

**Annual Report of Nonfinancial Data
for the year ended August 31, 2013**

**Texas Department of
Licensing and Regulation**

**William H. Kuntz, Jr.
Executive Director**





TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157, Capitol Station • Austin, Texas 78711
512-463-3173 • fax 512-475-2874 • www.tdlr.texas.gov

December 13, 2013

The Honorable Rick Perry, Governor
John Keel, CPA, State Auditor
Ursula Parks, Director, Legislative Budget Board

Lady and Gentlemen:

We are pleased to submit the Texas Department of Licensing & Regulation *Annual Report of Nonfinancial Data* for the year ended August 31, 2013, 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, Director of Financial Services, at (512) 463-3100.

Sincerely,

A handwritten signature in black ink, appearing to read "Will H. Kuntz, Jr." with a stylized flourish at the end.

William H. Kuntz, Jr.
Executive Director

Mike Arismendez, Chair – Littlefield, Texas

Tom Butler – Deer Park, Texas

LuAnn Morgan – Midland, Texas

Fred Moses – Plano, Texas

Catherine Rodewald – Frisco, Texas

Ravi Shah – Carrollton, Texas

Deborah A. Yurco – Austin, Texas

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**TEXAS DEPARTMENT OF LICENSING AND REGULATION
SCHEDULE OF SPACE OCCUPIED**

For the Fiscal Year Ended August 31, 2013

Location	Address	Lessor	Lease Number	Type	Usable Sq. Ft.	FTEs	Rental per Month			Comments
							Cost per Sq. Ft.	Cost per Month	Annual Cost	
State-Owned Buildings:										
Austin	920 Colorado				33,315					
Fort Worth	1501 Circle Dr, Suite 215				1,604					
Houston	5425 Polk Ave, Suite G80				4,854					
					39,773					
Free Space:										
(None)										
Leased Space:										
Austin	1106 Clayton Lane, Suites 125E and 325E	Twin Tower Ltd. Partnership	10289	Office/Meeting	12,650	91.5	1.3767	\$ 17,414.83	\$ 208,978	Suite 125 is the large meeting room used for Commission Meetings, Advisory Boards, Training, etc. Lease expires 11/30/2020.
Austin	1106 Clayton Lane, Suites 130E and 425E	Twin Tower Ltd. Partnership	20208	Offices	6,708	32.0	1.5400	\$ 10,330.32	\$ 123,964	Lease expires 11/30/2020.
					19,358			\$ 27,745.15	\$ 332,942	

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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, 2013

<u>Name</u>	<u>Type of Service Rendered</u>	<u>Amount</u>
Professional/Consulting Fees		
Paid from Governmental Funds:		
Alliance Work Partners	Services for Employees	\$10,855.40
Department of Information Resources	Data Consolidation Center	432,415.06
Garza/Gonzalez	Internal Auditing	59,587.00
Morningside Research and Consulting	Consultant Services - Tow Study	40,460.00
National Center for State Courts	Examination Services	20,524.00
Operational Strategies LLC	Educational/Training Services	7,800.00
S3 Telecom Inc	Customer Service Training	96,612.03
Texas Workforce Commission	Personnel Policies Audit	3,795.00
Total Paid from Governmental Funds		<u>\$672,048.49</u>
Total Professional/Consulting Fees		<u>\$672,048.49</u>
Legal Service Fees		
N/A		<u>\$0.00</u>
Total Legal Service Fees		<u>\$0.00</u>
Total Professional/Consulting and Legal Service Fees		<u>\$672,048.49</u>

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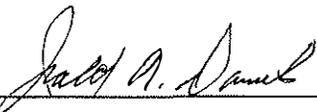
TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)
HUB STRATEGIC PLAN PROGRESS REPORT
For the Fiscal Year Ended August 31, 2013

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

Category	Actual for FY 12*	Actual for FY 13*	Goal for FY 14**
Heavy construction other than building contracts	N/A	N/A	N/A
Building construction, including general contractors and operative builders contracts	N/A	N/A	N/A
Special trade construction contracts	66.7%	75.6%	32.7%
Professional services contracts	100.0%	100.0%	23.6%
Other services contracts	7.9%	10.5%	24.6%
Commodities contracts	40.8%	19.3%	21.0%

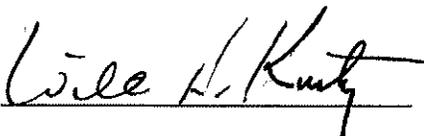
*Actual = % Spent with HUBs from HUB Report

**Goal = TPASS Annual Procurement Goal

Prepared by: 

Printed Name: Jerald A. Daniels

Phone Number: (512) 463-3100

Approved: 

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, 2013

ITEM OF APPROPRIATION

				<u>Transfers-In</u>	<u>Transfers-Out</u>	<u>Net Transfers</u>
A. Goal: Licensing						
Strategies:						
A.1.1	13004	License/Register/Certify	\$	113,900	\$	113,900
A.1.2	13023	License Businesses & Facilities		48,300		48,300
A.1.3	13003	Education and Examinations			(26,000)	(26,000)
A.1.4	13008	Customer Service		<u>372,500</u>		<u>372,500</u>
Total, Goal A: Licensing				\$	<u>534,700</u>	\$ <u>508,700</u>
B. Goal: Enforcement						
Strategies:						
B.1.1	13010	Conduct Inspections	\$		(280,000)	\$ (280,000)
B.1.2	13024	Building Plan Reviews			(173,000)	(173,000)
B.1.3	13009	Resolve Complaints			(73,200)	(73,200)
B.1.4	13025	Investigations			<u>(18,400)</u>	<u>(18,400)</u>
Total, Goal B: Enforcement				\$	<u>0</u>	\$ <u>(544,600)</u>
C. Goal: Indirect Administration						
Strategies:						
C.1.1	13800	Central Administration	\$		(1,100)	\$ (1,100)
C.2.1	13801	Information Resources		113,700		113,700
C.3.1	13802	Other Support Services		<u>21,300</u>		<u>21,300</u>
Total, Goal C: Indirect Administration				\$	<u>135,000</u>	\$ <u>133,900</u>
Contingency Rider Appropriations						
	22014	Rider 14 - Mega Event	\$		\$	0
	22843	Breeders			(98,000)	(98,000)
Total, Contingency Rider Appropriations				\$	<u>0</u>	\$ <u>(98,000)</u>
NET APPROPRIATION ITEM TRANSFERS				\$	<u>669,700</u>	\$ <u>0</u>

* 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, 2013

A. Payroll Related Costs		
FICA Employer Matching Contribution	\$ 1,379,976	
Group Health Insurance	2,207,486	
Retirement	1,084,842	
Unemployment	8,333	
Total Payroll Related Costs	<u> </u>	\$ 4,680,637
Workers' Compensation (Indirect)	\$ -	
Benefit Replacement Pay (BRP)	61,616	
Total Workers' Compensation and BRP	<u> </u>	61,616
B. Indirect Costs		
Bond Debt Service Payments	\$ -	
Total Indirect Costs (not reported on operating statements)	<u> </u>	<u> -</u>
C. Indirect Costs - Statewide Full Cost Allocation Plan		
Building Depreciation	\$ 25,587	
CPA Fiscal and ITD	179,239	
CPA Purchasing & Support (TPASS)	23,479	
CPA Rebates	(1,730)	
Department of Information Resources	535	
DPS Capitol Security	(26,543)	
TFC Building & Utilities	428,405	
TFC Facilities Construction & Space Mgmt	4,150	
GOV Budget and Planning	475	
State Office of Risk Management	7	
Total Indirect Costs - Statewide Full Cost Allocation Plan	<u> </u>	633,604
TOTAL INDIRECT COSTS		\$ 5,375,857

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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, 2013

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
Carlos Castillo	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.

