



TEXAS DEPARTMENT OF **LICENSING & REGULATION**

# ANNUAL REPORT OF NONFINANCIAL DATA

for the year ended August 31, 2020

Texas Department of  
Licensing & Regulation

Brian Francis  
Executive Director





## TABLE OF CONTENTS

LETTER OF TRANSMITTAL

### SCHEDULES:

Schedule of Space Occupied	1
Schedule of Professional/Consulting and Legal Service Fees	2
HUB Strategic Plan Progress Report	3
Appropriation Item Transfer Schedule	4
Indirect Cost Schedule	5
Schedule of State-Owned Vehicles Used by State Employees	6



# TEXAS DEPARTMENT OF LICENSING & REGULATION

Executive Office • PO Box 12157 • Austin, Texas 78711 • (512) 463-3173 • Fax (512) 475-2874

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

December 31, 2020

The Honorable Greg Abbott, Governor  
Lisa Collier, First Assistant State Auditor, State Auditor's Office  
Jerry McGinty, Director, Legislative Budget Board

Dear Gov. Abbott, Ms. Collier, and Mr. McGinty:

We are pleased to submit the Texas Department of Licensing and Regulation *Annual Report of Nonfinancial Data* for the year ending on August 31, 2020, in compliance with the Texas Government 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 Brandy Corrales, Director of Financial Services, at (512) 463-3100.

Sincerely,

A handwritten signature in black ink, appearing to be "B. Francis", with a stylized flourish at the end.

Brian Francis  
Executive Director

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

For the Fiscal Year Ended August 31, 2020

Location	Address	Lessor	Lease Number	Type	Usable Sq. Ft.	FTEs	Rental per Month		Annual Cost	Comments
							Cost per Sq. Ft.	Cost per Month		
State-Owned Buildings:										
Austin	920 Colorado				33,676	182.0				
Fort Worth	1501 Circle Dr, Suite 215				1,806	9.0				
Houston	5425 Polk Ave, Suite G80				4,854	7.0				
					40,336	198.0				
Free Space:										
(None)										
Leased Space:										
Austin	1106 Clayton Lane	Omninet Twin Towers, LP	20208							Lease expires 01/31/2026
	Suites 125E and 325E			Office/Meeting	12,650	94.0	18.72	19,735.04	236,820.52	Suite 125 is the large meeting room used for Commission and Advisory Board Meetings, Training, etc.
	Suites 130E and 425E			Offices	10,181	56.0	18.72	15,885.75	190,629.04	
	Suite 300E			Offices	6,379	23.0	18.72	9,951.77	119,421.26	
	Suite 105E			Offices	2,233	14.0	20.73	3,857.51	46,290.09	
	Suite 105W - 110W			Offices	5,092	33.0	25.84	10,962.82	131,553.86	
	Suite 200E			Offices	6,659	46.0	25.00	13,872.92	166,475.00	
	Suite 111 112w			Offices	4,821	31.0		-	-	
					48,015	220.0		74,265.81	891,189.77	
Austin	2400 W Braker Lane		20219							Lease expires 12/31/2021
	Warehouse			Storage	3,582	1.0	11.52	3,438.72	41,264.64	Warehouse space for motor fuels program and driver safety program equipment
					3,582	1.0		3,438.72	41,264.64	



**TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)**  
**SCHEDULE OF PROFESSIONAL/CONSULTING AND LEGAL SERVICE FEES**  
For the Fiscal Year Ended August 31, 2020

<b>Name</b>	<b>Type of Service Rendered</b>	<b>Amount</b>
Aaron M. Heath	Educational/Training Services	445.00
Amanda Hudson	Other Witness Fees	1,600.00
Austin Community College	Educational/Training Services	-
Cathy Allen Rude	Other Witness Fees	(400.00)
Charles E. Johnson	Educational/Training Services	95.00
Christina L. Kaiser	Educational/Training Services	120.00
Deer Oaks EAP Services LLP	Other Professional Services	12,476.43
Elliott Hudson	Other Witness Fees	2,000.00
Focus Eduvation Inc	Other Professional Services	(0.08)
Globalscope Communications Corporation	Consulting Services - Information Technology (Computer)	(13,890.52)
Harold Ashley Ledger	Consultant Services - Other	400.00
Joseph George Burckhardt	Consultant Services - Other	1,200.00
Knowbility Inc	Educational/Training Services	1,300.01
Latonya J. Peques	Educational/Training Services	-
Laura S. Pfefferle	Educational/Training Services	95.00
Legal Files Software	Information Technology Services	11,520.00
Luna Data Solutions Inc	Information Technology Services	47,375.00
Micropact Global Inc	Information Technology Services	3,286.80
National Fire Protection Association	Educational/Training Services	161.85
Omninet Twin Towers LP	Computer Services-Statewide Technology Center	-
Paula Davis	Other Witness Fees	(400.00)
Prolim Global Corporation	Information Technology Services	166,913.00
Red River Consulting Services LLC	Information Technology Services	40,000.00
RM Walker Training and Facilitation LLC	Educational/Training Services	500.00
Soisson and Associates	Educational/Training Services	-
Solid Border Inc	Computer Services-Statewide Technology Center	-
Solid Border Inc	Information Technology Services	1,800.00
State Bar of Texas-CLE	Educational/Training Services	370.00
Sylva Kennedy	Consultant Services - Other	400.00
Texas Dept of Information Resources	Computer Services-Statewide Technology Center	1,010,168.09
TST Strategies LLC	Educational/Training Services	-
University of Texas at Austin	Computer Services-Statewide Technology Center	-
Weaver and Tidwell LLP	Financial and Accounting Services	68,662.50
<b>Total Professional / Consulting Fees</b>		<b>\$ 1,356,198.08</b>

**LEGAL SERVICE FEES**

Briahna White	Judgement/Settlement - Claimant/Other Legal Fee	1,756.23
<b>Total Legal Service Fees</b>		<b>\$ 1,756.23</b>

**Total Professional / Consulting Fees and Legal Service Fees** **\$ 1,357,954.31**

Unaudited  
**STATE AGENCY PROGRESS REPORT**  
 (Source: Texas Government Code, Title 10, Subtitle D, Section 2161.124)

Agency Name: Texas Department of Licensing & Regulation

Agency #: 452

HUB Report Procurement Categories	Fiscal 2019		Fiscal 2020		Fiscal 2021
	Agency-Specific HUB Goal*	% of Dollars Spent w/HUBs**	Agency-Specific HUB Goal*	% of Dollars Spent w/HUBs**	Agency-Specific HUB Goal*
Heavy construction other than building contracts	N/A	N/A	N/A	N/A	N/A
Building construction, including general contractors and operative builders contracts	N/A	N/A	N/A	N/A	N/A
Special trade construction contracts	N/A	N/A	N/A	N/A	N/A
Professional services contracts	75.00%	0.00%	N/A	N/A	N/A
Other services contracts	8.00%	23.64%	11.32%	23.12%	23.38%
Commodities contracts	40.00%	45.19%	47.20%	48.16%	47.20%

\* For each of the procurement categories listed, enter your Agency-Specific HUB Goals.

\*\* For each of the procurement categories listed, enter the percentage of dollars the agency spent with HUBs as reflected in the Annual HUB Reports.

Prepared By:

*Brandy Corrales*

Printed Name:

Brandy Corrales

Phone Number:

(512) 463-3100

Approved by:

*Mike Arismendez*

Printed Name:

Mike Arismendez

Phone Number:

(512) 463-3170



UNAUDITED

**TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)**  
**APPROPRIATION ITEM TRANSFER SCHEDULE\***  
For the Fiscal Year Ended August 31, 2020

**ITEM OF APPROPRIATION**

			<u>Transfers-In</u>		<u>Transfers-Out</u>		<u>Net Transfers</u>
<b>A. Goal: Licensing</b>							
<b>Strategies:</b>							
<b>A.1.1</b>	13004	License/Register/Certify	\$ -	\$	(10,000.00)	\$	(10,000.00)
<b>A.1.2</b>	13023	License Businesses & Facilities	-		-		-
<b>A.1.3</b>	13003	Education and Examinations	-		-		-
<b>A.1.4</b>	13008	Customer Service	10,000.00		-		-
<b>Total, Goal A: Licensing</b>			\$ 10,000.00	\$	(10,000.00)	\$	-
<b>B. Goal: Enforcement</b>							
<b>Strategies:</b>							
<b>B.1.1</b>	13010	Conduct Inspections	\$ -	\$	-	\$	-
<b>B.1.2</b>	13024	Building Plan Reviews	-		(150,000.00)		(150,000.00)
<b>B.1.3</b>	13009	Resolve Complaints	-		-		-
<b>B.1.4</b>	13025	Investigations	150,000.00		-		150,000.00
<b>Total, Goal B: Enforcement</b>			\$ 150,000.00	\$	(150,000.00)	\$	-
<b>C. Goal: Indirect Administration</b>							
<b>Strategies:</b>							
<b>C.1.1</b>	13800	Central Administration	\$ -	\$	-	\$	-
<b>C.2.1</b>	13801	Information Resources	-		-		-
<b>C.3.1</b>	13802	Other Support Services	-		-		-
<b>Total, Goal C: Indirect Administration</b>			\$ -	\$	-	\$	-
<b>NET APPROPRIATION ITEM TRANSFERS</b>			\$ 160,000.00	\$	(160,000.00)	\$	-

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

UNAUDITED

**TEXAS DEPARTMENT OF LICENSING AND REGULATION  
INDIRECT COST SCHEDULE**

For the Fiscal Year Ended August 31, 2020

**A. Payroll Related Costs**

FICA Employer Matching Contribution	2,249,326.68	
Group Health Insurance	3,848,699.65	
Retirement	2,759,901.58	
Unemployment	14,019.77	
Other Employment Expense-surcharge	85,198.90	
Payroll Health Insurance Contribution	277,367.19	
Additional Payroll Retirement Contribution	146,040.91	
<b>Total Payroll Related Costs</b>		<b><u>9,380,554.68</u></b>

Workers' Compensation (Indirect)	38,229.76	
Benefit Replacement Pay (BRP)	32,712.18	
<b>Total Workers' Compensation and BRP</b>		<b><u>70,941.94</u></b>

**B. Indirect Costs**

Bond Debt Service Payments	-	
<b>Total Indirect Costs</b> (not reported on operating statements)		<b><u>-</u></b>

**C. Indirect Costs - Statewide Full Cost Allocation Plan**

(Note that these are costs were not available at the time of this report)

Building Depreciation	77,069.00	
Equipment Depreciation	-	
CPA Administration	-	
CPA Fiscal and ITD	386,506.00	
CPA Purchasing & Support (TPASS)	9,346.00	
CPA Rebates	(15,500.00)	
DPS Capitol Security	5,622.00	
TFC Administration	-	
TFC Planning and Real Estate Mgmt	333,174.00	
GOV Budget and Planning	697.00	
State Preservation Brd	-	
Rounding	(1.00)	
		<b><u>796,913.00</u></b>

**Total Indirect Costs - Statewide Full Cost Allocation Plan** **796,913.00**

**TOTAL INDIRECT COSTS** **10,248,409.62**



UNAUDITED

**TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)**  
**SCHEDULE OF STATE-OWNED VEHICLES USED BY STATE EMPLOYEES**  
For the Fiscal Year Ended August 31, 2020

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

<b>Name</b>	<b>Job Title</b>
David Gonzales	Deputy Executive Director
Lee Parham	Deputy Director, RPM
David Gunn	Program Manager
Jerry Daniel	Program Specialist
Larry Reichle	Program Specialist
Norman Kieke	Program Specialist
Adam Foster	Hydrologist
Michael Withrow	Purchaser
Brian Kelly	Purchaser/Property Manager
Serlester Boone	Purchaser
Claire Satterwhite	Natural Resource Specialist
Robyn Finny	RPM
Henry Maldonado	RPM
Billy Hord	RPM
Tony Zimmer	Enforcement
Martin Garcia	RPM
Harry Rodriguez	RPM
Chris Bell	Enforcement
Efrain Alejandro	RPM
Richard Bolton	RPM
Johnathan Rogers	RPM
Jack Phillips	RPM
Timothy Morales	RPM
Matthew Williams	RPM
Juan Zarate	RPM
Loren Smith	Fleet Manager

The Hydrologists perform statutorily required inspections of water wells throughout the state. The Directors, Managers, Program Specialists and Purchasers use the 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.