



# ANNUAL REPORT OF NONFINANCIAL DATA

for the year ended  
August 31, 2011

Texas Department  
of Licensing and  
Regulation

William H. Kuntz, Jr.  
Executive Director





## TEXAS DEPARTMENT OF LICENSING AND REGULATION

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December 15, 2011

The Honorable Rick Perry, Governor  
John Keel, CPA, State Auditor  
John O'Brian, Director, Legislative Budget Board

Gentlemen:

We are pleased to submit the Texas Department of Licensing & Regulation *Annual Report of Nonfinancial Data* for the year ended August 31, 2011, in compliance with the TEX. GOV'T CODE ANN. § 2101.0115 and in accordance with the instructions for completing the Annual Report of Nonfinancial Data.

The accompanying report has not been audited and is considered to be independent of the agency's *Annual Financial Report*.

If you have any questions, please contact Jerry Daniels at (512) 463-3100.

Sincerely,

A handwritten signature in blue ink that reads "William H. Kuntz, Jr." in a cursive style.

William H. Kuntz, Jr.  
Executive Director

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*Frank S. Denton, Chair – Conroe, Texas*

*LuAnn Morgan – Midland, Texas*

*Mike Arismendez – Shallowater, Texas*

*Lewis Benavides – Oak Point, Texas*

*Fred Moses – Plano, Texas*

*Lilian Norman-Keeney – Taylor Lake Village, Texas*

*Deborah A. Yurco – Austin, Texas*

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**TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)**  
**SCHEDULE OF PROFESSIONAL/CONSULTING AND LEGAL SERVICE FEES**  
 For the Fiscal Year Ended August 31, 2011

<u>Name</u>	<u>Type of Service Rendered</u>	<u>Amount</u>
<b>Professional/Consulting Fees</b>		
Paid from Governmental Funds:		
Alliance Work Partners	Services for Employees	\$10,322.94
Department of Information Resources	DataConsolidation Center	336,386.33
Legal Files Software	Training/Consulting Services	42,900.00
Monday N. Rufus PC	Internal Audit Services	52,210.00
National Center for State Courts	Examination Services	18,524.00
Unisys Leasing Corporation	Consultant Services - Computer	<u>28,080.00</u>
Total Paid from Governmental Funds		<u>\$488,423.27</u>
<b>Total Professional/Consulting Fees</b>		<u>\$488,423.27</u>
<b>Legal Service Fees</b>		
N/A		<u>\$0.00</u>
<b>Total Legal Service Fees</b>		<u>\$0.00</u>
<b>Total Professional/Consulting and Legal Service Fees</b>		<u>\$488,423.27</u>

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TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)  
HUB STRATEGIC PLAN PROGRESS REPORT  
For the Fiscal Year Ended August 31, 2011

(Source: Texas Government Code, Title 10, Subtitle D, Section 2161.124)

Category	Actual for FY 10*	Actual for FY 11*	Goal for FY 12**
Heavy construction other than building contracts	N/A	N/A	N/A
Building construction, including general contractors and operative builders contracts	N/A	0.0%	26.1%
Special trade construction contracts	8.7%	100.0%	57.2%
Professional services contracts	72.0%	100.0%	20.0%
Other services contracts	11.7%	6.9%	33.0%
Commodities contracts	52.3%	33.0%	12.6%

\*Actual = % Spent with HUBs from HUB Report

\*\*Goal = TPASS Annual Procurement Goal

Prepared by: Jerald A. Daniels

Printed Name: Jerald A. Daniels

Phone Number: (512) 463-3100

Approved: William H. Kuntz, Jr.

Printed Name: William H. Kuntz, Jr.

Phone Number: (512) 463-3170

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**TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)**  
**APPROPRIATION ITEM TRANSFER SCHEDULE\***  
 For the Fiscal Year Ended August 31, 2011

**ITEM OF APPROPRIATION**

				<u>Transfers-In</u>	<u>Transfers-Out</u>	<u>Net Transfers</u>
<b>A. Goal: Licensing</b>						
<b>Strategies:</b>						
A.1.1	13004	License/Register/Certify	\$		\$	0
A.1.2	13023	License Businesses & Facilities				0
A.1.3	13003	Examinations				0
A.1.4	13008	Continuing Education/Customer Serv		20,857		20,857
<b>Total, Goal A: Licensing</b>				\$	20,857	\$ 20,857
<b>B. Goal: Enforcement</b>						
<b>Strategies:</b>						
B.1.1	13010	Conduct Inspections	\$		(80,000)	(80,000)
B.1.2	13024	Building Plan Reviews				0
B.1.3	13009	Resolve Complaints			(26,917)	(26,917)
B.1.4	13025	Investigations		6,060		6,060
<b>Total, Goal B: Enforcement</b>				\$	6,060	\$ (106,917)
<b>C. Goal: Indirect Administration</b>						
<b>Strategies:</b>						
C.1.1	13800	Central Administration	\$		(128,000)	(128,000)
C.2.1	13801	Information Resources		180,000		180,000
C.3.1	13802	Other Support Services		28,000		28,000
<b>Total, Goal C: Indirect Administration</b>				\$	208,000	\$ (128,000)
<b>Contingency Rider Appropriations</b>						
	21930	Auto Parts Recyclers	\$		\$	0
	21956	TDLR Powers				0
	21959	Tax Professionals				0
	22000	Polygraph Examiners				0
	22018	Vehicle Booting				0
	29105	Discount Health				0
<b>Total, Contingency Rider Appropriations</b>				\$	0	\$ 0
<b>NET APPROPRIATION ITEM TRANSFERS</b>				\$	234,917	\$ (234,917)

\* This schedule does not include salary increase transfers and benefit replacement pay (BRP) transfers.

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**TEXAS DEPARTMENT OF LICENSING AND REGULATION**  
**INDIRECT COST SCHEDULE**  
 For the Fiscal Year Ended August 31, 2011

<b>A. Payroll Related Costs</b>		
FICA Employer Matching Contribution	\$ 1,331,391	
Group Health Insurance	2,143,681	
Retirement	1,162,750	
Unemployment	18,442	
<b>Total Payroll Related Costs</b>		<b>\$ 4,656,264</b>
Workers' Compensation (Indirect)	\$ -	
Benefit Replacement Pay (BRP)	70,344	
<b>Total Workers' Compensation and BRP</b>		<b>70,344</b>
<b>B. Indirect Costs</b>		
Bond Debt Service Payments	\$ -	
<b>Total Indirect Costs</b> (not reported on operating statements)		<b>-</b>
<b>C. Indirect Costs - Statewide Full Cost Allocation Plan</b>		
Building Depreciation	\$ 3,401	
CPA Fiscal and ITD	82,249	
CPA Purchasing & Support (TPASS)	13,303	
CPA Rebates	(2,192)	
Department of Information Resources	1,043	
DPS Caitol Security	262,787	
TFC Building & Utilities	664,750	
TFC Facilities Construction & Space Mgmt	1,429	
GOV Budget and Planning	451	
State Office of Risk Management	(6,980)	
<b>Total Indirect Costs - Statewide Full Cost Allocation Plan</b>		<b>1,020,240</b>
<b>TOTAL INDIRECT COSTS</b>		<b>\$ 5,746,848</b>

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**TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)**  
**SCHEDULE OF STATE-OWNED VEHICLES USED BY STATE EMPLOYEES**  
For the Fiscal Year Ended August 31, 2011

The following employees are authorized to use the agency's three state-owned vehicles:

<u>Name</u>	<u>Job Title</u>
Thomas Frist	Investigator
David Gunn	Investigator
W.L. Stribling	Investigator
Bill Kuntz	Executive Director
Brian Francis	Deputy Executive Director
George Ferrie	Director of Compliance
Lee Parham	Manager
Robert Posey	Manager
Elizabeth Perez	Program Manager
Margie Weaver	Assistant Program Manager
Eddie Morrison	Network Specialist
Jerry Daniel	Program Specialist
Larry Reichle	Program Specialist
Ben Delamater	Senior Purchaser
Larry Naylor	Purchasing/Property Manager
Michael Withrow	Purchaser
Paul Palermo	Purchaser
Mark Salazar	Support Services/Purchaser

The Investigators perform statutorily required inspections of water wells throughout the state. The Directors, Managers, Network Specialist, Program Specialists and Purchasers use agency vehicles to make presentations and to perform supervisory, staff, and administrative functions. When the vehicles are not in use, they are garaged at headquarters. Other individuals may be added to the list with the approval of the Executive Director or Deputy Executive Director.

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**TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)  
SCHEDULE OF RECYCLED, REMANUFACTURED AND ENVIRONMENTALLY SENSITIVE PURCHASES  
for the Fiscal Year Ended August 31, 2011**

Point of Contact: Ben Delamater Phone Number: (512) 463-4064 E-Mail Address: Ben@license.state.tx.us				
E1, E2, or E3	Description	Total Expenditures		
		Non-Delegated	Delegated	Total
Total E1 Including 1st Choice	Recycled	\$0.00	\$8,345.60	\$8,345.60
Total E2 Including 1st Choice	Remanufactured	\$1,300.00	\$0.00	\$1,300.00
Total E3 Including 1st Choice	Environmentally Sensitive	\$42,157.80	\$2,458.00	\$44,615.80
Total of E1, E2 and E3 includes Recycled 1st Choice Targeted Totals		\$43,457.80	\$10,803.60	\$54,261.40
FY 2011 1st Choice Targeted Commodities	Expenditures			% Spent on 1st Choice Products 100' [A/(A+B)]
	1st Choice Products (A)	Virgin Counterpart (B)	Total (A+B)	
Motor Oil & Lubricants	\$0.00	\$0.00	\$0.00	0.0%
Toilet Paper, Toilet Seat Covers & Paper Towels	\$0.00	\$0.00	\$0.00	0.0%
Printing Paper, Copier Paper & Computer Paper	\$0.00	\$0.00	\$0.00	0.0%
Business Envelopes	\$0.00	\$0.00	\$0.00	0.0%
Plastic Trash Bags	\$0.00	\$0.00	\$0.00	0.0%
Plastic Covered Binders	\$0.00	\$0.00	\$0.00	0.0%
Recycling Containers/Boxes	\$0.00	\$0.00	\$0.00	0.0%
Photocopiers	\$0.00	\$0.00	\$0.00	0.0%
<b>Total 1st Choice Targeted Commodities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0%</b>
Summary of Total Number of FY 2011 Justification Letters Delegated	Total Cost	Total Quality	Total Not Available	Total Other
Motor Oil & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00
Toilet Paper, Toilet Seat Covers & Paper Towels	\$0.00	\$0.00	\$0.00	\$0.00
Printing Paper, Copier Paper & Computer Paper	\$0.00	\$0.00	\$0.00	\$0.00
Business Envelopes	\$0.00	\$0.00	\$0.00	\$0.00
Plastic Trash Bags	\$0.00	\$0.00	\$0.00	\$0.00
Plastic Covered Binders	\$0.00	\$0.00	\$0.00	\$0.00
Recycling Containers	\$0.00	\$0.00	\$0.00	\$0.00
Photocopiers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Number(s)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>