

# **OREGON REAL ESTATE AGENCY**



## **2021-2023 AGENCY REQUEST BUDGET**

# 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 accuracy of all numerical information has been verified.

Oregon Real Estate Agency

**AGENCY NAME**

Equitable Center, Suite 100  
530 Center Street NE, Salem, Oregon 97301-3740

**AGENCY ADDRESS**



**SIGNATURE**

Oregon Real Estate Commissioner

**TITLE**

Notice: Requests of agencies headed by a board or commission must be approved by official action of those bodies 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 Budget

Legislatively Adopted

**OREGON REAL ESTATE AGENCY  
2021-23 AGENCY REQUEST BUDGET**

**TABLE OF CONTENTS**

<b><u>TAB TITLE &amp; RELATED DOCUMENTS</u></b>	<b><u>PAGE</u></b>
<b>INTRODUCTORY INFORMATION</b>	
Table of Contents .....	i
Certification .....	ii
<b>LEGISLATIVE ACTION</b>	
2021-23 Budget Reports .....	1
<b>AGENCY SUMMARY</b>	
Agency Summary Narrative	
• Budget Summary Graphics .....	6
• Mission Statement and Statutory Authority .....	7
• Program Descriptions .....	8
• Agency Plans .....	12
• Environmental Factors .....	20
• Agency Initiatives .....	24
• Criteria for 2021-23 Budget Development .....	24
Summary of 2021-23 Budget .....	26
Prioritized Programs for 2021-23 .....	34
Reductions Options .....	35
2021-23 Organization Chart .....	37
<b>REVENUES</b>	
Revenue Discussion and Forecast Graphic .....	38
<b><u>TAB TITLE &amp; RELATED DOCUMENTS</u></b>	<b><u>PAGE</u></b>
<b>PROGRAM UNITS</b>	
Essential and Policy Package Narrative and Fiscal Impact Summary	
• Package 010 Non-Pics .....	42
• Package 031 Std. Inflation & St. Gov't. Service Charges .....	44
<b>SPECIAL REPORTS</b>	
Affirmative Action Plan .....	48
Summary Cross Ref Listing and Pkgs .....	51
Column Comparison Report .....	52
PICS Reports .....	85

# BUDGET NARRATIVE

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80th Oregon Legislative Assembly – 2019 Regular Session

**SB 5536 A BUDGET REPORT and MEASURE SUMMARY**

**Carrier:** Sen. Manning Jr

**Joint Committee On Ways and Means**

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**Action Date:** 03/01/19

**Action:** Do pass with amendments. (Printed A-Eng.)

**Senate Vote**

**Yeas:** 10 - Beyer, Frederick, Girod, Hansell, Heard, Johnson, Manning Jr, Roblan, Steiner Hayward, Wagner

**Exc:** 2 - Thomsen, Winters

**House Vote**

**Yeas:** 9 - Gomberg, Holvey, McLain, McLane, Nosse, Piluso, Rayfield, Smith G, Stark

**Prepared By:** Haylee Morse-Miller, Department of Administrative Services

**Reviewed By:** Michelle Deister, Legislative Fiscal Office

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**Real Estate Agency**

**2019-21**

SB 5536 A

1 of 5

# BUDGET NARRATIVE

## **Budget Summary\***

	2017-19 Legislatively Approved Budget <sup>(1)</sup>	2019-21 Current Service Level	2019-21 Committee Recommendation	Committee Change from 2017-19 Leg. Approved	
				\$ Change	% Change
Other Funds Limited	\$ 7,781,918	\$ 8,586,773	\$ 8,586,773	\$ 804,855	10.3%
Total	\$ 7,781,918	\$ 8,586,773	\$ 8,586,773	\$ 804,855	10.3%

## **Position Summary**

Authorized Positions	29	29	29	0
Full-time Equivalent (FTE) positions	29.00	29.00	29.00	0.00

<sup>(1)</sup> Includes adjustments through December 2018

\* Excludes Capital Construction expenditures

## **Summary of Revenue Changes**

The Oregon Real Estate Agency is entirely supported by Other Funds. Application fees and fees paid for professional licenses by brokers, principal brokers and property managers comprise upwards of 97 percent of all revenue collected. The remaining revenue is derived from charges for services and fines and forfeitures, with all civil penalties transferred to the General Fund. The projected revenue is \$8.6 million in the 2019-21 biennium, with an ending balance of \$1.3 million, equivalent to 3.6 months of operating expenses. The agency has a projected transfer to the General Fund of \$90,000.

## **Summary of Transportation and Economic Development Subcommittee Action**

Senate Bill 5536 (2019) 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 \$8,586,773 Other Funds and 29.00 full-time equivalent positions for 2019-21, which is a 10.3 percent increase from the 2017-19 Legislatively Approved Budget.

The Subcommittee approved the following recommendation:

Package 101, Compliance Specialist Reclassification. This package reclassifies one position from an Administrative Specialist II to a Compliance Specialist I and requires no additional funding. Due to reorganization of agency divisions this position now focuses on compliance instead of license processing and customer service. The position has been working out of class since December 2016.

SB 5536 A

2 of 5

# BUDGET NARRATIVE

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## **Summary of Performance Measure Action**

See attached "Legislatively Approved 2019-2021 Key Performance Measures."

The Transportation and Economic Development Subcommittee has directed the agency to increase the proposed target for Key Performance Measure #2: Percent of investigations completed within 150 days, from 60 percent to 80 percent.

# BUDGET NARRATIVE

## DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

Oregon Real Estate Agency  
Haylee Morse-Miller -- 971-301-0380

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2017-19 Legislatively Approved Budget at Dec 2018 *	\$ -	\$ -	\$ 7,781,918	\$ -	\$ -	\$ -	\$ 7,781,918	29	29.00
2019-21 Current Service Level (CSL)*	\$ -	\$ -	\$ 8,586,773	\$ -	\$ -	\$ -	\$ 8,586,773	29	29.00
<b>SUBCOMMITTEE RECOMMENDATION *</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,586,773</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,586,773</b>	<b>29</b>	<b>29.00</b>
% Change from 2017-19 Leg Approved Budget	0.0%	0.0%	10.3%	0.0%	0.0%	0.0%	10.3%		
% Change from 2019-21 Current Service Level	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

\*Excludes Capital Construction Expenditures

# BUDGET NARRATIVE

## Legislatively Approved 2019 - 2021 Key Performance Measures

Published: 2/22/2019 1:19:33 PM

**Agency:** Real Estate Agency

**Mission Statement:**

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 Approved KPMS	Metrics	Agency Request	Last Reported Result	Target 2020	Target 2021
1. Compliance Rate Achieved - Percent of property managers/principal brokers reviewed who meet compliance within 45 days of a mail-in compliance review.		Approved	93%	90%	90%
2. Percent of investigations completed within 150 days of receipt of complaint.		Approved	91%	80%	80%
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	88%	95%	95%
4. Percent of licensees who rate the board-administered exam as "good" or "excellent" as an effective screen for competent and ethical professionals.		Approved	75%	75%	75%
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	93%	85%	85%
	Overall		93%	85%	85%
	Timeliness		92%	85%	85%
	Accuracy		93%	85%	85%
	Expertise		92%	85%	85%
	Helpfulness		85%	85%	85%

**LFO Recommendation:**

The Legislative Fiscal Office recommends Key Performance Measures and targets as presented.

The Legislative Fiscal Office recommends adjusting the target for KPM #2 - percent of investigations completed within 150 days of receipt of complaint - from 60% to 80%. The agency has consistently improved performance in this area since shifting additional staffing resources in 2017 to assist in the coordination of investigations.

As discussed in the Ways and Means Subcommittee on Transportation and Economic Development in 2017, depending on the nature of disciplinary cases, the agency may continue to miss the target for KPM #3. This is because only a portion of agency investigations move to the contested case phase (some licensees prefer to present their position in a formal administrative hearing), and some of those that do may be more egregious cases of misconduct, which the Commissioner may not find to be suitable candidates for settlement.

**SubCommittee Action:**

The Subcommittee approved the Legislative Fiscal Office recommendation.

SB 5536 A

5 of 5

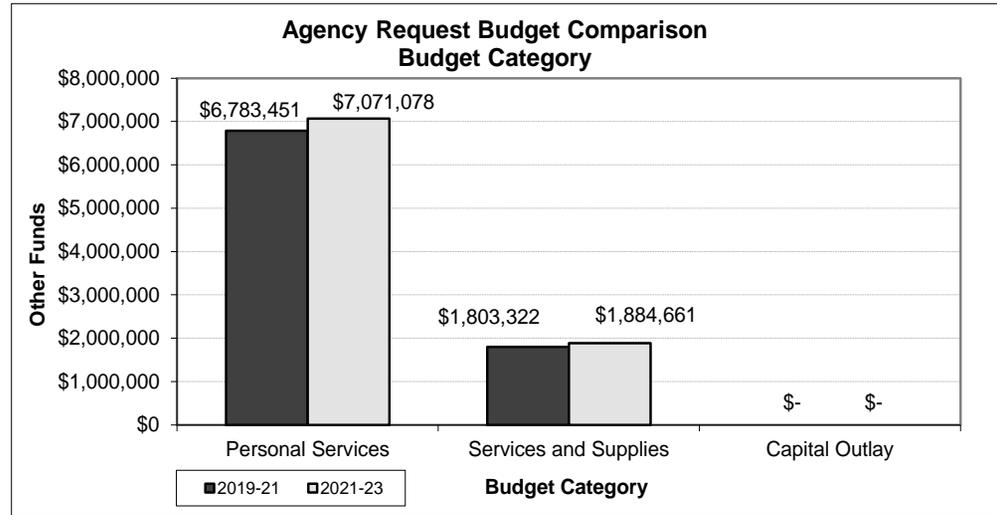
# BUDGET NARRATIVE

## Agency Request Budget Comparison

(All Other Funds)

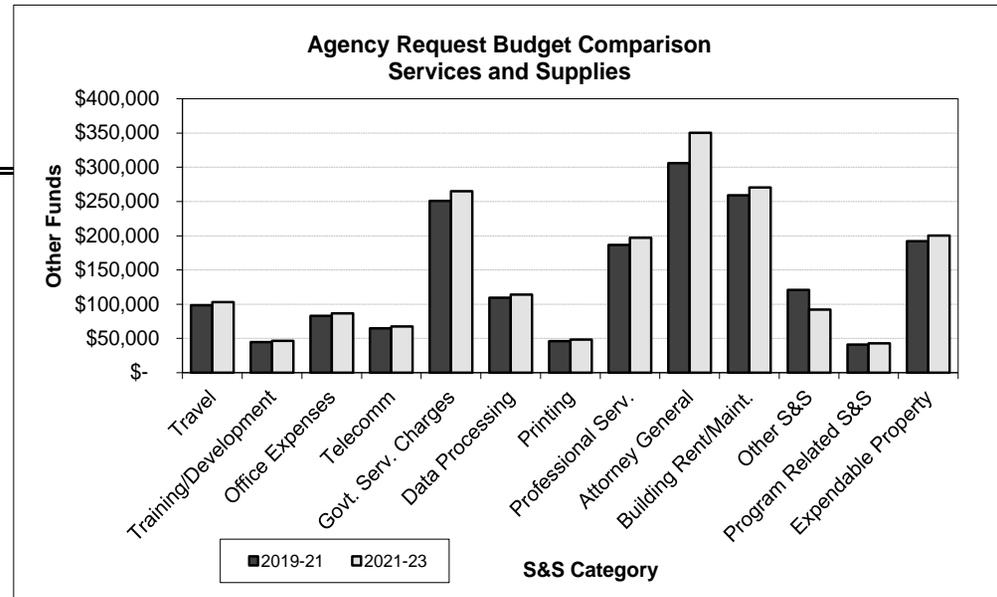
### Budget Category

	2019-21	2021-23	Difference
Personal Services	\$ 6,783,451	\$ 7,071,078	\$ 287,627
Services and Supplies	\$ 1,803,322	\$ 1,884,661	\$ 81,339
Capital Outlay	\$ -	\$ -	\$ -
<b>Total</b>	<b>8,586,773</b>	<b>8,955,739</b>	<b>368,966</b>



### Services and Supplies

	2019-21	2021-23	Difference
Travel	\$ 98,762	\$ 103,008	\$ 4,246
Training/Development	\$ 44,742	\$ 46,666	\$ 1,924
Office Expenses	\$ 83,040	\$ 86,611	\$ 3,571
Telecomm	\$ 64,621	\$ 67,400	\$ 2,779
Govt. Serv. Charges	\$ 250,770	\$ 265,226	\$ 14,456
Data Processing	\$ 109,297	\$ 113,997	\$ 4,700
Printing	\$ 46,293	\$ 48,284	\$ 1,991
Professional Serv.	\$ 186,339	\$ 196,960	\$ 10,621
Attorney General	\$ 305,820	\$ 350,485	\$ 44,665
Building Rent/Maint.	\$ 259,130	\$ 270,272	\$ 11,142
Other S&S	\$ 121,080	\$ 92,287	\$ (28,793)
Program Related S&S	\$ 41,308	\$ 43,084	\$ 1,776
Expendable Property	\$ 192,120	\$ 200,381	\$ 8,261
<b>Total</b>	<b>\$ 1,803,322</b>	<b>\$ 1,884,661</b>	<b>\$ 81,339</b>



# BUDGET NARRATIVE

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## REAL ESTATE AGENCY

### Agency Summary

The Oregon Real Estate Agency (OREA) licenses and regulates Oregon real estate professionals and administers the statelevel approval process for Oregon subdivisions, timeshares, membership campgrounds, and condominiums.

### Mission Statement & Statutory Authority

The OREA's mission 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 and 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 and 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

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## Program Descriptions

The primary divisions and programs of the OREA 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 OREA. The Commissioner's Office is responsible drafting notices of intent and other administrative orders and deciding final administrative actions taken.

- 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 OREA 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

*Administrative Services Division: Business Administration and IT*

This section manages business and IT services for the OREA, 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;
- Oversight of the Agency's Information Systems staff, who provide word, data processing, LAN administration, project management and telecommunications services; and
- Agency communications, including the development and publishing of educational information such as website content, the Oregon Real Estate News-Journal, brochures, and publications.

# BUDGET NARRATIVE

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## *Education & Licensing Division*

### *Education*

The purpose of this program is to oversee the administration of license examinations and education services provided to applicants and 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 OREA'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. This program 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.

Functions include:

- Coordinating the development and maintenance of examinations and test items;
- 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.

### *Compliance*

The purpose of this program is to respond to public inquiry and conduct compliance-related activities. This work includes providing technical assistance and sharing knowledge on the interpretation and application of laws and rules administered by the Agency (excluding legal advice) to licensees, the public, and other governmental agencies. Program activities include:

- Complaint intake and review: Determine if there are reasonable grounds to indicate a violation of law or rule may have occurred;
- Compliance reviews: Evaluate compliance surveys and assist licensees in coming into compliance within target of 45 days, where possible; and
- Clients' trust account reconciliation reviews: Assess compliance and identify cases for investigation.

### *Licensing*

The purpose of this program is to administer the licensing of real estate brokers, principal brokers, property managers, and escrow agents, the registration of business names, pre-license education providers, and unit owner's associations, the online submissions of condominium filings, and the certification of continuing education providers.

# BUDGET NARRATIVE

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## Program Functions:

- Assisting real estate brokers, principal brokers, property managers, and escrow agencies as they use the Agency's online licensing system (eLicense) to manage their licenses;
- Assisting customers as they process registered business names and branch office registrations in eLicense;
- Registering 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;
- Certifying continuing education providers; and
- Providing general reception, licensing, and compliance 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; and on-site inspections and Public Report issuance. The division is also responsible for administering the Telemarketing Organizations Program, which licenses and regulates real estate marketing organizations. The Land Development manager is responsible for drafting legislation and administrative rules.

## *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, real estate marketing organizations, and other 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 OREA'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, reconciliation review, and complaint files. 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. The primary role of this division is to investigate complaints and make recommendations for appropriate resolution of cases based on statutes and rules.

*Customers.* The OREA's customers include:

- The general public involved in or having an interest in real estate, property management, escrow, and land development activities, most often in the course of filing a complaint against licensees and registrants or requesting information.
- Applicants for licensure.

## BUDGET NARRATIVE

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- Licensees and registrants, including real estate brokers, property managers, organizations, escrow agents, escrow branch offices, campground brokers, and real estate marketing organizations.
- Developers of subdivisions, condominiums, timeshare estates, and membership campgrounds.
- Attorneys representing members of the public, licensees, and developers with questions on application of law or in matters of complaint 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, land planning organizations; the Oregon Attorney General Consumer Protection and Criminal Justice Divisions; State Police; Oregon Housing & Community Services; Oregon Department of Veterans' Affairs; Department of Administrative Services; other state agencies in and out of Oregon; federal HUD; U.S. Department of Veterans' Affairs, USDA Office of Rural Development; FBI; FTC; IRS; other enforcement agencies; and other state and provincial real estate license regulatory entities.

*Source of Funding.* The OREA's revenue source is Other Funds derived primarily from licensing-related fees.

*Expenditures.* Other Funds expenditures in Agency Request Budget for 2021-2023 are \$8,955,739.

*FTE.* Full-time equivalent positions authorized by the Agency's 2019-21 Legislative Adopted Budget – 29.00.

# BUDGET NARRATIVE

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## Agency Plans

### *2021-23 Short-term Agency Plan*

The OREA has an established culture of maintaining high performance under difficult circumstances. This foundation was laid during the Great Recession of 2008 when the Agency saw a 30% drop in licenses and related revenue, yet executed considerable business improvements by implementing full-scale online licensing without cutting permanent staff, eliminating programs, lowering services, or increasing fees.

Under the direction of a new Commissioner, the Agency intends to expand upon this legacy under familiar, yet still uncertain and changing, conditions. It is understood that the economic effects of the COVID-19 pandemic are likely to be delayed in real estate licensing, but it has the potential for considerable downstream effects in the years to come. This compels the Agency to seek efficiency in all programs immediately in preparation for the potential of a lengthy period of reduced revenue. The Agency intends to take every opportunity to use existing tools to employ greater automation, streamline workflow, and improve and formalize standards. It will adopt new technical tools when greater savings and improved production can be realized through the investment. From advancing electronic processes and a paperless office to increasing productivity through business process reorganization, the work has already begun.

In February and March of 2020, when faced with the reality of doing business in the COVID-19 environment, short-term plans repositioned rapidly. Priorities shifted from researching and planning long-term incremental business and policy considerations to the urgent reaction required to fully restore operations offsite while maintaining quality outcomes to the greatest degree possible. At that time, Agency-wide telework had not been an existing or previously held practice, although the Agency did have a substantial number of staff working regularly offsite, with 50% having some telework in their schedule. Given the Agency's intentional approach to uniform system replacement and ubiquitous use of web-based tools for business processes, 80% of the staff was equipped to telework full-time without equipment changes. The remaining 20% were ready to work offsite, with hardware replacement, all before the *Stay Home, Stay Safe* order. The Agency's contingency plans had not provided for a fully remote workforce. But the groundwork built in the last decade by transferring work to online business procedures, particularly in our public facing processes, forms, and publications, meant that the Agency was well-poised to pivot to the demands of isolation under the pandemic.

Immediate changes included fully navigating to online complaint receipting and web-based condominium filings, as well as transitioning paper investigation case files to an electronic format with greater use of the existing eLicense system for case management and reporting. These immediate actions were quickly followed by the initiation of videoconferencing for all formerly held in-person meetings, including: Division and staff meetings, investigative interviews, settlement conferences, and, later, Board meetings. Electronic communication was adopted as the primary form of communication in the Regulation division as well as electronic signature for final orders for administrative actions. Online notary was also implemented following passage of legislation in the 2020 special session allowing it for the first time. These first and second wave actions eliminated the requirement for interpersonal work within the Agency, with stakeholders, and with the public, fulfilling the goal to create a safe and productive work environment. While these efforts were necessary and ultimately of a satisfactory standard, some of this work was not produced to the desired degree or to the specifications that a longer-term effort would produce. This makes refinements key to the short-term plans of the Agency in 2021-23. COVID-19 may provide cause for an ongoing need to conduct work remotely. The Agency seeks to exploit this forced innovation as a jumpstart

## BUDGET NARRATIVE

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rather than allowing the intermediate measures to undermine the potential effectiveness that could otherwise have been realized. Now that the Agency has prioritized these efforts, it is crucial to continue to optimize the initial work done to solidify long-term success from these changes.

Another key area where the pandemic has forced creativity and innovation is the transition to offering secure online examination proctoring through the existing examination provider. From early March through April 2020, the testing centers, where license examinations are held, were closed under the provisions of the Governor's executive order. Preventing applicants from testing is a direct impediment to initial licensing. Examination is a critical gate establishing an applicant's minimum competency. With pass rates between 50 to 70%, waiving the examination requirement was not a viable option when balanced with maintaining the Agency's mission to provide consumer protection. Online examinations will be launched on October 1, 2020, which is crucial to the Agency's ability to provide full operations to the public in the event of another stay-at-home order. The Agency will be the first real estate licensing body in the country to offer online exam proctoring. Biennial plans include in-depth monitoring for utilization and effectiveness of this safer approach to test taking. The remaining area of licensing requirements that continues to face potential obstruction is fingerprinting, which was also put fully on hold during the initial phases of quarantine. In the short-term, the Agency will be seeking opportunities to expand fingerprinting services to offer a greater number of locations, including sites more likely able to accommodate applicants in the event that the Governor applies further restrictions on public spaces. It remains a high priority for the Agency to continue to plan for alternatives under greater restrictions.

In addition to the many technical modifications that the Agency has made, business processes have also been examined to amplify opportunities for efficiency and general improvement. In 2018, the Agency piloted a workflow restructuring effort focused on increasing the volume of clients' trust account reconciliation reviews. The project sought to gain efficiency in the program by segmenting workflow into like-work product categories; isolating the front-end clerical work to a pool of administrative professionals and elevating complete "ready to review" packages on to compliance specialists. Further change included functionally bridging this program between two Agency divisions: Education & Licensing and Regulation. The intake and initial review are completed in Education & Licensing, while high-risk issues of noncompliance are elevated to Regulation for investigation. Consequently, the time spent by compliance staff on purely administrative functions was reduced significantly, and production overall increased as desired without compromising review quality.

Early on, this transition showed promising outcomes in increased efficiency. The driving factors included eliminating silos where work could be slowed or stopped, and exploiting underutilized automation tools to modernize processes already used by and familiar to the Education & Licensing division staff. Prior to this change, productivity in this program was highly subject to vacancies and absences. Previously, a clients' trust account reconciliation review would be assigned to a single staff member from the outset and conducted in the order received. The many administrative functions required to complete the review would have to wait until its turn, unnecessarily extending the overall time the review was completed. Many review packages from licensees are incomplete on receipt and require follow-up correspondence requesting additional documentation. Stacks of reviews accumulated and, when documents were missing in a review, correspondence was delayed. Now documents are reviewed on intake and deficient submissions are noted and communicated quickly. An agency of 29 FTE will always experience slower production when there are significant absences or vacancies. But now, because the work is shared, the Agency is no longer creating imposed stopping points at the front-end. In the transition, the project also took advantage of efficiency opportunities. We moved the document submission and intake to the Agency's eLicense

## BUDGET NARRATIVE

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system. This resulted in quicker response from licensees, eliminated the need for internal document scanning and auto-named documents based on Agency conventions.

Another benefit, though unintended, is the expanded internal knowledge gained by our customer-facing staff. Now administrative staff responding to customer inquiries have a far greater understanding of the laws and rules pertaining to clients' trust accounts and the requirements imposed on licensees. This has improved the quality of our customer service by having more experienced frontline staff and our key performance measures support this.

Comparing the two years prior to this change, the Agency observed a 92% increase in the number of accounts reviewed.

Given the success of this project, the Agency continues to deploy the model of pooled administrative work used for clients' trust account reviews to other lines of business. The Education & Licensing division now acts as the customer-facing intake for compliance-related inquiry, moving the duty from the higher-level Regulation division staff to Education & Licensing reception. Again, the Agency repurposed the model to elevate only the more complex issues to professional level staff. Another opportunity arose in the current biennium to employ this model when the single administrative staff position was vacated in the Land Development division. Rather than simply filling the vacancy, the Agency provided the support of the Education & Licensing division, which learned the existing processes, identified opportunities for automation, and isolated the purely administrative duties that could be supported outside of the Land Development division by the wider pool of administrative support in the Education & Licensing Division.

Finally, the Agency established the need to review existing records retention practices and policies. The Agency has amassed an outsized cost for the records held by the Oregon Secretary of State in comparison to other state agencies of similar size and business. In consultation with stakeholders and the Oregon Secretary of State Archivist, the Agency will be reviewing opportunities to digitize priority documents for more cost-effective storage and efficient retrieval, as well as considering modifications to existing retention schedules.

# BUDGET NARRATIVE

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## *2021-25 Long-term Agency Plan*

### *eLicense Replacement System*

The OREA had expected to request a policy option package in this budget to replace the eLicense system in 2022. We have opted to delay this budget item to a future legislative session. The Agency is acutely aware that deferred system replacement is only a short-term strategy and cannot be postponed indefinitely. The eLicense system is already showing its age in the user-facing experience. It lacks functionality users have come to expect, such as text message (SMS) notifications and password reset, expanded functionality for organization managers, and optimization for mobile users. Further, internal needs are present, especially in automation efforts surrounding document management and retention. Regardless of the known deficiencies, the Agency conducts 100% of its business online, which far outpaces many of our peers in other states and in Oregon. While the Agency views the online experience as a key to good customer service and recognizes a growing list of improvements needed for a better user experience internally and externally, more information must be gained about the economic climate before making this substantial budgetary request. It is important to identify the practical budget for the replacement project as well as the supplementary resources available to staff within this project. Given that delaying this budget request also delays implementation, we are clear that releasing a replacement product must remain a top Agency priority. Interim system upgrades may be necessary within the Agency's existing budget.

### *Policy Concerns*

Over the next several years, the Agency will be evaluating greater policy considerations, such as agents' duties and responsibilities, disclosure pamphlet, commission sharing, license portability, mandatory errors and omission insurance, and property management bonding. As current practices are dictated by long-held regulatory positions rooted in Oregon law, this work requires thorough research and analysis, as well as extended, widespread stakeholder engagement. The policy areas identified in the long-range efforts of the Agency have been identified from industry feedback where licensees and their representative associations have shared concern. In addition, the Agency has identified some policy areas where Oregon is out of alignment with many or most states. Given that any changes to the policies outlined here may affect the practice of real estate activity, change the span of consumer protection, or have a fiscal impact, a thorough evaluation of the legislative history and a reexamination of practice under today's environment is paramount.

A brief overview of each policy area schedule for review, as follows:

- *Agents' Duties and Responsibilities:* This refers to the fiduciary responsibility of the broker to the consumer. Various models of agent representation exist in jurisdictions throughout the United States. The OREA will evaluate best practices in peer states, identify if there are corollaries to regulatory outcomes in Oregon, and ascertain the costs and benefits to consumers and licensees in the event of changes to existing practice. Current vernacular has evolved across the industry, and the Agency will endeavor to ensure consumers better understand the role of the licensee in their transaction by making sure agent duties and responsibilities are more clearly explained.
- *Disclosure Pamphlet:* The Initial Agency Disclosure Pamphlet acts in support of the real estate consumer as a tool to clarify terms and the responsibilities of a broker. This document is mandated to be delivered by a broker at first contact with a prospective party to a real estate

## BUDGET NARRATIVE

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transaction by any means. Oregon does not currently require that this document be acknowledged in writing by the consumer, although many other states mandate this action. There is a concern in the industry that the passive nature of the current practice does not properly inform the potential client of the duties and responsibilities of the broker. However, key questions remain over the practicality of implementation and appropriate action on failure to obtain formal acknowledgment by consumers.

- *Commission Sharing:* Oregon is among just 10 states that restrict licensed real estate brokers from offering rebates to consumers, as this is a form of commission sharing with unlicensed parties. The U.S. Department of Justice takes the position that limiting rebates increases costs to consumers and constrains competition. Historically, this has been a guard against unlicensed activity by untrained, untested individuals speculating in the industry. The Agency's rationale has been that consumers can benefit from fair competition among real estate brokers for the costs of the professional real estate activity by negotiating a reduction of commission from the initiation of the contract rather than as a rebate on closing. Given that most states allow rebates, the Agency has recently been confronted with the inconsistency that rebates originating from transactions within this state may go to an out-of-state broker legally, as that action rests beyond the limits of the Agency's authority and is likely legal in the other state. The Agency will examine if the existing law is providing necessary consumer protection or if it should be brought in line with a majority of states.
- *Licensing Portability:* The Association of Real Estate License Law Officials (ARELLO), of which the OREA is a member, has initiated a committee to identify how real estate licensing may reduce barriers and allow for greater interstate mobility in real estate licensing while considering the particular statutory dynamics and economic characteristics of each state. In the 2019 legislative session, Oregon passed HB 3030 and SB 688 in support of license portability for military spouses who are uniquely confronted with frequent relocation, which, in turn, has a deleterious effect on their ability to retain occupational licensing state to state. In partnership with ARELLO, the Agency will consider the balance of consumer protection with opportunities to limit barriers to out-of-state real estate licensees seeking a license in Oregon, bringing these findings to Oregon stakeholders for consultation.
- *Mandatory E&O:* Errors and omissions insurance (E&O) is mandatory in approximately 30% of the governing real estate jurisdictions in the United States and Canada. The two basic models are a state-managed fund and a regulatory requirement for licensees to obtain independently and maintain for active licensure. Under the latter model, some states manage the vendor process and negotiate through the enterprise competitive bidding process to establish a state-sanctioned provider at a reasonable premium cost. Under both models, failure to obtain E&O insurance results in civil penalties, license inactivation, or both.

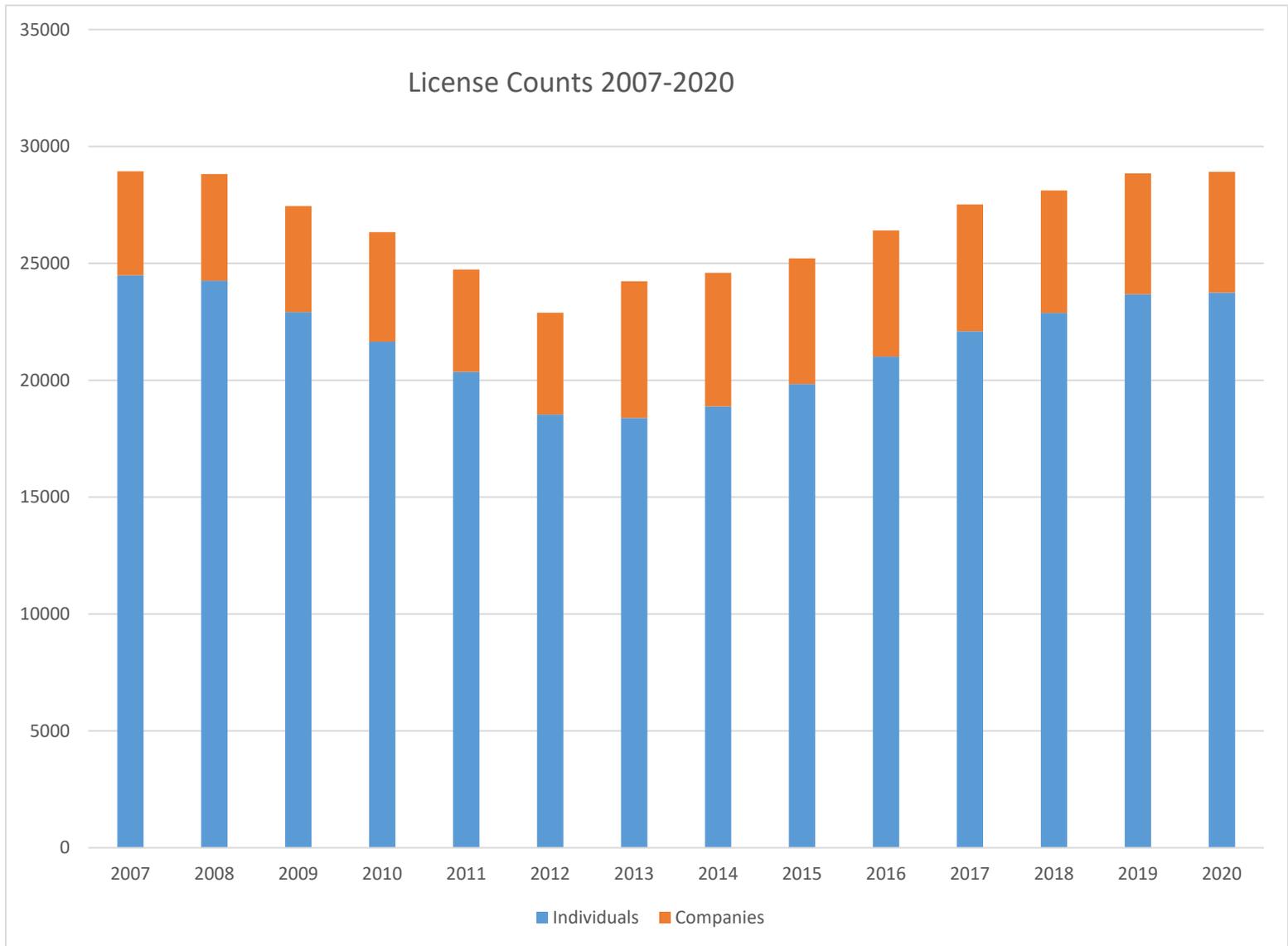
In Oregon, when inadequate or negligent professional real estate activity conducted by a licensee impacts the consumer in a transaction, there is no public fund to draw from or mandatory requirement for E&O insurance. The Agency's authority is limited to licensing law, therefore the courts are the venue for restitution of losses if E&O insurance is not obtained by licensees. Most real estate brokers currently hold E&O insurance for their own risk management but are cost-burdened with high premiums and deductibles. Historically, Oregon has considered this to be the personal business decision of the broker. Instituting either of the models outlined will have a fiscal impact on the Agency and require a policy option package for increased position authority.

## BUDGET NARRATIVE

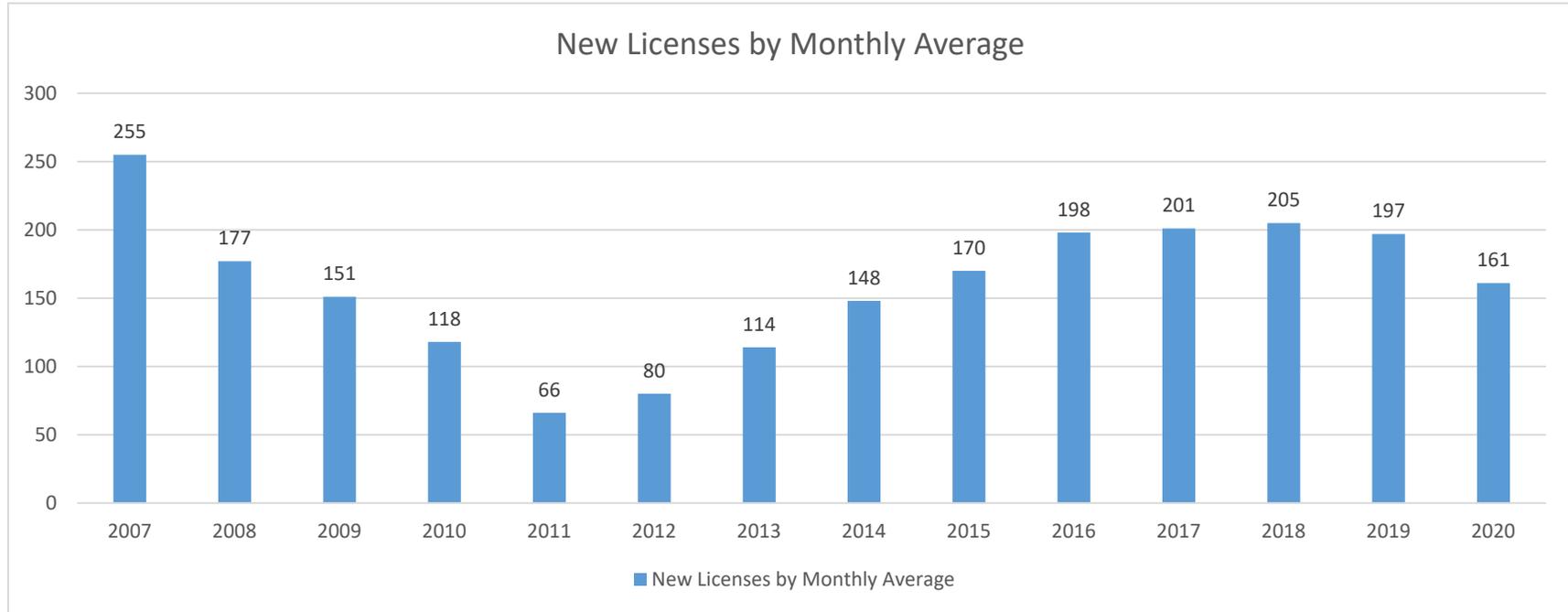
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- *Property Management Bonding, Security in Trust:* In order to protect the funds of the consumer, Oregon law requires the business of an escrow agent to be secured by a surety bond. Industry partners have suggested that a similar practice should be considered for property management deposits held in trust by principal brokers and property managers conducting property management activity. Mishandling of client trust funds is among the Agency's chief regulatory concerns with potential for significant impact to the consumer. The Agency would need to conduct thorough research to justify the need based on historical cases and establish the impact on licensees as bonding may introduce impediments to licensure.

# BUDGET NARRATIVE



# BUDGET NARRATIVE



# BUDGET NARRATIVE

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## Environmental Factors

### Industry Environment

Early 2020 continued to show strength in the economy overall with no sign of retraction in the real estate industry in Oregon. The state was experiencing sustained high demand and supply constraint with steadily rising home prices, relatively low interest rates, record low unemployment, and ongoing in-migration. The unforeseen presence of COVID-19 and the mandatory statewide lockdown, starting in late March 2020, created a massive cooling on real estate activity. Open houses were canceled, listings were pulled, and real estate transactions unraveled. Portland Metro experienced a 14% decrease in pending sales in March 2020 compared to the previous year. April was even worse, with a 30% decrease in new listings and a 34% decline in closed transactions. However, as counties across the state began to enter Phase I reopening in May, activity in the real estate market began to reemerge.

Interest rates fell even lower, and, unlike the Great Recession of 2008 where home values collapsed by 30% in some markets, homes have increased in price by approximately 4% over 2019. Unemployment appeared to bottom out in May at 14.3%, then settled at 11% in June. The most deeply affected were those in the leisure, hospitality, and retail sectors. Earners more likely to be in the home-buying market, such as in business and professional services, government, health and education, and other salaried professions, largely maintained full-time employment. The already supply-constrained market had record low inventory, and conditions were desirable for those willing and able to reenter from the seller side. New listings in May were still down 30% in the Portland Metro year over year, but pending sales were only down 5.5% from 2019. By June 2020, closings were only down 1.7% compared to 2019. While listings remained low, still down 14% from 2019, market time is extraordinarily low, with total time at just 42 days on average in June and 1.5 months of inventory available. This makes for robust activity for some real estate professionals but also leaves many out of the process with total transaction volume down considerably.

The economy is officially in a recession, and the consequences of the pandemic are certain to be with us for many years to come. While we observe home values continuing to rise with renewed interest in suburban and rural properties and record low mortgage rates, inventory is so low that overall activity is highly restrained with nowhere to “trade up.” Owners are seeking to refinance in record numbers rather than purchasing, pulling cash out of homes for security, and making their own improvements. Given the assumption that these conditions are extended, we will see the downstream effect on licensing numbers as there is less money to be made in the commission model, which is dependent on transaction volume. Nationally, the average real estate broker earns around \$41,000 per year, leaving little room for a substantial contraction.

The situation continues to evolve. As we approach the expiration of supplemental federal aid by way of deferred student loan payments, the SBA payroll protection program, unemployment assistance, stimulus checks, and mortgage assistance programs, deeper consequences may have only been delayed unless aid is extended. As unemployment numbers begin to increase beyond the sectors that were immediately shuttered, a more traditional recession emerges where decreased demand seeps into manufacturing, construction, and professional and business services. It is at that point that we will see incomes descend and thus delay home purchases, negatively effecting the appeal of entering, or the practicality of remaining, in the real estate profession.

# BUDGET NARRATIVE

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As of July 2020, the number of Oregon real estate licensees sits at the pre-2008 recession level of nearly 24,000 individual licensees. Real estate licensing revenue has yet to experience a considerable downturn. In March 2020, revenue was down 3% from February. In April it was down again 4% from March. These numbers are encouraging considering testing sites were closed and applicants were not able to complete the licensing process. From a higher vantage point, when comparing January through April 2019 to the same months in 2020, revenue was down just 2% overall. Upon phase I reopening, new applications increased by nearly 60% between April and May of 2020. The increase was sustained in June indicating that those that had put their plans on hold had decided it was time to enter into the industry. June revenue was the highest recorded month in the OREA history with no decrease in renewal numbers in 2020 overall. While this is a sign of continued positivity among new entrants as well as for those in practice, the 2008 downturn, which impacted the OREA deeply, occurred in the years following the initial crisis rather than the onset. Two-thirds of the Agency's revenue is through license renewals, and those renewals are scheduled for expiration on a rolling monthly basis, designated by birth month. The substantial retraction of the Great Recession was seen gradually over four years. It was between 2010 and 2013 when license numbers dropped in considerable measure and revenues suffered the most. While the depth remains unknown, the Agency will likely experience severe revenue impacts of this recession in 2023-25 and 2025-27.

The Agency's 2021-23 revenue projection accounts for a steep decline in applications and a considerable number of lapsed licenses. Overall, Agency revenue estimates are projected to fall considerably in the next biennium at approximately \$7,444,198 Other Funds. This trend is projected to continue into the following budget period in a continued decline until we find firm ground in a recovery. Economists are currently projecting this to be at least five years out.

Following the downturn in 2008 and the subsequent years of decline, the Agency spent down reserve funds to continue its consumer protection mission, especially crucial in a more strained real estate market. The Agency received a fee increase in the 2017 session to replenish that reserve in preparation for the next inevitable downturn. At that point, the Agency did not anticipate such a severe external event as COVID-19 but has been able to build a reserve that is projected to sustain Agency operations through the 2021-23 biennium. However, the reserve held today is approximately 28% lower (adjusted for inflation) than in the Great Recession, and the gravity of the economic impact in the current situation may still prove to be greater. The current reserve is not likely to extend to maintain the Agency as long it did in the last recession.

The information above comes from a quarterly report prepared by Portland State University, School of Business Administration: Center for Real Estate, Inman, National Association of Realtors, RMLS, Oregon Office of Economic Analysis, and Kiplinger.

## **Administrative Environment**

### *SB 855*

Per the requirements of SB 855, the OREA developed and delivered a [report](#) to the Oregon State Legislature in 2019, which sought to identify existing barriers to licensure for immigrants and refugees in the real estate profession. Based on limited data, the key findings of the report concluded that, while overall foreign-born applicants complete the licensing process at the same rate as US-born applicants, barriers exist for migrants upstream of the licensing process. Central to the obstacles faced by migrants and refugees is the nature of the real estate industry in that income is based on

# BUDGET NARRATIVE

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commission. Industry standards suggest 6- to 12-months of capacity for deferred income is required for this business model. Further, the cost to enter the profession ranges from \$2,700-\$3,000 in fees for education, license application, and examination, as well as start-up business costs like association membership and multiple listing service fees. In this report, the Agency outlined future actions, including working with industry partners that with an established mission to further the economic growth of migrants in Oregon, like the Oregon Association of Realtor's Diversity Committee. The Agency has since become a regular attendee and contributor to the committee.

## *SB 688 and HB 3030*

Passed in the 2019 Regular Session, SB 688 and HB 3030 directed professional licensing agencies to develop rules that allow spouses and partners of military personnel stationed in Oregon to practice occupational and professional services under a temporary authorization. Agencies report licensing information under this provision to the legislature annually. The Agency filed a temporary rule in December 2019 and a permanent rule in June 2020. Spouses and partners of military personnel are now able to obtain active temporary licensure under this rule after completing the application, clearing a background check, and passing the Oregon state license examination, as long as they are actively licensed in another jurisdiction and residing in Oregon as the spouse or partner to an active-duty U.S. service member.

## **Internal Environment**

### *Staffing*

The OREA 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*

The transition to a fully remote staff forced the Agency to progress in areas that were slower to adopt innovation and underutilizing existing electronic systems as primary tools. Chiefly, this was true in the Land Development and Regulation divisions. In both program areas, the workflow process is driven by case files. Formerly, the Agency received physical documents for filings and investigations from external parties. When the documents were received electronically, the Agency printed the documents to establish a physical file. The new environment under COVID-19 would not allow the Agency to continue in that manner. The Agency quickly transitioned, mandating electronic receipt of complaints and supplementary evidence and moving all condominium filings and the associated revenue receipting to the online licensing platform. Once files were established electronically, the Agency had greater accountability and oversight on the progress of the work, increased data capture for reporting and statistics, faster access to documents, easier access for public records requests, and a simplified submission process for complainants and developers. In addition, the Agency has moved primary communication to email, using DocuSign for electronic signatures and using regular mail when statutorily mandated for service or when there is no other available form of communication.

These efforts have been part of the Agency's long-range goals, and, while these are significant advances forward, there is further refinement left to be done in both the internal practices of the Agency and the externally facing end-user product. This includes converting the beyond lifecycle FileMaker database, which houses the historical Land Development data, to our eLicense database.

## BUDGET NARRATIVE

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The expanded use of the online licensing 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
  - 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 Business Name Renewal
9. Registered Branch Office Application
10. Continuing Education Provider Application
11. Continuing Education Provider Renewal
12. Pre-License Education Provider Renewal
13. Pre-License Education Provider Course Submissions
14. Escrow Organization Renewal
15. Escrow Organization Annual Report
16. Legal Name Change
17. Certified License History
18. Continuing Education Reporting
19. Clients' Trust Account Reconciliation Review Submission
20. Unit Owners Association Annual Reporting

# BUDGET NARRATIVE

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

The Agency continues to focus efforts on providing resources to licensees as they conduct business online as well as improving administrative task automation and paperless processes throughout the Agency.

## **Consumer Protection**

The OREA 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 OREA is tracking performance measures. The Agency will continue to work closely with the Office of the CFO and LFO to monitor and seek opportunities to implement new measures where appropriate.

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 OREA continues to review the Oregon Revised Statutes and Oregon Administrative Rules that direct the Agency's authority and procedures on an ongoing basis. Collaborative workgroups will be formed in the 2021-23 biennium for this review process as needed. Workgroups have historically included the Commissioner, Agency staff, Board members, educators, and industry representatives in the areas of real estate brokerage, property management, and escrow. Workgroups 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, quality delivery of education and examination, and the development of Legislative Concepts.

## **Criteria for 2021-23 Budget Development**

The goals inherent in the OREA'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:

- Continue to keep the Board and industry actively involved with the Agency and the Commissioner through outreach and engagement, relying on technology more than ever before.

## BUDGET NARRATIVE

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- Engage with the regulated community, seeking continuous feedback on effectiveness of all Agency programs.
- Create opportunities to streamline and refine business operations.
- Conserve reserve funds to the greatest degree possible for expected reductions in revenue and planned technology replacement project in 2023-2025, at approximately \$1,000,000.

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

Not applicable to the OREA.

### **Sustainability**

Not applicable to the OREA.

**Other Considerations** - None.

# BUDGET NARRATIVE

## Summary of 2021-23 Budget 919 Real Estate Agency

	TOTALS			FUND TYPE					
	POS	FTE	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Non-limited Other	Federal
<b>2019-21 LEGISLATIVELY ADOPTED BUDGET</b>									
2019-21 Emergency Board Actions	29	29.00	8,499,070			8,499,070			
			0			0			
<b>2019-21 Legislatively Approved Budget</b>	29	29.00	8,499,070			8,499,070			
<b>Base Budget Adjustments:</b>									
Net Cost of Position Actions:									
Administrative, Biennialized E-Board, Phase-Out			342,711			342,711			
Estimated Cost of Merit Increase									
Base Debt Service Adjustment									
Base Nonlimited Adjustment									
Capital Construction Adjustment									
<b>Subtotal: 2019-21 Base Budget</b>	29	29.00	8,841,781			8,841,781			
<b>Essential Packages:</b>									
<b>Package No. 010</b>									
Temporary Appts., Overtime, Differential						731			
Vacancy Factor Increase/(Decrease)			(47,760)			174,789			
Non-PICS Personal Service Increase/(Decrease)			<u>18,230</u>			<u>31,241</u>			
<b>Subtotal</b>			<b>(29,530)</b>			<b>206,761</b>			
<b>Package No. 021/022</b>									

# BUDGET NARRATIVE

021 - Phased-In Programs Excl. One-Time Costs			0						
022 - Phase-Out Programs and One-Time Costs			<u>0</u>						
Subtotal									
<b>Package No. 030</b>									
Cost of Goods & Services									
Increase/Decrease			111,836				97,598		
State Gov. Service Charges									
Increase/Decrease			31,652				45,238		
Subtotal			<b>143,488</b>				<b>142,836</b>		
							1		
<b>Subtotal: 2021-23 Current Service Level</b>	29	29.00	8,955,739				8,586,773		
<b>Subtotal: 2021-23 Modified Essential Budget Level</b>	29	29.00	8,955,739				8,586,773		
<b>Subtotal Emergency Board Packages</b>									
<b>Subtotal Policy Packages</b>									
<b>Total: 2021-23 Budget</b>	<b>29</b>	<b>29.00</b>	<b>8,955,739</b>				<b>8,586,773</b>		

Percent Change From 2019-21 Leg. Approved	--%	--%	5.37 %	--%	--%	5.37%	--%	--%	--%
Percent Change From Essential Budget Level	--%	--%	--0.0%	--%	--%	--0.68%	--%	--%	--%

# BUDGET NARRATIVE

## Summary of 2021-23 Biennium Budget

Real Estate Agency  
Real Estate Agency  
2021-23 Biennium

Agency Request 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
2019-21 Leg Adopted Budget	29	29.00	8,499,070	-	-	8,499,070	-	-	-
2019-21 Emergency Boards	-	-	-	-	-	-	-	-	-
<b>2019-21 Leg Approved Budget</b>	<b>29</b>	<b>29.00</b>	<b>8,499,070</b>	<b>-</b>	<b>-</b>	<b>8,499,070</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2021-23 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	342,711	-	-	342,711	-	-	-
Estimated Cost of Merit Increase	-	-	-	-	-	-	-	-	-
Base Debt Service Adjustment	-	-	-	-	-	-	-	-	-
Base Nonlimited Adjustment	-	-	-	-	-	-	-	-	-
Capital Construction	-	-	-	-	-	-	-	-	-
<b>Subtotal 2021-23 Base Budget</b>	<b>29</b>	<b>29.00</b>	<b>8,841,781</b>	<b>-</b>	<b>-</b>	<b>8,841,781</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	(47,760)	-	-	(47,760)	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	18,230	-	-	18,230	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(29,530)</b>	<b>-</b>	<b>-</b>	<b>(29,530)</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	111,836	-	-	111,836	-	-	-
State Gov't & Services Charges Increase/(Decrease)	-	-	31,652	-	-	31,652	-	-	-

07/15/20  
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Page 1 of 6

BDV104 - Biennial Budget Summary  
BDV104

# BUDGET NARRATIVE

## Summary of 2021-23 Biennium Budget

Real Estate Agency  
Real Estate Agency  
2021-23 Biennium

Agency Request 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	-	-	143,488	-	-	143,488	-	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2021-23 Current Service Level</b>	<b>29</b>	<b>29.00</b>	<b>8,955,739</b>	<b>-</b>	<b>-</b>	<b>8,955,739</b>	<b>-</b>	<b>-</b>	<b>-</b>

# BUDGET NARRATIVE

## Summary of 2021-23 Biennium Budget

Real Estate Agency  
 Real Estate Agency  
 2021-23 Biennium

Agency Request 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
<b>Subtotal: 2021-23 Current Service Level</b>	29	29.00	8,955,739	-	-	8,955,739	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2021-23 Current Service Level</b>	29	29.00	8,955,739	-	-	8,955,739	-	-	-
080 - E-Boards									
080 - March 2020 Eboard	-	-	-	-	-	-	-	-	-
081 - April 2020 Eboard	-	-	-	-	-	-	-	-	-
082 - May 2020 Eboard	-	-	-	-	-	-	-	-	-
083 - June 2020 Eboard	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	-	-	-	-	-	-	-	-	-
Policy Packages									
084 - June 2020 Special Session	-	-	-	-	-	-	-	-	-
<b>Subtotal Policy Packages</b>	-	-	-	-	-	-	-	-	-
<b>Total 2021-23 Agency Request Budget</b>	29	29.00	8,955,739	-	-	8,955,739	-	-	-
Percentage Change From 2019-21 Leg Approved Budget	-	-	5.37%	-	-	5.37%	-	-	-
Percentage Change From 2021-23 Current Service Level	-	-	-	-	-	-	-	-	-

# BUDGET NARRATIVE

## Summary of 2021-23 Biennium Budget

Real Estate Agency  
Real Estate Agency  
2021-23 Biennium

Agency Request 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
2019-21 Leg Adopted Budget	29	29.00	8,499,070	-	-	8,499,070	-	-	-
2019-21 Emergency Boards	-	-	-	-	-	-	-	-	-
<b>2019-21 Leg Approved Budget</b>	<b>29</b>	<b>29.00</b>	<b>8,499,070</b>	<b>-</b>	<b>-</b>	<b>8,499,070</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2021-23 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	342,711	-	-	342,711	-	-	-
Estimated Cost of Merit Increase	-	-	-	-	-	-	-	-	-
Base Debt Service Adjustment	-	-	-	-	-	-	-	-	-
Base Nonlimited Adjustment	-	-	-	-	-	-	-	-	-
Capital Construction	-	-	-	-	-	-	-	-	-
<b>Subtotal 2021-23 Base Budget</b>	<b>29</b>	<b>29.00</b>	<b>8,841,781</b>	<b>-</b>	<b>-</b>	<b>8,841,781</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	(47,760)	-	-	(47,760)	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	18,230	-	-	18,230	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(29,530)</b>	<b>-</b>	<b>-</b>	<b>(29,530)</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	111,836	-	-	111,836	-	-	-
State Gov't & Services Charges Increase/(Decrease)	-	-	31,652	-	-	31,652	-	-	-

07/15/20  
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# BUDGET NARRATIVE

## Summary of 2021-23 Biennium Budget

Real Estate Agency  
Real Estate Agency  
2021-23 Biennium

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

<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	-	-	143,488	-	-	143,488	-	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2021-23 Current Service Level</b>	<b>29</b>	<b>29.00</b>	<b>8,955,739</b>	<b>-</b>	<b>-</b>	<b>8,955,739</b>	<b>-</b>	<b>-</b>	<b>-</b>

# BUDGET NARRATIVE

## Summary of 2021-23 Biennium Budget

Real Estate Agency  
Real Estate Agency  
2021-23 Biennium

Agency Request 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
<b>Subtotal: 2021-23 Current Service Level</b>	29	29.00	8,955,739	-	-	8,955,739	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2021-23 Current Service Level</b>	29	29.00	8,955,739	-	-	8,955,739	-	-	-
080 - E-Boards									
080 - March 2020 Eboard	-	-	-	-	-	-	-	-	-
081 - April 2020 Eboard	-	-	-	-	-	-	-	-	-
082 - May 2020 Eboard	-	-	-	-	-	-	-	-	-
083 - June 2020 Eboard	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	-	-	-	-	-	-	-	-	-
Policy Packages									
084 - June 2020 Special Session	-	-	-	-	-	-	-	-	-
<b>Subtotal Policy Packages</b>	-	-	-	-	-	-	-	-	-
<b>Total 2021-23 Agency Request Budget</b>	29	29.00	8,955,739	-	-	8,955,739	-	-	-
Percentage Change From 2019-21 Leg Approved Budget	-	-	5.37%	-	-	5.37%	-	-	-
Percentage Change From 2021-23 Current Service Level	-	-	-	-	-	-	-	-	-

# BUDGET NARRATIVE

Real Estate Agency										
2021-23 Biennium										
								<b>Agency Number:</b>		<b>91900</b>
Department-Wide Priorities for 2021-23 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	<b>Licensing &amp; Education: Customer Service</b> Licensu: Applications, Renewals, Business and Branch Office Registrations. Education: Licensee Outreach: Pre/Post License Education and Exam Development). <b>Education &amp; Compliance</b> (Budget, Accounting, Information Technology, Personnel & Payroll, Contracts & Procurement)	<b>KPM 1</b> - % of property managers/principal brokers reviewed who meet compliance <b>KPM 4</b> % of property managers/principal brokers who rate the exam as effective <b>KPM 6</b> - customer service standards	1	1,852,912	\$ 1,852,912	9	6.00	N	Y-One Administrative Specialist	
1	<b>Regulation and Enforcement</b> (Compliants, Investigations, Adminstrative Actions, Civil Penalty enforcement)	<b>KPM 2</b> - Days to complete investigation <b>KPM 3</b> - Contest Case Actions resolved through resolution	1	3,705,823	\$ 3,705,823	15	12.00	N	Y-One Financial Investigator and one Compliance Specialist position included.	
2	<b>Administrative Services: Customer Service</b> Licensu: Applications, Renewals, Business and Branch Office Registrations. Education: Licensee Outreach: Pre/Post License Education and Exam Development). <b>Business &amp; Technology</b> (Budget, Accounting, Information Technology, Personnel & Payroll, Contracts & Procurement)	<b>KPM 1</b> - % of property managers/principal brokers reviewed who meet compliance <b>KPM 4</b> % of property managers/principal brokers who rate the exam as effective <b>KPM 6</b> - customer service standards	2	1,852,912	\$ 1,852,912	9	6.00	N	N	
3	<b>Land Development</b> (Condo, timeshare, membership campgrounds registrations, Real Estate Marketing Organization licensing & regulation).	<b>KPM 6</b> - Customer Service Standards	3	617,637	\$ 617,637	2	2.00	N	Y-One Administrative Specialist position included.	
4	<b>Board Support, Commissioner's Office</b> (Commissioner and Deputy Commissioner's office, Real Estate Board and Advisory Group Support, Administrative Rule Reviews and Legislative Concept Development)	<b>KPM 6</b> - Customer Service Standards	4	926,456	\$ 926,456	3	3.00	N	N	
				8,955,739	\$ 8,955,739	38	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 2021-23 AND 2023-25)	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 one Licensing Assistant in the Education & Licensing Division.	MANAGEMENT AND REMAINING STAFF WOULD ABSORB DUTIES. WORK PRODUCT, CUSTOMER SERVICE RATINGS AND DELIVERY TIME AT RISK.	\$145,547,805 OTHER FUNDS	(1)
2. Eliminate one Financial Investigator and one Compliance Specialist position.	MANAGEMENT AND REMAINING STAFF WOULD ABSORB DUTIES. WORK PRODUCT, CUSTOMER SERVICE RATINGS AND DELIVERY TIME AT RISK.	\$458,170 OTHER FUNDS	(2)
3. Eliminate one Licensing Assistant in the Land Development Division.	MANAGEMENT AND REMAINING STAFF WOULD ABSORB DUTIES. WORK PRODUCT, CUSTOMER SERVICE RATINGS AND DELIVERY TIME AT RISK.	\$145,547,805 OTHER FUNDS	(3)
4. Eliminate use of instate and out-of-state travel.	AGENCY WOULD END OUT-OF-AREA BOARD MEETINGS AND EMPLOYEES WOULD NOT BENEFIT FROM TRAINING OFFERED OUTSIDE OF SALEM AREA.	\$98,762 OTHER FUNDS	(4)
5. Eliminate use of temporary employees	THE AGENCY WOULD NOT HAVE THE BENEFIT OF FILLING IMMEDIATE AND URGENCY WORKLOAD GAPS NOR CONTINUE TO EMPLOYEE STUDENT WORKERS FOR PROJECT WORK	\$15,503 OTHER FUNDS	(5)
6. Reduce all staff training by 80%.	STAFF WOULD NOT DEVELOP NEEDED SKILLS AND REFINEMENT OF PRACTICES IN THE EVER CHANGING REGULATED INDUSTRY. STAFF MORALE AND CONSUMER PROTECTION AT RISK.	\$32,044 OTHER FUNDS	(6)
	<b>TOTAL REDUCTIONS</b>	<b>\$895,573 OTHER FUNDS</b>	

# BUDGET NARRATIVE

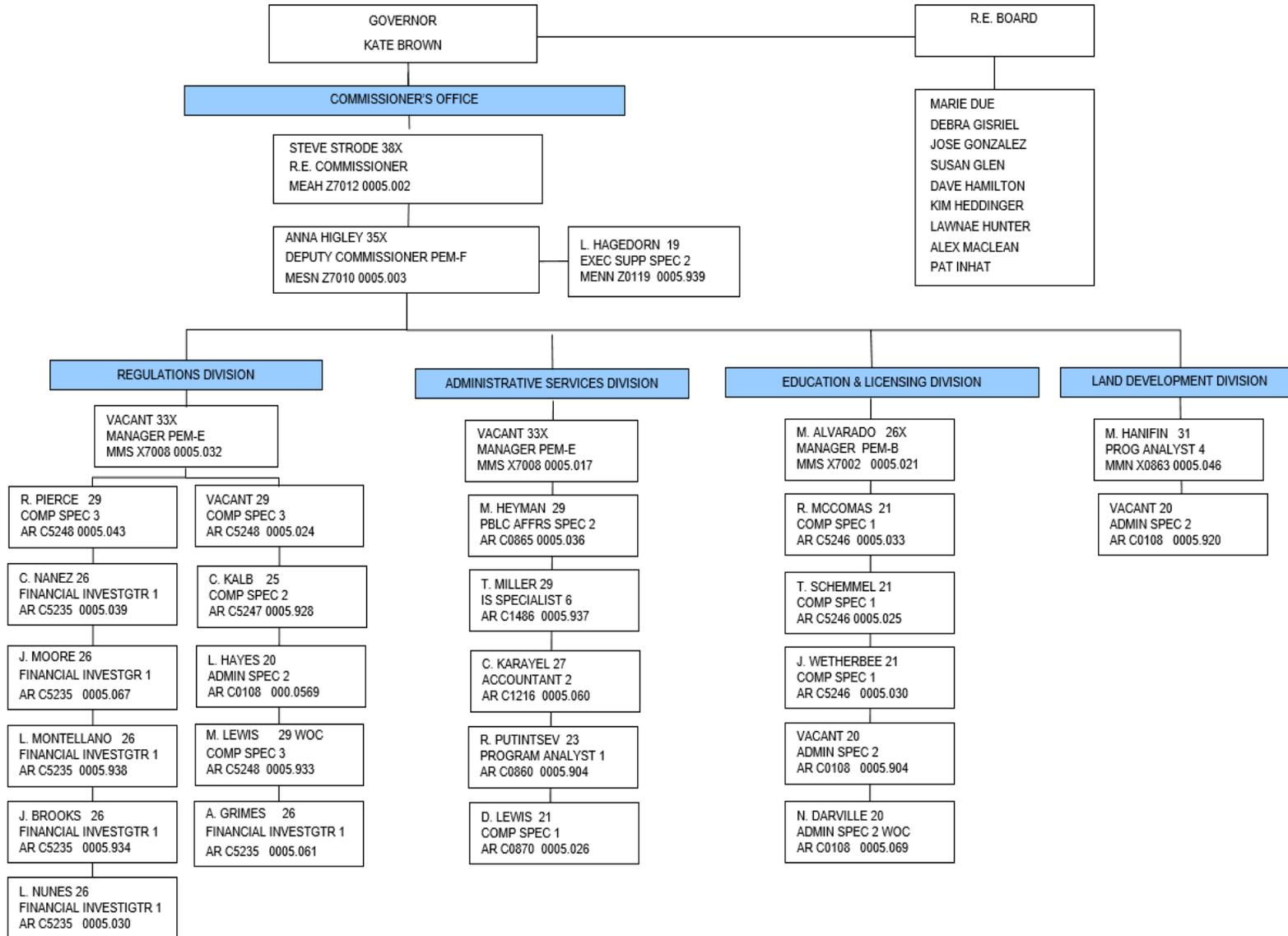
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# BUDGET NARRATIVE

2021-23 REAL ESTATE AGENCY ORGANIZATION CHART

(Updated 07/20/2020)



# BUDGET NARRATIVE

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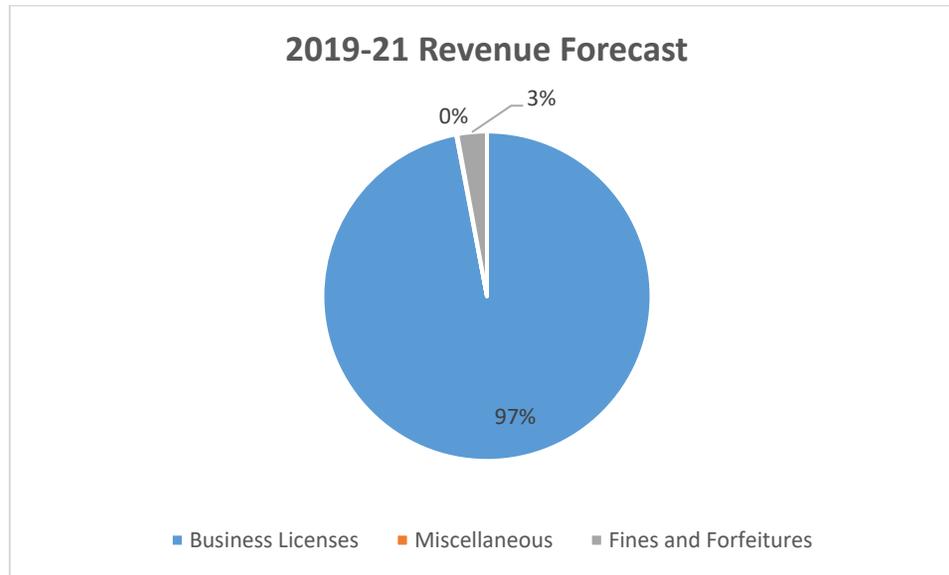
## Revenue Discussion

The OREA 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 per statute. The fee structure is expected to remain the same as the current biennium. There is moderate uncertainty in the Agency's revenue forecast for the 2021-23 biennium. Real estate is a keystone in a healthy economy, and the current economic uncertainty due to the effects of COVID-19 could have an impact on all revenue streams. Condominium filing revenues have already fallen significantly. New license applications are likely to reduce earlier in the biennium with renewal numbers reducing in the second part of the biennium.

The following is a summary of fees:

- Licensing or reactivation exam - \$75, paid directly to PSI, the Agency's exam vendor;
- Applicant criminal background check- \$47, paid directly to PSI, the Agency's exam vendor;
- Principal Broker, Broker, or Property Manager license application - \$300;
- Renewal for Active Principal Broker, Broker, or Property Manager license - \$300;
- Renewal for Inactive Principal Broker, Broker or Property Manager license - \$150;
- Notification of opening or closing of a branch office, license transfer, change of name, or change of address - \$10;
- Reactivation of inactive license for Broker or Property Manager - \$150;
- Late Renewal - \$150; and
- Condominium filing review fees - \$200 per hour.

# BUDGET NARRATIVE



Source	Fund	ORBITS Revenue Acct	2017-2019 Actual	2019-21 Legislatively Adopted	2019-21 Estimated	2021-23		
						Agency Request	Governor's Recommended	Legislatively Adopted
<b>Business Licenses</b>	<b>Other</b>	<b>205</b>	<b>\$9,055,817</b>	<b>\$8,435,535</b>	<b>\$8,435,535</b>	<b>\$7,239,990</b>		
<b>Miscellaneous*</b>	<b>Other</b>	<b>410</b>	<b>\$4,639</b>	<b>\$7,794</b>	<b>\$7,794</b>	<b>\$7,673</b>		
<b>Fines and Forfeitures</b>	<b>Other</b>	<b>505</b>	<b>\$248,421</b>	<b>\$209,760</b>	<b>\$209,760</b>	<b>\$216,189</b>		
<b>Other Revenues</b>	<b>Other</b>	<b>0975</b>	<b>\$2,295</b>	<b>\$1,656</b>	<b>\$1,656</b>	<b>\$5,846</b>		
<b>Transfer to Gen. Fund</b>	<b>Other</b>		<b>(\$71,127)</b>	<b>(\$90,000)</b>	<b>(\$90,000)</b>	<b>(\$25,500)</b>		
<b>Total</b>			<b>\$9,240,045</b>	<b>\$8,563,089</b>	<b>\$8,563,089</b>	<b>\$7,444,198</b>		

## BUDGET NARRATIVE

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# BUDGET NARRATIVE

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

Real Estate Agency 2021-23 Biennium	Agency Number: 91900 Cross Reference Number: 91900-000-00-00-00000					
<i>Source</i>	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Leg Approved Budget	2021-23 Agency Request Budget	2021-23 Governor's Budget	2021-23 Leg. Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	9,055,817	8,435,535	8,435,535	7,239,990	-	-
Charges for Services	4,639	7,794	7,794	7,673	-	-
Fines and Forfeitures	248,421	209,760	209,760	216,189	-	-
Other Revenues	2,295	1,656	1,656	5,846	-	-
Transfer to General Fund	(71,127)	(90,000)	(90,000)	(25,500)	-	-
<b>Total Other Funds</b>	<b>\$9,240,045</b>	<b>\$8,564,745</b>	<b>\$8,564,745</b>	<b>\$7,444,198</b>	-	-

# BUDGET NARRATIVE

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## Essential Packages

### 010 Vacancy Factor and Non-PICS Personal Service

#### Package Description

This package includes general inflation of 4.3% on non-PICS items of temporaries, overtime, shift differentials, and unemployment compensation. This package increases Personal Services by \$17,371, which is all Other Funds.

Vacancy savings factor of \$(47,760). Total package is \$(29,530)

#### 2021-23 Fiscal Impact

No impact.

# BUDGET NARRATIVE

## ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Real Estate Agency  
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

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
<b>Personal Services</b>							
Temporary Appointments	-	-	667	-	-	-	667
Overtime Payments	-	-	123	-	-	-	123
All Other Differential	-	-	69	-	-	-	69
Public Employees' Retire Cont	-	-	33	-	-	-	33
Pension Obligation Bond	-	-	17,255	-	-	-	17,255
Social Security Taxes	-	-	66	-	-	-	66
Unemployment Assessments	-	-	17	-	-	-	17
Vacancy Savings	-	-	(47,760)	-	-	-	(47,760)
<b>Total Personal Services</b>	-	-	<b>(\$29,530)</b>	-	-	-	<b>(\$29,530)</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	(29,530)	-	-	-	(29,530)
<b>Total Expenditures</b>	-	-	<b>(\$29,530)</b>	-	-	-	<b>(\$29,530)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	29,530	-	-	-	29,530
<b>Total Ending Balance</b>	-	-	<b>\$29,530</b>	-	-	-	<b>\$29,530</b>

\_\_\_\_ Agency Request  
 2021-23 Biennium

\_\_\_\_ Governor's Budget  
 Page \_\_\_\_\_

\_\_\_\_ Legislatively Adopted  
 Essential and Policy Package Fiscal Impact Summary - BPR013

# BUDGET NARRATIVE

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## **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 \$143,488. This is based on the biennial general inflation factor which is applied to most Services and Supplies and non-PICS Personal Services costs for 2021-23 of 4.3%. The inflation factor for Professional Services accounts was 5.7%, Attorney General was 19.43%, and State Government Service Charges was 13.55%.

### **2019-21 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
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	3,813	-	-	-	3,813
Out of State Travel	-	-	433	-	-	-	433
Employee Training	-	-	1,591	-	-	-	1,591
Office Expenses	-	-	3,571	-	-	-	3,571
Telecommunications	-	-	2,779	-	-	-	2,779
State Gov. Service Charges	-	-	31,652	-	-	-	31,652
Data Processing	-	-	4,700	-	-	-	4,700
Publicity and Publications	-	-	1,579	-	-	-	1,579
Professional Services	-	-	6,003	-	-	-	6,003
IT Professional Services	-	-	4,618	-	-	-	4,618
Attorney General	-	-	57,020	-	-	-	57,020
Employee Recruitment and Develop	-	-	333	-	-	-	333
Dues and Subscriptions	-	-	412	-	-	-	412
Facilities Rental and Taxes	-	-	10,948	-	-	-	10,948
Facilities Maintenance	-	-	194	-	-	-	194
Agency Program Related S and S	-	-	1,776	-	-	-	1,776
Other Services and Supplies	-	-	3,805	-	-	-	3,805
Expendable Prop 250 - 5000	-	-	1,253	-	-	-	1,253
IT Expendable Property	-	-	7,008	-	-	-	7,008
<b>Total Services &amp; Supplies</b>	-	-	<b>\$143,488</b>	-	-	-	<b>\$143,488</b>

\_\_\_\_ Agency Request  
2021-23 Biennium

\_\_\_\_ Governor's Budget  
Page \_\_\_\_\_

\_\_\_\_ Legislatively Adopted  
Essential and Policy Package Fiscal Impact Summary - BPR013

# 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
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	3,813	-	-	-	3,813
Out of State Travel	-	-	433	-	-	-	433
Employee Training	-	-	1,591	-	-	-	1,591
Office Expenses	-	-	3,571	-	-	-	3,571
Telecommunications	-	-	2,779	-	-	-	2,779
State Gov. Service Charges	-	-	31,652	-	-	-	31,652
Data Processing	-	-	4,700	-	-	-	4,700
Publicity and Publications	-	-	1,579	-	-	-	1,579
Professional Services	-	-	6,003	-	-	-	6,003
IT Professional Services	-	-	4,618	-	-	-	4,618
Attorney General	-	-	57,020	-	-	-	57,020
Employee Recruitment and Develop	-	-	333	-	-	-	333
Dues and Subscriptions	-	-	412	-	-	-	412
Facilities Rental and Taxes	-	-	10,948	-	-	-	10,948
Facilities Maintenance	-	-	194	-	-	-	194
Agency Program Related S and S	-	-	1,776	-	-	-	1,776
Other Services and Supplies	-	-	3,805	-	-	-	3,805
Expendable Prop 250 - 5000	-	-	1,253	-	-	-	1,253
IT Expendable Property	-	-	7,008	-	-	-	7,008
<b>Total Services &amp; Supplies</b>	-	-	<b>\$143,488</b>	-	-	-	<b>\$143,488</b>

\_\_\_\_ Agency Request  
2021-23 Biennium

\_\_\_\_ Governor's Budget  
Page \_\_\_\_\_

\_\_\_\_ Legislatively Adopted  
Essential and Policy Package Fiscal Impact Summary - BPR013

# BUDGET NARRATIVE

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# BUDGET NARRATIVE

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## AFFIRMATIVE ACTION PLAN FOR THE REAL ESTATE AGENCY

Background The OREA is a small agency (29.00 FTE) of 29 employees primarily made up of professional and managerial staff specializing in the field of real estate. Of the 29 positions, 23 are in the Official/Administrator and Professionals EEO categories. Only four positions are in the category of Administrative Support. The Agency typically has relatively low turnover and limited hiring opportunities. However, during the 2019-21 biennium, the Agency has had some position movement with two internal promotion and four new hires.

During the 2019-2021 biennium, two new Real Estate Board members were appointed, bringing the composition of the Board to 67% women-led and 22% from the LGBTQIA community. The current Board chairperson is a woman.

The Agency has increased diversity within staffing in recent years, going from a 6.8% representation of people of color in the last biennium to 15.4% in the current period.

### Analysis

Upper Management (SR 31+) Currently, there are two vacancies in the five positions in upper management. One woman and two men hold the filled positions; one person in upper management is a member of the LGBTQIA community. There are no persons of color and no people with disabilities in this category.

Middle Management (SR 24-30) There is one position in middle management and it is filled with a woman. There are no persons of color or people with disabilities.

Professional (SR 21-27) Twelve of the eighteen employees in this category are women. There are currently two people of color and one person with a disability. This group provides one of the best opportunities for the Agency to employ those from protected classes, although the recruitment pool containing those from protected classes with real estate, escrow, or investigative backgrounds is relatively small.

Administrative Specialist/Support (SR 15-19) Five of six employees in this category are women. There are two people of color, and there are no people with a disability in this group.

# BUDGET NARRATIVE

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## LONG RANGE STRATEGIES & GOALS

The OREA currently has good representation of women (100%) in the Middle Management. With two vacancies in Upper Management there is an opportunity to diversify at the highest levels of the Agency. Overall, the Agency exceeds the State's goals for women in all categories at 69%.

In 2017, the Agency hired a person with a disability in the Administrative Support EEO Category equating to 3.8% representation, up from 0%. That person was one of the Agency's two internal promotions, moving from an administrative to a professional role. The Agency will continue to take steps to conduct outreach with representatives of organizations advocating for persons of color and people with disabilities prior to recruiting for positions.

The Agency will continue to assist its employees in upward mobility through retention and career development efforts without discrimination.

The Agency continues to make the work environment inclusive for persons of diverse backgrounds when they join the Agency workplace. In an effort to achieve this goal, the Agency will evaluate the need for staff training on diversity and explore opportunities for this type of training, such as the State's Diversity and Inclusion Conference.

# BUDGET NARRATIVE

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## DEVELOPMENT & IMPLEMENTATION OF PROGRAMS

<u>Training</u>	The Agency develops training and developmental plans for its employees individually through annual performance reviews based on professional development plans and goals of the Agency.
<u>Employee</u>	The Agency continues to upgrade system furniture to meet the ergonomic needs of staff on an as-needed basis.
<u>(ADA)</u>	The Agency moved to a new privately owned building in 2015. The owner met ADA standards.
<u>Public Accommodation</u>	<p>The Agency has TTY services available for those with hearing impairment, should the public need the service when contacting the Agency. The Agency also provides language interpreters when needed. The Agency occupies a building in downtown Salem with access to City of Salem parking for individuals with disabilities. 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 guide them through the various online application processes if requested.</p> <p>Special arrangements have also been provided for those with visual impairment upon request. The Agency's examination vendor can accommodate those with special needs.</p> <p>The Agency has met the needs and requirements for people with disabilities under the ADA and continue its efforts toward hiring persons of color, people with disabilities and women.</p>

# BUDGET NARRATIVE

***Real Estate Agency***

**Summary Cross Reference Listing and Packages  
2021-23 Biennium**

**Agency Number: 91900  
BAM Analyst: Perkins, Alexander  
Budget Coordinator: UNASSIGNED**

<i>Cross Reference Number</i>	<i>Cross Reference Description</i>	<i>Package Number</i>	Priority	<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	033	0	Exceptional Inflation	Essential Packages
050-00-00-00000	Real Estate Agency	080	0	March 2020 Eboard	Policy Packages
050-00-00-00000	Real Estate Agency	081	0	April 2020 Eboard	Policy Packages
050-00-00-00000	Real Estate Agency	082	0	May 2020 Eboard	Policy Packages
050-00-00-00000	Real Estate Agency	083	0	June 2020 Eboard	Policy Packages

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-000-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>BEGINNING BALANCE</b>						
0025 Beginning Balance						
3400 Other Funds Ltd	833,464	1,306,593	-	1,306,593	3,566,327	3,566,327
<b>REVENUE CATEGORIES</b>						
<b>LICENSES AND FEES</b>						
0205 Business Lic and Fees						
3400 Other Funds Ltd	9,055,817	8,435,535	-	8,435,535	7,239,990	7,239,990
<b>CHARGES FOR SERVICES</b>						
0410 Charges for Services						
3400 Other Funds Ltd	4,639	7,794	-	7,794	7,673	7,673
<b>FINES, RENTS AND ROYALTIES</b>						
0505 Fines and Forfeitures						
3400 Other Funds Ltd	177,294	119,760	-	119,760	190,689	190,689
8800 General Fund Revenue	71,127	90,000	-	90,000	25,500	25,500
All Funds	248,421	209,760	-	209,760	216,189	216,189
<b>OTHER</b>						
0975 Other Revenues						
3400 Other Funds Ltd	2,295	1,656	-	1,656	5,846	5,846
<b>REVENUES</b>						
3400 Other Funds Ltd	9,240,045	8,564,745	-	8,564,745	7,444,198	7,444,198
8800 General Fund Revenue	71,127	90,000	-	90,000	25,500	25,500

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Page 1 of 14

BDV001A - Agency Worksheet - Revenues & Expenditures  
BDV001A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-000-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>TOTAL REVENUES</b>	\$9,311,172	\$8,654,745	-	\$8,654,745	\$7,469,698	\$7,469,698
<b>TRANSFERS OUT</b>						
2060 Transfer to General Fund						
8800 General Fund Revenue	(71,127)	(90,000)	-	(90,000)	(25,500)	(25,500)
<b>AVAILABLE REVENUES</b>						
3400 Other Funds Ltd	10,073,509	9,871,338	-	9,871,338	11,010,525	11,010,525
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
3110 Class/Unclass Sal. and Per Diem						
3400 Other Funds Ltd	3,896,123	4,401,408	-	4,401,408	4,580,160	4,580,160
3160 Temporary Appointments						
3400 Other Funds Ltd	14,551	15,503	-	15,503	15,503	16,170
3170 Overtime Payments						
3400 Other Funds Ltd	7,820	2,867	-	2,867	2,867	2,990
3190 All Other Differential						
3400 Other Funds Ltd	13,501	1,596	-	1,596	1,596	1,665
<b>TOTAL SALARIES &amp; WAGES</b>						
3400 Other Funds Ltd	3,931,995	4,421,374	-	4,421,374	4,600,126	4,600,985
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$3,931,995</b>	<b>\$4,421,374</b>	<b>-</b>	<b>\$4,421,374</b>	<b>\$4,600,126</b>	<b>\$4,600,985</b>

07/15/20  
8:44 AM

Page 2 of 14

BDV001A - Agency Worksheet - Revenues & Expenditures  
BDV001A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-000-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
3400 Other Funds Ltd	1,298	1,708	-	1,708	1,682	1,682
<b>3220 Public Employees' Retire Cont</b>						
3400 Other Funds Ltd	708,129	746,577	-	746,577	784,238	784,271
<b>3221 Pension Obligation Bond</b>						
3400 Other Funds Ltd	237,636	248,305	-	248,305	248,305	265,560
<b>3230 Social Security Taxes</b>						
3400 Other Funds Ltd	296,896	336,742	-	336,742	349,468	349,534
<b>3240 Unemployment Assessments</b>						
3400 Other Funds Ltd	-	401	-	401	401	418
<b>3250 Worker's Comp. Assess. (WCD)</b>						
3400 Other Funds Ltd	1,331	1,682	-	1,682	1,334	1,334
<b>3260 Mass Transit Tax</b>						
3400 Other Funds Ltd	23,584	26,528	-	26,528	26,528	26,528
<b>3270 Flexible Benefits</b>						
3400 Other Funds Ltd	986,446	1,020,336	-	1,020,336	1,108,728	1,108,728
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	2,255,320	2,382,279	-	2,382,279	2,520,684	2,538,055
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$2,255,320</b>	<b>\$2,382,279</b>	<b>-</b>	<b>\$2,382,279</b>	<b>\$2,520,684</b>	<b>\$2,538,055</b>

07/15/20  
8:44 AM

Page 3 of 14

BDV001A - Agency Worksheet - Revenues & Expenditures  
BDV001A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-000-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
3400 Other Funds Ltd	-	(20,202)	-	(20,202)	(20,202)	(67,962)
<b>3465 Reconciliation Adjustment</b>						
3400 Other Funds Ltd	-	(25,554)	-	(25,554)	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>						
3400 Other Funds Ltd	-	(45,756)	-	(45,756)	(20,202)	(67,962)
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	-	<b>(\$45,756)</b>	-	<b>(\$45,756)</b>	<b>(\$20,202)</b>	<b>(\$67,962)</b>
<b>TOTAL PERSONAL SERVICES</b>						
3400 Other Funds Ltd	6,187,315	6,757,897	-	6,757,897	7,100,608	7,071,078
<b>TOTAL PERSONAL SERVICES</b>	<b>\$6,187,315</b>	<b>\$6,757,897</b>	-	<b>\$6,757,897</b>	<b>\$7,100,608</b>	<b>\$7,071,078</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	47,879	88,686	-	88,686	88,686	92,499
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	52,313	10,076	-	10,076	10,076	10,509
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	25,331	36,994	-	36,994	36,994	38,585
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	42,433	83,040	-	83,040	83,040	86,611

07/15/20  
8:44 AM

Page 4 of 14

BDV001A - Agency Worksheet - Revenues & Expenditures  
BDV001A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures

Version: V - 01 - Agency Request Budget

2021-23 Biennium

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

Real Estate Agency

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
4200 Telecommunications						
3400 Other Funds Ltd	53,137	64,621	-	64,621	64,621	67,400
4225 State Gov. Service Charges						
3400 Other Funds Ltd	210,324	233,574	-	233,574	233,574	265,226
4250 Data Processing						
3400 Other Funds Ltd	110,115	109,297	-	109,297	109,297	113,997
4275 Publicity and Publications						
3400 Other Funds Ltd	574	36,718	-	36,718	36,718	38,297
4300 Professional Services						
3400 Other Funds Ltd	68,816	105,318	-	105,318	105,318	111,321
4315 IT Professional Services						
3400 Other Funds Ltd	149,548	81,021	-	81,021	81,021	85,639
4325 Attorney General						
3400 Other Funds Ltd	79,072	293,465	-	293,465	293,465	350,485
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	-	7,748	-	7,748	7,748	8,081
4400 Dues and Subscriptions						
3400 Other Funds Ltd	3,589	9,575	-	9,575	9,575	9,987
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	237,818	254,611	-	254,611	254,611	265,559
4475 Facilities Maintenance						

07/15/20  
8:44 AM

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-000-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
3400 Other Funds Ltd	1,171	4,519	-	4,519	4,519	4,713
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	250	41,308	-	41,308	41,308	43,084
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	145,141	88,482	-	88,482	88,482	92,287
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	12,530	29,148	-	29,148	29,148	30,401
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	19,380	162,972	-	162,972	162,972	169,980
<b>TOTAL SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	1,259,421	1,741,173	-	1,741,173	1,741,173	1,884,661
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$1,259,421</b>	<b>\$1,741,173</b>	<b>-</b>	<b>\$1,741,173</b>	<b>\$1,741,173</b>	<b>\$1,884,661</b>
<b>CAPITAL OUTLAY</b>						
<b>5100 Office Furniture and Fixtures</b>						
3400 Other Funds Ltd	23,506	-	-	-	-	-
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	7,470,242	8,499,070	-	8,499,070	8,841,781	8,955,739
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	2,603,267	1,372,268	-	1,372,268	2,168,744	2,054,786
<b>TOTAL ENDING BALANCE</b>	<b>\$2,603,267</b>	<b>\$1,372,268</b>	<b>-</b>	<b>\$1,372,268</b>	<b>\$2,168,744</b>	<b>\$2,054,786</b>

07/15/20  
8:44 AM

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-000-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	29	29	-	29	29	29
<b>AUTHORIZED FTE POSITIONS</b>						
8250 Class/Unclass FTE Positions	29.00	29.00	-	29.00	29.00	29.00

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-050-00-00-00000**

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>BEGINNING BALANCE</b>						
0025 Beginning Balance						
3400 Other Funds Ltd	833,464	1,306,593	-	1,306,593	3,566,327	3,566,327
<b>REVENUE CATEGORIES</b>						
<b>LICENSES AND FEES</b>						
0205 Business Lic and Fees						
3400 Other Funds Ltd	9,055,817	8,435,535	-	8,435,535	7,239,990	7,239,990
<b>CHARGES FOR SERVICES</b>						
0410 Charges for Services						
3400 Other Funds Ltd	4,639	7,794	-	7,794	7,673	7,673
<b>FINES, RENTS AND ROYALTIES</b>						
0505 Fines and Forfeitures						
3400 Other Funds Ltd	177,294	119,760	-	119,760	190,689	190,689
8800 General Fund Revenue	71,127	90,000	-	90,000	25,500	25,500
All Funds	248,421	209,760	-	209,760	216,189	216,189
<b>OTHER</b>						
0975 Other Revenues						
3400 Other Funds Ltd	2,295	1,656	-	1,656	5,846	5,846
<b>REVENUES</b>						
3400 Other Funds Ltd	9,240,045	8,564,745	-	8,564,745	7,444,198	7,444,198
8800 General Fund Revenue	71,127	90,000	-	90,000	25,500	25,500

07/15/20  
8:44 AM

Page 8 of 14

BDV001A - Agency Worksheet - Revenues & Expenditures  
BDV001A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-050-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>TOTAL REVENUES</b>	\$9,311,172	\$8,654,745	-	\$8,654,745	\$7,469,698	\$7,469,698
<b>TRANSFERS OUT</b>						
2060 Transfer to General Fund						
8800 General Fund Revenue	(71,127)	(90,000)	-	(90,000)	(25,500)	(25,500)
<b>AVAILABLE REVENUES</b>						
3400 Other Funds Ltd	10,073,509	9,871,338	-	9,871,338	11,010,525	11,010,525
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
3110 Class/Unclass Sal. and Per Diem						
3400 Other Funds Ltd	3,896,123	4,401,408	-	4,401,408	4,580,160	4,580,160
3160 Temporary Appointments						
3400 Other Funds Ltd	14,551	15,503	-	15,503	15,503	16,170
3170 Overtime Payments						
3400 Other Funds Ltd	7,820	2,867	-	2,867	2,867	2,990
3190 All Other Differential						
3400 Other Funds Ltd	13,501	1,596	-	1,596	1,596	1,665
<b>TOTAL SALARIES &amp; WAGES</b>						
3400 Other Funds Ltd	3,931,995	4,421,374	-	4,421,374	4,600,126	4,600,985
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$3,931,995</b>	<b>\$4,421,374</b>	<b>-</b>	<b>\$4,421,374</b>	<b>\$4,600,126</b>	<b>\$4,600,985</b>

07/15/20  
8:44 AM

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-050-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>OTHER PAYROLL EXPENSES</b>						
3210 Empl. Rel. Bd. Assessments						
3400 Other Funds Ltd	1,298	1,708	-	1,708	1,682	1,682
3220 Public Employees' Retire Cont						
3400 Other Funds Ltd	708,129	746,577	-	746,577	784,238	784,271
3221 Pension Obligation Bond						
3400 Other Funds Ltd	237,636	248,305	-	248,305	248,305	265,560
3230 Social Security Taxes						
3400 Other Funds Ltd	296,896	336,742	-	336,742	349,468	349,534
3240 Unemployment Assessments						
3400 Other Funds Ltd	-	401	-	401	401	418
3250 Worker's Comp. Assess. (WCD)						
3400 Other Funds Ltd	1,331	1,682	-	1,682	1,334	1,334
3260 Mass Transit Tax						
3400 Other Funds Ltd	23,584	26,528	-	26,528	26,528	26,528
3270 Flexible Benefits						
3400 Other Funds Ltd	986,446	1,020,336	-	1,020,336	1,108,728	1,108,728
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	2,255,320	2,382,279	-	2,382,279	2,520,684	2,538,055
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$2,255,320</b>	<b>\$2,382,279</b>	<b>-</b>	<b>\$2,382,279</b>	<b>\$2,520,684</b>	<b>\$2,538,055</b>

07/15/20  
8:44 AM

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-050-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
3400 Other Funds Ltd	-	(20,202)	-	(20,202)	(20,202)	(67,962)
<b>3465 Reconciliation Adjustment</b>						
3400 Other Funds Ltd	-	(25,554)	-	(25,554)	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>						
3400 Other Funds Ltd	-	(45,756)	-	(45,756)	(20,202)	(67,962)
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	-	(\$45,756)	-	(\$45,756)	(\$20,202)	(\$67,962)
<b>TOTAL PERSONAL SERVICES</b>						
3400 Other Funds Ltd	6,187,315	6,757,897	-	6,757,897	7,100,608	7,071,078
<b>TOTAL PERSONAL SERVICES</b>	<b>\$6,187,315</b>	<b>\$6,757,897</b>	-	<b>\$6,757,897</b>	<b>\$7,100,608</b>	<b>\$7,071,078</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	47,879	88,686	-	88,686	88,686	92,499
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	52,313	10,076	-	10,076	10,076	10,509
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	25,331	36,994	-	36,994	36,994	38,585
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	42,433	83,040	-	83,040	83,040	86,611

07/15/20  
8:44 AM

Page 11 of 14

BDV001A - Agency Worksheet - Revenues & Expenditures  
BDV001A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-050-00-00-00000**

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	53,137	64,621	-	64,621	64,621	67,400
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	210,324	233,574	-	233,574	233,574	265,226
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	110,115	109,297	-	109,297	109,297	113,997
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	574	36,718	-	36,718	36,718	38,297
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	68,816	105,318	-	105,318	105,318	111,321
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	149,548	81,021	-	81,021	81,021	85,639
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	79,072	293,465	-	293,465	293,465	350,485
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	-	7,748	-	7,748	7,748	8,081
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	3,589	9,575	-	9,575	9,575	9,987
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	237,818	254,611	-	254,611	254,611	265,559
<b>4475 Facilities Maintenance</b>						

07/15/20  
8:44 AM

Page 12 of 14

BDV001A - Agency Worksheet - Revenues & Expenditures  
BDV001A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-050-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
3400 Other Funds Ltd	1,171	4,519	-	4,519	4,519	4,713
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	250	41,308	-	41,308	41,308	43,084
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	145,141	88,482	-	88,482	88,482	92,287
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	12,530	29,148	-	29,148	29,148	30,401
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	19,380	162,972	-	162,972	162,972	169,980
<b>TOTAL SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	1,259,421	1,741,173	-	1,741,173	1,741,173	1,884,661
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$1,259,421</b>	<b>\$1,741,173</b>	<b>-</b>	<b>\$1,741,173</b>	<b>\$1,741,173</b>	<b>\$1,884,661</b>
<b>CAPITAL OUTLAY</b>						
<b>5100 Office Furniture and Fixtures</b>						
3400 Other Funds Ltd	23,506	-	-	-	-	-
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	7,470,242	8,499,070	-	8,499,070	8,841,781	8,955,739
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	2,603,267	1,372,268	-	1,372,268	2,168,744	2,054,786
<b>TOTAL ENDING BALANCE</b>	<b>\$2,603,267</b>	<b>\$1,372,268</b>	<b>-</b>	<b>\$1,372,268</b>	<b>\$2,168,744</b>	<b>\$2,054,786</b>

07/15/20  
8:44 AM

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Agency Worksheet - Revenues & Expenditures  
2021-23 Biennium  
Real Estate Agency

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-050-00-00-00000

DESCRIPTION	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Emergency Boards	2019-21 Leg Approved Budget	2021-23 Base Budget	2021-23 Current Service Level
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	29	29	-	29	29	29
<b>AUTHORIZED FTE POSITIONS</b>						
8250 Class/Unclass FTE Positions	29.00	29.00	-	29.00	29.00	29.00

07/15/20  
8:44 AM

Page 14 of 14

BDV001A - Agency Worksheet - Revenues & Expenditures  
BDV001A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

Detail Revenues & Expenditures - Requested Budget

Version: V - 01 - Agency Request Budget

2021-23 Biennium

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

Real Estate Agency

Description	2021-23 Base Budget	Essential Packages	2021-23 Current Service Level	Policy Packages	2021-23 Agency Request Budget
<b>BEGINNING BALANCE</b>					
0025 Beginning Balance					
3400 Other Funds Ltd	3,566,327	-	3,566,327	-	3,566,327
<b>REVENUE CATEGORIES</b>					
<b>LICENSES AND FEES</b>					
0205 Business Lic and Fees					
3400 Other Funds Ltd	7,239,990	-	7,239,990	-	7,239,990
<b>CHARGES FOR SERVICES</b>					
0410 Charges for Services					
3400 Other Funds Ltd	7,673	-	7,673	-	7,673
<b>FINES, RENTS AND ROYALTIES</b>					
0505 Fines and Forfeitures					
3400 Other Funds Ltd	190,689	-	190,689	-	190,689
8800 General Fund Revenue	25,500	-	25,500	-	25,500
All Funds	216,189	-	216,189	-	216,189
<b>OTHER</b>					
0975 Other Revenues					
3400 Other Funds Ltd	5,846	-	5,846	-	5,846
<b>TOTAL REVENUES</b>					
3400 Other Funds Ltd	7,444,198	-	7,444,198	-	7,444,198
8800 General Fund Revenue	25,500	-	25,500	-	25,500
<b>TOTAL REVENUES</b>	<b>\$7,469,698</b>	<b>-</b>	<b>\$7,469,698</b>	<b>-</b>	<b>\$7,469,698</b>
<b>TRANSFERS OUT</b>					

07/15/20  
8:44 AM

Page 1 of 10

BDV002A - Detail Revenues & Expenditures - Requested Budget  
BDV002A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Detail Revenues & Expenditures - Requested Budget  
2021-23 Biennium  
Real Estate Agency**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-000-00-00-00000**

Description	2021-23 Base Budget	Essential Packages	2021-23 Current Service Level	Policy Packages	2021-23 Agency Request Budget
2060 Transfer to General Fund					
8800 General Fund Revenue	(25,500)	-	(25,500)	-	(25,500)
<b>AVAILABLE REVENUES</b>					
3400 Other Funds Ltd	11,010,525	-	11,010,525	-	11,010,525
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>SALARIES &amp; WAGES</b>					
3110 Class/Unclass Sal. and Per Diem					
3400 Other Funds Ltd	4,580,160	-	4,580,160	-	4,580,160
3160 Temporary Appointments					
3400 Other Funds Ltd	15,503	667	16,170	-	16,170
3170 Overtime Payments					
3400 Other Funds Ltd	2,867	123	2,990	-	2,990
3190 All Other Differential					
3400 Other Funds Ltd	1,596	69	1,665	-	1,665
<b>TOTAL SALARIES &amp; WAGES</b>					
3400 Other Funds Ltd	4,600,126	859	4,600,985	-	4,600,985
<b>OTHER PAYROLL EXPENSES</b>					
3210 Empl. Rel. Bd. Assessments					
3400 Other Funds Ltd	1,682	-	1,682	-	1,682
3220 Public Employees' Retire Cont					
3400 Other Funds Ltd	784,238	33	784,271	-	784,271
3221 Pension Obligation Bond					

07/15/20  
8:44 AM

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Detail Revenues & Expenditures - Requested Budget  
2021-23 Biennium  
Real Estate Agency**

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-000-00-00-00000

Description	2021-23 Base Budget	Essential Packages	2021-23 Current Service Level	Policy Packages	2021-23 Agency Request Budget
3400 Other Funds Ltd	248,305	17,255	265,560	-	265,560
<b>3230 Social Security Taxes</b>					
3400 Other Funds Ltd	349,468	66	349,534	-	349,534
<b>3240 Unemployment Assessments</b>					
3400 Other Funds Ltd	401	17	418	-	418
<b>3250 Worker's Comp. Assess. (WCD)</b>					
3400 Other Funds Ltd	1,334	-	1,334	-	1,334
<b>3260 Mass Transit Tax</b>					
3400 Other Funds Ltd	26,528	-	26,528	-	26,528
<b>3270 Flexible Benefits</b>					
3400 Other Funds Ltd	1,108,728	-	1,108,728	-	1,108,728
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
3400 Other Funds Ltd	2,520,684	17,371	2,538,055	-	2,538,055
<b>P.S. BUDGET ADJUSTMENTS</b>					
<b>3455 Vacancy Savings</b>					
3400 Other Funds Ltd	(20,202)	(47,760)	(67,962)	-	(67,962)
<b>TOTAL PERSONAL SERVICES</b>					
3400 Other Funds Ltd	7,100,608	(29,530)	7,071,078	-	7,071,078
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
3400 Other Funds Ltd	88,686	3,813	92,499	-	92,499
<b>4125 Out of State Travel</b>					
3400 Other Funds Ltd	10,076	433	10,509	-	10,509

07/15/20  
8:44 AM

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Detail Revenues & Expenditures - Requested Budget**

Version: V - 01 - Agency Request Budget

**2021-23 Biennium**

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

**Real Estate Agency**

Description	2021-23 Base Budget	Essential Packages	2021-23 Current Service Level	Policy Packages	2021-23 Agency Request Budget
<b>4150 Employee Training</b>					
3400 Other Funds Ltd	36,994	1,591	38,585	-	38,585
<b>4175 Office Expenses</b>					
3400 Other Funds Ltd	83,040	3,571	86,611	-	86,611
<b>4200 Telecommunications</b>					
3400 Other Funds Ltd	64,621	2,779	67,400	-	67,400
<b>4225 State Gov. Service Charges</b>					
3400 Other Funds Ltd	233,574	31,652	265,226	-	265,226
<b>4250 Data Processing</b>					
3400 Other Funds Ltd	109,297	4,700	113,997	-	113,997
<b>4275 Publicity and Publications</b>					
3400 Other Funds Ltd	36,718	1,579	38,297	-	38,297
<b>4300 Professional Services</b>					
3400 Other Funds Ltd	105,318	6,003	111,321	-	111,321
<b>4315 IT Professional Services</b>					
3400 Other Funds Ltd	81,021	4,618	85,639	-	85,639
<b>4325 Attorney General</b>					
3400 Other Funds Ltd	293,465	57,020	350,485	-	350,485
<b>4375 Employee Recruitment and Develop</b>					
3400 Other Funds Ltd	7,748	333	8,081	-	8,081
<b>4400 Dues and Subscriptions</b>					
3400 Other Funds Ltd	9,575	412	9,987	-	9,987
<b>4425 Facilities Rental and Taxes</b>					

07/15/20

Page 4 of 10

BDV002A - Detail Revenues & Expenditures - Requested Budget

8:44 AM

BDV002A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Detail Revenues & Expenditures - Requested Budget  
2021-23 Biennium  
Real Estate Agency**

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-000-00-00-00000

Description	2021-23 Base Budget	Essential Packages	2021-23 Current Service Level	Policy Packages	2021-23 Agency Request Budget
3400 Other Funds Ltd	254,611	10,948	265,559	-	265,559
<b>4475 Facilities Maintenance</b>					
3400 Other Funds Ltd	4,519	194	4,713	-	4,713
<b>4575 Agency Program Related S and S</b>					
3400 Other Funds Ltd	41,308	1,776	43,084	-	43,084
<b>4650 Other Services and Supplies</b>					
3400 Other Funds Ltd	88,482	3,805	92,287	-	92,287
<b>4700 Expendable Prop 250 - 5000</b>					
3400 Other Funds Ltd	29,148	1,253	30,401	-	30,401
<b>4715 IT Expendable Property</b>					
3400 Other Funds Ltd	162,972	7,008	169,980	-	169,980
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
3400 Other Funds Ltd	1,741,173	143,488	1,884,661	-	1,884,661
<b>TOTAL EXPENDITURES</b>					
3400 Other Funds Ltd	8,841,781	113,958	8,955,739	-	8,955,739
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	2,168,744	(113,958)	2,054,786	-	2,054,786
<b>AUTHORIZED POSITIONS</b>					
8150 Class/Unclass Positions	29	-	29	-	29
<b>AUTHORIZED FTE</b>					
8250 Class/Unclass FTE Positions	29.00	-	29.00	-	29.00

07/15/20  
8:44 AM

Page 5 of 10

BDV002A - Detail Revenues & Expenditures - Requested Budget  
BDV002A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Detail Revenues & Expenditures - Requested Budget  
2021-23 Biennium  
Real Estate Agency**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-050-00-00-00000**

Description	2021-23 Base Budget	Essential Packages	2021-23 Current Service Level	Policy Packages	2021-23 Agency Request Budget
<b>BEGINNING BALANCE</b>					
0025 Beginning Balance					
3400 Other Funds Ltd	3,566,327	-	3,566,327	-	3,566,327
<b>REVENUE CATEGORIES</b>					
<b>LICENSES AND FEES</b>					
0205 Business Lic and Fees					
3400 Other Funds Ltd	7,239,990	-	7,239,990	-	7,239,990
<b>CHARGES FOR SERVICES</b>					
0410 Charges for Services					
3400 Other Funds Ltd	7,673	-	7,673	-	7,673
<b>FINES, RENTS AND ROYALTIES</b>					
0505 Fines and Forfeitures					
3400 Other Funds Ltd	190,689	-	190,689	-	190,689
8800 General Fund Revenue	25,500	-	25,500	-	25,500
All Funds	216,189	-	216,189	-	216,189
<b>OTHER</b>					
0975 Other Revenues					
3400 Other Funds Ltd	5,846	-	5,846	-	5,846
<b>TOTAL REVENUES</b>					
3400 Other Funds Ltd	7,444,198	-	7,444,198	-	7,444,198
8800 General Fund Revenue	25,500	-	25,500	-	25,500
<b>TOTAL REVENUES</b>	<b>\$7,469,698</b>	<b>-</b>	<b>\$7,469,698</b>	<b>-</b>	<b>\$7,469,698</b>

**TRANSFERS OUT**

07/15/20  
8:44 AM

Page 6 of 10

BDV002A - Detail Revenues & Expenditures - Requested Budget  
BDV002A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Detail Revenues & Expenditures - Requested Budget  
2021-23 Biennium  
Real Estate Agency**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-050-00-00-00000**

Description	2021-23 Base Budget	Essential Packages	2021-23 Current Service Level	Policy Packages	2021-23 Agency Request Budget
2060 Transfer to General Fund					
8800 General Fund Revenue	(25,500)	-	(25,500)	-	(25,500)
<b>AVAILABLE REVENUES</b>					
3400 Other Funds Ltd	11,010,525	-	11,010,525	-	11,010,525
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>SALARIES &amp; WAGES</b>					
3110 Class/Unclass Sal. and Per Diem					
3400 Other Funds Ltd	4,580,160	-	4,580,160	-	4,580,160
3160 Temporary Appointments					
3400 Other Funds Ltd	15,503	667	16,170	-	16,170
3170 Overtime Payments					
3400 Other Funds Ltd	2,867	123	2,990	-	2,990
3190 All Other Differential					
3400 Other Funds Ltd	1,596	69	1,665	-	1,665
<b>TOTAL SALARIES &amp; WAGES</b>					
3400 Other Funds Ltd	4,600,126	859	4,600,985	-	4,600,985
<b>OTHER PAYROLL EXPENSES</b>					
3210 Empl. Rel. Bd. Assessments					
3400 Other Funds Ltd	1,682	-	1,682	-	1,682
3220 Public Employees' Retire Cont					
3400 Other Funds Ltd	784,238	33	784,271	-	784,271
3221 Pension Obligation Bond					

07/15/20  
8:44 AM

Page 7 of 10

BDV002A - Detail Revenues & Expenditures - Requested Budget  
BDV002A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Detail Revenues & Expenditures - Requested Budget  
2021-23 Biennium  
Real Estate Agency**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 91900-050-00-00-00000**

Description	2021-23 Base Budget	Essential Packages	2021-23 Current Service Level	Policy Packages	2021-23 Agency Request Budget
3400 Other Funds Ltd	248,305	17,255	265,560	-	265,560
<b>3230 Social Security Taxes</b>					
3400 Other Funds Ltd	349,468	66	349,534	-	349,534
<b>3240 Unemployment Assessments</b>					
3400 Other Funds Ltd	401	17	418	-	418
<b>3250 Worker's Comp. Assess. (WCD)</b>					
3400 Other Funds Ltd	1,334	-	1,334	-	1,334
<b>3260 Mass Transit Tax</b>					
3400 Other Funds Ltd	26,528	-	26,528	-	26,528
<b>3270 Flexible Benefits</b>					
3400 Other Funds Ltd	1,108,728	-	1,108,728	-	1,108,728
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
3400 Other Funds Ltd	2,520,684	17,371	2,538,055	-	2,538,055
<b>P.S. BUDGET ADJUSTMENTS</b>					
<b>3455 Vacancy Savings</b>					
3400 Other Funds Ltd	(20,202)	(47,760)	(67,962)	-	(67,962)
<b>TOTAL PERSONAL SERVICES</b>					
3400 Other Funds Ltd	7,100,608	(29,530)	7,071,078	-	7,071,078
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
3400 Other Funds Ltd	88,686	3,813	92,499	-	92,499
<b>4125 Out of State Travel</b>					
3400 Other Funds Ltd	10,076	433	10,509	-	10,509

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Detail Revenues & Expenditures - Requested Budget**

Version: V - 01 - Agency Request Budget

2021-23 Biennium

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

Real Estate Agency

Description	2021-23 Base Budget	Essential Packages	2021-23 Current Service Level	Policy Packages	2021-23 Agency Request Budget
<b>4150 Employee Training</b>					
3400 Other Funds Ltd	36,994	1,591	38,585	-	38,585
<b>4175 Office Expenses</b>					
3400 Other Funds Ltd	83,040	3,571	86,611	-	86,611
<b>4200 Telecommunications</b>					
3400 Other Funds Ltd	64,621	2,779	67,400	-	67,400
<b>4225 State Gov. Service Charges</b>					
3400 Other Funds Ltd	233,574	31,652	265,226	-	265,226
<b>4250 Data Processing</b>					
3400 Other Funds Ltd	109,297	4,700	113,997	-	113,997
<b>4275 Publicity and Publications</b>					
3400 Other Funds Ltd	36,718	1,579	38,297	-	38,297
<b>4300 Professional Services</b>					
3400 Other Funds Ltd	105,318	6,003	111,321	-	111,321
<b>4315 IT Professional Services</b>					
3400 Other Funds Ltd	81,021	4,618	85,639	-	85,639
<b>4325 Attorney General</b>					
3400 Other Funds Ltd	293,465	57,020	350,485	-	350,485
<b>4375 Employee Recruitment and Develop</b>					
3400 Other Funds Ltd	7,748	333	8,081	-	8,081
<b>4400 Dues and Subscriptions</b>					
3400 Other Funds Ltd	9,575	412	9,987	-	9,987
<b>4425 Facilities Rental and Taxes</b>					

07/15/20

Page 9 of 10

BDV002A - Detail Revenues & Expenditures - Requested Budget

8:44 AM

BDV002A

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number: 91900**

**Detail Revenues & Expenditures - Requested Budget**

Version: V - 01 - Agency Request Budget

2021-23 Biennium

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

**Real Estate Agency**

Description	2021-23 Base Budget	Essential Packages	2021-23 Current Service Level	Policy Packages	2021-23 Agency Request Budget
3400 Other Funds Ltd	254,611	10,948	265,559	-	265,559
<b>4475 Facilities Maintenance</b>					
3400 Other Funds Ltd	4,519	194	4,713	-	4,713
<b>4575 Agency Program Related S and S</b>					
3400 Other Funds Ltd	41,308	1,776	43,084	-	43,084
<b>4650 Other Services and Supplies</b>					
3400 Other Funds Ltd	88,482	3,805	92,287	-	92,287
<b>4700 Expendable Prop 250 - 5000</b>					
3400 Other Funds Ltd	29,148	1,253	30,401	-	30,401
<b>4715 IT Expendable Property</b>					
3400 Other Funds Ltd	162,972	7,008	169,980	-	169,980
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
3400 Other Funds Ltd	1,741,173	143,488	1,884,661	-	1,884,661
<b>TOTAL EXPENDITURES</b>					
3400 Other Funds Ltd	8,841,781	113,958	8,955,739	-	8,955,739
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	2,168,744	(113,958)	2,054,786	-	2,054,786
<b>AUTHORIZED POSITIONS</b>					
8150 Class/Unclass Positions	29	-	29	-	29
<b>AUTHORIZED FTE</b>					
8250 Class/Unclass FTE Positions	29.00	-	29.00	-	29.00

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number 91900**

BDV004B

Version: V - 01 - Agency Request Budget

2021-23 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			
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**EXPENDITURES**

**PERSONAL SERVICES**

**SALARIES & WAGES**

**3160 Temporary Appointments**

3400 Other Funds Ltd	667	667	-			
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**3170 Overtime Payments**

3400 Other Funds Ltd	123	123	-			
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**3190 All Other Differential**

3400 Other Funds Ltd	69	69	-			
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**SALARIES & WAGES**

3400 Other Funds Ltd	859	859	-			
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<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$859</b>	<b>\$859</b>	-			
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**OTHER PAYROLL EXPENSES**

**3220 Public Employees Retire Cont**

3400 Other Funds Ltd	33	33	-			
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**3221 Pension Obligation Bond**

3400 Other Funds Ltd	17,255	17,255	-			
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**3230 Social Security Taxes**

3400 Other Funds Ltd	66	66	-			
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**3240 Unemployment Assessments**

3400 Other Funds Ltd	17	17	-			
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**OTHER PAYROLL EXPENSES**

3400 Other Funds Ltd	17,371	17,371	-			
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07/15/20  
8:44 AM

Page 1 of 8

Detail Revenues & Expenditures - Essential Packages  
BDV004B

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number 91900**

BDV004B

Version: V - 01 - Agency Request Budget

2021-23 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			
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$17,371</b>	<b>\$17,371</b>	-			
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
3400 Other Funds Ltd	(47,760)	(47,760)	-			
<b>PERSONAL SERVICES</b>						
3400 Other Funds Ltd	(29,530)	(29,530)	-			
<b>TOTAL PERSONAL SERVICES</b>	<b>(\$29,530)</b>	<b>(\$29,530)</b>	-			
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	3,813	-	3,813			
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	433	-	433			
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	1,591	-	1,591			
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	3,571	-	3,571			
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	2,779	-	2,779			
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	31,652	-	31,652			
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	4,700	-	4,700			

07/15/20  
8:44 AM

Page 2 of 8

Detail Revenues & Expenditures - Essential Packages  
BDV004B

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number 91900**

**BDV004B**

Version: V - 01 - Agency Request Budget

**2021-23 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			
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	1,579	-	1,579			
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	6,003	-	6,003			
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	4,618	-	4,618			
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	57,020	-	57,020			
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	333	-	333			
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	412	-	412			
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	10,948	-	10,948			
<b>4475 Facilities Maintenance</b>						
3400 Other Funds Ltd	194	-	194			
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	1,776	-	1,776			
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	3,805	-	3,805			
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	1,253	-	1,253			
<b>4715 IT Expendable Property</b>						

07/15/20  
8:44 AM

Page 3 of 8

Detail Revenues & Expenditures - Essential Packages  
BDV004B

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number 91900**

BDV004B

Version: V - 01 - Agency Request Budget

2021-23 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		
3400 Other Funds Ltd	7,008	-	7,008		
<b>SERVICES &amp; SUPPLIES</b>					
3400 Other Funds Ltd	143,488	-	143,488		
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$143,488</b>	<b>-</b>	<b>\$143,488</b>		
<b>EXPENDITURES</b>					
3400 Other Funds Ltd	113,958	(29,530)	143,488		
<b>TOTAL EXPENDITURES</b>	<b>\$113,958</b>	<b>(\$29,530)</b>	<b>\$143,488</b>		
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	(113,958)	29,530	(143,488)		
<b>TOTAL ENDING BALANCE</b>	<b>(\$113,958)</b>	<b>\$29,530</b>	<b>(\$143,488)</b>		

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number 91900**

BDV004B

Version: V - 01 - Agency Request Budget

2021-23 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			
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**EXPENDITURES**

**PERSONAL SERVICES**

**SALARIES & WAGES**

**3160 Temporary Appointments**

3400 Other Funds Ltd	667	667	-			
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**3170 Overtime Payments**

3400 Other Funds Ltd	123	123	-			
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**3190 All Other Differential**

3400 Other Funds Ltd	69	69	-			
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**SALARIES & WAGES**

3400 Other Funds Ltd	859	859	-			
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**TOTAL SALARIES & WAGES**

	<b>\$859</b>	<b>\$859</b>	-			
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**OTHER PAYROLL EXPENSES**

**3220 Public Employees Retire Cont**

3400 Other Funds Ltd	33	33	-			
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**3221 Pension Obligation Bond**

3400 Other Funds Ltd	17,255	17,255	-			
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**3230 Social Security Taxes**

3400 Other Funds Ltd	66	66	-			
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**3240 Unemployment Assessments**

3400 Other Funds Ltd	17	17	-			
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**OTHER PAYROLL EXPENSES**

3400 Other Funds Ltd	17,371	17,371	-			
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07/15/20

Page 5 of 8

Detail Revenues & Expenditures - Essential Packages

8:44 AM

BDV004B

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number 91900**

BDV004B

Version: V - 01 - Agency Request Budget

2021-23 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			
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$17,371</b>	<b>\$17,371</b>	-			
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
3400 Other Funds Ltd	(47,760)	(47,760)	-			
<b>PERSONAL SERVICES</b>						
3400 Other Funds Ltd	(29,530)	(29,530)	-			
<b>TOTAL PERSONAL SERVICES</b>	<b>(\$29,530)</b>	<b>(\$29,530)</b>	-			
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	3,813	-	3,813			
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	433	-	433			
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	1,591	-	1,591			
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	3,571	-	3,571			
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	2,779	-	2,779			
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	31,652	-	31,652			
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	4,700	-	4,700			

07/15/20  
8:44 AM

Page 6 of 8

Detail Revenues & Expenditures - Essential Packages  
BDV004B

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number 91900**

**BDV004B**

**Version: V - 01 - Agency Request Budget**

**2021-23 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		
<b>4275 Publicity and Publications</b>					
3400 Other Funds Ltd	1,579	-	1,579		
<b>4300 Professional Services</b>					
3400 Other Funds Ltd	6,003	-	6,003		
<b>4315 IT Professional Services</b>					
3400 Other Funds Ltd	4,618	-	4,618		
<b>4325 Attorney General</b>					
3400 Other Funds Ltd	57,020	-	57,020		
<b>4375 Employee Recruitment and Develop</b>					
3400 Other Funds Ltd	333	-	333		
<b>4400 Dues and Subscriptions</b>					
3400 Other Funds Ltd	412	-	412		
<b>4425 Facilities Rental and Taxes</b>					
3400 Other Funds Ltd	10,948	-	10,948		
<b>4475 Facilities Maintenance</b>					
3400 Other Funds Ltd	194	-	194		
<b>4575 Agency Program Related S and S</b>					
3400 Other Funds Ltd	1,776	-	1,776		
<b>4650 Other Services and Supplies</b>					
3400 Other Funds Ltd	3,805	-	3,805		
<b>4700 Expendable Prop 250 - 5000</b>					
3400 Other Funds Ltd	1,253	-	1,253		
<b>4715 IT Expendable Property</b>					

07/15/20  
8:44 AM

Page 7 of 8

Detail Revenues & Expenditures - Essential Packages  
BDV004B

# BUDGET NARRATIVE

**Real Estate Agency**

**Agency Number 91900**

**BDV004B**  
**2021-23 Biennium**  
**Real Estate Agency**

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 91900-050-00-00-00000

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00		
3400 Other Funds Ltd	7,008	-	7,008		
<b>SERVICES &amp; SUPPLIES</b>					
3400 Other Funds Ltd	143,488	-	143,488		
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$143,488</b>	<b>-</b>	<b>\$143,488</b>		
<b>EXPENDITURES</b>					
3400 Other Funds Ltd	113,958	(29,530)	143,488		
<b>TOTAL EXPENDITURES</b>	<b>\$113,958</b>	<b>(\$29,530)</b>	<b>\$143,488</b>		
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	(113,958)	29,530	(143,488)		
<b>TOTAL ENDING BALANCE</b>	<b>(\$113,958)</b>	<b>\$29,530</b>	<b>(\$143,488)</b>		

# BUDGET NARRATIVE

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BDV004B  
2021-23 Biennium

Version: V - 01 - Agency Request Budget

Description						
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NO RECORDS AVAILABLE

# BUDGET NARRATIVE

**PICS100 - Position Budget Report**

**Real Estate Agency**

2021-23 Biennium  
Budget Preparation

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

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/OPE	Salary/OPE				
											GF	LF	OF	FF	AF
<b>Total Salary</b>											-	-	4,580,160	-	4,580,160
<b>Total OPE</b>											-	-	2,243,159	-	2,243,159
<b>Total Personal Services</b>											-	-	6,823,319	-	6,823,319

# BUDGET NARRATIVE

**PICS100 - Position Budget Report**

**Real Estate Agency**

**2021-23 Biennium  
Budget Preparation**

**Cross Reference Number: 91900-050-01-00-00000  
Agency Request Budget**

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/OPE	Salary/OPE				
											GF	LF	OF	FF	AF
0000569	AR C0107 AP	ADMINISTRATIVE SPECIALIST 1	17	PF	1	1.00	24	6	3749	SAL	-	-	89,976	-	89,976
										OPE	-	-	60,632	-	60,632
0005002	MEAH Z7012 HF	PRINCIPAL EXECUTIVE/MANAGER G	38X	PF	1	1.00	24	9	13117	SAL	-	-	314,808	-	314,808
										OPE	-	-	113,903	-	113,903
0005003	MESN Z7010 AF	PRINCIPAL EXECUTIVE/MANAGER F	35X	PF	1	1.00	24	10	11168	SAL	-	-	268,032	-	268,032
										OPE	-	-	104,754	-	104,754
0005012	AR C0860 AP	PROGRAM ANALYST 1	23	PF	1	1.00	24	7	5206	SAL	-	-	124,944	-	124,944
										OPE	-	-	69,297	-	69,297
0005013	AR C5248 AP	COMPLIANCE SPECIALIST 3	29	PF	1	1.00	24	10	7995	SAL	-	-	191,880	-	191,880
										OPE	-	-	85,884	-	85,884
0005017	MMS X7008 AP	PRINCIPAL EXECUTIVE/MANAGER E	33X	PF	1	1.00	24	2	6883	SAL	-	-	165,192	-	165,192
										OPE	-	-	79,270	-	79,270
0005021	MMS X7002 AP	PRINCIPAL EXECUTIVE/MANAGER B	26X	PF	1	1.00	24	10	7220	SAL	-	-	173,280	-	173,280
										OPE	-	-	81,275	-	81,275
0005024	AR C5248 AP	COMPLIANCE SPECIALIST 3	29	PF	1	1.00	24	10	7995	SAL	-	-	191,880	-	191,880
										OPE	-	-	85,884	-	85,884
0005025	AR C5246 AP	COMPLIANCE SPECIALIST 1	21	PF	1	1.00	24	10	5459	SAL	-	-	131,016	-	131,016
										OPE	-	-	70,802	-	70,802
0005026	AR C5246 AP	COMPLIANCE SPECIALIST 1	21	PF	1	1.00	24	10	5459	SAL	-	-	131,016	-	131,016
										OPE	-	-	70,802	-	70,802
0005030	AR C5246 AP	COMPLIANCE SPECIALIST 1	21	PF	1	1.00	24	10	5459	SAL	-	-	131,016	-	131,016
										OPE	-	-	70,802	-	70,802
0005032	MMS X7008 AP	PRINCIPAL EXECUTIVE/MANAGER E	33X	PF	1	1.00	24	2	6883	SAL	-	-	165,192	-	165,192
										OPE	-	-	79,270	-	79,270
0005033	AR C5246 AP	COMPLIANCE SPECIALIST 1	21	PF	1	1.00	24	10	5459	SAL	-	-	131,016	-	131,016
										OPE	-	-	70,802	-	70,802
0005036	AR C0865 AP	PUBLIC AFFAIRS SPECIALIST 2	29	PF	1	1.00	24	10	7995	SAL	-	-	191,880	-	191,880
										OPE	-	-	85,884	-	85,884
0005039	AR C5235 AP	FINANCIAL INVESTIGATOR 1	26	PF	1	1.00	24	2	4744	SAL	-	-	113,856	-	113,856
										OPE	-	-	66,550	-	66,550
0005043	AR C5235 AP	FINANCIAL INVESTIGATOR 1	26	PF	1	1.00	24	9	6602	SAL	-	-	158,448	-	158,448

07/15/20  
8:45 AM

# BUDGET NARRATIVE

**PICS100 - Position Budget Report**

**Real Estate Agency**

**2021-23 Biennium**

**Cross Reference Number: 91900-050-01-00-00000**

**Budget Preparation**

**Agency Request Budget**

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/OPE	Salary/OPE				
											GF	LF	OF	FF	AF
										OPE	-	-	77,599	-	77,599
0005046	MMN X0863 AP	PROGRAM ANALYST 4	31	PF	1	1.00	24	9	9196	SAL	-	-	220,704	-	220,704
										OPE	-	-	93,027	-	93,027
0005050	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0005051	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0005052	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0005053	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0005060	AR C1216 AP	ACCOUNTANT 2	23	PF	1	1.00	24	10	6004	SAL	-	-	144,096	-	144,096
										OPE	-	-	74,043	-	74,043
0005061	AR C5235 AP	FINANCIAL INVESTIGATOR 1	26	PF	1	1.00	24	10	6929	SAL	-	-	166,296	-	166,296
										OPE	-	-	79,545	-	79,545
0005067	AR C5235 AP	FINANCIAL INVESTIGATOR 1	26	PF	1	1.00	24	3	4971	SAL	-	-	119,304	-	119,304
										OPE	-	-	67,900	-	67,900
0005069	AR C0108 AP	ADMINISTRATIVE SPECIALIST 2	20	PF	1	1.00	24	6	4311	SAL	-	-	103,464	-	103,464
										OPE	-	-	63,974	-	63,974
0005095	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0005098	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0005099	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0005101	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0005102	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	-	-	720	-	720
										OPE	-	-	55	-	55
0005904	AR C0108 AP	ADMINISTRATIVE SPECIALIST 2	20	PF	1	1.00	24	2	3580	SAL	-	-	85,920	-	85,920
										OPE	-	-	59,627	-	59,627

07/15/20  
8:45 AM

# BUDGET NARRATIVE

**PICS100 - Position Budget Report**

**Real Estate Agency**

**2021-23 Biennium  
Budget Preparation**

**Cross Reference Number: 91900-050-01-00-00000  
Agency Request Budget**

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/OPE	Salary/OPE				
											GF	LF	OF	FF	AF
0005920	AR C0108 AP	ADMINISTRATIVE SPECIALIST 2	20	PF	1	1.00	24	2	3580	SAL	-	-	85,920	-	85,920
										OPE	-	-	59,627	-	59,627
0005928	AR C5247 AP	COMPLIANCE SPECIALIST 2	25	PF	1	1.00	24	9	6301	SAL	-	-	151,224	-	151,224
										OPE	-	-	75,810	-	75,810
0005933	AR C5235 AP	FINANCIAL INVESTIGATOR 1	26	PF	1	1.00	24	10	6929	SAL	-	-	166,296	-	166,296
										OPE	-	-	79,545	-	79,545
0005934	AR C5235 AP	FINANCIAL INVESTIGATOR 1	26	PF	1	1.00	24	10	6929	SAL	-	-	166,296	-	166,296
										OPE	-	-	79,545	-	79,545
0005937	AR C1486 IP	INFO SYSTEMS SPECIALIST 6	29	PF	1	1.00	24	10	8124	SAL	-	-	194,976	-	194,976
										OPE	-	-	86,651	-	86,651
0005938	AR C5235 AP	FINANCIAL INVESTIGATOR 1	26	PF	1	1.00	24	10	6929	SAL	-	-	166,296	-	166,296
										OPE	-	-	79,545	-	79,545
0005939	MENN Z0119 AF	EXECUTIVE SUPPORT SPECIALIST 2	20	PF	1	1.00	24	9	5394	SAL	-	-	129,456	-	129,456
										OPE	-	-	70,415	-	70,415
<b>Total Salary</b>											-	-	4,580,160	-	4,580,160
<b>Total OPE</b>											-	-	2,243,159	-	2,243,159
<b>Total Personal Services</b>											-	-	6,823,319	-	6,823,319

# BUDGET NARRATIVE

**PICS130 - Position Count by Agency**

**91900 Real Estate Agency**

**2021-23 Biennium  
Budget Preparation**

Position Number	Auth No	Workday Id	Employee Name	Classification	Pkg No	Sal Rng	Pos Type	Step	Pos Cnt	FTE	General Fund	Lottery Fund	Other	Federal Fund	
0000569	000512460	0046628	Darville, Nenah Y	AR C0107 A P	0	17	PF	6	1	1.00	-	-	150,608	-	
0005002	000512470	0064663	Strode, Steven	MEAH Z7012 H P	0	38X	PF	9	1	1.00	-	-	428,711	-	
0005003	000512480	0005995	Higley, Anna	MESN Z7010 A P	0	35X	PF	10	1	1.00	-	-	372,786	-	
0005012	001214880	0031421	Putintsev, Ruslan	AR C0860 A P	0	23	PF	7	1	1.00	-	-	194,241	-	
0005013	000512500	0024050	Pierce, Robert N	AR C5248 A P	0	29	PF	10	1	1.00	-	-	277,764	-	
0005017	000512510	0026009		MMS X7008 A P	0	33X	PF	2	1	1.00	-	-	244,462	-	
0005021	000512530	0022531	Alvarado, Madeline C	MMS X7002 A P	0	26X	PF	10	1	1.00	-	-	254,555	-	
0005024	000512540	0003977		AR C5248 A P	0	29	PF	10	1	1.00	-	-	277,764	-	
0005025	000512550	0005798	Schemmel, Tamera K	AR C5246 A P	0	21	PF	10	1	1.00	-	-	201,818	-	
0005026	000512560	0004754	Lewis, Denise Veon	AR C5246 A P	0	21	PF	10	1	1.00	-	-	201,818	-	
0005030	000512580	0032288	Wetherbee, Jenifer J	AR C5246 A P	0	21	PF	10	1	1.00	-	-	201,818	-	
0005032	000512590	0005759		MMS X7008 A P	0	33X	PF	2	1	1.00	-	-	244,462	-	
0005033	000512600	0008438	Mccomas, Roger	AR C5246 A P	0	21	PF	10	1	1.00	-	-	201,818	-	
0005036	000512610	0009190	Heyman, Mesheal L	AR C0865 A P	0	29	PF	10	1	1.00	-	-	277,764	-	
0005039	000512620	0030701	Moore, John	AR C5235 A P	0	26	PF	2	1	1.00	-	-	180,406	-	
0005043	000512630	0018120	Nunes, Lindsey R	AR C5235 A P	0	26	PF	9	1	1.00	-	-	236,047	-	
0005046	000512640	0032848	Hanifin, Michael B	MMN X0863 A P	0	31	PF	9	1	1.00	-	-	313,731	-	
0005060	000512690	0010882	Karayel, Ecaterina	AR C1216 A P	0	23	PF	10	1	1.00	-	-	218,139	-	
0005061	000512700	0004453	Grimes, Aaron C	AR C5235 A P	0	26	PF	10	1	1.00	-	-	245,841	-	
0005067	000512710	0027458	Nanez, Cidia	AR C5235 A P	0	26	PF	3	1	1.00	-	-	187,204	-	
0005069	000512720	0046786	Hayes, Elizabeth	AR C0108 A P	0	20	PF	6	1	1.00	-	-	167,438	-	
0005904	000512780	0006607		AR C0108 A P	0	20	PF	2	1	1.00	-	-	145,547	-	
0005920	000512800	0028056		AR C0108 A P	0	20	PF	2	1	1.00	-	-	145,547	-	
0005928	000512820	0021351	Kalb, Carolyn R	AR C5247 A P	0	25	PF	9	1	1.00	-	-	227,034	-	
0005933	000539480	0032763	Lewis, Meghan A	AR C5235 A P	0	26	PF	10	1	1.00	-	-	245,841	-	
0005934	000536850	0037270	Brooks, Jeremy	AR C5235 A P	0	26	PF	10	1	1.00	-	-	245,841	-	
0005937	000668670	0030549	Miller, Tiffani M	AR C1486 I P	0	29	PF	10	1	1.00	-	-	281,627	-	
0005938	000721270	0016320	Montellano, Lisa M	AR C5235 A P	0	26	PF	10	1	1.00	-	-	245,841	-	
0005939	001045850	0015341	Hagedorn, Leandra	MENN Z0119 A P	0	20	PF	9	1	1.00	-	-	199,871	-	
<b>Total:</b>										<b>29</b>	<b>29.00</b>	-	-	<b>\$6,816,344</b>	-

# BUDGET NARRATIVE

**PICS116 - Net Package Fiscal Impact Report**

2021-23 Biennium

Current Service Level

Position Number	Auth No	Workday Id	Classification	Classification Name	Sal Rng	Pos Type	Mos	Step	Rate	Salary	OPE	Total	Pos Cnt	FTE	
No records for the phase: CSL															
											0	0	0		
											0	0	0		
											0	0	0		
											0	0	0		
											0	0	0	0	0.00

# BUDGET NARRATIVE

**PICS116 - Net Package Fiscal Impact Report**

2021-23 Biennium

Agency Request Budget

Position Number	Auth No	Workday Id	Classification	Classification Name	Sal Rng	Pos Type	Mos	Step	Rate	Salary	OPE	Total	Pos Cnt	FTE
No records for the phase: ARB														
				General Funds						0	0	0		
				Lottery Funds						0	0	0		
				Other Funds						0	0	0		
				Federal Funds						0	0	0		
				Total Funds						0	0	0	0	0.00