



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

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# CERTIFICATION

The Bureau of Budget and Management Research (BBMR) hereby certifies and approves the budget request herewith attached for the **DEPARTMENT OF PUBLIC WORKS**.

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 the certified submission is neither approved nor sanctioned by the Bureau of Budget and Management Research.

A handwritten signature in black ink, appearing to read "Bertha M. Duenas", enclosed in a circular scribble.

**BERTHA M. DUENAS**

Date: **MAR 30 2010**

# DEPARTMENT OF PUBLIC WORKS FISCAL YEAR 2011 BUDGET



GOVERNMENT OF GUAM

Andrew S. Leon Guerrero  
Acting Director

ORIGINAL

Department of Public Works  
FY 2011 Budget Request

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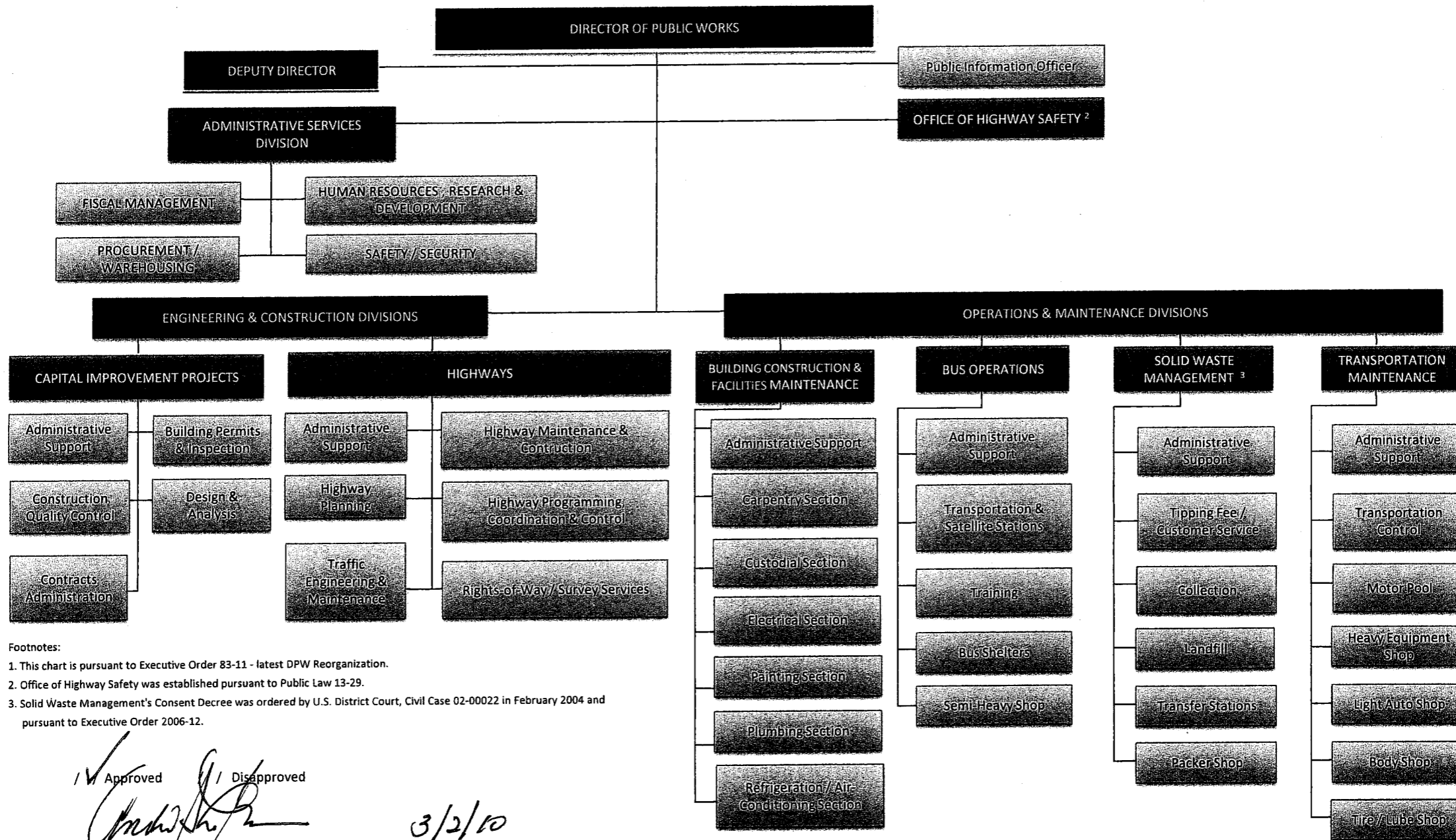
Department of Public Works  
FY 2011 Budget Request

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DEPARTMENT OF PUBLIC WORKS  
 ORGANIZATIONAL CHART <sup>1</sup>  
 FY2011 Proposed Budget

H



Footnotes:

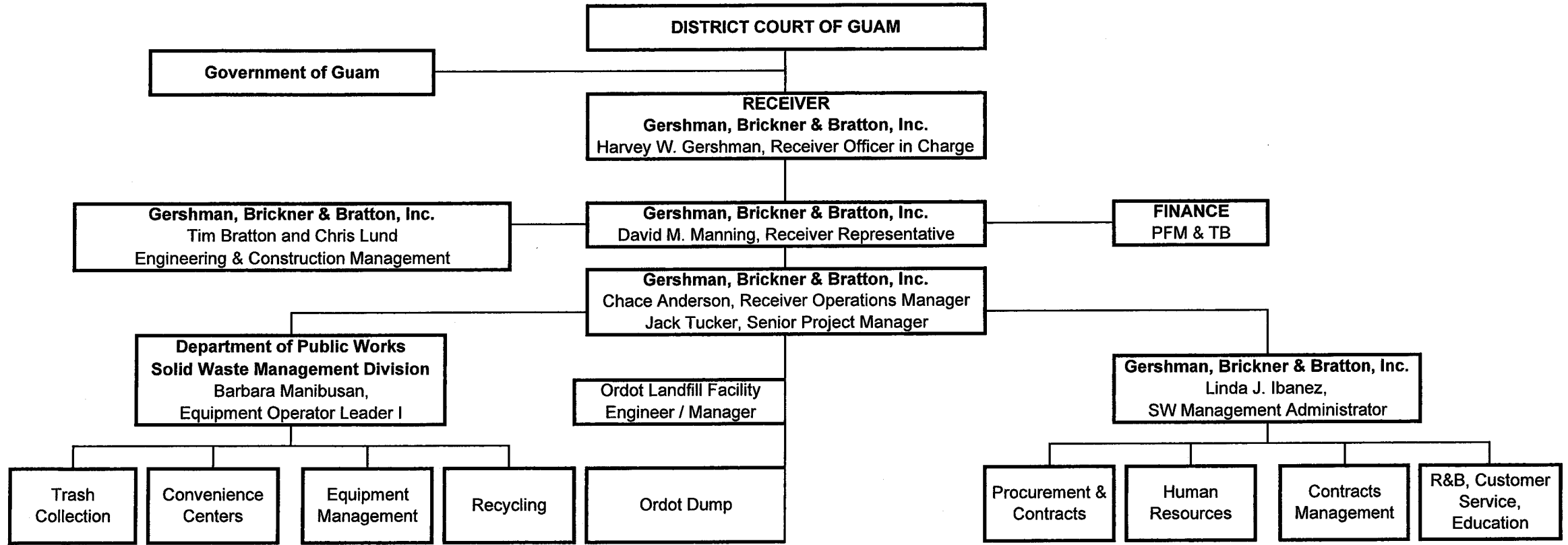
1. This chart is pursuant to Executive Order 83-11 - latest DPW Reorganization.
2. Office of Highway Safety was established pursuant to Public Law 13-29.
3. Solid Waste Management's Consent Decree was ordered by U.S. District Court, Civil Case 02-00022 in February 2004 and pursuant to Executive Order 2006-12.

Approved / Disapproved

ANDREW S. LEON GUERRERO  
 Acting Director of Public Works

3/2/10  
 DATE

### Solid Waste Management Division Organizational Chart



**Government of Guam  
Fiscal Year 2011 Budget  
Department/Agency Narrative**

**FUNCTION:** Transportation and Housing & Economic Development <sup>1/</sup>

**DEPT./AGENCY:** Public Works

**MISSION STATEMENT:**

The Department of Public Works is charged with the responsibility in providing to the people of Guam six (6) major and essential services to the community namely: (1) Public Safety, (2) Public Health, (3) Transportation, (4) Highway Maintenance, (5) Government-Wide Support and (6) Capital Improvement Projects.

**Public Safety** is administered through the enforcement of building codes, flood control measures and public education on highway safety. **Public Health** is administered through the enforcement and proper collection and disposal of solid wastes. **Transportation** services are provided for safe and efficient transportation system for our school children as well as to the public as needed and during time of calamities and emergencies. **Highway Maintenance** services are provided to ensure safe, efficient and modern Highway System that is responsive to the needs of the people. **Government-Wide Support** is administered to enhance program effectiveness and efficiency by formulating policies, allocating resources, and administering operations and personnel, to provide maintenance services, repairs, construction services and custodial work to upkeep public buildings and other government facilities. **Capital Improvement Projects** is to provide professional and technical services for the Government's infrastructure projects. Public Laws 1-88, 10-91, 16-57, 16-124, 24-139/313, 25-90, Executive Order 24-96

**GOALS AND OBJECTIVES:**

1. Key goals and objectives for FY 2011 is to ensure the public services provided by Department of Public Works are at an adequate level through the consolidation and/or centralization of functions and activities as permitted by governing regulations so that pupil transportation will be provided, vehicles will be repaired, maintained and operated for safe monitoring, roadways will be maintained and constructed, building requirements and contracts will be administered, government buildings will be maintained for safety and comfort, solid waste will be managed with timely collection. .
2. Realign and merge similar functions, inter-program equipment usage, reevaluations of program requirements, optimum utilization of manpower and equipment.
3. Contract for maintenance services, building and construction inspection, and engineering services.
4. Coordinate task forces for implementation of Solid Waste Collection privatization and for the study of pupil transportation contracts.
5. Increase service fees provided by DPW.
6. Charge applicable fees for other service rendered currently at no cost.
7. Commence landfill closure and opening.
8. Complete all A/E contracts for pending construction projects.
9. Provide technical and administrative support in preparation of the military buildup.

<sup>1/</sup> Housing Management Section has been transferred to Guam Housing and Urban Renewal Authority based upon a previous budget act, however FTEs remain at DPW Building Maintenance Division.

**Government of Guam  
Fiscal Year 2011 Budget  
Department/Agency Narrative**

**FUNCTION:** Transportation and Housing & Economic Development <sup>11</sup>

**DEPT. / AGENCY:** Public Works/Solid Waste Management Division

**MISSION STATEMENT:**

**Administrative Support:**

The Administrative Support Section is committed to providing the highest quality of service by consistently evaluating the operational needs, the expense, and the revenue of the division's total operation. Responsibilities of the Administrative Support Section includes Financial Management, Budget, Payroll, Human Resources, Customer Service, Procurement, Contract Compliance, Information Technology and Facilities Management. The Administrative Support sections are in accordance to 10 GCA Health and Safety, Chapter 51 and Consent Decree Civil Case No. 02-00022.

**Ordot Lanfill:**

Ordot Dump Facility (ODF) is responsible for the efficient and environmentally responsible disposal practices for approximately 300 tons a day. The ODF is committed to providing consistent service so that the island's garbage can be safely disposed and that the efficiency of this disposal be such that this facility can stay open until the Layon Landfill is built, opened, and receives municipal solid waste on a daily basis. ODF is responsible for service to its customers, maximize density, tracking of volumes/weight, daily and efficiently manage cover materials, and storm water control. Mandates of the ODF encompass 10 GCA Health and Safety, Chapter 51, Solid Waste Management, the Litter Control, and the adherence to the Solid Waste Collection and Disposal Regulations and subsequent governing enactments and Consent Decree Civil Case No. 02-00022

**Residential Collection:**

The Residential Collection Section is responsible for the weekly collection of household garbage to approximately 15,900 customers. Responsibilities of the Residential Collection Section is to collect the garbage on timely and consistent manner with efficient waste management practices, maintain efficient collection routes, collect the garbage in a safe and environmentally sound manner, keep collection vehicles clean and in good working order and track collections in accordance to 10 GCA Health and Safety, Chapter 51, Solid Waste Management, the Litter Control Act, and adherence to the Solid Waste Collection and Disposal Regulations, subsequent governing enactments and Consent Decree Civil Case No. 02-00022.

**Convenience Centers (formerly Transfer Stations):**

The Convenience Centers section has three locations for residents to bring garbage and recycling materials. These are Agat, Dededo, and Malojlojj. Customers pay to bring their household trash to these facilities and load them into 40 cubic yard containers. This section also has a recycling drop off site located at the Ordot Dump Facility. Responsibilities of the Convenience Centers focuses on servicing their customers, collecting users fees; tracking and inspecting incoming material; keeping the sites clean and the material contained in an environmentally safe manner; educate customers on recycling and reduction; and collect and empty roll off containers in compliance with local and federal codes and regulations in accordance to 10 GCA Health and Safety, Chapter 51, Solid Waste Management and Litter Control and adherence to the Solid Waste Collection and Disposal Regulations, subsequent governing enactments, and Consent Decree Civil Case No. 02-00022.

## **GOALS:**

### **▲ Administrative Support:**

- ▶ To develop and maintain an administrative staff which fully supports the missions, goals, and objectives of the division.
- ▶ To efficiently provide accurate, timely and useful financial information to management so that well-informed financial decisions can be made.
- ▶ To provide support and advice to management in matters related to financial issues, financial policies and strategic planning.
- ▶ To Develop and maintain adequate controls to ensure fiscal activities are processed, recorded and reported according to federal and local statutes and guidance.
- ▶ To educate customers of the programs of Solid Waste Management.
- ▶ To provide an ongoing training program that provides the opportunity for employees to learn new skills and increase job productivity and satisfaction.
- ▶ To improve service and reduce complaints from customers.
- ▶ To improve the efficiency and effectiveness of billing and collection function of Customer Service, thus increase revenue to collection and Escrow Account which supplements Solid Waste Operation.
- ▶ To procure in the most expeditious means materials and supplies necessary in support of Solid Waste Management.

### **▲ Ordot Dump Facility:**

- ▶ To safely and efficiently dispose of solid waste at the landfill by operating in a manner that meets all requirements prescribed by the local, federal, and Ordot Dump Consent Decree.
- ▶ To deliver the highest possible level of service to the facility's customers.
- ▶ To ensure that the landfill is in a suitable condition.
- ▶ To provide comprehensive solid waste management programs which maximize protection of the environment and efficiently utilize the disposal system.
- ▶ To provide technical training for staff engaged directly in the work of environmental protection and in environmental programs of other agencies.
- ▶ To Monitor site conditions to identify environmental hazards.

### **▲ Residential Collections:**

- ▶ To safely and efficiently render refuse collection services in the most efficient and cost effective manner and dispose of it at a permitting landfill.
- ▶ To continue to provide residential refuse collection necessary to ensure public health and safety.
- ▶ To increase customer satisfaction.
- ▶ To continue to encourage residents to reduce their solid waste generation.
- ▶ To enhance revenues.

- ▶ To coordinate a solid waste education program to increase citizen understanding of waste reduction or diversion opportunities.
- ▶ To reduce both operational and worker's compensation cost.
- ▶ To respond to complaints within a 24 hour turn-around time.
- ▶ To enforce health and sanitation ordinances.

**▲ Convenience Centers (formerly Transfer Stations):**

- ▶ To oversee, support and improve the transfer stations operation.
- ▶ To operate the transfer station operations to comply with local and federal regulations and laws.
- ▶ To develop and implement an effective recycling program.
- ▶ To develop and implement an environmental education program.

**OBJECTIVES:**

**Administrative Support:**

- Provide necessary, appropriate, and timely information to the Division Head to facilitate his decision making process.
- To provide training to staff on use of budget development and budget management systems.
- Provide administrative and financial direction and support to the Division Head. Continue the development of programs that provide employee training experience to encourage career growth and promotion.
- Periodically evaluate the job descriptions for each position to assure maximum use of all personnel resources.
- Off-Island and On-Site training for all employees.
- Obtain best value and pricing available using bids and price quotations.
- Timely, accurately, and efficiently process payments to suppliers.
- Strive for continuous improvement in all aspects of the procurement process.
- Provide leadership and coordination of an effective, well-organized multi-jurisdictional planning and policy making process.
- Process invoices on time 100% of the time.
- Provide management and administrative processes for the effective and efficient accomplishment of the above goals.

**Ordot Landfill:**

- Sufficient equipment and the prompt and proper maintenance of that equipment.
- An integrated solid waste management system is the most cost-effective component to reduce the volume of waste going to the landfill to preserve landfill capacity.
- Provide routine maintenance for permit compliance.
- Perform corrective maintenance of identified environmental hazards.
- Provide public education to residents and businesses for solid waste reduction measures.
- Expansion and improvement of disposal efforts.
- Ongoing dedication to quality service and customer satisfaction.
- Continue to work with local and federal government on solid waste issues.
- Commitment from everyone in the government and the community to share responsibility for achieving the above goals.

**Residential Collection:**

- Continue the collection services presently in place to help avoid illegal dumping.

- Ensures collection services are available to all registered customers.
- Provide information and educate the registered residential collection customers about collection opportunities, do's and dont's of handling waste material.
- Increase the number of customers utilizing our collection services.
- Educate our residential collection customers decrease the quantity of waste collected.
- Continue safety training and bi-monthly meetings to reduce accident and injury rates.
- Maintain "missed service collection complaints" to a minimal.
- Keep collection costs at a reasonable level.

**Convenience Centers (formerly Transfer Station):**

- Reduce, reuse, and recycle.
- Improve compliance with environmental regulations and laws.
- Make environmental responsibility a part of our daily work.
- Support the goals of the transfer stations.
- To work diligently with Guam Environmental Protection Agency in ensuring that funds are available for Solid Waste Management Division Recycling Programs.

1/ Housing Management Section has been transferred to Guam Housing and Urban Renewal Authority based upon a previous budget act, however FTEs remain at DPW Building Maintenance Division.

DECISION PACKAGE  
FY 2011

Department: Public Works

Program Title: Transportation and Housing & Economic Development <sup>1/</sup>

Activity Description:

The Department of Public Works is charged with the responsibility of overseeing construction, maintenance, rehabilitation, repair or demolition of public facility(ies) in the Territory of Guam. The Department, through its seven distinct divisions, play a vital and significant role in achieving and implementing goals and objectives of the five major programs -

- Government-Wide Support
- Public Safety
- Public Health
- Transportation
- Guam Highway System
- Capital Improvement Projects

- to promote and enhance the welfare of the people.

Major Objective(s):

- A. Government-Wide Support - To enhance the effectiveness of all programs through administrative direction, planning, research and analysis, implementation of technological improvements in support service assistance.
- B. Public Safety - Ensure protection of life through enforcement of building codes, flood control measures, and execution of public education on highway safety.
- C. Public Health - Maintain a healthful environment through proper collection and disposal of solid wastes.
- D. Transportation - Provide safe and efficient transportation service for school children and to provide maintenance and repair services for Government vehicles and equipment.
- E. Guam Highway System - Build and maintain safe and efficient modern highway system that is responsive to the total transportation needs of the people.
- F. Capital Improvement Projects - To provide professional and technical services for the Government's infrastructure projects.

Short-term Goals:

- A. Complete studies of all program mandates for solutions to the service mandates that continue to suffer due to resource and funding deficiencies.
- B. Implement technological systems for operations improvement of efficiency and effectiveness.
- C. Continue to pursue and analyze the effectiveness of privatization and outsourcing services.
- D. Commence all federally funded road projects.
- E. Broaden Highway Maintenance and Safety Programs.
- F. Improve government building and vehicle maintenance programs through consolidation and realignment.
- G. Provide technical and administrative support in preparaion of the military buildup.

Workload Output

Workload Indicator:	FY 2009 Level of Accomplishment	FY 2010 Anticipated Level	FY 2011 Projected Level
Program Studies Completed and Implemented	90%	95%	100%
Implementation of Technological Systems	90%	95%	100%
Number of Federal Road Projects	90%	95%	100%
Privatized Services	80%	85%	90%
Improved Maintenance Programs	90%	95%	100%

<sup>1/</sup> Housing Management Section has been transferred to GHURA based upon a previous budget act, however FTEs remain at DPW Building Maintenance Division.

Decision Package  
 FY 2011  
 SUMMARY

Department/Agency: PUBLIC WORKS Division/Section: Solid Waste Management

<b>Program Title:</b> Administrative Support			
<b>Activity Description:</b> The Administrative Support section is committed to providing the highest quality of service by consistently evaluating the operational needs, expense and revenue of the division's total operation, which will encompass Financial Management, Budget, Human Resources, Customer			
<b>Major Objective(s):</b> To continue to provide leadership and coordination of an effective, well organized multi-jurisdictional planning and policy making process. To ensure that adequate resources are provided to manage and administer programs.			
<b>Short-term Goals:</b> To continue to evaluate the section's level of resources and funding to meet their goals and objectives.			
<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
Improve Financial Management Services	100%	100%	100%
Payroll	100%	100%	100%
Procurement	100%	100%	100%
Safety	100%	100%	100%
Human Resources	100%	100%	100%
Accomplishment of Quarterly and Annual Reports	100%	100%	100%
Improve billing and collections of all subscribers; implement no payment no	100%	100%	100%
Reduce customer complaints	100%	100%	100%

<b>Program Title:</b> Ordot Dump Facility (ODF)			
<b>Activity Description:</b> The Ordot Dump Facility is responsible for efficient and environmentally responsible disposal practices for approximately 300 tons of solid waste, a day. The ODF is committed to providing consistent service so that the island's garbage can be safely disposed of and that the efficiency of this disposal system be such that this facility can stay open until the Layon Landfill is built and opened.			
<b>Major Objective(s):</b> Continued efficient and appropriate solid waste disposal, meeting all Permit requirements, Consent Decree mandates, and International Best Practice. Continued utilization of the Ordot site for solid waste disposal, until such time as the proposed new landfill site is able to accept waste.			
<b>Short-term Goals:</b> Per the Consent Decree Order, extending the lifetime of the Ordot site through continuing waste diversion programs for scrap metal and tires. Research options for additional waste diversion programs for greenwaste and construction/ demolition debris. Research options for encouraging additional waste diversion in all of the above categories.			
<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
Normal waste cover	100%	100%	100%
Stockpile of cover materials	100%	100%	100%
Maintain of equipment levels	100%	100%	100%
Maintain of staff levels	100%	100%	100%

<b>Program Title:</b> Residential Collections			
<b>Activity Description:</b> The Residential Collection Section is responsible for the weekly collection of household garbage from approximately 15,900 customers. Responsibilities of the Residential Collection Section is to collect the garbage in a timely and consistent manner and to maintain efficient collection routes, collect the garbage in an environmentally safe manner, keep collection vehicles clean and in good working order, and tracking collections.			
<b>Major Objective(s):</b> Continue to carry out assigned mission by providing refuse services that exceed customer expectations, reducing customer complaints and missed routes.			
<b>Short-term Goals:</b> To prepare for the implementation of a cart based collection system.			
<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
Improve Route Assignments	100%	100%	100%

<b>Program Title:</b> Convenience Centers (formerly Transfer Station)			
<b>Activity Description:</b> There are three Convenience Center locations for residents to bring garbage and recycling materials. They are located in Agat, Dededo, and Malojloj. Customers pay to bring their household trash to these facilities and load them into a 40 cubic yard container. These sections also have a recycling drop off site located at the Ordot Dump Facility.			
<b>Major Objective(s):</b> To promote an effective recycling and education campaign program about reduce, reuse, recycle.			
<b>Short-term Goals:</b> To efficiently manage, maintain, and operate the three Convenience Centers, Agat, Dededo, and Malojloj.			
<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
Processing of yard and municipal solid waste	100%	100%	100%

Government of Guam  
Fiscal Year 2011  
Budget Digest

[BBMR BD-1]

Function: Transportation and Housing & Economic Development 2/  
Department/Agency: Public Works  
Program: Overall SUMMARY - ALL FUNDS

AS400 Account Code	Appropriation Classification	A	B	C	D	E	F
		FY 2009	FY 2010	Governor's Request			
		Expenditures & Encumbrances	Authorized Level	FY 2011 General Fund	FY 2011 Federal Match Fund	FY2011 Total Other Fund 1/	FY 2011 Total Request (C+D+E)
<b>PERSONNEL SERVICES</b>							
111	Regular Salaries/Increments/Special Pay	12,882,823	12,717,558	6,365,929	-	7,122,991	13,488,920
112	Overtime	23,479	261,413	-	-	59,712	59,712
113	Benefits	4,039,035	3,649,670	2,276,597	-	2,581,244	4,857,841
114	Insurance Benefits (Medical / Dental / Life)	-	572,255	-	-	-	-
	<b>TOTAL PERSONNEL SERVICES</b>	<b>16,945,337</b>	<b>17,200,896</b>	<b>8,642,526</b>	<b>-</b>	<b>9,763,947</b>	<b>18,406,473</b>
<b>OPERATIONS</b>							
220	TRAVEL- Off-Island/Local Mileage Reimbur	4,697	-	-	-	-	-
230	CONTRACTUAL SERVICES:	1,893,672	3,449,479	164,223	-	2,734,840	2,899,063
233	OFFICE SPACE RENTAL:	-	-	-	-	-	-
240	SUPPLIES & MATERIALS:	1,535,908	1,954,861	774,944	-	1,196,751	1,971,695
250	EQUIPMENT:	24,848	73,660	-	-	95,000	95,000
270	WORKERS COMPENSATION	955	5,000	-	-	6,000	6,000
271	DRUG TESTING	375	15,328	1,500	-	4,000	5,500
280	SUB-RECIPIENT/SUBGRANT:	-	-	-	-	-	-
290	MISCELLANEOUS:	-	-	-	-	5,250	5,250
	<b>TOTAL OPERATIONS</b>	<b>3,460,455</b>	<b>5,498,328</b>	<b>940,667</b>	<b>-</b>	<b>4,041,841</b>	<b>4,982,508</b>
<b>UTILITIES</b>							
361	Power	1,266,187	967,301	356,538	-	898,813	1,255,351
362	Water/ Sewer	110,576	100,213	126,000	-	11,250	137,250
363	Telephone/ Toll	111,977	116,042	45,600	-	72,135	117,735
	<b>TOTAL UTILITIES</b>	<b>1,488,740</b>	<b>1,183,556</b>	<b>528,138</b>	<b>-</b>	<b>982,198</b>	<b>1,510,336</b>
450	CAPITAL OUTLAY	46,160	160,000	18,000	-	160,000	178,000
	<b>TOTAL APPROPRIATIONS</b>	<b>21,940,692</b>	<b>24,042,780</b>	<b>10,129,331</b>	<b>-</b>	<b>14,947,986</b>	<b>25,077,317</b>

1/ Specify Funding Sources: Guam Highway Fund (\$8,447,986) and Solid Waste Operations Fund (\$6,500,000).

FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED		3	3	3	-	-	3
CLASSIFIED		363	419	205	-	214	419
<b>TOTAL FTEs</b>		<b>366</b>	<b>422</b>	<b>208</b>	<b>-</b>	<b>214</b>	<b>422</b>

2/ Housing Management Section has been transferred to Guam Housing and Urban Renewal Authority based upon a previous budget act, however FTEs remain at DPW Building Maintenance Division.

VIII

**Government of Guam  
Fiscal Year 2011  
Budget Digest**

[BBMR BD-1]

Function: Transportation and Housing & Economic Development <sup>2/</sup>  
 Department/Agency: Public Works  
 Program: General Fund - SUMMARY

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			F
		FY 2009 Expenditures & Encumbrances	FY 2010 Authorized Level	FY 2011 General Fund	FY 2011 Federal Match Fund(s)	FY 2011 Other Fund <sup>1/</sup>	FY 2011 Total Req. (C+D+E)
<b>PERSONNEL SERVICES</b>							
111	Regular Salaries/Increments/Special Pay	5,913,467	6,100,252	6,407,905	0	0	6,407,905
112	Overtime	568	0	0	0	0	0
113	Benefits	1,900,696	1,705,722	2,290,634	0	0	2,290,634
114	Insurance Benefits (Medical / Dental / Life)	0	313,861	0	0	0	0
	<b>TOTAL PERSONNEL SERVICES</b>	<b>7,814,731</b>	<b>8,119,835</b>	<b>8,698,539</b>	<b>0</b>	<b>0</b>	<b>8,698,539</b>
<b>OPERATIONS</b>							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	131,577	178,378	164,223	0	0	164,223
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	765,686	975,335	718,931	0	0	718,931
250	EQUIPMENT:	7,899	7,660	0	0	0	0
270	WORKERS COMPENSATION	0	0	0	0	0	0
271	DRUG TESTING	75	13,328	1,500	0	0	1,500
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>905,237</b>	<b>1,174,701</b>	<b>884,654</b>	<b>0</b>	<b>0</b>	<b>884,654</b>
<b>UTILITIES</b>							
361	Power	883,121	284,611	356,538	0	0	356,538
362	Water/ Sewer	99,326	88,963	126,000	0	0	126,000
363	Telephone/ Toll	52,000	56,000	45,600	0	0	45,600
	<b>TOTAL UTILITIES</b>	<b>1,034,447</b>	<b>429,574</b>	<b>528,138</b>	<b>0</b>	<b>0</b>	<b>528,138</b>
450	CAPITAL OUTLAY	0	0	18,000	0	0	18,000
	<b>TOTAL APPROPRIATIONS</b>	<b>9,754,415</b>	<b>9,724,110</b>	<b>10,129,331</b>	<b>0</b>	<b>0</b>	<b>10,129,331</b>

<sup>1/</sup> Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED	3	3	3	0	0	0	3
CLASSIFIED (inclusive of LTAs for classified positions)	193	205	205	0	0	0	205
<b>TOTAL FTEs</b>	<b>196</b>	<b>208</b>	<b>208</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>208</b>

<sup>2/</sup> Housing Management Section has been transferred to Guam Housing and Urban Renewal Authority based upon a previous budget act, however FTEs remain at DPW Building Maintenance Division.

Government of Guam  
Fiscal Year 2011  
Budget Digest

Function: Transportation and Housing & Economic Development <sup>2/</sup>  
Department/Agency: Public Works  
Program: Guam Highway Fund SUMMARY

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			F
		FY 2009 Expenditures & Encumbrances	(PLs 30-55 & 30-101) FY 2010 Authorized Level	FY 2011 General Fund	FY 2011 Federal Match Fund(s)	FY 2011 Other Fund <sup>1/</sup>	FY 2011 Total Req. (C+D+E)
<b>PERSONNEL SERVICES</b>							
111	Regular Salaries/Increments/Special Pay	5,065,646	4,964,022	0	0	4,727,063	4,727,063
112	Overtime	0	0	0	0	0	0
113	Benefits	1,561,101	1,440,457	0	0	1,574,916	1,574,916
114	Insurance Benefits (Medical / Dental / Life)	0	175,708	0	0	0	0
	<b>TOTAL PERSONNEL SERVICES</b>	<b>6,626,747</b>	<b>6,580,187</b>	<b>0</b>	<b>0</b>	<b>6,301,979</b>	<b>6,301,979</b>
<b>OPERATIONS</b>							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	430,110	421,000	0	0	519,604	519,604
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	334,922	476,146	0	0	693,371	693,371
250	EQUIPMENT:	10,861	0	0	0	20,000	20,000
270	WORKERS COMPENSATION	0	0	0	0	1,000	1,000
271	DRUG TESTING	0	0	0	0	2,000	2,000
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	5,250	5,250
	<b>TOTAL OPERATIONS</b>	<b>775,893</b>	<b>897,146</b>	<b>0</b>	<b>0</b>	<b>1,241,225</b>	<b>1,241,225</b>
<b>UTILITIES</b>							
361	Power	328,941	300,000	0	0	844,688	844,688
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	42,274	48,000	0	0	60,094	60,094
	<b>TOTAL UTILITIES</b>	<b>371,215</b>	<b>348,000</b>	<b>0</b>	<b>0</b>	<b>904,782</b>	<b>904,782</b>
450	CAPITAL OUTLAY	17,850	0	0	0	0	0
	<b>TOTAL APPROPRIATIONS</b>	<b>7,791,705</b>	<b>7,825,333</b>	<b>0</b>	<b>0</b>	<b>8,447,986</b>	<b>8,447,986</b>
<sup>1/</sup> Specify Fund Source - Guam Highway Fund							
<b>FULL TIME EQUIVALENCIES (FTEs)</b>							
	UNCLASSIFIED	0	0	0	0	0	0
	CLASSIFIED	108	117	0	0	117	117
	<b>TOTAL FTEs</b>	<b>108</b>	<b>117</b>	<b>0</b>	<b>0</b>	<b>117</b>	<b>117</b>

<sup>2/</sup> Housing Management Section has been transferred to Guam Housing and Urban Renewal Authority based upon a previous budget act, however FTEs remain at DPW Building Maintenance Division.

X

Government of Guam  
Fiscal Year 2011  
Budget Digest  
(Proposed)

[BBMR BD-1]

Function: Transportation and Housing & Economic Development <sup>2/</sup>

Department/Agency: Public Works

Program: Solid Waste Operations Fund - SUMMARY

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			
		FY 2009 Expenditures & Encumbrances	FY 2010 Authorized Level	FY 2011 General Fund	FY 2011 Federal Match Fund(s)	FY 2011 Other Fund <sup>1/</sup>	FY 2011 Total Req. (C+D+E)
<b>PERSONNEL SERVICES</b>							
111	Regular Salaries/Increments/Special Pay	\$1,903,710	\$1,653,284	\$0	\$0	\$2,395,928	\$2,395,928
112	Overtime	22,911	261,413	0	0	59,712	59,712
113	Benefits	577,238	503,491	0	0	1,006,328	1,006,328
114	Insurance Benefits (Medical / Dental / Life)	0	82,686	0	0	0	0
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$2,503,859</b>	<b>\$2,500,874</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,461,968</b>	<b>\$3,461,968</b>
<b>OPERATIONS</b>							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$4,697	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	1,331,985	2,850,101	0	0	2,215,236	2,215,236
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	435,300	503,380	0	0	503,380	503,380
250	EQUIPMENT:	6,088	66,000	0	0	75,000	75,000
270	WORKERS COMPENSATION	955	5,000	0	0	5,000	5,000
271	DRUG TESTING	300	2,000	0	0	2,000	2,000
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	0	0	0	0	0
	<b>TOTAL OPERATIONS</b>	<b>\$1,779,325</b>	<b>\$3,426,481</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,800,616</b>	<b>\$2,800,616</b>
<b>UTILITIES</b>							
361	Power	\$54,125	\$382,690	\$0	\$0	\$54,125	\$54,125
362	Water/ Sewer	11,250	11,250	0	0	11,250	11,250
363	Telephone/ Toll	17,703	12,042	0	0	12,041	12,041
	<b>TOTAL UTILITIES</b>	<b>\$83,078</b>	<b>\$405,982</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,416</b>	<b>\$77,416</b>
450	CAPITAL OUTLAY	\$28,310	\$160,000	\$0	\$0	\$160,000	\$160,000
	<b>TOTAL APPROPRIATIONS</b>	<b>\$4,394,572</b>	<b>\$6,493,337</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,500,000</b>	<b>\$6,500,000</b>

<sup>1/</sup> Specify Fund Source - Solid Waste Operations Fund

FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED							
	CLASSIFIED (inclusive of LTAs)	62	97	0	0	97	97
	<b>TOTAL FTEs</b>	<b>62</b>	<b>97</b>	<b>0</b>	<b>0</b>	<b>97</b>	<b>97</b>

<sup>2/</sup> Housing Management Section has been transferred to Guam Housing and Urban Renewal Authority based upon a previous budget act, however FTEs remain at DPW Building Maintenance Division.

Schedule A - Off-Island Travel

Department/Agency: Public Works  
 Division: ALL  
 Program: SUMMARY

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

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

<b>Purpose / Justification for Travel</b>				
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

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
General Fund-Refer to Divisional Breakdown			\$ 164,223		
Guam Highway Fund-Refer to Divisional Breakdown			\$ 519,604		
Solid Waste Fund-Refer to Divisional Breakdown			\$ 2,215,236		
<b>Total Contractual</b>			\$ 2,899,063		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
General Fund-Refer to Divisional Breakdown			\$ 718,931		
Guam Highway Fund-Refer to Divisional Breakdown			\$ 693,371		
Solid Waste Fund-Refer to Divisional Breakdown			\$ 503,380		
<b>Total Supplies &amp; Materials</b>			\$ 1,915,682		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
General Fund-Refer to Divisional Breakdown			\$ -		
Guam Highway Fund-Refer to Divisional Breakdown			\$ 20,000		
Solid Waste Fund-Refer to Divisional Breakdown			\$ 75,000		
			\$ -		
			\$ -		
			\$ -		
<b>Total Equipment</b>			\$ 95,000		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
General Fund-Refer to Divisional Breakdown			\$ -		
Guam Highway Fund-Refer to Divisional Breakdown			\$ 5,250		
Solid Waste Fund-Refer to Divisional Breakdown			\$ -		
			\$ -		
			\$ -		
			\$ -		
<b>Total Miscellaneous</b>			\$ 5,250		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
General Fund-Refer to Divisional Breakdown			\$ 18,000		
Guam Highway Fund-Refer to Divisional Breakdown			\$ -		
Solid Waste Fund-Refer to Divisional Breakdown			\$ 160,000		
			\$ -		
			\$ -		
			\$ -		
<b>Total Capital Outlay</b>			\$ 178,000		

Government of Guam  
Fiscal Year 2011  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

XIV

Function: Transportation and Housing & Economic Development <sup>2/</sup>

DEPARTMENT/AGENCY: Public Works

PROGRAM: Summary

FUND: General, Guam Highway, Solid Waste Operations, Federal

Input By Department										Input by Department									
(A)	(B)	(C)	SPECIAL PAY			(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)		
No.	Division	Total Salary	Total Overtime	Holiday	Night Diff PL 30-105	Hazardous	Total Special*	Total Increment Amount	(B+C+D+E) Subtotal	Retirement (F * 27.46%)	Retire (DDI) (\$16.66*26PP)	Social Security (6.2% * J)	Medicare (1.45% * F)	Life (I/)	Medical (Premium)	Dental (Premium)	Total Benefits (G thru M)	(F + N) - TOTAL	
<b>GENERAL FUND</b>																			
1	1000 Administration	\$1,081,065	\$0	\$5,799	\$13,707	\$0	\$19,506	\$11,409	\$1,111,981	\$305,350	\$4,330	\$0	\$14,252	\$4,698	\$56,882	\$5,549	\$391,060	\$1,503,041	
2	1020 Transportation Maint	607,739	0	2,811	0	5,316	8,127	10,371	626,237	171,965	2,165	0	5,453	2,784	31,308	3,309	216,983	843,220	
3	1030 Bus Operations	4,586,894	0	4,182	32,252	0	36,434	46,360	4,669,687	1,282,296	45,032	0	66,641	28,536	239,218	20,868	1,682,591	6,352,278	
	<b>GF TOTAL</b>	<b>6,275,698</b>	<b>0</b>	<b>12,792</b>	<b>45,958</b>	<b>5,316</b>	<b>64,066</b>	<b>68,140</b>	<b>6,407,904</b>	<b>1,759,611</b>	<b>51,527</b>	<b>0</b>	<b>86,346</b>	<b>36,018</b>	<b>327,408</b>	<b>29,726</b>	<b>2,290,635</b>	<b>8,698,539</b>	
<b>GUAM HIGHWAY FUND</b>																			
4	1010 Capital Improvement Project	1,213,546	0	2,777	0	5,252	8,029	11,204	1,232,779	338,521	3,032	0	14,864	4,349	37,397	2,808	400,971	1,633,750	
5	1040 Building Const & Fac Maint	897,214	0	0	0	0	0	13,626	910,840	250,117	3,464	0	11,248	4,001	19,981	1,606	290,417	1,201,257	
6	1060 Highways	2,515,820	0	26,280	0	0	26,280	41,344	2,583,444	709,414	12,995	0	31,222	11,832	107,486	10,579	883,528	3,466,972	
	<b>GHF TOTAL</b>	<b>4,626,580</b>	<b>0</b>	<b>29,057</b>	<b>0</b>	<b>5,252</b>	<b>34,309</b>	<b>66,174</b>	<b>4,727,063</b>	<b>1,298,052</b>	<b>19,491</b>	<b>0</b>	<b>57,334</b>	<b>20,181</b>	<b>164,864</b>	<b>14,993</b>	<b>1,574,916</b>	<b>6,301,979</b>	
<b>SOLID WASTE OPERATIONS FUND</b>																			
7	1050 Solid Waste Management	2,121,048	59,712	79,616	15,965	162,638	258,219	16,661	2,455,640	674,319	35,506	0	35,232	16,878	223,224	21,170	1,006,328	3,461,968	
	<b>SWOF TOTAL</b>	<b>2,121,048</b>	<b>59,712</b>	<b>79,616</b>	<b>15,965</b>	<b>162,638</b>	<b>258,219</b>	<b>16,661</b>	<b>2,455,640</b>	<b>674,319</b>	<b>35,506</b>	<b>0</b>	<b>35,232</b>	<b>16,878</b>	<b>223,224</b>	<b>21,170</b>	<b>1,006,328</b>	<b>3,461,968</b>	
	<b>GRAND TOTAL</b>	<b>\$13,023,326</b>	<b>\$59,712</b>	<b>\$121,465</b>	<b>\$61,924</b>	<b>\$173,206</b>	<b>\$356,594</b>	<b>\$150,976</b>	<b>\$13,590,607</b>	<b>\$3,731,981</b>	<b>\$106,524</b>	<b>\$0</b>	<b>\$178,912</b>	<b>\$73,077</b>	<b>\$715,496</b>	<b>\$65,889</b>	<b>\$4,871,879</b>	<b>\$18,462,486</b>	

Government of Guam  
Fiscal Year 2010  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: Transportation and Housing & Economic Development  
DEPARTMENT/AGENCY: Public Works  
PROGRAM: Department Summary  
FUND: General, Guam Highway, and Solid Waste Operations

Item	Input by Department					(F) (B+C+D+E) Subtotal	(G) Retirement (F * 26.04%)	(H) Retire (DDI) (\$16.66*26PP)	(I) Social Security (6.2% * J)	Benefits			Input by Department		(N) Total Benefits (G thru M)	(O) (F + N) TOTAL
	(A) Division	(B) Total Salary	(C) Total Overtime	(D) Total Special*	(E) Total Increment Amt.					(J) Medicare (1.45% * F)	(K) Life (1/)	(L) Medical (Premium)	(M) Dental (Premium)			
	<b>GENERAL FUND</b>															
1	1000 Administration	987,518	-	13,232	5,202	1,005,951	261,950	3,898	-	13,265	4,176	45,093	4,561	332,943	1,338,894	
2	1020 Transportation Maint	604,485	-	8,127	557	613,169	159,669	2,165	-	5,441	2,784	31,308	3,308	204,676	817,845	
3	1030 Bus Operations	4,537,145	-	158,151	16,380	4,711,676	1,226,920	44,166	-	66,750	28,536	237,605	20,677	1,624,654	6,336,330	
	<b>GF TOTAL</b>	<b>6,129,147</b>	<b>-</b>	<b>179,510</b>	<b>22,139</b>	<b>6,330,796</b>	<b>1,648,539</b>	<b>50,230</b>	<b>-</b>	<b>85,456</b>	<b>35,496</b>	<b>314,006</b>	<b>28,547</b>	<b>2,162,273</b>	<b>8,493,070</b>	
<b>GUAM HIGHWAY FUND</b>																
4	1010 Capital Improvement Projects	1,545,213	-	5,074	14,841	1,565,128	407,559	5,631	-	22,694	5,914	56,937	4,415	503,150	2,068,278	
5	1040 Building Const & Fac Maint	844,485	-	-	4,233	848,718	221,006	3,465	-	12,306	3,827	17,904	1,390	259,899	1,108,617	
6	1060 Highways	2,327,514	-	-	12,592	2,340,106	609,364	12,128	-	33,932	11,310	102,578	10,393	779,705	3,119,811	
	<b>GHF TOTAL</b>	<b>4,717,212</b>	<b>-</b>	<b>5,074</b>	<b>31,666</b>	<b>4,753,952</b>	<b>1,237,929</b>	<b>21,224</b>	<b>-</b>	<b>68,932</b>	<b>21,051</b>	<b>177,419</b>	<b>16,199</b>	<b>1,542,754</b>	<b>6,296,706</b>	
<b>SOLID WASTE OPERATIONS FUND</b>																
7	1050 Solid Waste Management	1,842,977	52,267	360,957	5,626	2,261,825	288,224	28,578	-	32,629	14,094	195,980	18,400	577,905	2,839,731	
	<b>SWOF TOTAL</b>	<b>1,842,977</b>	<b>52,267</b>	<b>360,957</b>	<b>5,626</b>	<b>2,261,825</b>	<b>288,224</b>	<b>28,578</b>	<b>-</b>	<b>32,629</b>	<b>14,094</b>	<b>195,980</b>	<b>18,401</b>	<b>577,905</b>	<b>2,839,731</b>	
	<b>TOTAL</b>	<b>12,689,336</b>	<b>52,267</b>	<b>545,541</b>	<b>59,431</b>	<b>13,346,573</b>	<b>3,174,692</b>	<b>100,032</b>	<b>-</b>	<b>187,017</b>	<b>70,641</b>	<b>687,405</b>	<b>63,147</b>	<b>4,282,932</b>	<b>17,629,507</b>	

**Government of Guam**  
**Federal Program Inventory**  
**FY 2010 (Current) / FY 2011 (Estimated) Funding**

[BBMR FP-1]

FUNCTION: Transportation and Housing & Economic Development <sup>1/</sup>  
 DEPARTMENT/AGENCY: Public Works  
 PROGRAM: Federal - SUMMARY

Federal Grantor Agency / Federal Project Title	A	B	C	D	E	F	G	H	I
	C.F.D.A. No. / Enabling	Grant Award	Match Ratio	FY 2010 Received / Projected	Estimated Funding	Local Matching	FY 2011 Federal Matching	100% Federal Grants	Grant Period
U.S. Department of Transportation									
(1) Alcohol & Other Drugs Program	20.600	AL10	100	138,304	131,584			131,584	10/1/10 - 9/30/11
(2) Emergency Medical Services	20.600		100	43,524	40,000			40,000	10/1/10 - 9/30/11
(3) Planning and Administration (NHTSA)	20.600		100	0	56,218			56,218	10/1/10 - 9/30/11
(4) Roadway Safety (FHWA)	20.600		100						
(5) Roadway Safety Program	20.600		100	19,374	40,000			40,000	10/1/10 - 9/30/11
(6) Traffic Records	20.600		100	33,776	23,400			23,400	10/1/10 - 9/30/11
(7) Safe Communities	20.600		100						
(8) Youth Activities - Alcohol/Drug Free & SADD Programs	20.600		100						
(9) Child Passenger Protection (Incentive)	20.600		100						
(10) Occupant Protection PI& E	20.600		100	75,686	128,672			128,672	10/1/10 - 9/30/11
(11) Data Improvement (Incentive)	20.600		100						
(12) Selective Traffic Enforcement Program	20.600		100	110,901	60,873			60,873	10/1/10 - 9/30/11
(13) Pedestrian Bicycle Safety	20.600		100	41,585	81,429			81,429	10/1/10 - 9/30/11
(14) Data Program State Traffic Safety LU (408 k9)	20.600		100	298,471					
(15) Safety Belts Incentive Grant (406 k4)	20.600		100	334,581					
(16) School Bus Safety Section	20.600		100						
(17) Paid Advertisement	20.600		100						
(18) Highway Planning & Construction									
(a) Route 27-Raised Median MOD/SIG	20.205		100	130,918					
(b) Rehabilitation & Widen	20.205		100	149,500					
(c) Rehabilitation & Widen Rt. 1 to 10	20.205		100	3,079,053					
(19) ARRA:									
(a) Route 2 Culverts and Slide Repair	20.205		100						06/10/09 - 9/30/14
(b) Masso River Bridge Embankment Restoration	20.205		100						06/10/09 - 9/30/14
(c) Route 24 Reconstruction and Widening	20.205		100						06/10/09 - 9/30/14
(d) Route 4 Widening (Ylig Bridge to Pago Bay) and Resurfacing (Ylig Bridge to Route 17)	20.205		100						06/10/09 - 9/30/14
(e) Route 17 Rehabilitation & Widening from Rte 4 to Route 4	20.205		100						06/10/09 - 9/30/14
U.S. Department of Agriculture									
(1) ARRA Grant - Municipal Solidwaste	10.781		100						
(2) ARRA Loan - Municipal Solidwaste	10.781		100						
U.S. Department of Interior - Office of Insular Affairs (Compact Impact)									
(1) School Leaseback Program	15.875		100	7,100,000	7,100,000			7,100,000	10/1/10 - 9/30/16
(2) Capital Equipment	15.875		100		977,026			977,026	10/1/10 - 9/30/16
U.S. Department of Interior									
(1) Guam Solid Waste Management System									
(a) Compact Ordof Dump Closure	15.875		100						
(b) Compact New Solid Waste Landfill	15.875		100						
(c) CIP Project New MSWLF Supplement	15.875		100						
(d) CIP Project New MSWLF Supplement	15.875		100						
<b>Subtotal</b>				<b>11,555,672</b>	<b>8,639,201</b>			<b>8,639,201</b>	

1/ Housing Management Section has been transferred to Guam Housing and Urban Renewal Authority based upon a previous budget act, however FTEs remain at DPW Building & Maintenance Division.

11/11



**DEPARTMENT OF  
PUBLIC WORKS**

**ADMINISTRATION DIVISION**



**FISCAL YEAR 2011 BUDGET**

**Decision Package  
FY 2011**

Department/Agency: Public Works

Division/Section: Administration Division

Program Title: All

**Activity Description:**

The Administration Division of the Department of Public Works administers and provides essential administrative support functions to all divisions in the department that provides essential public services to the community. These support services are provided by the Administrative Management, Fiscal Management, Human Resources and Research Development, Supply and Warehouse, Safety and Security sections.

The Administrative Management Sections directs and coordinates all administrative support functions for the accomplishment of identified program goals and objectives of each division of the department.

The Fiscal Management Section directs, coordinates and implements the administration of financial activities and controls in compliance with established policies and procedures in fiscal management. The section also coordinates and supervises the departmental annual budget preparations.

The Human Resources and Research Development Section provides technical assistance on the personnel rules, regulations, policies, procedures and disputes on employee grievances and equal employment programs. Coordinates with Department of Administration's Training and Development Branch in the scheduling of training, seminars and employee orientations for enhancement programs at all levels of the department.

Supply and Warehouse Section is responsible for establishing and maintaining property inventory records, conduct physical inventories of materials and equipment; conducts surveys of damaged or unusable equipment or materials; and recommends disposition or replacement. Responsible of receiving materials and equipment from vendors for distribution to division.

Safety and Security Section provides the safety and security of employees and government properties from theft, fire, vandalism and infractions. Enforces safety in the workplace in compliance with OSHA, GOSHA, EPA; and provides security and inspection within the department compounds and various substations and worksites.

**Major Objectives:**

- \*Provide a responsible administrative management support services and enhance employee training and develop automated information and reporting systems and procedures.
- \*Provide responsive and reliable financial assistance and services to all divisions; improve financial services by developing automated financial systems; and train fiscal staff to achieve maximum proficiency in all aspects of fiscal and reporting activities.
- \*Improve awareness of the personnel rules and regulations to employees and provide employee the training needs to enhance work performance.
- \*Enforce safety and security within the department and its remove facilities; conduct regular on-site safety and security inspections on all department facilities, equipment and worksites.

**Short-Term Goals:**

- \*To coordinate and direct the administrative support functions to all divisions in order to achieve their annual program goals and
- \*To provide and develop responsive financial systems, controls, and reporting systems on all aspects of financial activities.
- \*To provide and facilitate effective and efficient inventory of goods, supplies and services needed to accomplish annual program goals and objectives of the department.
- \*To continue to develop an operations policies and procedures manual, develop programs and identify resources to meet training needs of the department.
- \*To safeguard the health and welfare of employees and to enforce the securing of the department's facilities, equipment and program worksites.

**WORKLOAD INDICATOR**

Workload Indicator:	FY 2009 Level of Accomplishment	FY 2010 Anticipated Level	FY 2011 Projection Level
Improved administrative support functions, reporting and program	90%	95%	100%
Accuracy and timeliness providing financial reports, transaction processing and budgeting.	90%	95%	100%
Frequency and number of training, personnel support and employee enhancement programs provided and completed.	85%	85%	100%
Number of purchase orders received; supplies/parts usage; and equipment inventory reports.	85%	85%	100%
Frequency of inspection and implementation of mandatory safety measures on employees and equipment.	90%	95%	100%