

**Legislative Appropriations  
Request for Fiscal Years  
2020 and 2021**

Submitted to the  
Office of the Governor, Budget Division  
and the Legislative Budget Board

by

**Texas Funeral Service Commission**

**July 27, 2018**

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**513 Funeral Service Commission**

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**OVERVIEW**

The Texas Funeral Service Commission (TFSC) operates under the authority of Texas Occupations Code, Chapter 651; Texas Health and Safety Code, Chapter 716; and Title 22 Texas Administrative Code, Part 10. The TFSC is the licensing and regulatory agency for funeral directors/embalmers and for funeral/commercial embalming/crematory establishments. The TFSC also licenses a small number of cemeteries.

The agency's mission statement stresses the agency's mandate to protect the public from deceptive funeral practices so that the disposition of the deceased is conducted by professional and ethical funeral service personnel.

TFSC performs two statutory functions - licensing and compliance – in order to fulfill its mission. Through its licensing function, TFSC is charged with ensuring that well qualified professionals are licensed to serve the public. Through its compliance function, TFSC is charged with ensuring that violations of the laws and regulations within the agency's jurisdiction are addressed and that licensees are operating in full compliance with the law.

The agency is self-funded and transfers more than 50 percent of the fees it collects to the General Revenue Fund to be used for other purposes. TFSC licensees pay high fees and expect those fees to go toward appropriately funding the agency so that the agency can effectively and efficiently fulfill its mission.

The TFSC serves the public of Texas and is accountable to the public. The TFSC strives to be responsible, ethical and open in its actions, being ever mindful of its obligation to utilize state funds and resources in a cost effective and efficient manner.

Commission members are as follows:

| Commission Member                  | Term Expires     | Hometown    |
|------------------------------------|------------------|-------------|
| Jean L. Olinger, Presiding Officer | February 1, 2019 | Blanco      |
| Larry Allen                        | February 1, 2021 | Mesquite    |
| Greg Compean                       | February 1, 2021 | Houston     |
| Dianne Hefley                      | February 1, 2023 | Amarillo    |
| Jon Scepaniski                     | February 1, 2019 | Mission     |
| Gary Shaffer                       | February 1, 2019 | San Angelo  |
| Kristin Tips                       | February 1, 2023 | San Antonio |

**SIGNIFICANT CHANGES IN POLICY**

During the 85th interim, the agency underwent review by the Texas Sunset Advisory Commission. At the time of this statement, final staff recommendations had not been released or adopted. While the agency expects to be continued for another 12 years, it is unclear what changes to the agency's statute and/or management actions will be recommended.

One policy change being discussed by Commissioners relates to the agency produced consumer brochure. By law, this consumer brochure must be provided to all consumers prior to funeral arrangements being made – including transactions that are solely conducted online. This brochure is currently printed and mailed to licensees for a fee – licensees are not authorized to print their own copies. The agency is considering making the consumer brochure available to licensees on the agency's website

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at no cost. One concern with implementing this policy change is the loss of appropriated receipts – funds which are used to not only pay for the printing and shipping of the brochures but also fund part of a licensing technician's salary. In order to implement this policy change, the agency would need the Legislature to offset a portion of lost appropriated receipts with General Revenue so that the agency has the resources to pay the licensing technician's full salary.

**SIGNIFICANT CHANGES IN PROVISION OF SERVICE**

The agency did not make significant changes to how it provides services during the 2018-2019 biennium. There were no changes to the agency's client population during this time.

One provision of service change being discussed by the Commission relates to the agency's accounting services. The agency currently has an MOU with the Texas State Board of Examiners of Psychologists (TSBEP) for accounting services. The Sunset Advisory Commission has recommended the TSBEP be combined with other agencies. If the recommendation is approved by the Legislature, the TSBEP will cease to exist. For this and other reasons, the Commission has determined it would be better served by having an accountant/Chief Financial Officer on staff. However, the agency's current budget for accounting services does not cover the full cost of hiring an in-house accountant. In order to implement this provision of service change, the commission would need the Legislature to increase General Revenue funding in order to adequately pay for an accountant/Chief Financial Officer.

Statute provides that establishments licensed by the Commission be inspected every other year. However, in order to meet the agency's performance measure related to inspections, the agency must inspect every establishment annually. The agency would like to make its inspection process more robust and comprehensive. In changing its inspection schedule, the annual performance measure related to inspections would need to be decreased to match statutory guidelines.

**EXTERNALITIES**

The public expects the TFSC to provide information on death care service and seek redress for damages suffered at the hands of death care providers. However, several other entities -- federal, state and local -- regulate certain aspects of the death care industry. To address some of the overlap, the TFSC has entered into Memoranda of Understanding with the Department of State Health Services, the Department of Banking and the Department of Insurance to better coordinate the regulation of the death care industry.

The Federal Trade Commission (FTC) is the federal regulatory agency with oversight of the death care industry. The TFSC has adopted several rules to ensure compliance with the FTC's Funeral Rule. There currently are ongoing discussions at the federal level regarding the update the FTC's Funeral Rule. Any changes made on the federal level would require the TFSC to update its rules and regulations.

**PURPOSE OF NEW FUNDING**

- The first exceptional item being requested is an additional \$14,000 in General Revenue funding in order to appropriately compensate an agency Accountant/Chief Financial Officer (targeted staff salary). The agency currently has an MOU with the Texas State Board of Examiners of Psychologists (TSBEP) for accounting services. The Sunset Advisory Commission has recommended the TSBEP be combined with other agencies. If the recommendation is approved by the Legislature, the TSBEP will cease to exist. For this and other reasons, the Commission has determined it would be better served by having an accountant/Chief Financial Officer on staff. However, the agency's current budget for accounting services does not cover the full cost of hiring an in-house accountant. In order to implement this provision of service change, the commission would need the Legislature to increase General Revenue funding in order to adequately pay for an accountant. Without additional resources, the agency would require existing staff to perform these duties – impacting their ability to do their current jobs.

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- The second exceptional item being requested is an additional \$10,000 in General Revenue in order to continue to adequately compensate a Licensing Technician whose salary is currently paid with appropriated receipts. This revenue is needed as the agency moves away from selling its consumer brochure.

The consumer brochure is currently printed by the agency and sold to funeral homes. By law, this consumer brochure must be provided to all consumers prior to funeral arrangements being made – including transactions that are solely conducted online. By rule, a funeral home may not print its own copy of the brochure but must purchase brochures from the agency.

Funds collected from the sale of this brochure are deposited to the credit of the agency's Appropriated Receipts account. The agency is considering allowing funeral homes to provide digital copies of the brochure for online transactions and to print copies of the brochure instead of purchasing copies from the agency. The appropriated receipts are currently used to fund printing costs, shipping costs and to pay a portion of a licensing technician's salary. The agency is asking for a minimal increase in General Revenue to offset the lost appropriated receipts in order to continue to adequately compensate a Licensing Technician.

#### TEN PERCENT REDUCTION

As a small state agency, 76 percent of the General Revenue budget is consumed by salaries. Twelve percent of the budget consists of non-discretionary items that cannot be cut including interagency transfers to the Health Professions Council, texas.gov subscription fees, SORM payments, DIR phone payments and technology licensing fees. That leaves a discretionary budget of 12 percent – which includes the travel budget for inspectors and Commissioners, accounting expenses, copiers, consumables, printing and postage. While self-described as discretionary – all of these items are necessary for a regulatory agency to fulfill its mission and to comply with statutory directives.

A 10 percent reduction per fiscal year totals \$74,726 would eliminate many of these self-described discretionary items. However, the only way to achieve the full 10 percent reduction is to eliminate one full time position. Eliminating a staff position would require remaining staff to do more work without being adequately compensated and would have a negative impact on all of the agency's performance measures across all strategies.

#### EXEMPT POSITIONS

The agency has one exempt position – the Executive Director. No changes are being sought to this position.

#### CRIMINAL BACKGROUND CHECKS

The Commission secures background checks on all initial applications for licensure which includes applicants for reinstatement, reciprocal applicants and provisional applicants. The Commission also secures a background check for any individual requesting a criminal history evaluation under Tex. Occ. Code Chapter 53. Statutory authority is found in Tex. Govt. Code §§411.122 and 411.087. The agency does not secure criminal background checks on current licenses. However, the agency does participate in the DPS/FBI rap back program to determine if a licensee has a new criminal history record since becoming licensed with the agency.

Applicants for licensure and licensees are required to report any criminal conviction to the Commission. Failure report a criminal conviction could result in the denial of a license or in a license being revoked or suspended.

#### HEALTH PROFESSIONS COUNCIL

TFSC is a member of the Health Professions Council (HPC). The TFSC transfers funds through appropriations made to TFSC through an interagency contract with HPC for a prorated share of HPC's operating budget.

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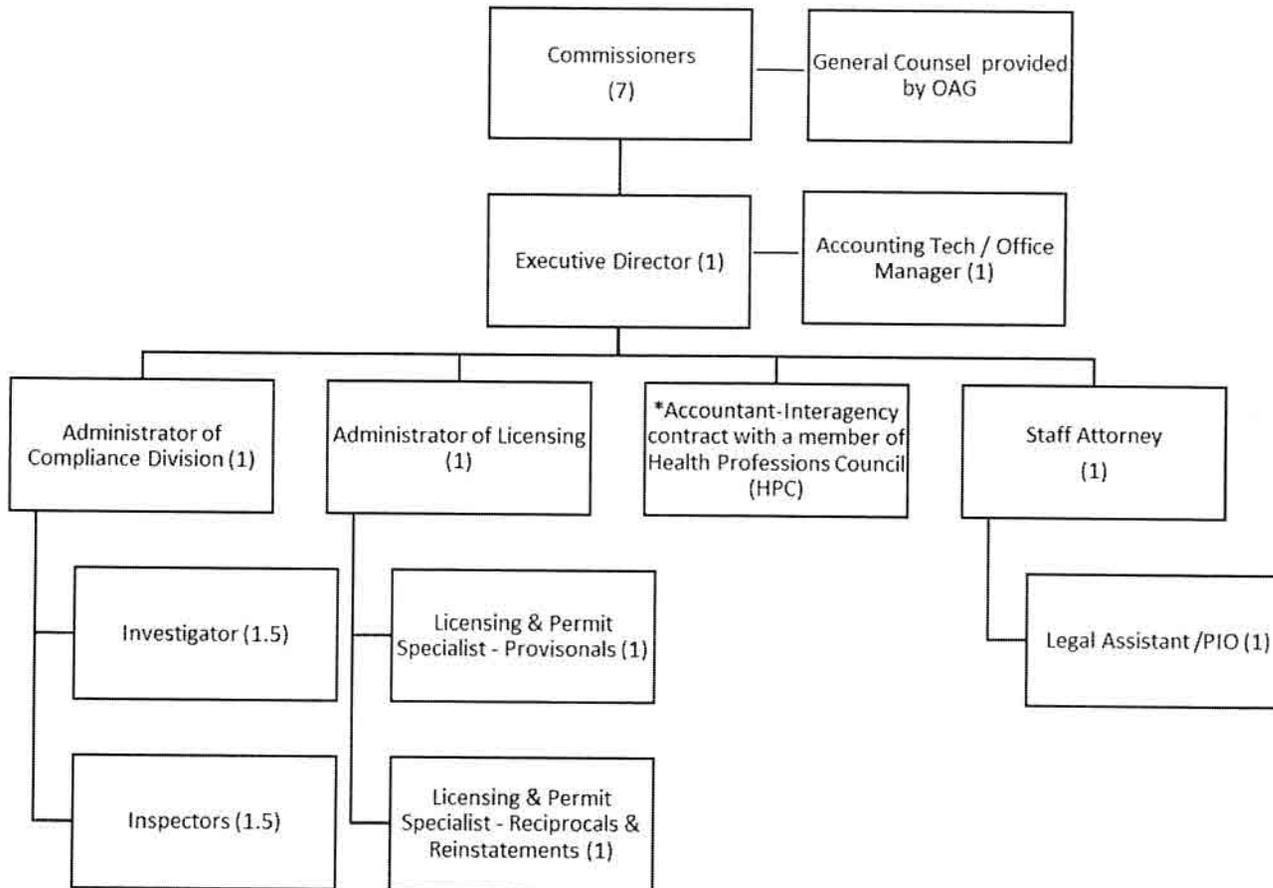
**CAPPS**

TFSC does not currently plan to transition to CAPPS during the 2020-2021 biennium.

**CONCLUSION**

TFSC Commissioners and staff are working together to improve the agency and to demonstrate the agency's commitment to consumer advocacy and its dedication to high industry professional and death care standards. The Legislature's support of the proposed budget and exceptional items will ensure the TFSC continues to meet performance measures, protect consumers and serve its licensees in the most efficient and effective manner.

Texas Funeral Service Commission  
Organizational Chart





CERTIFICATE

Agency Name Texas Funeral Service Commission

This is to certify that the information contained in the agency Legislative Appropriations Request filed with the Legislative Budget Board (LBB) and the Governor's Office Budget Division (Governor's Office) is accurate to the best of my knowledge and that the electronic submission to the LBB via the Automated Budget and Evaluation System of Texas (ABEST) and the PDF file submitted via the LBB Document Submission application are identical.

Additionally, should it become likely at any time that unexpended balances will accrue for any account, the LBB and the Governor's Office will be notified in writing in accordance with Article IX, Section 7.01 (2018-19 GAA).

Chief Executive Officer or Presiding Judge

Janice S. McCoy

Signature

Janice S. McCoy

Printed Name

Executive Director

Title

7-26-2018

Date

Board or Commission Chair

Dr. Jean L. Olinger

Signature

Dr. Jean L. Olinger

Printed Name

Presiding Officer

Title

7-26-2018

Date

Chief Financial Officer

Jennifer Noack

Signature

Jennifer Noack

Printed Name

Chief Financial Officer

Title

7-26-2018

Date

2.A. Summary of Base Request by Strategy

7/26/2018 10:19:43AM

86th Regular Session, Agency Submission, Version 1

Automated Budget and Evaluation System of Texas (ABEST)

513 Funeral Service Commission

| Goal / Objective / STRATEGY  | Exp 2017         | Est 2018         | Bud 2019         | Req 2020         | Req 2021         |
|--|------------------|------------------|------------------|------------------|------------------|
| <b>1</b> Manage Examination/Licensure to Develop Competent & Ethical Licensees           |                  |                  |                  |                  |                  |
| <b>1</b> <i>Ensure Licensing Functions Managed in Timely &amp; Cost-effective Manner</i> |                  |                  |                  |                  |                  |
| <b>1</b> LICENSING REQUIREMENTS  | 287,676          | 322,851          | 322,089          | 324,618          | 324,676          |
| <b>2</b> TEXAS.GOV   | 47,207           | 46,500           | 46,500           | 46,500           | 46,500           |
| TOTAL, GOAL <b>1</b>   | <b>\$334,883</b> | <b>\$369,351</b> | <b>\$368,589</b> | <b>\$371,118</b> | <b>\$371,176</b> |
| <b>2</b> To Aggressively & Effectively Provide Enforcement & Protect the Public          |                  |                  |                  |                  |                  |
| <b>1</b> <i>Inspect Licensed Facilities</i>  |                  |                  |                  |                  |                  |
| <b>1</b> INSPECTIONS   | 165,004          | 182,073          | 182,543          | 181,769          | 181,755          |
| <b>2</b> <i>Investigation and Due Process for All Complaints</i>                         |                  |                  |                  |                  |                  |
| <b>1</b> RULE COMPLIANCE   | 326,298          | 282,942          | 283,235          | 281,479          | 281,436          |
| TOTAL, GOAL <b>2</b>   | <b>\$491,302</b> | <b>\$465,015</b> | <b>\$465,778</b> | <b>\$463,248</b> | <b>\$463,191</b> |
| TOTAL, AGENCY STRATEGY REQUEST   | <b>\$826,185</b> | <b>\$834,366</b> | <b>\$834,367</b> | <b>\$834,366</b> | <b>\$834,367</b> |

2.A. Summary of Base Request by Strategy

7/26/2018 10:19:43AM

86th Regular Session, Agency Submission, Version 1

Automated Budget and Evaluation System of Texas (ABEST)

513 Funeral Service Commission

| Goal / Objective / STRATEGY                 | Exp 2017  | Est 2018  | Bud 2019  | Req 2020  | Req 2021  |
|---|-----------|-----------|-----------|-----------|-----------|
| TOTAL, AGENCY RIDER APPROPRIATIONS REQUEST* |           |           |           | \$0       | \$0       |
| GRAND TOTAL, AGENCY REQUEST                 | \$826,185 | \$834,366 | \$834,367 | \$834,366 | \$834,367 |
| <u>METHOD OF FINANCING:</u>                 |           |           |           |           |           |
| <b>General Revenue Funds:</b>               |           |           |           |           |           |
| 1 General Revenue Fund                      | 735,529   | 747,266   | 747,267   | 747,266   | 747,267   |
| SUBTOTAL                                    | \$735,529 | \$747,266 | \$747,267 | \$747,266 | \$747,267 |
| <b>Other Funds:</b>                         |           |           |           |           |           |
| 666 Appropriated Receipts                   | 90,656    | 87,100    | 87,100    | 87,100    | 87,100    |
| SUBTOTAL                                    | \$90,656  | \$87,100  | \$87,100  | \$87,100  | \$87,100  |
| TOTAL, METHOD OF FINANCING                  | \$826,185 | \$834,366 | \$834,367 | \$834,366 | \$834,367 |

\*Rider appropriations for the historical years are included in the strategy amounts.

2.B. Summary of Base Request by Method of Finance  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

7/26/2018 10:20:10AM

Agency code: **513** Agency name: **Funeral Service Commission**

| METHOD OF FINANCING   | Exp 2017  | Est 2018  | Bud 2019  | Req 2020  | Req 2021  |
|---|-----------|-----------|-----------|-----------|-----------|
| <b><u>GENERAL REVENUE</u></b>   |           |           |           |           |           |
| <b><u>1</u> General Revenue Fund</b>  |           |           |           |           |           |
| <i>REGULAR APPROPRIATIONS</i>   |           |           |           |           |           |
| Regular Appropriations from MOF Table (2016-17 GAA)   | \$764,080 | \$0       | \$0       | \$0       | \$0       |
| Regular Appropriations from MOF Table (2018-19 GAA)   | \$0       | \$747,266 | \$747,267 | \$0       | \$0       |
| Regular Appropriations from MOF Table (2018-19 GAA)   | \$0       | \$0       | \$0       | \$747,266 | \$747,267 |
| <i>RIDER APPROPRIATION</i>  |           |           |           |           |           |
| Art IX, Sec 9.05, Texas.gov Project: Occupational Licenses (2016-17 GAA)  | \$707     | \$0       | \$0       | \$0       | \$0       |
| <b>Comments:</b> Fees collected pursuant to Texas.gov exceeded estimates.<br>Additional funds expended in the<br>administration of Texas.gov. |           |           |           |           |           |
| <i>TRANSFERS</i>  |           |           |           |           |           |
| Art IX, Sec 18.02, Salary Increase for General State Employees (2016-17)  | \$10,902  | \$0       | \$0       | \$0       | \$0       |

2.B. Summary of Base Request by Method of Finance  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

7/26/2018 10:20:10AM

| Agency code: 513              |   | Agency name: Funeral Service Commission |                   |                   |                   |                   |
|-------------------------------|---|---|-------------------|-------------------|-------------------|-------------------|
| METHOD OF FINANCING           |   | Exp 2017                                | Est 2018          | Bud 2019          | Req 2020          | Req 2021          |
| <b><u>GENERAL REVENUE</u></b> |   |   |                   |                   |                   |                   |
| <i>LAPSED APPROPRIATIONS</i>  |   |   |                   |                   |                   |                   |
|                               | Savings due to Hiring Freeze                                  | \$ (38,665)                             | \$ 0              | \$ 0              | \$ 0              | \$ 0              |
|                               | <b>Comments:</b> Did not fill 1 vacancy due to hiring freeze. |   |                   |                   |                   |                   |
|                               | Regular Appropriation from MOF Table (2016-17 GAA)            | \$ (1,495)                              | \$ 0              | \$ 0              | \$ 0              | \$ 0              |
| <b>TOTAL,</b>                 | <b>General Revenue Fund</b>                                   | <b>\$ 735,529</b>                       | <b>\$ 747,266</b> | <b>\$ 747,267</b> | <b>\$ 747,266</b> | <b>\$ 747,267</b> |
| <b>TOTAL, ALL</b>             | <b>GENERAL REVENUE</b>  | <b>\$ 735,529</b>                       | <b>\$ 747,266</b> | <b>\$ 747,267</b> | <b>\$ 747,266</b> | <b>\$ 747,267</b> |

**OTHER FUNDS**

**666** Appropriated Receipts

*REGULAR APPROPRIATIONS*

Regular Appropriations from MOF Table (2016-17 GAA)

|           |      |      |      |      |
|-----------|------|------|------|------|
| \$ 73,500 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
|-----------|------|------|------|------|

Regular Appropriations from MOF Table (2018-19 GAA)

**2.B. Summary of Base Request by Method of Finance**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

7/26/2018 10:20:10AM

Agency code: **513** Agency name: **Funeral Service Commission**

| METHOD OF FINANCING   | Exp 2017 | Est 2018 | Bud 2019 | Req 2020 | Req 2021 |
|---|----------|----------|----------|----------|----------|
| <b><u>OTHER FUNDS</u></b>   | \$0      | \$73,500 | \$73,500 | \$0      | \$0      |
| Regular Appropriations from MOF Table (2018-19 GAA)   | \$0      | \$0      | \$0      | \$73,500 | \$73,500 |
| <i>RIDER APPROPRIATION</i>  |          |          |          |          |          |
| Art IX, Sec 12.02, Publications or Sales of Records (2016-17 GAA)   | \$4,065  | \$0      | \$0      | \$0      | \$0      |
| <b>Comments:</b> Fees collected for sales of Facts About Funerals publications exceeded estimates.<br>Additional funds expended in the administration of the licensure program. |          |          |          |          |          |
| Art. IX, Sec. 8.14, Cost Recovery of Testing fees (2016-2017 GAA)   | \$13,091 | \$0      | \$0      | \$0      | \$0      |
| <b>Comments:</b> Fees collected and passed through to vendor, eStrategy, as a cost recovery for maintenance of online exam portal.  |          |          |          |          |          |
| Art IX, Sec. 8.14, Cost Recovery of Testing Fees (2018-2019)  | \$0      | \$13,600 | \$13,600 | \$0      | \$0      |
| <b>Comments:</b> Fees collected and passed through to vendor, eStrategy, as a cost recovery for maintenance of online exam portal.  |          |          |          |          |          |

**2.B. Summary of Base Request by Method of Finance**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

7/26/2018 10:20:10AM

|                            |   |                  |                                   |                  |                  |                  |
|----------------------------|---|------------------|-----------------------------------|------------------|------------------|------------------|
| Agency code:               | <b>513</b>  | Agency name:     | <b>Funeral Service Commission</b> |                  |                  |                  |
| <b>METHOD OF FINANCING</b> |   | <b>Exp 2017</b>  | <b>Est 2018</b>                   | <b>Bud 2019</b>  | <b>Req 2020</b>  | <b>Req 2021</b>  |
| <b><u>OTHER FUNDS</u></b>  |   |                  |                                   |                  |                  |                  |
|                            | Art. IX, Sec. 8.14, Cost Recovery of Testing Fees (2020-2021) | \$0              | \$0                               | \$0              | \$13,600         | \$13,600         |
|                            | <b>Comments:</b> Fees collected                               |                  |                                   |                  |                  |                  |
| <b>TOTAL,</b>              | <b>Appropriated Receipts</b>                                  | <b>\$90,656</b>  | <b>\$87,100</b>                   | <b>\$87,100</b>  | <b>\$87,100</b>  | <b>\$87,100</b>  |
| <b>TOTAL, ALL</b>          | <b>OTHER FUNDS</b>  | <b>\$90,656</b>  | <b>\$87,100</b>                   | <b>\$87,100</b>  | <b>\$87,100</b>  | <b>\$87,100</b>  |
| <b>GRAND TOTAL</b>         |   | <b>\$826,185</b> | <b>\$834,366</b>                  | <b>\$834,367</b> | <b>\$834,366</b> | <b>\$834,367</b> |

**2.B. Summary of Base Request by Method of Finance**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

7/26/2018 10:20:10AM

| Agency code: <b>513</b>   | Agency name: <b>Funeral Service Commission</b> |             |             |             |             |
|---|--|-------------|-------------|-------------|-------------|
| METHOD OF FINANCING   | Exp 2017                                       | Est 2018    | Bud 2019    | Req 2020    | Req 2021    |
| <b>FULL-TIME-EQUIVALENT POSITIONS</b>                                   |  |             |             |             |             |
| REGULAR APPROPRIATIONS  |  |             |             |             |             |
| Regular Appropriations from MOF Table (2016-17 GAA)                     | 12.0   | 0.0         | 0.0         | 0.0         | 0.0         |
| Regular Appropriations from MOF Table (2018-19 GAA)                     | 0.0  | 12.0        | 12.0        | 0.0         | 0.0         |
| Regular Appropriations from MOF Table (2020-21)                         | 0.0  | 0.0         | 0.0         | 11.0        | 11.0        |
| LAPSED APPROPRIATIONS   |  |             |             |             |             |
| FTE's Lapsed due to hiring freeze                                       | (0.9)  | 0.0         | 0.0         | 0.0         | 0.0         |
| <b>Comments:</b> Did not fill 1 vacancy due to hiring freeze.           |  |             |             |             |             |
| UNAUTHORIZED NUMBER OVER (BELOW) CAP                                    |  |             |             |             |             |
| Unauthorized number over (below) cap                                    | 0.0  | (1.0)       | (1.0)       | 0.0         | 0.0         |
| <b>Comments:</b> Agency elected not fill vacant position for 2018-2019. |  |             |             |             |             |
| <b>TOTAL, ADJUSTED FTES</b>   | <b>11.1</b>                                    | <b>11.0</b> | <b>11.0</b> | <b>11.0</b> | <b>11.0</b> |

**NUMBER OF 100% FEDERALLY FUNDED FTEs**

2.C. Summary of Base Request by Object of Expense  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

7/26/2018 10:20:53AM

513 Funeral Service Commission

| OBJECT OF EXPENSE                   | Exp 2017         | Est 2018         | Bud 2019         | BL 2020          | BL 2021          |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|
| 1001 SALARIES AND WAGES             | \$541,211        | \$523,139        | \$555,169        | \$594,169        | \$594,169        |
| 1002 OTHER PERSONNEL COSTS          | \$65,640         | \$70,020         | \$56,960         | \$38,440         | \$38,920         |
| 2001 PROFESSIONAL FEES AND SERVICES | \$33,463         | \$32,698         | \$32,728         | \$330            | \$330            |
| 2003 CONSUMABLE SUPPLIES            | \$4,438          | \$4,222          | \$4,130          | \$4,110          | \$3,631          |
| 2004 UTILITIES                      | \$1,940          | \$2,194          | \$2,190          | \$2,190          | \$2,190          |
| 2005 TRAVEL                         | \$37,915         | \$37,000         | \$38,000         | \$38,000         | \$38,000         |
| 2006 RENT - BUILDING                | \$384            | \$540            | \$540            | \$540            | \$540            |
| 2007 RENT - MACHINE AND OTHER       | \$2,844          | \$2,406          | \$2,406          | \$2,406          | \$2,406          |
| 2009 OTHER OPERATING EXPENSE        | \$138,350        | \$162,147        | \$142,244        | \$154,181        | \$154,181        |
| <b>OOE Total (Excluding Riders)</b> | <b>\$826,185</b> | <b>\$834,366</b> | <b>\$834,367</b> | <b>\$834,366</b> | <b>\$834,367</b> |
| <b>OOE Total (Riders)</b>           |                  |                  |                  |                  |                  |
| <b>Grand Total</b>                  | <b>\$826,185</b> | <b>\$834,366</b> | <b>\$834,367</b> | <b>\$834,366</b> | <b>\$834,367</b> |

**2.D. Summary of Base Request Objective Outcomes**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation system of Texas (ABEST)

7/26/2018 10:21:17AM

**513 Funeral Service Commission**

| Goal/ Objective / Outcome  | Exp 2017 | Est 2018 | Bud 2019 | BL 2020 | BL 2021 |
|--|----------|----------|----------|---------|---------|
| 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees<br>1 <i>Ensure Licensing Functions Managed in Timely &amp; Cost-effective Manner</i> |          |          |          |         |         |
| <b>KEY           1   Percent of Licensees with No Recent Violations</b>  |          |          |          |         |         |
|  | 98.57%   | 98.00%   | 98.00%   | 98.00%  | 98.00%  |
| <b>KEY           2   Percent of Licensees Who Renew Online</b>   |          |          |          |         |         |
|  | 83.00%   | 85.00%   | 86.00%   | 86.00%  | 86.00%  |
| 2 To Aggressively & Effectively Provide Enforcement & Protect the Public<br>1 <i>Inspect Licensed Facilities</i>   |          |          |          |         |         |
| <b>1   % of Licensed Facilities Found to Be Noncompliant During Inspection</b>   |          |          |          |         |         |
|  | 31.00%   | 28.00%   | 28.00%   | 28.00%  | 28.00%  |
| 2 <i>Investigation and Due Process for All Complaints</i>  |          |          |          |         |         |
| <b>KEY           1   Percent of Complaints Resulting in Disciplinary Action</b>  |          |          |          |         |         |
|  | 24.00%   | 36.00%   | 40.00%   | 40.00%  | 40.00%  |
| <b>2   Recidivism Rate for Those Receiving Disciplinary Action</b>   |          |          |          |         |         |
|  | 19.15%   | 20.00%   | 20.00%   | 20.00%  | 20.00%  |
| <b>KEY           3   Percent of Complaints Resolved within 6 Months</b>  |          |          |          |         |         |
|  | 90.00%   | 80.00%   | 70.00%   | 70.00%  | 70.00%  |

**2.E. Summary of Exceptional Items Request**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

DATE: 7/26/2018  
 TIME : 10:21:57AM

Agency code: 513

Agency name: **Funeral Service Commission**

| Priority                                | Item                          | 2020                   |                 |      | 2021                |                 |      | Biennium            |                 |
|---|-------------------------------|------------------------|-----------------|------|---------------------|-----------------|------|---------------------|-----------------|
|   |                               | GR and GR/GR Dedicated | All Funds       | FTEs | GR and GR Dedicated | All Funds       | FTEs | GR and GR Dedicated | All Funds       |
| 1                                       | Targeted Accountant Salary    | \$14,000               | \$14,000        |      | \$14,000            | \$14,000        |      | \$28,000            | \$28,000        |
| 2                                       | Maintain Licensing Technician | \$10,000               | \$10,000        |      | \$10,000            | \$10,000        |      | \$20,000            | \$20,000        |
| <b>Total, Exceptional Items Request</b> |                               | <b>\$24,000</b>        | <b>\$24,000</b> |      | <b>\$24,000</b>     | <b>\$24,000</b> |      | <b>\$48,000</b>     | <b>\$48,000</b> |

**Method of Financing**

|                             |                 |                 |  |                 |                 |  |                 |                 |
|-----------------------------|-----------------|-----------------|--|-----------------|-----------------|--|-----------------|-----------------|
| General Revenue             | \$24,000        | \$24,000        |  | \$24,000        | \$24,000        |  | \$48,000        | \$48,000        |
| General Revenue - Dedicated |                 |                 |  |                 |                 |  |                 |                 |
| Federal Funds               |                 |                 |  |                 |                 |  |                 |                 |
| Other Funds                 |                 |                 |  |                 |                 |  |                 |                 |
|                             | <b>\$24,000</b> | <b>\$24,000</b> |  | <b>\$24,000</b> | <b>\$24,000</b> |  | <b>\$48,000</b> | <b>\$48,000</b> |

**Full Time Equivalent Positions**

**Number of 100% Federally Funded FTEs**

**2.F. Summary of Total Request by Strategy**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

DATE : 7/26/2018  
 TIME : 10:22:28AM

| Agency code: 513   |                  | Agency name: Funeral Service Commission |                     |                     |                       |                       |
|--|------------------|---|---------------------|---------------------|-----------------------|-----------------------|
| Goal/Objective/STRATEGY  | Base<br>2020     | Base<br>2021                            | Exceptional<br>2020 | Exceptional<br>2021 | Total Request<br>2020 | Total Request<br>2021 |
| <b>1</b> Manage Examination/Licensure to Develop Competent & Ethical Licen   |                  |   |                     |                     |                       |                       |
| 1 <i>Ensure Licensing Functions Managed in Timely &amp; Cost-effective M</i> |                  |   |                     |                     |                       |                       |
| 1 LICENSING REQUIREMENTS   | \$324,618        | \$324,676                               | \$14,900            | \$14,900            | \$339,518             | \$339,576             |
| 2 TEXAS.GOV  | 46,500           | 46,500                                  | 0                   | 0                   | 46,500                | 46,500                |
| <b>TOTAL, GOAL 1</b>   | <b>\$371,118</b> | <b>\$371,176</b>                        | <b>\$14,900</b>     | <b>\$14,900</b>     | <b>\$386,018</b>      | <b>\$386,076</b>      |
| <b>2</b> To Aggressively & Effectively Provide Enforcement & Protect the Pub |                  |   |                     |                     |                       |                       |
| 1 <i>Inspect Licensed Facilities</i>   |                  |   |                     |                     |                       |                       |
| 1 INSPECTIONS  | 181,769          | 181,755                                 | 2,800               | 2,800               | 184,569               | 184,555               |
| 2 <i>Investigation and Due Process for All Complaints</i>                    |                  |   |                     |                     |                       |                       |
| 1 RULE COMPLIANCE  | 281,479          | 281,436                                 | 6,300               | 6,300               | 287,779               | 287,736               |
| <b>TOTAL, GOAL 2</b>   | <b>\$463,248</b> | <b>\$463,191</b>                        | <b>\$9,100</b>      | <b>\$9,100</b>      | <b>\$472,348</b>      | <b>\$472,291</b>      |
| <b>TOTAL, AGENCY<br/>STRATEGY REQUEST</b>                                    | <b>\$834,366</b> | <b>\$834,367</b>                        | <b>\$24,000</b>     | <b>\$24,000</b>     | <b>\$858,366</b>      | <b>\$858,367</b>      |
| <b>TOTAL, AGENCY RIDER<br/>APPROPRIATIONS REQUEST</b>                        |                  |   |                     |                     |                       |                       |
| <b>GRAND TOTAL, AGENCY REQUEST</b>   | <b>\$834,366</b> | <b>\$834,367</b>                        | <b>\$24,000</b>     | <b>\$24,000</b>     | <b>\$858,366</b>      | <b>\$858,367</b>      |

**2.F. Summary of Total Request by Strategy**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

DATE : 7/26/2018  
 TIME : 10:22:28AM

| Agency code: 513                      |                  | Agency name: Funeral Service Commission |                     |                     |                       |                       |
|---------------------------------------|------------------|---|---------------------|---------------------|-----------------------|-----------------------|
| Goal/Objective/STRATEGY               | Base<br>2020     | Base<br>2021                            | Exceptional<br>2020 | Exceptional<br>2021 | Total Request<br>2020 | Total Request<br>2021 |
| <b>General Revenue Funds:</b>         |                  |   |                     |                     |                       |                       |
| 1 General Revenue Fund                | \$747,266        | \$747,267                               | \$24,000            | \$24,000            | \$771,266             | \$771,267             |
|                                       | <b>\$747,266</b> | <b>\$747,267</b>                        | <b>\$24,000</b>     | <b>\$24,000</b>     | <b>\$771,266</b>      | <b>\$771,267</b>      |
| <b>Other Funds:</b>                   |                  |   |                     |                     |                       |                       |
| 666 Appropriated Receipts             | 87,100           | 87,100                                  | 0                   | 0                   | 87,100                | 87,100                |
|                                       | <b>\$87,100</b>  | <b>\$87,100</b>                         | <b>\$0</b>          | <b>\$0</b>          | <b>\$87,100</b>       | <b>\$87,100</b>       |
| <b>TOTAL, METHOD OF FINANCING</b>     | <b>\$834,366</b> | <b>\$834,367</b>                        | <b>\$24,000</b>     | <b>\$24,000</b>     | <b>\$858,366</b>      | <b>\$858,367</b>      |
| <b>FULL TIME EQUIVALENT POSITIONS</b> | <b>11.0</b>      | <b>11.0</b>                             | <b>0.0</b>          | <b>0.0</b>          | <b>11.0</b>           | <b>11.0</b>           |

**2.G. Summary of Total Request Objective Outcomes**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation system of Texas (ABEST)

Date : 7/26/2018  
 Time: 10:22:47AM

Agency code: **513** Agency name: **Funeral Service Commission**

Goal/ Objective / Outcome

|            |   | BL<br>2020 | BL<br>2021 | Excp<br>2020 | Excp<br>2021 | Total<br>Request<br>2020 | Total<br>Request<br>2021 |
|------------|---|------------|------------|--------------|--------------|--------------------------|--------------------------|
| 1          | Manage Examination/Licensure to Develop Competent & Ethical Licensees           |            |            |              |              |                          |                          |
| 1          | <i>Ensure Licensing Functions Managed in Timely &amp; Cost-effective Manner</i> |            |            |              |              |                          |                          |
| <b>KEY</b> | <b>1 Percent of Licensees with No Recent Violations</b>                         | 98.00%     | 98.00%     | 98.00%       | 98.00%       | 98.00%                   | 98.00%                   |
| <b>KEY</b> | <b>2 Percent of Licensees Who Renew Online</b>                                  | 86.00%     | 86.00%     | 86.00%       | 86.00%       | 86.00%                   | 86.00%                   |
| 2          | To Aggressively & Effectively Provide Enforcement & Protect the Public          |            |            |              |              |                          |                          |
| 1          | <i>Inspect Licensed Facilities</i>  |            |            |              |              |                          |                          |
|            | <b>1 % of Licensed Facilities Found to Be Noncompliant During Inspection</b>    | 28.00%     | 28.00%     | 0.00%        | 0.00%        | 28.00%                   | 28.00%                   |
| 2          | <i>Investigation and Due Process for All Complaints</i>                         |            |            |              |              |                          |                          |
| <b>KEY</b> | <b>1 Percent of Complaints Resulting in Disciplinary Action</b>                 | 40.00%     | 40.00%     | 0.00%        | 0.00%        | 40.00%                   | 40.00%                   |
|            | <b>2 Recidivism Rate for Those Receiving Disciplinary Action</b>                | 20.00%     | 20.00%     |              |              | 20.00%                   | 20.00%                   |
| <b>KEY</b> | <b>3 Percent of Complaints Resolved within 6 Months</b>                         | 70.00%     | 70.00%     |              |              | 70.00%                   | 70.00%                   |

**513 Funeral Service Commission**

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees  
 OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner Service Categories:  
 STRATEGY: 1 Issue and Renew Licenses, Monitor Continuing Education Service: 16 Income: A.2 Age: B.3

| CODE                               | DESCRIPTION                                  | Exp 2017  | Est 2018  | Bud 2019  | BL 2020   | BL 2021   |
|------------------------------------|--|-----------|-----------|-----------|-----------|-----------|
| <b>Output Measures:</b>            |  |           |           |           |           |           |
| KEY 1                              | Number of New Licenses Issued to Individuals | 384.00    | 380.00    | 380.00    | 380.00    | 380.00    |
| KEY 2                              | Number of Individual Licenses Renewed        | 2,345.00  | 2,250.00  | 2,250.00  | 2,250.00  | 2,250.00  |
| KEY 3                              | Number of New Licenses Issued to Facilities  | 85.00     | 80.00     | 80.00     | 80.00     | 80.00     |
| KEY 4                              | Number of Facility Licenses Renewed          | 1,513.00  | 1,450.00  | 1,450.00  | 750.00    | 750.00    |
| <b>Explanatory/Input Measures:</b> |  |           |           |           |           |           |
| KEY 1                              | Total Number of Individuals Licensed         | 4,924.00  | 5,000.00  | 5,025.00  | 5,025.00  | 5,025.00  |
| KEY 2                              | Total Number of Facilities Licensed          | 1,545.00  | 1,625.00  | 1,625.00  | 1,625.00  | 1,625.00  |
| <b>Objects of Expense:</b>         |  |           |           |           |           |           |
| 1001                               | SALARIES AND WAGES                           | \$182,368 | \$209,256 | \$220,084 | \$233,734 | \$233,734 |
| 1002                               | OTHER PERSONNEL COSTS                        | \$24,068  | \$25,909  | \$21,390  | \$14,966  | \$15,192  |
| 2001                               | PROFESSIONAL FEES AND SERVICES               | \$13,808  | \$11,444  | \$11,455  | \$116     | \$116     |
| 2003                               | CONSUMABLE SUPPLIES                          | \$2,793   | \$1,478   | \$1,445   | \$1,439   | \$1,271   |
| 2004                               | UTILITIES                                    | \$946     | \$870     | \$869     | \$869     | \$869     |
| 2005                               | TRAVEL                                       | \$9,314   | \$9,000   | \$10,000  | \$10,000  | \$10,000  |
| 2006                               | RENT - BUILDING                              | \$135     | \$132     | \$132     | \$132     | \$132     |
| 2007                               | RENT - MACHINE AND OTHER                     | \$2,282   | \$2,406   | \$2,406   | \$2,406   | \$2,406   |
| 2009                               | OTHER OPERATING EXPENSE                      | \$51,962  | \$62,356  | \$54,308  | \$60,956  | \$60,956  |

**513 Funeral Service Commission**

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees  
 OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner  
 STRATEGY: 1 Issue and Renew Licenses, Monitor Continuing Education

Service Categories:

Service: 16      Income: A.2      Age: B.3

| CODE   | DESCRIPTION           | Exp 2017  | Est 2018  | Bud 2019  | BL 2020   | BL 2021   |
|--|-----------------------|-----------|-----------|-----------|-----------|-----------|
| <b>TOTAL, OBJECT OF EXPENSE</b>                    |                       | \$287,676 | \$322,851 | \$322,089 | \$324,618 | \$324,676 |
| <b>Method of Financing:</b>                        |                       |           |           |           |           |           |
| 1  | General Revenue Fund  | \$197,020 | \$235,751 | \$234,989 | \$237,518 | \$237,576 |
| <b>SUBTOTAL, MOF (GENERAL REVENUE FUNDS)</b>       |                       | \$197,020 | \$235,751 | \$234,989 | \$237,518 | \$237,576 |
| <b>Method of Financing:</b>                        |                       |           |           |           |           |           |
| 666  | Appropriated Receipts | \$90,656  | \$87,100  | \$87,100  | \$87,100  | \$87,100  |
| <b>SUBTOTAL, MOF (OTHER FUNDS)</b>                 |                       | \$90,656  | \$87,100  | \$87,100  | \$87,100  | \$87,100  |
| <b>TOTAL, METHOD OF FINANCE (INCLUDING RIDERS)</b> |                       |           |           |           | \$324,618 | \$324,676 |
| <b>TOTAL, METHOD OF FINANCE (EXCLUDING RIDERS)</b> |                       | \$287,676 | \$322,851 | \$322,089 | \$324,618 | \$324,676 |
| <b>FULL TIME EQUIVALENT POSITIONS:</b>             |                       | 3.7       | 4.4       | 4.4       | 4.4       | 4.4       |

STRATEGY DESCRIPTION AND JUSTIFICATION:

**513 Funeral Service Commission**

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees  
 OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner Service Categories:  
 STRATEGY: 1 Issue and Renew Licenses, Monitor Continuing Education Service: 16 Income: A.2 Age: B.3

| CODE | DESCRIPTION | Exp 2017 | Est 2018 | Bud 2019 | BL 2020 | BL 2021 |
|------|-------------|----------|----------|----------|---------|---------|
|------|-------------|----------|----------|----------|---------|---------|

Through its licensing function, the Texas Funeral Service Commission is charged with ensuring only well qualified professionals are licensed to serve the public. This charge is met through a comprehensive provisional licensing program for new licensees and through a continuing education program for current licensees. Both programs ensure all individuals have the necessary skills and knowledge to be funeral directors and embalmers. The agency's licensing function contributes to the state's goal of ensuring Texans are effectively and efficiently served by high-quality professionals and businesses by implementing clear standards, establishing market-based solutions and reducing regulatory burdens.

**EXTERNAL/INTERNAL FACTORS IMPACTING STRATEGY:**

Workload will continue to increase as the population of the state continues to grow. Higher population means a higher death rate which will require more qualified and licensed death care providers. The TFSC depends on its trained and qualified staff to issue licenses in a timely manner.

**EXPLANATION OF BIENNIAL CHANGE (includes Rider amounts):**

| <u>STRATEGY BIENNIAL TOTAL - ALL FUNDS</u> |   | <u>BIENNIAL CHANGE</u> | <u>EXPLANATION OF BIENNIAL CHANGE</u> |   |
|--|---|------------------------|---------------------------------------|---|
| <u>Base Spending (Est 2018 + Bud 2019)</u> | <u>Baseline Request (BL 2020 + BL 2021)</u> |                        | <u>\$ Amount</u>                      | <u>Explanation(s) of Amount (must specify MOFs and FTEs)</u>                                      |
| \$644,940                                  | \$649,294                                   | \$4,354                | \$4,354                               | Other operating costs were allocated based on a difference percentage for the 2020-2021 biennium. |
|  |   |                        | <b>\$4,354</b>                        | <b>Total of Explanation of Biennial Change</b>  |

**513 Funeral Service Commission**

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees  
 OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner Service Categories:  
 STRATEGY: 2 Texas.gov. Estimated and Nontransferable Service: 16 Income: A.2 Age: B.3

| CODE   | DESCRIPTION             | Exp 2017        | Est 2018        | Bud 2019        | BL 2020         | BL 2021         |
|--|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Objects of Expense:</b>                         |                         |                 |                 |                 |                 |                 |
| 2009   | OTHER OPERATING EXPENSE | \$47,207        | \$46,500        | \$46,500        | \$46,500        | \$46,500        |
| <b>TOTAL, OBJECT OF EXPENSE</b>                    |                         | <b>\$47,207</b> | <b>\$46,500</b> | <b>\$46,500</b> | <b>\$46,500</b> | <b>\$46,500</b> |
| <b>Method of Financing:</b>                        |                         |                 |                 |                 |                 |                 |
| 1  | General Revenue Fund    | \$47,207        | \$46,500        | \$46,500        | \$46,500        | \$46,500        |
| <b>SUBTOTAL, MOF (GENERAL REVENUE FUNDS)</b>       |                         | <b>\$47,207</b> | <b>\$46,500</b> | <b>\$46,500</b> | <b>\$46,500</b> | <b>\$46,500</b> |
| <b>TOTAL, METHOD OF FINANCE (INCLUDING RIDERS)</b> |                         |                 |                 |                 | <b>\$46,500</b> | <b>\$46,500</b> |
| <b>TOTAL, METHOD OF FINANCE (EXCLUDING RIDERS)</b> |                         | <b>\$47,207</b> | <b>\$46,500</b> | <b>\$46,500</b> | <b>\$46,500</b> | <b>\$46,500</b> |

**FULL TIME EQUIVALENT POSITIONS:**

**STRATEGY DESCRIPTION AND JUSTIFICATION:**

Statute mandates the Texas Funeral Service Commission collect fees for the usage of the online renewal/original application system. The usage fee is collected whether the licensee renews online or in paper form. The agency no longer uses the online system for original applications due to the nature of information that must be provided by the applicants during the process.

**513 Funeral Service Commission**

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees  
 OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner Service Categories:  
 STRATEGY: 2 Texas.gov. Estimated and Nontransferable Service: 16 Income: A.2 Age: B.3

| CODE | DESCRIPTION | Exp 2017 | Est 2018 | Bud 2019 | BL 2020 | BL 2021 |
|------|-------------|----------|----------|----------|---------|---------|
|------|-------------|----------|----------|----------|---------|---------|

**EXTERNAL/INTERNAL FACTORS IMPACTING STRATEGY:**

The agency strongly encourages its licensees to renew online through its renewal postcards. The agency's usage rate for online renewals is 85 percent.

**EXPLANATION OF BIENNIAL CHANGE (includes Rider amounts):**

| <u>STRATEGY BIENNIAL TOTAL - ALL FUNDS</u> |   | <u>BIENNIAL</u> | <u>EXPLANATION OF BIENNIAL CHANGE</u> |  |
|--|---|-----------------|---------------------------------------|--|
| <u>Base Spending (Est 2018 + Bud 2019)</u> | <u>Baseline Request (BL 2020 + BL 2021)</u> | <u>CHANGE</u>   | <u>\$ Amount</u>                      | <u>Explanation(s) of Amount (must specify MOFs and FTEs)</u> |
| \$93,000                                   | \$93,000                                    | \$0             | \$0                                   | <b>Total of Explanation of Biennial Change</b>               |

**513 Funeral Service Commission**

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public  
 OBJECTIVE: 1 Inspect Licensed Facilities  
 STRATEGY: 1 Provide Enforcement through Inspections

Service Categories:

Service: 16      Income: A.2      Age: B.3

| CODE   | DESCRIPTION                        | Exp 2017         | Est 2018         | Bud 2019         | BL 2020          | BL 2021          |
|--|------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Output Measures:</b>                      |                                    |                  |                  |                  |                  |                  |
| KEY 1  | Number of Establishments Inspected | 1,236.00         | 1,300.00         | 1,400.00         | 1,000.00         | 1,000.00         |
| <b>Objects of Expense:</b>                   |                                    |                  |                  |                  |                  |                  |
| 1001   | SALARIES AND WAGES                 | \$95,441         | \$115,091        | \$121,834        | \$129,634        | \$129,634        |
| 1002   | OTHER PERSONNEL COSTS              | \$21,952         | \$13,654         | \$11,028         | \$7,310          | \$7,392          |
| 2001   | PROFESSIONAL FEES AND SERVICES     | \$6,552          | \$6,540          | \$6,545          | \$66             | \$66             |
| 2003   | CONSUMABLE SUPPLIES                | \$460            | \$844            | \$826            | \$822            | \$726            |
| 2004   | UTILITIES                          | \$178            | \$1,040          | \$1,040          | \$1,040          | \$1,040          |
| 2005   | TRAVEL                             | \$28,123         | \$28,000         | \$28,000         | \$28,000         | \$28,000         |
| 2006   | RENT - BUILDING                    | \$77             | \$239            | \$239            | \$239            | \$239            |
| 2007   | RENT - MACHINE AND OTHER           | \$0              | \$0              | \$0              | \$0              | \$0              |
| 2009   | OTHER OPERATING EXPENSE            | \$12,221         | \$16,665         | \$13,031         | \$14,658         | \$14,658         |
| <b>TOTAL, OBJECT OF EXPENSE</b>              |                                    | <b>\$165,004</b> | <b>\$182,073</b> | <b>\$182,543</b> | <b>\$181,769</b> | <b>\$181,755</b> |
| <b>Method of Financing:</b>                  |                                    |                  |                  |                  |                  |                  |
| 1  | General Revenue Fund               | \$165,004        | \$182,073        | \$182,543        | \$181,769        | \$181,755        |
| <b>SUBTOTAL, MOF (GENERAL REVENUE FUNDS)</b> |                                    | <b>\$165,004</b> | <b>\$182,073</b> | <b>\$182,543</b> | <b>\$181,769</b> | <b>\$181,755</b> |

**513 Funeral Service Commission**

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public  
 OBJECTIVE: 1 Inspect Licensed Facilities  
 STRATEGY: 1 Provide Enforcement through Inspections

Service Categories:  
 Service: 16      Income: A.2      Age: B.3

| CODE   | DESCRIPTION | Exp 2017         | Est 2018         | Bud 2019         | BL 2020          | BL 2021          |
|--|-------------|------------------|------------------|------------------|------------------|------------------|
| <b>TOTAL, METHOD OF FINANCE (INCLUDING RIDERS)</b> |             |                  |                  |                  | <b>\$181,769</b> | <b>\$181,755</b> |
| <b>TOTAL, METHOD OF FINANCE (EXCLUDING RIDERS)</b> |             | <b>\$165,004</b> | <b>\$182,073</b> | <b>\$182,543</b> | <b>\$181,769</b> | <b>\$181,755</b> |
| <b>FULL TIME EQUIVALENT POSITIONS:</b>             |             | <b>1.6</b>       | <b>2.8</b>       | <b>2.8</b>       | <b>2.8</b>       | <b>2.8</b>       |

**STRATEGY DESCRIPTION AND JUSTIFICATION:**

Through its compliance function, the Texas Funeral Service Commission is charged with ensuring licensees are operating in full compliance with the law through a vigorous inspection process. Statutorily mandated risk based inspections of all licensed establishments are conducted at least once every two years. The inspection process includes a survey of the physical plant, a check of a sample of case files and a comprehensive review of all required documents. The agency's compliance function contributes to the state's goal of ensuring Texans are effectively and efficiently served by high-quality professionals and businesses by implementing clear standards, establishing market-based solutions and ensuring compliance.

**EXTERNAL/INTERNAL FACTORS IMPACTING STRATEGY:**

Workload will continue to increase as the population of the state continues to grow. Higher population means a higher death rate which will require more qualified and licensed death care providers. Each new establishment must be inspected prior to a license being issued. The TFSC depends on its trained and qualified staff to inspect all funeral establishments and crematories in a timely manner.

**513 Funeral Service Commission**

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public  
 OBJECTIVE: 1 Inspect Licensed Facilities  
 STRATEGY: 1 Provide Enforcement through Inspections

Service Categories:

Service: 16      Income: A.2      Age: B.3

| CODE | DESCRIPTION | Exp 2017 | Est 2018 | Bud 2019 | BL 2020 | BL 2021 |
|------|-------------|----------|----------|----------|---------|---------|
|------|-------------|----------|----------|----------|---------|---------|

**EXPLANATION OF BIENNIAL CHANGE (includes Rider amounts):**

| <u>STRATEGY BIENNIAL TOTAL - ALL FUNDS</u> |   | <u>BIENNIAL</u> | <u>EXPLANATION OF BIENNIAL CHANGE</u> |   |
|--|---|-----------------|---------------------------------------|---|
| <u>Base Spending (Est 2018 + Bud 2019)</u> | <u>Baseline Request (BL 2020 + BL 2021)</u> | <u>CHANGE</u>   | <u>\$ Amount</u>                      | <u>Explanation(s) of Amount (must specify MOFs and FTEs)</u>                                      |
| \$364,616                                  | \$363,524                                   | \$(1,092)       | \$(1,092)                             | Other operating costs were allocated based on a difference percentage for the 2020-2021 biennium. |
|  |   |                 | <u>\$(1,092)</u>                      | <b>Total of Explanation of Biennial Change</b>  |

**513 Funeral Service Commission**

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public  
 OBJECTIVE: 2 Investigation and Due Process for All Complaints  
 STRATEGY: 1 Investigate Complaints & Recommend Disciplinary/Other Action

Service Categories:

Service: 16      Income: A.2      Age: B.3

| CODE                               | DESCRIPTION                                  | Exp 2017  | Est 2018  | Bud 2019  | BL 2020   | BL 2021   |
|------------------------------------|--|-----------|-----------|-----------|-----------|-----------|
| <b>Output Measures:</b>            |  |           |           |           |           |           |
| KEY 1                              | Number of Complaints Resolved                | 146.00    | 110.00    | 100.00    | 100.00    | 100.00    |
| KEY 2                              | Number of Complaints Pending                 | 30.00     | 30.00     | 30.00     | 26.00     | 26.00     |
| <b>Efficiency Measures:</b>        |  |           |           |           |           |           |
| KEY 1                              | Average Time for Complaint Resolution        | 79.00     | 90.00     | 120.00    | 120.00    | 120.00    |
| <b>Explanatory/Input Measures:</b> |  |           |           |           |           |           |
| KEY 1                              | Number of Jurisdictional Complaints Received | 146.00    | 120.00    | 120.00    | 120.00    | 120.00    |
| <b>Objects of Expense:</b>         |  |           |           |           |           |           |
| 1001                               | SALARIES AND WAGES                           | \$263,402 | \$198,792 | \$213,251 | \$230,801 | \$230,801 |
| 1002                               | OTHER PERSONNEL COSTS                        | \$19,620  | \$30,457  | \$24,542  | \$16,164  | \$16,336  |
| 2001                               | PROFESSIONAL FEES AND SERVICES               | \$13,103  | \$14,714  | \$14,728  | \$148     | \$148     |
| 2003                               | CONSUMABLE SUPPLIES                          | \$1,185   | \$1,900   | \$1,859   | \$1,849   | \$1,634   |
| 2004                               | UTILITIES                                    | \$816     | \$284     | \$281     | \$281     | \$281     |
| 2005                               | TRAVEL                                       | \$478     | \$0       | \$0       | \$0       | \$0       |
| 2006                               | RENT - BUILDING                              | \$172     | \$169     | \$169     | \$169     | \$169     |
| 2007                               | RENT - MACHINE AND OTHER                     | \$562     | \$0       | \$0       | \$0       | \$0       |
| 2009                               | OTHER OPERATING EXPENSE                      | \$26,960  | \$36,626  | \$28,405  | \$32,067  | \$32,067  |

**513 Funeral Service Commission**

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public  
 OBJECTIVE: 2 Investigation and Due Process for All Complaints  
 STRATEGY: 1 Investigate Complaints & Recommend Disciplinary/Other Action

Service Categories:

Service: 16      Income: A.2      Age: B.3

| CODE   | DESCRIPTION          | Exp 2017  | Est 2018  | Bud 2019  | BL 2020   | BL 2021   |
|--|----------------------|-----------|-----------|-----------|-----------|-----------|
| <b>TOTAL, OBJECT OF EXPENSE</b>                    |                      | \$326,298 | \$282,942 | \$283,235 | \$281,479 | \$281,436 |
| <b>Method of Financing:</b>                        |                      |           |           |           |           |           |
| 1  | General Revenue Fund | \$326,298 | \$282,942 | \$283,235 | \$281,479 | \$281,436 |
| <b>SUBTOTAL, MOF (GENERAL REVENUE FUNDS)</b>       |                      | \$326,298 | \$282,942 | \$283,235 | \$281,479 | \$281,436 |
| <b>TOTAL, METHOD OF FINANCE (INCLUDING RIDERS)</b> |                      |           |           |           | \$281,479 | \$281,436 |
| <b>TOTAL, METHOD OF FINANCE (EXCLUDING RIDERS)</b> |                      | \$326,298 | \$282,942 | \$283,235 | \$281,479 | \$281,436 |
| <b>FULL TIME EQUIVALENT POSITIONS:</b>             |                      | 5.8       | 3.8       | 3.8       | 3.8       | 3.8       |

**STRATEGY DESCRIPTION AND JUSTIFICATION:**

Through its compliance function, the Texas Funeral Service Commission is charged with ensuring violations of the laws and regulations within the agency's jurisdiction are addressed and licensees are operating in full compliance with the law. In addition, the increased cooperative efforts of the Commission, the Department of Banking, the Department of Insurance and the Department of State Health Services will ensure there are fewer gaps in regulating the funeral service industry. The agency's compliance function contributes to the state's goal of ensuring Texans are effectively and efficiently served by high-quality professionals and businesses by implementing clear standards, establishing market-based solutions and ensuring compliance.

**513 Funeral Service Commission**

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public  
 OBJECTIVE: 2 Investigation and Due Process for All Complaints Service Categories:  
 STRATEGY: 1 Investigate Complaints & Recommend Disciplinary/Other Action Service: 16 Income: A.2 Age: B.3

| CODE | DESCRIPTION | Exp 2017 | Est 2018 | Bud 2019 | BL 2020 | BL 2021 |
|------|-------------|----------|----------|----------|---------|---------|
|------|-------------|----------|----------|----------|---------|---------|

**EXTERNAL/INTERNAL FACTORS IMPACTING STRATEGY:**

Workload will continue to increase as the population of the state continues to grow. Higher population means a higher death rate which could result in higher numbers of complaints being filed. The TFSC depends on its trained and qualified staff to resolve complaints in a timely manner.

**EXPLANATION OF BIENNIAL CHANGE (includes Rider amounts):**

| <u>STRATEGY BIENNIAL TOTAL - ALL FUNDS</u> |   | <u>BIENNIAL CHANGE</u> | <u>EXPLANATION OF BIENNIAL CHANGE</u> |   |
|--|---|------------------------|---------------------------------------|---|
| <u>Base Spending (Est 2018 + Bud 2019)</u> | <u>Baseline Request (BL 2020 + BL 2021)</u> |                        | <u>\$ Amount</u>                      | <u>Explanation(s) of Amount (must specify MOFs and FTEs)</u>                                      |
| \$566,177                                  | \$562,915                                   | \$(3,262)              | \$(3,262)                             | Other operating costs were allocated based on a difference percentage for the 2020-2021 biennium. |
|  |   |                        | <u>\$(3,262)</u>                      | <b>Total of Explanation of Biennial Change</b>  |

**3.A. Strategy Request**  
86th Regular Session, Agency Submission, Version 1  
Automated Budget and Evaluation System of Texas (ABEST)

7/26/2018 10:23:49AM

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**SUMMARY TOTALS:**

|   |                  |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|
| <b>OBJECTS OF EXPENSE:</b>                    | <b>\$826,185</b> | <b>\$834,366</b> | <b>\$834,367</b> | <b>\$834,366</b> | <b>\$834,367</b> |
| <b>METHODS OF FINANCE (INCLUDING RIDERS):</b> |                  |                  |                  | <b>\$834,366</b> | <b>\$834,367</b> |
| <b>METHODS OF FINANCE (EXCLUDING RIDERS):</b> | <b>\$826,185</b> | <b>\$834,366</b> | <b>\$834,367</b> | <b>\$834,366</b> | <b>\$834,367</b> |
| <b>FULL TIME EQUIVALENT POSITIONS:</b>        | <b>11.1</b>      | <b>11.0</b>      | <b>11.0</b>      | <b>11.0</b>      | <b>11.0</b>      |



**4.A. Exceptional Item Request Schedule**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

DATE: 7/26/2018  
 TIME: 10:24:21AM

Agency code: 513

Agency name:  
**Funeral Service Commission**

| CODE | DESCRIPTION   | Excp 2020 | Excp 2021 |
|------|---|-----------|-----------|
|      | <b>Item Name:</b> Targeted Accountant Salary Increase or \$14,000 per fiscal year<br><b>Item Priority:</b> 1<br><b>IT Component:</b> No<br><b>Anticipated Out-year Costs:</b> No<br><b>Involve Contracts &gt; \$50,000:</b> No<br><b>Includes Funding for the Following Strategy or Strategies:</b> |           |           |
|      | 01-01-01 Issue and Renew Licenses, Monitor Continuing Education   |           |           |
|      | 02-01-01 Provide Enforcement through Inspections  |           |           |
|      | 02-02-01 Investigate Complaints & Recommend Disciplinary/Other Action   |           |           |

**OBJECTS OF EXPENSE:**

|      |                                 |                 |                 |
|------|---------------------------------|-----------------|-----------------|
| 1001 | SALARIES AND WAGES              | 14,000          | 14,000          |
|      | <b>TOTAL, OBJECT OF EXPENSE</b> | <b>\$14,000</b> | <b>\$14,000</b> |

**METHOD OF FINANCING:**

|   |                                   |                 |                 |
|---|-----------------------------------|-----------------|-----------------|
| 1 | General Revenue Fund              | 14,000          | 14,000          |
|   | <b>TOTAL, METHOD OF FINANCING</b> | <b>\$14,000</b> | <b>\$14,000</b> |

**DESCRIPTION / JUSTIFICATION:**

The first exceptional item being requested is an additional \$14,000 in General Revenue funding in order to appropriately compensate an agency accountant. The agency has had a long standing MOU with the Texas State Board of Examiners of Psychologists (TSBEP) for accounting services. The Sunset Advisory Commission has recommended the TSBEP be combined with other agencies. If the recommendation is approved by the Legislature, the TBSEP will cease to exist.

For this and other reasons, the commission has determined it would be better served by having an in-agency accountant/Chief Financial Officer instead of contracting with another state agency for these services. However, under current appropriations, the agency does not have enough resources to adequately pay and retain a qualified Accountant. If granted, these funds would be used in conjunction with the funds currently paid under the MOU to fully compensate the agency's accountant.

With this exceptional item funded the agency can ensure it hires and retains a competent accountant and continue to comply with statutory reporting requirements as required by law. The agency could positively impact the following performance measures:

Licensing Output Measure Impact:

- New Individual Licenses Issued increases by 10
- Individual License Renewals increases by 50
- Facility Licenses Issued increases by 5
- Facility Licenses Renewed increases by 40



**4.A. Exceptional Item Request Schedule**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

DATE: 7/26/2018  
 TIME: 11:07:49AM

Agency code: 513 Agency name: Funeral Service Commission

| CODE                        | DESCRIPTION  | Excp 2020       | Excp 2021       |
|-----------------------------|--|-----------------|-----------------|
|                             | <b>Item Name:</b> Maintain Licensing Technician Salary or \$10,000 per fiscal year<br><b>Item Priority:</b> 2<br><b>IT Component:</b> No<br><b>Anticipated Out-year Costs:</b> No<br><b>Involve Contracts &gt; \$50,000:</b> No<br><b>Includes Funding for the Following Strategy or Strategies:</b> 01-01-01 Issue and Renew Licenses, Monitor Continuing Education |                 |                 |
| <b>OBJECTS OF EXPENSE:</b>  |  |                 |                 |
| 1001                        | SALARIES AND WAGES   | 10,000          | 10,000          |
|                             | <b>TOTAL, OBJECT OF EXPENSE</b>  | <b>\$10,000</b> | <b>\$10,000</b> |
| <b>METHOD OF FINANCING:</b> |  |                 |                 |
| 1                           | General Revenue Fund   | 10,000          | 10,000          |
|                             | <b>TOTAL, METHOD OF FINANCING</b>  | <b>\$10,000</b> | <b>\$10,000</b> |

**DESCRIPTION / JUSTIFICATION:**

The second exceptional item being requested is an additional \$10,000 in General Revenue in order to continue to adequately compensate a Licensing Technician whose salary is currently paid with appropriated receipts. This revenue is needed as the agency moves away from selling its consumer brochure.

The consumer brochure is currently printed by the agency and sold to funeral homes. By law, this consumer brochure must be provided to all consumers prior to funeral arrangements being made – including transactions that are solely conducted online. By rule, a funeral home may not print its own copy of the brochure but must purchase brochures from the agency.

Funds collected from the sale of this brochure are deposited to the credit of the agency’s Appropriated Receipts account. The agency is considering allowing funeral homes to provide digital copies of the brochure for online transactions and to print copies of the brochure instead of purchasing copies from the agency.

The appropriated receipts are currently used to fund printing costs, shipping costs and to pay a portion of a licensing technician’s salary. The agency is asking for a minimal increase in General Revenue to offset the lost appropriated receipts that are currently used to pay the licensing technician’s salary.

With funding to maintain targeted salaries, the agency could positively impact the following performance measures:

- Licensing Output Measure Impact:
- New Individual Licenses Issued increases by 10
- Individual License Renewals increases by 25

4.A. Exceptional Item Request Schedule  
86th Regular Session, Agency Submission, Version 1  
Automated Budget and Evaluation System of Texas (ABEST)

DATE: 7/26/2018  
TIME: 11:07:49AM

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Agency code: 513

Agency name:

**Funeral Service Commission**

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**CODE DESCRIPTION**

**Excp 2020**

**Excp 2021**

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**EXTERNAL/INTERNAL FACTORS:**

- The population of the state continues to grow, which means the number of deaths will continue to grow. More deaths means the state will need more qualified and licensed death care providers. More deaths also could result in a higher number of complaints to be investigated by TFSC staff.
- Loss of qualified staff would prevent the agency from meeting its performance measures and would impair the agency's ability to protect the public. The TFSC depends on its trained and qualified staff to issue licenses and resolve complaints in a timely manner.

**PCLS TRACKING KEY:**

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4.B. Exceptional Items Strategy Allocation Schedule  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

DATE: 7/26/2018  
 TIME: 10:24:48AM

| Code                              | Description          | Excp 2020   | Excp 2021  |
|-----------------------------------|----------------------|---|--|
| <b>Agency code: 513</b>           |                      | <b>Agency name: Funeral Service Commission</b>                  |  |
| <b>Item Name:</b>                 |                      | Targeted Accountant Salary Increase or \$14,000 per fiscal year |  |
| <b>Allocation to Strategy:</b>    |                      | 1-1-1   | Issue and Renew Licenses, Monitor Continuing Education |
| <b>OBJECTS OF EXPENSE:</b>        |                      |   |  |
| 1001                              | SALARIES AND WAGES   | 4,900   | 4,900  |
| <b>TOTAL, OBJECT OF EXPENSE</b>   |                      | <b>\$4,900</b>  | <b>\$4,900</b>   |
| <b>METHOD OF FINANCING:</b>       |                      |   |  |
| 1                                 | General Revenue Fund | 4,900   | 4,900  |
| <b>TOTAL, METHOD OF FINANCING</b> |                      | <b>\$4,900</b>  | <b>\$4,900</b>   |

**4.B. Exceptional Items Strategy Allocation Schedule**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

DATE: 7/26/2018  
 TIME: 10:24:48AM

Agency code: **513** Agency name: **Funeral Service Commission**

| Code                              | Description   | Excp 2020      | Excp 2021      |
|-----------------------------------|---|----------------|----------------|
| <b>Item Name:</b>                 | Targeted Accountant Salary Increase or \$14,000 per fiscal year |                |                |
| <b>Allocation to Strategy:</b>    | 2-1-1 Provide Enforcement through Inspections                   |                |                |
| <b>OBJECTS OF EXPENSE:</b>        |   |                |                |
| 1001                              | SALARIES AND WAGES  | 2,800          | 2,800          |
| <b>TOTAL, OBJECT OF EXPENSE</b>   |   | <b>\$2,800</b> | <b>\$2,800</b> |
| <b>METHOD OF FINANCING:</b>       |   |                |                |
| 1                                 | General Revenue Fund  | 2,800          | 2,800          |
| <b>TOTAL, METHOD OF FINANCING</b> |   | <b>\$2,800</b> | <b>\$2,800</b> |

**4.B. Exceptional Items Strategy Allocation Schedule**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

DATE: 7/26/2018  
 TIME: 10:24:48AM

Agency code: **513** Agency name: **Funeral Service Commission**

| Code  | Description          | Excp 2020      | Excp 2021      |
|---|----------------------|----------------|----------------|
| <b>Item Name:</b> Targeted Accountant Salary Increase or \$14,000 per fiscal year                 |                      |                |                |
| <b>Allocation to Strategy:</b> 2-2-1 Investigate Complaints & Recommend Disciplinary/Other Action |                      |                |                |
| <b>OBJECTS OF EXPENSE:</b>  |                      |                |                |
| 1001  | SALARIES AND WAGES   | 6,300          | 6,300          |
| <b>TOTAL, OBJECT OF EXPENSE</b>   |                      | <b>\$6,300</b> | <b>\$6,300</b> |
| <b>METHOD OF FINANCING:</b>   |                      |                |                |
| 1   | General Revenue Fund | 6,300          | 6,300          |
| <b>TOTAL, METHOD OF FINANCING</b>   |                      | <b>\$6,300</b> | <b>\$6,300</b> |

**4.B. Exceptional Items Strategy Allocation Schedule**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

DATE: 7/26/2018  
 TIME: 10:24:48AM

Agency code: **513** Agency name: **Funeral Service Commission**

| Code  | Description          | Excp 2020       | Excp 2021       |
|---|----------------------|-----------------|-----------------|
| <b>Item Name:</b> Maintain Licensing Technician Salary or \$10,000 per fiscal year          |                      |                 |                 |
| <b>Allocation to Strategy:</b> 1-1-1 Issue and Renew Licenses, Monitor Continuing Education |                      |                 |                 |
| <b>OBJECTS OF EXPENSE:</b>  |                      |                 |                 |
| 1001  | SALARIES AND WAGES   | 10,000          | 10,000          |
| <b>TOTAL, OBJECT OF EXPENSE</b>   |                      | <b>\$10,000</b> | <b>\$10,000</b> |
| <b>METHOD OF FINANCING:</b>   |                      |                 |                 |
| 1   | General Revenue Fund | 10,000          | 10,000          |
| <b>TOTAL, METHOD OF FINANCING</b>   |                      | <b>\$10,000</b> | <b>\$10,000</b> |

**4.C. Exceptional Items Strategy Request**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

DATE: 7/26/2018  
 TIME: 10:25:09AM

Agency Code: 513 Agency name: Funeral Service Commission

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees  
 OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner  
 STRATEGY: 1 Issue and Renew Licenses, Monitor Continuing Education

Service Categories:  
 Service: 16 Income: A.2 Age: B.3

| CODE | DESCRIPTION | Excp 2020 | Excp 2021 |
|------|-------------|-----------|-----------|
|------|-------------|-----------|-----------|

**OUTPUT MEASURES:**

|          |  |       |       |
|----------|--|-------|-------|
| <u>1</u> | Number of New Licenses Issued to Individuals | 20.00 | 20.00 |
| <u>2</u> | Number of Individual Licenses Renewed        | 75.00 | 75.00 |
| <u>3</u> | Number of New Licenses Issued to Facilities  | 5.00  | 5.00  |
| <u>4</u> | Number of Facility Licenses Renewed          | 40.00 | 40.00 |

**OBJECTS OF EXPENSE:**

|      |                                  |                 |                 |
|------|----------------------------------|-----------------|-----------------|
| 1001 | SALARIES AND WAGES               | 14,900          | 14,900          |
|      | <b>Total, Objects of Expense</b> | <b>\$14,900</b> | <b>\$14,900</b> |

**METHOD OF FINANCING:**

|   |                                 |                 |                 |
|---|---------------------------------|-----------------|-----------------|
| 1 | General Revenue Fund            | 14,900          | 14,900          |
|   | <b>Total, Method of Finance</b> | <b>\$14,900</b> | <b>\$14,900</b> |

**EXCEPTIONAL ITEM(S) INCLUDED IN STRATEGY:**

Targeted Accountant Salary Increase or \$14,000 per fiscal year  
 Maintain Licensing Technician Salary or \$10,000 per fiscal year

**4.C. Exceptional Items Strategy Request**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

**DATE:** 7/26/2018  
**TIME:** 10:25:09AM

Agency Code: **513** Agency name: **Funeral Service Commission**

GOAL: 1 Manage Examination/Licensure to Develop Competent & Ethical Licensees

OBJECTIVE: 1 Ensure Licensing Functions Managed in Timely & Cost-effective Manner

STRATEGY: 2 Texas.gov. Estimated and Nontransferable

Service Categories:

Service: 16 Income: A.2 Age: B.3

**CODE DESCRIPTION**

**Excp 2020**

**Excp 2021**

**STRATEGY IMPACT ON OUTCOME MEASURES:**

|   |         |         |
|---|---------|---------|
| <u>1</u> Percent of Licensees with No Recent Violations | 98.00 % | 98.00 % |
| <u>2</u> Percent of Licensees Who Renew Online          | 86.00 % | 86.00 % |

**4.C. Exceptional Items Strategy Request**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

**DATE:** 7/26/2018  
**TIME:** 10:25:09AM

Agency Code: **513** Agency name: **Funeral Service Commission**

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public

OBJECTIVE: 1 Inspect Licensed Facilities

STRATEGY: 1 Provide Enforcement through Inspections

Service Categories:

Service: 16 Income: A.2 Age: B.3

| CODE                        | DESCRIPTION                      | Exp 2020       | Exp 2021       |
|-----------------------------|----------------------------------|----------------|----------------|
| <b>OBJECTS OF EXPENSE:</b>  |                                  |                |                |
| 1001                        | SALARIES AND WAGES               | 2,800          | 2,800          |
|                             | <b>Total, Objects of Expense</b> | <b>\$2,800</b> | <b>\$2,800</b> |
| <b>METHOD OF FINANCING:</b> |                                  |                |                |
| 1                           | General Revenue Fund             | 2,800          | 2,800          |
|                             | <b>Total, Method of Finance</b>  | <b>\$2,800</b> | <b>\$2,800</b> |

**EXCEPTIONAL ITEM(S) INCLUDED IN STRATEGY:**

Targeted Accountant Salary Increase or \$14,000 per fiscal year

**4.C. Exceptional Items Strategy Request**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

**DATE:** 7/26/2018  
**TIME:** 10:25:09AM

Agency Code: **513** Agency name: **Funeral Service Commission**

GOAL: 2 To Aggressively & Effectively Provide Enforcement & Protect the Public

OBJECTIVE: 2 Investigation and Due Process for All Complaints

STRATEGY: 1 Investigate Complaints & Recommend Disciplinary/Other Action

Service Categories:

Service: 16 Income: A.2 Age: B.3

| CODE | DESCRIPTION | Excp 2020 | Excp 2021 |
|------|-------------|-----------|-----------|
|------|-------------|-----------|-----------|

**OUTPUT MEASURES:**

|          |                               |        |        |
|----------|-------------------------------|--------|--------|
| <u>1</u> | Number of Complaints Resolved | 110.00 | 110.00 |
| <u>2</u> | Number of Complaints Pending  | 18.00  | 18.00  |

**EFFICIENCY MEASURES:**

|          |                                       |        |        |
|----------|---------------------------------------|--------|--------|
| <u>1</u> | Average Time for Complaint Resolution | 110.00 | 110.00 |
|----------|---------------------------------------|--------|--------|

**OBJECTS OF EXPENSE:**

|                                  |                    |                |                |
|----------------------------------|--------------------|----------------|----------------|
| 1001                             | SALARIES AND WAGES | 6,300          | 6,300          |
| <b>Total, Objects of Expense</b> |                    | <b>\$6,300</b> | <b>\$6,300</b> |

**METHOD OF FINANCING:**

|                                 |                      |                |                |
|---------------------------------|----------------------|----------------|----------------|
| 1                               | General Revenue Fund | 6,300          | 6,300          |
| <b>Total, Method of Finance</b> |                      | <b>\$6,300</b> | <b>\$6,300</b> |

**EXCEPTIONAL ITEM(S) INCLUDED IN STRATEGY:**

Targeted Accountant Salary Increase or \$14,000 per fiscal year.

Agency Code: 513 Agency: Funeral Service Commission

COMPARISON TO STATEWIDE HUB PROCUREMENT GOALS

**A. Fiscal Year 2016 - 2017 HUB Expenditure Information**

| Statewide<br>HUB Goals | Procurement<br>Category   | % Goal | HUB Expenditures FY 2016 |       |                | Total<br>Expenditures<br>FY 2016 |          | HUB Expenditures FY 2017 |           |                | Total<br>Expenditures<br>FY 2017 |  |
|------------------------|---------------------------|--------|--------------------------|-------|----------------|----------------------------------|----------|--------------------------|-----------|----------------|----------------------------------|--|
|                        |                           |        | % Actual                 | Diff  | Actual \$      | % Goal                           | % Actual | Diff                     | Actual \$ | FY 2017        |                                  |  |
| 26.0%                  | Other Services            | 1.0 %  | 2.0%                     | 1.0%  | \$294          | \$14,766                         | 1.5 %    | 5.0%                     | 3.5%      | \$695          | \$13,809                         |  |
| 21.1%                  | Commodities               | 50.0 % | 70.5%                    | 20.5% | \$2,428        | \$3,444                          | 60.0 %   | 94.1%                    | 34.1%     | \$8,486        | \$9,019                          |  |
|                        | <b>Total Expenditures</b> |        | <b>14.9%</b>             |       | <b>\$2,722</b> | <b>\$18,210</b>                  |          | <b>40.2%</b>             |           | <b>\$9,181</b> | <b>\$22,828</b>                  |  |

**B. Assessment of Fiscal Year 2016 - 2017 Efforts to Meet HUB Procurement Goals**

**Attainment:**

The agency attained or exceeded 2 of 2, or 100%, of the applicable agency HUB procurement goals in fiscal year 2016 and fiscal year 2017

**Applicability:**

The following categories of Heavy Construction, Building Construction, and Special Trade are not applicable to this agency. In addition the agency had no expenditures under the Professional Services category.

**Factors Affecting Attainment:**

There were no factors affecting attainment as the agency attained it's goals fiscal years 2016 and 2017.

**"Good-Faith" Efforts:**

The agency makes the following good faith efforts in it's procurement activities to utilize HUB vendors and to comply with statewide procurement goals:

- 1) Identifies the percentage of contracts awarded to women and/or minority owned businesses that are certified as HUB's;
- 2) Provides assistance to non-certified HUB's in obtaining certification with the state; and
- 3) Complies with the CPA's requirements for obtaining bids from HUB's when awarding contracts.

**6.E. Estimated Revenue Collections Supporting Schedule**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

Agency Code: **513** Agency name: **Funeral Service Commission**

| <b>FUND/ACCOUNT</b>                | <b>Act 2017</b>     | <b>Exp 2018</b>     | <b>Exp 2019</b>     | <b>Bud 2020</b>     | <b>Est 2021</b>     |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>1 General Revenue Fund</b>      |                     |                     |                     |                     |                     |
| Beginning Balance (Unencumbered):  | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Estimated Revenue:                 |                     |                     |                     |                     |                     |
| 3175 Professional Fees             | 1,670,673           | 1,673,200           | 1,676,500           | 1,679,900           | 1,683,300           |
| 3770 Administrative Penalties      | 40,000              | 40,680              | 40,680              | 40,000              | 40,000              |
| Subtotal: Actual/Estimated Revenue | 1,710,673           | 1,713,880           | 1,717,180           | 1,719,900           | 1,723,300           |
| <b>Total Available</b>             | <b>\$1,710,673</b>  | <b>\$1,713,880</b>  | <b>\$1,717,180</b>  | <b>\$1,719,900</b>  | <b>\$1,723,300</b>  |
| <b>DEDUCTIONS:</b>                 |                     |                     |                     |                     |                     |
| Expended/Estimated/Budgeted        | (735,529)           | (747,266)           | (747,267)           | (747,266)           | (747,267)           |
| Indirect Cost                      | (192,528)           | (172,500)           | (230,092)           | (230,092)           | (230,092)           |
| <b>Total, Deductions</b>           | <b>\$ (928,057)</b> | <b>\$ (919,766)</b> | <b>\$ (977,359)</b> | <b>\$ (977,358)</b> | <b>\$ (977,359)</b> |
| <b>Ending Fund/Account Balance</b> | <b>\$782,616</b>    | <b>\$794,114</b>    | <b>\$739,821</b>    | <b>\$742,542</b>    | <b>\$745,941</b>    |

**REVENUE ASSUMPTIONS:**

Assumes 1.7% growth

**CONTACT PERSON:**

Linda Fellingner

**6.E. Estimated Revenue Collections Supporting Schedule**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

Agency Code: **513** Agency name: **Funeral Service Commission**

| <b>FUND/ACCOUNT</b>                   | <b>Act 2017</b>   | <b>Exp 2018</b>   | <b>Exp 2019</b>   | <b>Bud 2020</b>   | <b>Est 2021</b>   |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>666 Appropriated Receipts</b>      |                   |                   |                   |                   |                   |
| Beginning Balance (Unencumbered):     | \$0               | \$0               | \$0               | \$0               | \$0               |
| Estimated Revenue:                    |                   |                   |                   |                   |                   |
| 3719 Fees/Copies or Filing of Records | 1,900             | 1,500             | 1,500             | 1,000             | 1,000             |
| 3752 Sale of Publications/Advertising | 75,665            | 72,000            | 72,000            | 72,500            | 72,500            |
| 3879 Credit Card and Related Fees     | 13,091            | 13,600            | 13,600            | 13,600            | 13,600            |
| Subtotal: Actual/Estimated Revenue    | 90,656            | 87,100            | 87,100            | 87,100            | 87,100            |
| <b>Total Available</b>                | <b>\$90,656</b>   | <b>\$87,100</b>   | <b>\$87,100</b>   | <b>\$87,100</b>   | <b>\$87,100</b>   |
| <b>DEDUCTIONS:</b>                    |                   |                   |                   |                   |                   |
| Expended/Estimated/Budgeted           | (90,656)          | (87,100)          | (87,100)          | (87,100)          | (87,100)          |
| <b>Total, Deductions</b>              | <b>\$(90,656)</b> | <b>\$(87,100)</b> | <b>\$(87,100)</b> | <b>\$(87,100)</b> | <b>\$(87,100)</b> |
| <b>Ending Fund/Account Balance</b>    | <b>\$0</b>        | <b>\$0</b>        | <b>\$0</b>        | <b>\$0</b>        | <b>\$0</b>        |

**REVENUE ASSUMPTIONS:**

Assumes the agency will continue to collect budgeted appropriated receipts of sales of the publication Facts About Funerals at the current level.

**CONTACT PERSON:**

Linda Fellingner

**6.I. Percent Biennial Base Reduction Options**

**10 % REDUCTION**

86th Regular Session, Agency Submission, Version 1  
Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
Time: 10:26:09AM

Agency code: 513 Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing | REVENUE LOSS |      |                   | REDUCTION AMOUNT |      |                   | PROGRAM AMOUNT |      | TARGET            |
|--|--------------|------|-------------------|------------------|------|-------------------|----------------|------|-------------------|
|  | 2020         | 2021 | Biennial<br>Total | 2020             | 2021 | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |

**1 First 2.5%**

**Category:** Programs - Service Reductions (Other)

**6.I. Percent Biennial Base Reduction Options**

**10 % REDUCTION**

86th Regular Session, Agency Submission, Version 1  
Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
Time: 10:26:09AM

Agency code: **513** Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing | REVENUE LOSS |      | Biennial<br>Total | REDUCTION AMOUNT |      |                   | PROGRAM AMOUNT |      | TARGET            |
|--|--------------|------|-------------------|------------------|------|-------------------|----------------|------|-------------------|
|  | 2020         | 2021 |                   | 2020             | 2021 | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |

**Item Comment:** As a small state agency, 76 percent of the General Revenue budget is consumed by salaries. Twelve percent of the budget consists of non-discretionary items that cannot be cut including interagency transfers to the Health Professions Council, texas.gov subscription fees, SORM payments, DIR phone payments and technology licensing fees. That leaves a discretionary budget of 12 percent – which includes the travel budget for inspectors and Commissioners, accounting expenses, copiers, consumables, printing and postage. These are all items that are necessary for a regulatory agency to fulfill its mission and to comply with statutory directives.

This reduction eliminates many of these self-described discretionary items. However, the only way to get to the full 10 percent reduction is to eliminate one full time position. Eliminating a staff position would require remaining staff to do more work without being adequately compensated and would have a negative impact on all of the agency’s performance measures across all strategies.

2.5%:

1. Cut Inspection Travel Budget by 1/4 (\$14,000)
2. Eliminate EAP (\$660)
3. Reduce consumables (\$375)
4. Reduce hardware/software (\$3,600)
5. Reduce other operating (\$2,000)
6. Reduce bonus/merits (\$15,000)
7. Eliminate booth rental (\$328)
8. Eliminate auto insurance (\$180)
9. Reduce general printing (\$1,200)

A 2.5 percent budget cut will negatively impact the following performance measures:

- Number of new licenses issued to facilities would decrease by 5
- Number of establishments inspected would decrease by 150
- Number of complaints resolved would decrease by 3
- Number of complaints pending would increase by 3
- Total number of facilities licensed would decrease by 5
- Number of jurisdictional complaints received would increase by 5

Strategy: 1-1-1 Issue and Renew Licenses, Monitor Continuing Education

**6.I. Percent Biennial Base Reduction Options**  
**10 % REDUCTION**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
 Time: 10:26:09AM

Agency code: **513** Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing                               | REVENUE LOSS |            |                   | REDUCTION AMOUNT |                 |                   | PROGRAM AMOUNT |      | TARGET            |
|--|--------------|------------|-------------------|------------------|-----------------|-------------------|----------------|------|-------------------|
|  | 2020         | 2021       | Biennial<br>Total | 2020             | 2021            | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$4,031          | \$4,031         | \$8,062           |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$4,031</b>   | <b>\$4,031</b>  | <b>\$8,062</b>    |                |      |                   |
| Strategy: 2-1-1 Provide Enforcement through Inspections                      |              |            |                   |                  |                 |                   |                |      |                   |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$9,467          | \$9,468         | \$18,935          |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$9,467</b>   | <b>\$9,468</b>  | <b>\$18,935</b>   |                |      |                   |
| Strategy: 2-2-1 Investigate Complaints & Recommend Disciplinary/Other Action |              |            |                   |                  |                 |                   |                |      |                   |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$5,183          | \$5,183         | \$10,366          |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$5,183</b>   | <b>\$5,183</b>  | <b>\$10,366</b>   |                |      |                   |
| <b>Item Total</b>  | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$18,681</b>  | <b>\$18,682</b> | <b>\$37,363</b>   |                |      |                   |

FTE Reductions (From FY 2020 and FY 2021 Base Request)

**6.I. Percent Biennial Base Reduction Options**

**10 % REDUCTION**

86th Regular Session, Agency Submission, Version 1  
Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
Time: 10:26:09AM

Agency code: 513 Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing | REVENUE LOSS |      |                   | REDUCTION AMOUNT |      |                   | PROGRAM AMOUNT |      | TARGET            |
|--|--------------|------|-------------------|------------------|------|-------------------|----------------|------|-------------------|
|  | 2020         | 2021 | Biennial<br>Total | 2020             | 2021 | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |

**2 Second 2.5%**

**Category:** Programs - Service Reductions (FTEs-Layoffs)

**Item Comment:** As a small state agency, 76 percent of the General Revenue budget is consumed by salaries. Twelve percent of the budget consists of non-discretionary items that cannot be cut including interagency transfers to the Health Professions Council, texas.gov subscription fees, SORM payments, DIR phone payments and technology licensing fees. That leaves a discretionary budget of 12 percent – which includes the travel budget for inspectors and Commissioners, accounting expenses, copiers, consumables, printing and postage. These are all items that are necessary for a regulatory agency to fulfill its mission and to comply with statutory directives.

This reduction eliminates many of these self-described discretionary items. However, the only way to get to the full 10 percent reduction is to eliminate one full time position. Eliminating a staff position would require remaining staff to do more work without being adequately compensated and would have a negative impact on all of the agency’s performance measures across all strategies.

5% - Everything Above Plus:

1. Cut Inspection travel budget by 1/4 (\$14,000)
2. Reduce Inspector position to 3/4 time & associated indirect costs (\$16,240)
3. Reduce consumables (\$375)
4. Reduce bonus/merits (\$5,000)
5. Eliminate Commissioner Per Diem (\$1,680)

A 5 percent budget cut will negatively impact the following performance measures:

- Number of new licenses issued to facilities would decrease by 10
- Number of establishments inspected would decrease by 300
- Number of complaints resolved would decrease by 5
- Number of complaints pending would increase by 7
- Average Time for Complaint Resolution would increase by 30 days
- Total number of facilities licensed would decrease by 8
- Number of jurisdictional complaints received would increase by 7

Strategy: 1-1-1 Issue and Renew Licenses, Monitor Continuing Education

**6.I. Percent Biennial Base Reduction Options**  
**10 % REDUCTION**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
 Time: 10:26:09AM

Agency code: **513** Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing                               | REVENUE LOSS |            |                   | REDUCTION AMOUNT |                 |                   | PROGRAM AMOUNT |      | TARGET            |
|--|--------------|------------|-------------------|------------------|-----------------|-------------------|----------------|------|-------------------|
|  | 2020         | 2021       | Biennial<br>Total | 2020             | 2021            | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$1,247          | \$1,246         | \$2,493           |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$1,247</b>   | <b>\$1,246</b>  | <b>\$2,493</b>    |                |      |                   |
| Strategy: 2-1-1 Provide Enforcement through Inspections                      |              |            |                   |                  |                 |                   |                |      |                   |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$15,832         | \$15,833        | \$31,665          |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$15,832</b>  | <b>\$15,833</b> | <b>\$31,665</b>   |                |      |                   |
| Strategy: 2-2-1 Investigate Complaints & Recommend Disciplinary/Other Action |              |            |                   |                  |                 |                   |                |      |                   |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$1,603          | \$1,602         | \$3,205           |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$1,603</b>   | <b>\$1,602</b>  | <b>\$3,205</b>    |                |      |                   |
| <b>Item Total</b>  | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$18,682</b>  | <b>\$18,681</b> | <b>\$37,363</b>   |                |      |                   |
| <b>FTE Reductions (From FY 2020 and FY 2021 Base Request)</b>                |              |            |                   |                  | <b>0.2</b>      | <b>0.2</b>        |                |      |                   |

**6.I. Percent Biennial Base Reduction Options**

**10 % REDUCTION**

86th Regular Session, Agency Submission, Version 1  
Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
Time: 10:26:09AM

Agency code: 513 Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing | REVENUE LOSS |      |                   | REDUCTION AMOUNT |      |                   | PROGRAM AMOUNT |      | TARGET            |
|--|--------------|------|-------------------|------------------|------|-------------------|----------------|------|-------------------|
|  | 2020         | 2021 | Biennial<br>Total | 2020             | 2021 | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |

**3 Third 2.5%**

Category: Programs - Service Reductions (FTEs-Layoffs)

**6.I. Percent Biennial Base Reduction Options**

**10 % REDUCTION**

86th Regular Session, Agency Submission, Version 1  
Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
Time: 10:26:09AM

Agency code: **513** Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing | REVENUE LOSS |      |                   | REDUCTION AMOUNT |      |                   | PROGRAM AMOUNT |      | TARGET            |
|--|--------------|------|-------------------|------------------|------|-------------------|----------------|------|-------------------|
|  | 2020         | 2021 | Biennial<br>Total | 2020             | 2021 | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |

**Item Comment:** As a small state agency, 76 percent of the General Revenue budget is consumed by salaries. Twelve percent of the budget consists of non-discretionary items that cannot be cut including interagency transfers to the Health Professions Council, texas.gov subscription fees, SORM payments, DIR phone payments and technology licensing fees. That leaves a discretionary budget of 12 percent – which includes the travel budget for inspectors and Commissioners, accounting expenses, copiers, consumables, printing and postage. These are all items that are necessary for a regulatory agency to fulfill its mission and to comply with statutory directives.

This reduction eliminates many of these self-described discretionary items. However, the only way to get to the full 10 percent reduction is to eliminate one full time position. Eliminating a staff position would require remaining staff to do more work without being adequately compensated and would have a negative impact on all of the agency’s performance measures across all strategies.

7.5% - Everything Above Plus:

1. Reduce Inspector position to 1/2 time & associated indirect costs (\$16,240)
2. Reduce bonus/merits (\$10,000)
3. Eliminate hardware/software (\$3,600)
4. Eliminate other operating (\$2,000)
5. Reduce consumables (\$323)
6. Reduce Commissioner travel (\$2,500)
7. Eliminate Registration fees (\$1,200)
8. Eliminate Icontact (\$1,220)
9. Reduce general printing (\$280)

A 7.5 percent budget cut will negatively impact the following performance measures:

- Number of new licenses issued to facilities would decrease by 12
- Number of establishments inspected would decrease by 400
- Number of complaints resolved would decrease by 7
- Number of complaints pending would increase by 10
- Average Time for Complaint Resolution would increase by 45 days
- Total number of facilities licensed would decrease by 15
- Number of jurisdictional complaints received would increase by 9

**6.I. Percent Biennial Base Reduction Options**  
**10 % REDUCTION**  
86th Regular Session, Agency Submission, Version I  
Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
Time: 10:26:09AM

Agency code: 513 Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing                               | REVENUE LOSS |            |                   | REDUCTION AMOUNT |                 |                   | PROGRAM AMOUNT |      | TARGET            |
|--|--------------|------------|-------------------|------------------|-----------------|-------------------|----------------|------|-------------------|
|  | 2020         | 2021       | Biennial<br>Total | 2020             | 2021            | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |
| Strategy: 1-1-1 Issue and Renew Licenses, Monitor Continuing Education       |              |            |                   |                  |                 |                   |                |      |                   |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$4,509          | \$4,509         | \$9,018           |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$4,509</b>   | <b>\$4,509</b>  | <b>\$9,018</b>    |                |      |                   |
| Strategy: 2-1-1 Provide Enforcement through Inspections                      |              |            |                   |                  |                 |                   |                |      |                   |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$9,983          | \$9,982         | \$19,965          |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$9,983</b>   | <b>\$9,982</b>  | <b>\$19,965</b>   |                |      |                   |
| Strategy: 2-2-1 Investigate Complaints & Recommend Disciplinary/Other Action |              |            |                   |                  |                 |                   |                |      |                   |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$4,190          | \$4,190         | \$8,380           |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$4,190</b>   | <b>\$4,190</b>  | <b>\$8,380</b>    |                |      |                   |
| <b>Item Total</b>  | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$18,682</b>  | <b>\$18,681</b> | <b>\$37,363</b>   |                |      |                   |

**6.I. Percent Biennial Base Reduction Options**  
**10 % REDUCTION**  
 86th Regular Session, Agency Submission, Version I  
 Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
 Time: 10:26:09AM

Agency code: **513** Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing                | REVENUE LOSS |      |                   | REDUCTION AMOUNT |      |                   | PROGRAM AMOUNT |      | TARGET            |
|---|--------------|------|-------------------|------------------|------|-------------------|----------------|------|-------------------|
|   | 2020         | 2021 | Biennial<br>Total | 2020             | 2021 | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |
| <b>FTE Reductions (From FY 2020 and FY 2021 Base Request)</b> |              |      |                   |                  | 0.5  | 0.5               |                |      |                   |

**4 Fourth 2.5%**

**Category:** Programs - Service Reductions (FTEs-Layoffs)

**Item Comment:** As a small state agency, 76 percent of the General Revenue budget is consumed by salaries. Twelve percent of the budget consists of non-discretionary items that cannot be cut including interagency transfers to the Health Professions Council, texas.gov subscription fees, SORM payments, DIR phone payments and technology licensing fees. That leaves a discretionary budget of 12 percent – which includes the travel budget for inspectors and Commissioners, accounting expenses, copiers, consumables, printing and postage. These are all items that are necessary for a regulatory agency to fulfill its mission and to comply with statutory directives.

This reduction eliminates many of these self-described discretionary items. However, the only way to get to the full 10 percent reduction is to eliminate one full time position. Eliminating a staff position would require remaining staff to do more work without being adequately compensated and would have a negative impact on all of the agency's performance measures across all strategies.

10% - Everything Above Plus:

1. Eliminate Inspector & associated indirect costs (\$32,480)
2. Reduce Commissioner travel (\$2,500)
3. Reduce consumables (\$968)
4. Reduce inspector cell phone (\$915)
5. Reduce membership fees (\$500)

A 10 percent budget cut will negatively impact the following performance measures:

- Number of new licenses issued to facilities would decrease by 15
- Number of new licenses issued to individuals would decrease by 10
- Number of establishments inspected would decrease by 500
- Number of complaints resolved would decrease by 8
- Number of complaints pending would increase by 12
- Average Time for Complaint Resolution would increase by 55 days
- Total number of facilities licensed would decrease by 30
- Number of jurisdictional complaints received would increase by 14

**6.I. Percent Biennial Base Reduction Options**  
**10 % REDUCTION**  
86th Regular Session, Agency Submission, Version 1  
Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
Time: 10:26:09AM

Agency code: 513 Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing                               | REVENUE LOSS |            |                   | REDUCTION AMOUNT |                 |                   | PROGRAM AMOUNT |      | TARGET            |
|--|--------------|------------|-------------------|------------------|-----------------|-------------------|----------------|------|-------------------|
|  | 2020         | 2021       | Biennial<br>Total | 2020             | 2021            | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |
| Strategy: 1-1-1 Issue and Renew Licenses, Monitor Continuing Education       |              |            |                   |                  |                 |                   |                |      |                   |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$1,507          | \$1,507         | \$3,014           |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$1,507</b>   | <b>\$1,507</b>  | <b>\$3,014</b>    |                |      |                   |
| Strategy: 2-1-1 Provide Enforcement through Inspections                      |              |            |                   |                  |                 |                   |                |      |                   |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$16,845         | \$16,845        | \$33,690          |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$16,845</b>  | <b>\$16,845</b> | <b>\$33,690</b>   |                |      |                   |
| Strategy: 2-2-1 Investigate Complaints & Recommend Disciplinary/Other Action |              |            |                   |                  |                 |                   |                |      |                   |
| <u>General Revenue Funds</u>   |              |            |                   |                  |                 |                   |                |      |                   |
| 1 General Revenue Fund   | \$0          | \$0        | \$0               | \$330            | \$330           | \$660             |                |      |                   |
| <b>General Revenue Funds Total</b>   | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$330</b>     | <b>\$330</b>    | <b>\$660</b>      |                |      |                   |
| <b>Item Total</b>  | <b>\$0</b>   | <b>\$0</b> | <b>\$0</b>        | <b>\$18,682</b>  | <b>\$18,682</b> | <b>\$37,364</b>   |                |      |                   |

**6.I. Percent Biennial Base Reduction Options**  
**10 % REDUCTION**  
 86th Regular Session, Agency Submission, Version 1  
 Automated Budget and Evaluation System of Texas (ABEST)

Date: 7/26/2018  
 Time: 10:26:09AM

Agency code: 513 Agency name: **Funeral Service Commission**

| Item Priority and Name/<br>Method of Financing                | REVENUE LOSS |      |                   | REDUCTION AMOUNT |          |                   | PROGRAM AMOUNT |      | TARGET            |
|---|--------------|------|-------------------|------------------|----------|-------------------|----------------|------|-------------------|
|   | 2020         | 2021 | Biennial<br>Total | 2020             | 2021     | Biennial<br>Total | 2020           | 2021 | Biennial<br>Total |
| FTE Reductions (From FY 2020 and FY 2021 Base Request)        |              |      |                   |                  | 1.0      | 1.0               |                |      |                   |
| <b>AGENCY TOTALS</b>  |              |      |                   |                  |          |                   |                |      |                   |
| General Revenue Total   |              |      |                   | \$74,727         | \$74,726 | \$149,453         |                |      | \$149,453         |
| Agency Grand Total  | \$0          | \$0  | \$0               | \$74,727         | \$74,726 | \$149,453         |                |      | \$149,453         |
| Difference, Options Total Less Target                         |              |      |                   |                  |          |                   |                |      |                   |
| Agency FTE Reductions (From FY 2020 and FY 2021 Base Request) |              |      |                   | 1.7              | 1.7      |                   |                |      |                   |
| Article Total   |              |      |                   | \$74,727         | \$74,726 | \$149,453         |                |      |                   |
| Statewide Total   |              |      |                   | \$74,727         | \$74,726 | \$149,453         |                |      |                   |