



Office of the Governor of Guam

P.O. Box 2950 Hagåtña, Guam 96932  
TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: governor@mail.gov.gu

Felix P. Camacho  
Governor

Michael W. Cruz, M.D.  
Lieutenant Governor

2010 OCT 21 AM 10:22  
Wan

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 14 of Chapter XIII of Public Law 30-196 relative to **General Fund Transfer Authority of I Maga'lahren Guåhan** the following is herewith reported:

From Department	To Department	From Object Category	Amount	To Object Category	Amount	Purpose of Transfer(s)
Guam Election Commission	Guam Election Commission	(230) Contractual Services	\$35,235	(112) Overtime	\$35,235	To provide funding to cover Overtime costs for the 2010 General Election

*Sinseru yan Magåhet,*

FELIX P. CAMACHO  
*I Maga'lahren Guåhan*  
Governor of Guam

30-10-0843  
Office of the Speaker  
Judith T. Won Pat, Ed. D.  
Date: 10/20/10  
Time: 4:15-  
Received by: [Signature]

Enclosure(s)

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

ORIGINAL



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

P.O. Box BG • Hagåtña, Guam 96932

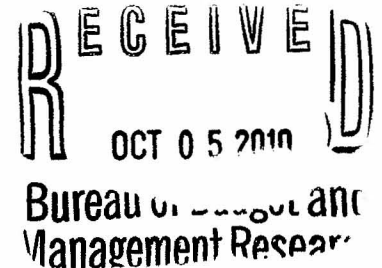
Tel: (671) 477-9791/2 • Fax: (671) 477-1895

E-Mail: [director@gec.guam.gov](mailto:director@gec.guam.gov) Website: [www.guamelection.org](http://www.guamelection.org)



October 4, 2010

The Honorable Felix P. Camacho  
Governor of Guam  
Office of the Governor  
Ricardo J. Bordallo Governor's Complex  
Adelup, Guam



**SUBJECT: REQUEST FOR TRANSFER AUTHORITY AND APPROVAL OF GEC EMPLOYEES OVERTIME COMPENSATION**

Dear Governor Camacho,

*Buenas yan Hafa Adai!* In reference to the above subject matter, this is to request your favorable consideration in approving the Overtime Compensation for three (3) employees of the Guam Election Commission (GEC), as well as granting the use of your transfer authority to fund the GEC's Overtime Plan for five (5) employees.


As you are aware, the GEC will be conducting the General Election scheduled for Tuesday, November 2, 2010. In preparation for and in conducting the General Election, my staff will be required to work after 5:00 p.m. and on weekends to perform various tasks relative to the General Election, to include In-Office (Early) Voting. The positions I need your approval for are the following:

1. Program Coordinator II;
2. Program Coordinator I; and
3. Administrative Assistant

Secondly, in reviewing the GEC's FY2011 Budget, somehow the Legislature did allocate funding to cover the cost of overtime for five (5) employees in the current fiscal year. As we prepare for the General Election, my staff will be working after 5:00 p.m. and on weekends to ensure that all tasks related to the General Election are completed. As a result of the Legislature not including this authorization in the GEC's FY2011 budget, I am respectfully requesting that you utilize your transfer authority for the purposes of allowing me to be able to pay for overtime accrued by GEC employees. For your convenience, I have attached a copy of the GEC's Overtime Plan as submitted to the Bureau of Budget and Management Research (BBMR).

Thank you for your kind attention regarding this matter, and I look forward to your favorable consideration. If you should have any questions, please do not hesitate to call me at 477-9791-4. You may also email me at [director@gec.guam.gov](mailto:director@gec.guam.gov)


*Senseramente,*

  
JOHN F. BLAS  
Executive Director

**ACTION TAKEN:**

Approved

Disapproved



FELIX P. CAMACHO  
*Maga' Låhen Guåhan*  
Governor of Guam



Date

Attachments: 1. Letter to BBMR Director; *and*  
2. GEC Primary Election Overtime Plan

cc: File

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# GUAM ELECTION COMMISSION

## Kumision Ileksion Guahan

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ORIGINAL



October 4, 2010

Ms. Bertha M. Duenas  
Director  
Bureau of Budget and Management Research  
P.O. Box 2950  
Hagåtña, Guam 96910

RECEIVED  
OCT 04 2010  
Bureau of Budget and Management Research

**Subject: Request for Approval of Establishment/Modification of Account and OT Plan**  
**Re: 2010 General Election**

Dear Ms. Duenas,

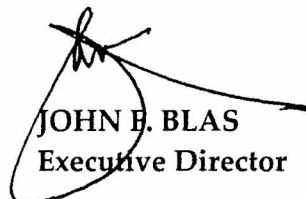
*Buenas yan Hafa Adai!* In reference to the above subject matter, I hereby submit this correspondence in an effort to seek your favorable consideration in approving the GEC's Establishment/Modification of Account and Overtime Plan.

In passing the FY2011 Budget Act, the Guam Legislature did not allocate funding to address the GEC's OT Plan for the upcoming General Election. In an effort to address this unfortunate situation, I am submitting the necessary documents for your review and approval. Based on the OT Plan and pending the Governor's approval, I am requesting that the amount of Thirty-Four Thousand Eight Hundred Forty-One Dollars and Eighty-Seven Cents (\$34,841.87) be taken out the GEC's Contractual Services Object Class and placed in the GEC's OT/SP (112) Object Class.

Attached for your review and processing is the GEC's Overtime Plan, as well as the Allotment Modification supporting the attached plan. Please be informed that the OT Plan is based on my best estimate of the hours to be accrued by GEC staff.

Thank you for your kind attention regarding this matter. If you or your staff should have any questions, please do not hesitate to contact me at 477-9791-4. You may also email me at [director@gec.guam.gov](mailto:director@gec.guam.gov)

*Senseramente,*

  
JOHN E. BLAS  
Executive Director

Attachments  
cc: File

DATE: 10/4/10

ADVICE NO.:

**REQUEST FOR APPROPRIATION/ALLOTMENT MODIFICATION**

DEPARTMENT: *Guam Election Commission*  
 DIVISION/SEC: Administration

TYPE: APPROPRIATION:  ALLOTMENT:

**DESCRIPTION OF ACTION:**

To transfer funds from Object Class 230 to Object Class 112 for Overtime pay for the 2010 General Election.  
*This is within the Governor's Transfer Authority of 15% pursuant to P.L. 30-196, Chapter 10, Sec 14.*

DIVISION/ ACCOUNT NO.	MONTH/QUARTER	OBJECT CLASS	CURRENT APPROP/ ALLOTMENT LEVEL	MODIFICATION + OR -	REVISED APPROP LEVEL
APPROPRIATION		112	0.00	\$35,235	\$35,235
5100 A110700GA001		230	493,767.00	(34,841.87)	458,925.13
				(35,235)	458,532
TOTAL					
ALLOTMENT					
5100A110700GA001	October	230	493,767.00	(34,841.87)	458,925.13
5100A110700GA001	October	112	0.00	35,235	35,235
TOTAL			493,767.00	0.00	493,767.00

**RECEIVED**  
 3:43  
 OCT 04 2010  
 Bureau of Budget and Management Research

DOES MODIFICATION REQUIRE IMMEDIATE UPDATE OF ACCOUNTING FILES?: YES:  NO:

SIGNATURE:

REQUESTING DEPT.:

John F. Blas, Exec Dir - Guam Election Commission  
 DEPARTMENT HEAD

Date: 10.04.10

APPROVED/DISAPPROVED:

BERTHA M. DUENAS  
 DIRECTOR, BBMR

Date: OCT 12 2010

ACCOUNTING FILES MODIFIED:

Date:

**OVERTIME PLAN**  
(Pursuant to E.O. 2007-02)

**RECEIVED**  
OCT 05 2010  
Bureau of Budget and Management Research

DEPARTMENT: GUAM ELECTION COMMISSION  
 Division: ADMINISTRATION/OPERATIONS  
 Section: \_\_\_\_\_  
 Program: NOVEMBER 2, 2010 GENERAL ELECTION

PERIOD COVERED From: October 9, 2010 To: December 4, 2010 5  
 (pay period ending) (pay period ending) # of Pay Periods

**JUSTIFICATION FOR OVERTIME WORK REQUIRED:**

This being an Election year, the GEC will be conducting the General Election on Tuesday, November 2, 2010. In preparation to conduct the General Election, and in accordance with Title 3 GCA, the following election processes must be implemented resulting in overtime being incurred. These election processes may include, but not be limited to the following:

1. Administrative Preparations for the General Election (i.e. Implementing In-Office (Early) Voting, Conducting Volunteer Voter Registration Seminars, District Registrars' Seminar, and Precinct Officials' Seminars.
2. Logistical Preparations for the General Election (i.e. Printing of Ballots, Preparation of Election Supply Boxes, In-Office Voter Registration, and In-Office Voting.
3. Operational Preparations for the General Election (i.e. Setting-up the UOG Field House for Election Day, Conducting "Test Election", Loading of Election Supply Boxes for delivery to Polling Sites and Working the Tabulation Center at the UOG Field House.

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)
Program Coordinator III	5	1	60	300	\$ 17.21	\$ 25.82	\$ 7,744.50
Program Coordinator I	5	1	60	300	\$ 11.85	\$ 17.78	\$ 5,332.50
Clerk Typist II	5	1	60	300	\$ 10.01	\$ 15.02	\$ 4,504.50
Clerk Typist I	5	1	60	300	\$ 8.57	\$ 12.86	\$ 3,858.50
Administrative Assistant	5	1	60	300	\$ 13.79	\$ 20.69	\$ 6,205.50
				0			
<b>GRAND TOTAL</b>		<b>5</b>	<b>300</b>	<b>1500</b>	<b>\$ 61.43</b>	<b>\$ 92.15</b>	<b>\$ 27,643.50</b>

Total Overtime Funding Projected: \$ 27,643.50  
 Total Estimated Benefits (x 25.04%): 7,150.90  
 Total Amount Projected: 34,794.40

Account Number to be Charged: 1 5100A110700GA001-112  
 Account Number to be Charged: 2 \_\_\_\_\_  
 Account Number to be Charged: 3 \_\_\_\_\_

**CERTIFIED FUNDS AVAILABLE:**  
 JOHN F. BLAS, Executive Director  
 (Certifying Officer's Signature)  
 6/14/2010  
 (Date)

Approved  
 Per E.O. 2007-02  
 Disapproved  
 \_\_\_\_\_  
 (BBMR Authorized Official Signature)  
 OCT 12 2010  
 (Date)

10-11-10  
 10/8/10

**APPROVED:**  
 JOHN F. BLAS, Executive Director  
 (Department Head's Signature)  
 10/4/2010  
 (Date)

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

\* Despite this being just an estimate, overtime work must not exceed this approved Plan. This is the reason we require a pre-approved Plan. 10/11/10