

Agency Summary And Certification

AUG 30 2016

429 -- Real Estate Commission

Original Submission or Rev No.

FY2018 Request

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In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director : *Jeanne Jackson-Heim* Date: *8-22-16*

| Function/Activity | FY 2016 Total Appropriation | FY 2016 Total Expenditures | FY 2017 Original Appropriation | FY 2017 Estimated Expenditures | FY 2018 Total Request |
|---------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|-----------------------------|
| Real Estate Regulation | 1,519,500 | 1,519,500 | 1,690,900 | 1,690,900 | 1,585,600 |
| Total | 1,519,500 | 1,519,500 | 1,690,900 | 1,690,900 | 1,585,600 |
| By Fund Source | Total Appropriation | Actual Expenditures | Original Appropriation | Estimated Expenditures | Total Request |
| D 0229-00 State Regulatory Fund | 1,519,500 | 1,519,500 | 1,690,900 | 1,690,900 | 1,585,600 |
| Total | 1,519,500 | 1,519,500 | 1,690,900 | 1,690,900 | 1,585,600 |
| By Object | Total Appropriation | Actual Expenditures | Original Appropriation | Estimated Expenditures | Total Request |
| Personnel Costs | 965,300 | 965,300 | 1,036,500 | 1,036,500 | 1,031,200 |
| Operating Expenditures | 554,200 | 554,200 | 654,400 | 654,400 | 554,400 |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 |
| Trustee And Benefit Payments | 0 | 0 | 0 | 0 | 0 |
| Lump Sum | 0 | 0 | 0 | 0 | 0 |
| Total | 1,519,500 | 1,519,500 | 1,690,900 | 1,690,900 | 1,585,600 |
| FTP Total | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 |

FORM B3: DIVISION DESCRIPTIONSAgency/Department: Real Estate CommissionRequest for Fiscal Year : 2018

Division: _____

Agency Number: 429Original Request Date:
August 22, 2016

Revision Request Date:

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The Real Estate Commission issues licenses to real estate brokers and sales associates, develops and oversees education programs and licensing exams, and investigates complaints and takes disciplinary actions for violations of the law (Idaho Code 54-2001, *et seq.*) The Commission also administers the Subdivided Lands Disposition Act (Idaho Code 55-1801, *et seq.*)

GOVERNOR
C. L. "Butch" Otter

Jeanne Jackson-Heim
Jeanne Jackson-Heim, Executive Director

IDAHO REAL ESTATE COMMISSION
Marvis Brice, Chair, Burley Mike Gamblin, Vice Chair, Boise
Kathy Weber, Member, Moscow Mike J. Johnston, Member, Idaho Falls

FTP 15.0
Vacant 2.0



**LEGAL
BOL**

EXECUTIVE DIRECTOR
Jeanne Jackson-Heim

IDAHO REAL ESTATE EDUCATION COUNCIL
Georgia Meacham, Chair, Boise Anne Anderson, Vice Chair, Coeur d'Alene
Beckie Kukal, Jerome Patrick Malone, Idaho Falls
Jeanne Jackson-Heim, Boise Mike Johnston, Commission Member, Idaho Falls

**GENERAL
ADMINISTRATION**

ENFORCEMENT

**EDUCATION &
LICENSING**

**GENERAL
ADMINISTRATION**

EXECUTIVE DIRECTOR
Jeanne Jackson-Heim

MANAGEMENT ASSISTANT
Tammy Collier

INFORMATION SYSTEMS TECHNICIAN
William Robinson

ADMINISTRATIVE ASSISTANT 2
Jessica Valerio

ENFORCEMENT

EXECUTIVE DIRECTOR
Jeanne Jackson-Heim

REAL ESTATE INVESTIGATOR SUPERVISOR (CHIEF INVESTIGATOR)
Craig Boyack

REAL ESTATE INVESTIGATOR
Don Morse

REAL ESTATE INVESTIGATOR
Nathan Svevad

REAL ESTATE INSPECTOR
Gayle Brixey

ADMINISTRATIVE ASSISTANT 2
Stephanie McLarin

**EDUCATION &
LICENSING**

EXECUTIVE DIRECTOR
Jeanne Jackson-Heim

PROGRAM SPECIALIST (EDUCATION & LICENSING DIRECTOR)
MiChell Bird

TECHNICAL RECORDS SPECIALIST 2
Jesama Rosensweig

TECHNICAL RECORDS SPECIALIST 1
Ron Bassett

ADMINISTRATIVE ASSISTANT 1
Vacant

TRAINING SPECIALIST
Melissa Ferguson

OFFICE SPECIALIST 2
Vacant

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Real Estate Commission

Agency Number: 429

Original Request Date: August 22, 2016 or Revision Request Date: _____

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Sources and Uses:

| FUND NAME: | FUND CODE: | FY 2014 Actual | FY 2015 Actual | FY 2016 Actual | FY 2017 Estimate | FY 2018 Estimate |
|-----------------------------------------------------------------------|--------------------|------------------|------------------|------------------|------------------|------------------|
| 1. Beginning Free Fund Balance | | 3,117,744 | 2,928,636 | 2,749,402 | 2,636,177 | 2,202,329 |
| 2. Encumbrances as of July 1 | | 0 | 0 | 0 | 0 | 0 |
| 2a. Reappropriation (Legislative Carryover) | | NA | NA | NA | 0 | 0 |
| 3. Beginning Cash Balance | | 3,117,744 | 2,928,636 | 2,749,402 | 2,636,177 | 2,202,329 |
| 4. Revenues (from Form B-11) | | 1,121,664 | 1,139,003 | 1,219,240 | 1,248,052 | 1,280,052 |
| 5. Non-Revenue Receipts and Other Adjustments | | 29,037 | 14,963 | 4,010 | 15,000 | 15,000 |
| 6. Statutory Transfers in: | Fund or Reference: | 0 | 0 | 0 | 0 | 0 |
| 7. Operating Transfers in: | Fund or Reference: | 0 | 0 | 0 | 0 | 0 |
| 8. Total Available for Year | | 4,268,445 | 4,082,602 | 3,972,652 | 3,899,229 | 3,497,381 |
| 9. Statutory Transfers Out: | Fund or Reference: | 0 | 0 | 0 | 0 | 0 |
| 10. Operating Transfers Out: | Fund or Reference: | 0 | 0 | 0 | 0 | 0 |
| 11. Non-Expenditure Disbursements and Other Adjustments | | 40,909 | 5,767 | 1,294 | 6,000 | 6,000 |
| 12. Cash Expenditures for Prior Year Encumbrances | | 0 | 0 | 0 | 0 | 0 |
| 13. Original Appropriation | | 1,455,800 | 1,493,800 | 1,519,500 | 1,690,900 | 1,585,600 |
| 14. Prior Year Reappropriations, Supplementals, Rescissions | | 0 | 0 | 0 | 0 | 0 |
| 15. Non-cogs, Receipts to Appropriation, etc | | 0 | 0 | 0 | 0 | 0 |
| 16. Reversions | | (156,900) | (166,367) | (184,319) | 0 | 0 |
| 17. Current Year Reappropriation | | 0 | 0 | 0 | 0 | 0 |
| 18. Reserve for Current Year Encumbrances | | 0 | 0 | 0 | 0 | 0 |
| 19. Current Year Cash Expenditures | | 1,298,900 | 1,327,433 | 1,335,181 | 1,690,900 | 1,585,600 |
| 20. Ending Cash Balance | | 2,928,636 | 2,749,402 | 2,636,177 | 2,202,329 | 1,905,781 |
| 21. Prior Year Encumbrances as of June 30 | | 0 | 0 | 0 | 0 | 0 |
| 22. Current Year Encumbrances as of June 30 | | 0 | 0 | 0 | 0 | 0 |
| 22a. Current Year Reappropriation | | NA | NA | 0 | 0 | 0 |
| 23. Borrowing Limit | | 0 | 0 | 0 | 0 | 0 |
| 24. Ending Free Fund Balance | | 2,928,636 | 2,749,402 | 2,636,177 | 2,202,329 | 1,905,781 |
| 25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc) | | 1,298,900 | 1,327,433 | 1,335,181 | 1,690,900 | 1,585,600 |
| 26. Outstanding Loans (if this fund is part of a loan program) | | | | | | |

Notes:

FY 2018 Agency Budget - Request

Detail Report

Agency: 429 - Real Estate Commission

Function: 10 - Real Estate Regulation

| | | FTP | Personnel Cost | Operating Expense | Capital Outlay | Trustee/ Benefit | Lump Sum | Total |
|---------------------------------------|--------------------------------------------------------|-----------|-------------------|----------------------|-------------------|---------------------|----------|------------------|
| FY 2016 Total Appropriation | | | | | | | | |
| 1.00 | FY 2016 Total Appropriation | | | | | | | |
| | SB 1132 | | | | | | | |
| | 0229-00 | Dedicated | 15.00 | 965,300 | 554,200 | 0 | 0 | 1,519,500 |
| | Total | | 15.00 | 965,300 | 554,200 | 0 | 0 | 1,519,500 |
| 1.61 | Reverted Appropriation Balances | | | | | | | |
| | 0229-00 | Dedicated | 0.00 | (110,200) | (74,100) | 0 | 0 | (184,300) |
| | Total | | 0.00 | (110,200) | (74,100) | 0 | 0 | (184,300) |
| FY 2016 Actual Expenditures | | | | | | | | |
| | 0229-00 | Dedicated | 15.00 | 855,100 | 480,100 | 0 | 0 | 1,335,200 |
| | Total | | 15.00 | 855,100 | 480,100 | 0 | 0 | 1,335,200 |
| FY 2017 Original Appropriation | | | | | | | | |
| 3.00 | FY 2017 Original Appropriation | | | | | | | |
| | SB 1372 | | | | | | | |
| | 0229-00 | Dedicated | 15.00 | 1,004,800 | 554,400 | 0 | 0 | 1,559,200 |
| | OT 0229-00 | Dedicated | 0.00 | 31,700 | 100,000 | 0 | 0 | 131,700 |
| | Total | | 15.00 | 1,036,500 | 654,400 | 0 | 0 | 1,690,900 |
| FY 2017 Total Appropriation | | | | | | | | |
| | 0229-00 | Dedicated | 15.00 | 1,004,800 | 554,400 | 0 | 0 | 1,559,200 |
| | OT 0229-00 | Dedicated | 0.00 | 31,700 | 100,000 | 0 | 0 | 131,700 |
| | Total | | 15.00 | 1,036,500 | 654,400 | 0 | 0 | 1,690,900 |
| FY 2017 Estimated Expenditures | | | | | | | | |
| | 0229-00 | Dedicated | 15.00 | 1,004,800 | 554,400 | 0 | 0 | 1,559,200 |
| | OT 0229-00 | Dedicated | 0.00 | 31,700 | 100,000 | 0 | 0 | 131,700 |
| | Total | | 15.00 | 1,036,500 | 654,400 | 0 | 0 | 1,690,900 |
| Base Adjustments | | | | | | | | |
| 8.41 | Removal of One-Time Expenditures | | | | | | | |
| | Remove FY 2017 "27th payroll" expenses | | | | | | | |
| | OT 0229-00 | Dedicated | 0.00 | (31,700) | 0 | 0 | 0 | (31,700) |
| | Total | | 0.00 | (31,700) | 0 | 0 | 0 | (31,700) |
| 8.42 | Removal of One-Time Expenditures | | | | | | | |
| | Remove one-time line item for licensing system rewrite | | | | | | | |
| | OT 0229-00 | Dedicated | 0.00 | 0 | (100,000) | 0 | 0 | (100,000) |
| | Total | | 0.00 | 0 | (100,000) | 0 | 0 | (100,000) |

FY 2018 Agency Budget - Request

Detail Report

Agency: 429 - Real Estate Commission

Function: 10 - Real Estate Regulation

| | | FTP | Personnel Cost | Operating Expense | Capital Outlay | Trustee/ Benefit | Lump Sum | Total |
|------------------------------------------------------|--------------|--------------|-------------------|----------------------|-------------------|---------------------|----------|------------------|
| FY 2018 Base | | | | | | | | |
| 0229-00 | Dedicated | 15.00 | 1,004,800 | 554,400 | 0 | 0 | 0 | 1,559,200 |
| OT 0229-00 | Dedicated | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | 15.00 | 1,004,800 | 554,400 | 0 | 0 | 0 | 1,559,200 |
| Program Maintenance | | | | | | | | |
| 10.11 Change in Health Benefit Costs | | | | | | | | |
| Change in health benefit costs | | | | | | | | |
| 0229-00 | Dedicated | 0.00 | 18,300 | 0 | 0 | 0 | 0 | 18,300 |
| | Total | 0.00 | 18,300 | 0 | 0 | 0 | 0 | 18,300 |
| 10.12 Change in Variable Benefit Costs | | | | | | | | |
| change in variable benefits costs | | | | | | | | |
| 0229-00 | Dedicated | 0.00 | (100) | 0 | 0 | 0 | 0 | (100) |
| | Total | 0.00 | (100) | 0 | 0 | 0 | 0 | (100) |
| 10.45 Risk Management Cost Increases | | | | | | | | |
| 0229-00 | Dedicated | 0.00 | 0 | 700 | 0 | 0 | 0 | 700 |
| | Total | 0.00 | 0 | 700 | 0 | 0 | 0 | 700 |
| 10.46 Controller's Fee Charge | | | | | | | | |
| 0229-00 | Dedicated | 0.00 | 0 | (200) | 0 | 0 | 0 | (200) |
| | Total | 0.00 | 0 | (200) | 0 | 0 | 0 | (200) |
| 10.61 Salary Multiplier - Regular Employees | | | | | | | | |
| 1% CEC plus related change in variable benefit costs | | | | | | | | |
| 0229-00 | Dedicated | 0.00 | 8,100 | 0 | 0 | 0 | 0 | 8,100 |
| | Total | 0.00 | 8,100 | 0 | 0 | 0 | 0 | 8,100 |
| 10.62 Salary Multiplier - Group and Temporary | | | | | | | | |
| 0229-00 | Dedicated | 0.00 | 100 | 0 | 0 | 0 | 0 | 100 |
| | Total | 0.00 | 100 | 0 | 0 | 0 | 0 | 100 |
| FY 2018 Total Maintenance | | | | | | | | |
| 0229-00 | Dedicated | 15.00 | 1,031,200 | 554,900 | 0 | 0 | 0 | 1,586,100 |
| OT 0229-00 | Dedicated | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | 15.00 | 1,031,200 | 554,900 | 0 | 0 | 0 | 1,586,100 |
| FY 2018 Total | | | | | | | | |
| 0229-00 | Dedicated | 15.00 | 1,031,200 | 554,900 | 0 | 0 | 0 | 1,586,100 |
| OT 0229-00 | Dedicated | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | 15.00 | 1,031,200 | 554,900 | 0 | 0 | 0 | 1,586,100 |

| | | Expenditure Adjustments: | | | | | | | | | | |
|-------------------|-------------------------------------------|--------------------------|----------------|----------------|----------------|------------------|--|--|--|--|--|--|
| 6.31 | FTP or Fund Adjustment | 0.00 | 0 | 0 | 0 | 0 | | | | | | |
| 6.51 | Transfer Between Programs | 0.00 | 0 | 0 | 0 | 0 | | | | | | |
| 7.00 | FY 2017 ESTIMATED EXPENDITURES | 15.00 | 702,600 | 183,600 | 150,300 | 1,036,500 | | | | | | |
| Base Adjustments: | | | | | | | | | | | | |
| 8.31 | Transfer Between Programs | 0.00 | 0 | 0 | 0 | 0 | | | | | | |
| 8.41 | Removal of One-Time Expenditures | 0.00 | (26,100) | 0 | (5,600) | (31,700) | | | | | | |
| 8.51 | Base Reduction | 0.00 | 0 | 0 | 0 | 0 | | | | | | |
| 9.00 | FY 2018 BASE | 15.00 | 676,500 | 183,600 | 144,700 | 1,004,800 | | | | | | |
| 10.11 | Change in Health Benefit Costs | | | 18,300 | | 18,300 | | | | | | |
| 10.12 | Change in Variable Benefits Costs | | | | (100) | (100) | | | | | | |
| | Subtotal CEC Base: | 15.00 | 676,500 | 201,900 | 144,600 | 1,023,000 | | | | | | |
| 10.51 | Annualization | | 0 | 0 | 0 | 0 | | | | | | |
| 10.61 | CEC for Permanent Positions | 1.00% | 6,700 | | 1,400 | 8,100 | | | | | | |
| 10.62 | CEC for Group Positions | 1.00% | 100 | | 0 | 100 | | | | | | |
| 10.63 | CEC for Elected Officials & Commissioners | | 0 | | 0 | 0 | | | | | | |
| 11.00 | FY 2018 PROGRAM MAINTENANCE | 15.00 | 683,300 | 201,900 | 146,000 | 1,031,200 | | | | | | |
| Line Items: | | | | | | | | | | | | |
| 12.01 | | | | | | 0 | | | | | | |
| 12.02 | | | | | | 0 | | | | | | |
| 12.03 | | | | | | 0 | | | | | | |
| 13.00 | FY 2018 TOTAL REQUEST | 15.00 | 683,300 | 201,900 | 146,000 | 1,031,200 | | | | | | |

Real Estate Commission, State Regulatory SGBJ-0229-00

| DESCRIPTION | Indicator Code | FTP | FY 2017 SALARY | FY 2017 HEALTH BENEFITS | FY 2017 VAR BENEFITS | FY 2017 TOTAL | FY 2018 SALARY CHANGE | FY 2018 CHG HEALTH BENEFITS | FY 2018 CHG VAR BENEFITS | TOTAL BENEFIT CHANGES |
|--------------------------------------------------|------------------|--------------|----------------|-------------------------|----------------------|------------------|-----------------------|-----------------------------|--------------------------|----------------------------------------------------------|
| Totals from Wage and Salary Report (WSR): | | | | | | | | | | |
| Permanent Positions | 1 | 13.00 | 645,732 | 159,120 | 138,467 | 943,319 | (23,916) | 15,860 | (124) | 15,736 |
| Board & Group Positions | 2 | | 5,100 | 0 | 692 | 5,792 | | | | |
| Elected Officials & Full Time Commissioners | 3 | 0.00 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| TOTAL FROM WSR | | 13.00 | 650,832 | 159,120 | 139,159 | 949,111 | | 15,860 | (124) | 15,736 |
| FY 2017 ORIGINAL APPROPRIATION | 1,036,500 | 15.00 | 710,757 | 173,771 | 151,972 | 1,036,500 | | | | |
| Unadjusted Over or (Under) Funded: | Est Difference | 2.00 | 59,925 | 14,651 | 12,813 | 87,389 | | | | Calculated overfunding is 8.4% of Original Appropriation |

Totals by Fund

| | FTI | Actual FY 2016 | | Est. FY17 | Estimate FY 2017 | | Proj. FY18 | Projection FY 2018 | |
|---------------------------------|-------|----------------|----------------|--------------|------------------|-------------------|--------------|--------------------|-------------------|
| | | Salary | Total Benefits | Salary | Health Benefits | Variable Benefits | Salary | Health Benefits | Variable Benefits |
| Filled Permanent/Elected | | | | | | | | | |
| 0229-00 | 13.00 | 583,729.44 | 265,564.10 | 645,732.00 | 159,120.00 | 138,466.97 | 621,816.00 | 174,980.00 | 138,337.83 |
| Fund-0229 | 13.00 | 583,729.44 | 265,564.10 | 645,732.00 | 159,120.00 | 138,466.97 | 621,816.00 | 174,980.00 | 138,337.83 |
| | - | - | - | - | - | - | - | - | - |
| Permanent Total | 13.00 | 583,729.44 | 265,564.10 | 645,732.00 | 159,120.00 | 138,466.97 | 621,816.00 | 174,980.00 | 138,337.83 |
| | - | - | - | - | - | - | - | - | - |
| Group | | | | | | | | | |
| 0229-00 | - | 5,100.00 | 692.17 | 5,100.00 | - | 692.17 | 5,100.00 | - | 692.17 |
| Fund-0229 | - | 5,100.00 | 692.17 | 5,100.00 | - | 692.17 | 5,100.00 | - | 692.17 |
| | - | - | - | - | - | - | - | - | - |
| Group Total | - | 5,100.00 | 692.17 | 5,100.00 | - | 692.17 | 5,100.00 | - | 692.17 |
| | - | - | - | - | - | - | - | - | - |
| Agency Fund Total | 13.00 | \$588,829.44 | \$266,256.27 | \$650,832.00 | \$159,120.00 | \$139,159.14 | \$626,916.00 | \$174,980.00 | \$139,030.00 |

| FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------|---------------------------------------|---------------------|-----------------------|---------------------|---------------------|
| AGENCY INFORMATION | | | | | | | |
| AGENCY NAME: | | Real Estate Commission | | | | | |
| Division/Bureau: | | | | | | | |
| Prepared By: | Jeanne Jackson-Heim | E-mail Address: | jeanne.jackson-heim@irec.idaho.gov | | | | |
| Telephone Number: | 208-334-3285 | Fax Number: | 208-334-2050 | | | | |
| DFM Analyst: | Gideon Tolman | LSO/BPA Analyst: | Keith Bybee | | | | |
| Date Prepared: | 8/22/2016 | For Fiscal Year: | 2018 | | | | |
| FACILITY INFORMATION (please list each facility separately by city and street address) | | | | | | | |
| Facility Name: | | Logger's Creek Terrace | | | | | |
| City: | Bolse | County: | Ada | | | | |
| Street Address: | | 575 E. Parkcenter Blvd, Suite 180 | | | Zip Code: | 83706 | |
| Facility Ownership: (could be private or state-owned, use "X" to mark one): | Private Lease (use "X" to mark): | X | State Owned (use "X" to mark): | | Lease Expires: | 6/30/2021 | |
| FUNCTION/USE OF FACILITY: Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet. | | | | | | | |
| Administrative offices, meeting/hearing room, conference room. | | | | | | | |
| COMMENTS: Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful. | | | | | | | |
| n/a | | | | | | | |
| SURPLUS PROPERTY: Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease. | | | | | | | |
| | FISCAL YR: | ACTUAL 2016 | ESTIMATE 2017 | REQUEST 2018 | REQUEST 2019 | REQUEST 2020 | REQUEST 2021 |
| Use "X" to mark the year facility would be surplused. | | | | | | | |
| WORK AREAS: Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas) | | | | | | | |
| | FISCAL YR: | ACTUAL 2016 | ESTIMATE 2017 | REQUEST 2018 | REQUEST 2019 | REQUEST 2020 | REQUEST 2021 |
| Total Number of Work Areas: | | 15 | 15 | 15 | 15 | 15 | 15 |
| Full-Time Equivalent Positions: | | 13 | 14 | 14 | 14 | 14 | 14 |
| Temp. Employees, Contractors, Auditors, etc.: | | 0 | 0 | 0 | 0 | 0 | 0 |
| SQUARE FEET: Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned. | | | | | | | |
| | FISCAL YR: | ACTUAL 2016 | ESTIMATE 2017 | REQUEST 2018 | REQUEST 2019 | REQUEST 2020 | REQUEST 2021 |
| Square Feet: | | 5,823 | 5,823 | 5,823 | 5,823 | 5,823 | 5,823 |
| FACILITY COST: Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure. | | | | | | | |
| | FISCAL YR: | ACTUAL 2016 | ESTIMATE 2017 | REQUEST 2018 | REQUEST 2019 | REQUEST 2020 | REQUEST 2021 |
| Total Facility Cost/Yr: | | \$81,929.64 | \$87,752.61 | \$87,752.61 | \$90,955.26 | \$90,955.26 | \$90,955.26 |
| IMPORTANT NOTES: | | | | | | | |
| 1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933. | | | | | | | |
| 2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@adm.idaho.gov. | | | | | | | |
| 3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal. | | | | | | | |
| 4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. | | | | | | | |
| AGENCY NOTES: | | | | | | | |
| | | | | | | | |

Part I – Agency Profile

Agency Overview

The Idaho Real Estate Commission is a self-governing agency authorized under Chapter 20, Title 54, Idaho Code to administer the Real Estate License Law regulating real estate brokerage in Idaho. The Commission is a dedicated fund agency, meaning the funding for all Commission operations comes primarily from license and application fees; the Real Estate Commission receives no general fund monies. The Commission issues licenses to real estate brokers and sales associates, develops and oversees education programs and licensing exams, and investigates complaints and takes disciplinary actions for violations of the license law. The Commission is also charged with administering the State's Subdivided Lands Disposition Act (Chapter 18, Title 55, Idaho Code). The Act requires sellers of timeshares and out-of-state subdivision lots to register their projects with the Commission as a prerequisite to marketing them in Idaho.

The Commission is composed of five Governor-appointed Commissioners, including four brokers from four geographic areas of the state, and one "at large" public member. The Commissioners meet monthly to establish the policies by which the Commission operates and to hear and decide enforcement matters. Commissioners hire an Executive Director to oversee agency operations and implement Commission policies. The Commission's 13 additional full-time employees are divided into three departments: Administration, Education & Licensing, and Enforcement.

In addition, the Real Estate Education Council is established by Idaho Code 54-2008 to serve as an advisory group to the Commission and to perform other duties related to planning, coordinating and directing education programs as authorized in the Council's bylaws. The Education Council consists of six members: four appointed by the Commission from the four geographic areas of the state; one Commissioner; and the Commission's Executive Director.

Approximately 90% of active Idaho licensees belong to the Idaho Association of REALTORS®, a prominent trade association for real estate licensees. Although the interests of the agency and the association may sometimes differ, the Commission works with the Association to develop consensus on issues affecting licensees.

Core Functions/Idaho Code

Education & Licensing Department – Develops and reviews curriculum for pre-license and post license education and the Commission's Business Conduct & Office Operations and annual Core courses; certifies courses, instructors and course providers and monitors their performance; audits licensee compliance with Continuing Education requirements; oversees license examination content and administration; provides staff support for the Education Council; issues and renews licenses for Idaho real estate brokers salespersons and companies, including verification of eligibility for licensure; oversees fingerprinting for background checks; oversees licensee Errors & Omissions insurance program and monitors licensee compliance with E&O requirement; processes records changes and requests for certified license and education histories.

Enforcement Department – Inspects real estate brokerage trust accounts and office operations; investigates complaints of alleged license law violations; recommends discipline for licensees and others for violations of the license law and monitors compliance; provides training and assistance to licensees, brokerages, and trade associations; oversees the timeshare and land registrations required under the Idaho Subdivided Lands Disposition Act.

Administration Department – Maintains the Commission website and online services and internal licensing database application; publishes and distributes the bi-annual licensee newsletter (the *Real Estatement*), annual license law booklet, and Commission-approved agency disclosure brochure; liaison with legislature and trade association (Idaho Association of REALTORS®); fiscal, human resources and purchasing functions; and support staff for the Commissioners and legal counsel.

Revenue and Expenditures

| Revenue | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|
| Special Real Estate Fund | \$953,380 | \$937,916 | \$1,037,589 | \$1,038,233 |
| Civil Penalty Fine Monies** | \$121,828 | \$183,748 | 101,414 | 181,006 |
| Total | \$1,075,208 | \$1,121,664 | \$1,139,003 | \$1,219,239 |
| Expenditures | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
| Personnel Costs | \$773,622 | \$824,707 | \$825,800 | \$855,086 |
| Operating Expenditures | \$371,463 | \$391,564 | \$421,142 | \$410,741 |
| Civil Penalty Fine Expend. | \$103,895 | \$82,646 | \$80,458 | \$69,355 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| Trustee/Benefit Payments | \$0 | \$0 | \$0 | \$0 |
| Total | \$1,248,981 | \$1,298,917 | \$1,327,400 | \$1,335,181 |

Profile of Cases Managed and/or Key Services Provided

| Cases Managed and/or Key Services Provided | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|--------------------------------------------|---------------|----------------|----------------|---------|
| LICENSING DEPARTMENT | | | | |
| New Licenses Issued | 918 (+70.3%) | 1,219 (+32.8%) | 1,082 (-11.2%) | |
| Total License Count | 9,263 (+0.2%) | 9,687 (+4.6%) | 10,024 (+3.5%) | |
| (% Change from Previous Year) | | | | |
| ENFORCEMENT DEPARTMENT | | | | |
| Total Office Audits Completed | 206 | 219 | 223 | |
| Total New Complaints Opened | 320 | 399 | 337 | |
| Total Complaints Dismissed | 35 | 42 | 44 | |
| Total Disciplinary Actions Taken | 299 | 314 | 314 | |
| CE Disciplinary Actions | 58 | 100 | 75 | |
| E&O Disciplinary Actions | 172 | 123 | 158 | |
| Other Disciplinary Actions | 69 | 91 | 83 | |
| EDUCATION DEPARTMENT | | | | |
| Certification of New | | | | |
| Courses | 63 | 89 | 90 | |
| Instructors | 6 | 7 | 8 | |
| Providers | 12 | 9 | 11 | |
| Curriculum Evaluation | | | | |
| Sales Pre-License | 11/2010 | 11/2010 | 11/2010 | |
| Broker Pre-License | Ongoing | Ongoing | Ongoing | |
| Education Council Course Audits | 22 | 18 | 11 | |
| License Exam Statistics | | | | |
| Idaho exams administered | 1,538 | 2,272 | 2,133 | |

Part II – Performance Measures

| Performance Measure | FY 2013 | FY 2014 | FY 2015 | FY 2016 | Current Year |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------|---------|---------|--------------------------|
| Goal 1 | | | | | |
| <i>Per 67-1904(1)(b)(i), the agency goals to which each measure corresponds should be provided. Replace the text in this box with a goal from the agency's strategic plan and list beneath it any performance measures primarily associated with that goal. Copy this box and insert it as needed to identify additional goals that subsequent performances measures are designed to evaluate.</i> | | | | | |
| 1. Maintain bi-annual audit schedule for Idaho brokerages | actual | X | X | X | ----- |
| | benchmark | | | | 50% of offices each year |

| | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----|-----|-----|------|-------|
| 2. Number of investigations completed within 6 months from opening of case | actual | 90% | 80% | 85% | | ----- |
| | <i>benchmark</i> | | | | 100% | |
| 3. Number of completed license applications and notice of change forms processed and approved within ten (10) business days from receipt | actual | X | X | X | | ----- |
| | <i>benchmark</i> | | | | 100% | |
| 4. Number of completed license applications and notice of change forms processed and approved within ten (10) business days from receipt | actual | X | X | X | | ----- |
| | <i>benchmark</i> | | | | 95% | |
| 5. Number of sales associate and broker prelicense courses reviewed and updated each year for relevance and current laws | actual | No | No | No | | ----- |
| | <i>benchmark</i> | | | | 25% | |
| 6. Number of callers or e-mail inquiries who are able to make contact with a staff member within one business day of contacting the commission office | actual | X | X | X | | ----- |
| | <i>benchmark</i> | | | | 100% | |

For More Information, Contact:

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OCT 31 2016

FY 2018 Budget Request Revision for Statewide Cost Allocation

Fiscal Year: 2018
 Agency Code: 429
 Agency: Real Estate Commission

Revision No. 1

| Budget Unit | Program Name | Fund Number | Base | Attorney General | Risk Management | State Controller | State Treasurer | BU/Fund Total | Percent of Base | Percent of Fund |
|---------------------|--------------|-------------|-------|------------------|-----------------|------------------|-----------------|---------------|-----------------|-----------------|
| | | | SWCAP | DU 10.41 | DU 10.45 | DU 10.46 | DU 10.47 | | | |
| SGBJ | | 0229 | 4,500 | 0 | 700 | (200) | 0 | 500 | 100.00% | 100.00% |
| | | | 0 | | | | | 0 | 0.00% | 0.00% |
| | | | 0 | | | | | 0 | 0.00% | 0.00% |
| | | | 0 | | | | | 0 | 0.00% | 0.00% |
| | | | 0 | | | | | 0 | 0.00% | 0.00% |
| | | | 0 | | | | | 0 | 0.00% | 0.00% |
| | | | 0 | | | | | 0 | 0.00% | 0.00% |
| | | | 0 | | | | | 0 | 0.00% | 0.00% |
| Decision Unit Total | | | 4,500 | 0 | 700 | (200) | 0 | 500 | 100.00% | 100.00% |

I request that the FY 2018 Budget Request be revised to reflect the above adjustments for Attorney General fees, Risk Management fees, State Controller's fees, and State Treasurer fees.

Signed *M. Chell M. B...* Title Executive Director Date 10/31/2016

Instructions
 Each year after the original budget submission deadline, the Division of Financial Management calculates the estimated amount of change from the current year to the budget year for certain Interagency Nonstandard Adjustment decision units related to the Statewide Cost Allocation Plan (SWCAP). It is your responsibility to distribute those changes equitably between programs (budget units) and fund sources.

- 1) Locate your agency on the Indirect Cost Recovery Budget Adjustments spreadsheet.
- 2) Sum the "FY Approp. Basis" columns for all categories (Treasurer, Controller, Attorney General, Risk Management, and Facility Services) in cell E7.
- 3) Enter by budget unit and fund source the SWCAP appropriation basis in the column titled "Base SWCAP". The allocation should be the same as your actual expenditures by fund source for last year rounded to the nearest \$100.
- 4) Find "Request Adjustment" for each category noting "Statewide Accounting" and "Statewide Payroll" must be summed to calculate the Controller fees.
- 5) Identify the budget unit and fund source for each of the areas requiring adjustment.
- 6) Enter each budget unit in the column identified as Budget Unit. Flag any continuous budget units as "(Cont)". Repeat for each different fund.
- 7) In the column identified as Fund Number, place the number of the fund to which the increase or decrease in costs will be applied.
- 8) In the column identified as adjustment, place the dollar amount for each identified budget unit by fund. Round to nearest \$100.
- 9) Check that all totals match those on the Indirect Cost Recovery Budget Adjustment spreadsheet.
- 10) Sign and return a copy to each of your DFM and LSO analysts. *Thank you!*