



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

Post Office Box 2950, Hagåtña Guam 96932

FELIX P. CAMACHO
GOVERNOR

BERTHA M. DUENAS
DIRECTOR

MICHAEL W. CRUZ, M.D.
LIEUTENANT GOVERNOR

CERTIFICATION

The Bureau of Budget and Management Research (BBMR) hereby certifies and approves the budget request herewith attached for the **CONTRACTORS LICENSE 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 the certified submission is neither approved nor sanctioned by the Bureau of Budget and Management Research.

BERTHA M. DUENAS

Date: MAR 18 2010

ORIGINAL

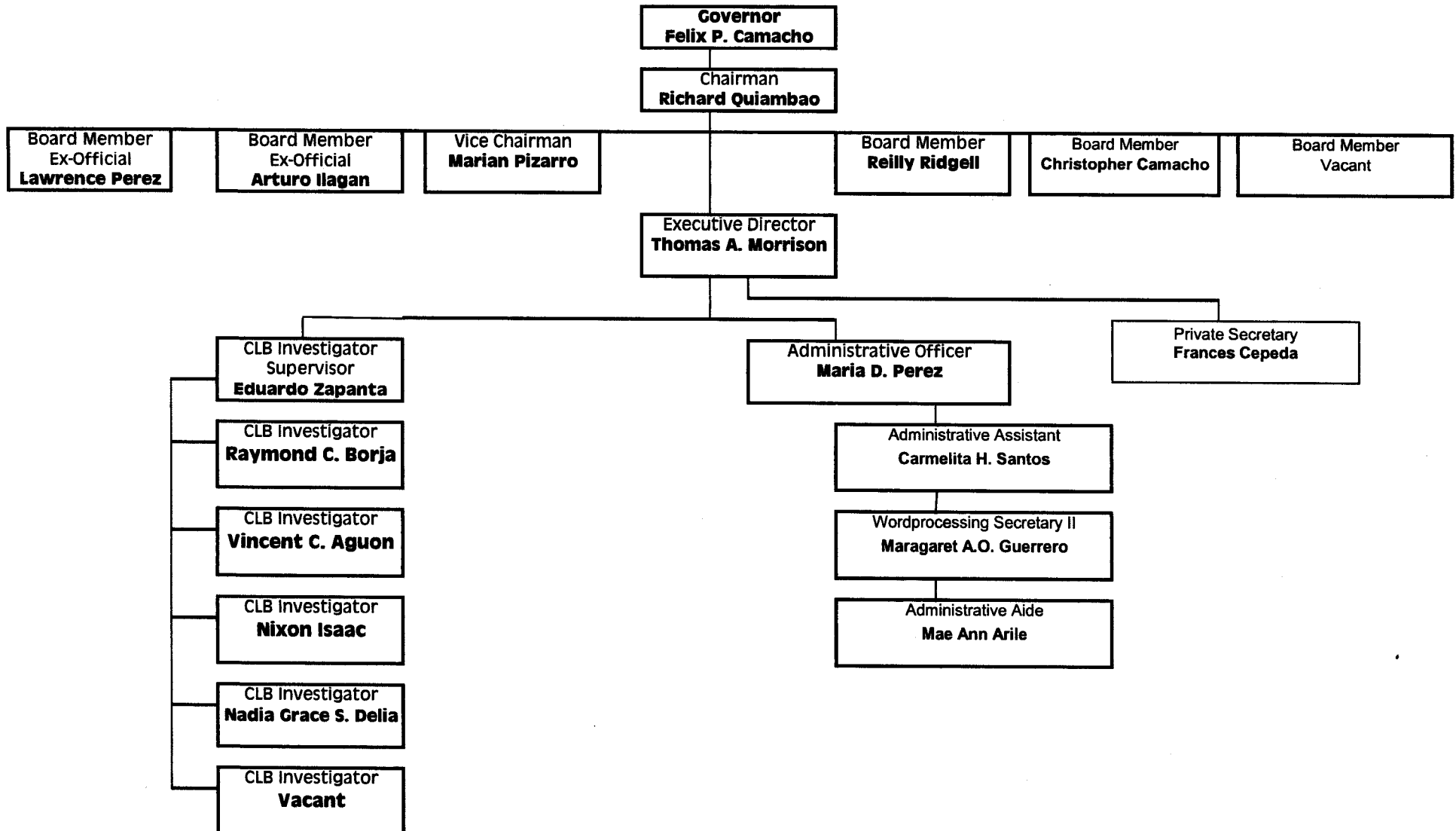
**CONTRACTORS LICENSE BOARD
INETNON MALISENSIAYEN KONTRATISTA**

2011 BUDGET



**THOMAS A. MORRISON
EXECUTIVE DIRECTOR**

Contractors License Board



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

FUNCTION: Labor

DEPT. / AGENCY: Contractors License Board

MISSION STATEMENT:

The Contractors License Board protects consumers; by regulating the construction industry through policies that promote the health, safety and general welfare of the public in matters relating to construction.

GOALS AND OBJECTIVES:

1. Protect consumers of construction related services.
 - A. Licensing: To effectively maintain and share on request public records for licensed contractors.
 - B. Contractor Education: To ensure that all licensed contractors have an adequate level of "contractors law" competency.
 - C. Consumer Education: To educate consumers of their rights and responsibilities and the services and authority of the CLB.
 - D. Enforcement: To provide timely and effective investigations of unlawful acts and sanction appropriately.
 - E. Dispute Resolution: To hold contractor accountable for their business practices.

2. Provide excellent customer service to all who wish to use the CLB services.
 - A. Dispute Resolution: To efficiently process claims.
 - B. Dispute Resolution: To maximize participant's perception of fairness given the requirements of due process under the law.
 - C. Information Technology: To facilitate public access to contractors license board information as efficiently as possible.
 - D. Information Technology: To provide and maintain appropriate equipment and technology for the efficient operation of the Contractors License Board.

3. Regulate in a manner that supports a fair, honest, and competitive business climate in the construction industry.
 - A. Licensing: To efficiently license and renew all construction firms required by law Business friendly and timely manner.

**Decision Package
FY 2011**

Department/Agency: Contractors License Board
Inetnon Malisensiayen Kontratista

Division/Section: _____

Program Title:

Activity Description:

Ensure compliance with 21GCA Real Property, Chapter 70. Implement Board decisions and orders; collect and impose fines from both licensed and unlicensed contractors. Officer protection and guidance to citizens against unfair, unethical and illegal business practices. Issue licenses to qualified contractors and collect established fees.

Major Objective(s):

Enforce 21 GCA Real Property, Chapter 70 Ensure that only qualified individuals and/or corporations enter into the construction business in Guam. Enforce disciplinary actions on individual and/or corporation who violate 21 GCA Real Property, Chapter 70.

Short-term Goals:

Update study guides and examinations. Issue license and i.d. cards in a timely matter. Computerize law examination process and outsource Part II (Trades Classifications).

Workload Output

Workload Indicator:	FY 2009 Level of Accomplishment	FY 2010 Anticipated Level	FY 2011 Projected Level
Issuance of Licenses	100	100	100
Investigation consumer complaints	90	90	100
Disseminate information to the general public and government of guam agency	100	100	100

Government of Guam
Fiscal Year 2011
Budget Digest

[BBMR BD-1]

Function: LABOR

Department/Agency: CONTRACTORS LICENSE BOARD

Program:

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 I/	FY 2011 Total Req. (C+D+E)

PERSONNEL SERVICES

111	Regular Salaries/Increments/Special Pay	\$276,235	\$396,568	\$0	\$0	\$374,941	\$374,941
112	Overtime	0	0	0	0	0	0
113	Benefits	89,116	87,890	0	0	133,141	133,141
114	Insurance Benefits (Medical / Dental / Life)	0	12,653	0	0	0	0
TOTAL PERSONNEL SERVICES		\$365,351	\$497,111	\$0	\$0	\$508,082	\$508,082

OPERATIONS

220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$11,247	\$16,000	\$0	\$0	\$16,000	\$16,000
230	CONTRACTUAL SERVICES:	99,987	69,354	0	0	72,980	72,980
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0
240	SUPPLIES & MATERIALS:	8,493	10,352	0	0	11,055	11,055
250	EQUIPMENT:	5,164	16,200	0	0	0	0
270	WORKERS COMPENSATION	0	0	0	0	0	0
271	DRUG TESTING	375	300	0	0	385	385
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	1,550	0	0	0	4,200	4,200
TOTAL OPERATIONS		\$126,816	\$112,206	\$0	\$0	\$104,620	\$104,620

UTILITIES

361	Power	\$4,099	\$5,500	\$0	\$0	\$5,500	\$5,500
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	9,178	10,000	0	0	12,000	12,000
TOTAL UTILITIES		\$13,277	\$15,500	\$0	\$0	\$17,500	\$17,500

CAPITAL OUTLAY

450		\$0	\$45,000	\$0	\$0	\$0	\$0
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TOTAL APPROPRIATIONS

		\$505,444	\$669,817	\$0	\$0	\$630,202	\$630,202
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1/ Specify Fund Source: Guam Contractors License Board Fund

FULL TIME EQUIVALENCIES (FTE)

UNCLASSIFIED	2.00	2.00	0.00	0.00	2.00	2.00
CLASSIFIED	5.00	8.00	0.00	0.00	10.00	10.00
TOTAL FTE	7.00	10.00	0.00	0.00	12.00	12.00

Schedule A - Off-Island Travel

Department/Agency: CONTRACTORS LICENSE BOARD

Division: _____

Program: _____

Purpose / Justification for Travel				
The 2011 Mid- Conference for the National Association of State Contractors Licensing Agency.				
Travel Date: March, 2011			No. of Travelers: <u>2</u>	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Thomas Morrison	\$ 2,950.00	\$ 825.00	\$ 225.00	\$ 4,000.00
Richard Quiambao	\$ 2,950.00	\$ 825.00	\$ 225.00	\$ 4,000.00

Purpose / Justification for Travel				
The 2010 Annual Conference for the National Association of State Contactors Licensing Agency				
Travel Date: September, 2011			No. of Travelers: <u>2</u>	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Thomas Morrison	\$ 2,437.00	\$ 1,068.00	\$ 495.00	\$ 4,000.00
Richard Quiambao	\$ 2,437.00	\$ 1,068.00	\$ 495.00	\$ 4,000.00

Purpose / Justification for Travel				
Travel Date: _____			No. of Travelers: ____	
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
Xerox	12 mos.	1099.67	\$ 13,196.00	X	
I-Connect	12 mos.	631.67	\$ 7,580.00	X	
Maintenance of Computer	12 mos.	145.83	\$ 1,750.00		X
Maintenance of Vehicle	12 mos.	145.83	\$ 1,750.00	X	
NASCLA	12 mos.	41.25	\$ 495.00		X
License Program	2000 pcs.	7.00	\$ 14,000.00	X	
ID Card Program	2000 pcs.	6.50	\$ 13,000.00	X	
Uniforms for Investigation Section	6	566.67	\$ 3,400.00	X	
Training	11 staff	545.45	\$ 6,000.00	X	
Advertisement/Production and Printing	5	1361.80	\$ 6,809.00	X	
Internet Maintenance	12 mos.	333.33	\$ 4,000.00	X	
Postage (Renewal/Postage)	12 mos.	83.33	\$ 1,000.00	X	
Total Contractual			\$ 72,980.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
Fuel	12 mos.	416.67	\$ 5,000.00	X	
Office and Computer Supplies	12 mos.	504.58	\$ 6,055.00	X	
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Supplies & Materials			\$ 11,055.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Equipment			\$ -		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
Board Members stipends for 7 members	12	350	\$ 4,200.00		X
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Miscellaneous			\$ 4,200.00		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Capital Outlay			\$ -		

FUNCTIONAL AREA: LABOR

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

[BBMR SP-1]

DEPARTMENT/AGENCY: CONTRACTORS LICENSE BOARD

PROGRAM:

FUND: GUAM CONTRACTORS LICENSE BOARD FUND

Input by Department										Input by Department											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(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	Retirement (J * 27.46%)	Retire (DDI) (\$16.66*26FP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (1/)	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL		
1	1	Executive Director	Thomas A. Morrison	Uncl	\$54,440	\$0	\$0		\$0	\$54,440	\$14,949	\$433	\$0	\$789	\$174	\$1,248	\$168	\$17,762	\$72,202		
2	2	Administrative Officer	Maria D. Perez	L-9	38,454	0	0			38,454	10,559	433	0	558	174	4,056	386	16,166	54,620		
3	3	Private Secretary	Frances M. Cepeda	Uncl	32,083	0	0		0	32,083	8,810	433	0	465	174	0	0	9,882	41,965		
4	4	CLB Investigator Supervisor	Eduardo O. Zapanta	L-5	33,150	0	0	3/4/2011	774	33,924	9,316	433	0	492	174	2,861	359	13,635	47,559		
5	5	CLB Investigator	Nixon N. Isaac	I-2	22,726	0	0	9/22/2011	111	22,837	6,271	433	0	331	174	2,861	359	10,429	33,266		
6	6	CLB Investigator	Raymond C. Borja	I-3	24,062	0	0	3/18/2011	780	24,842	6,822	433	0	360	174	2,019	0	9,808	34,650		
7	7	CLB Investigator	Vincent P. Aguon	I-3	24,062	0	0	4/9/2011	669	24,731	6,791	433	0	359	174	0	0	7,757	32,488		
8	8	CLB Investigator	Nadia Grace S. Delia	I-2	22,726	0	0	11/30/2010	1,225	23,951	6,577	433	0	347	174	1,248	168	8,947	32,898		
9	9	Administrative Assistant	Carmelita H. Santos	J-16	42,304	0	0	11/24/2010	1,495	43,799	12,002	433	0	634	174	0	0	13,243	56,952		
10	10	Administrative Aide	Mae Ann Manibusan Arile	F-5	22,044	0	0	4/26/2011	441	22,485	6,174	433	0	326	174	1,560	168	8,835	31,320		
11	11	Word Processing Secretary II	Margaret A.O. Guerrero	H-12	32,096	0	0		0	32,096	8,814	433	0	465	174	0	0	9,886	41,982		
12	12	CLB Investigator	Recruitment Approved	I-1	21,389	0	0		0	21,389	5,873	433	0	310	174	0	0	6,791	28,180		
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:					\$369,536	\$0	\$0		\$5,405	\$374,941	\$102,959	\$5,196	\$0	\$5,437	\$2,088	\$15,853	\$1,608	\$133,141	\$508,082		

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

1/: FY 2008 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2009

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

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	1/ Night Differential Pay 10%	2/ Hazard 10%	3/ Hazard 4%	4/ Nurse Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%	(E+F+G+H+I+J) Subtotal
1	1	Executive Director	Thomas A. Morrison	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Administrative Officer	Maria D. Perez	0	0	0	0	0	0	0	0
3	3	Private Secretary	Frances Manibusan Cepeda	0	0	0	0	0	0	0	0
4	4	CLB Investigator Supervisor	Eduardo O. Zapanta	0	0	0	0	0	0	0	0
5	5	CLB Investigator	Nixon N. Isaac	0	0	0	0	0	0	0	0
6	6	CLB Investigator	Raymond Castro Borja	0	0	0	0	0	0	0	0
7	7	CLB Investigator	Vincent Peter Aguon	0	0	0	0	0	0	0	0
8	8	CLB Investigator	Nadia Grace S. Delia	0	0	0	0	0	0	0	0
9	9	Administrative Assistant	Carmelita Hernandez Santos	0	0	0	0	0	0	0	0
10	10	Administrative Aide	Mac Ann Manibusan Arile	0	0	0	0	0	0	0	0
11	11	Word Processing Secretary II	Vacant	0	0	0	0	0	0	0	0
12	12	CLB Investigator	Vacant	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA: **LABOR**

DEPARTMENT/AGENCY: **CONTRACTORS LICENSE BOARD**

PROGRAM:

FUND: **GUAM CONTRACTORS LICENSE BOARD FUND**

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

[BBMR SP-1]

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	Retirement (J * 26.04%)	Retire (DDI) (\$16.66*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (I/)	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Am.											
1	1	Exec. Secretary (Registrar)	Thomas A. Morrison	Uncl	\$54,440	\$0	\$0		\$0	\$54,440	\$14,176	\$434	\$0	\$789	\$1,248	\$1,248	\$168	\$18,064	\$72,504	
2	2	Administrative Office	Maria D. Perez	L-9	38,454	0	0			38,454	10,013	434	0	558	174	4,056	386	15,621	54,075	
3	3	Private Secretary	Frances M. Cepeda	Uncl	32,083	0	0		0	32,083	8,354	434	0	465	174	0	0	9,428	41,511	
4	4	CLB Investigator Supervisor	Eduardo O. Zapanta	L-4	31,493	0	0	3/4/2010	967	32,460	8,453	434	0	471	174	2,861	359	12,751	45,211	
5	5	CLB Investigator	Nixon N. Isaac	I-1	21,389	0	0	9/22/2010	111	21,500	5,599	434	0	312	174	2,861	359	9,738	31,238	
6	6	CLB Investigator	Raymond C. Borja	I-2	22,726	0	0	3/18/2010	779	23,505	6,121	434	0	341	174	2,019	0	9,089	32,594	
7	7	CLB Investigator	Vincent P. Aguon	I-2	22,726	0	0	4/9/2010	668	23,394	6,092	434	0	339	174	0	0	7,039	30,433	
8	8	CLB Investigator	Naudia Grace S. Delia	I-1	21,389	0	0			21,389	5,570	434	0	310	174	1,248	168	7,904	29,293	
9	9	Administrative Assistant	Carmelita H. Santos	J-16	42,304	0	0		0	42,304	11,016	434	0	613	174	0	0	12,237	54,541	
10	10	Administrative Aide	Mae Ann Manibusan Arile	F-4	20,942	0	0	4/26/2010	551	21,493	5,597	434	0	312	174	1,560	168	8,244	29,737	
11	11	Word Processing Secretary II	Guerrero, Margaret A.O.	H-12	32,096	0	0		0	32,096	8,358	434	0	465	174	0	0	9,431	41,527	
12	12	CLB Investigator	Recruitment Approved	I-1	21,389	0	0		0	21,389	5,570	434	0	310	174	0	0	6,488	27,877	
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:					\$361,431	\$0	\$0		\$3,076	\$364,507	\$94,918	\$5,208	\$0	\$5,285	\$3,162	\$15,853	\$1,608	\$126,034	\$490,541	

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

1/: FY 2008 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2009

