

ORIGINAL



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

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CERTIFICATION

The Bureau of Budget and Management Research (BBMR) hereby certifies and approves the budget request herewith attached for the **PROFESSIONAL ENGINEERS, ARCHITECTS AND LAND SURVEYORS BOARD**.

BBMR further attests that all efforts were made in the review process to ensure the accuracy of the calculations and that the results indicated compliance with the budget ceiling established for this government entity from all fund sources.

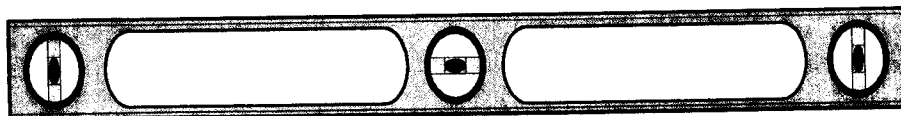
The justification of this budget request is the responsibility of the government entity listed above and any submission outside of this certified submission is neither approved nor sanctioned by the Bureau of Budget and Management Research.

BERTHA M. DUENAS

Date: MAR 13 2009

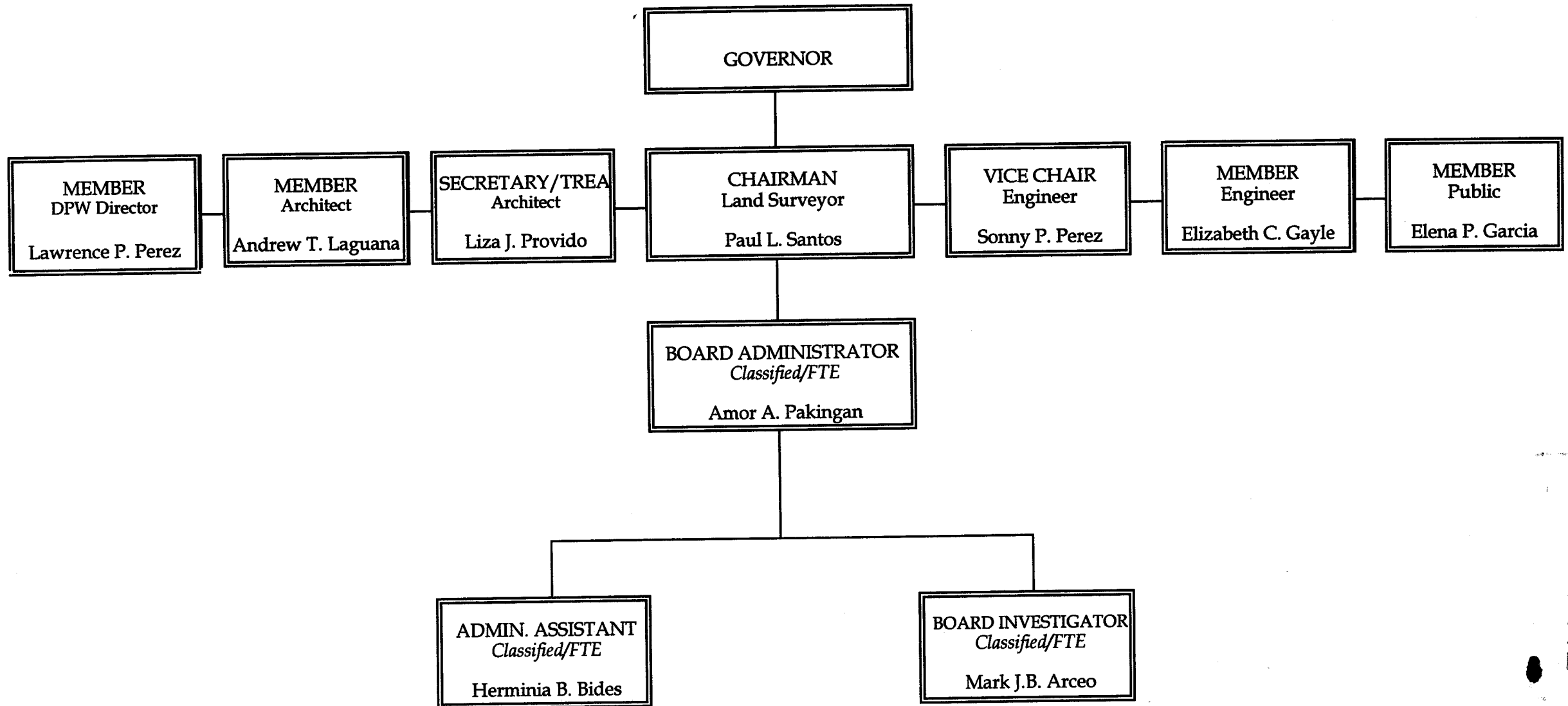
Guam Board of Registration for
Professional Engineers, Architects and Land Surveyors

FY2010
Budget Request



PROFESSIONAL ENGINEERS, ARCHITECTS and
LAND SURVEYORS BOARD

ORGANIZATIONAL CHART
(FY 2009)



ORIGINAL

**Government of Guam
Fiscal Year 2010 Budget
Department/Agency Narrative**

FUNCTION: Labor

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

MISSION STATEMENT:

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. Work with the private sector and Building Permits & Inspection Division of DPW to enhance public safety and welfare through resolving recurring problems and issues with the Building Code Review and Enforcement activities, as well as revising Guam's outdated Building Law
- To enhance organization development and effectiveness. Implement continuing professional development/continuing education program as a requirement for licensure.
- Improve the quality of customer service in all programs.

**Decision Package
FY2010**

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

Program Title: Administrative, Regulatory and Enforcement

Activity Description:

- 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.

Major Objective(s):

- 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.

Short-term Goals:

- Revision of existing Rules and Regulations to improve Board operations and enforcement efforts to violators of the law, rules and regulations and Code of Ethics.
- Implement continuing professional development/continuing education program as a requirement for licensure.
- Amend and update the Rules of Professional Conduct for Professional Engineers, Architects and Land Surveyors registered with this Board.
- Continue to assist the Building Permits and Inspection division by monitoring its permitting process to ensure full compliance of registered professional with the PEALS Board.
- Coordinate the conduct of refresher courses on engineering, architecture and land surveying with various professional associations.
- Work with private sector and BPI Division of the Department of Public works to enhance public safety and welfare through resolving recurring problems and issues with the Building Code Review and Enforcement activities, as well as revising Guam's outdated Building Law.

WORKLOAD OUTPUT

Workload Indicator:	FY2008 Level of Accomplishment	FY2009 Anticipated Level	FY2010 Projected Level
Review applications; administer examinations, issues licenses/certificates.	100%	100%	100%
Revise/Amend Rules of Professional Conduct	50%	50%	100%
Review Rules and Regulations and proposed additional rules or modifications if necessary.	50%	50%	100%
Monitor methods of practice and proposed changes in laws that may impact the professions.	50%	100%	100%
Update written materials and PEALS website which include database of its registrants.	50%	100%	100%
Expand its website access with more information and value to users.	50%	50%	100%

Government of Guam
Fiscal Year 2010
Budget Digest

[BBMR BD-1]

Function: Labor
Department/Agency: Guam Board of Registration for PEALS
Program: Administrative, Regulatory and Enforcement

AS400 Account Code	Appropriation Classification	FY 2008 Expenditures & Encumbrances	FY 2009 Authorized Level	Fiscal Year 2010			
				General Fund	FY 2010 Federal Match Fund(s)	FY 2010 Other Fund 1/	FY 2010 Total Req. (C+D+E)
111	Regular Salaries/Increments	\$90,379	\$103,692	\$0	\$0	\$107,658	\$107,658
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	29,078	35,047	0	0	37,306	37,306
	TOTAL PERSONNEL SERVICES	\$119,457	\$138,739	\$0	\$0	\$144,964	\$144,964
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$3,995	\$6,100	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	51,952	70,471	0	0	25,860	25,860
233	OFFICE SPACE RENTAL:	16,615	16,615	0	0	17,000	17,000
240	SUPPLIES & MATERIALS:	1,620	4,200	0	0	901	901
250	EQUIPMENT:	0	2,600	0	0	0	0
270	WORKERS COMPENSATION	0	0	0	0	0	0
271	DRUG TESTING	38	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	1,437	1,750	0	0	0	0
	TOTAL OPERATIONS	\$75,657	\$101,736	\$0	\$0	\$43,761	\$43,761
361	Power	\$2,785	\$2,775	\$0	\$0	\$2,010	\$2,010
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	481	3,000	0	0	2,500	2,500
	TOTAL UTILITIES	\$3,266	\$5,775	\$0	\$0	\$4,510	\$4,510
450		\$0	\$0	\$0	\$0	\$0	\$0
		\$198,380	\$246,250	\$0	\$0	\$193,235	\$193,235
1/ Specify Fund Source (PEALS Board Fund)							
	UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	0.00
	CLASSIFIED	3.00	4.00	0.00	0.00	4.00	4.00
		3.00	4.00	0.00	0.00	4.00	4.00

Schedule A - Off-Island Travel

Department/Agency: Guam Board of Registration for PEALS

Division: _____

Program: Administrative and Enforcement

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Purpose / Justification for Travel				
PEALS Board regulatory responsibilities could not be carried out effectively without the proper coordination of its activities with NCEES, NCARB, WCARB, etc. Board members and staff attend annual conferences and workshops conducted by the National Board of Engineering and Architecture designed to be used as a forum to voice concerns which affect the practice of engineering, architecture and land surveying, and at the same time introduce the current techniques or applications of these professions. It is necessary that, of more than eight workshops and conferences scheduled during the year, Board members, attorney and staff attend at least two of the most valuable ones.				
Travel Date: <u>April or May Regional Meeting</u>			No. of Travelers: <u>1</u> 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Board Member, Legal Counsel, Board Administrator or Board Investigator				\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: <u>June or August, Annual Meeting</u>			No. of Travelers: <u>1</u> 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Board Member, Legal Counsel, Board Administrator or Board Investigator				\$ -
	\$ -	\$ -	\$ -	\$ -

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

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

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Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Reference and Exam Materials	2 x year		\$ 5,600.00	x	
Exam Room Rental			\$ -	x	
Equipments Maintenance			\$ -	x	
Equipment Lease			\$ 4,960.00	x	
Dues & Subscriptions			\$ 12,100.00	x	
Courier Service			\$ 800.00	x	
Printing			\$ 800.00	x	
Postal Service			\$ 1,200.00	x	
Advertisements			\$ 400.00	x	
Legal Service/Hearing Officer			\$ -	x	
Information Technology Consultant			\$ -	x	
	1		\$ 25,860.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Office and Operational Supplies			\$ 901.00	x	
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Supplies & Materials			\$ 901.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
					x
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Equipment			\$ -		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Board Members stipend					Budget Law
Expenses incurred i.e. incidental and clerical expenses when attending meetings of the Board				x	
			\$ -		
			\$ -		
			\$ -		
Total Miscellaneous			\$ -		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Capital Outlay			\$ -		

**Government of Guam
Fiscal Year 2010 Budget
Agency Staffing Pattern
PROPOSED**

FUNCTIONAL AREA: Labor

DEPARTMENT/AGENCY: Guam Board of Registration for PEALS

PROGRAM: Administrative and Enforcement

FUND: PEALS Special Fund

No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(J) Subtotal (E+F+G+I)	(K) Retirement (J * 26.33%)	(L) Retire (DDI) (\$15.52*26PP)	(M) Social Security (6.2% * J)	(N) Benefits			(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amt.					(O) Life (I)	(N) Medicare (1.45% * J)					
1	1001	Board Administrator	Amor A. Pakingan	N/11	\$48,227	\$0	\$0	3/15/2010	\$985	\$49,212	\$12,958	\$0	\$0	\$0	\$174	\$1,381	\$0	\$14,513	\$63,725	
2	1002	Administrative Assistant	Herminia B. Bides	J/2	24,376	0	0	6/9/2010	478	24,854	6,544	404	0	360	174	1,381	0	8,863	33,717	
3	1003	Board Investigator	Mark J.B. Arceo	L/5	33,150	0	0	6/5/2010	442	33,592	8,845	404	0	487	174	3,606	414	13,930	47,522	
4	1004	Secretary	To Be Recruited	G/1	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
5					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
6					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
7					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
8					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
9					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0	
Grand Total:					\$105,753	\$0	\$0		\$1,905	\$107,658	\$28,347	\$808	\$0	\$847	\$522	\$6,368	\$414	\$37,306	\$144,964	

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

1/: FY 2009 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2010

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**Government of Guam
Fiscal Year 2009 Budget
Agency Staffing Pattern
CURRENT**

ORIGINAL

FUNCTIONAL AREA:

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

PROGRAM: Administrative and Enforcement

FUND: 100% Special Fund

Input by Department												Input by Department							
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special*	Increment		E+F+G+I Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J * 25.20%)	Retire (DDI) (\$15.52*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (1/)				
1	1001	Board Administrator	Amor A. Pakingan	N/11	\$48,227	\$0	\$0	3/15/2010	\$0	\$48,227	\$12,153	\$0	\$0	\$174	\$1,381	\$0	\$13,708	\$61,935	
2	1002	Administrative Assistant	Herminia B. Bides	J/1	22,942	0	0	6/9/2009	478	23,420	5,902	404	0	340	174	1,381	0	8,201	31,621
3	1003	Board Investigator	Mark J.B. Arceo	L/4	31,493	0	0	6/5/2009	552	32,045	8,075	404	0	465	174	3,606	414	13,138	45,183
4	1004	Secretary	To Be Recruited	G/1	0	0	0		0	0	0	0	0	0	0	0	0	0	0
5					0	0	0		0	0	0	0	0	0	0	0	0	0	0
6					0	0	0		0	0	0	0	0	0	0	0	0	0	0
7					0	0	0		0	0	0	0	0	0	0	0	0	0	0
8					0	0	0		0	0	0	0	0	0	0	0	0	0	0
9					0	0	0		0	0	0	0	0	0	0	0	0	0	0
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0
		Grand Total:			\$102,662	\$0	\$0		\$1,030	\$103,692	\$26,130	\$808	\$0	\$805	\$522	\$6,368	\$414	\$35,047	\$138,739

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

1/: FY 2006 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2007

