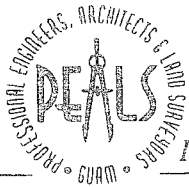


The Guam Board of Registration for Professional
Engineers, Architects and Land Surveyors

FY2006

Budget Request





The Guam Board of Registration
for
PROFESSIONAL ENGINEERS, ARCHITECTS & LAND SURVEYORS
Inetnon Rihestrasion Inbeneron Profisionat, Atketekto yan Agranensot Tano'



February 21, 2005

The Honorable Senator Eddie Baza Calvo
Chairman
Committee on Finance, Taxation & Commerce
Twenty-Eight Guam Legislature
Hagåtña, Guam 96910

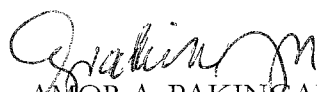
SUBJECT: FY2006 BUDGET DOCUMENTS

Dear Chairman Calvo:

Hafa Adai! Submitted herewith are twenty (20) copies of the Professional Engineers, Architects and Land Surveyors (PEALS) Board operating budget for Fiscal Year 2006 and OFB Departmental Funding/Expenditures for your review and consideration. Also submitted is an electronic copy of said document – in excel and word formats.

We trust you find everything in order.

Sincerely,


AMOR A. PAKINGAN
Board Administrator

Enclosures

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

Date Rcv'd: 2/23/05

Time: 3:00 pm

Rcv'd by: D. Chaco

Print Name: Dec Chaco

Inside . . .

Budget Certification	
Organizational Chart	1
Agency Narrative	2
Decision Package	3
Program Budget Digest	4
Off-Island Travel Form	5
Operational Requirements	6
Staffing Pattern	7
Federal Program Inventory Form	8
Equipment/Capital Listing	9



FELIX PEREZ CAMACHO
GOVERNOR

KALEO SCOTT MOYLAN
LIEUTENANT 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

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:

PROFESSIONAL ENGINEERS, ARCHITECTS & LAND SURVEYORS
(PEALS) BOARD

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: 2-21-05

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

Date Rcv'd: 2/23/05

Time: 3:00 PM

Rcv'd by: D. Chaw

Print Name: Dee Chaw

[BBMR ABC]

Government of Guam
Fiscal year 2006 Budget

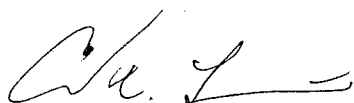
Agency Budget Certification

Agency: Guam Board of Registration for Professional Engineers, Architects and Land Surveyors

Agency Head: Andrew T. Laguana, R.A., Chairman

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

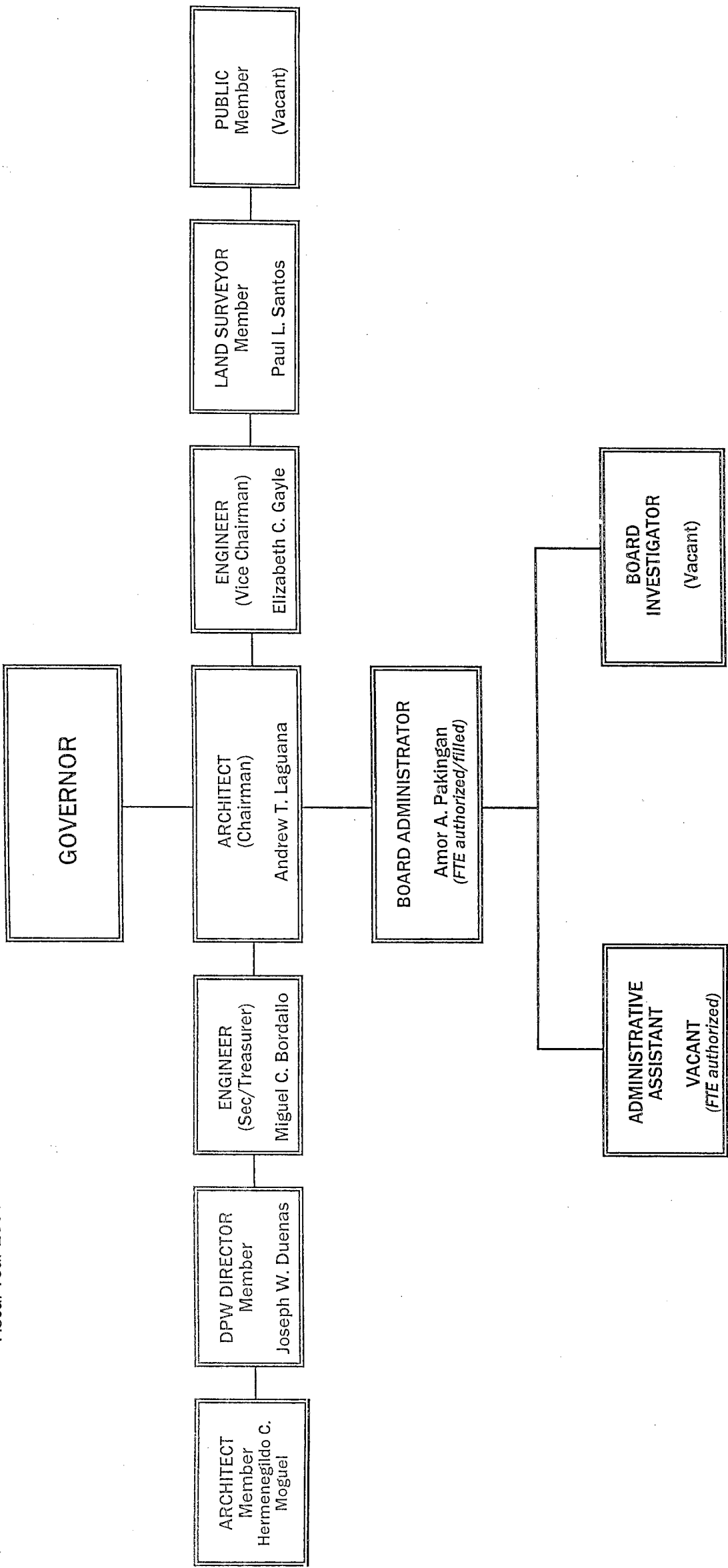
Agency Head:


(Signature)

Date: 02/07/05

PROFESSIONAL ENGINEERS, ARCHITECTS and
LAND SURVEYORS BOARD

ORGANIZATIONAL CHART (Current)
Fiscal Year 2005



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

FUNCTION: Labor

AGENCY: Guam Board of Registration for Professional Engineers, Architects and Land Surveyors

MISSION STATEMENT:

The PEALS Board is one of the 55 member Boards which compose the National Council of Examiners for Engineering and Surveying (NCEES), the National Council of Architectural Registration Boards (NCARB), and Western Council of Architectural Registration Boards (WCARB).

The mission of the Professional Engineers, Architects and Land Surveyors (PEALS) Board is to safeguard life, health, property, and public welfare through the regulation of the practice of professional engineering, architecture and land surveying in Guam by:

- Ensuring that those entering the practice meet standards of competency by way of education, experience, and examination;
- Establishing standards of practice for those licensed to practice;
- Requiring that any person practicing or offering to practice engineering, architecture and land surveying be licensed;
- Providing information for the public to make informed decisions;
- Focus on prevention, providing information and educational materials to consumers, candidates, clients, licensees, and others. Be progressive in utilizing the most advanced means of providing services; and
- Enforcing the laws, codes and standards governing engineering, architectural and land surveying practice in a fair, expeditious and uniform manner.

GOALS AND OBJECTIVES:

The PEALS Board has established the following goals and objectives which provide the framework for the results it wants to achieve in furtherance of its mission:

- Ensure the professional qualifications of those practicing engineering, architecture and land surveying by setting requirements for education, experience, and examination.
- Establish regulatory standards of practice for those licensed as professional engineer, architects and land surveyors. Review and make recommendations to revise the Law and Board's regulations to reflect current practice.

- Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.
- Increase public awareness of Professional Engineers, Architects and Land Surveyors (PEALS) Board's mission, activities and services.
- To improve effectiveness of relationships with other organizations in order to further PEALS Board missions and goals.
- To enhance organization development and effectiveness.
- Improve the quality of customer service in all programs.

**Decision Package
FY2006**

Department: Guam Board of Registration for Professional Engineers, Architects and Land Surveyors

Program Title: Administrative, Regulatory and Enforcement
--

<p>Activity Description:</p> <ul style="list-style-type: none">• To regulate the practice of engineering, architecture and land surveying in order to safeguard life, health and property and promote the public welfare.• To provide for registration of individuals, business firms i.e. corporations, partnerships, associations, etc. so that they may practice engineering, architecture or land surveying on Guam in accordance with Title 22 of the Government Code of Guam, as amended by Public Law 24-263.
--

<p>Major Objectives:</p> <ul style="list-style-type: none">• To ensure registration of individuals, business firms and/or associations in accordance with the registration law. continue to enforce the provisions of the PEALS Registration Law to individuals and firms covered under the Act.• Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.• Increase public and professional awareness of PEALS Board's mission, activities and services.
--

<p>Short-Term Goals:</p> <ul style="list-style-type: none">• To provide registration to applicants meeting the qualifying requirements.• To administer the qualifying examinations to engineering, architecture and land surveying applicants in accordance with prescribed policies, regulations and procedures developed by the National Council of Examiners for Engineering and Surveying, the National Council of Architectural Registration Boards and California Board of Professional Engineers and Land Surveyors.• To seek adequate funding to support the Board operating costs including recruitment of permanent Board Investigator.• To amend and update the Rules of Professional Conduct for Professional Engineers, Architects and Land Surveyors licensed with this Board.• To revise and update the PEALS Law, and Rules and Regulations• To coordinate the conduct of refresher courses on engineering, architecture and land surveying with various professional associations.

WORKLOAD OUTPUT

Workload Indicator:	FY2004 Level of Accomplishment	FY2005 Anticipated Level	FY2006 Projected Level
Review applications, administer examination, issues licenses/certificates	100%	100%	100%
Revise/Amend Rules of Professional Conduct	50%	50%	100%
Review Rules and Regulations and propose additional rules or modifications if necessary.	-	50%	100%
Monitor methods of practice and proposed changes in laws that may impact the professions.	-	50%	100%
Update written materials and PEALS website which include database of its registrants.	50%	100%	100%
Use PEALS newsletter to update licensees on issues concerning registration requirements, etc.	50%	50%	100%

Government of Guam
Fiscal Year 2006
Budget Digest

[BBMR BD-1]

Function: Labor
Agency: Guam Professional Engineers, Architects and Land Surveyors
Program: Administrative, Regulatory and Enforcement

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		FY 2004 Expenditures & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 General Fund	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1(PEALS)	FY 2006 Total Req. (C+D+E)
PERSONNEL SERVICES							
111	Regular Salaries/Increments	\$56,248	\$90,066	\$0	\$0	\$67,209	\$67,209
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	15,401	27,870	0	0	21,505	21,505
TOTAL PERSONNEL SERVICES		\$71,649	\$117,936	\$0	\$0	\$88,714	\$88,714
OPERATIONS							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$7,137	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	47,613	49,179	0	0	42,600	42,600
233	OFFICE SPACE RENTAL:	14,448	14,552	0	0	14,552	14,552
240	SUPPLIES & MATERIALS:	2,446	2,500	0	0	2,500	2,500
250	EQUIPMENT:	4,999	2,000	0	0	1,500	1,500
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	123	1,000	0	0	1,000	1,000
TOTAL OPERATIONS		\$76,766	\$69,231	\$0	\$0	\$62,152	\$62,152
UTILITIES							
361	Power	\$1,804	\$3,439	\$0	\$0	\$2,065	\$2,065
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	1,693	3,352	0	0	4,548	4,548
TOTAL UTILITIES		\$3,497	\$6,791	\$0	\$0	\$6,613	\$6,613
701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
450	CAPITAL OUTLAY	\$2,190	\$0	\$0	\$0	\$2,500	\$2,500
TOTAL APPROPRIATIONS		\$154,102	\$193,958	\$0	\$0	\$159,979	\$159,979
1/ Specify Fund Source (PEALS)							
FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED		0.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED		2.00	2.00	0.00	0.00	2.00	2.00
TOTAL FTEs		2.00	2.00	0.00	0.00	2.00	2.00

Schedule A - Off-Island Travel

Department: Professional Engineers, Architects and Land Surveyors Board

Division: _____

Program: Administrative, Regulatory and Enforcement

Purpose / Justification for Travel	

Travel Date: _____ No. of Travelers: _____ 0

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

Purpose / Justification for Travel	

Travel Date: _____ No. of Travelers: _____ 0

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

Purpose / Justification for Travel	

Travel Date: _____ No. of Travelers: _____ 0

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

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

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Reference and Exam Materials	2 x a year	3,590	\$ 7,180.00	x	
Exam room Rental	2 x a year	600	\$ 1,200.00	x	
Equipments Maintenance			\$ 2,150.00	x	
Equipment Lease			\$ 5,425.00	x	
Dues & Subscription			\$ 14,050.00	x	
Courier Service			\$ 2,300.00	x	
Printing			\$ 2,500.00	x	
Postal Service			\$ 1,500.00	x	
Advertisements			\$ 600.00	x	
Legal Services/Hearing Officer			\$ 4,500.00	x	
Board Investigator			\$ 1,195.00	x	
Total Contractual			\$ 42,600.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Pens, copying paper, xerox ink, cassette tapes,			\$ -		
diskettes, clips, folders, computer supplies,			\$ -		
etc. needed to carry-out the daily operations of			\$ -		
the Board.			\$ 2,500.00	x	
			\$ -		
			\$ -		
Total Supplies & Materials			\$ 2,500.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Upgrading of computer systems which include			\$ 1,500.00	x	
a database of all its registrants.			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Equipment			\$ 1,500.00		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2005?	
				Yes	No
Other expenses incurred when attending			\$ -		
meetings and conferences of the National Councils.			\$ 1,000.00	x	
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Miscellaneous			\$ 1,000.00		

Government of Guam
Fiscal Year 2006 Budget
Agency Staffing Pattern
Current

FUNCTIONAL AREA: LABOR

AGENCY: Professional Engineers, Architects and Land Surveyors (PEALS) Board

PROGRAM : Administrative, Regulatory and Enforcement

FUND: 100% Special Fund

Input by Department													
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)					
Position No.	Position Title	Name of Incumbent	Grade Step	Salary	Overtime	Special*	Increment						
1	1,001 Board Administrator	Amor A. Pakingan	N/8	\$43,490	\$0	\$0	9/14/2004	\$777					
2	1,002 Administrative Assistant	VACANT	J-1	22,942	0	0	n/a	0					
3	1,003 Board Investigator	VACANT	L/1	0	0	0	n/a	0					
4				0	0	0		0					
5				0	0	0		0					
6				0	0	0		0					
7				0	0	0		0					
8				0	0	0		0					
9				0	0	0		0					
10				0	0	0		0					
11				0	0	0		0					
12				0	0	0		0					
13				0	0	0		0					
14				0	0	0		0					
15				0	0	0		0					
16				0	0	0		0					
17				0	0	0		0					
18				0	0	0		0					
19				0	0	0		0					
20				0	0	0		0					
21				0	0	0		0					
22				0	0	0		0					
23				0	0	0		0					
24				0	0	0		0					
25				0	0	0		0					
		Grand Total:	----	\$66,432	\$0	\$0	----	\$777					

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

[illegible]

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

[BBMR EL-1]

Function : LABOR
Agency: Professional Engineers, Architects and Land Surveyors Board
Program: Administrative, Regulatory and Enforcement

EQUIPMENT/CAPITAL LISTING			
Description	Quantity	Percentage of Use	Comments
Computer systems	2	100	
Printer, HP Laserjet 6	1	100	
Printer Epson Stylus Color 900	1	0	Inoperable
Fax Machine, HP 700	1	100	
Copier Machine, Xerox	1	100	
Conference Table	1	100	
Conference Chairs	8	100	
Guests Chairs	7	100	
3-Drawer Filing Cabinet - Lateral	5	100	
4-Drawer Filing Cabinet- Lateral	2	100	
Work Station (Secretarial)	1	100	
Binding Machine (Manual Type)	1	100	
Kokuyu Safe (3.75')	1	100	
Bookcase	3	100	
Refrigerator, 9 cu ft	1	100	
Heavy Duty Hand Trolley	1	100	
Vertical Blinds, 152"x64", 144"x64"	2	100	
Carpet	860 sq ft	100	

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	
Centrally located, more easily accessible to the public				
Provides elevator				
Meets ADA requirements				
Adequate lighting				
Proper Ventilation and cooling				
Protected space for the large volume of records				
Conference room which accommodates the often large number of attendees coming to the meetings.				
Conveys the professionalism of the Board	860 sq ft	100		

Blank