

**Annual Report of Nonfinancial Data
for the year ended August 31, 2014**

**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 12, 2014

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, 2014, 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 blue ink, appearing to read "Will. H. Kuntz, Jr.", written over a horizontal line.

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, 2014

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	181.7					
El Paso	401 E Franklin Ave, Ste 180				470	4.0					
Fort Worth	1501 Circle Dr, Suite 215				1,604	4.0					
Houston	5425 Polk Ave, Suite G80				4,854	9.0					
					40,243	198.7					
Free Space:											
(None)											
Leased Space:											
Austin	1106 Clayton Lane	Omninet Twin Towers, LP	20208							Lease expires 11/30/2020.	
	Suites 125E and 325E			Office/Meeting	12,650	17.0	1.54	\$ 19,481.00	\$ 233,772	Suite 125 is the large meeting room used for Commission Meetings, Advisory Boards, Training, etc.	
	Suites 130E and 425E			Offices	6,708	32.0	1.54	\$ 10,332.01	\$ 123,984		
	Suite 300E			Offices	6,379	86.0	1.54	\$ 9,823.66	\$ 117,884		
					25,737	135.0		\$ 39,636.67	\$ 475,640		

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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, 2014

<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	\$10,238.95
Council on Licensure Enforcement and Regulation	CLEAR Training	\$860.00
Department of Information Resources	Data Consolidation Center	505,857.42
Garza/Gonzalez	Internal Auditing	59,993.00
Gidleetex Investments Inc.	Breeder Training	3,500.00
Information System of Florida	Elevator Web Design	27,070.00
Law Office of Dan A Naranjo PC	Mediation Services	975.00
National Center for State Courts	Examination Services	20,524.00
School of Law - Commerce	Training Services	390.00
Texas Workforce Commission	Safety Training	1,764.00
University of Texas at Austin	Training Services	1,350.00
Total Paid from Governmental Funds		<u>\$632,522.37</u>
Total Professional/Consulting Fees		<u>\$632,522.37</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>\$632,522.37</u>

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TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)
HUB STRATEGIC PLAN PROGRESS REPORT
For the Fiscal Year Ended August 31, 2014

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

Category	Actual for FY 13*	Actual for FY 14*	Goal for FY 15**
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	75.6%	0.00%	32.7%
Professional services contracts	100.0%	100.0%	23.6%
Other services contracts	10.5%	5.8%	24.6%
Commodities contracts	19.7%	34.3%	21.0%

*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, 2014

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	\$ 105,034.60	\$	(16.42)	\$	105,018.18
A.1.2	13023	License Businesses & Facilities			(5,034.60)		(5,034.60)
A.1.3	13003	Education and Examinations			(45,000.00)		(45,000.00)
A.1.4	13008	Customer Service	<u>135,000.00</u>				<u>135,000.00</u>
Total, Goal A: Licensing			<u>\$ 240,034.60</u>	\$	<u>(50,051.02)</u>	\$	<u>189,983.58</u>
B. Goal: Enforcement							
Strategies:							
B.1.1	13010	Conduct Inspections	\$ 2,656.29	\$	(185,000.00)	\$	(182,343.71)
B.1.2	13024	Building Plan Reviews	16.42				16.42
B.1.3	13009	Resolve Complaints	40,000.00		(1,474.02)		38,525.98
B.1.4	13025	Investigations			<u>(41,182.27)</u>		<u>(41,182.27)</u>
Total, Goal B: Enforcement			<u>\$ 42,672.71</u>	\$	<u>(227,656.29)</u>	\$	<u>(184,983.58)</u>
C. Goal: Indirect Administration							
Strategies:							
C.1.1	13800	Central Administration	\$ 455.42	\$	(29,681.88)	\$	(29,226.46)
C.2.1	13801	Information Resources			(455.42)		(455.42)
C.3.1	13802	Other Support Services	<u>1,000.00</u>				<u>1,000.00</u>
Total, Goal C: Indirect Administration			<u>\$ 1,455.42</u>	\$	<u>(30,137.30)</u>	\$	<u>(28,681.88)</u>
Capital Budget							
	53001	IT Replacement Equipment	\$ 23,539.53	\$		\$	23,539.53
	22843	DIR-DCC Contract					-
Total, Capital Budget			<u>\$ 23,539.53</u>	\$	<u>-</u>	\$	<u>23,539.53</u>
Other							
	97768	Convenience Fees	\$ 142.35			\$	142.35
Total, Other			<u>\$ 142.35</u>	\$	<u>-</u>	\$	<u>142.35</u>
NET APPROPRIATION ITEM TRANSFERS			<u>\$ 307,844.61</u>	\$	<u>(307,844.61)</u>	\$	<u>0.00</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, 2014

A. Payroll Related Costs		
FICA Employer Matching Contribution	\$	1,336,568
Group Health Insurance		2,327,112
Retirement		1,297,049
Unemployment		6,969
Total Payroll Related Costs		<u>\$ 4,967,698</u>
Workers' Compensation (Indirect)	\$	-
Benefit Replacement Pay (BRP)		56,322
Total Workers' Compensation and BRP		<u>56,322</u>
B. Indirect Costs		
Bond Debt Service Payments	\$	-
Total Indirect Costs (not reported on operating statements)		<u>-</u>
C. Indirect Costs - Statewide Full Cost Allocation Plan		
Building Depreciation	\$	17,393
CPA Fiscal and ITD		134,961
CPA Purchasing & Support (TPASS)		1,127
CPA Rebates		(1,741)
Department of Information Resources		742
DPS Capitol Security		(45,450)
TFC Building & Utilities		308,975
TFC Facilities Construction & Space Mgmt		(3,773)
GOV Budget and Planning		241
Rounding		2
Total Indirect Costs - Statewide Full Cost Allocation Plan		<u>412,477</u>
TOTAL INDIRECT COSTS		<u>\$ 5,436,497</u>

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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, 2014

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

<u>Name</u>	<u>Job Title</u>
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
Vicky Miller	Program Specialist
Gus Calderon	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.