiscal Year 2006 Budget Digest

Function: LAND PLANNING DIVISION

Agency: Department of Land Management

Program: Land and Housing and Natural Resources

		A	В	C	D	E	F
					<del>(</del>	ior's Request	
AS400		FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2006
Account		Expenditures &	Authorized	General	Federal	Other	Total Req.
Code	Appropriation Classification	Encumbrances	Level	Fund	Fund(s)	Fund 1/	(C+D+E)
		п					
	PERSONNEL SERVICES			<del></del>			
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  TOTAL PERSONNEL SERVICES	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	¢o	20	
		90	\$0	30	\$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
	MOMAY ODAN ARYONG						
	TOTAL OPERATIONS	\$0	\$0	\$0	\$0	\$0	\$0
	UTILITIES						
361	Power	do	4.1				
362	Water/ Sewer	\$0	\$0 0	\$0	\$0	\$0	\$0
363	Telephone/ Toll	0	0	0	0	0	0
	TOTAL UTILITIES	\$0	\$0	\$0	0 \$0	0	0
'		ΨΟΙ	φ0	\$0	50	\$0	\$0
701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
			40]		40	90	50
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
							90
į	TOTAL APPROPRIATIONS	\$492,208	\$417,098	\$534,976	\$0	so	\$534,976
	1/ Specify Fund Source			-		· · · · · · · · · · · · · · · · · · ·	The state of the s
п	976						
	FULL TIME EQUIVALENCIES (FTEs)						
	UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00
ļ	CLASSIFIED	9.00	9.00	9,00	0.00	0.00	9.00
U	TOTAL FIES	9,00	9,00	9.00	0.00	0.00	9.00

2/21/053:51 PM By:mlgj Government of Guam

Fiscal Year 2006 Budget Agency Staffing Pattern

Joseph M. Borja

Director, DLM

Land and Housing and Natural Resources DEPARTMENT OF LAND MANAGEMENT

Land Planning Division

FUNCTIONAL AREA:

Updated 2-22-05

General Fund %001

FUND: Ratio:

PROGRAM: AGENCY:

Mainter   Main																			
Particle   Protein	(A)	(B)	(C)	(D)	(E)	(F)	STATE OF THE PARTY	H.)		(1)	(4)		i						
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Administrative Secretary   Lobdell, Joanna   L-11   S 33,246.00   O   O   O   11,31,000   O   O   O   13,320   O   O   O   O   O   O   O   O   O	942	4	Gulac, Penmar C.	Ť			+	2000		56,231		s	- 8		153	1,369	149	14.188	1
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Land Agent Supervisor         Vacant         K-01         S         0         0         S	1060	$\rightarrow$	Vacant	+	9 (4	0	0	-	-+	-							5	9 6	
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87,227 8 6.078 8 1.377 8 19.050 8 2.083 8 115.015			Grand Total:	T		0.5	0.5	-	0 411	$\dashv$								Ð	
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, 410 , 410 , 784 , 419 , 419 , 419 , 852

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

\$ 6,078 \$ 1,377 \$ 19,050 \$ 2,083 \$ 115,815

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

#### Document Indices:

- 1. Indices affecting title or right of possession, labeled: General Index of Grantors Land.
- 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. 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:**

Department:	Department of Land Management	Division/Section:	Land Records Division
Program Title	: Recording of Real Property		

#### **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 research for the preparation of abstract of title on the initiation for the registrations of government lands and routed to survey division for further processing.

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

#### Major Objective(s):

- 1. For the division to carry out its goals and objectives pursuant to the mandates listed above, the department needs to hire more personnel to increase effectiveness and efficiency in responding to request for both government and private entities on real estate matters.
- 2. To convert existing general 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

#### Short-term Goals:

- 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.

	Workload Outj	out	
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Proposed Request
Recording of Real Property	16,679	33,358	

Department:	Land Management	Division/Section:	<b>Land Records Division</b>
Program Title:	Document Indices/Scannir	ng	
Activity Description	on:		
Guam Code Ann	otaed, Title 21, Chapters 31 ar	nd 33 mandates the division	n to process and
accept any instri	ument or judgment affecting tl us instruments pursuant to th	he title to or possession of	real property and
Land Title Regist	and Records is mandated by tration Act: To conduct a thor n Act of government owned la	ough abstract of ownershi	p for the initiation of the
To process judgi	ment ordered by the court for	the issuance of the Certific	rate of Title
Major Objective(s)  1 To index recomputer	n: ecorded instruments on a dail database system.	y basis by implementing a	state-of-the-art
2 To provide	e an update index information d to eliminate the creation of o	through a state-of-the-art c computer paper listings.	omputer
Short-term Goals:			
To accurately ind to make available	ex recorded documents by sc to the general public and oth	anning and data entry on a er government agencies fo	daily basis; r viewing.
	Work	load Output	

	Workload Outp	out	
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Proposed Request
Document Indices	13,516	on-going	

Department:	Land Management	_ Division/Section:	Land Records Division
Program Title:	Repository of Recorded Do	cuments/ Data Entry	
Activity Description	m·		
Guam Code Ann accept any instri	otaed, Title 21, Chapters 31 and ument or judgment affecting th us instruments pursuant to this	e title to or possession of r	eal property and
Land Title Regist	and Records is mandated by 0 tration Act: To conduct researd the registrations of governments.	ch for the preparation of ab	stract of title on
To process the re	equest of certificate of title to re	eal property.	
Major Objective(s)			
• • • • • • • • • • • • • • • • • • • •	e access to documents filed for	land researchers through	the department's
2 To provide	e certified copies as duplicate o	originals.	
	lex recorded documents throug vailable to the general public.	gh scanning and data entry	to the department's

	Workload Out	tput	
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Proposed Request
Repository of Recorded Docs.	3,824	7,648	
		***************************************	

#### Government of Guam Fiscal Year 2006 Budget Digest

Function: LAND RECORDS DIVISION

Agency: Department of Land Management

Program: Land and Housing and Natural Resources

		A	В	e l	D		
			, in the second			nor's Request	F
AS400		FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2006
Account		Expenditures &	Authorized	General	Federal	Other	Total Req.
Code	Appropriation Classification	Encumbrances	Level	Fund	Fund(s)	Fund 1/	(C+D+E)
		1					_
111	PERSONNEL SERVICES  Regular Salaries/Increments			1			
112	Overtime/Special Pay	\$324,197	\$279,866	\$324,006	\$0		\$324,006
113	Benefits	84,585	67,925	85,203	0		0
	TOTAL PERSONNEL SERVICES	\$408,783	\$347,791	\$409,209	\$0		\$5,203
				0.00,200		30	\$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
222	OPERATE OF PERMIT						
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
	MOMAL OPEN AWONG						
l	TOTAL OPERATIONS	\$0	\$0	\$0	\$0	\$0	\$0
1	UTILITIES						
361	Power	\$0	\$0	\$0	\$0	\$0	do
362	Water/ Sewer	0.	0	0	90	50	\$0
363	Telephone/ Toll	0	0	0	0	0	0
l	TOTAL UTILITIES	\$0	\$0	\$0	\$0	\$0	\$0
701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
450	CARPETAT OVER AS						
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$408,783	\$347,791	\$409,209	so i	so.	
1	1/ Specify Fund Source	#799,7021	954/5/71 [ [	(3403,209)	- SU		\$409,209
_							
	FULL TIME EQUIVALENCIES (FTES)						
-	UNCLASSIFIED	0.00	0.00	2.00	0.00	0.00	2.00
ŀ	CLASSIFIED	10.00	10.00	9.00	0.00	0.00	9.00
L	TOTAL FTES	10.00	10.00	11.00	0.00	0.00	11.00

2/21/053:51 PM By:mlgj Joseph M. Borja Director, DLM

Government of Guam Fiscal Year 2006 Budget Agency Staffing Pattern

Land and Housing and Natural Resources

DEPARTMENT OF LAND MANAGEMENT

Land Records Division

FUNCTIONAL AREA:

FUND: General Fund

PROGRAM:

AGENCY:

Ratio: 100%

Updated 2-22-05

38,071 23,233 46,623 47.093 35,961 42,171 28.707 37.210 (K+S) TOTAL 3 Total Benefits (L thru R) 4,510 4,510 8,225 12,207 11,480 7,057 7,803 7,914 5,352  $\mathbb{R}$ 446 298 (Premium) 149 149 Dental 9 Premium) 3,947 3,102 Medical 1.369 1,369 (F) 153 153 153 153 153 153 153 (1.45%\*K) (Premium) 153 153 Life 9 Benefits 516 450 271 499 526 498 339 407 421 E Social Security (6.2% \* K)(M)Retire (DDI) (3 189 189 189  $\Xi$ 7,411 7,162 3,896 3,896 7,152 7,162 5,837 6,049 Retirement (K \*20.81) (K) 18,723 34,416 35,613 31,014 F+G+H+J) 34,416 18,723 34,368 36,263 23,355 28.047 29,068 Subtotal  $(\mathbf{f})$ 1,130 1,245 1,130 645 83 Amount Full Increment 11/29/2005 11/7/2005 10/5/2005 Date 4/5/2006 9/14/2006 (H) Special\* Over-34,368.00 34,368.00 33,286.00 18,723.00 29,068.00 31,014,00 33,286.00 18,723.00 35,618.00 27,964.00 Salary (E) Grade/ H-01 Step 80-H 9 M-01 G-01I-12 I-09 K-07 G-01 G-01 G-01 J-11 F-01 G-01 I-12 B-12 F-01 G-11 B-01 Manglona, Norma C. Katherine M. Cruz Antenorcruz, Joel D. Vacant - 1-8-05 Yamasaki, Jane T Bautista, Amy T. Florig, Jacqueline J Torres, Victoria C. Ngata, Maria L. Santos, Andrew Marie E. Toves Untalan, Judy R. Incumbent Vacant Vacant Vacant Vacant Vacant Vacant (C) Vacant Word Processing Secretary II Customer Service Representative Administrative Assistant Deputy Civil Registra Land Abstractor III Data Control Clerk II Land Abstractor II Land Abstractor II Data Control Clerk II Land Abstractor II Land Abstractor II Land Abstractor I Land Abstractor ] Land Abstractor I Land Abstractor J Land Abstractor I Auxiliary Worker Auxiliary Worker Land Abstractor ] Position Title Cashier II (B) Position Number 906 1052 909 911 912 913 1053 914 915 920 922 923 924 926 927 928 1057 Š.

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

\$409,209

1,042 \$ 85,203

9,787

1,683

4,698

267

67,426

324,006

\$4,233 \$

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80

20

319,773.00

Grand Total:

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

### 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.

e 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 f 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:**

Department:	Department of Land Management	Division/Section:	Land Survey
D Till G			
Program Title: C	adastration		

Activity Description: 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 affects 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.

Short-term Goals: Enter data of recorded survey maps of parcels of lands through cogo-geometry. Enter data of survey maps submitted by private land surveyors for checkprint review to verify spatial relationships with adjoining parcels.

	Workload Outpu	ut	
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level
Data entry of maps		1800 maps	1500 maps
		i	

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

Program Title: Guam Geodetic Network (GGN)

Activity Description: To maintain and densify an island-wide horizontal and verti

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

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.

	Workload Outpu	ıt .	
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level
Process & Issue GGN Clearances	139	135	135
GGN Stations Upgraded	21		

Department:	Department of Land Management	Division/Section:	Land Survey
Program Title: Pi	ıblic Lands Registration		

Activity Description: To survey and map all real properties belonging to the Government of Guam for which certificates of title have not been issued in order to accomplish the registration of such properties. To select from the remaining parcels of Govenrment 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 Dueno*.

Short-term Goals: Research further to identify areas where government of Guam may be able to establish legal claim for ownership. Survey identified parcels of Government land for which certificates of title have not been issued, in order to accomplish land registration of such properties.

Workload Output							
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level				
Land Registration Survey	1	1	2				
	1						

Department of Land Management	Division/Section:	Land Survey
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Program Title: Geodesy Records/Map Reproduction

Activity Description: Maintain and preserve current records of surveys and maps of the island in accordance with the Subdivision Law and the Land Survey Manual. Reproduction of graphical illustration as requested by the 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.

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.

Workload Output						
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level			
Maps Scanned	143	145	145			
Approved Maps	143	145	145			

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 Liguan 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							
(Liguan Terrace School Site)							
As-Built Surveys							
		Alle					

Department:	Department of	of Land Management	Division/Section:	Land Survey
Program Title: Pi	onerty Surveys/N	Ian Paviaw		
i rogram ritte. 11	operty Surveys/19	Tap Keview		
lands within the is and sound surveyi	land in conformit ng practices. The	y with the provisions of t	he Subdivision Law and specifications of the surv	vey of public and private the Land Survey Manual ey data to be included
established uniforr	n procedure for tl	he survey of public and p	onal land surveyors ensure rivate lands within the is ual and sound surveying	land in accordance with
		Workload Ou	ıtput	
Workload l	ndicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level
Man Review (Preli	minary & Final)			

Workload Output						
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Projected Level			
Map Review (Preliminary & Final)						

#### Government of Guam Fiscal Year 2006 Budget Digest

Function: LAND SURVEY DIVISION

Agency: Department of Land Management

Program: Land and Housing and Natural Resources

			В		13	į į	
					Garvern		
AS400		FY 2004	FY 2005	FY 2006	FY 2006	FY 2006	FY 2006
Account		Expenditures &	Authorized	General	Federal	Other	Total Req.
Code	Appropriation Classification	Encumbrances	Level	Fund	Fund(s)	Fund 1/	(C+D+E)
	PERSONNEL SERVICES	1					
111	Regular Salaries/Increments	\$0	2404.07	T			
112	Overtime/Special Pay	0			\$0		\$530,344
113	Benefits	0	137,978	0			0
	TOTAL PERSONNEL SERVICES	\$0	\$632,914	\$0	0 \$0	159,369	159,369
			5052,514	1 30	30	\$689,713	\$689,713
	OPERATIONS						
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	SO.	\$0
230	CONTRACTUAL SERVICES:	19,160	90,397		0	38,147	38,147
233	OFFICE SPACE RENTAL:		0	0	0	0	0
240	CVIDELLE						
240	SUPPLIES & MATERIALS:	597	6,945		0	945	945
250	EQUIPMENT:						
230	EQUIMENT:	0	0	0	0	. 0	0
280	SUB-RECIPIENT/SUBGRANT:						
	SOURCE TENTISCHORACT.	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0		
			0	0	- 0	0	0
	TOTAL OPERATIONS	\$19,757	\$97,342	\$0:	\$0	\$39,092	\$39,092
					30	\$39,092	339,092
	UTHITIES						
361	Power	\$0	\$15,000	SO	\$0	80	\$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	INDIRECTIONS	1					
701	INDIRECTIONS	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY						
		\$0	\$0		\$0		\$0
	EOTAL APPROPRIATIONS	\$23,649	STOR ZEG			\$72%,865	
	1/ Land Survey Revolving Fund (LSRF)			<b>5</b> 2	***	3.726.NG5	8728.80
_							
	FULL TIME EQUIVALENCIES (FFES)						
	UNCLASSIFIED	0.00	0.00		0,00	1.00	1.00
	CLASSIFIED	17.00	15.00		0.00	15.00	15.00
	(O) AL EXE	F" 405	15.06	8 84	A.SR	000000000000000000000000000000000000000	15 (6)

## Schedule B- Contractual

		है। है। इस दर्ग	Total	Funded in	FY 2005?	
Item	Ouantity	Price	Price	Yes	No	
Pacific Association of Land Professional Summit	1		\$ 25,000.00		V	
GPS Equipment Maintenance	1		\$ 13,147.00		X	
					Andrew State of the State of th	
					Michael y grapped and a second distance in a special content of the content of th	
Total Contractual		\$ 38,147.00				

#### Schedule C - Supplies & Materials

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

#### Schedule D - Equipment

		Unit	7	<b>Fotal</b>	Funded in FY 2005?	
Item	Quantity	Price	I I	Price	Yes	No
			\$	-		
			\$	_		
			\$	_		
			\$	-		
			\$	need to be a second or sec		Minimum page 1940 and Calculation and Calculat
			\$	-		
Total Equipment			\$	-		

#### Schedule E - Miscellaneous

	- MANAGEMENT - MAN	Unit	Ţ T	Total	Funded i	n FY 2005?
Item	Quantity	Price		Price	Yes	No
			\$	_		
			\$	-	and the same of th	
			\$	_		
			\$	-		
			\$	***	(A) (A)	A CONTRACTOR OF THE CONTRACTOR
			\$			
Total Miscellaneous			\$	-		- Language Market Committee of the Commi

#### Schedule F - Capital Outlay

		Unit	Total	Funde	d in FY 2005?
Item	Quantity	Price	Price	Yes	No
Surveying Equipment	1	46000	\$ 46,000.00		
			\$ <u></u>		
			\$ ~		
			\$ -	Harry Mary Control of the Control of	
		A STATE OF THE STA	\$ -		
			\$ _		enii 11 august 2000 gan 1900 gan ann ann ann ann ann ann ann ann ann
Total Capital Outlay			\$ 46,000,00		

Joseph M. Borja Director, DLM

Fiscal Vear 2006 Budget Agency Staffing Pattern Government of Guam

DEPARTMENT OF LAND MANAGEMENT

Land and Housing and Natural Resources

Land Survey Division

FUNCTIONAL AREA:

AGENCY:

General Fund PROGRAM FUND:

"To be funded by Land Survey Revolving Fund 100%

Ratio:

Account Number 5100A052940SE222-111/113

Updated 2-22-05

Full Increment   First-Hard   Retire (DB)   Social Security   Medicar   Life   L	(A) (B) (C)	(0)		(D)	(8)	F	(3)	(H)	(1)		(4)	ŧ	į						
Full Interement				(a)	$\vdash$	(£)	9	(H)	(I)	(1)	(K)	(E)	(M)	(N)	0)	(P)	(6)	(R)	(S)
Date         Amount         Fritz-Hi-H         Retirement         Retire (DD)         Social Security         Medicar         Infection         Premium         Premium         Premium         Premium         Charman	Position Name of Grade/	Grade/		1117		J. Co.		Full Inc	rement			-			fits				
1,000,000   1,00	Title Incumbent Step Salary	Step	Salary					Date	Amount	( F+G+H+J)	Ketirement	Retire (DD				Medical	Dental	Total Benefits	(K+S)
1,000, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	Chief of Cadastre Vacant P-01   \$	P-01   \$	S		╂	-	C		0			.ddo7.+7'/)		_	_	(Premium)	(Premium)	(LthruR)	TOTAL
10.7212005   1.32   5 40.873   5 8.506   5 .	Engineering Technician II Vacant J-01	J-01		5.5	$\Box$	-				9	,			s	8	. · · · · ·		ı	
1200/2006	Engineering Technician II Camacho, Jimmy I J-14	I J-14 S	89			•	-	10/22/2005	1 387	-		-	· ·	l	S	1			s
12,00,2005   891   5   29,926   5   6,417   5   -   5   -   5   4.44   5   15.3   5   3.10   5   2.99   5   10,115   5   5   10,115   5   5   10,115   5   5   10,115   10,115   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   5   10,115   10,115   10,115   10,115   10,115   10,115   10,115   10,115   1	Engineering Technician II Vacant J-01 S	J-01 S	s			0	-		0			-			so (			13,644	\$ 54,517
12/30/2005   891   5 30,835   6 3,712   5	Engineering Aide III Quinata, Wayne S. H-10	H-10 S	ss		-	0	0		0			-	9 9		A 6			•	1
Column   C	GIS/LIS Mapping Technician G	. I-08 S	s		-	0	-	12/30/2005	891			+-	9 6		^			10,215	\$ 40,141
10         S         23,318         S         4,822         S         189         S         7,100         S         1,2475         S         2,533         S         1,2475         S         2,533         S         1,2475         S         2,533         S         2,533         S         1,2475         S         2,533         S         3,543         S         2,533         S         3,543         S         3	Engineering Technician II Torres, Thomas J. J-11 S	J-11 S	S		$\vdash$	0	┈		0			+	•		٠,			7,017	\$ 37,852
2/3/2006         83.0         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         -1.5         5         -1.5         -1.5         5         -1.5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         5         -1.5         -1.5         5         -1.5         -1.5         5         -1.5         -1.5         5         -1.5         5         -1.5         5         -1.5         8         -1.5         8         -1.5         8         -1.5         8         -1.5         -1.5         -1.5         -1.5		E-08 S	89		1	0	0		0	ļ		9	+		96	3,947		12,475	\$ 48,093
2/3/2006         8 3,067         6 ,679         8 - 679         8 - 679         9 - 679         9 - 679         9 - 679         9 - 679         9 - 679         9 - 679         9 - 679         8 - 789         8 - 789 <t< td=""><th>Engineering Aide II Vacant F-01 S</th><td>F-01 S</td><td>S</td><td></td><td>├</td><td>0</td><td>0</td><td></td><td>0</td><td>ļ</td><td></td><td></td><td>+-</td><td></td><td>A 6</td><td></td><td></td><td>5,533</td><td>\$ 28,851</td></t<>	Engineering Aide II Vacant F-01 S	F-01 S	S		├	0	0		0	ļ			+-		A 6			5,533	\$ 28,851
2/3/2006         830         5         35,198         5         7,325         5         -         5         510         5         1,509         5         -         5         9,506         5           1/6/2006         818         5         35,198         5         7,325         5         -         5         450         5         1,509         5         1,409         5         9,506         5           1/6/2006         818         5         31,014         5         6,434         5         -         5         450         5         13,69         5         1,057         5           0         818         5         30,903         5         6,431         5         -         5         448         5         153         5         -         5         1,105         5         -         5         1,105         5         -         5         -         5         -         5         -         5         -         5         -         5         -         5         -         5         -         5         -         5         -         5         -         5         -         5         -         5	Engineering Aide III	H-12 S	S		H	0	0		0			┰		İ	9 6		-	•	
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1/6/2006         818         5         430         5         430         5         430         5         430         5         430         5         430         5         430         5         430         5         430         5         430         5         430         5         430         5         430         5         430         5         430         5         430         5         440         5         11,108         5         11,108         5         11,108         5         11,108         5         11,108         5         11,108         5         11,109         5         12,91200         5         13,910         5         13,910         5         13,910         5         13,910         5         13,910         5         13,910         5         14,910         5         14,910         5         14,910         5         14,910         5         14,910         5         14,910         8         14,910         8         14,910         8         14,910         8         14,910         8         14,910         8         14,910         8         14,910         8         14,910         8         14,910         8         14,910         8 <th>Engineering Technician I Javier, Melvin O. I-09 S</th> <td>S 60-I</td> <td>S</td> <td></td> <td>⊢</td> <td>0</td> <td>0</td> <td></td> <td>0</td> <td> </td> <td></td> <td>+-</td> <td></td> <td></td> <td>ł</td> <td>1,369</td> <td></td> <td>9,506</td> <td></td>	Engineering Technician I Javier, Melvin O. I-09 S	S 60-I	S		⊢	0	0		0			+-			ł	1,369		9,506	
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0         8 36,865         8 7,672         8	I-01 S	I-01 S	S		_	0	0		$\vdash$	· · · s			8				9 8		•
12/9/2005   857   8 31,976   8 6,862   8 -	Engineering Technician II Tamiom Edga.	21-P	<b>S</b>		$\rightarrow$	0	-			36,865		_	S			3.947		12 752	
0         S         34,083         S         6,676         S         -         S         465         S         11,688         S         -         S         446         S         11,688         S           6/21/2006         319         S         54,329         S         11,306         S         189         S         -         S         788         S         153         S         446         S         16,829         S           6/21/2006         319         S         25,71         S         -         S         388         S         153         S         446         S         16,829         S           1,102         S         39,780         S         8,278         S         -         S         577         S         153         S         149         S         10,505         S           1,102         S         17,758         S         3,695         S         189         S         -         S         257         S         153         S         -         S         4,295         S           1,102         S         13,047         S         153         S         -         S         153	Engineering Technician I Santos Damodio, TI I II	J-00 3	A 6		+	9	_	12/9/2005	-	32,976			- s		153			7 403	
6/21/2006         319         \$ 54,329         \$ 11,306         \$ 189         \$ -         \$ 788         \$ 153         \$ 3,947         \$ 446         \$ 16,829         \$ 5           6/21/2006         319         \$ 26,772         \$ 5,571         \$ -         \$ 388         \$ 153         \$ 3,947         \$ 446         \$ 10,505         <	Surveyor Supervisor Santos, Paul I.	0-17	n 6			0 0	0		$\rightarrow$	32,083		S	Н			3,947		11.688	
0.6212/2000         519         5         26,772         5         5,571         8         8         8         153         8         8         153         8         446         8         10,505         8           1,102         8         39,780         8         8,278         8         -         8         577         5         153         8         149         8         10,526         8           1,102         8         17,7758         8         3,695         8         -         8         577         8         153         8         -         8         4,295         8	Engineering Aide II Esteban, Peter D. F-10 S	F-10 &	9 4		-,-	0	4	2000/11/	-	54,329		S			153	3,947	446	16,829	
0         5         39,780         S         8,278         S         -         S         577         S         153         S         140         S	Cartographic Supervisor Natnat, Filia S. 1-10 c	3 01-1	9		+	0	+	0//21/2/00	_	26,772		s	S		153	3,947	446	10,505	
1,102 S 17,758 S 3,695 S 189 S - S 257 S 153 S - S 4,295 S S 4,295 S - S 5,6199 S 530,344 S 110,365 S 756 S - S 7,690 S 2,601 S 34,838 S 3,272 S 159,369 S 6	Engineering Aide II Cherraro Ann P E 61 c	E 01	, ,		_			+	$\rightarrow$	39,780		S			153	1,369	149	10.526	
\$6,199     \$ 530,344     \$ 110,365     \$ 756     \$ -     \$ 7,690     \$ 2,601     \$ 34,838     \$ 3,272     \$ 159,369	E-01	E-01 3	6		4	-	=	+	-	17,758						-		4 295	
\$6,199 \$ 530,344 \$ 110,365 \$ 756 \$ - \$ 7,690 \$ 2,601 \$ 34,838 \$ 3,272 \$ 159,369			+		-	+	+	+											
\$6,199         \$ 530,344         \$ 110,365         \$ 756         \$ -         \$ 7,690         \$ 2,601         \$ 34,838         \$ 3,272         \$ 159,369						$\dagger$	+	1											
S6,199 \$ 530,344 \$ 110,365 \$ 756 \$ - \$ 7,690 \$ 2,601 \$ 34,838 \$ 3,272 \$ 159,369	Grand Total: 6 53414500		9			9	96	+										+	
	9	9	9			1 00	30			530,344			_	l	2,601	34,838	3,272	ļ	\$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

Federal Program Inventory FY 2005 (Current) / FY 2006 (Estimated) Funding Government of Guam

FUNCTION: Director's Office

AGENCY: Department of Land Management
PROGRAM: Land and Housing and Natural Resources

	<b>A</b> :	Δ.	O	O D	Œ	£	9	1	
				FY 2005			FY 2006		
Federal Grantor Agency / Federal Project Title	C.F.D.A. No./ Enabling Authority	Grant Award Number	Match Ratio Federal / Local:	Received / Projected	Estimated Funding	Local Matching Funds	Federal Matching Funds	100% Federal Grants	Grant Period
OMIP-GUAM -2001-1		0348-0039	50/50	\$ 576,000.00					
				1			9	•	0 7-3-2001 to 03-31-2005
1130									
				- Pi					

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

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 extingusher	1	100	
Flag pole (Guam & American)	2	100	
Esal board	1	100	
Dell Laptop	1	100	
Gateway Workstation	1	100	

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

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

Function: Land and Housing and Natural Resources

Agency: Department of Land Management - Director's Office

Program: Director's Office

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

SPACE REQUIREMENT	Total Program		
(for Personnel and Equipment/Capital)	Space (Sq. Ft.):		
,		Percent of Total	
Description	Square Feet	Program Space	Comments
			A STATE OF THE STA

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

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

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	744
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	100
File Supply cabinets (2 door-tan)	3	100	
File cabinet (30 tray drawer)	1,	100	
Folding table	1	100	
Electric Binding Machine	I	100	
Binding Machine (manual)	1	100	
Folding chairs	2	100	1000
Fire Extinguisher	1	100	
Paper cutter	1	100	
√acuum Cleaner (Kirby)	1	100	
Refrigerator	1	100	
Executive Desk	1	100	700 VIII VIII VIII VIII VIII VIII VIII V
Executive Chair (black)	1	100	

ACE REQUIREMENT or Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):		
v evonumer and expurpments capital)	opace (5q. Ft.):		
Description	Square Feet	Percent of Total Program Space	Comments
		**	
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Function: Land and Housing and Natural Resources Agency: Department of Land Management - Director's Office Program: Administrative Support Unit

Description	Quantity	Percentage of Use	Comments
Typist Chair	1	100	
Conference Chair	1	100	
Typist table	1	100	
Desk w/2-drawer	I	100	
File cabinet (2 drawer-wood grain)	2	100	
File cabinet (2 drawer)	1	100	
Glass Bookshelves	2	100	
Loveseat	1	100	
Supply cabinets (2 door-tan)	2	100	
Cabinet (4 shelves-tan)	1	100	
File cabinet (2 drawer-tan)	1	100	
Black shelves	3 :	100	
2 door cabinet	2	100	
Cabinet (4 door-black)	1	100	777
Cabinet (4 door-tan)	4	100	THE PART OF THE PA
Shelves (3 layer)	2	100	
T.V. Monitor	3	VIII V.	
Fire Extingusiher	1	100	
Sony Security System	1		
Stand fan	1	100	
Metal shelf (gray)	1	100	
Table	1	100	
Rakes	2	100	
Shovels	3	100	
Bushcutter	1	100	
L-Shaped Secretarial Desk	1	100	
Casio DR-1212t calculator	1	100	

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):		
Description	Square Feet	Percent of Total Program Space	Comments
		777	

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
Xerox WorkCenter Pro 32 Copier/Scanner	I	100	
Xerox Fax Centre	1	100	
Gateway Workstation	2	100	Deputy & ASO
Dell Workstation	1	100	
HP LaserJet Printer	2	100	Deputy & ASO
			7-7-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1
The state of the s		1117417-1	
			7,100

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

Function :Land Administration Division Agency:Department of Land Management Program:Equipment/Capital Listing & Space Requirement Form

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
L-Shape Desk (4 Drawer)	2	1	Comments
7-Drawer Desk (Wood Top/Black Side)	3	1	**************************************
5 Wheel Arm Chair - Maroon	3	1	
4 Drawer File Cabinet (Beige)	5	1	
Dell Ultra Sharp Screen	1	1	
Dell 17" Monitor -KTTD20	1	1	
4 Drawer Wood Table Top Desk (Beige)	1	1	
4 Drawer File Cabinet (Black)	1	1	
Computer Desk	1	1	And the same of th
Dell Mouse	3	1	
Two Drawer Cabinet (Grey)	2	1	
Two Drawer Cabinet (Black)	2	1	
Dell CPU	2	1	
Microsoft Key Board (Ergo)	2	1	
Dell Keyboard	1	1	
CP5S Multimedia Speakers	1	1	The state of the s
Dell Monitor	2	1	
Drawer File Cabinet (Grey)	1	1	
2 Door Supply Cabinet (Beige)	2	1	

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
Total Staff Space - Land Administration	800			Rental Building
		7.50		
No. 100 Inches				
19 TO THE TOTAL TO				
				The state of the s

#### Government of Guam Fiscal Year 2006 Budget

Equipment / Capital and Space Requirement

Function:

Land and Housing and Natural Resources

Agency: Program:

File Cabinet Beige - 2 Drawer

Computer Equipment - PC/monitor/keyboard

Desk, Small 3-Drawer on Right Side, Beige

Portable Lamp Metal Beige Computer Equipment - PC/monitor/keyboard Desk Brown Double Pedestal

File Cabinet Beige 2-Drawer Gray Legal Metal Shelf w/o doors Computer Equipment - PC/monitor/keyboard Desk Small 3-Drawer Beige

Blk Fabric High Back Chair

Blk Fabric High Back Chair

Blk Fabric High Back Chair

File Cabinet Beige 2-Drawer Storage Cabinet Beige 2-Door

Storage Cabinet Beige 2-Door

Storage Cabinet Beige 5-Drawer

Gray Legal Metal Shelf w/o doors File Cabinet Beige 4-Drawer

File Cabinet Beige 4-Drawer File Cabinet Beige 2-Drawer Gray Legal Metal Shelf w/o doors

Department of Land Management - Land Planning Division

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		Model No.3930	Find a survey (const. Figurinos)
Chair Exe w/arms/wheels gray Model C561-222J	1		MFG005827	
Chairs w/arms charcoal fabric #C500-120J	1		MFP432886	
Blk Leather High Back Exec Chair w/wheels File Cabinet Beige 30 Plastic Drawer	1		Model No. 4560	
File Cabinet Beige 20 Plastic Drawer	4			_
Water Cooler	2			_
Computer Equipment - PC/monitor/keyboard			LIS	Admin Sec II Joanna A. Lobdell
Court Conference Recorder (Confer-Corder)	1		Old	Admin Sec II Joanna A. Lobdell
Sony Confer-Corder BM-246	1		503628	
Court Conference Recorder - dual deck	1		S/N 053885	
Wireless Microphone Transmitter	1		S/N 303815	
Wireless Microphone, Tuner	1		S/N 303215	
Microphone	4		S/N 0500759	
Earphones	2			
BM 147 VSC Sony Transcriber w/FS-75 ft pedal	1		#505814	
BM 147 VSC Sony Transcriber w/FS-75 ft pedal	1		#0504309	
SLWIBER Surge Protector Model PS6	1		UL #3158	
Blk Fabric High Back Chair	1		Model No. 4560	
Desk Blk L-Shape 3-Drawer	I		11000110.4500	
File Cabinet Beige 2-Drawer	1		#057	
BM Personal Wheelwriter 70 Series II	1		11-0013956	
Computer Equipment - PC/monitor/keyboard	1		TYC	A 3 . A
BM Personal Wheelwriter 2	1		11-0245487	Admin Assistant Patricia A. Muna
Calculator, Canon MP21D	1			
Blk 6 Drawer Office Desk	1	-		
Computer Cornered Desk Work Station Gray	1			
rinter Stand with shelf gray	1			
omputer 2-Drawer Cabinet Gray	1			
ile Cabinet Beige 4-Drawer	3		P487 C638 C640	
liding Door Tan Cabinet 70"x18"	1		1407 0030 0040	
lk Fabric High Back Chair	1	1)	Model No. 4560	
BM Personal Wheelwriter 2	1	772	The state of the s	
esk Blk L-shaped w/3 Drawers	1		(	Clerk Typist III Annie C. Diego
ile Cabinet Beige 2 Drawer	1		C938 & #052	
omputer 2-Drawer Cabinet Gray	1			
lk Fabric High Back Chair	1	N	Model No. 4560	
omputer Equipment - PC/monitor/keyboard	1	1	1-RGL13 P	Planner III Zoning Section - Penmer C. Gulac
esk Executive Cherry Wood 7-Drawer	1			S Suran
k Fabric High Back Chair ay Legal Metal Shelf w/o door	1	K	(938 & #052	
le Cabinet Beige - 2 Drawer	1			

Model No. 4560 LIS

Model No. 4560 C607

900 Series 9V9043

Model No. 4560 K936

900 Series 9V9043 LIS

Model No. 4560 900 Series 9V9043

882 B329 60166 60133

C604 Broken

B017 & B085

60144

500

K962

LIS

FR 510

Planner IV

Planner III

Planner III

Supplies

HPR files

GLUC Tapes

Seashore Section - Frank P. Taitano

Seashore Section - Marvin Q. Aguilar

Subdivision Section - Carlos R. Untalan

## Government of Guam

Fiscal Year 2006 Budget
Equipment / Capital and Space Requirement

Xerox Large Machine	1	SN KNO-001694	
Fire Extinguisher, Ansul Sentry	1		
Metal Map Rack Beige	1		
Gray Partitions: Panel 34x60	6		
Gray Partitions: Panel 48x60	8		
Gray Partitions: Panel 60x60	7		
Gray Partitions: Panel 64x60	9		
Gray Partitions: Panel 72x60	3		
Matching Counter Tops: Counter 30x60	2		
Matching Counter Tops: Counter 30x70	10		
Matching Counter Tops: Counter 30x72			
	1		
Beige 4-Drawer Safe	1		Located under stairway
File Cabinet Beige 4-Drawer	10	944 925 938 926 351T 603 964 954 935 640	Land Use Files - Municipality
Gray Legal Metal Shelf w/doors & locks	I	900 Series 9V9044	ВОР
Oval Conference Table	1	700 BBIG 7 7 7044	GLUC
Rectangular Conference Table	2		GLUC
Chairs ExecBlk Leather Hi-back w/arms/wheels	5		GLUC
Mounted Presentation Wall Cabinet	1		GLUC
Folding Blk Presentation Screen			
Chairs Brown Vinyl Metal	1		GLUC
Dk Brown Med Blk Fabric Chairs w/Arms	14		
Dk Brown Low Bk Fabric Chairs w/arms	3 2		Deputy's Mini Conf
Dk Brown High Bk Fabric Chair w/arm	1	T	Deputy's Mini Conf
Peavey XM 4 Mixer Amp Series 300EH	1		Deputy's Mini Conf
TV		1A-04866975	
Double Glass Door Book Case	1		
	1	C655	
Map 5 Drawer Cabinet Beige w/support stand	2	657 & 774	Ortho/aerial
File Cabinet Lateral Beige 4-Drawer File Cabinet Lateral Beige 4-Drawer	4	332T 326T 301T 418T	ZC Mun - SZC - GLUC Packets
File Cabinet Beige 4-Drawer	2 7	929 & 306 323T 337T 307T 304T	Land Use Master Files 1990-91
The Salar Borgo a Diane.	/	637 648 641	Land Use Master Files 1992-Present
File Cabinet Gray 4-Drawer	3	7998 8797 9978	ZC Amend Buxiness License
File Cabinet Beige 4-Drawer	1		GLUC NOAs files
File Cabinet Dark Gray 4-Drawer	2	P497 and 603	Business licenses
File Cabinet Dark Gray 5-Drawer	1	3565	Total Control
File Cabinet Beige - 5-Drawer	1 1	Gov #4270000330	
ile Cabinet Black 4-Drawer	6	390T 417T 356T 375T 341T	
		355T	Tracts, golf courses and manenggon files

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Progran Space (Sq. Ft.):	1	Total Program Space	e Occupied (Sq. Ft.):
Description	Square Feet	Percent of Total Program Space		Comments
Deputy's Office	200 sf		Planning Division	First Floor
Deputy's Mini-Conference Room	150 sf			
Customer Service Area	200 sf			
Existing Planning Staff - 9	900 sf			
Land Use Masterfiles - 50 files cabinets, safe	300 sf			
Supply/distribution/map cabinets	300 sf			
Xerox	100 sf			
Planning Library - bookcase & shelfs	100 sf			THE RESERVE THE PARTY OF THE PA
Conference Room	1500 sf			

Function: Land and Housing and Natural Resources
Agency: Department of Land Management, Land Records Division
Program: Repository/Scanning of Recorded Documents

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
Black 3 Drawer Secretarial Desk	1	100	- COMMINGEN
Black/Brown Wooden Computer Desk	1	100	The second secon
Beige Secretarial Desk	2	100	
Blue Cloth Secretarial Chair	1	100	
Beige Cloth Secretarial Chair w/arms	1	100	
Black 4 Drawer File Cabinet	3	10	The second secon
Beige 2 Drawer File Cabinet	1	25	
Brown Cushion Bench	1	50	
Brown Stacking Chairs w/cushions	21	100	
Beige 3 Door Lateral File Cabinet	7	5	
White Laquer Conference Table	4	100	The state of the s
Dell Workstation (Judy)	1	100	
Dell Workstation (Marie)	1	100	
Dell Workstation (Kathy)	1	100	The second secon
Dell Workstation (Vicky)	1	100	
Canon Scanner (Judy)	1	50	The second secon
Canon Scanner (Marie)	1	50	
Canon Scanner (Kathy)	1	50	
Black 6 Drawer Executive Desk	2	100	
			17 17 17 17 17 17 17 17 17 17 17 17 17 1
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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	Complete (CG-11).	Comments
		113		

Function: Land and Housing and Natural Resources
Agency: Department of Land Management, Land Records Division
Program: Final Title Report Section

EQUIPMENT/CAPITAL LISTING:	<u>II</u>		
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	1911
Dell Workstation (Cust 0)	1	100	
Dell Workstation (Cust 1)	1	100	The second secon
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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			THE STATE OF THE S

SPACE REQUIREMENT	Total Program		Total Program Space	
(for Personnel and Equipment/Capital)	Space (Sq. Ft.):		Occupied (Sq. Ft.):	
Description	Square Feet	Percent of Total Program Space		Comments
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				TOTAL TOTAL
				131
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				1700

Function: Land and Housing and Natural Resources
Agency: Department of Land Management - Land Records Division
Program: Administrative Support

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
Beige 6 Drawer Executive Desk	1	100	Outside
Beige 4 Drawer File Cabinet	3	50	
Muave Cloth Secretarial Chair w/arms	2	100	
Beige 2 Door Glass Book Shelf	1	10	
Brown High Back Executive Chair	1	100	
Beige Secretarial Desk	1	100	
Dell Workstation (Jackie)	1	100	
Dell Workstation (Joe)	1	100	
HP LaserJet Printer(Jackie)	1	100	
HP LaserJet Printer(Joe)	1	100	
Brown/Black Wooden Computer Desk	2	100	
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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	(3,121);	Comments
14.				
			*	

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

EQUIPMENT/CAPITAL LISTING:

Description Quantity Percentage of Use

Leier TC 2000	Quantity	Percentage of Use	Comments
Leica TC-2002	I		Survey Division
Sokia Single Prism	1		Survey Division
TopCon Single Prism Wild Single Prism	3		Survey Division
Poulan Chain Saw 2300	1		Survey Division
TopCon Mini Prism for rod	1		Survey Division
Wooden Tripods	- !		Survey Division
TopCon Mini Prism	4		Survey Division
Wild Prism Rod	1		Survey Division
Prism Rod	1		Survey Division
Wild Bipod	5		Survey Division
Bipod (orange)	I		Survey Division
Stadia Rod			Survey Division
TopCon Battery Charger	1		Survey Division
Motorola Rapid Charger	2		Survey Division
Motorola NTN 1171A	4		Survey Division
Trimble Survey Controller (SN0220173851)	1		Survey Division
GPS Antenna (Trimble)	1		Survey Division
Trimble GPS Receiver Model 4700	2		Survey Division
Sokkia Tripods	2		Survey Division
Aluminum Prism Rods	2		Survey Division
Makita Chipping Gun (Jack Hammer)	2		Survey Division
Makita Electric Reversible Drill	1		Survey Division
On-board battery for GTS-211D	1		Survey Division
Motorola Rapid Battery Chargers	1		Survey Division
Motorola Astro Digital 2-way radio	5		Survey Division
Motorola 7.5 Nickel Cadmium Batteries	5		Survey Division
HP Designjet Plotter C7780B	3		Survey Division
Groundplane	2		Survey Division
12-volt battery w/cable			Survey Division
9-volt battery w/cable			Survey Division
Rebar Cutter			Survey Division
Trimble Assy. Download Cable #3245	1		Survey Division
Trimble Assy. Cable #31288	1		Survey Division
Trimble Battery Charger 13.8v	1		Survey Division
Trimble Pouch Belt & Shoulder	1		Survey Division
Trimble Battery 7.4v #46607	1		Survey Division
Trimble Cable Assy. Download #32345	1		Survey Division
Trimble Cable Assy. 1.5 #41300-02			Survey Division
Aluminum Tri-pod	3		Survey Division
Safety Jackets (Large)	8		Survey Division
Safety Jackets (Medium)	4		Survey Division
Rain Coats (Small)	2		Survey Division
Rain Coats (Medium)	1		Survey Division
Rain Coats (Large)	1		Survey Division
Tape Measure (26ft./8m) (Lufkin)	10		Survey Division
Tape Measure (Meters)	3		Survey Division
Conference Chairs (gray-fabric)	6		Survey Division
Map Carrier Cabinets (metal)	15		Survey Division
Wall Clock (electric)	13		Survey Division
Wall Clock (battery operated)	3		Survey Division
Swivel Chairs	9		Survey Division
Wall Clock (battery operated)	3		Survey Division
(dattery operated)		100%[S	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

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

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

EQUIPMENT/CAPITAL LISTING:	<b>#</b>		
Description	Quantity	Percentage of Use	Comments
Dell Workstation (Paul)	1		Survey Division
Dell Workstation (Janet)	1		Survey Division
Dell Workstation (Melvin)	3		Survey Division
Dell Workstation (Pierce)	1		Survey Division
Gateway Workstation (Wayne)	1		Survey Division
Dell Workstation (Remie)	1		Survey Division
Dell Workstation (Jimmy)	4		Survey Division
Dell Workstation (Albert)	i		Survey Division
Dell Workstation (Lorie-del)	1		Survey Division
Dell Workstation (David)	5	100%	Survey Division
Dell Workstation (Peter)	1		Survey Division
Gateway Workstation (Lily)	5		Survey Division
Dell Workstation (Edgar)	1		Survey Division
Dell Workstation (Tom)	2		
Dell Workstation (Records)	4	100%	Survey Division
Panasonic Laptop	1		Survey Division
Panasonic Laptop		100%	
HP DesignJet 800 Plotter	1		
Xerox 510 Synergix Map Machine	2		Survey Division
HP Laserjet Printer (Janet)	2		Survey Division
HP LaserJet 6L Printer (Lily)	2		Survey Division
HE LaserJet 6L Printer (Lity)	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

Function: Land and Housing and Natural Resources Agency: Department of Land Management - GIS/LIS Program:

Description	Quantity	Percentage of Use	Comments
Dell Workstation (John)	1	75%	Comments
Dell Workstation (Jesse)	1	75%	
Dell PowerEdge Server 6300	1	100%	
Dell PowerEdge Server 6300	1	100%	On Loan from DOA-DP
Dell PowerEdge Scrver 6300	1	0%	Typhoon Damaged
IBM Pseries 630 Server	1	100%	Typhoon Danaged
Dell Server	i	100%	
Dell Server	1	100%	
RISC 6000	1	100%	Utilized by DOA/DLM
Meridian CD Net Tower	1	100%	Curred by DOA/DEW
Meridian CD Net Tower	1	100%	
HP LaserJet Printer	1	75%	
IP LaserJet Printer	1	75%	
Shaped Desk - 3 drawer	1	75%	
Desk – 3 drawer	1	75%	
Desk – 3 drawer	1	75%	
Filing Cabinet – 4 drawer	1	100%	
iling Cabinet - 4 drawer	1	100%	
iling Cabinet – 4 drawer	1	100%	
iling Cabinet – 2drawer	1	100%	
ecretary Chairs w/wheels	4	100%	the state of the s
able	1	100%	
Vooden Table		100%	
Computer Table	1	100%	
omputer Table	1		
-Shelf Unit		100%	
Shelf Unit	1	100%	
Shelf Unit	1	100%	
Shell Ohli	1	100%	

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