



Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

Fiscal Year 2017 Operating Budget

Revised
August 2016

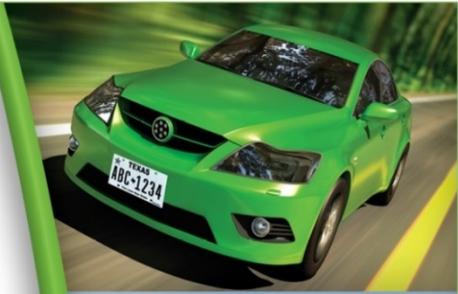




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Texas Department *of* Motor Vehicles

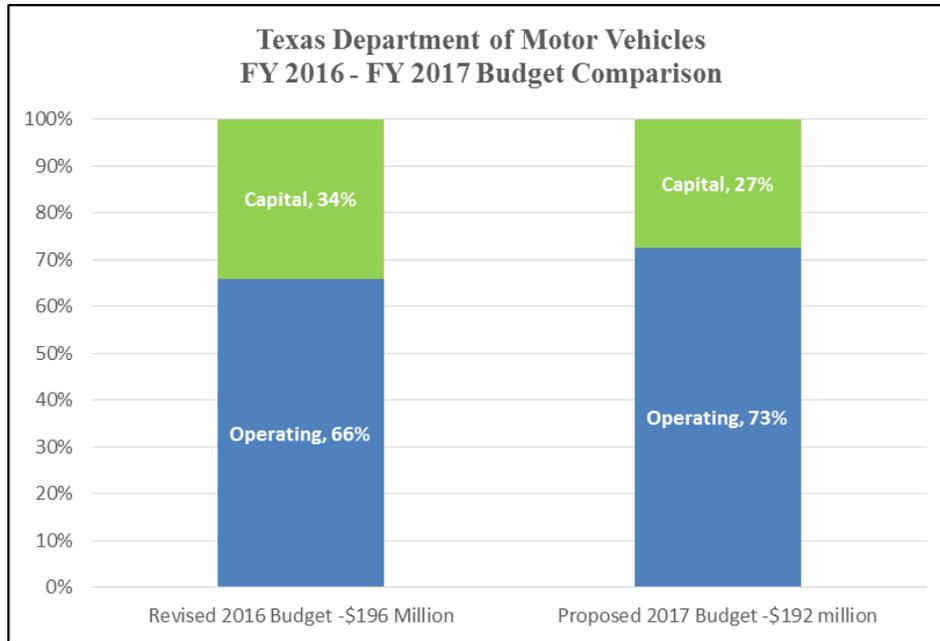
Part I: Fiscal Year 2017 Operating Budget



Agency Summary

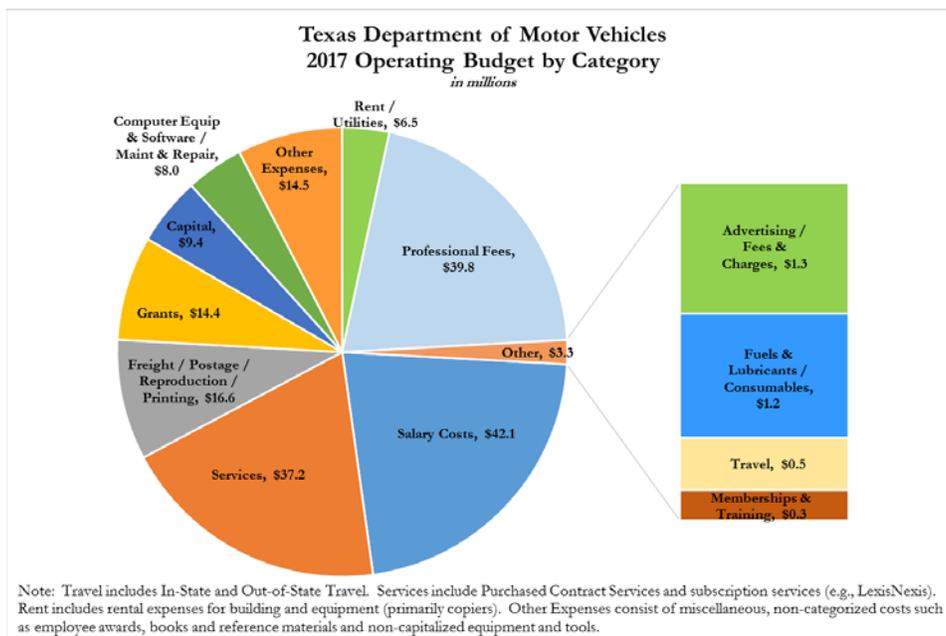
TxDMV is governed by a nine member board appointed by the Governor, with the advice and consent of the Senate, to serve six-year overlapping terms. The agency’s mission is “to serve, protect and advance the citizens and industries in the state with quality motor vehicle related services.”

The Executive Director, Whitney Brewster, and Deputy Executive Director, Shelly Mellott, oversee the agency’s day-to-day operations. The executive director reports to the agency board and directs staff to enact operational changes as a result of enacted legislation and implement policies and rules approved by the board.



The agency’s Fiscal Year 2017 operating budget of approximately \$192 million is a net decrease of \$4 million over the Fiscal Year 2016 revised budget of \$196 million. The decrease is driven by reduced appropriations for technology projects (including Automation and AMSIT, which were front-loaded in 2016), and the Data Center Contract account for a \$25 million decrease. The decrease is offset by additional costs for online fulfillment, credit card fees and a \$10 million increase in the estimated carry-forward from Fiscal Year 2016 to 2017 (compared to the estimated carry-forward from Fiscal Year 2015 to 2016).

The pie chart below reflect the Fiscal Year 2017 operating budgets by category. A description of the budget categories can be found in [Appendix A](#).





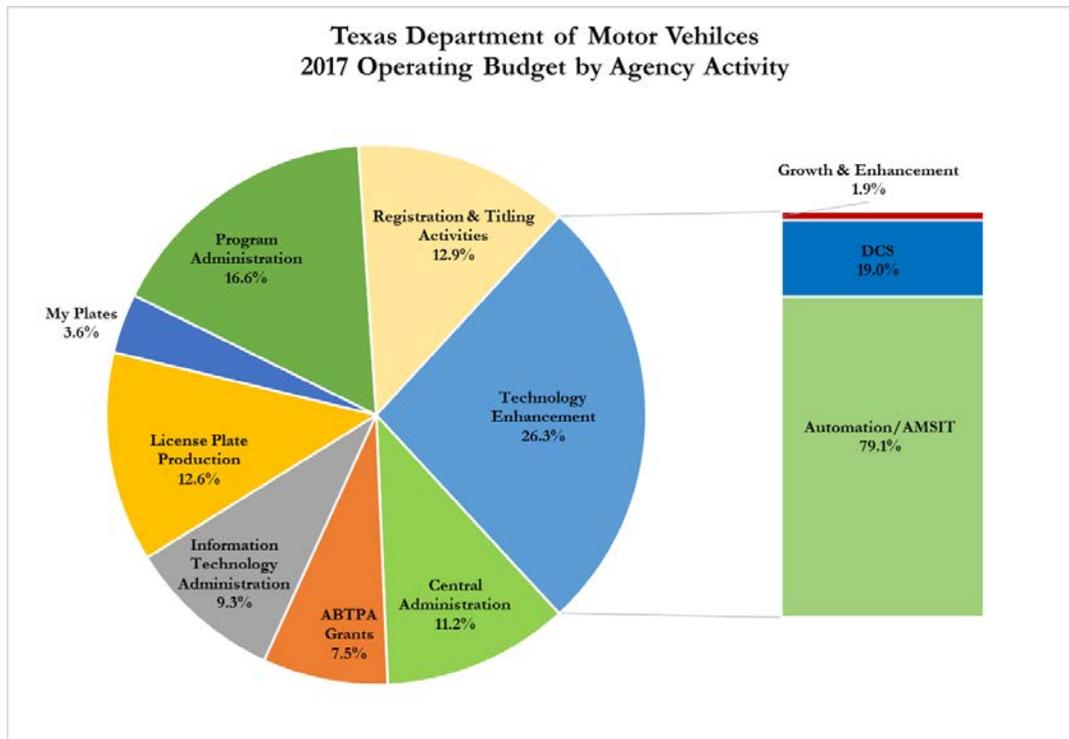
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Beginning Fiscal Year 2017, the agency’s method of financing will change from General Revenue (except for the Automobile Burglary and Theft Prevention Authority), to the TxDMV Fund, which is funded by dedicated revenue streams.

Major agency initiatives in fiscal 2017 include implementation of the processing and handling (P&H) fee, relocation of three regional service centers, establishment of the TxDMV fund and relocation of headquarters staff at Bull Creek. Major capital budget initiatives includes the refresh of county technology equipment and implementation of the eLICENSING project.

The TxDMV budget is primarily allocated to registration, titling, and license plates and upgrading agency technology. The pie chart below shows that 35.6% of the budget is allocated to technology enhancement (26.3%) and technology administration (9.3%). Of the 26.3% budgeted for technology enhancement, more than three-quarters is earmarked for Automation projects. A total of 25.5% of the agency budget is dedicated to license plates (12.6%) and the production of registration and title materials (12.9%).

Program Administration (16.6%) includes budgets for administration of agency programs including ABTPA, Motor Vehicle, Motor Carrier programs (Oversize/Overweight and Texas IRP), Inspections and Enforcement, Lemon Law (including management and administrative hearings), and Registration and Titling activities. The remainder of the budget includes funding for central administration/support services (11.2%), grants for ABTPA (7.5%), and the MyPlates contract (3.6% percent).



Program Administration

ABTPA, Consumer Relations, Enforcement, Motor Carrier, Motor Vehicle, Office of Administrative Hearings, Vehicle Titles and Registration

Central Administration

Executive Office (including Civil Rights), Board Support Office, Finance and Administrative Services (excluding license plate production), Office of General Counsel, Government and Strategic Communications, Office of Innovation and Strategy, Internal Audit

Information Technology:

Enterprise Project Management
Information Technology Division



Fiscal Year 2017 Strategy Appropriations

The GAA appropriated \$145 million for Fiscal Year 2017. The GAA also includes additional appropriations for legislatively approved salary increases, certain unexpended balances and other allowable costs. The following chart depicts the TxDMV Fiscal Year 2017 budget by Program Goal and Strategy.

A. Goal: Optimize Services and Systems		FY 2017
A.1.1. Strategy: Titles, Registrations, and Plates		\$ 73,600,156
A.1.2. Strategy: Vehicle Dealer Licensing		\$ 4,094,083
A.1.3. Strategy: Motor Carrier Permits & Credentials		\$ 8,793,892
A.1.4. Strategy: Technology Enhancement & Automation		\$ 2,583,993
A.1.5. Strategy: Customer Contact Center		\$ 2,154,621
Total, Goal A: Optimize Services and Systems		\$ 91,226,745
B. Goal: Protect the Public		
B.1.1. Strategy: Enforcement		\$ 5,370,265
B.2.1. Strategy: Automobile Theft Prevention		\$ 14,912,006
Total, Goal B: Protect the Public		\$ 20,282,271
C. Goal: Indirect Administration		
C.1.1. Strategy: Central Administration		\$ 7,770,237
C.1.2. Strategy: Information Resources		\$ 22,135,425
C.1.3. Strategy: Other Support Services		\$ 3,814,023
Total, Goal C: Indirect Administration		\$ 33,719,685
Total TxDMV Appropriation Budget		\$ 145,228,701
Other Adjustments		
Estimated Appropriation Salary Increase for General State Employees Article IX Sec 18.02		\$ 886,987
Estimated Increase for Benefit Replacement Pay		\$ 113,012
Article IX, Sec. 8.15 Cost Recovery of Fees - Online Fulfillment & Credit Card Fees		\$ 7,882,924
Projected Unexpended Balance Carry-forward (\$37,629,162)		
Federal Grants and State Matching Fund (CVISN)		\$ 435,000
Capital - Tx Automation Systems Article VII Rider 5		\$ 23,693,671
Article IX, Sec. 14.03(i) Limitation on Expenditures - Capital Budget		
AMSIT		\$ 6,990,955
Data Center Consolidation		\$ 1,937,826
Technology Replacement & Upgrades - County Support		\$ 3,699,003
Agency Growth & Enhancements & Relocation of RSC		\$ 872,707
Subtotal, Other Adjustments		\$ 46,512,085
Total TxDMV Operating Budget		\$ 191,740,786
Method of Finance		
General Revenue Fund		\$ 38,595,666
DMV Fund		\$ 139,190,775
State Highway Fund (estimated Automation UB)		\$ 13,736,845
Federal Reimbursements		\$ 217,500
Total, Method of Finance		\$ 191,740,786

Fiscal Year 2017 Operating Budget by Division

The General Appropriations Act provides the agency with its total appropriation amount by goal and strategy. In comparison, the purpose of the operating budget is to establish a specific operating budget allocation by division and capital project.

The table below outlines TxDMV's Fiscal Year 2017 operating budget and the number of FTEs by division/office.

Division/Office	FY 2017 Preliminary Budget	FTE Allocation
Automobile Burglary and Theft Prevention Authority	\$ 14,920,849	5.0
Board Support Office	\$ 139,177	1.0
Consumer Relations Division	\$ 2,195,154	45.0
Enforcement Division	\$ 5,375,828	82.0
Enterprise Project Management Office	\$ 1,572,954	17.0
Executive Office*	\$ 637,411	5.0
Finance and Administrative Services Division	\$ 35,805,837	71.0
Office of General Counsel	\$ 1,025,938	11.0
Government and Strategic Communications Division	\$ 1,140,338	10.0
Human Resources Division	\$ 951,564	8.0
Information Technology Services Division	\$ 16,275,300	92.0
Office of Innovation & Strategy	\$ 128,150	1.0
Internal Audit Office	\$ 293,500	3.0
Motor Carrier Division	\$ 7,164,420	119.0
Motor Vehicle Division	\$ 2,423,586	38.0
Office of Administrative Hearings	\$ 413,685	5.0
Vehicle Titles and Registration Division	\$ 36,219,738	250.0
Agency Wide**	\$ 12,542,264	0.0
Subtotal	\$ 139,225,693	763.0
Capital Projects and Projected Carry-forward		
Data Center Consolidation	\$ 7,636,433	
Technology Replacement & Upgrades - County Support	\$ 5,500,000	
Growth & Enhancements - Agency Operations Support	\$ 949,498	
Relocation of Bull Creek Campus Facilities	\$ 800,000	
Projected Unexpended Balance Carry-Forward	\$ 37,629,162	
Subtotal	\$ 52,515,093	
Agency Total	\$ 191,740,786	
Method of Finance		
General Revenue Fund	\$ 38,595,666	
DMV Fund	\$ 139,190,775	
State Highway Fund (estimated Automation UB)	\$ 13,736,845	
Federal Reimbursements	\$ 217,500	
Method of Finance Total	\$ 191,740,786	

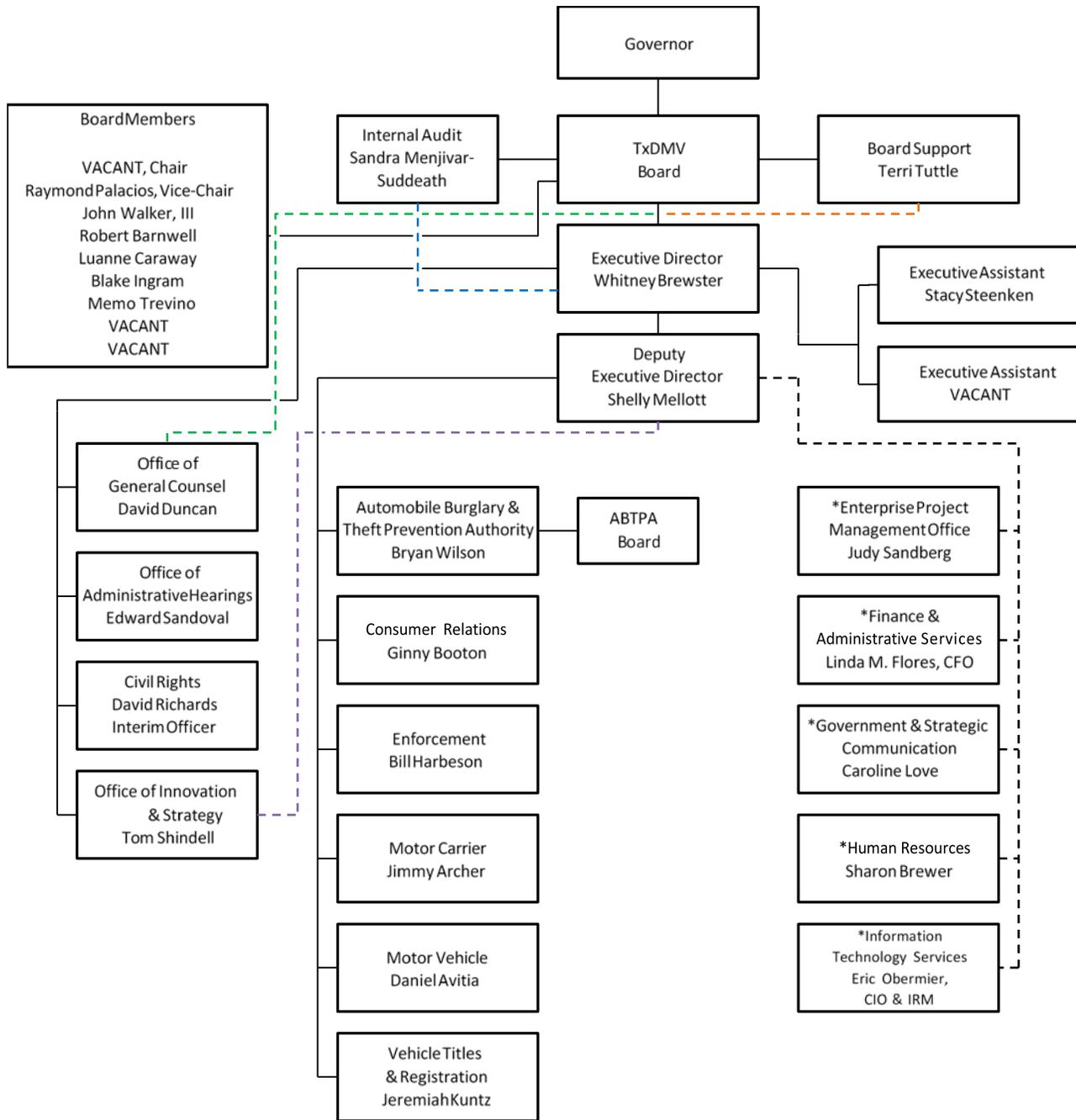
*Executive office includes \$105,330 and 1 FTE for Civil Rights Office.

**Includes costs for online fulfillment, primarily credit card fees to Tx.gov.



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TxDMV Organizational Chart



**Note: Although these positions report directly to the ED, rank is equivalent to the Motoring Services Division Directors. The DED assumes the responsibilities of the ED in absentia.*

Part II: Fiscal Year 2017 Contracts



Fiscal Year 2017 Contract Summary

The agency executes contracts that are statutorily required and also executes contracts that are not required by law but enable it to perform its duties and operations. The Board's approval of the operating budget constitutes approval of any contracts listed in the operating budget.

The agency will execute approximately 195 new contracts and renewals of existing contracts that are not statutorily required but assist the agency in performing its operations.

The agency anticipates the renewal of 17 statutorily required contracts in Fiscal Year 2017.

The Fiscal Year 2017 budget currently includes:

- 14 contracts of more than \$200,000
 - ✓ 2 of which require board approval
- 9 contracts between \$100,000-\$200,000
- 137 contracts of less than \$100,000
- 18 IT Staff Augmentation contracts
- 17 statutorily required contracts

The following pages detail both statutorily required and optional contracts by division, vendor, purpose, contract period, and amount.

Note:

The contracts listed on the following pages are subject to change based on the final terms and conditions negotiated.



Fiscal Year 2017 Delegated and Statewide Contracts more than \$200,000

Contracts, including Statewide Contracts that have a cumulative cost value of more than \$200,000, (Commodities over \$25,000 and Services over \$100,000 must be reviewed by the Texas Comptroller of Public Accounts; Government Code 2156.121) may be delegated to the agency by the Texas Comptroller of Public Accounts. The executive director must obtain board approval for contracts \$200,000 or more prior to award or renewal unless specifically excluded and ensure that the contract is within budget guidelines in accordance with established procurement contract laws, rules, regulations and policies of oversight agencies.

The contracts listed below require Board approval for the award and/or renewal and proposed contract amounts for Fiscal Year 2017. Additional procurements may be conducted during the fiscal year and will be presented to the Board individually upon occurrence.

Division	Vendor	Purpose	Contract Period		FY 2017 Contract Amount	Total Contract Amount
			Award	Expire		
Motor Carrier	Southwest Research Institute	MCD requests to increase the Southwest Research Institute purchase order by \$310,000. Of that amount we project that \$130,000 will be received from the Federal Motor Carrier Safety Administration (FMCSA) 2016 CVISN grant when the grant is awarded (late August/early September) to DPS. These funds will be used to make modifications to the Texas Commercial Vehicle Information Exchange Window (TxCVIEW) as FMCSA moves their data to a cloud environment, modifies some of their web services, changes databases or requirements for TxCVIEW, and FMCSA's rolling out a new Unified Carrier Registration application.	3/31/2014	1/31/2018	\$ 310,000	\$ 1,960,000
Vehicle Titles and Registration	American Association of Motor Vehicle Administration	Information systems title check through AAMVA	10/1/2016	9/30/2017	\$ 240,000	\$ 240,000
Total					\$ 550,000	\$ 2,200,000



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Excluded Contracts

The following contracts have a cumulative cost value of more than \$200,000. In accordance with the Board Resolution Adopting Contract Approval Procedures, these contracts are excluded from Board approval procedures. These contracts include (1) routine operations; (2) procured from the Texas Council on Competitive Government (CCG); (3) Texas Department of Information Resources (DIR); and (4) Texas Procurement and Support Services (TPASS).

Division	Vendor	Purpose	Contract Period		FY 2017 Contract Amount	Total Contract Amount
			Award	Expire		
Capital Projects	Deloitte Consulting LLP	e-Licensing	8/31/2015	3/31/2017	\$ 237,193	\$ 4,570,480
Capital Projects	TX Dept. of Transportation	CVISN Advance Bridge Clearance	10/9/2015	3/31/2017	\$ 350,000	\$ 435,000
Capital Projects	Deloitte Consulting LLP	RTS Workstream 4	11/19/2015	11/18/2016	\$ 3,500,000	\$ 10,850,000
Capital Projects	INSIGHT PUBLIC SECTOR INC	County refresh and ongoing maintenance of County equipment	8/7/2016	8/6/2017	\$ 7,507,635	\$ 7,915,635
Capital Projects	Deloitte Consulting LLP	RTS Refactoring	8/1/2013	9/30/2017	\$ 1,183,173	\$ 22,349,791
Finance and Administrative Services	RAGSDALE-BROOK	Houston RSC	6/26/2014	8/31/2024	\$ 288,621	\$ 3,037,604
Information Technology Services	EXPLORE INFORMATION SERVICE LLC	IRP Software Maintenance	7/17/2014	3/31/2017	\$ 322,312	\$ 995,561
Information Technology Services	HP ENTERPRISE SERVICES LLC	eTags Application Maintenance	7/9/2014	7/7/2017	\$ 220,344	\$ 710,505
Motor Carrier	PROMILES SOFTWARE DEVELOPMENT CORP	TxPROS software maintenance	5/12/2016	8/31/2018	\$ 603,180	\$ 1,206,360
Vehicle Titles & Registration	RR DONNELLEY COMPANY	Title Paper	3/6/2016	3/8/2018	\$ 376,228	\$ 1,255,567
Finance and Administrative Services	Pitney Bowes	Postage	6/1/2017	8/31/2017	\$ 250,000	\$ 250,000
Vehicle Titles & Registration	Pitney Bowes	Postage	9/1/2016	8/31/2017	\$ 9,545,112	\$ 9,545,112
Total					\$ 24,383,799	\$ 63,121,613

Fiscal Year 2017 Statutorily Required Contracts and Term Contracts (Informational Only)

Contracts required by statute include but are not limited to the State Office of Administrative Hearings (contested cases), the State Office of Risk Management (SORM), Workers' Compensation, vehicle liability insurance and property insurance, and the Texas Department of Criminal Justice (manufacturing of license plates, registration stickers and placards, etc.).

Anticipated statutorily required contracts for Fiscal Year 2017

Division	Vendor	Purpose	Contract Period		FY 2017 Contract Amount	Total Contract Amount
			Award	Expire		
Agency Wide	State Office of Risk Management	Workers compensation & Risk management service	9/1/2016	8/31/2017	\$ 64,084	\$ 128,168
Capital Projects	INFORMATION RESOURCES	Data Center Services	7/8/2014	8/31/2017	\$ 7,636,433	\$ 23,910,369
Finance and Administrative Services	ALLIANT INSURANCE SERVICES INC	Fleet liability ins premium	5/13/2016	8/31/2017	\$ 13,500	\$ 13,500
Finance and Administrative Services	Arthur J Gallagher Risk Management Services, Inc	Property Liability insurance per State Office of Risk Management	9/1/2016	8/31/2017	\$ 8,500	\$ 10,500
Finance and Administrative Services	Open Text	Digital Imaging services	9/1/2016	8/31/2017	\$ 3,385,295	\$ 6,801,171
Finance and Administrative Services	Texas Dept of Criminal Justice	Manufacturing of License Plates/Stickers	9/1/2016	8/31/2017	\$ 23,271,101	\$ 46,293,946
Finance and Administrative Services	Texas State Library	Records Storage	9/1/2016	8/31/2017	\$ 17,000	\$ 34,000
Finance and Administrative Services	TIBH Industries Inc.	RSC Janitorial Services	6/30/2015	6/30/2017	\$ 261,024	\$ 525,648
Finance and Administrative Services	TIBH Industries Inc.	HQ Janitorial Services	9/1/2016	8/31/2017	\$ 173,238	\$ 564,430
Finance and Administrative Services	TIBH Industries, Inc.	Transportation/freight services for plates provided by SVA Services	9/1/2016	8/31/2017	\$ 715,000	\$ 715,000
Finance and Administrative Services	TX Comptroller of Public Accounts	Fleet mgmt system support fee	5/11/2015	8/31/2020	\$ 407	\$ 2,033
Finance and Administrative Services	Texas Dept of Transportation	Interagency contract between TxDMV & TxDOT	9/1/2016	8/31/2017	\$ 2,000,000	\$ 2,000,000
Information Technology Services	NICUSA	Web Hosting TX.Gov	9/1/2016	8/31/2017	\$ 514,620	\$ 514,620
Motor Vehicle	State Office of Administrative Hearings	Interagency contract for administrative hearings	9/1/2015	8/31/2017	\$ 70,900	\$ 141,800
Vehicle Titles and Registration	Standard Register	Vehicle Registration Decals	4/16/2015	4/15/2017	\$ 4,250,900	\$ 8,738,853
Vehicle Titles and Registration	TIBH Industries, Inc.	Specialty license plates mail preparation & mailing service	9/1/2016	8/31/2017	\$ 146,990	\$ 146,990
Agency Wide	NICUSA	Transaction Fees TX.Gov	9/1/2016	8/31/2017	\$ 6,236,691	\$ 6,236,691
Total					\$ 48,765,683	\$ 96,777,719



Fiscal Year 2017 Delegated and Statewide Contracts \$100,000 - \$200,000 (Informational Only)

Contracts, including Statewide Contracts that have a cumulative cost value from \$100,000 to \$200,000 (Commodities over \$25,000 and Services over \$100,000 must be reviewed by the Texas Comptroller of Public Accounts; Government Code 2156.121) may be delegated to the agency by the Texas Comptroller of Public Accounts. If delegated, these are executed by FAS at the executive director’s discretion within budget guidelines in accordance with established procurement contract laws, rules, regulations and policies of oversight agencies. The executive director will report contract executions to the board.

Division	Vendor	Purpose	Contract Period		FY 2017 Contract Amount	Total Contract Amount
			Award	Expire		
Consumer Relations	TIBH INDUSTRIES INC	Temporary staffing	5/27/2016	11/28/2016	\$ 103,228	\$ 129,412
Human Resources	TIBH INDUSTRIES INC	Temporary staffing	6/10/2016	6/15/2017	\$ 125,142	\$ 158,032
Finance and Administrative Services	SKY INVESTMENT PROPERTY INC	Dallas/Carrollton RSC	6/18/2013	3/31/2020	\$ 121,313	\$ 682,053
Finance and Administrative Services	VOYAGER FLEET SYSTEMS INC	Fleet fuel and maintenance	4/4/2014	4/30/2017	\$ 161,966	\$ 467,902
Agency	AT&T MOBILITY	Cellular usage fees	4/12/2016	4/11/2017	\$ 101,238	\$ 138,301
Information Technology Services	NIT DATA INC	Server Application Software Maintenance	1/29/2014	1/31/2017	\$ 130,498	\$ 529,389
Information Technology Services	AUTO RESEARCH DIVISION	Web Portal subscription	5/1/2014	5/31/2017	\$ 102,375	\$ 314,875
Vehicle Titles and Registrations	TIBH INDUSTRIES INC	Temporary staffing	5/23/2014	5/26/2017	\$ 135,872	\$ 389,574
Vehicle Titles and Registrations	TOSHIBA BUSINESS SOLUTIONS-TX	Copier lease	11/1/2014	9/30/2016	\$ 192,341	\$ 512,281
Total					\$ 1,173,973	\$ 3,321,819

Fiscal Year 2017 Delegated and Statewide Contracts less than \$100,000 (Informational Only)

Contracts, including Statewide Contracts under \$100,000 for services and \$25,000 for commodities are delegated to state agencies by the Texas Comptroller of Public Accounts (Government Code 2155.132). These include but are not limited to competitively bid contracts for goods and services that are executed by FAS at the executive director's discretion within budget guidelines in accordance with established procurement contract laws, rules, regulations and policies of oversight agencies.

Category	Division	Vendor	Purpose	Contract Period		FY 2017 Contract Amount	Total Contract Amount
				Award	Expire		
Contractors	Motor Carrier	TIBH Industries, Inc.	Temporary staffing	3/24/2016	10/6/2016	\$ 46,335	\$ 64,328
	Enforcement	TIBH Industries, Inc.	Temporary staffing	7/6/2016	11/23/2016	\$ 55,384	\$ 63,803
	Motor Vehicle	TIBH Industries, Inc.	Temporary staffing	8/22/2014	10/17/2016	\$ 12,839	\$ 22,311
	Finance and Administrative Services	TIBH Industries, Inc.	Temporary staffing	1/29/2016	1/31/2017	\$ 48,419	\$ 76,560
Building Leases	Finance and Administrative Services	BURNHAM PROPERTIES LTD	El Paso RSC	7/3/2014	10/31/2017	\$ 8,972	\$ 116,559
	Information Technology Services	TEXAS DEPT OF INFORMATION	Data Recovery Center	4/16/2014	4/30/2018	\$ 12,000	\$ 36,000
	Finance and Administrative Services	4015 Limited Partnership	CPA Warehouse	5/1/2015	4/30/2020	\$ 20,337	\$ 101,684
	Finance and Administrative Services	TONY MARTIN TRUSTEE	Waco RSC	4/2/2012	8/31/2020	\$ 40,626	\$ 244,958
	Finance and Administrative Services	RIVERBEND COMPLEX LLC	Ft. Worth RSC	7/1/2015	9/30/2020	\$ 77,625	\$ 401,063
Total						\$ 322,537	\$ 1,127,265

The following table is a summary of the contracts that are less than \$100,000 grouped by category.

Category	Purpose	FY 2017 Average Contract Amount	FY 2017 Combined Contract Amount	Total Combined Contract Amount
Memberships & Licenses 40 Contracts	Bar Dues \$5,831 Memberships \$64,186 Subscriptions \$82,385	\$ 3,810	\$ 152,402	\$ 430,078
Technology, Hardware/Software Maintenance 3 Contracts	Software Maintenance \$114,864	\$ 38,288	\$ 114,864	\$ 301,378
Copier Leases 42 Contracts	42 Copiers \$230,375	\$ 5,119	\$ 230,375	\$ 941,273
Service Contracts 34 Contracts	IT-related \$43,796 Cellular \$8,200 Delivery/Courier \$109,973 Other \$177,844 Mailing Services \$131,268	\$ 13,855	\$ 471,082	\$ 1,841,514
Miscellaneous 9 Contracts	Miscellaneous	\$ 824	\$ 7,420	\$ 35,260
Total			\$ 976,143	\$ 3,549,503



Fiscal Year 2017 Information Technology Staff Augmentation
(Informational Only)

Generally, contracts over \$200,000 must be reviewed and approved by the TxDMV Board; however, the TxDMV Board resolution adopting contract approval procedures excludes from approval those contracts with DIR for routine operations. The list of Information Technology-related staff augmentation contracts for 2017 listed below are for informational purposes only.

Note that contract amounts are subject to change based on agency needs and the final terms and conditions negotiated.

Division	Vendor	Purpose	Contract Period		Primary Project	FY 2016 Estimated Expenditures	FY 2017 Contract Amount	Total Contract Amount
			Award	Expire				
Enterprise Project Management Office	TIBH Industries, Inc.	Technology Services Staff Augmentation	5/11/2015	5/10/2017	WebDealer	\$ 97,237	\$ 108,389	\$ 325,166
Enterprise Project Management Office	Nu Info Systems Inc.	Technology Services Staff Augmentation	10/5/2015	10/4/2016	WebDealer	\$ 185,658	\$ 178,534	\$ 380,294
Enterprise Project Management Office	Abdeladim & Associates	Technology Services Staff Augmentation	12/28/2015	12/27/2016	AMSIT	\$ 136,844	\$ 215,634	\$ 431,268
Information Technology Services	TIBH Industries, Inc.	Technology Services Staff Augmentation	5/8/2015	5/7/2016	RTS Refactoring	\$ 62,845	\$ 108,389	\$ 216,778
Enterprise Project Management Office	Intratek Computer Inc.	Technology Services Staff Augmentation	9/16/2014	5/7/2016	eLicensing	\$ 71,755	\$ 108,389	\$ 216,778
Enterprise Project Management Office	TIBH Industries, Inc.	Technology Services Staff Augmentation	3/14/2016	8/31/2016	Physical Security	\$ 118,940	\$ 185,546	\$ 304,356
Enterprise Project Management Office	Navavuga Infotech	Technology Services Staff Augmentation	4/11/2016	4/10/2017	WebDealer	\$ 72,214	\$ 182,998	\$ 255,212
Enterprise Project Management Office	TIBH Industries, Inc.	Technology Services Staff Augmentation	6/13/2016	12/31/2016	eLicensing	\$ 29,565	\$ 122,013	\$ 189,120
Information Technology Services	TIBH Industries, Inc.	Technology Services Staff Augmentation	6/10/2016	12/8/2016	eLicensing	\$ 26,263	\$ 108,389	\$ 162,583
Enterprise Project Management Office	NF Consulting Services	Technology Services Staff Augmentation	6/29/2016	6/28/2017	WebDealer	\$ 125,321	\$ 195,520	\$ 320,841
Enterprise Project Management Office	NF Consulting Services	Technology Services Staff Augmentation	11/12/2012	11/11/2016	WebDealer	\$ 157,340	\$ 197,600	\$ 1,226,960
Information Technology Services	C & T Information Technology	Technology Services Staff Augmentation	9/1/2011	12/9/2016	IT Operating	\$ 162,690	\$ 176,800	\$ 904,740
Enterprise Project Management Office	National Human Resources Group, Inc.	Technology Services Staff Augmentation	7/14/2014	7/13/2016	RTS Refactoring	\$ 71,820	\$ 131,040	\$ 386,064
Enterprise Project Management Office	NF Consulting Services	Technology Services Staff Augmentation	9/1/2011	7/31/2017	Multiple Projects	\$ 237,978	\$ 235,040	\$ 1,748,477
Enterprise Project Management Office	NF Consulting Services	Technology Services Staff Augmentation	8/5/2014	8/4/2016	RTS Refactoring	\$ 112,140	\$ 145,600	\$ 407,680
Information Technology Services	TIBH Industries, Inc.	Technology Services Staff Augmentation	5/12/2011	8/31/2016	IT Operating	\$ 105,742	\$ 108,389	\$ 413,035
Information Technology Services	TIBH Industries, Inc.	Technology Services Staff Augmentation	9/6/2011	8/31/2016	IT Operating	\$ 90,671	\$ 108,389	\$ 404,761
Enterprise Project Management Office	Allied Consultants Inc.	Technology Services Staff Augmentation	9/2/2014	9/1/2016	Multiple Projects	\$ 162,720	\$ 166,400	\$ 505,500
Total						\$ 2,027,744	\$ 2,783,058	\$ 8,799,612

Appendix A: Budget Category Definitions



Budget Category Definitions

In Alphabetical Order

Advertising and Promotion – Includes radio/media ads, posters, signage, brochures, flyer production, and other promotional items.

Benefit Replacement Pay (BRP) – Benefit Replacement Pay (BRP) is compensation authorized by the Texas Legislature to offset the loss of state-paid Social Security contributions.

Capital – Includes items established as “Capital Items” by the agency, or greater than \$5,000, which have capital authority as outlined in Rider 2 of the General Appropriations Act, 84th Legislature, such as Acquisition of Information Resource Technology, land and buildings, relocation of facilities, and aggregate furniture purchases in excess of \$100,000.

Computer Equipment – The purchase and replacement of personal information technology equipment and peripherals such as workstations, monitors, keyboards, and laptops.

Consumables – Standard consumable costs required to run the day-to-day operations of the agency such as paper, pens, pencils, media discs and USB drives, paper clips and staples.

Contract Services – General jobs outsourced to third party companies and organizations for the benefit of the agency such as MyPlates and PrintMailPro.

Fees and Other Charges – Credit card processing fees, employee health insurance fees, State Office of Risk Management insurance charges, and court filing fees.

Freight – Costs to transport license plates to county tax offices.

Fuels and Lubricants – Fleet maintenance and operation costs related to oil changes and refueling fleet vehicles.

Grants – Pass through funds designated for use by city, county, and other state agencies for a specific, contractual requirement.

Maintenance and Repair – Expenditures related to the upkeep of agency facilities, equipment, and software used on agency systems for annual application support such as e-Tags and International Registration Plan (IRP).

Membership and Training – Fees for training courses and conference registrations for agency staff. Also included are expenditures for memberships for agency personnel such as Texas Association of Public Purchasers, American Association of Motor Vehicle Administrators (AAMVA) and the National Board of Motor Vehicle Boards and Commissions.

Other Expenses – Includes office furniture and equipment, and miscellaneous non-categorized costs such as employee awards, publication purchases, parts, promotional items, and non-capitalized tools. Also included in this category is a portion of the funding for TxDMV Automation, and Growth and Enhancement.

Postage – Includes costs of metered mailing for license plates, registration renewal notices, and titles; and includes the cost of the rental of agency post office boxes.

Professional Fees – Work, requiring specific expertise, provided by third party professionals holding specific certifications and qualifications.



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Rent – Building/Rent – Machine, Other – Costs associated with procurement of project facilities such as office rental, off-site training rooms; and costs associated with the rental of office equipment such as postage meters and copy machines.

Reproduction and Printing – Includes all agency printed materials primarily used in registration renewal notices and titles such as notification inserts, envelopes, and title paper.

Salary – Includes salaried workers and interns, longevity pay, health insurance contributions, and retirement contributions. Does not include contract workers who are not a part of the organization's normal payroll.

Services – Includes costs associated with services provided to TxDMV through subscription such as National Motor Vehicle Information System (NMVTIS) and LexisNexis.

Travel (In-State/Out-of-State) – Planned travel costs provided to participant. Includes transportation, meals and accommodations, and travel per-diems.

Utilities – Costs associated with providing services at facilities such as electricity, telephone, water, and natural gas.

Appendix B: Budget Terms and Definitions

Budget Terms and Definitions

Annual Operating Budget – An agency’s approved Annual Operating Budget represents a one-year financial plan supporting the agency’s business operations and addresses base operating requirements and adjustments. The budget covers funding for each division and reflects the most appropriate method of finance and strategy for core activities and continuing programs. The TxDMV Recommended Annual Operating Budget reflects Fiscal Year 2017 appropriations as identified H.B. 1, 84th Legislature, Regular Session, GAA. The agency’s final Annual Operating Budget covers a one-year period from September 1 through August 31.

Appropriated – Refers to the dollars or associated full-time equivalent (FTE) positions authorized for specific fiscal years, and to the provisions for spending authority.

Appropriation Year (AY) – Refers to the specific fiscal year for which an appropriation is made. The appropriation year dictates the year to which the expenditure is authorized/charged.

Base Request – The base request represents the basis for the agency’s biennial budget. The base request cannot exceed the appropriated amount established by the legislature through the prior biennial GAA, adjusted for Article IX appropriation reductions.

Benefit Replacement Pay – Benefit Replacement Pay (BRP) is compensation authorized by the Texas Legislature to offset the loss of state-paid Social Security contributions. S.B.102, 74th Legislature eliminated the state-paid Social Security payment, effective December 31, 1995. After this date, eligible employees began receiving a supplement known as Benefit Replacement Pay (BRP) in place of the state-paid Social Security payment. Eligible employees include those that were employed by the state and subject to FICA taxes on August 31, 1995, and have been continuously employed by the state since that date; employees that left the state but returned within 30 consecutive calendar days and those that retired before June 1, 2005, and returned to work with the state before September 30, 2005.

Biennium – Two-year funding cycle for legislative appropriations.

Capital Budget – The portion of an agency’s appropriation that is restricted to expenditures for designated capital construction projects or capital acquisitions.

Centralized Accounting and Payroll/Personnel System (CAPPS) – CAPPS is the official name of the statewide Enterprise Resource Planning (ERP) system created by the Comptroller’s of Public Accounts (CPA) office ProjectONE team. CAPPS will replace legacy systems with a single software solution for financial and Human Resources (HR)/Payroll Administration for Texas state agencies. The modules for TxDMV’s CAPPS include: Asset Management; General Ledger/Commitment Control (Budget); Payables; Purchasing/eProcurement; HR and Payroll Administration.

Expended – Refers to the actual dollars or positions utilized by an agency or institution during a completed fiscal year; a goal or strategy; an object of expense; or an amount from a particular method of finance.

Federal Funds/Grants – Funds received from the United States government by state agencies and institutions that are appropriated to those agencies for the purposes for which the federal grant, allocation, payment or reimbursement was made.

Fiscal Year (FY) – September 1 through August 31 and specified by the calendar year in which the fiscal year end, e.g. fiscal year 2017 runs from September 1, 2016 through August 31, 2017.



Full-Time Equivalents (FTEs) – Units of measure that represent the monthly average number of state personnel working 40 hours per week.

General Appropriations Act (GAA) – The law that appropriates biennial funding to state agencies for specific fiscal years and sets provisions for spending authority.

General Revenue (GR) Fund – The fund (Fund 001) that receives state tax revenues and fees considered available for general spending purposes and certified as such by the Comptroller of Public Accounts.

Lapsed Funds – The unobligated balance in an item of appropriation that has not been encumbered at the end of a fiscal year or at the end of the biennium. Appropriations expire if they are not 1) obligated by August 31 of the appropriation year in which they were made or 2) expended within two years following the last day of the annual year.

Line-item – An element of spending authority granted to an agency or institution in an appropriations bill. It is literally, a line in the General Appropriations Act specifying an agency's appropriations for a specific designated use. In Texas, the governor may veto a line-item.

Method of Finance – This term usually appears as a heading for a table that lists the sources and amounts authorized for financing certain expenditures or appropriations made in the General Appropriations Act (GAA). A source is either a "fund" or "account" established by the comptroller or a category of revenues or receipts (e.g. federal funds).

Rider – A legislative directive or appropriation inserted in the GAA following appropriation line-items for an agency or in the special or general provisions of the act. A rider provides direction, expansion, restriction, legislative intent or an appropriation. The term also applies to special provisions at the end of each article and general provisions in the GAA. A rider appropriation is distinguished from a regular appropriation (i.e., line-items in the GAA) and a special appropriation (i.e. legislation other than the GAA).

Salary Budget – Fiscal Year 2017 salaries include projected annual costs based on Fiscal Year 2016 actual salaries with adjustments for vacancies, merits and Fiscal Year 2017 longevity costs.

State Highway Fund (Fund 006) – Constitutionally created fund that dedicates net revenues from motor vehicle registration fees and taxes on motor fuels and lubricants. Revenue in the State Highway Fund is used for highway construction and maintenance, acquisition of rights-of-way and law enforcement on public roads.

TxDMV Fund – The TxDMV Fund is a dedicated Texas Department of Motor Vehicles Fund separate from the General Revenue and State Highway Fund. Several statutorily-dedicated revenue streams including certificates of title, motor vehicle registration, oversize/overweight permitting, business dealer licenses and other miscellaneous fees are deposited to the credit of the TxDMV Fund.

Unexpended Balance (UB) or Carry-Forward – The amount left in an item of appropriation at the end of an appropriation period and includes only that part of the appropriation, if any, which has not had an obligation or commitment made by the agency in charge of spending the appropriation. The term also refers to the amount of an appropriation, a fund or a category of revenue which is brought forward (appropriated) to the succeeding fiscal year. Agencies must have legislative authority to move funds from one year to the next and/or from one biennium to the next biennium.

Appendix C: Finance and Administrative Services Contacts



Finance and Administrative Services Contacts

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