

**OREGON REAL ESTATE AGENCY
2017-19 GOVERNOR’S BALANCED BUDGET**

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CERTIFICATION

I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the arithmetic accuracy of all numerical information has been verified.

Oregon Real Estate Agency

530 Center St. NE Ste 100 Salem, OR 97301

AGENCY NAME

AGENCY ADDRESS



Real Estate Commissioner

SIGNATURE

TITLE

Notice: Requests of those agencies headed by a board or commission must be approved by those bodies of official action and signed by the board or commission chairperson. The requests of other agencies must be approved and signed by the agency director or administrator.

Agency Request

Governor's Balanced

Legislatively Adopted

Budget Page _____

BUDGET NARRATIVE

Seventy-Eighth Oregon Legislative Assembly - 2015 Regular Session

MEASURE: SB 5537 A

BUDGET REPORT AND MEASURE SUMMARY

CARRIER: Rep. Nearman

Joint Committee On Ways and Means

Action: Do Pass.

Action Date: 04/10/15

Vote:

House

Yeas: 9 - Buckley, Gomberg, Komp, Nathanson, Rayfield, Smith, Whisnant, Whitsett, Williamson

Exc: 3 - Huffinan, McLane, Read

Senate

Yeas: 10 - Devlin, Girod, Hansell, Johnson, Monroe, Roblan, Shields, Steiner Hayward, Thomsen, Whitsett

Exc: 2 - Bates, Winters

Prepared By: Clair Clark, Department of Administrative Services

Reviewed By: Michelle Deister, Legislative Fiscal Office

Agency: Real Estate Agency

Biennium: 2015-17

SB 5537 A

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BUDGET NARRATIVE

Budget Summary*

	2013-15 Legislatively Approved Budget ⁽¹⁾	2015-17 Current Service Level	2015-17 Committee Recommendation	Committee Change from 2013-15 Leg. Approved	
				\$ Change	% Change
Other Funds Limited	\$ 7,277,657	\$ 7,628,558	\$ 7,056,190	\$ (221,467)	3.0%
Total	\$ 7,277,657	\$ 7,628,558	\$ 7,056,190	\$ (221,467)	3.0%

Position Summary

Authorized Positions	30	30	29	-1
Full-time Equivalent (FTE) positions	29.75	29.75	29.00	-0.75

⁽¹⁾ Includes adjustments through December 2014

* Excludes Capital Construction expenditures

Revenue Summary

The Oregon Real Estate Agency is funded entirely with fees paid for professional licenses, by brokers, principal brokers and property managers, and from publication fees. The Committee's recommended budget will leave a projected ending balance of approximately 1.9 months of operating expenses.

While no fee increases are contemplated for the 2015-17 biennium, the agency reports that it intends to convene a stakeholder group to review and analyze licensing fees and services in preparation for a potential fee increase as part of its 2017-19 Agency Request Budget.

Summary of Transportation and Economic Development Subcommittee Action

Senate Bill 5537 is the budget bill for the Oregon Real Estate Agency. The agency is responsible for licensing, continuing education and the enforcement of Oregon's real estate laws applicable to brokers, property managers, and real estate firms. The Subcommittee approved a budget of \$7,056,190 Other Funds and 29.00 full-time equivalent positions for 2015-17, which is a 3.0 percent decrease from the 2013-15 legislatively approved spending level.

SB 5537-A

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BUDGET NARRATIVE

The Subcommittee approved the following recommendation:

- Package 801, LFO Analyst Adjustments, eliminates \$572,368 Other Funds expenditure limitation. The adjustments contained in this package are for the purpose of ensuring the agency retains a sufficient ending balance, and reflect the impact of electronic licensing on the agency's budget and operations. This package eliminates a vacant Information Systems Specialist 3 position (0.75 FTE) and reclassifies one Office Specialist 2 position to Administrative Specialist 1 to better reflect the increased technical assistance being provided to licensees through this position. This package also eliminates \$445,000 in services and supplies expenditure limitation.

Summary of Performance Measure Action

See attached Legislatively Adopted 2015-17 Key Performance Measures form.

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BUDGET NARRATIVE

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

SB 5537-A

Real Estate Agency
Clair Clark -- 503-378-3117

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2013-15 Legislatively Approved Budget at Dec 2014 *	\$ -	\$ -	\$ 7,277,657	\$ -	\$ -	\$ -	-	30	29.75
2015-17 Current Service Level (CSL)*	\$ -	\$ -	\$ 7,628,558	\$ -	\$ -	\$ -	-	30	29.75
<u>SUBCOMMITTEE ADJUSTMENTS (from CSL)</u>									
SCR 050 - Real Estate Agency									
Package 801: LFO Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (127,368)	\$ -	\$ -	\$ -	-	-1	-0.75
Services and Supplies	\$ -	\$ -	\$ (445,000)	\$ -	\$ -	\$ -	-	0	0.00
TOTAL ADJUSTMENTS	\$ -	\$ -	\$ (572,368)	\$ -	\$ -	\$ -	-	-1	-0.75
SUBCOMMITTEE RECOMMENDATION *	\$ -	\$ -	\$ 7,056,190	\$ -	\$ -	\$ -	-	29	29.00
% Change from 2013-15 Leg Approved Budget	0.0%	0.0%	-3.0%	0.0%	0.0%	0.0%	0.0%	-3.3%	-2.5%
% Change from 2015-17 Current Service Level	0.0%	0.0%	-7.5%	0.0%	0.0%	0.0%	0.0%	-3.3%	-2.5%

*Excludes Capital Construction Expenditures

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BUDGET NARRATIVE

Legislatively Approved 2015-2017 Key Performance Measures

Agency: REAL ESTATE AGENCY

Mission: To provide quality protection for Oregon consumers of real estate, escrow and land development services, balanced with a professional environment conducive to a healthy real estate market.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2016	Target 2017
1 - Compliance Rate Achieved - Percent of property managers/principal brokers reviewed who meet compliance within 45 days of a mail-in compliance review.		Approved KPM	69.00	90.00	90.00
2 - Percent of investigations completed within 150 days of receipt of complaint.		Approved KPM	62.00	60.00	60.00
3 - Contested Case Actions resolved through settlement – percent of contested case actions that are resolved through informal settlement resolution and prior to a formal hearing before the Office of Administrative Hearings.		Approved KPM	95.00	95.00	95.00
4 - Percent of licensees who rate the board-administered exam as “good” or “excellent” as an effective screen for competent and ethical professionals.		Approved KPM	72.00	75.00	75.00
5 - CUSTOMER SERVICE – Percent of customers rating their satisfaction with the agency’s customer service as “good” or “excellent”: overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.	Accuracy	Approved KPM	92.00	90.00	90.00
5 - CUSTOMER SERVICE – Percent of customers rating their satisfaction with the agency’s customer service as “good” or “excellent”: overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.	Availability of Information	Approved KPM	91.00	85.00	85.00
5 - CUSTOMER SERVICE – Percent of customers rating their satisfaction with the agency’s customer service as “good” or “excellent”: overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.	Expertise	Approved KPM	90.00	85.00	85.00
5 - CUSTOMER SERVICE – Percent of customers rating their satisfaction with the agency’s customer service as “good” or “excellent”: overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.	Helpfulness	Approved KPM	90.00	85.00	85.00

Print Date: 4/12/2015

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BUDGET NARRATIVE

Agency: REAL ESTATE AGENCY

Mission: To provide quality protection for Oregon consumers of real estate, escrow and land development services, balanced with a professional environment conducive to a healthy real estate market.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2016	Target 2017
5 - CUSTOMER SERVICE – Percent of customers rating their satisfaction with the agency’s customer service as “good” or “excellent”: overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.	Overall	Approved KPM	92.00	85.00	85.00
5 - CUSTOMER SERVICE – Percent of customers rating their satisfaction with the agency’s customer service as “good” or “excellent”: overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.	Timeliness	Approved KPM	90.00	85.00	85.00

LFO Recommendation:

Approve the 2015-17 Agency Key Performance Measures and targets as proposed.

Sub-Committee Action:

Approve the 2015-17 Key Performance Measures and targets as presented.

Print Date: 4/12/2015

BUDGET NARRATIVE

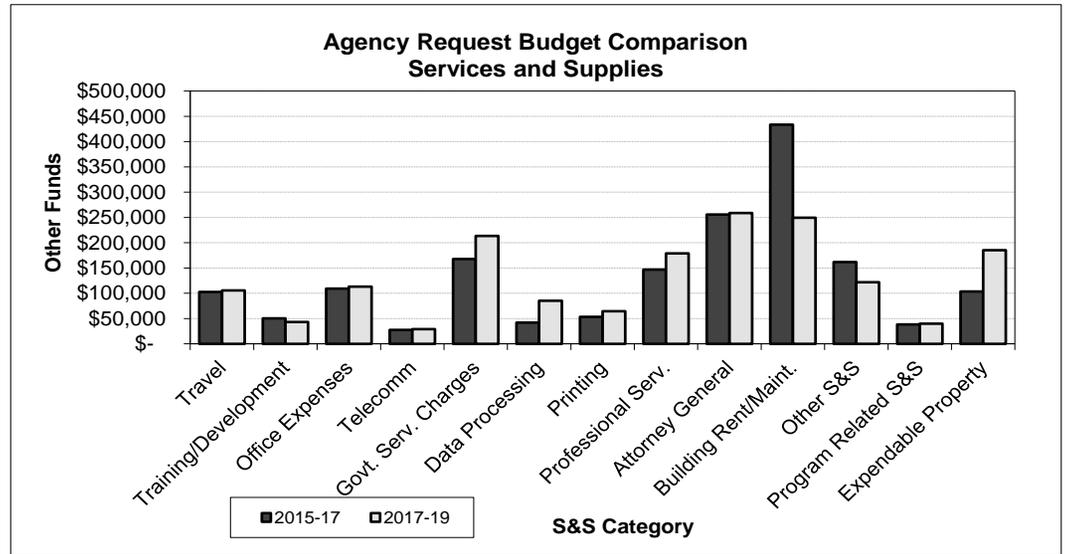
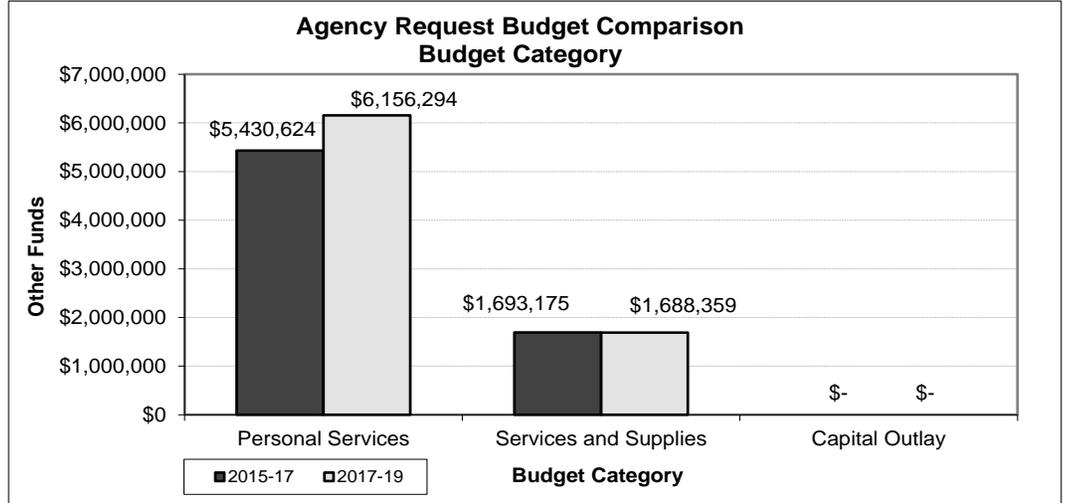
(All Other Funds)

Budget Category

	2015-17	2017-19	Difference
Personal Services	\$ 5,430,624	\$ 6,156,294	\$ 725,670
Services and Supplies	\$ 1,693,175	\$ 1,688,359	\$ (4,816)
Capital Outlay	\$ -	\$ -	\$ -
Total	7,123,799	7,844,653	720,854

Services and Supplies

	2015-17	2017-19	Difference
Travel	\$ 102,618	\$ 105,718	\$ 3,100
Training/Development	\$ 50,461	\$ 43,104	\$ (7,357)
Office Expenses	\$ 109,191	\$ 113,231	\$ 4,040
Telecomm	\$ 27,618	\$ 29,024	\$ 1,406
Govt. Serv. Charges	\$ 167,847	\$ 213,555	\$ 45,708
Data Processing	\$ 41,954	\$ 85,296	\$ 43,342
Printing	\$ 53,398	\$ 64,598	\$ 11,200
Professional Serv.	\$ 146,813	\$ 178,828	\$ 32,015
Attorney General	\$ 255,955	\$ 258,735	\$ 2,780
Building Rent/Maint.	\$ 433,656	\$ 249,644	\$ (184,012)
Other S&S	\$ 161,805	\$ 121,743	\$ (40,062)
Program Related S&S	\$ 38,376	\$ 39,796	\$ 1,420
Expendable Property	\$ 103,483	\$ 185,087	\$ 81,604
Total	\$ 1,693,175	\$ 1,688,359	\$ (4,816)



BUDGET NARRATIVE

REAL ESTATE AGENCY

Agency Summary

Mission Statement & Statutory Authority

The mission of the Oregon Real Estate Agency is:

Provide quality protection for “Oregon Consumers” of real estate, escrow, and land development services, balanced with a professional environment conducive to a healthy real estate market.

The statutes and rules administered by the Agency are:

- Real Estate, Property Management, ORS 696.010 to 696.495, 696.710 to 696.785, 696.990 to 696.995
- Escrow, ORS 696.505 to 696.590 and 696.990
- Oregon Subdivision and Series Partition Control Statutes, ORS 92.305 to 92.990
- Condominiums, ORS 100.005 to 100.990
- Timeshare Estates, Membership Campgrounds, ORS 94.803 to 94.989
- Telemarketing Organizations, ORS 696.392, 696.600 to 696.785 and 696.995
- Administrative Rules, Chapter 863, Divisions 1-60

BUDGET NARRATIVE

Agency Plans

2017-19 Short-term Agency Plan

Although key indicators suggest that the real estate market has experienced a significant recovery from the 2008 market crash, Oregon individual licensee volume remains approximately 15% below the 2007 peak of 24,612 individuals. In 2016, there are approximately 21,007 individual licenses. As forecasted, current data shows an upturn in the number of persons seeking to enter the real estate industry, returning to levels that are more typical in a regular economy. The Agency will continue its efforts to achieve its mission and service levels that lead to quality protection for Oregon consumers of real estate, escrow, and land development services, balanced with a professional environment conducive to a healthy real estate market. The Agency will put considerable emphasis on compliance along with its licensing and regulatory programs. The updated exam is expected to reflect current sets of circumstances, relevant to today's industry. In addition, the Agency will continue to further improve its customer service efforts through its eLicense system, continually refining the system to meet the licensee and the general public's needs.

2017-23 Long-term Agency Plan

Long term, the Agency will advance its mission to provide quality protection for Oregon consumers of real estate, escrow, and land development services, balanced with a professional environment conducive to a healthy real estate market. The Agency will do so by faithfully administering the laws and rules for which it is responsible: issuing and renewing licenses to qualified persons, and protecting Oregon real estate consumers through prevention, education and enforcement. The Agency plans to measure its performance in several ways across programs. In 2014, with the Department of Administrative Services and Legislative input, the Agency identified three new measures of its effectiveness. The first captures the percent of property managers and principal brokers reviewed who meet compliance within 45 days of a mail-in compliance review. Success will be based on continuing to meet or exceed the 90% compliance rate. This will measure how well the Agency prepares its licensees to comply with laws and rules. The second measure is also intended to capture the Agency's performance in preparing a licensee for conducting real estate business and thereby reducing potential harm to the consumer. The performance measurement here is the percent of brokers, property managers and principal brokers who rate the Board-administered exam as "good" or "excellent" as an effective screen for competent and ethical professionals. The Agency is currently falling short of the success rate of at least 75% and is exploring alternatives. Finally, the Agency plans to continue to measure the effectiveness of its regulatory program performance. The measurement is the percent of cases investigated within 150 days of receipt of complaint. Success is measured by attaining at least 60%. The Agency's long-term plan centers on improvements in this effort.

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Program Descriptions

The primary divisions and programs of the Real Estate Agency are:

- Office of the Real Estate Commissioner

The Real Estate Commissioner's office provides leadership and policy direction to the various divisions and programs of the Real Estate Agency. The Commissioner's office is responsible for the drafting of notices of intent and other administrative orders, final administrative actions taken, drafting of legislation and rules.

- Real Estate Board

The Real Estate Board is authorized to inquire into the needs of the real estate licensees of Oregon, the functions of the Real Estate Agency and the matter of the business policy thereof, to confer with and advise the Governor as to how the agency may best serve the state and the licensees, and to make recommendations and suggestions of policy to the agency as the board may deem beneficial and proper for the welfare and progress of the licensees and of the public and of the real estate business in Oregon. The board shall make recommendations to the agency about the manner and methods for conducting examinations. The board shall create or approve a real estate continuing education course for real estate licensees based on recent changes in real estate rule and law.

- Real Estate Agency Divisions

Education

The Oregon Real Estate Agency established an Education program after the 2007 Legislative Session. The purpose of this program is to research and implement means of providing educational information to real estate licensees. The program collects and analyzes information about the educational needs of the real estate industry and reviews certain educational courses. The program collaborates with the Commissioner and the Board to improve the Agency's external educational efforts.

The Education program carries out the Agency's mission by increasing the quality, format and number of educational opportunities for licensees that will, in turn, increase the professionalism among licensees. Managed by the Deputy Commissioner, the division strives to provide excellence in education related services for the Agency, including:

- Creating educational opportunities that meet the needs of the industry and the consumer;
- Researching and utilizing technology and other tools to effectively deliver information;
- Developing and implementing effective licensing examinations;
- Developing and publishing educational information including website content, brochures, and publications

BUDGET NARRATIVE

Program Functions:

Education Services:

- Coordinating the development and periodic review of real estate educational guidelines;
- Approving pre-license courses and instructors;
- Reviewing and approves post-license education courses, and
- Maintaining and promoting escrow education requirements.

Examination Services:

- Coordinates the development and maintenance of examinations and test items.

Administrative Services Division

In 2012, the previously stand-alone licensing section combined with the Agency's Administrative Services Division. This Division manages business services for the Agency, including:

- Budget/allotment preparation;
- Fiscal services, including inventory control, remittance processing of revenue, accounts payable and receivable, payroll, and travel coordination;
- Human resources coordination;
- Purchasing and contracting; and
- Oversight of the Agency's Information Systems staff, who provide word, data processing, LAN administration, and telecommunications services.

The Division is also responsible for Customer Service, by:

- Assisting real estate brokers, principal brokers, property managers and escrow agencies as they use the Agency's eLicense to manage their licenses;
- Assisting customers as they process registered business names and branch office registrations in eLicense;
- Registration of membership campground contract brokers;
- Completing license applicant criminal background checks investigations;
- Processing escrow licensing and security/bonding files;
- Maintaining all licensing history records, and the electronic processing of fees;

BUDGET NARRATIVE

- Certifying continuing education providers;
- Providing general reception and licensing information to the public.

Land Development Division

The Division is responsible for administering the Land Development Programs, which include subdivision, condominium, timeshare and campground registrations, telemarketing organization licensing, on-site inspections, and Public Report issuance and administering the Telemarketing Organizations Program, which licenses and regulates real estate telemarketing organizations.

Regulation Division

The Division investigates complaints made by the public, licensees, other governmental agencies, or upon its own motion, into the activities of real estate brokers, property managers, escrow agencies, subdivision, condominium, timeshare, campground developments, telemarketing organizations, and other governmental agency real estate-related investigations. Division staff acts as impartial investigators and gather facts surrounding an open complaint file. Division staff conducts stipulation processing (dispute resolution) to resolve matters without a contested case hearing. Investigators assist the Agency's Assistant Attorney General in the preparation of contested cases for hearing and, if necessary, assist other criminal justice agencies in investigations, court testimony, and case preparation. The Division processes and maintains escrow licensing and security/bonding files, land development records, audit and complaint files.

Purpose. The purpose of Agency programs is to achieve the Agency's mission to provide quality protection for Oregon Consumers of real estate, escrow, and land development services, balanced with a professional environment conducive to a healthy real estate market.

Customers. The Agency's customers include:

- General public involved in or having an interest in real estate, property management, escrow, and land development activities; as complainants against licensees and registrants; and for informational requests.
- Applicants for licensure.
- Licensees/registrants, including real estate brokers, property managers, organizations, escrow agents, escrow branch offices, campground brokers, and telemarketing organizations.
- Developers of subdivisions, condominiums, timeshare estates, and membership campgrounds.

BUDGET NARRATIVE

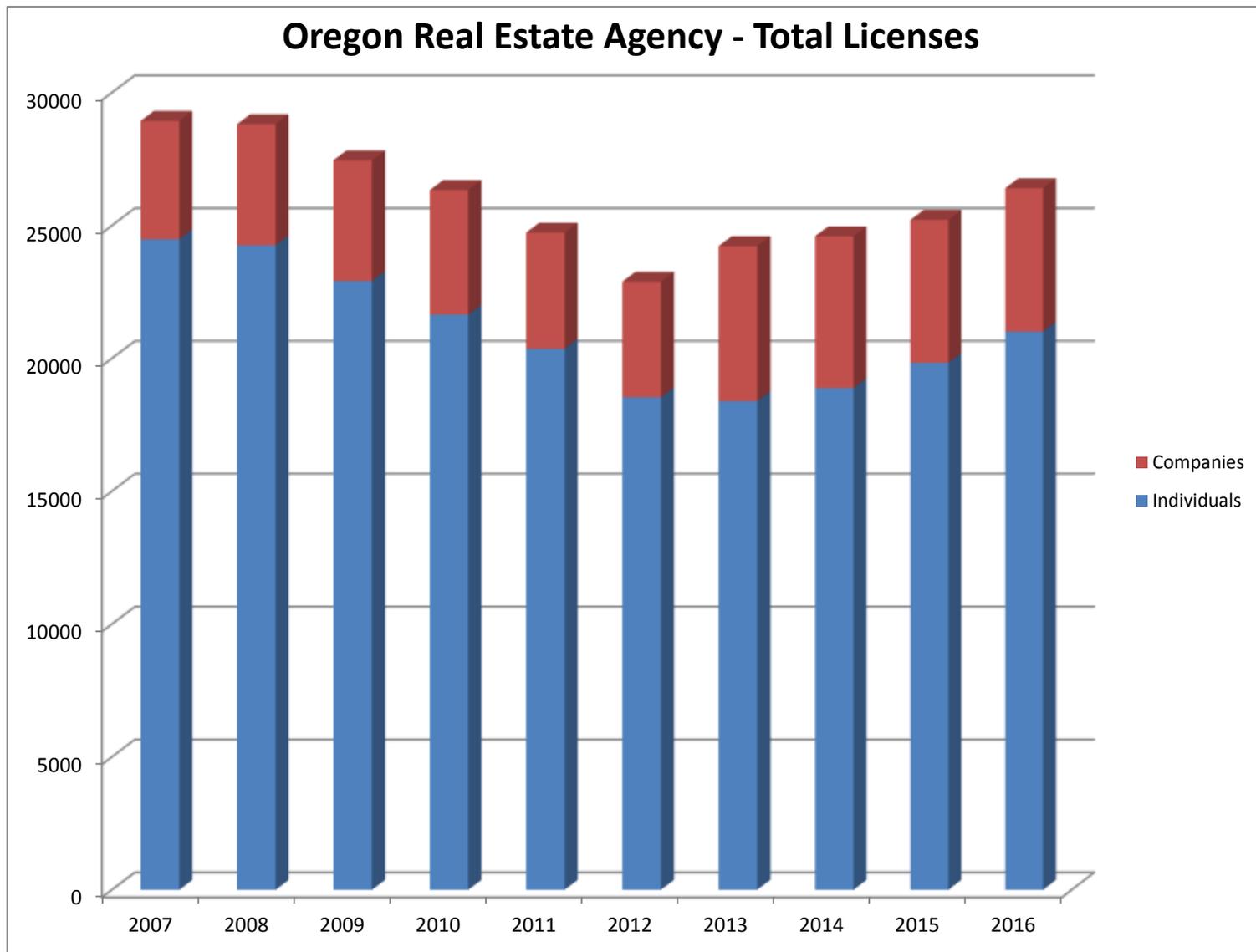
- Attorneys representing members of the public, licensees, developers with questions on application of law or in matters of complaint and/or administrative sanction.
- Public and private schools offering pre- and post-license real estate courses.
- Professional organizations representing real estate, escrow, property management, home building, land development, timeshares, campground marketing, and educational interests.
- Governmental organizations including local District Attorneys, police, and land planning organizations; the Oregon Attorney General, Consumer Protection and Criminal Justice Divisions, State Police, Housing Agency, Department of Veterans' Affairs, Department of Administrative Services, and other state agencies, both in and out of Oregon; federal HUD, Department of Veterans' Affairs, Farm Home Loan Administration, FBI, FTC, IRS, and other enforcement agencies; and other state and provincial Real Estate Agencies.

Source of Funding. The Agency's revenue source is Other Funds derived primarily from licensing fees.

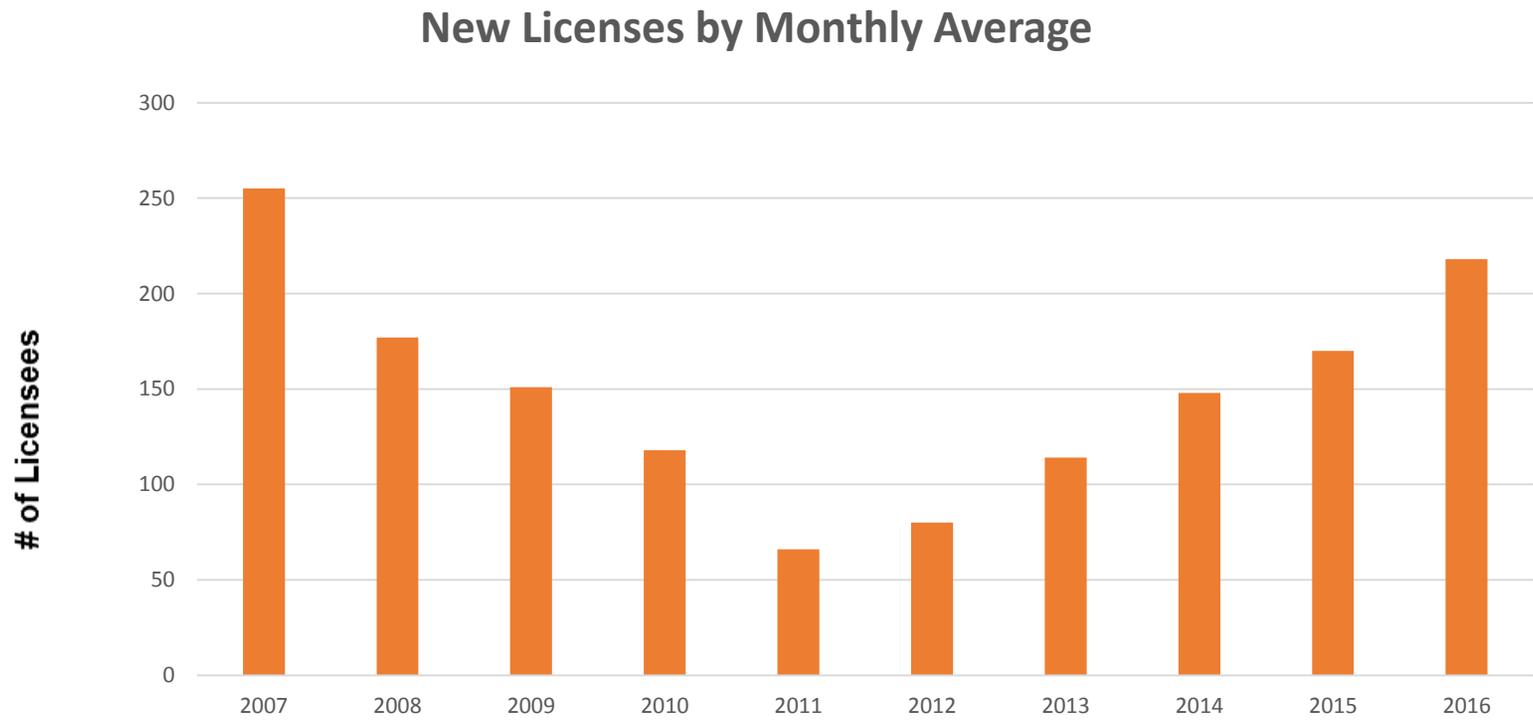
Expenditures. Other Funds expenditures requested in the Governor's Balanced Budget for 2017-19 are \$7,844,653.

FTE. Full time equivalent positions authorized by the Agency's 2017-19 Governor's Balanced Budget – 29.00.

BUDGET NARRATIVE



BUDGET NARRATIVE



BUDGET NARRATIVE

Environmental Factors

Industry Environment

License totals have shown a steady rebound since reaching the post-recession low point in 2011-2012. Indicators in several markets across the state signal continued growth in the industry. Most cities have experienced a rise in median home price, a decrease in average days on the market, and an increase in new home permits. Buttressed by population growth in urban centers, and a robust economy, the real estate market in Oregon appears to be in an upcycle.

Although growth in the number of licenses is expected in the next year, it will likely continue at a more gradual rate than seen over the past five years and is projected to remain flat overall with the attrition of licensees existing the business. Under the current fee structure the Agency's 2017-19 revenue projection is conservative at approximately 6,314,305 Other Funds.

There are several factors that are currently influencing the real estate industry:

- Conventional mortgage rates have risen from 3.41 percent in July, 2016 to 4.19 percent in January, 2017.
- Home prices in Oregon have risen 11% over the preceding 12 months and are expected to continue to rise in 2017. Population growth and resultant supply constraints in Portland has contributed to the most dramatic price surge while other parts of the state have experienced a more restrained increase. Oregon is expected to observe an increase in home prices of 5% over the next year.
- Rising home prices currently pose an obstacle to entry for first time buyers especially in the rapidly growing Portland metro region. However job growth and increasing wages coupled with a significant (19% previous 12 months) increase in new single family home permits as well as a swell in condominium development beckons greater affordability.
- As home prices continue to rise, more owners who had negative equity—meaning that they owed more on their mortgage than their home was worth—will emerge from the sidelines and start selling and buying homes.

The information above comes from a quarterly report prepared by Portland State University, School of Business Administration: Center for Real Estate, the Mail Tribune, Oregon Office of Economic Analysis and Kiplinger.

Administrative Environment

Senate Bill 67 makes technical fixes to Chapter 696, including updates to language and references and reorganization of some material for readability. This measure also removes the requirement that a principal real estate broker or real estate broker create a client trust account when they act as a courier by taking a check made out to the seller or lessor from a purchaser or lessee for the purpose of conveying same to the seller or lessor.

This measure also provides that a licensed real estate property manager may not solicit a potential tenant unless they have a written property management agreement with the lessor.

BUDGET NARRATIVE

Senate Bill 68 seeks to update fees paid to the Agency for professional licenses and other associated fees. It is linked to Policy Option Package 101 in the Agency's 2017-19 Governor's Balanced Budget. The updated fees will provide sufficiency for the Oregon Real Estate Agency to continue to achieve its mission.

Internal Environment

Staffing

The Agency will continue to measure customer service delivery via monthly electronic surveys. The Agency will assess the existing talents and skills of employees as well as determine needed training to maximize efficiency and customer service.

Technology and Systems

In March 2012, the Agency implemented a new licensing database, purchased from Iron Data, Inc., that broadened the services offered electronically to licensees and consumers. The previous system only allowed for limited online renewals (within the same status) and the ability for the public to look up license statuses. The new system automated several processes and enhanced the features that were available to licensees, such as initial applications, transfers, reactivation and information updates. In the initial two years following the launch, a marked workload reduction in back office transactions was realized, as was the allowance for some redistribution of staff resources as efficiencies were recognized. The impact of the efficiencies gained by the system has exceeded expectations. All of the Agency's business transactions have moved to eLicense, replacing the manual input of licensee information by staff thus improving accuracy. Applications and other business transactions are no longer coming in by mail. Previously, approximately 1,200 transactions were received per month by mail, requiring manual input into the licensing system by staff.

As licensees have embraced the new streamlined processes, phone volume has declined. Calls focus less on system failure and error rates and more on technical support. The Agency is focused on efforts to continue to provide resources to licensees as they conduct business online as well as improving administrative task automation and paperless processes internally.

The system now processes all business applications and revenue for the Oregon Real Estate Agency, with the exception of fees for public records, condominium filings, and civil penalty payments. The Agency is currently working to bring these remaining business processes online.

The system has enabled the Agency to reduce spending significantly by reorganizing positions and reducing expenses such as, paper, postage and printing. Most significantly, redundant data entry by licensees and staff is prevented and licensee information is kept current.

The following applications are now online and processed in eLicense:

1. New applications
 - a. Broker

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- b. Principal Broker
- c. Property Manager
- 2. License Renewals
- 3. License Transfers
- 4. Change of Address/Update Personal Information
- 5. Maintenance of Clients' Trust Account Information
- 6. Activate/Inactivate License
- 7. Registered Business Name Application
- 8. Registered Branch Office Application
- 9. Legal Name Change
- 10. Certified License History

Online processing of all applications is required. The Agency accepts credit card, debit card and electronic check payment online via a third-party vendor (US Bank E-Payment Services). The Agency does not collect or store account information. The Commissioner stringently enforces the Agency's policy of requiring the use of its eLicense system.

In July 2015, the eLicense system was upgraded to version 7.2. The enhancement offers a new interface for public applicants and licensees with a modernized look and feel and more intuitive task oriented navigation, improved functionality through greater Agency access to business logic. The improved validation based system logic has provided a more seamless experience for licensees to allow previously complicated online processes to be completed in a single application with far greater ease.

In August 2015, the Agency implemented the Online Anytime Continuing Education module into the eLicense system. Where previously licensees were required to enter their 30 or more hours of continuing education courses at renewal, they may now enter the courses anytime as they take them through the renewal cycle. The system maintains the continuing education records and populates the information within the licensee's renewal.

Consumer Protection

The Agency will review its effectiveness in protecting consumers via its education, licensing and enforcement roles. The Agency will strive for a competent licensed real estate community through the approval of courses and instructors, the development of licensing examinations, and the publishing of information.

Accountability

The Agency is tracking performance measures. The Agency will continue to work closely with BAM and LFO to monitor and seek opportunities to implement new measures where appropriate.

BUDGET NARRATIVE

The Agency will continue to be prudent in exercising its expenditure authority. The Agency also remains committed to the principles of transparency and public accountability. All employee compensation, agency revenue and expenditure data, and public meeting notices are posted on a public website (the Oregon Transparency Website) through the Department of Administrative Services.

Agency Initiatives

The Agency continues to review the Oregon Revised Statutes and Oregon Administrative Rules that direct the Agency's authority and procedures on an ongoing basis. Collaborative work groups will be formed in the 2017-19 biennium for this review process as needed. The work groups have historically included the Commissioner, Agency staff, board members, and industry representatives in the areas of real estate brokerage, property management, and escrow. The work groups are generally charged with conducting a review of the Administrative Rules and Statutes resulting in clear and concise language for implementation of standards and regulation, as well as, developing Legislative Concepts.

Criteria for 2017-19 Budget Development

The goals inherent in the Agency's mission are used as the basis to develop the budget proposal: to provide quality protection for Oregon consumers of real estate related services, regulate in a manner that supports a positive real estate market, and provide excellent customer service.

To achieve its goals, the budget criteria are to:

- Increase licensing related fees to continue the current service level of the Agency.
- Continue to keep the Board and industry actively involved with the Agency and the Commissioner through outreach to all corners of the state in urban and rural communities.
- Provide adequate services and supplies limitation to maintain the current program level.
- Build a responsible cash reserve for the next economic downturn.

Major Information Technology Projects \$1,000,000+

Not applicable to the Real Estate Agency.

Information Technology Projects \$150,000+

Not applicable to the Real Estate Agency.

Sustainability

Not applicable to the Real Estate Agency.

Other Considerations - None.

BUDGET NARRATIVE

Summary of 2017-19 Budget 919 Real Estate Agency

	TOTALS			FUND TYPE					
	POS	FTE	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other	Federal
2015-17 LEGISLATIVELY ADOPTED BUDGET	29	29.00	6,897,314						
2015-17 Emergency Board Actions			261,787			261,787			
2015-17 Legislatively Approved Budget	29	29.00	7,159,101			7,159,101			
Base Budget Adjustments:									
Net Cost of Position Actions:									
Administrative, Biennialized E-Board, Phase-Out			393,367			393,367			
Estimated Cost of Merit Increase									
Base Debt Service Adjustment									
Base Nonlimited Adjustment									
Capital Construction Adjustment									
Subtotal: 2017-19 Base Budget	29	29.00	7,552,468			7,552,468			
Essential Packages:									
Package No. 010									
Vacancy Factor Increase/Decrease			45,029			45,029			
Non-PICS Personal Service Increase/Decrease			<u>17,855</u>			<u>17,855</u>			
Subtotal			62,884			62,884			
Package No. 021/022									
021 - Phased-In Programs Excl. One-Time Costs									
022 - Phase-Out Programs and One-Time Costs									
Subtotal									

BUDGET NARRATIVE

Package No. 030									
	Cost of Goods & Services Increase/Decrease		80,970			80,970			
	State Gov. Service Charges Increase/Decrease		<u>152,916</u>			<u>152,916</u>			
	Subtotal		233,886			233,886			
Package No. 032									
	Above Standard Inflation		49,377			49,377			
Package No. 070									
	Revenue Shortfalls								
	Total Personal Services		(1,066,114)			(1,066,114)			
	Services and Supplies		(244,559)			(244,559)			
Package No. 91									
	Statewide Adjustment DAS Chgs		(35,768)			(35,768)			
Package No. 92									
	Statewide AG Adjustment		(18,194)			(18,194)			
Package No. 101									
	OREA Fee Increase		2,224,110			2,224,110			
	Total Personal Services		1,066,114			1,066,114			
	Services and Supplies		244,559			244,559			
Subtotal: 2017-19 Essential Budget Level		29	29.00	7,898,615			7,898,615		
Subtotal: 2017-19 Modified Essential Budget Level		23	23.00	6,587,942			7,898,615		
Subtotal Emergency Board Packages									
Subtotal Policy Packages		6	6.00	1,310,673					
Total: 2017-19 Budget		29	29.00	7,844,653			7,844,653		

Percent Change From 2015-17 Leg. Approved	--%	--%	9.58 %	--%	--%	9.58%	--%	--%	--%
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Percent Change From Current Service Level	--%	--%	-0.68%	--%	--%	-0.68%	--%	--%	--%
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BUDGET NARRATIVE

Summary of 2017-19 Biennium Budget

Real Estate Agency
 Real Estate Agency
 2017-19 Biennium

Governor's Budget
 Cross Reference Number: 91900-000-00-00-00000

Description	Positions	Full-Time Equivalent (FTE)	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds
2015-17 Leg Adopted Budget	29	29.00	6,897,314	-	-	6,897,314	-	-	-
2015-17 Emergency Boards	-	-	261,787	-	-	261,787	-	-	-
2015-17 Leg Approved Budget	29	29.00	7,159,101	-	-	7,159,101	-	-	-
2017-19 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	393,367	-	-	393,367	-	-	-
Estimated Cost of Merit Increase	-	-	-	-	-	-	-	-	-
Base Debt Service Adjustment	-	-	-	-	-	-	-	-	-
Base Nonlimited Adjustment	-	-	-	-	-	-	-	-	-
Capital Construction	-	-	-	-	-	-	-	-	-
Subtotal 2017-19 Base Budget	29	29.00	7,552,468	-	-	7,552,468	-	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	45,029	-	-	45,029	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	17,855	-	-	17,855	-	-	-
Subtotal	-	-	62,884	-	-	62,884	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	130,347	-	-	130,347	-	-	-
State Gov't & Services Charges Increase/(Decrease)	-	-	152,916	-	-	152,916	-	-	-

BUDGET NARRATIVE

Summary of 2017-19 Biennium Budget

Real Estate Agency
 Real Estate Agency
 2017-19 Biennium

Governor's Budget
 Cross Reference Number: 91900-000-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
Subtotal	-	-	283,263	-	-	283,263	-	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
Subtotal: 2017-19 Current Service Level	29	29.00	7,898,615	-	-	7,898,615	-	-	-

BUDGET NARRATIVE

Summary of 2017-19 Biennium Budget

Real Estate Agency
Real Estate Agency
2017-19 Biennium

Governor's Budget
Cross Reference Number: 91900-000-00-00-00000

Description	Positions	Full-Time Equivalent (FTE)	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds
Subtotal: 2017-19 Current Service Level	29	29.00	7,898,615	-	-	7,898,615	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	(6)	(6.00)	(1,310,673)	-	-	(1,310,673)	-	-	-
Modified 2017-19 Current Service Level	23	23.00	6,587,942	-	-	6,587,942	-	-	-
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
081 - September 2016 Emergency Board	-	-	-	-	-	-	-	-	-
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
091 - Statewide Adjustment DAS Chgs	-	-	(35,768)	-	-	(35,768)	-	-	-
092 - Statewide AG Adjustment	-	-	(18,194)	-	-	(18,194)	-	-	-
101 - OREA Fee Increase	6	6.00	1,310,673	-	-	1,310,673	-	-	-
Subtotal Policy Packages	6	6.00	1,256,711	-	-	1,256,711	-	-	-
Total 2017-19 Governor's Budget	29	29.00	7,844,653	-	-	7,844,653	-	-	-
Percentage Change From 2015-17 Leg Approved Budget	-	-	9.58%	-	-	9.58%	-	-	-
Percentage Change From 2017-19 Current Service Level	-	-	-0.68%	-	-	-0.68%	-	-	-

BUDGET NARRATIVE

Summary of 2017-19 Biennium Budget

Real Estate Agency
Real Estate Agency
2017-19 Biennium

Governor's Budget
Cross Reference Number: 91900-050-00-00-00000

Description	Positions	Full-Time Equivalent (FTE)	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds
2015-17 Leg Adopted Budget	29	29.00	6,897,314	-	-	6,897,314	-	-	-
2015-17 Emergency Boards	-	-	261,787	-	-	261,787	-	-	-
2015-17 Leg Approved Budget	29	29.00	7,159,101	-	-	7,159,101	-	-	-
2017-19 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	393,367	-	-	393,367	-	-	-
Estimated Cost of Merit Increase	-	-	-	-	-	-	-	-	-
Base Debt Service Adjustment	-	-	-	-	-	-	-	-	-
Base Nonlimited Adjustment	-	-	-	-	-	-	-	-	-
Capital Construction	-	-	-	-	-	-	-	-	-
Subtotal 2017-19 Base Budget	29	29.00	7,552,468	-	-	7,552,468	-	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	45,029	-	-	45,029	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	17,855	-	-	17,855	-	-	-
Subtotal	-	-	62,884	-	-	62,884	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	130,347	-	-	130,347	-	-	-
State Gov't & Services Charges Increase/(Decrease)	-	-	152,916	-	-	152,916	-	-	-

BUDGET NARRATIVE

Summary of 2017-19 Biennium Budget

Real Estate Agency
 Real Estate Agency
 2017-19 Biennium

Governor's Budget
 Cross Reference Number: 91900-050-00-00-00000

Description	Positions	Full-Time Equivalent (FTE)	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds
Subtotal	-	-	283,263	-	-	283,263	-	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
Subtotal: 2017-19 Current Service Level	29	29.00	7,898,615	-	-	7,898,615	-	-	-

BUDGET NARRATIVE

Summary of 2017-19 Biennium Budget

Real Estate Agency
Real Estate Agency
2017-19 Biennium

Governor's Budget
Cross Reference Number: 91900-050-00-00-00000

Description	Positions	Full-Time Equivalent (FTE)	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds
Subtotal: 2017-19 Current Service Level	29	29.00	7,898,615	-	-	7,898,615	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	(6)	(6.00)	(1,310,673)	-	-	(1,310,673)	-	-	-
Modified 2017-19 Current Service Level	23	23.00	6,587,942	-	-	6,587,942	-	-	-
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
081 - September 2016 Emergency Board	-	-	-	-	-	-	-	-	-
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
091 - Statewide Adjustment DAS Chgs	-	-	(35,768)	-	-	(35,768)	-	-	-
092 - Statewide AG Adjustment	-	-	(18,194)	-	-	(18,194)	-	-	-
101 - OREA Fee Increase	6	6.00	1,310,673	-	-	1,310,673	-	-	-
Subtotal Policy Packages	6	6.00	1,256,711	-	-	1,256,711	-	-	-
Total 2017-19 Governor's Budget	29	29.00	7,844,653	-	-	7,844,653	-	-	-
Percentage Change From 2015-17 Leg Approved Budget	-	-	9.58%	-	-	9.58%	-	-	-
Percentage Change From 2017-19 Current Service Level	-	-	-0.68%	-	-	-0.68%	-	-	-

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Agencywide Program Unit Summary
2017-19 Biennium

Version: Y - 01 - Governor's Budget

Summary Cross Reference Number	Cross Reference Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
050-00-00-00000	Real Estate Agency						
	Other Funds	6,587,708	6,897,314	7,159,101	7,898,615	7,844,653	-
TOTAL AGENCY							
	Other Funds	6,587,708	6,897,314	7,159,101	7,898,615	7,844,653	-

BUDGET NARRATIVE

Real Estate Agency
 2017-19 Biennium Agency Number: 91900

Department-Wide Priorities for 2017-19 Biennium									
2	5	6	7	10	14	15	16	17	18
Priority (ranked with highest priority first)	Program Unit/Activity Description	Identify Key Performance Measure(s)	Primary Purpose Program- Activity Code	OF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)
Prgm/ Div									
1	Administrative Services: Licensing (Applications, Renewals, Business and Branch Office Registrations). Business & Technology (Budget, Accounting, Information Technology, Personnel & Payroll, Contracts & Procurement)	KPM 6 - customer service standards	3	2,271,728	\$ 2,271,728	9	9.00	N	N
2	Regulation and Enforcement (Compliants, Investigations, Adminstrative Actions, Civil Penalty enforcement)	KPM 1 - % of property managers/principal brokers reviewed who meet compliance KPM 2 - Days to complete investigation	3	3,646,776	\$ 3,646,776	14	14.00	N	N
3	Land Development (Condo, timeshare, membership campgrounds registrations, Real Estate Marketing Organization licensing & regulation)	KPM 6 - Customer Service Standards	3	514,781	\$ 514,781	2	2.00	N	N
4	Board Support, Commissioner's Office (Commissioner and Deputy Commissioner's office, Education - Licensee Outreach: Pre/Post License Education and Exam Development, Real Estate Board and Advisory Group Support, Administrative Rule Reviews and Legislative Concept Development)	KPM 4 - % of property managers/principal brokers who rate the exam as effective KPM 6 - Customer Service Standards	4	1,465,329	\$ 1,465,329	4	4.00	N	N
				7,898,615	\$ 7,898,615	29	29.00		

The Real Estate Agency is based on the statutory mandate to operate a licensing and regulatory agency. The statute finds that the activity of persons seeking to assist others, for compensation, to deal in real estate in the State of Oregon is a matter of public concern. The statutes assist in creating for the public a healthy real estate market and assure that professional real estate activity is conducted with high fiduciary standards. All of the Agency's activities promote this statutory mandate and are interrelated. The Agency has one detail cross reference level, which includes the costs for the Licensing, Regulation, Education and Land Development program, along with Administrative costs.

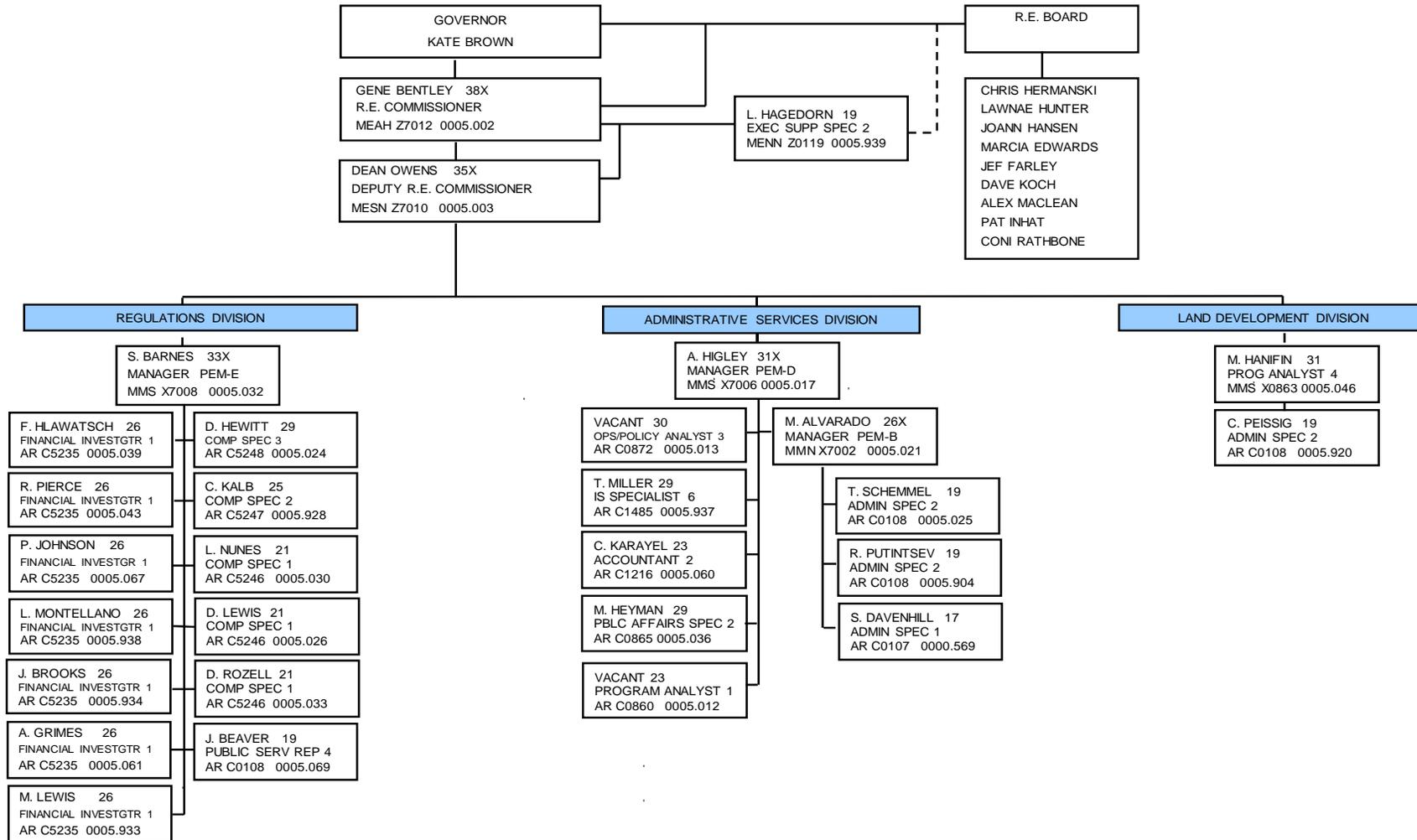
BUDGET NARRATIVE

10% Reduction Options (ORS 291.216)

ACTIVITY OR PROGRAM (WHICH PROGRAM OR ACTIVITY WILL NOT BE UNDERTAKEN)	DESCRIBE REDUCTION (DESCRIBE THE EFFECTS OF THIS REDUCTION. INCLUDE POSITIONS AND FTE IN 2017-19 AND 2019-21)	AMOUNT AND FUND TYPE (GF, LF, OF, FF. IDENTIFY REVENUE SOURCE FOR OF, FF)	RANK AND JUSTIFICATION (RANK THE ACTIVITIES OR PROGRAMS NOT UNDERTAKEN IN ORDER OF LOWEST COST FOR BENEFIT OBTAINED)
1. Eliminate two Administrative Services Professional positions: Operations & Policy Analyst 3 and Program Analyst 1.	MANAGEMENT AND REMAINING STAFF WOULD ABSORB DUTIES. WORK PRODUCT AND DELIVERY TIME AT RISK.	\$375,000 OTHER FUNDS	(1)
2. Eliminate one Regulatory Administrative Specialist positions.	EFFECTS LISTED ABOVE WOULD APPLY.	\$120,000 OTHER FUNDS	(2)
3. Eliminate one Financial Investigator 1 positions.	EFFECTS LISTED ABOVE WOULD APPLY.	\$125,000 OTHER FUNDS	(3)
4. Eliminate use of instate and out-of-state travel.	AGENCY WOULD CEASE OR DECREASE OUT-OF-AREA BOARD MEETINGS AND EMPLOYEES WOULD NOT BENEFIT FROM TRAINING OFFERED OUTSIDE OF SALEM AREA.	\$75,000 OTHER FUNDS	(4)
5. Reduce use of the Attorney General for legal advice and enforcement actions.	WITHOUT LEGAL ADVICE, THE AGENCY MIGHT INADVERTENTLY TAKE INCORRECT ACTIONS RESULTING IN COSTLY LITIGATION.	\$94,861.50 OTHER FUNDS	(5)
	TOTAL REDUCTIONS	\$789,861.50 OTHER FUNDS	

BUDGET NARRATIVE

2017-19 REAL ESTATE AGENCY ORGANIZATION CHART



BUDGET NARRATIVE

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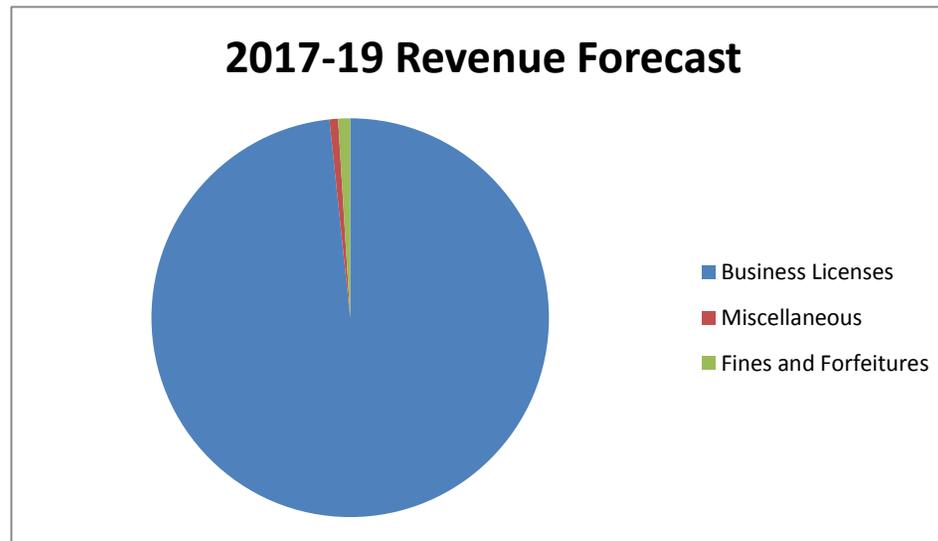
BUDGET NARRATIVE

Revenue Discussion

The Oregon Real Estate Agency is entirely self-supported through Other Fund (OF) revenues derived from licensing and other services. All civil penalties assessed by the Agency are transferred to the General Fund in accordance with statute. The Agency is requesting amendments to the fee structure in the 17-19 biennium; the last fee increase was in the 1997 legislative session. Since the real estate market instability in 2008 and the resultant economic downturn the revenue received by the Agency has not kept pace with costs despite significant cuts to Agency services and supplies expenditures and savings gained by vacant regulatory positions. The Agency ending balance has steadily decreased over the last two biennia. The Agency has experienced an upturn in new licensee revenue as well as higher rates of active renewal; however, to build a responsible reserve for the next economic downturn and fully meet the mission of the Agency, a fee increase is timely.

The following is a summary of current fees:

- Licensing or reactivation exam, \$75 and applicant criminal background check, \$47, fees are paid directly to PSI, the Agency's exam vendor.
- Broker or Property Manager license - \$230,
- Renewal for Active Broker or Property Manager license - \$230,
- Renewal for Inactive Broker or Property Manager license - \$110,
- Notification of opening or closing of a branch, transfer or change of name or address of a broker - \$10,
- Duplicate license - \$20, No longer applicable as licenses may be printed online by licensee,
- Reactivation of inactive license for Broker or Property Manager - \$75, and
- Late Renewal - \$30.



BUDGET NARRATIVE

Detail of Other Funds Revenue

Source	Fund	ORBITS Revenue Acct	2013-2015 Actual	2015-17 Legislatively Adopted	2015-17 Estimated	2017-19		
						Agency Request	Governor's Recommended	Legislatively Adopted
Business Licenses	Other	205	\$5,601,933	\$6,065,545	\$6,174,236	\$8,150,232	\$8,150,232	
Miscellaneous*	Other	410	\$18,711	\$43,333	\$26,336	\$43,333	\$43,333	
Fines and Forfeitures	Other	505	\$173,015	\$117,431	\$150,940	\$344,850	\$344,850	
Transfer to Gen. Fund	Other		(\$118,285)	(\$50,262)	(\$98,405)	(\$90,000)	(\$90,000)	
Total			\$5,793,659	\$6,226,309	\$6,256,107	\$8,448,415	\$8,448,415	
*The Agency no longer receives revenue from fingerprinting or examinations								

___ Agency Request

Governor's Recommended

_____ Legislatively Adopted

Budget Page _____

BUDGET NARRATIVE

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BUDGET NARRATIVE

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Real Estate Agency
2017-19 Biennium

Agency Number: 91900
Cross Reference Number: 91900-000-00-00-00000

Source	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
Other Funds						
Business Lic and Fees	5,601,933	6,065,545	6,065,545	8,150,232	8,150,232	-
Charges for Services	18,711	43,333	43,333	43,333	43,333	-
Fines and Forfeitures	173,015	117,431	117,431	344,850	344,850	-
Transfer to General Fund	(118,285)	(50,262)	(50,262)	(90,000)	(90,000)	-
Total Other Funds	\$5,675,374	\$6,176,047	\$6,176,047	\$8,448,415	\$8,448,415	-

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Detail of LF, OF, and FF Revenues - BPR012

BUDGET NARRATIVE

Real Estate Agency

Program Description

The Real Estate Agency has only one budget unit.

Essential Packages

010 Vacancy Factor and Non-PICS Personal Service

Package Description

The Agency's vacancy factor is \$45,029. This package increases Personal Services by \$62,884, which is all Other Funds.

2019-21Fiscal Impact

No impact.

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency

Cross Reference Name: Real Estate Agency

Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Number: 91900-050-00-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Pension Obligation Bond	-	-	17,855	-	-	-	17,855
Vacancy Savings	-	-	45,029	-	-	-	45,029
Total Personal Services	-	-	\$62,884	-	-	-	\$62,884
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	62,884	-	-	-	62,884
Total Expenditures	-	-	\$62,884	-	-	-	\$62,884
Ending Balance							
Ending Balance	-	-	(62,884)	-	-	-	(62,884)
Total Ending Balance	-	-	(\$62,884)	-	-	-	(\$62,884)

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

BUDGET NARRATIVE

031 Standard Inflation and State Government Service Charge

Package Description

This essential package reflects the projected inflation increases in goods and services, the published changes in pricing of government service charges, and above standard inflation totals.

The cost of goods and services increased by \$233,886. This is based on the biennial general inflation factor which is applied to most Services and Supplies and non-PICS Personal Services costs for 2017-19 of 3.70%. The inflation factor for Professional Services accounts was 4.10%, Attorney General was 13.14%., and rent was 6.90%.

2017-19 Fiscal Impact

No impact.

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency
Pkg: 031 - Standard Inflation

Cross Reference Name: Real Estate Agency
Cross Reference Number: 91900-050-00-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	3,048	-	-	-	3,048
Out of State Travel	-	-	724	-	-	-	724
Employee Training	-	-	1,272	-	-	-	1,272
Office Expenses	-	-	4,040	-	-	-	4,040
Telecommunications	-	-	1,036	-	-	-	1,036
State Gov. Service Charges	-	-	152,916	-	-	-	152,916
Data Processing	-	-	-	-	-	-	-
Publicity and Publications	-	-	1,976	-	-	-	1,976
Professional Services	-	-	3,981	-	-	-	3,981
IT Professional Services	-	-	3,034	-	-	-	3,034
Attorney General	-	-	32,163	-	-	-	32,163
Employee Recruitment and Develop	-	-	266	-	-	-	266
Dues and Subscriptions	-	-	329	-	-	-	329
Facilities Rental and Taxes	-	-	15,833	-	-	-	15,833
Facilities Maintenance	-	-	155	-	-	-	155
Agency Program Related S and S	-	-	1,420	-	-	-	1,420
Other Services and Supplies	-	-	5,089	-	-	-	5,089
Expendable Prop 250 - 5000	-	-	1,002	-	-	-	1,002
IT Expendable Property	-	-	5,602	-	-	-	5,602
Total Services & Supplies	-	-	\$233,886	-	-	-	\$233,886

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency
Pkg: 031 - Standard Inflation

Cross Reference Name: Real Estate Agency
Cross Reference Number: 91900-050-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	-	-	233,886	-	-	-	233,886
Total Expenditures	-	-	\$233,886	-	-	-	\$233,886
Ending Balance							
Ending Balance	-	-	(233,886)	-	-	-	(233,886)
Total Ending Balance	-	-	(\$233,886)	-	-	-	(\$233,886)

BUDGET NARRATIVE

032 Above Standard Inflation/Price List Increases

Package Description

This essential package reflects the projected increases in the published prices of government service charges beyond standard inflation related to data processing, \$49,377.

2017-19 Fiscal Impact

No impact.

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency
Pkg: 032 - Above Standard Inflation

Cross Reference Name: Real Estate Agency
Cross Reference Number: 91900-050-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Social Security Taxes	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-
Services & Supplies							
Data Processing	-	-	49,377	-	-	-	49,377
Total Services & Supplies	-	-	\$49,377	-	-	-	\$49,377
Total Expenditures							
Total Expenditures	-	-	49,377	-	-	-	49,377
Total Expenditures	-	-	\$49,377	-	-	-	\$49,377
Ending Balance							
Ending Balance	-	-	(49,377)	-	-	-	(49,377)
Total Ending Balance	-	-	(\$49,377)	-	-	-	(\$49,377)

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070 Revenue Shortfall Reductions

Package Description

This package includes Other Fund expenditure reductions necessary to adjust current service level to available revenue. Where appropriate, an ending balance is maintained to allow continuity of the program into the next biennium.

How accomplished

Package 070 includes permanent reductions which OREA is requesting to restore in policy option package 101 OREA Fee Increase.

Package 070 reduces Other Fund limitation by \$1,310,673 to account for increased costs and declining fund balances. Fee revenues have not increased for most services since 1997 and others as far back as the 1970s. While the cash reserves have been diminishing since the real estate market instability in 2008 the Agency has managed to maintain operations through the use of reserve funds along with a series of cost cutting measures including appreciable reductions to services and supplies as well as holding open vacant positions. While market indicators signal that the real estate market has rebounded significantly and Agency licensing data confirms a turn around, revenue projections in the 2017-19 biennium are not high enough to support rising personal services cost which is approximately 78% of the Agency's budget.

This package seeks to eliminate six positions in total. Three positions reside in the Administrative Services Division and three are part of the Regulations Division. The Operations & Policy Analyst 3 operates as the Agency's Efficiency Specialist in Administrative Services. This role oversees the implementation of new Business and Information Technology projects. The Program Analyst 1 under Administrative Services leads efforts related to the ongoing management of the Agency's online licensing database. One Administrative Specialist 1 position, the Agency receptionist will also be eliminated from Administrative Services. Three additional positions would be eliminated from the Regulations Division. These include one Administrative Specialist 2 position that manages the complaint intake process as well as two Financial Investigator 1 positions which investigate real estate licensing complaints.

The Agency will expect a substantial delay in implementing new technology as well as responding to urgent customer issues. The public would experience a marked decrease in the Agency's ability to respond to inquiry and resolve urgent licensing problems. With the elimination of these three positions the Agency would expect to reevaluate the initial review process of complaints by raising the threshold with which the Agency would review and respond to investigations. The Agency would also expect to see complaint response and resolution times slow significantly. All duties will be redistributed among remaining management and professional staff. The loss of six positions would seriously jeopardizes the Agency's ability to achieve its mission and reasonably meet success measures. The Agency continues to evaluate positions and workload; progressively evaluating the best use of each role. By holding vacancies over the last biennium the Agency has been challenged to operate at the greatest level of effectiveness.

This package also includes the elimination of instate and out of state travel as well as employee training. Instate travel allows the Agency to conduct six board meetings across the state annually. By doing so the Agency is able to personally connect with licensees across all geographic and economic

BUDGET NARRATIVE

regions of the state, providing the public with direct access and to share information with the Agency. Out of state travel allows the Agency to semi-annually attend ARELLO (Association of Real Estate License Law Officials) conferences and stay informed about the licensing and regulatory practices in other states. In addition to travel the Agency would eliminate employee training and reduce office expenses by half. Employee training aids in the quality of service that the staff are able to provide as well as the attractiveness of the Agency as an employer. If the Agency is not able to provide staff with ongoing training and adequate supplies, valuable employees may be more inclined to seek employment elsewhere.

These positions and services and supply cuts are restored in Other Funds policy option package 101.

Description	Fund Type	Limitation	FTE	Restoration Pkg No.
Permanent Reduction:				
Administrative & Regulatory Staff:				
(2) Financial Investigator 1	Other	(1,066,114)	6.0	101
(1) Administrative Specialist 2				
(1) Operations and Policy Analyst 3				
(1) Program Analyst 1				
(1) Administrative Specialist 1				
Services & Supplies				
Instate Travel	Other	(85,439)		101
Out of State Travel	Other	(20,279)		101
Employee Training	Other	(35,640)		101
Office Expenses	Other	(55,938)		101
Publicity and Publications	Other	(47,263)		101

Staffing impact: (6.00) FTE

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency

Cross Reference Name: Real Estate Agency

Pkg: 070 - Revenue Shortfalls

Cross Reference Number: 91900-050-00-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Business Lic and Fees	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	(665,784)	-	-	-	(665,784)
Temporary Appointments	-	-	(14,935)	-	-	-	(14,935)
Overtime Payments	-	-	(2,762)	-	-	-	(2,762)
All Other Differential	-	-	(1,538)	-	-	-	(1,538)
Empl. Rel. Bd. Assessments	-	-	(342)	-	-	-	(342)
Public Employees' Retire Cont	-	-	(127,919)	-	-	-	(127,919)
Social Security Taxes	-	-	(52,404)	-	-	-	(52,404)
Worker's Comp. Assess. (WCD)	-	-	(414)	-	-	-	(414)
Flexible Benefits	-	-	(200,016)	-	-	-	(200,016)
Total Personal Services	-	-	(\$1,066,114)	-	-	-	(\$1,066,114)
Services & Supplies							
Instate Travel	-	-	(85,439)	-	-	-	(85,439)
Out of State Travel	-	-	(20,279)	-	-	-	(20,279)
Employee Training	-	-	(35,640)	-	-	-	(35,640)
Office Expenses	-	-	(55,938)	-	-	-	(55,938)
Telecommunications	-	-	-	-	-	-	-
State Gov. Service Charges	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-
Publicity and Publications	-	-	(47,263)	-	-	-	(47,263)

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency
Pkg: 070 - Revenue Shortfalls

Cross Reference Name: Real Estate Agency
Cross Reference Number: 91900-050-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Professional Services	-	-	-	-	-	-	-
IT Professional Services	-	-	-	-	-	-	-
Attorney General	-	-	-	-	-	-	-
Employee Recruitment and Develop	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-
Facilities Rental and Taxes	-	-	-	-	-	-	-
Facilities Maintenance	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-
IT Expendable Property	-	-	-	-	-	-	-
Total Services & Supplies	-	-	(\$244,559)	-	-	-	(\$244,559)
Total Expenditures							
Total Expenditures	-	-	(1,310,673)	-	-	-	(1,310,673)
Total Expenditures	-	-	(\$1,310,673)	-	-	-	(\$1,310,673)
Ending Balance							
Ending Balance	-	-	1,310,673	-	-	-	1,310,673
Total Ending Balance	-	-	\$1,310,673	-	-	-	\$1,310,673

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency
Pkg: 070 - Revenue Shortfalls

Cross Reference Name: Real Estate Agency
Cross Reference Number: 91900-050-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Positions							
Total Positions							(6)
Total Positions	-	-	-	-	-	-	(6)
Total FTE							
Total FTE							(6.00)
Total FTE	-	-	-	-	-	-	(6.00)

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091 Statewide Adjustment DAS Chgs Package

Description

This package reflects a reduction in costs related to DAS administered State Government Service Changes, \$35,768.

2017-19 Fiscal Impact

No impact.

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency
 Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Real Estate Agency
 Cross Reference Number: 91900-050-00-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
State Gov. Service Charges	-	-	(14,884)	-	-	-	(14,884)
Other Services and Supplies	-	-	(20,884)	-	-	-	(20,884)
Total Services & Supplies	-	-	(\$35,768)	-	-	-	(\$35,768)
Total Expenditures							
Total Expenditures	-	-	(35,768)	-	-	-	(35,768)
Total Expenditures	-	-	(\$35,768)	-	-	-	(\$35,768)
Ending Balance							
Ending Balance	-	-	35,768	-	-	-	35,768
Total Ending Balance	-	-	\$35,768	-	-	-	\$35,768

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092 Statewide AG Adjustment

Description

This package reflects a reduction in costs related to Attorney General charges, \$18,194.

2017-19 Fiscal Impact

No impact.

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Real Estate Agency
Cross Reference Number: 91900-050-00-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(18,194)	-	-	-	(18,194)
Total Services & Supplies	-	-	(\$18,194)	-	-	-	(\$18,194)
Total Expenditures							
Total Expenditures	-	-	(18,194)	-	-	-	(18,194)
Total Expenditures	-	-	(\$18,194)	-	-	-	(\$18,194)
Ending Balance							
Ending Balance	-	-	18,194	-	-	-	18,194
Total Ending Balance	-	-	\$18,194	-	-	-	\$18,194

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101 OREA Fee Increase

Package Description

This package seeks to establish new and increase existing licensing related fees to continue to carry out the mission of quality protection for Oregon consumers of real estate, escrow and land development services, balanced with a professional environment conducive to a healthy real estate market. The Agency's 2015-17 Legislatively Adopted Budget leaves the Agency with an expected ending balance of \$393,367 roughly one month operating expenses. Revenue projections do not sustain operations through the 17-19 biennium at the current fee rates and operating level. This package restores six positions (6.00 FTE) and crucial services and supply limitation eliminated in package 070 Revenue Shortfall while building a responsible cash reserve of approximately three months of operating expenses.

The Agency has not increased its licensing related fees since the 1997-99 biennium with some fees remaining unchanged since the 1970s. Most proposed fees have been calculated on a non-compounded 1.5% annual increase which is consistent with previous fee increases and below the consumer price index inflation by approximately 15% (*CPI: \$230 in 1997 is the equivalent to \$345 in 2017, \$300 is 15% below CPI*).

- License Applications from \$230 to \$300
- Active License Renewal from \$230 to \$300
- Inactive License Renewal from \$110 to \$150
- Late Renewal Fee from \$30 to \$150
- Reactivation Fee from \$75 to \$150
- Business Name Registration Fee from \$230 to \$300
- Branch Office Registration Fee from \$10 to \$50
- Escrow Application Fee from \$300 to \$450
- Escrow Branch Office Application Fee from \$150 to \$225
- Escrow Renewal Fee from \$300 to \$450
- Escrow Branch Office Renewal from \$150 to \$225
- Temporary License Fee from \$40 to \$150
- Temporary License Extension Fee from \$40 to \$150
- Registered Business Name Renewal Fee established at \$50
- Registered Business Name Change Fee established at \$300
- Continuing Education Provider Application established at \$300
- Continuing Education Provider Renewal established at \$50
- License Reprint Fee abolished from \$20 to \$0
- Address Change Fee abolished from \$10 to \$0

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Historically, on average, the Agency has increased fees by 30% every ten years. Due to the unprecedented number of licensees during the market spike of the mid 2000s, and the resulting fee revenue coupled with significant cost cutting measures by the Agency, services were maintained through the recession and the need for a fee increase was obviated for ten years beyond the typical cycle. In the 2007-09 Legislative Adopted Budget Services and Supplies was 37% of the Agency’s budget. Management has exercised many savings opportunities in the last ten years, reducing Services and Supplies costs to 22% of 17-19 Agency Request Budget. Some of these measures include:

- Rent, Facilities Maintenance, and Capital Mall Related Costs: In July 2015 the Agency moved to a privately owned office building in downtown Salem. The Agency negotiated a substantially reduced lease with resultant savings of \$230,000 in 2017-19.
- Electronic Communication: Since launching the eLicense system in March of 2012 the Agency has discontinued all postage, printing and physical mailing for licensing purposes in favor of email notification for transaction confirmation, renewal notification, application approval and licenses in favor of electric communication. As success was demonstrated in these changes the Agency also transitioned the quarterly news journal to an electronic delivery. Savings related to this transition are approximately \$200,000 per biennium.

The Agency drafted the proposed fees in collaboration and with consultation of key stakeholders in the following:

Stakeholder Event	Location	Date	Participants	Format
PMAR	Portland	September 18, 2015	Commissioner, Risk Management Group Members	Meeting
Business Issues Committee	Portland	September 29, 2015	Commissioner, Business Issues Committee Members	Meeting
OAR Board of Directors	Salem	September 30, 2015	Commissioner, Association Board Members	Meeting
ORS 270 – Legislative Concept: Fee Increase Work Session	Salem	January 20, 2016	Commissioner, Agency Management, Board Members, Industry Leaders, Oregon Association of Realtors, Legislators	Work Session

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Stakeholder Event	Location	Date	Participants	Format
Norris, Beggs & Simpson	Portland	January 29, 2016	Commissioner, Norris, Beggs & Simpson President	Meeting
Boarding Meeting	Salem	February 1 st , 2016	Commissioner, Agency Management, Board Members, Continuing Education Providers, Licensees, Public	Meeting w/ Public Audience
Boarding Meeting	Florence	April 4 th , 2016	Commissioner, Agency Management, Board Members, Continuing Education Providers, Licensees, Public	Meeting w/ Public Audience
Berkshire Hathaway RE Services	Portland	April 17, 2016	Commissioner, President	Meeting
OAR Executive Committee	Salem	April 20, 2016	Commissioner, OAR Executive Committee Members	Meeting
OAR Business Issues Committee	Salem	April 21, 2016	Commissioner, Business Issues Committee Members	Meeting
OAR Board of Directors	Salem	April 22, 2016	Commissioner, Association Board Members	Meeting
Boarding Meeting	Bend	June 6 th , 2016	Commissioner, Agency Management, Board Members, Continuing Education Providers, Licensees, Public	Meeting w/ Public Audience
Hasson Company	Portland	June 3, 2016	Commissioner, President & Chairman	Meeting

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Stakeholder Event	Location	Date	Participants	Format
OAR	Salem	June 7, 2016	Commissioner, 2017 President-Elect	Meeting
Corvallis Principal Brokers Group	Corvallis	June 9, 2017	Commissioner, Principal Broker Members	Meeting
OAR	Salem	June 10, 2016	Commissioner, CEO	Meeting
ReMax/Equity Group	Portland	June 15, 2016	Commissioner, President	Meeting
PMAR	Portland	June 24, 2016	Commissioner, 2016 President	Meeting
Boarding Meeting	Pendleton	August 1, 2016	Commissioner, Agency Management, Board Members, Continuing Education Providers, Licensees, Public	Meeting w/ Public Audience
PMAR	Portland	August 5, 2016	Commissioner, CEO	Meeting
PMAR	Portland	September 16, 2016	Commissioner, Risk Management Group Members	Meeting
OAR Executive Committee	Salem	September 28, 2016	Commissioner, Executive Committee Members	Meeting
OAR Business Issues Committee	Salem	September 29, 2016	Commissioner, Business Issues Committee Members	Meeting
OAR Board of Directors	Salem	September 30, 2016	Commissioner, Association Board Members	Meeting
Board Meeting	Salem	October 3, 2016	Commissioner, Agency Management, Board Members	Meeting

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Stakeholder Event	Location	Date	Participants	Format
OAR Board of Directors	Salem	October 17, 2016	Commissioner, Association Board Members	Meeting
Board Meeting	Salem	December 5, 2016	Commissioner, Agency Management, Board Members, Continuing Education Providers, Licensees, Public	Meeting
OAR Board of Directors	Salem	January 27, 2017	Commissioner, Association Board Members	Meeting

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency
Pkg: 101 - OREA Fee Increase

Cross Reference Name: Real Estate Agency
Cross Reference Number: 91900-050-00-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Business Lic and Fees	-	-	2,029,950	-	-	-	2,029,950
Charges for Services	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	194,180	-	-	-	194,180
Total Revenues	-	-	\$2,224,110	-	-	-	\$2,224,110
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	665,784	-	-	-	665,784
Temporary Appointments	-	-	14,935	-	-	-	14,935
Overtime Payments	-	-	2,762	-	-	-	2,762
All Other Differential	-	-	1,538	-	-	-	1,538
Empl. Rel. Bd. Assessments	-	-	342	-	-	-	342
Public Employees' Retire Cont	-	-	127,919	-	-	-	127,919
Social Security Taxes	-	-	52,404	-	-	-	52,404
Worker's Comp. Assess. (WCD)	-	-	414	-	-	-	414
Flexible Benefits	-	-	200,016	-	-	-	200,016
Total Personal Services	-	-	\$1,066,114	-	-	-	\$1,066,114
Services & Supplies							
Instate Travel	-	-	85,439	-	-	-	85,439
Out of State Travel	-	-	20,279	-	-	-	20,279
Employee Training	-	-	35,640	-	-	-	35,640
Office Expenses	-	-	55,938	-	-	-	55,938
Telecommunications	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency
Pkg: 101 - OREA Fee Increase

Cross Reference Name: Real Estate Agency
Cross Reference Number: 91900-050-00-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Publicity and Publications	-	-	47,263	-	-	-	47,263
Professional Services	-	-	-	-	-	-	-
IT Professional Services	-	-	-	-	-	-	-
Attorney General	-	-	-	-	-	-	-
Employee Recruitment and Develop	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-
Facilities Rental and Taxes	-	-	-	-	-	-	-
Facilities Maintenance	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-
IT Expendable Property	-	-	-	-	-	-	-
Total Services & Supplies	-	-	\$244,559	-	-	-	\$244,559
Total Expenditures							
Total Expenditures	-	-	1,310,673	-	-	-	1,310,673
Total Expenditures	-	-	\$1,310,673	-	-	-	\$1,310,673
Ending Balance							
Ending Balance	-	-	913,437	-	-	-	913,437
Total Ending Balance	-	-	\$913,437	-	-	-	\$913,437

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency
Pkg: 101 - OREA Fee Increase

Cross Reference Name: Real Estate Agency
Cross Reference Number: 91900-050-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Positions							
Total Positions							6
Total Positions	-	-	-	-	-	-	6
Total FTE							
Total FTE							6.00
Total FTE	-	-	-	-	-	-	6.00

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DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Real Estate Agency
2017-19 Biennium

Agency Number: 91900
Cross Reference Number: 91900-050-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
Other Funds						
Business Lic and Fees	5,601,933	6,065,545	6,065,545	8,150,232	8,150,232	-
Charges for Services	18,711	43,333	43,333	43,333	43,333	-
Fines and Forfeitures	173,015	117,431	117,431	344,850	344,850	-
Transfer to General Fund	(118,285)	(50,262)	(50,262)	(90,000)	(90,000)	-
Total Other Funds	\$5,675,374	\$6,176,047	\$6,176,047	\$8,448,415	\$8,448,415	-

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Real Estate Agency

Policy Package List by Priority
2017-19 Biennium

Agency Number: 91900

BAM Analyst: Otero, Robert

Budget Coordinator: Higley, Anna - (503)378-4671

<i>Priority</i>	<i>Policy Pkg Number</i>	<i>Policy Pkg Description</i>	<i>Summary Cross Reference Number</i>	<i>Cross Reference Description</i>
0	070	Revenue Shortfalls	050-00-00-00000	Real Estate Agency
	080	May 2016 E-Board	050-00-00-00000	Real Estate Agency
	081	September 2016 Emergency Board	050-00-00-00000	Real Estate Agency
	090	Analyst Adjustments	050-00-00-00000	Real Estate Agency
	091	Statewide Adjustment DAS Chgs	050-00-00-00000	Real Estate Agency
	092	Statewide AG Adjustment	050-00-00-00000	Real Estate Agency
	101	OREA Fee Increase	050-00-00-00000	Real Estate Agency

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AFFIRMATIVE ACTION PLAN FOR THE REAL ESTATE AGENCY

Background

The Real Estate Agency (REA) is a small agency (29.00 FTE) of 29 employees primarily made up of professional and managerial personnel specializing in the field of real estate. Of the 29 positions, 22 are at salary range 21 or above. Only seven positions can be classified as administrative specialist/support at salary ranges 17 - 19.

Analysis

Upper Management (SR 31+) Two of the five upper management positions are female; there are no persons of color and no disabled employees.

Middle Management (SR 24-30) There is only one position in middle management and it is a female. There are no persons of color or disabled employees.

Professional Ten of the sixteen in this group are female. There is currently one person of color and no disabled employees. This group provides one of the best opportunities for the Agency to employ those from protected classes. However, the recruitment pool containing those from protected classes with real estate, escrow, or investigative backgrounds is relatively small. There is currently one position vacant in this category.

Administrative Specialist/Support (SR 15-19) Six of seven are female. This group has been relatively stable over the past few years. There is one person of color in this group.

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LONG RANGE STRATEGIES & GOALS

The Agency continues to strive for parity in needed areas. However, one problem that tends to make reaching parity difficult is that REA attempts to hire Professional, Middle Management and Upper Management with a real estate background. Unfortunately, the real estate industry is not reflective of the parity goals as set out in our AA Analysis or AA Reports.

The Agency has and will continue to take steps to network with representatives of organizations advocating for people of color and the disabled prior to position openings. When possible, the Agency has and will continue to work closely with real estate training institution recruiters to contact and encourage more minority participation as students.

When and where possible, without discrimination, the Agency will continue to assist its employees in upward mobility through retention and career development efforts.

The Agency continues to make the work environment hospitable to persons of diverse background when they are added to its work place. In an effort to achieve this goal, the Agency will make planned efforts to obtain diversity training for staff from available sources.

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DEVELOPMENT & IMPLEMENTATION OF PROGRAMS

Training

The Agency has provided training to the IT staff that is necessary for maintaining the agency operating system, information security and reporting requirements. The Agency has also provided customer service training to the administrative staff to assist in dealing with the demands of public information. Financial Investigators are involved in training at the Department of Justice on an ongoing basis, and also attended Association of Real Estate License Law Officials (ARELLO) Real Estate Investigator Training last biennium. The Agency will develop training and developmental plans for its employees.

Employee

The Agency continues to upgrade system furniture to meet the ergonomic needs of staff on an as-needed basis.

(ADA)

The Agency recently moved to a new privately owned building. As part of the proposal process the building owner agreed to meet ADA standards.

Public Accommodation

The Agency has TTY services available for those with hearing impairment, should the public need the service when contacting the Agency. We also provide language interpreters when needed. The Agency occupies a building in downtown Salem with access to City of Salem handicapped parking. The Agency has an automatic door opener at one entrance and accessible restrooms are available for all visitors to the Agency needing such services. Customer service staff-members are on hand to help licensees conduct business in eLicense. For walk-in customers, staff can walk through the various online application processes if requested.

Special arrangements have also been provided for those with visual impairment upon request. The Agency's examination vendor can accommodate those with special needs.

In general we believe the Real Estate Agency has met the needs and the new requirements of the disabled under the ADA and continues to work toward parity in minority, disabled and female hiring.

BUDGET NARRATIVE

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BUDGET NARRATIVE

Real Estate Agency

Summary Cross Reference Listing and Packages
2017-19 Biennium

Agency Number: 91900

BAM Analyst: Otero, Robert

Budget Coordinator: Higley, Anna - (503)378-4671

<i>Cross Reference Number</i>	<i>Cross Reference Description</i>	<i>Package Number</i>	<i>Priority</i>	<i>Package Description</i>	<i>Package Group</i>
050-00-00-00000	Real Estate Agency	010	0	Non-PICS Psnl Svc / Vacancy Factor	Essential Packages
050-00-00-00000	Real Estate Agency	021	0	Phase - In	Essential Packages
050-00-00-00000	Real Estate Agency	022	0	Phase-out Pgm & One-time Costs	Essential Packages
050-00-00-00000	Real Estate Agency	031	0	Standard Inflation	Essential Packages
050-00-00-00000	Real Estate Agency	032	0	Above Standard Inflation	Essential Packages
050-00-00-00000	Real Estate Agency	070	0	Revenue Shortfalls	Policy Packages
050-00-00-00000	Real Estate Agency	080	0	May 2016 E-Board	Policy Packages
050-00-00-00000	Real Estate Agency	081	0	September 2016 Emergency Board	Policy Packages
050-00-00-00000	Real Estate Agency	090	0	Analyst Adjustments	Policy Packages
050-00-00-00000	Real Estate Agency	091	0	Statewide Adjustment DAS Chgs	Policy Packages
050-00-00-00000	Real Estate Agency	092	0	Statewide AG Adjustment	Policy Packages
050-00-00-00000	Real Estate Agency	101	0	OREA Fee Increase	Policy Packages

BUDGET NARRATIVE

Real Estate Agency

Policy Package List by Priority
2017-19 Biennium

Agency Number: 91900

BAM Analyst: Otero, Robert

Budget Coordinator: Higley, Anna - (503)378-4671

<i>Priority</i>	<i>Policy Pkg Number</i>	<i>Policy Pkg Description</i>	<i>Summary Cross Reference Number</i>	<i>Cross Reference Description</i>
0	070	Revenue Shortfalls	050-00-00-00000	Real Estate Agency
	080	May 2016 E-Board	050-00-00-00000	Real Estate Agency
	081	September 2016 Emergency Board	050-00-00-00000	Real Estate Agency
	090	Analyst Adjustments	050-00-00-00000	Real Estate Agency
	091	Statewide Adjustment DAS Chgs	050-00-00-00000	Real Estate Agency
	092	Statewide AG Adjustment	050-00-00-00000	Real Estate Agency
	101	OREA Fee Increase	050-00-00-00000	Real Estate Agency

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-000-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	1,978,073	1,461,966	1,461,966	363,637	363,637	-
REVENUE CATEGORIES						
LICENSES AND FEES						
0205 Business Lic and Fees						
3400 Other Funds Ltd	5,601,933	6,065,545	6,065,545	8,150,232	8,150,232	-
CHARGES FOR SERVICES						
0410 Charges for Services						
3400 Other Funds Ltd	18,711	43,333	43,333	43,333	43,333	-
FINES, RENTS AND ROYALTIES						
0505 Fines and Forfeitures						
3400 Other Funds Ltd	54,730	67,169	67,169	254,850	254,850	-
8800 General Fund Revenue	118,285	50,262	50,262	90,000	90,000	-
All Funds	173,015	117,431	117,431	344,850	344,850	-
REVENUE CATEGORIES						
3400 Other Funds Ltd	5,675,374	6,176,047	6,176,047	8,448,415	8,448,415	-
8800 General Fund Revenue	118,285	50,262	50,262	90,000	90,000	-
TOTAL REVENUE CATEGORIES	\$5,793,659	\$6,226,309	\$6,226,309	\$8,538,415	\$8,538,415	-
TRANSFERS OUT						
2060 Transfer to General Fund						
8800 General Fund Revenue	(118,285)	(50,262)	(50,262)	(90,000)	(90,000)	-
AVAILABLE REVENUES						

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-000-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
3400 Other Funds Ltd	7,653,447	7,638,013	7,638,013	8,812,052	8,812,052	-
TOTAL AVAILABLE REVENUES	\$7,653,447	\$7,638,013	\$7,638,013	\$8,812,052	\$8,812,052	-
EXPENDITURES						
PERSONAL SERVICES						
SALARIES & WAGES						
3110 Class/Unclass Sal. and Per Diem						
3400 Other Funds Ltd	3,231,958	3,524,256	3,749,616	3,880,584	3,880,584	-
3160 Temporary Appointments						
3400 Other Funds Ltd	50,843	14,935	14,935	14,935	14,935	-
3170 Overtime Payments						
3400 Other Funds Ltd	4,471	2,762	2,762	2,762	2,762	-
3190 All Other Differential						
3400 Other Funds Ltd	5,584	1,538	1,538	1,538	1,538	-
SALARIES & WAGES						
3400 Other Funds Ltd	3,292,836	3,543,491	3,768,851	3,899,819	3,899,819	-
TOTAL SALARIES & WAGES	\$3,292,836	\$3,543,491	\$3,768,851	\$3,899,819	\$3,899,819	-
OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
3400 Other Funds Ltd	977	1,276	1,276	1,596	1,596	-
3220 Public Employees' Retire Cont						
3400 Other Funds Ltd	479,997	556,134	588,609	740,388	740,388	-
3221 Pension Obligation Bond						
3400 Other Funds Ltd	215,365	222,263	207,623	225,478	225,478	-

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BDV103A - Budget Support - Detail Revenues & Expenditures
BDV103A

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-000-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
3230 Social Security Taxes						
3400 Other Funds Ltd	245,983	270,088	287,328	296,896	296,896	-
3240 Unemployment Assessments						
3400 Other Funds Ltd	9,230	386	386	386	386	-
3250 Worker's Comp. Assess. (WCD)						
3400 Other Funds Ltd	1,741	2,001	2,001	2,001	2,001	-
3260 Mass Transit Tax						
3400 Other Funds Ltd	19,753	21,634	22,986	22,986	22,986	-
3270 Flexible Benefits						
3400 Other Funds Ltd	859,144	885,312	885,312	966,744	966,744	-
OTHER PAYROLL EXPENSES						
3400 Other Funds Ltd	1,832,190	1,959,094	1,995,521	2,256,475	2,256,475	-
TOTAL OTHER PAYROLL EXPENSES	\$1,832,190	\$1,959,094	\$1,995,521	\$2,256,475	\$2,256,475	-
P.S. BUDGET ADJUSTMENTS						
3455 Vacancy Savings						
3400 Other Funds Ltd	-	(45,029)	(45,029)	-	-	-
3465 Reconciliation Adjustment						
3400 Other Funds Ltd	-	(19,300)	(19,300)	-	-	-
P.S. BUDGET ADJUSTMENTS						
3400 Other Funds Ltd	-	(64,329)	(64,329)	-	-	-
TOTAL P.S. BUDGET ADJUSTMENTS	-	(\$64,329)	(\$64,329)	-	-	-
PERSONAL SERVICES						
3400 Other Funds Ltd	5,125,026	5,438,256	5,700,043	6,156,294	6,156,294	-

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BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-000-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
3400 Other Funds Ltd	150,469	244,766	244,766	276,929	258,735	-
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	-	7,198	7,198	7,464	7,464	-
4400 Dues and Subscriptions						
3400 Other Funds Ltd	4,687	8,895	8,895	9,224	9,224	-
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	406,296	229,457	229,457	245,290	245,290	-
4475 Facilities Maintenance						
3400 Other Funds Ltd	590	4,199	4,199	4,354	4,354	-
4525 Medical Services and Supplies						
3400 Other Funds Ltd	125	-	-	-	-	-
4575 Agency Program Related S and S						
3400 Other Funds Ltd	6,938	38,376	38,376	39,796	39,796	-
4650 Other Services and Supplies						
3400 Other Funds Ltd	92,101	161,805	161,805	142,627	121,743	-
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	6,900	27,079	27,079	28,081	28,081	-
4715 IT Expendable Property						
3400 Other Funds Ltd	28,782	151,404	151,404	157,006	157,006	-
SERVICES & SUPPLIES						
3400 Other Funds Ltd	1,462,680	1,459,058	1,459,058	1,742,321	1,688,359	-
TOTAL SERVICES & SUPPLIES	\$1,462,680	\$1,459,058	\$1,459,058	\$1,742,321	\$1,688,359	-

EXPENDITURES

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BDV103A - Budget Support - Detail Revenues & Expenditures
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BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-000-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
3400 Other Funds Ltd	6,587,706	6,897,314	7,159,101	7,898,615	7,844,653	-
TOTAL EXPENDITURES	\$6,587,706	\$6,897,314	\$7,159,101	\$7,898,615	\$7,844,653	-
ENDING BALANCE						
3400 Other Funds Ltd	1,065,741	740,699	478,912	913,437	967,399	-
TOTAL ENDING BALANCE	\$1,065,741	\$740,699	\$478,912	\$913,437	\$967,399	-
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	30	29	29	29	29	-
TOTAL AUTHORIZED POSITIONS	30	29	29	29	29	-
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	29.50	29.00	29.00	29.00	29.00	-
TOTAL AUTHORIZED FTE	29.50	29.00	29.00	29.00	29.00	-

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-050-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	1,978,073	1,461,966	1,461,966	363,637	363,637	-
REVENUE CATEGORIES						
LICENSES AND FEES						
0205 Business Lic and Fees						
3400 Other Funds Ltd	5,601,933	6,065,545	6,065,545	8,150,232	8,150,232	-
CHARGES FOR SERVICES						
0410 Charges for Services						
3400 Other Funds Ltd	18,711	43,333	43,333	43,333	43,333	-
FINES, RENTS AND ROYALTIES						
0505 Fines and Forfeitures						
3400 Other Funds Ltd	54,730	67,169	67,169	254,850	254,850	-
8800 General Fund Revenue	118,285	50,262	50,262	90,000	90,000	-
All Funds	173,015	117,431	117,431	344,850	344,850	-
REVENUE CATEGORIES						
3400 Other Funds Ltd	5,675,374	6,176,047	6,176,047	8,448,415	8,448,415	-
8800 General Fund Revenue	118,285	50,262	50,262	90,000	90,000	-
TOTAL REVENUE CATEGORIES	\$5,793,659	\$6,226,309	\$6,226,309	\$8,538,415	\$8,538,415	-
TRANSFERS OUT						
2060 Transfer to General Fund						
8800 General Fund Revenue	(118,285)	(50,262)	(50,262)	(90,000)	(90,000)	-
AVAILABLE REVENUES						

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-050-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
3400 Other Funds Ltd	7,853,447	7,638,013	7,638,013	8,812,052	8,812,052	-
TOTAL AVAILABLE REVENUES	\$7,653,447	\$7,638,013	\$7,638,013	\$8,812,052	\$8,812,052	-
EXPENDITURES						
PERSONAL SERVICES						
SALARIES & WAGES						
3110 Class/Unclass Sal. and Per Diem						
3400 Other Funds Ltd	3,231,958	3,524,258	3,749,816	3,880,584	3,880,584	-
3160 Temporary Appointments						
3400 Other Funds Ltd	50,843	14,935	14,935	14,935	14,935	-
3170 Overtime Payments						
3400 Other Funds Ltd	4,471	2,762	2,762	2,762	2,762	-
3190 All Other Differential						
3400 Other Funds Ltd	5,564	1,538	1,538	1,538	1,538	-
SALARIES & WAGES						
3400 Other Funds Ltd	3,292,836	3,543,491	3,768,851	3,899,819	3,899,819	-
TOTAL SALARIES & WAGES	\$3,292,836	\$3,543,491	\$3,768,851	\$3,899,819	\$3,899,819	-
OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
3400 Other Funds Ltd	977	1,278	1,278	1,598	1,598	-
3220 Public Employees' Retire Cont						
3400 Other Funds Ltd	479,997	556,134	588,809	740,388	740,388	-
3221 Pension Obligation Bond						
3400 Other Funds Ltd	215,365	222,263	207,823	225,478	225,478	-

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-050-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
3230 Social Security Taxes						
3400 Other Funds Ltd	245,983	270,088	287,328	296,896	296,896	-
3240 Unemployment Assessments						
3400 Other Funds Ltd	9,230	386	386	386	386	-
3250 Worker's Comp. Assess. (WCD)						
3400 Other Funds Ltd	1,741	2,001	2,001	2,001	2,001	-
3260 Mass Transit Tax						
3400 Other Funds Ltd	19,753	21,634	22,986	22,986	22,986	-
3270 Flexible Benefits						
3400 Other Funds Ltd	859,144	885,312	885,312	966,744	966,744	-
OTHER PAYROLL EXPENSES						
3400 Other Funds Ltd	1,832,190	1,959,094	1,995,521	2,256,475	2,256,475	-
TOTAL OTHER PAYROLL EXPENSES	\$1,832,190	\$1,959,094	\$1,995,521	\$2,256,475	\$2,256,475	-
P.S. BUDGET ADJUSTMENTS						
3455 Vacancy Savings						
3400 Other Funds Ltd	-	(45,029)	(45,029)	-	-	-
3465 Reconciliation Adjustment						
3400 Other Funds Ltd	-	(19,300)	(19,300)	-	-	-
P.S. BUDGET ADJUSTMENTS						
3400 Other Funds Ltd	-	(64,329)	(64,329)	-	-	-
TOTAL P.S. BUDGET ADJUSTMENTS	-	(\$64,329)	(\$64,329)	-	-	-
PERSONAL SERVICES						
3400 Other Funds Ltd	5,125,026	5,438,256	5,700,043	6,156,294	6,156,294	-

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BDV103A - Budget Support - Detail Revenues & Expenditures
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BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-050-00-00-00000

2017-19 Biennium

Real Estate Agency

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
TOTAL PERSONAL SERVICES	\$5,125,026	\$5,438,256	\$5,700,043	\$6,156,294	\$6,156,294	-
SERVICES & SUPPLIES						
4100 Instate Travel						
3400 Other Funds Ltd	53,403	82,391	82,391	85,439	85,439	-
4125 Out of State Travel						
3400 Other Funds Ltd	56,561	19,555	19,555	20,279	20,279	-
4150 Employee Training						
3400 Other Funds Ltd	38,887	34,368	34,368	35,640	35,640	-
4175 Office Expenses						
3400 Other Funds Ltd	40,157	109,191	109,191	113,231	113,231	-
4200 Telecommunications						
3400 Other Funds Ltd	51,636	27,988	27,988	29,024	29,024	-
4225 State Gov. Service Charges						
3400 Other Funds Ltd	211,924	47,543	47,543	228,439	213,555	-
4250 Data Processing						
3400 Other Funds Ltd	96,579	39,632	39,632	85,296	85,296	-
4275 Publicity and Publications						
3400 Other Funds Ltd	3,735	53,398	53,398	55,374	55,374	-
4300 Professional Services						
3400 Other Funds Ltd	78,408	97,092	97,092	101,073	101,073	-
4315 IT Professional Services						
3400 Other Funds Ltd	134,502	74,721	74,721	77,755	77,755	-
4325 Attorney General						

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BDV103A - Budget Support - Detail Revenues & Expenditures
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BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-050-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
3400 Other Funds Ltd	150,469	244,766	244,766	276,929	258,735	-
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	-	7,198	7,198	7,464	7,464	-
4400 Dues and Subscriptions						
3400 Other Funds Ltd	4,687	8,895	8,895	9,224	9,224	-
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	406,296	229,457	229,457	245,290	245,290	-
4475 Facilities Maintenance						
3400 Other Funds Ltd	590	4,199	4,199	4,354	4,354	-
4525 Medical Services and Supplies						
3400 Other Funds Ltd	125	-	-	-	-	-
4575 Agency Program Related S and S						
3400 Other Funds Ltd	6,938	38,376	38,376	39,796	39,796	-
4650 Other Services and Supplies						
3400 Other Funds Ltd	92,101	161,805	161,805	142,627	121,743	-
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	6,900	27,079	27,079	28,081	28,081	-
4715 IT Expendable Property						
3400 Other Funds Ltd	28,782	151,404	151,404	157,006	157,006	-
SERVICES & SUPPLIES						
3400 Other Funds Ltd	1,462,680	1,459,058	1,459,058	1,742,321	1,688,359	-
TOTAL SERVICES & SUPPLIES	\$1,462,680	\$1,459,058	\$1,459,058	\$1,742,321	\$1,688,359	-

EXPENDITURES

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BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Budget Support - Detail Revenues and Expenditures

Cross Reference Number: 91900-050-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
3400 Other Funds Ltd	6,587,706	6,897,314	7,159,101	7,898,615	7,844,653	-
TOTAL EXPENDITURES	\$6,587,706	\$6,897,314	\$7,159,101	\$7,898,615	\$7,844,653	-
ENDING BALANCE						
3400 Other Funds Ltd	1,065,741	740,699	478,912	913,437	967,399	-
TOTAL ENDING BALANCE	\$1,065,741	\$740,699	\$478,912	\$913,437	\$967,399	-
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	30	29	29	29	29	-
TOTAL AUTHORIZED POSITIONS	30	29	29	29	29	-
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	29.50	29.00	29.00	29.00	29.00	-
TOTAL AUTHORIZED FTE	29.50	29.00	29.00	29.00	29.00	-

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Version / Column Comparison Report - Detail

Cross Reference Number:91900-050-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	Agency Request Budget (V-01) 2017-19 Base Budget	Governor's Budget (Y-01) 2017-19 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
BEGINNING BALANCE				
0025 Beginning Balance				
3400 Other Funds Ltd	363,637	363,637	0	-
REVENUE CATEGORIES				
LICENSES AND FEES				
0205 Business Lic and Fees				
3400 Other Funds Ltd	6,120,282	6,120,282	0	-
CHARGES FOR SERVICES				
0410 Charges for Services				
3400 Other Funds Ltd	43,333	43,333	0	-
FINES, RENTS AND ROYALTIES				
0505 Fines and Forfeitures				
3400 Other Funds Ltd	60,690	60,690	0	-
8800 General Fund Revenue	90,000	90,000	0	-
All Funds	150,690	150,690	0	-
TOTAL REVENUES				
3400 Other Funds Ltd	6,224,305	6,224,305	0	-
8800 General Fund Revenue	90,000	90,000	0	-
TOTAL REVENUES	\$6,314,305	\$6,314,305	0	-
TRANSFERS OUT				
2060 Transfer to General Fund				
8800 General Fund Revenue	(90,000)	(90,000)	0	-
AVAILABLE REVENUES				
3400 Other Funds Ltd	6,587,942	6,587,942	0	-

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ANA100A - Version / Column Comparison Report - Detail
ANA100A

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Version / Column Comparison Report - Detail

Cross Reference Number:91900-050-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	Agency Request Budget (V-01) 2017-19 Base Budget	Governor's Budget (Y-01) 2017-19 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

3400 Other Funds Ltd	3,880,584	3,880,584	0	-
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3160 Temporary Appointments

3400 Other Funds Ltd	14,935	14,935	0	-
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3170 Overtime Payments

3400 Other Funds Ltd	2,762	2,762	0	-
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3190 All Other Differential

3400 Other Funds Ltd	1,538	1,538	0	-
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TOTAL SALARIES & WAGES

3400 Other Funds Ltd	3,899,819	3,899,819	0	-
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

3400 Other Funds Ltd	1,596	1,596	0	-
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3220 Public Employees' Retire Cont

3400 Other Funds Ltd	740,388	740,388	0	-
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3221 Pension Obligation Bond

3400 Other Funds Ltd	207,623	207,623	0	-
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3230 Social Security Taxes

3400 Other Funds Ltd	296,896	296,896	0	-
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3240 Unemployment Assessments

3400 Other Funds Ltd	386	386	0	-
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BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

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Cross Reference Number:91900-050-00-00-00000

2017-19 Biennium

Real Estate Agency

Description	Agency Request Budget (V-01) 2017-19 Base Budget	Governor's Budget (Y-01) 2017-19 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3250 Worker's Comp. Assess. (WCD)				
3400 Other Funds Ltd	2,001	2,001	0	-
3260 Mass Transit Tax				
3400 Other Funds Ltd	22,986	22,986	0	-
3270 Flexible Benefits				
3400 Other Funds Ltd	966,744	966,744	0	-
TOTAL OTHER PAYROLL EXPENSES				
3400 Other Funds Ltd	2,238,620	2,238,620	0	-
P.S. BUDGET ADJUSTMENTS				
3455 Vacancy Savings				
3400 Other Funds Ltd	(45,029)	(45,029)	0	-
TOTAL PERSONAL SERVICES				
3400 Other Funds Ltd	6,093,410	6,093,410	0	-
SERVICES & SUPPLIES				
4100 Instate Travel				
3400 Other Funds Ltd	82,391	82,391	0	-
4125 Out of State Travel				
3400 Other Funds Ltd	19,555	19,555	0	-
4150 Employee Training				
3400 Other Funds Ltd	34,368	34,368	0	-
4175 Office Expenses				
3400 Other Funds Ltd	109,191	109,191	0	-
4200 Telecommunications				
3400 Other Funds Ltd	27,988	27,988	0	-

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BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Version / Column Comparison Report - Detail

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2017-19 Biennium

Real Estate Agency

Description	Agency Request Budget (V-01) 2017-19 Base Budget	Governor's Budget (Y-01) 2017-19 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
4225 State Gov. Service Charges				
3400 Other Funds Ltd	75,523	75,523	0	-
4250 Data Processing				
3400 Other Funds Ltd	35,919	35,919	0	-
4275 Publicity and Publications				
3400 Other Funds Ltd	53,398	53,398	0	-
4300 Professional Services				
3400 Other Funds Ltd	97,092	97,092	0	-
4315 IT Professional Services				
3400 Other Funds Ltd	74,721	74,721	0	-
4325 Attorney General				
3400 Other Funds Ltd	244,766	244,766	0	-
4375 Employee Recruitment and Develop				
3400 Other Funds Ltd	7,198	7,198	0	-
4400 Dues and Subscriptions				
3400 Other Funds Ltd	8,895	8,895	0	-
4425 Facilities Rental and Taxes				
3400 Other Funds Ltd	229,457	229,457	0	-
4475 Facilities Maintenance				
3400 Other Funds Ltd	4,199	4,199	0	-
4575 Agency Program Related S and S				
3400 Other Funds Ltd	38,376	38,376	0	-
4650 Other Services and Supplies				
3400 Other Funds Ltd	137,538	137,538	0	-

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BUDGET NARRATIVE

Real Estate Agency

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2017-19 Biennium

Real Estate Agency

Description	Agency Request Budget (V-01) 2017-19 Base Budget	Governor's Budget (Y-01) 2017-19 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
4700 Expendable Prop 250 - 5000				
3400 Other Funds Ltd	27,079	27,079	0	-
4715 IT Expendable Property				
3400 Other Funds Ltd	151,404	151,404	0	-
TOTAL SERVICES & SUPPLIES				
3400 Other Funds Ltd	1,459,058	1,459,058	0	-
TOTAL EXPENDITURES				
3400 Other Funds Ltd	7,552,468	7,552,468	0	-
ENDING BALANCE				
3400 Other Funds Ltd	(964,526)	(964,526)	0	-
AUTHORIZED POSITIONS				
8150 Class/Unclass Positions	29	29	0	-
AUTHORIZED FTE				
8250 Class/Unclass FTE Positions	29.00	29.00	0	-

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Detail Revenues & Expenditures - Requested Budget

Version: V - 01 - Agency Request Budget

2017-19 Biennium

Cross Reference Number: 91900-000-00-00-00000

Real Estate Agency

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
BEGINNING BALANCE					
0025 Beginning Balance					
3400 Other Funds Ltd	363,637	-	363,637	-	363,637
REVENUE CATEGORIES					
LICENSES AND FEES					
0205 Business Lic and Fees					
3400 Other Funds Ltd	6,120,282	-	6,120,282	2,029,950	8,150,232
CHARGES FOR SERVICES					
0410 Charges for Services					
3400 Other Funds Ltd	43,333	-	43,333	-	43,333
FINES, RENTS AND ROYALTIES					
0505 Fines and Forfeitures					
3400 Other Funds Ltd	60,690	-	60,690	194,160	254,850
8800 General Fund Revenue	90,000	-	90,000	-	90,000
All Funds	150,690	-	150,690	194,160	344,850
TOTAL REVENUES					
3400 Other Funds Ltd	6,224,305	-	6,224,305	2,224,110	8,448,415
8800 General Fund Revenue	90,000	-	90,000	-	90,000
TOTAL REVENUES	\$6,314,305	-	\$6,314,305	\$2,224,110	\$8,538,415
TRANSFERS OUT					
2060 Transfer to General Fund					
8800 General Fund Revenue	(90,000)	-	(90,000)	-	(90,000)
AVAILABLE REVENUES					

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Real Estate Agency

Agency Number: 91900

Detail Revenues & Expenditures - Requested Budget

Version: V - 01 - Agency Request Budget

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Cross Reference Number: 91900-000-00-00-00000

Real Estate Agency

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
3400 Other Funds Ltd	6,587,942	-	6,587,942	2,224,110	8,812,052
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
3400 Other Funds Ltd	3,880,584	-	3,880,584	-	3,880,584
3160 Temporary Appointments					
3400 Other Funds Ltd	14,935	-	14,935	-	14,935
3170 Overtime Payments					
3400 Other Funds Ltd	2,762	-	2,762	-	2,762
3190 All Other Differential					
3400 Other Funds Ltd	1,538	-	1,538	-	1,538
TOTAL SALARIES & WAGES					
3400 Other Funds Ltd	3,899,819	-	3,899,819	-	3,899,819
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					
3400 Other Funds Ltd	1,596	-	1,596	-	1,596
3220 Public Employees' Retire Cont					
3400 Other Funds Ltd	740,388	-	740,388	-	740,388
3221 Pension Obligation Bond					
3400 Other Funds Ltd	207,623	17,855	225,478	-	225,478
3230 Social Security Taxes					
3400 Other Funds Ltd	296,896	-	296,896	-	296,896

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Real Estate Agency

Agency Number: 91900

Detail Revenues & Expenditures - Requested Budget

Version: V - 01 - Agency Request Budget

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Cross Reference Number: 91900-000-00-00-00000

Real Estate Agency

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
3240 Unemployment Assessments					
3400 Other Funds Ltd	386	-	386	-	386
3250 Worker's Comp. Assess. (WCD)					
3400 Other Funds Ltd	2,001	-	2,001	-	2,001
3260 Mass Transit Tax					
3400 Other Funds Ltd	22,986	-	22,986	-	22,986
3270 Flexible Benefits					
3400 Other Funds Ltd	966,744	-	966,744	-	966,744
TOTAL OTHER PAYROLL EXPENSES					
3400 Other Funds Ltd	2,238,620	17,855	2,256,475	-	2,256,475
P.S. BUDGET ADJUSTMENTS					
3455 Vacancy Savings					
3400 Other Funds Ltd	(45,029)	45,029	-	-	-
TOTAL PERSONAL SERVICES					
3400 Other Funds Ltd	6,093,410	62,884	6,156,294	-	6,156,294
SERVICES & SUPPLIES					
4100 Instate Travel					
3400 Other Funds Ltd	82,391	3,048	85,439	-	85,439
4125 Out of State Travel					
3400 Other Funds Ltd	19,555	724	20,279	-	20,279
4150 Employee Training					
3400 Other Funds Ltd	34,368	1,272	35,640	-	35,640
4175 Office Expenses					

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BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Detail Revenues & Expenditures - Requested Budget

Version: V - 01 - Agency Request Budget

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Cross Reference Number: 91900-000-00-00-00000

Real Estate Agency

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
3400 Other Funds Ltd	109,191	4,040	113,231	-	113,231
4200 Telecommunications					
3400 Other Funds Ltd	27,988	1,036	29,024	-	29,024
4225 State Gov. Service Charges					
3400 Other Funds Ltd	75,523	152,916	228,439	-	228,439
4250 Data Processing					
3400 Other Funds Ltd	35,919	49,377	85,296	-	85,296
4275 Publicity and Publications					
3400 Other Funds Ltd	53,398	1,976	55,374	-	55,374
4300 Professional Services					
3400 Other Funds Ltd	97,092	3,981	101,073	-	101,073
4315 IT Professional Services					
3400 Other Funds Ltd	74,721	3,034	77,755	-	77,755
4325 Attorney General					
3400 Other Funds Ltd	244,766	32,163	276,929	-	276,929
4375 Employee Recruitment and Develop					
3400 Other Funds Ltd	7,198	266	7,464	-	7,464
4400 Dues and Subscriptions					
3400 Other Funds Ltd	8,895	329	9,224	-	9,224
4425 Facilities Rental and Taxes					
3400 Other Funds Ltd	229,457	15,833	245,290	-	245,290
4475 Facilities Maintenance					
3400 Other Funds Ltd	4,199	155	4,354	-	4,354

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Agency Number: 91900

Detail Revenues & Expenditures - Requested Budget

Version: V - 01 - Agency Request Budget

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Cross Reference Number: 91900-000-00-00-00000

Real Estate Agency

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
4575 Agency Program Related S and S					
3400 Other Funds Ltd	38,376	1,420	39,796	-	39,796
4650 Other Services and Supplies					
3400 Other Funds Ltd	137,538	5,089	142,627	-	142,627
4700 Expendable Prop 250 - 5000					
3400 Other Funds Ltd	27,079	1,002	28,081	-	28,081
4715 IT Expendable Property					
3400 Other Funds Ltd	151,404	5,602	157,006	-	157,006
TOTAL SERVICES & SUPPLIES					
3400 Other Funds Ltd	1,459,058	283,263	1,742,321	-	1,742,321
TOTAL EXPENDITURES					
3400 Other Funds Ltd	7,552,468	346,147	7,898,615	-	7,898,615
ENDING BALANCE					
3400 Other Funds Ltd	(964,526)	(346,147)	(1,310,673)	2,224,110	913,437
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	29	-	29	-	29
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	29.00	-	29.00	-	29.00

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Real Estate Agency

Agency Number: 91900

Detail Revenues & Expenditures - Requested Budget
 2017-19 Biennium
 Real Estate Agency

Version: A - 01 - Agency Working
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Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
BEGINNING BALANCE					
0025 Beginning Balance					
3400 Other Funds Ltd	363,637	-	363,637	-	363,637
REVENUE CATEGORIES					
LICENSES AND FEES					
0205 Business Lic and Fees					
3400 Other Funds Ltd	6,120,282	-	6,120,282	2,029,950	8,150,232
CHARGES FOR SERVICES					
0410 Charges for Services					
3400 Other Funds Ltd	43,333	-	43,333	-	43,333
FINES, RENTS AND ROYALTIES					
0505 Fines and Forfeitures					
3400 Other Funds Ltd	60,690	-	60,690	194,160	254,850
8800 General Fund Revenue	90,000	-	90,000	-	90,000
All Funds	150,690	-	150,690	194,160	344,850
TOTAL REVENUES					
3400 Other Funds Ltd	6,224,305	-	6,224,305	2,224,110	8,448,415
8800 General Fund Revenue	90,000	-	90,000	-	90,000
TOTAL REVENUES	\$6,314,305	-	\$6,314,305	\$2,224,110	\$8,538,415
TRANSFERS OUT					
2060 Transfer to General Fund					
8800 General Fund Revenue	(90,000)	-	(90,000)	-	(90,000)
AVAILABLE REVENUES					

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

**Detail Revenues & Expenditures - Requested Budget
2017-19 Biennium
Real Estate Agency**

**Version: V - 01 - Agency Request Budget
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Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
3400 Other Funds Ltd	6,587,942	-	6,587,942	2,224,110	8,812,052
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
3400 Other Funds Ltd	3,880,584	-	3,880,584	-	3,880,584
3160 Temporary Appointments					
3400 Other Funds Ltd	14,935	-	14,935	-	14,935
3170 Overtime Payments					
3400 Other Funds Ltd	2,762	-	2,762	-	2,762
3190 All Other Differential					
3400 Other Funds Ltd	1,538	-	1,538	-	1,538
TOTAL SALARIES & WAGES					
3400 Other Funds Ltd	3,899,819	-	3,899,819	-	3,899,819
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					
3400 Other Funds Ltd	1,596	-	1,596	-	1,596
3220 Public Employees' Retire Cont					
3400 Other Funds Ltd	740,388	-	740,388	-	740,388
3221 Pension Obligation Bond					
3400 Other Funds Ltd	207,623	17,855	225,478	-	225,478
3230 Social Security Taxes					
3400 Other Funds Ltd	296,896	-	296,896	-	296,896

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Real Estate Agency

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Detail Revenues & Expenditures - Requested Budget

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Real Estate Agency

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
3240 Unemployment Assessments					
3400 Other Funds Ltd	386	-	386	-	386
3250 Worker's Comp. Assess. (WCD)					
3400 Other Funds Ltd	2,001	-	2,001	-	2,001
3260 Mass Transit Tax					
3400 Other Funds Ltd	22,986	-	22,986	-	22,986
3270 Flexible Benefits					
3400 Other Funds Ltd	966,744	-	966,744	-	966,744
TOTAL OTHER PAYROLL EXPENSES					
3400 Other Funds Ltd	2,238,620	17,855	2,256,475	-	2,256,475
P.S. BUDGET ADJUSTMENTS					
3455 Vacancy Savings					
3400 Other Funds Ltd	(45,029)	45,029	-	-	-
TOTAL PERSONAL SERVICES					
3400 Other Funds Ltd	6,093,410	62,884	6,156,294	-	6,156,294
SERVICES & SUPPLIES					
4100 Instate Travel					
3400 Other Funds Ltd	82,391	3,048	85,439	-	85,439
4125 Out of State Travel					
3400 Other Funds Ltd	19,555	724	20,279	-	20,279
4150 Employee Training					
3400 Other Funds Ltd	34,368	1,272	35,640	-	35,640
4175 Office Expenses					

BUDGET NARRATIVE

Real Estate Agency

Agency Number: 91900

Detail Revenues & Expenditures - Requested Budget

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Real Estate Agency

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
3400 Other Funds Ltd	109,191	4,040	113,231	-	113,231
4200 Telecommunications					
3400 Other Funds Ltd	27,988	1,036	29,024	-	29,024
4225 State Gov. Service Charges					
3400 Other Funds Ltd	75,523	152,916	228,439	-	228,439
4250 Data Processing					
3400 Other Funds Ltd	35,919	49,377	85,296	-	85,296
4275 Publicity and Publications					
3400 Other Funds Ltd	53,398	1,976	55,374	-	55,374
4300 Professional Services					
3400 Other Funds Ltd	97,092	3,981	101,073	-	101,073
4315 IT Professional Services					
3400 Other Funds Ltd	74,721	3,034	77,755	-	77,755
4325 Attorney General					
3400 Other Funds Ltd	244,766	32,163	276,929	-	276,929
4375 Employee Recruitment and Develop					
3400 Other Funds Ltd	7,198	266	7,464	-	7,464
4400 Dues and Subscriptions					
3400 Other Funds Ltd	8,895	329	9,224	-	9,224
4425 Facilities Rental and Taxes					
3400 Other Funds Ltd	229,457	15,833	245,290	-	245,290
4475 Facilities Maintenance					
3400 Other Funds Ltd	4,199	155	4,354	-	4,354

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Real Estate Agency

Agency Number: 91900

Detail Revenues & Expenditures - Requested Budget

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Real Estate Agency

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
4575 Agency Program Related S and S					
3400 Other Funds Ltd	38,376	1,420	39,796	-	39,796
4650 Other Services and Supplies					
3400 Other Funds Ltd	137,538	5,089	142,627	-	142,627
4700 Expendable Prop 250 - 5000					
3400 Other Funds Ltd	27,079	1,002	28,081	-	28,081
4715 IT Expendable Property					
3400 Other Funds Ltd	151,404	5,602	157,006	-	157,006
TOTAL SERVICES & SUPPLIES					
3400 Other Funds Ltd	1,459,058	283,263	1,742,321	-	1,742,321
TOTAL EXPENDITURES					
3400 Other Funds Ltd	7,552,468	346,147	7,898,615	-	7,898,615
ENDING BALANCE					
3400 Other Funds Ltd	(964,526)	(346,147)	(1,310,673)	2,224,110	913,437
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	29	-	29	-	29
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	29.00	-	29.00	-	29.00

BUDGET NARRATIVE

Real Estate Agency

Agency Number 91900

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Real Estate Agency

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor Priority: 00	Pkg: 031 Standard Inflation Priority: 00	Pkg: 032 Above Standard Inflation Priority: 00		
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EXPENDITURES

PERSONAL SERVICES

OTHER PAYROLL EXPENSES

3221 Pension Obligation Bond

3400 Other Funds Ltd	17,855	17,855	-	-		
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P.S. BUDGET ADJUSTMENTS

3455 Vacancy Savings

3400 Other Funds Ltd	45,029	45,029	-	-		
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PERSONAL SERVICES

3400 Other Funds Ltd	62,884	62,884	-	-		
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TOTAL PERSONAL SERVICES	\$62,884	\$62,884	-	-		
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SERVICES & SUPPLIES

4100 Instate Travel

3400 Other Funds Ltd	3,048	-	3,048	-		
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4125 Out of State Travel

3400 Other Funds Ltd	724	-	724	-		
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4150 Employee Training

3400 Other Funds Ltd	1,272	-	1,272	-		
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4175 Office Expenses

3400 Other Funds Ltd	4,040	-	4,040	-		
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4200 Telecommunications

3400 Other Funds Ltd	1,036	-	1,036	-		
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4225 State Gov. Service Charges

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Detail Revenues & Expenditures - Essential Packages

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Agency Number 91900

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Real Estate Agency

Version: V - 01 - Agency Request Budget
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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor Priority: 00	Pkg: 031 Standard Inflation Priority: 00	Pkg: 032 Above Standard Inflation Priority: 00		
3400 Other Funds Ltd	152,916	-	152,916	-		
4250 Data Processing						
3400 Other Funds Ltd	49,377	-	-	49,377		
4275 Publicity and Publications						
3400 Other Funds Ltd	1,976	-	1,976	-		
4300 Professional Services						
3400 Other Funds Ltd	3,981	-	3,981	-		
4315 IT Professional Services						
3400 Other Funds Ltd	3,034	-	3,034	-		
4325 Attorney General						
3400 Other Funds Ltd	32,163	-	32,163	-		
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	266	-	266	-		
4400 Dues and Subscriptions						
3400 Other Funds Ltd	329	-	329	-		
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	15,833	-	15,833	-		
4475 Facilities Maintenance						
3400 Other Funds Ltd	155	-	155	-		
4575 Agency Program Related S and S						
3400 Other Funds Ltd	1,420	-	1,420	-		
4650 Other Services and Supplies						
3400 Other Funds Ltd	5,089	-	5,089	-		

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Real Estate Agency

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Version: V - 01 - Agency Request Budget

2017-19 Biennium

Cross Reference Number: 91900-000-00-00-00000

Real Estate Agency

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor Priority: 00	Pkg: 031 Standard Inflation Priority: 00	Pkg: 032 Above Standard Inflation Priority: 00		
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	1,002	-	1,002	-		
4715 IT Expendable Property						
3400 Other Funds Ltd	5,602	-	5,602	-		
SERVICES & SUPPLIES						
3400 Other Funds Ltd	283,263	-	233,886	49,377		
TOTAL SERVICES & SUPPLIES	\$283,263	-	\$233,886	\$49,377		
EXPENDITURES						
3400 Other Funds Ltd	346,147	62,884	233,886	49,377		
TOTAL EXPENDITURES	\$346,147	\$62,884	\$233,886	\$49,377		
ENDING BALANCE						
3400 Other Funds Ltd	(346,147)	(62,884)	(233,886)	(49,377)		
TOTAL ENDING BALANCE	(\$346,147)	(\$62,884)	(\$233,886)	(\$49,377)		

BUDGET NARRATIVE

Real Estate Agency

Agency Number 91900

BDV004B

Version: V - 01 - Agency Request Budget

2017-19 Biennium

Cross Reference Number: 91900-050-00-00-00000

Real Estate Agency

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor Priority: 00	Pkg: 031 Standard Inflation Priority: 00	Pkg: 032 Above Standard Inflation Priority: 00		
-------------	--------------------------	---	--	---	--	--

EXPENDITURES

PERSONAL SERVICES

OTHER PAYROLL EXPENSES

3221 Pension Obligation Bond

3400 Other Funds Ltd

17,855 17,855

- -

P.S. BUDGET ADJUSTMENTS

3455 Vacancy Savings

3400 Other Funds Ltd

45,029 45,029

- -

PERSONAL SERVICES

3400 Other Funds Ltd

62,884 62,884

- -

TOTAL PERSONAL SERVICES

\$62,884 \$62,884

- -

SERVICES & SUPPLIES

4100 Instate Travel

3400 Other Funds Ltd

3,048 -

3,048 -

4125 Out of State Travel

3400 Other Funds Ltd

724 -

724 -

4150 Employee Training

3400 Other Funds Ltd

1,272 -

1,272 -

4175 Office Expenses

3400 Other Funds Ltd

4,040 -

4,040 -

4200 Telecommunications

3400 Other Funds Ltd

1,036 -

1,036 -

4225 State Gov. Service Charges

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Detail Revenues & Expenditures - Essential Packages

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BDV004B

BUDGET NARRATIVE

Real Estate Agency

Agency Number 91900

BDV004B

Version: V - 01 - Agency Request Budget

2017-19 Biennium

Cross Reference Number: 91900-050-00-00-00000

Real Estate Agency

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor Priority: 00	Pkg: 031 Standard Inflation Priority: 00	Pkg: 032 Above Standard Inflation Priority: 00		
3400 Other Funds Ltd	152,916	-	152,916	-		
4250 Data Processing						
3400 Other Funds Ltd	49,377	-	-	49,377		
4275 Publicity and Publications						
3400 Other Funds Ltd	1,976	-	1,976	-		
4300 Professional Services						
3400 Other Funds Ltd	3,981	-	3,981	-		
4315 IT Professional Services						
3400 Other Funds Ltd	3,034	-	3,034	-		
4325 Attorney General						
3400 Other Funds Ltd	32,163	-	32,163	-		
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	266	-	266	-		
4400 Dues and Subscriptions						
3400 Other Funds Ltd	329	-	329	-		
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	15,833	-	15,833	-		
4475 Facilities Maintenance						
3400 Other Funds Ltd	155	-	155	-		
4575 Agency Program Related S and S						
3400 Other Funds Ltd	1,420	-	1,420	-		
4650 Other Services and Supplies						
3400 Other Funds Ltd	5,089	-	5,089	-		

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BUDGET NARRATIVE

Real Estate Agency

Agency Number 91900

BDV004B

Version: V - 01 - Agency Request Budget

2017-19 Biennium

Cross Reference Number: 91900-050-00-00-00000

Real Estate Agency

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor Priority: 00	Pkg: 031 Standard Inflation Priority: 00	Pkg: 032 Above Standard Inflation Priority: 00		
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	1,002	-	1,002	-		
4715 IT Expendable Property						
3400 Other Funds Ltd	5,602	-	5,602	-		
SERVICES & SUPPLIES						
3400 Other Funds Ltd	283,263	-	233,886	49,377		
TOTAL SERVICES & SUPPLIES	\$283,263	-	\$233,886	\$49,377		
EXPENDITURES						
3400 Other Funds Ltd	346,147	62,884	233,886	49,377		
TOTAL EXPENDITURES	\$346,147	\$62,884	\$233,886	\$49,377		
ENDING BALANCE						
3400 Other Funds Ltd	(346,147)	(62,884)	(233,886)	(49,377)		
TOTAL ENDING BALANCE	(\$346,147)	(\$62,884)	(\$233,886)	(\$49,377)		

BUDGET NARRATIVE

07/25/16 REPORT NO.: PPDPLBUDCL DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM PAGE
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF 2017-19 PROD FIL
 AGENCY:91900 REAL ESTATE AGENCY PICS SYSTEM: BUDGET PREPARATION
 SUMMARY XREF:050-00-00 000 Real Estate Agency

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	PF SAL	LP SAL	AP SAL
000	AR	C0107 AA	ADMINISTRATIVE SPECIALIST 1	1	1.00	24.00	3,793.00		91,032			91,032
000	AR	C0108 AA	ADMINISTRATIVE SPECIALIST 2	4	4.00	96.00	3,698.25		355,032			355,032
000	AR	C0860 AA	PROGRAM ANALYST 1	1	1.00	24.00	4,803.00		115,272			115,272
000	AR	C0863 AA	PROGRAM ANALYST 4	1	1.00	24.00	6,389.00		153,336			153,336
000	AR	C0865 AA	PUBLIC AFFAIRS SPECIALIST 2	1	1.00	24.00	6,704.00		160,896			160,896
000	AR	C0872 AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	5,034.00		120,816			120,816
000	AR	C1216 AA	ACCOUNTANT 2	1	1.00	24.00	5,034.00		120,816			120,816
000	AR	C1486 IA	INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	6,524.00		156,576			156,576
000	AR	C5235 AA	FINANCIAL INVESTIGATOR 1	7	7.00	168.00	5,364.14		901,176			901,176
000	AR	C5246 AA	COMPLIANCE SPECIALIST 1	3	3.00	72.00	4,511.00		324,792			324,792
000	AR	C5247 AA	COMPLIANCE SPECIALIST 2	1	1.00	24.00	4,373.00		104,952			104,952
000	AR	C5248 AA	COMPLIANCE SPECIALIST 3	1	1.00	24.00	6,704.00		160,896			160,896
000	B	Y7500 AE	BOARD AND COMMISSION MEMBER		.00	.00	0.00		6,480			6,480
000	MEAHZ	7012 HA	PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	11,542.00		277,008			277,008
000	MENNZ	0119 AA	EXECUTIVE SUPPORT SPECIALIST 2	1	1.00	24.00	4,320.00		103,680			103,680
000	MESNZ	7010 AA	PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	9,369.00		224,856			224,856
000	MMS	X7004 AA	PRINCIPAL EXECUTIVE/MANAGER C	1	1.00	24.00	4,747.00		113,928			113,928
000	MMS	X7006 AA	PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	7,714.00		185,136			185,136
000	MMS	X7008 AA	PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	8,496.00		203,904			203,904
000				29	29.00	696.00	4,247.92		3,880,584			3,880,584

BUDGET NARRATIVE

07/25/16 REPORT NO.: PPDPLBUDCL DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM PAGE
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF 2017-19 PROD FILE
 AGENCY:91900 REAL ESTATE AGENCY PICS SYSTEM: BUDGET PREPARATION
 SUMMARY XREF:050-00-00 070 Real Estate Agency

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
070	AR	C0107	AA ADMINISTRATIVE SPECIALIST 1	1-	1.00-	24.00-	3,793.00		91,032-			91,032-
070	AR	C0108	AA ADMINISTRATIVE SPECIALIST 2	1-	1.00-	24.00-	3,020.00		72,480-			72,480-
070	AR	C0860	AA PROGRAM ANALYST 1	1-	1.00-	24.00-	4,803.00		115,272-			115,272-
070	AR	C0872	AA OPERATIONS & POLICY ANALYST 3	1-	1.00-	24.00-	5,034.00		120,816-			120,816-
070	AR	C5235	AA FINANCIAL INVESTIGATOR 1	2-	2.00-	48.00-	5,545.50		266,184-			266,184-
070				6-	6.00-	144.00-	4,623.50		665,784-			665,784-

BUDGET NARRATIVE

07/25/16 REPORT NO.: PPDPLBUDCL
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF
 AGENCY:91900 REAL ESTATE AGENCY
 SUMMARY XREF:050-00-00 101 Real Estate Agency

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

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 PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	PTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
101	AR	C0107	AA ADMINISTRATIVE SPECIALIST 1	1	1.00	24.00	3,793.00		91,032			91,032
101	AR	C0108	AA ADMINISTRATIVE SPECIALIST 2	1	1.00	24.00	3,020.00		72,480			72,480
101	AR	C0860	AA PROGRAM ANALYST 1	1	1.00	24.00	4,803.00		115,272			115,272
101	AR	C0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	5,034.00		120,816			120,816
101	AR	C5235	AA FINANCIAL INVESTIGATOR 1	2	2.00	48.00	5,545.50		266,184			266,184
101				6	6.00	144.00	4,623.50		665,784			665,784
				29	29.00	696.00	4,338.06		3,880,584			3,880,584
				29	29.00	696.00	4,338.06		3,880,584			3,880,584

BUDGET NARRATIVE

07/25/16 REPORT NO.: PPDPLBUDCL
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF
 AGENCY:91900 REAL ESTATE AGENCY
 SUMMARY XREF:050-00-00 101 Real Estate Agency

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

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PKG	CLASS	COMP	DESCRIPTION	POS CNT	PTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AP SAL
				29	29.00	696.00	4,338.06		3,880,584			3,880,584

BUDGET NARRATIVE

01/10/17 REPORT NO.: PPDPLAGYCL
 REPORT: SUMMARY LIST BY PKG BY AGENCY
 AGENCY:91900 REAL ESTATE AGENCY

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PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
101	AR	C0107	AA ADMINISTRATIVE SPECIALIST 1	1	1.00	24.00	3,793.00		91,032			91,032
000	AR	C0108	AA ADMINISTRATIVE SPECIALIST 2	4	4.00	96.00	3,472.16		355,032			355,032
101	AR	C0860	AA PROGRAM ANALYST 1	1	1.00	24.00	4,803.00		115,272			115,272
000	AR	C0863	AA PROGRAM ANALYST 4	1	1.00	24.00	6,389.00		153,336			153,336
000	AR	C0865	AA PUBLIC AFFAIRE SPECIALIST 2	1	1.00	24.00	6,704.00		160,896			160,896
101	AR	C0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	5,034.00		120,816			120,816
000	AR	C1216	AA ACCOUNTANT 2	1	1.00	24.00	5,034.00		120,816			120,816
000	AR	C1486	IA INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	6,524.00		156,576			156,576
000	AR	C5235	AA FINANCIAL INVESTIGATOR 1	7	7.00	168.00	5,430.09		901,176			901,176
000	AR	C5246	AA COMPLIANCE SPECIALIST 1	3	3.00	72.00	4,511.00		324,792			324,792
000	AR	C5247	AA COMPLIANCE SPECIALIST 2	1	1.00	24.00	4,373.00		104,952			104,952
000	AR	C5248	AA COMPLIANCE SPECIALIST 3	1	1.00	24.00	6,704.00		160,896			160,896
000	B	Y7500	AE BOARD AND COMMISSION MEMBER		.00	.00	0.00		6,480			6,480
000	MEAHZ	7012	HA PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	11,542.00		277,008			277,008
000	MENNZ	0119	AA EXECUTIVE SUPPORT SPECIALIST 2	1	1.00	24.00	4,320.00		103,680			103,680
000	MEBENZ	7010	AA PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	9,369.00		224,856			224,856
000	MMS	X7002	AA PRINCIPAL EXECUTIVE/MANAGER B	1	1.00	24.00	4,747.00		113,928			113,928
000	MMS	X7006	AA PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	7,714.00		185,136			185,136
000	MMS	X7008	AA PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	8,496.00		203,904			203,904
				29	29.00	696.00	4,338.06		3,880,584			3,880,584

BUDGET NARRATIVE

01/10/17 REPORT NO.: PPDPLAGYCL
 REPORT: SUMMARY LIST BY PKG BY AGENCY
 AGENCY:91900 REAL ESTATE AGENCY

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

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PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOE	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
				29	29.00	696.00	4,338.06		3,880,584			3,880,584

BUDGET NARRATIVE

01/10/17 REPORT NO.: PPDPLWSEBUD DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM PAGE 1
 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY 2017-19 PROD FILE
 AGENCY: 91900 REAL ESTATE AGENCY PICS SYSTEM: BUDGET PREPARATION
 SUMMARY XREF: 050-00-00 070 Real Estate Agency

POSITION	F POS	S	T POS	BUDGET	GF	OF	PF	LF	T						
NUMBER	AUTH NO	ORG STRUC	PKG Y TYP	CLASS COMP	RNG P	CNT	PTE	RATE	MOS	SAL	SAL	SAL	SAL	R	K
0000569	000512460	050-01-00-00000	070 0 PF	AR C0107 AA	17 09	1-	1.00-	3,793.00	24.00-		91,032-				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
0005012	001214880	050-01-00-00000	070 0 PF	AR C0860 AA	23 08	1-	1.00-	4,803.00	24.00-		115,272-				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
0005013	000512500	050-01-00-00000	070 0 PF	AR C0872 AA	30 02	1-	1.00-	5,034.00	24.00-		120,816-				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
0005069	000512720	050-01-00-00000	070 0 PF	AR C0108 AA	19 02	1-	1.00-	3,020.00	24.00-		72,480-				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
0005933	000539480	050-01-00-00000	070 0 PF	AR C5235 AA	26 07	1-	1.00-	5,282.00	24.00-		126,768-				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
0005934	000536850	050-01-00-00000	070 0 PF	AR C5235 AA	26 09	1-	1.00-	5,809.00	24.00-		139,416-				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
					070	6-	6.00-	144.00-		665,784-					

BUDGET NARRATIVE

01/10/17 REPORT NO.: PPDPLWSBUD
 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY
 AGENCY: 91900 REAL ESTATE AGENCY
 SUMMARY XREF: 050-00-00 101 Real Estate Agency

DEPT. OF ADMIN. SVCS. -- PFDB PICS SYSTEM

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 PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS COMP	S		BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
					RNG P	POS CNT							
0000569	000512460	050-01-00-00000	101 0 PF AR	C0107 AA	17	09	1	1.00	3,793.00	24.00		91,032	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0005012	001214880	050-01-00-00000	101 0 PF AR	C0860 AA	23	08	1	1.00	4,803.00	24.00		115,272	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0005013	000512500	050-01-00-00000	101 0 PF AR	C0872 AA	30	02	1	1.00	5,034.00	24.00		120,816	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0005069	000512720	050-01-00-00000	101 0 PF AR	C0108 AA	19	02	1	1.00	3,020.00	24.00		72,480	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0005933	000539480	050-01-00-00000	101 0 PF AR	C5235 AA	26	07	1	1.00	5,282.00	24.00		126,768	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0005934	000536850	050-01-00-00000	101 0 PF AR	C5235 AA	26	09	1	1.00	5,809.00	24.00		139,416	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
101							6	6.00		144.00		665,784	
									.00	.00			
									.00	.00			

BUDGET NARRATIVE

01/10/17 REPORT NO.: PDPFISCAL DEPT. OF ADMIN. SVCS. -- PFDB PICS SYSTEM PAGE
 REPORT: PACKAGE FISCAL IMPACT REPORT 2017-19 PROD FILE
 AGENCY:91900 REAL ESTATE AGENCY PICS SYSTEM: BUDGET PREPARATION
 SUMMARY XREF:050-00-00 Real Estate Agency PACKAGE: 070 - Revenue Shortfalls

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0000569	AR C0107 AA	ADMINISTRATIVE SPECIALIST 1	1-	1.00-	24.00-	09	3,793.00		91,032-			91,032-
									57,804-			57,804-
0005012	AR C0860 AA	PROGRAM ANALYST 1	1-	1.00-	24.00-	08	4,803.00		115,272-			115,272-
									64,285-			64,285-
0005013	AR C0872 AA	OPERATIONS & POLICY ANALYST 3	1-	1.00-	24.00-	02	5,034.00		120,816-			120,816-
									65,768-			65,768-
0005069	AR C0108 AA	ADMINISTRATIVE SPECIALIST 2	1-	1.00-	24.00-	02	3,020.00		72,480-			72,480-
									52,843-			52,843-
0005933	AR C5235 AA	FINANCIAL INVESTIGATOR 1	1-	1.00-	24.00-	07	5,282.00		126,768-			126,768-
									67,360-			67,360-
0005934	AR C5235 AA	FINANCIAL INVESTIGATOR 1	1-	1.00-	24.00-	09	5,809.00		139,416-			139,416-
									70,742-			70,742-
TOTAL PICS SALARY									665,784-			665,784-
TOTAL PICS OPE									378,802-			378,802-
TOTAL PICS PERSONAL SERVICES -												
			6-	6.00-	144.00-				1,044,586-			1,044,586-

BUDGET NARRATIVE

01/10/17 REPORT NO.: PDPFISCAL DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM PAGE
 REPORT: PACKAGE FISCAL IMPACT REPORT 2017-19 PROD FILE
 AGENCY:91900 REAL ESTATE AGENCY PICS SYSTEM: BUDGET PREPARATION
 SUMMARY XREF:050-00-00 Real Estate Agency PACKAGE: 101 - OREA Fee Increase

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	PTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0000569	AR C0107 AA	ADMINISTRATIVE SPECIALIST 1	1	1.00	24.00	09	3,793.00		91,032 57,804			91,032 57,804
0005012	AR C0860 AA	PROGRAM ANALYST 1	1	1.00	24.00	08	4,803.00		115,272 64,285			115,272 64,285
0005013	AR C0872 AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	5,034.00		120,816 65,768			120,816 65,768
0005069	AR C0108 AA	ADMINISTRATIVE SPECIALIST 2	1	1.00	24.00	02	3,020.00		72,480 52,843			72,480 52,843
0005933	AR C5235 AA	FINANCIAL INVESTIGATOR 1	1	1.00	24.00	07	5,282.00		126,768 67,360			126,768 67,360
0005934	AR C5235 AA	FINANCIAL INVESTIGATOR 1	1	1.00	24.00	09	5,809.00		139,416 70,742			139,416 70,742
TOTAL PICS SALARY									665,784			665,784
TOTAL PICS OPE									378,802			378,802
TOTAL PICS PERSONAL SERVICES -			6	6.00	144.00				1,044,586			1,044,586

BUDGET NARRATIVE

Real Estate Agency

Annual Performance Progress Report

Reporting Year 2016

KPM #	Approved Key Performance Measures (KPMs)
1	Compliance Rate Achieved - Percent of property managers/principal brokers reviewed who meet compliance within 45 days of a mail-in compliance review.
2	Percent of investigations completed within 150 days of receipt of complaint. -
3	Contested Case Actions resolved through settlement - Percent of contested case actions that are resolved through informal settlement resolution and prior to a formal hearing before the Office of Administrative Hearings.
4	Percent of licensees who rate the board-administered exam as "good" or "excellent" as an effective screen for competent and ethical professionals. -
5	CUSTOMER SERVICE - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.

Performance Summary	Green	Yellow	Red
	= Target to -5%	= Target -6% to -15%	= Target > -15%
Summary Stats:	60%	40%	0%

BUDGET NARRATIVE

KPM #1	Compliance Rate Achieved - Percent of property managers/principal brokers reviewed who meet compliance within 45 days of a mail-in compliance review.
	Data Collection Period: Jul 01 - Jun 30

Report Year	2012	2013	2014	2015	2016
Compliance Rate Achieved					
Actual	No Data	No Data	69%	92%	100%
Target	TBD	TBD	90%	90%	90%

How Are We Doing

For 2016, 100% of those property managers and principal brokers who completed the compliance review process, including the follow-up survey, came into compliance within 45 days of the review completion.

Factors Affecting Results

Prior to 2015, the participants were forewarned that they wouldn't complete the compliance review process until a follow-up survey was submitted. Because the data for this measure relied on the respondent's completion of the entire review process, a very low response rate occurred. From 2015 forward, it was made very clear during the initial contact, that in order to complete this process, respondents must submit the follow-up survey to identify if they had come in to compliance. To date, 100% of those respondents meet compliance after 45 days from the review.

BUDGET NARRATIVE

KPM #2	Percent of investigations completed within 150 days of receipt of complaint. -
	Data Collection Period: Jul 01 - Jun 30

Report Year	2012	2013	2014	2015	2016
Percent of cases investigated within 150 days of receipt of complaint					
Actual	No Data	No Data	62%	73%	78%
Target	TBD	TBD	60%	60%	60%

How Are We Doing

For the fiscal year ending June 30, 2016 78% of cases were completed within 150 days of receipt of the complaint which is considerably above the 60% target.

Factors Affecting Results

Retaining senior staff and recruiting employees with the education and expertise to investigate cases with the necessary understanding of the complexity of real estate and financial accounting is imperative to the Agency's ability to continue to meet this key performance measure.

Since FY 2014 the Agency has mostly had a fully staffed Regulations division with minimal turnover. The most junior investigators have gained experience in the field and most investigative staff have had advanced training, aiding in the Agency's ability to exceed our targets.

Some factors that may affect the outcome of the length of a case will be outside of the Agency's control, such as, unavailable witnesses or information that contribute to lengthier investigations.

BUDGET NARRATIVE

KPM #3	Contested Case Actions resolved through settlement - Percent of contested case actions that are resolved through informal settlement resolution and prior to a formal hearing before the Office of Administrative Hearings.
	Data Collection Period: Jul 01 - Jun 30

Report Year	2012	2013	2014	2015	2016
Percent of Contested Case Actions Resolved Before a Formal Hearing					
Actual	98%	99%	95%	71%	87%
Target	95%	95%	95%	95%	95%

How Are We Doing

In FY 2015 the Agency had a substantial decrease in resolving cases through informal settlement resolution. In FY 2015 the Agency underperformed in this measure by resolving 71% of cases, 24% below the 95% target. However in FY 2016 contested cases were resolved much closer to the target at 87%.

Factors Affecting Results

In FY 2015 there were two respondents with numerous related cases which were not resolved in the settlement process. While the investigations were related, the cases were technically separate which created a greater volume of non-settled cases than is typically seen.

The Agency continues to value the importance of the settlement process in the resolution of disciplinary actions. The respondent has the opportunity to meet with the Regulations Division Manager after each investigation is complete to go through the settlement process. This allows each party to better understand each other, thus improving the number of cases settled without a formal administrative hearing. A higher number of cases that are taken to the formal hearing process would require training additional staff in the preparation and administrative functions necessary to represent the Agency. This would also increase costs to the Agency significantly for each hearing as well as increased workload for the Office of Administrative Hearings. However, it is not uncommon for respondents to decline a settlement agreement because they want the opportunity to present their position in a formal administrative hearing.

BUDGET NARRATIVE

KPM #4	Percent of licensees who rate the board-administered exam as "good" or "excellent" as an effective screen for competent and ethical professionals. -
	Data Collection Period: Jul 01 - Jun 30

Report Year	2012	2013	2014	2015	2016
Percent of property managers/principal brokers who rate the board-administered exam as ?good? or ?excellent? as an effective screen for competent and ethical professionals.					
Actual	No Data	No Data	72%	69.47%	64%
Target	TBD	TBD	75%	75%	75%

How Are We Doing

For 2016, 64% of new licensees rated the examination as "good" or "excellent" as an effective screen for competent and ethical professionals.

Factors Affecting Results

Licensees who have failed the examination tend to express negative responses to survey questions related to the examination. Licensees new to the real estate business find that the examination material is not related to performance or success in the industry and may provide negative responses as a reaction.

BUDGET NARRATIVE

KPM #5	CUSTOMER SERVICE - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.
	Data Collection Period: Jul 01 - Jun 30

Report Year	2012	2013	2014	2015	2016
Availability of Information					
Actual	90%	80%	91%	91%	90%
Target	TBD	90%	90%	90%	85%
Overall					
Actual	91%	80%	92%	90%	91%
Target	TBD	90%	90%	90%	85%
Timeliness					
Actual	88%	77%	90%	87%	86%
Target	TBD	90%	90%	90%	85%
Accuracy					
Actual	93%	81%	92%	93%	92%
Target	TBD	90%	90%	90%	85%
Expertise					
Actual	91%	79%	90%	88%	88%
Target	TBD	90%	90%	90%	85%
Helpfulness					
Actual	90%	79%	90%	84%	85%
Target	TBD	90%	90%	90%	85%

How Are We Doing

Since 2013 Licensees have adjusted to the new system and online processes. Licensees and especially new applicants appreciate the flexibility and reduced processing times that online licensing offers.

BUDGET NARRATIVE

The Agency launched a new version of eLicense in July 2015, which has drastically improved the "look and feel" of the eLicense system. The goal with sending the customer satisfaction surveys to individuals who contacted the Agency through its main inbox, was to diversify the pool of survey respondents. Generally these are individuals who have some type of "issue" with either a licensing process or the Agency in general. Or they are contacting the Regulations Division with a questions. The Agency felt that only surveying individuals who had successfully renewed their licensees was not fully transparent, and may have skewed the results.

Factors Affecting Results

In June 2016 the Agency transitioned to the new statewide IBM telephone system. The Agency implemented a 'live-answer' configured system that provides the caller with a direct answer by a staff member without a phone tree or the need for a receptionist to receive and route calls, with minimal hold times. In the early months of this transition the Agency closely monitored the performance of the new system, having to make adjustments to configuration and staffing resources during high call volume days and times. While there may be a minor decrease in customer service KPMs as a result of this transition, the Agency believes that the new system should aid to maintain high performance in this area.