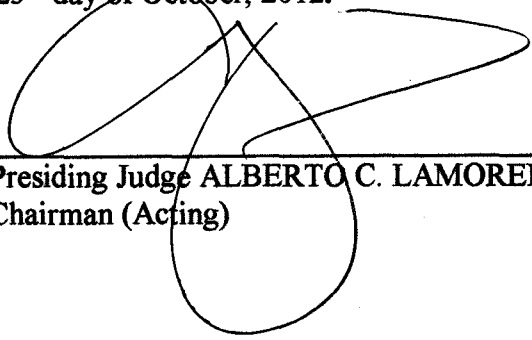


**BEFORE THE
BOARD OF TRUSTEES OF THE
PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE USE OF LAPSED FUNDS
TO COVER BUDGETARY SHORTFALLS FOR OPERATIONS
IN FISCAL YEAR 2013**

RESOLUTION NO. PDSC 01-13


- WHEREAS,** §11113.1 of 12 GCA authorizes the Public Defender Service Corporation (PDSC) to retain unexpended appropriations beginning with Fiscal Year 2000, and to carry these funds over into succeeding fiscal years; and
- WHEREAS,** The PDSC Board of Trustees adopted Resolution No. 99-07 requiring Board approval for the budgeting of and/or spending authorization(s) for these lapsed funds; and
- WHEREAS,** Public Law 31-233 ultimately appropriated **\$3,601,222** (\$3,796,755--\$195,533) to the PDSC for Fiscal Year 2013, which falls short of the funds required for the Corporation's fulfillment of its mandates and operational costs for this fiscal period; and
- WHEREAS,** PDSC has certain operational needs which are imperative for the compliance of certain accounting principles, and Guam law regarding increased rates for the government's share of retirement contributions, salary increments and/or pay adjustments for government employees, as well as the acquisition of various supplies and materials, and other purposes; and
- WHEREAS,** PDSC has re-evaluated its spending priorities, and has determined that in order to meet the above-described needs in support of PDSC client services and operations, the use of lapsed funds in Fiscal Year 2013 is necessary; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its meeting of October 23, 2012, hereby approves the Corporation's request for the expenditure of **\$283,469** of lapsed funds for the purposes described in the attached spreadsheet, which is made a part of this resolution, and such expenditures are to be implemented at the discretion of the PDSC Director, in consultation with the Chief Justice and Chairman of the Board, not to exceed the amount of **\$283,469** .

DULY AND REGULARLY ADOPTED this 23rd day of October, 2012.



Presiding Judge ALBERTO C. LAMORENA III
Chairman (Acting)

ATTEST:



BERNADETTE S.N. CHARGUALAF
Secretary

PUBLIC DEFENDER SERVICE CORP.

AS400 Account Code	Appropriation Classification	A General Fund FY 2012 Authorized Level	B General Fund FY 2013 PDSC Budget Request	C General Fund Recommended Adjustments	D General Fund Adjusted FY 2013 Budget
PERSONNEL SERVICES					
111	Regular Salaries/Increments/Special Pay	2346542	2555902	(11501)	2444401
112	Overtime:	0	0	0	0
113	Benefits: (Ret, Ret DC D&D, Medicare)	803253	819106	(31516)	787590
114	Insurance Benefits (Medical / Dental):	111907	152699	(6808)	145891
115	Insurance Benefits (Life):	15599	7956	(206)	7750
	TOTAL PERSONNEL SERVICES	3277301	3535663	(150031)	3385632
OPERATIONS					
220	TRAVEL- Off-Island/Local Mileage Reim	0	20000	(20000)	0
230	CONTRACTUAL SERVICES:	96509	115390	(3181)	112209
233	OFFICE SPACE RENTAL:	271200	271200	0	271200
240	SUPPLIES & MATERIALS:	28700	28700	(3700)	25000
250	EQUIPMENT:	23100	30650	(12200)	18450
270	WORKERS COMPENSATION:	0	0	0	0
271	DRUG TESTING:	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0
290	MISCELLANEOUS:	20025	39320	(14040)	25280
	TOTAL OPERATIONS	439534	505260	(53121)	452139
UTILITIES					
361	Power:	48000	48000	(18000)	30000
362	Water/ Sewer:	0	0	0	0
363	Telephone/ Toll:	31920	31920	(15000)	16920
	TOTAL UTILITIES	79920	79920	(33000)	46920
450	CAPITAL OUTLAY	0	6000	(6000)	0
	TOTAL APPROPRIATIONS	3796755	4126843	(242152)	3884691

FY 2013 Budget Bill 3601222
Shortfall *** 283469

**PUBLIC DEFENDER SERVICE CORPORATION
PROJECTED FY 2013 EXPENDITURES**

FY 2013 BUDGET PROJECTION

111 Salaries

113 Benefits - Retirement, Medicare and DC D&D
Ins

114 Medical and Dental

115 Life

	FY 2013	Adj	Adj FY 2013
	2555902	(111501)	2444401
	819106	(31516)	787590
	152699	(6808)	145891
	7956	(206)	7750
	3535663	(150031)	3385632
	0		

FY 2013 BUDGET PROJECTION

220 Off-island travel

Director

Attorneys 3 x 5000

	FY 2013	Adj	Adj FY 2013
	5000	-5000	0
	15000	-15000	0
	20000	-20000	0

FY 2013 BUDGET PROJECTION

230 Contractual

	FY 2013	Adj	Adj FY 2013
Prof Dues- Malpractice Ins.	10,400	0	10,400
Equipment Rental Copy/Scanning/Faxing/Printing			
1250x 12= \$15,000	15000	0	15000
Westlaw Services \$1700 pdsc share x 12 mons add	23100	(2631)	20469
Lease of telephone system est \$1200 x 12	15600	(1200)	14400
currently at \$991.70 x 12= \$11900, don't know who will get the bid; leave at higher amt			
Lease of vehicle -Rav 4 \$605 x 12	7260	0	7260
Lease of vehicle- Corolla le\$460 *12	5520	0	5520
Vehicle insurance	3900	0	3900
Services for Surveillance Camera \$80 x 12	960	0	960
Content insurance	5000		5000
Sub total -Director's Office	86740	(3831)	82909
License for phone - proposed attorney	200	(200)	0
Abacus license for proposed attorney	300	(300)	0
Sub total - Attorney	500	(500)	0
Notary bonding 2 x 250	750	-250	500
License for phone - 1 new legal secretaries 200 x 1	200	-200	0
Abacus license for proposed 1 new leg secre 1 x 300	300	-300	0
Sub total - Legal Secretaries	1,250	(750)	500
Equipment Maintenance-Canon Archiving	4,500	-1100	3,400
Commercial Shredding of Documents		2000	2,000
Sub total - Records	4,500	900	5,400
Equipment Maint- Gets Business 250 x 2	500		500
Sub total - Legal Clerical	500	0	500
Equipment Rental			
Pitney Bowes 150 x 4	600		600
Equipment Maintenance \$250 x 4	1000	-1000	0
Purchase accounting software	1300		1300

Quickbooks payroll subscription	500		500
Sub total - Fiscal	3400	(1,000)	2,400
Adobe Acrobat X Suite	1300		1300
Sub total - Personnel	1300	0	1,300
Off-site Data Backup Solution service (online backup)	5000	-5000	0
Firewall Security Service (Sonic Wall)	1500		1500
Abacus Software Upgrade v12	7000	7000	14000
Norton Endpoint Security (50 users license) Anti vir	1500		1500
Internet Domain name and hosting web site	500		500
Server Hard Disk Software Diskkeeper	1200		1200
Fixed Asset Software	500		500
Sub total - MIS	17200	2,000	19,200

Total Contractual

115,390

(3,181)

112,209

FY 2013 BUDGET PROJECTION

233 Office Space Rental

FY 2013	Adj	Adj FY 2013
271200	0	271200

Base rent 1.88333 x 12000sf = \$22,600 x 12

FY 2013 BUDGET PROJECTION

240 Supplies and Materials

	FY 2013	Adj	Adj FY 2013
Director	3800	-490	3310
Attorneys	1600	-210	1390
Investigation	800	-100	700
Legal Secretaries	2700	-350	2350
Records/Property	600	-70	530
Process	800	-110	690
Legal Clerical	1200	-150	1050
Fiscal	11000	-1420	9580
Personnel	700	-90	610
MIS	5500	-710	4790
Total Supplies	28700	-3700	25000

FY 2013 BUDGET PROJECTION

250 Small Equipment

	FY 2013	Adj	Adj FY 2013
Executive desk new atty	800	-800	0
Executive chair - new atty	600	-600	0
4-drawer filing cabinet	500	-500	0
2-drawer filing cabinet	200	-200	0
Client chairs 2 ea x 250	500	-500	0
Book shelf 2 ea x 250	500	-500	0
Telephone instrument	300	-300	0
Computer work station	1800	-1800	0
For new atty			
4-drawer filing cabinet Ali, Brian, Mikaela, Suresh \$500 x 4	2000		2000
Sub total - Attorney	7,200	(5,200)	2,000
Desk 1 x 500	500	-500	0
Chair 1 x 400	400	-400	0
Client chairs 2 ea x 250	500	-500	0
Telephone instrument 1 x 300	300	-300	0
Computer work station 1 x 1800	1800	-1800	0
Total of new secretaries			
Computer work station for Vanessa Diaz	1800		1800
Client chair Cil Aquino	250		250
Secretarial Chair - Charmaine San Nicolas	400		400
Sub total - Legal Secretaries	5,950	(3,500)	2,450
Heavy duty shredder	3,500	-3500	0
Sub total - Records	3,500	(3,500)	0
Replace Computer work station for new software	1,800		1800
Sub total - Fiscal	1,800	0	1,800
Replace obsolete battery ups	1,600		1600
ID card scanner (to scan client driver's license)	600		600
Replace obsolete computers	10,000		10000
Sub total - MIS	12,200	0	12,200
TOTAL SMALL EQUIPMENT	30,650	(12,200)	18,450

FY 2013 BUDGET PROJECTION	FY 2013	Adj	Adj FY 2013
#290 MISCELLANEOUS			
Guam Bar Dues 300 x 16 +\$150+375 new atty	5325		5325
NACDL \$200,NLADA \$715	915		915
Training On-Island attys	12000	-8000	4000
Training On-Island staff	5000	-4500	500
Advertising Cost-Board Meeting \$300 x 16 = \$4800	5440	-640	4800
Advertising Cost-job announcement \$400 x 3	1600	-400	1200
Advertising Cost-Bids, RFP \$430 x 4=1720	3440	0	3440
Board Stipends 2 x \$50 x 16	1600	0	1600
Anticipated fees for Payroll	1300	0	1300
Legal Subscriptions	2100	-500	1600
Process Server Fees \$50 x 9	450	0	450
Other fees (police clearance, transcript copy)	150	0	150
TOTAL MISCELLANEOUS	39320	-14040	25280

FY 2013 BUDGET PROJECTION

361 Power

Power \$4000 x 12

based on current \$2400 x 12=28800 round up \$30,000

FY 2013	Adj	Adj FY 2013
48000	-18000	30000

FY 2013 BUDGET PROJECTION

363 Telephone/Toll- Charge to Director's Office

Telecom Service 2,635 x 12 mos
currently paying \$730 x 12 = \$8760 , but don't
know who will get the bid for FY 2013
Toll est \$25 per month

FY 2013	Adj	Adj FY 2013
31620	-15000	16620
300		300
31920	-15000	16920

FY 2013 BUDGET PROJECTION

450 Capital Outlay >\$5000

Data Storage Server

FY 2013	Adj	Adj FY 2013
6000	-6000	0

TOTAL	4,126,843	(242,152)	3,884,691
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FY 2013 Authorized Level	3601222
Shortfall	283,469