



STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9020 • Olympia, Washington 98507-9020

June 17, 2013

TO: David Schumacher
Director, Office of Financial Management

FROM: Pat Kohler *Pat*
Director, Department of Licensing

SUBJECT: Contingency Planning for State Agency Operations on July 1

Pursuant to your June 12, 2013 memo, the Department of Licensing submits the following for your consideration.

1. Services funded by appropriations in the enacted transportation budget.

- Management Support Services (Program 100)
- Information Services Division (Program 200)
- Customer Relations Division (Program 300) (with the exception of funding for payment of credit card fees associated with vessel registration)
- Programs & Services Division (Program 600)
- Portions of the Business & Professions Division (Program 700), specifically:
 - One Assistant Director and Administrative Assistant position
 - Limousine Licensing
 - For Hire Vehicle Licensing
 - Driver Training Schools
 - Auto Dealers & Manufacturer Services
 - Hulk Hauling, Tow Truck, Off-Road Vehicle Dealers, Snow Mobile and Wrecker Licensing
 - Prorate and Fuel Tax/International Fuel Tax Agreement

Programs 100 and 200 are appropriated in the Transportation budget. However, funds are reimbursed to the Motor Vehicle and Highway Safety accounts from supported programs, some of which would be subject to shutdown on July 1 (see Attachment A). These management and support functions would shift away from areas that would be shut down and be redirected to remaining programs. The department's cost allocation plan would be adjusted to reflect those changes.



2. Services that do not require an operating budget appropriation.

The following cost centers are funded solely through non-appropriated accounts:

- Landscape Architect Licensing
- Geologist Licensing
- Funeral Directors and Embalmers Licensing
- Cemetery Licensing

3. Services to continue based on constitutional mandates and federal law.

None.

4. Services that require appropriation but that are necessary for the immediate response to issues of public safety and/or avoiding catastrophic loss of state property.

None.

Please see Attachment A for a list of the program areas the department believes would not meet any of the exemptions provided for above and would need to be shut down should an operating budget not be approved by June 30.

Thank you for the opportunity to provide our input. Should you have any questions or need additional information, please feel free to contact: Teresa Berntsen at (360) 902-0191 or TBerntsen@dol.wa.gov.

cc: Teresa Berntsen, Deputy Director
Craig Pridemore, Chief Financial Officer

Attachment A

**Department of Licensing
Programs Subject to Operating Budget Shutdown**

Cost Center	Fund	Description	# of FTE's
BPD AD Office (Partial)	711	Administers the Business and Professions Division (partial shutdown)	11.00
Appraisal Management Companies	16M	Licenses, regulates, audits and investigates appraisal management companies	0.60
Architects	003	Licenses, regulates and conducts disciplinary actions of architects	3.73
Auctioneers	06L	Licenses and regulates auctioneers and auctioneer companies	0.26
Bail Bonds	06L	Licenses and regulates Bail Bond Agents and Recovery Agents	1.25
Body Art/Tatoists	06L	Licenses, inspects and regulates body art and body piercing providers	4.90
Camp Resorts	06L	Reviews and regulates membership offerings of privately owned camping resorts	0.30
Collection Agencies	06L	Licenses and regulates debt collection agencies	2.15
Combative Sports	06L	Supervises and regulates prof. boxing, martial arts and wrestling events	3.96
Commercial Telephone Solicitors	06L	Registers Commercial Telephone Solicitors to identify origin and contact info	0.10
Cosmetologists	06L	Licenses and regulates cosmetologists, barbers and manicurists	22.99
Court Reporters	06L	Licenses and regulates persons acting as court reporters	0.45
Employment Agencies	06L	Licenses and regulates employment agencies	-
Firearms	001	Maintains database of concealed pistols and licenses firearm dealers	7.25
Home Inspectors	06L	Licenses and regulates home inspectors	2.92
Metal Recycling Dealers*	06L	Licenses and regulates dealers in recycled metal materials	2.60
Notary Public	06L	Licenses, regulates and educates notaries and the public on notary regulations	4.30
Private Investigators	06L	Licenses, educates and performs background checks of private investigators	1.35
Professional Engineers/Land Surveyors	024	Licenses and regulates engineers and land surveyors	12.85
Real Estate Appraisers	06G	Licenses, audits and investigates real estate appraisers	6.02
Real Estate Brokers	026	Licenses, regulates, educates, audits and investigates realtor brokers and firms	42.46
Security Guards	06L	Licenses and conducts background checks of security guards	6.15
Sellers of Travel	06L	Registers and Regulates sellers of travel	1.04
Timeshares	06L	Licenses Timeshare companies and agents; examines timeshare sales	0.90
Uniform Commercial Code	04E	Central repository for financing statements and liens on personal property	5.00
Vessel Dealers	001	Licenses and regulates dealers of watercraft and sailboats > 16'	-
Vessel Credit Card Payments	001	Pays credit card processing fee for Vessel registrations	-
Whitewater River Outfitters	06L	Licenses providers of whitewater trips and tours	0.20
Total FTE's Impacted			144.73

* - Metal Recycling Dealers is a new program set to begin July 1. The 2.6 FTE's are currently vacant.