



Office of the Governor of Guam

P.O. Box 2950 Hagåtña, Guam 96932  
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Felix P. Camacho  
Governor

Michael W. Cruz, M.D.  
Lieutenant Governor

36-10-0238  
3/24/10  
9:30

19 MAR 2010

RECEIVED  
MAR 23 11:47

The Honorable Judith T. Won Pat  
Speaker  
Thirtieth Guam Legislature  
155 Hesler Street  
Hagåtña, Guam 96910

Dear Speaker Won Pat:

*Hafa Adai yan Saludas!* Pursuant to Section 15 of Chapter XIII of Public Law 30-55 relative to the **Transfer Authority of I Maga'lahren Guåhan** the following is herewith reported:

| From/To Department               | Date of Transfer(s) | Amount of Transfer(s) | Type of Transfer(s) / From/To Line Item                    | Purpose of Transfer(s)  |
|----------------------------------|---------------------|-----------------------|--|---|
| Department of Revenue & Taxation | 3/10/2010           | \$149,979             | General Operations – from (111) salaries to (112) overtime | Tax collection, update to annual banking/insurance reports, reduce wait-time for motor vehicle operator road test and preparation/cancellation of tax deeds for years 1986, 1987, 1995, 2002 and 2005 |

*Siberu yan Magånt,*  
*F Camacho*  
FELIX P. CAMACHO  
I Maga'lahren Guåhan  
Governor of Guam

Enclosure(s)

CC: Director, Office of Finance and Budget, *I Mina'Trenta Na Liheslaturan Guåhan*

Date: 06-Jan-10

Advise No.

**REQUEST FOR APPROPRIATION/ALLOTMENT MODIFICATIONS**

DEPARTMENT/AGENCY'S NAME: REVENUE AND TAXATION

DIVISION/SECTION'S NAME: Tax Enforcement, Real Property Tax, Regulatory & Motor Vehicle Division

TYPE- APPROPRIATION [ X ] ALLOTMENT [ ]

DESCRIPTION OF ACTION: This is to cover the cost of OT from PPE March 1, through May 22, 2010 (See attached)

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**Bureau of Budget & Mgmt. Research.**

| QUARTER       | ACCOUNT NUMBER       | OBJECT CATEGORY | CURRENT APPRO/ ALLOTMENT LEVEL | MODIFICATION + or - | REVISED APPRO. ALLOTMENT LEVEL |
|---------------|----------------------|-----------------|--------------------------------|---------------------|--------------------------------|
|               | <b>Appropriation</b> |                 |                                |                     |                                |
| Tax Enf.      | 5100A100810CE007     | 111             | 1,897,724.00                   | (59,178.00)         | 1,838,546.00                   |
| " "           | 5100A100810CE007     | 112             | -                              | 59,178.00           | 59,178.00                      |
| Real Prop.    | 5100A100820CE011     | 111             | 386,665.00                     | (31,855.00)         | 354,810.00                     |
| " "           | 5100A100820CE011     | 112             | -                              | 31,855.00           | 31,855.00                      |
| Regulatory    | 5100A100840CE021     | 111             | 797,714.00                     | (15,680.00)         | 782,034.00                     |
| " "           | 5100A100840CE021     | 112             | -                              | 15,680.00           | 15,680.00                      |
| Motor Vehicle | 5100A100850CE028     | 111             | 560,825.00                     | (43,266.00)         | 517,559.00                     |
| " "           | 5100A100850CE028     | 112             | -                              | 43,266.00           | 43,266.00                      |
|               | <b>Allotment</b>     |                 |                                |                     |                                |
| Aug-10        | 5100A100810CE007     | 111             | 116,975.00                     | (45,601.00)         | 71,374.00                      |
| Sep-10        | 5100A100810CE007     | 111             | 13,577.00                      | (13,577.00)         | 0.00                           |
| Mar-10        | 5100A100810CE007     | 112             | -                              | 59,178.00           | 59,178.00                      |
| Jul-10        | 5100A100820CE011     | 111             | 50,187.00                      | (13,228.00)         | 36,959.00                      |
| Aug-10        | 5100A100820CE011     | 111             | 15,618.00                      | (15,618.00)         | 0.00                           |
| Sep-10        | 5100A100820CE011     | 111             | 3,009.00                       | (3,009.00)          | 0.00                           |
| Mar-10        | 5100A100820CE011     | 112             | -                              | 31,855.00           | 31,855.00                      |
| Sep-10        | 5100A100840CE021     | 111             | 23,138.00                      | (15,680.00)         | 7,458.00                       |
| Mar-10        | 5100A100840CE021     | 112             | -                              | 15,680.00           | 15,680.00                      |
| Aug-10        | 5100A100850CE028     | 111             | 45,858.00                      | (32,737.00)         | 13,121.00                      |
| Sep-10        | 5100A100850CE028     | 111             | 10,529.00                      | (10,529.00)         | 0.00                           |
| Mar-10        | 5100A100850CE028     | 112             | -                              | 43,266.00           | 43,266.00                      |

MODIFICATION(S) REQUIRES IMMEDIATE UPDATE OF ACCOUNTING FILES: YES [ X ] NO [ ]

SIGNATURE: Artemio B. Ilagan  
**ARTEMIO B. ILAGAN, Director**  
 (DEPARTMENT HEAD)

Date: 1/11/10

APPROVED: [Signature]

DISAPPROVED: \_\_\_\_\_  
 (BBMR DIRECTOR)

Date: 3/1/10

ACCOUNTING FILES MODIFIED: \_\_\_\_\_ Date: 3/10/10

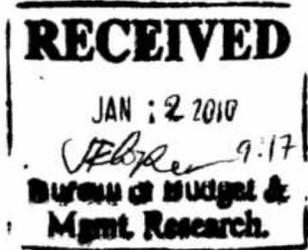
*Note: Received back from John 3/10/10 after mgmt. approval. ASY10 records updated immediately upon receipt of aud. #*

DEPARTMENT: Revenue and Taxation  
 Division: Motor Vehicle  
 Section: Driver's License Examination/Vehicle Registration  
 Program: Motor Vehicle

PERIOD COVERED From: March 1, 2010 To: May 22, 2010 6  
 (pay period ending) (pay period ending) # of Pay Periods

JUSTIFICATION FOR OVERTIME WORK REQUIRED:

"SEE ATTACHED"



| A                                | B                     | C                   | D   | E                                       | F                           | G                                  | H                          |
|----------------------------------|-----------------------|---------------------|---|---|-----------------------------|------------------------------------|----------------------------|
| Position Title                   | Number of Pay Periods | Number of Positions | O.T Hours Authorized Each Position Each PayPeriod | Total O.T. Hours Authorized (B x C x D) | Average Regular Hourly Rate | Average O.T. Hourly Rate (F x 1.5) | Total Funding Need (E x G) |
| Criminal Investigator Supervisor | 6                     | 1                   | 16  | 96                                      | \$ 27.76                    | \$ 41.64                           | \$ 3,997.44                |
| Driver's License Exam Supv       | 6                     | 1                   | 16  | 96                                      | \$ 21.61                    | \$ 32.42                           | \$ 3,111.84                |
| Driver's License Examiner III    | 6                     | 2                   | 16  | 192                                     | \$ 17.26                    | \$ 25.89                           | \$ 4,970.88                |
| Driver's License Examiner I      | 6                     | 4                   | 16  | 384                                     | \$ 10.84                    | \$ 16.26                           | \$ 6,243.84                |
| Vehicle Registration Supv        | 6                     | 1                   | 16  | 96                                      | \$ 18.83                    | \$ 28.25                           | \$ 2,711.52                |
| Vehicle Registration Officer III | 6                     | 2                   | 16  | 192                                     | \$ 19.48                    | \$ 29.22                           | \$ 5,610.24                |
| Vehicle Registration Officer II  | 6                     | 2                   | 16  | 192                                     | \$ 13.99                    | \$ 20.99                           | \$ 4,029.12                |
| Vehicle Registration Officer I   | 6                     | 3                   | 16  | 288                                     | \$ 13.06                    | \$ 19.59                           | \$ 5,641.92                |
| Weights & Measures Insp I        | 6                     | 1                   | 16  | 96                                      | \$ 15.83                    | \$ 23.75                           | \$ 2,279.52                |
| Compliance Inspector I           | 6                     | 1                   | 16  | 96                                      | \$ 15.91                    | \$ 23.87                           | \$ 2,291.04                |
| Secretary II (Typist)            | 6                     | 1                   | 16  | 96                                      | \$ 16.52                    | \$ 24.78                           | \$ 2,378.88                |
|                                  |                       |                     |   |   |                             | \$ -                               | \$ -                       |
|                                  |                       |                     |   |   |                             | \$ -                               | \$ -                       |
|                                  |                       |                     |   |   |                             | \$ -                               | \$ -                       |
|                                  |                       |                     |   |   |                             | \$ -                               | \$ -                       |
|                                  |                       |                     |   |   |                             | \$ -                               | \$ -                       |
|                                  |                       |                     |   |   |                             | \$ -                               | \$ -                       |
|                                  |                       |                     |   |   |                             | \$ -                               | \$ -                       |
|                                  |                       |                     |   |   |                             | \$ -                               | \$ -                       |
|                                  |                       |                     |   |   |                             | \$ -                               | \$ -                       |
|                                  |                       |                     |   |   |                             | \$ -                               | \$ -                       |
| GRAND TOTAL                      |                       | 19                  | 176   | 1824                                    | \$ 191.09                   | \$ 286.64                          | \$ 43,266.24               |

Total Overtime Funding Projected: \$ 43,266.24  
 Total Estimated Benefits (x 26.04%): \$ 11,266.53  
 Total Amount Projected: \$ 54,532.77

Account Number to be Charged: 1 085010028  
 Account Number to be Charged: 2 085010028  
 Account Number to be Charged: 3 085010028

CERTIFIED FUNDS AVAILABLE:  
*[Signature]*  
 (Certifying Officer's Signature)  
 1/6/10  
 (Date)

Approved  
 Per E.O. 2007-02  
 Disapproved  
*[Signature]*  
 (BBMR Authorized Official Signature)  
 3/1/10  
 (Date)

APPROVED:  
*[Signature]*  
 (Department Head's Signature)  
 1/6/10  
 (Date)

NOTE: Attach allotment schedule or allotment modification supporting this Overtime Plan.



Dipáttamenton Kontribusion yan Adu'ána

DEPARTMENT OF

# REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guáhan

FELIX P. CAMACHO, Governor *Maga'láhi*  
MICHAEL W. CRUZ, M.D., Lt. Governor *Tifente Gubetnadora*

ARTEMIO B. ILAGAN, Director  
Direktot  
PAUL J. PABLO, Acting Deputy  
Direktor  
Akto Sigundo Direktot

## Motor Vehicle Division

Justification for overtime work required:

### Driver's License Branch

- 1) Reduce the waiting time for operator, motorcycle and heavy equipment road tests.
- 2) Process out-of-Guam correspondence including reports from other jurisdictions.
- 3) Process documentation from the Guam Police Department, Superior Court, Public Health and Social Services and other local government agencies.
- 4) File, box, label, store daily work and prepare records to be surveyed based on retention schedule.
- 5) Preparation and the administering of written tests for all endorsements.

### Vehicle Registration Branch

- 1) Bring up-to-date the processing of new cars sales and out-of-Guam correspondence.
- 2) File, box, label daily work and prepare records to be surveyed based on retention schedule.
- 3) File, store, and update records for all surrendered veterans plates and personalized plates.
- 4) Assist the Driver's License Branch with conducting road tests and administering written tests.





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## Real Property Tax Division

Justification for overtime work required:

### Assessment and Appraisal Branch

- 1) Process 90 days notices through certified mail
- 2) Verified payment of processed Tax Deeds to the Government of Guam for the years 1986, 1987, 1995, 2002 and 2005.
- 3) Prepared and record cancellation of tax deeds for the years 1986, 1987, 1995, 2002 and 2005.
- 4) Verified and data entry of delinquent list into the AS400 system.
- 5) Update database and accounts to include mappings of an estimated 8,000 documents.
- 6) Verify, process and prepare offsets certifications.
- 7) Verify exemptions applications, update and prepare approval or disapproval letters.  
Estimate 600 applications received annually.
- 8) Verify land trust properties for inclusion of escaped assessment on commercial, residential and agricultural leases and calculations of values of Chamorro Land Trust Properties.



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## **Tax Enforcement Division**

Justification for overtime work required:

### **Collection Branch**

- 1) New Referral Accounts in the query file cabinet. Six (6) file cabinets at about 3000 taxpayers that require full compliance, contacts and to send out final notices.
- 2) Work on Inactivation Accounts which we have a receivable of about 18 million. Work on the Statue cases which also require Reactivation, Abatement and Release of Lien preparation.
- 3) Work on Administrative duties. File, box, label and store daily work for storage.
- 4) Work on the Withholding project. Military/Local contractors, Department of Labor H-2 Workers and Government of Guam Agencies full compliance.
- 5) Full compliance on non-filer taxpayers.





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## Regulatory Division

Justification for overtime work required:

Insurance, Securities, Banking and Real Estate Branch

- 1) Update annual banking report for the calendar years ended 2005, 2006, 2007 & 2008.
- 2) Update annual insurance report for calendar years ended 2005, 2006, 2007 & 2008.
- 3) Policy forms and rate review, more than three (3) months
- 4) SERFF types of insurance electronic filing requirements for compliance of insurance industry rates and forms filings.
- 5) Sunshine request of the Vandeveld Law Offices, P.C. for all insurance complaints from January 2001 to October 21, 2009.