

## Contingency Planning for State Agency Operations

### Department of Revenue

Category	Department of Revenue Response
1. Services funded by appropriations in the transportation budget	None
2. Services that do not require an appropriation.	Unclaimed Property - Fund 196 <i>(Even though this is an essential service provided to Washington citizens, it does not fall into the category of public safety or constitutional mandate)</i>
3. Services to continue based on certain constitutional mandates and federal law.	DOR has essential services to support mandatory state obligations such as bond payments and distributions to local governments to fund their mandates and public safety functions. (See note below)
4. Services necessary for the immediate response to public safety or catastrophic loss of state property.	None, but it should be noted that no funds would be deposited or distributed and interest would not be earned, resulting in a significant revenue loss to the state and local governments. (See note below).

- DOR believes it provides a critical service to the state in collecting revenue to deposit into the state's General Fund to support the State Treasurer in meeting the state's financial and other constitutional obligations as well as making the required distributions to local governments that the state collects on their behalf. The local distribution includes funds for their mandatory payment obligations and critical services such as:
  - Criminal Justice
  - Emergency Communications
  - Juvenile Detention
  - Mental Health
  - Public Safety
- To ensure the continued processing and depositing of revenue received from taxpayers and distribution of funds to local governments, the DOR would need approximately:
  - 13 FTE's at a fully burdened cost of \$33K for the first week and \$14K for each week thereafter.