

Oklahoma Real Estate Commission (588)

Lead Administrator: Charla J. Slabotsky, Executive Director

FY'17 Projected Division/Program Funding By Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
Administration			\$1,256,498			\$1,256,498
Education Program			\$111,458			\$111,458
Recovery Program			\$10,300			\$10,300
Administration IT (ISD)			\$126,504			\$126,504
Total	\$0	\$0	\$1,504,760	\$0	\$0	\$1,504,760

*Source of "Other" and % of "Other" total for each.

	Appropriations	Federal	Revolving	Local	Other*	Total
FY'16 Carryover						
FY'16 GR Refund**						\$0

*Source of "Other" and % of "Other" total for each.

**Indicate how the FY'16 General Revenue refund was budgeted
N/A

What Changes did the Agency Make between FY'16 and FY'17?
<p>1.) Are there any services no longer provided because of budget cuts? No, all services have continued as usual.</p> <p>2.) What services are provided at a higher cost to the user? Fees for background checks increased from \$41 to \$60 due to increased applications and administrative costs.</p> <p>3.) What services are still provided but with a slower response rate? Some of our licensing processes are slower due to implementation of the AMANDA database system. Our disciplinary services are significantly slower due to the AG review process.</p> <p>4.) Did the agency provide any pay raises that were not legislatively/statutorily required? If so, please provide a detailed description in a separate document See attached.</p>

FY'18 Expected Division/Program Funding By Source							
	Appropriations	Federal	Revolving	Other	Total	% Change	
Administration		\$0	\$1,256,498	\$0	\$1,256,498		0.00%
Education Program		\$0	\$111,458	\$0	\$111,458		0.00%
Recovery Program		\$0	\$10,300	\$0	\$10,300		0.00%
Administration IT (ISD)		\$0	\$126,504	\$0	\$126,504		0.00%
Total	\$0	\$0	\$1,504,760	\$0	\$1,504,760		0.00%

*Source of "Other" and % of "Other" total for each.

FY'18 Top Five Budget Adjustments	
	\$ Amount
Request 1: Our budget request has not increased or had any adjustments.	
Total	0

How would the agency handle a 5% appropriation reduction in FY'18?

How would the agency handle a 7.5% appropriation reduction in FY'18?

How would the agency handle a 10% appropriation reduction in FY'18?

Is the agency seeking any fee increases for FY'18?		\$ Amount
Increase 1	If our reserves have depleted enough, we will seek a 35% increase in licensing fees. This will only be done if necessary to ensure continuous operations. Licensing fees have not increased since 2001. The increase may be lower, depending on the rate that reserves are being depleted.	\$380,000

What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?

1) Our own unique licensing and database system that is built for our agency. I cannot overstate how much this would improve our services to constituents.

2) A Web portal that we can update and modify internally that is simple and easy to understand for our licensees.

Federal Government Impact

1.) How much federal money received by the agency is tied to a mandate by the Federal Government?

No federal monies received.

2.) Are any of those funds inadequate to pay for the federal mandate?

3.) What would the consequences be of ending all of the federal funded programs for your agency?

4.) How will your agency be affected by federal budget cuts in the coming fiscal year?

5.) Has the agency requested any additional federal earmarks or increases?

Division and Program Descriptions

Executive, Administrative and Fiscal Services

Coordinate with other state agencies as needed, including but not limited to, the Secretary of State, Attorney General, Office of the Governor, State House of Representatives, State Senate and Office of Management & Enterprise Services. Provide administrative services to Commissioners as needed. Facilitate and execute all Commission meetings in compliance with the Open Meetings Act. Ensure compliance of the Open Records Act. Perform all financial duties as required. Enter vendor contracts as necessary. Develop and make available for non-mandatory statewide use by all real estate licensees real estate sale contracts, lease contracts and their related addenda. Submit administrative rules as necessary. Administer the Education and Recovery Fund, which reimburses members of the public harmed by the acts of a licensee found in violation of the Code.

Investigations

Monitor licensee activity for compliance with the Code and Rules. Audit trust accounts and business procedures to ensure compliance with state laws and rules. Process and investigate complaints against licensees. Hold hearings on licensees and when warranted, impose disciplinary action in the form of license revocation, suspension, probation, fines, reprimand and/or additional continuing education. Investigate and enforce administrative fines on those found to perform licensed activities without a license.

Education

Provide testing for applicants who seek to obtain a real estate license through a contracted vendor. Approve qualified real estate education courses, instructors, and facilities as required by the Code and Rules, and provide instructor development training to the approved instructors. Monitor educational course offerings to ensure quality and compliance. Administer the continuing education program to remote areas of the state, thus disseminating education statewide at no additional costs to licensees.

Licensing

Screen and process license applications. Investigate license applicants requesting approval to obtain a license by way of conducting a state and federal criminal history background check. Issue licenses to qualified applicants and entities that have completed all requirements and/or passed the state examination. Perform numerous types of license transactions and maintain licensing files. Retain records and files in accordance with the Records Disposition Schedule.

FY'17 Budgeted FTE

	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
Administration	4	6	2	2	9	1
Education Program	1				1	
Recovery Program						
Administration IT (ISD)	1			1		
Total	6	6	2	3	10	1

FTE History

	2017 Budgeted	2016	2013	2010	2006
Administration	12	13	13	14	17
Education Program	1	1	1	1	1
Recovery Program					
Administration IT (ISD)	1	1	2	2	2
Total	14	15	16	17	20

Performance Measure Review

	FY'16	FY'15	FY'14	FY'13	FY'12
Measure I - Online Transactions - Increase the amount of transactions processed online to 85% by 2016	85%	70%	60%	n/a	n/a
Measure II - Industry Liaison - Work on developing relationships with other partners to offer two different ce topics per year	2	2	2	2	2
Measure III - 85% of complaints not requiring a hearing completed within 8 months, including review by attorney and Commission vote	98%	85%	75%	75%	75%

Revolving Funds			
	FY'14-16 Avg. Revenues	FY'14-16 Avg. Expenditures	June '16 Balance
Revolving Fund 20000 Statutory Authority? 59 O.S. 858-205 Source of Funds: licensing and administrative fees What is the fund spent on? agency administration and operations Is there a cap on the fund? no	\$1,234,309.80	\$1,461,199.86	\$545,189
OK Real Estate Education & Recovery Fund 210000 Statutory Authority? 59 O.S. 858-601 Source of Funds: special fee added to license What is the fund spent on? To reimburse members of the public harmed by the acts of a licensee found in violation of the Code, and to assist in education and outreach efforts statewide. Is there a cap on the fund? \$250,000 cap at end of Fiscal Year; remainder transferred to Revolving Fund.	\$142,714.77	\$129,975.49	\$307,399