



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

March 20, 2015

To: David Schumacher, Director, Office of Financial Management

From: Pat Kohler, Director, Department of Licensing

Subject: Contingency Planning for State Agency Operations on July 1st

Pursuant to your March 4, 2015 memo ("Contingency Planning for State Agency Operations on July 1st"), 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 programs funded through the operating budget.

2. Services that do not require an appropriation, such as from non-appropriated funds.

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 are necessary for the immediate response to issues of public safety and/or avoiding catastrophic loss of state property.

The department believes the following service meets Category 4.

- Licensing Integrity Unit (LIU): Provides licensing data to law enforcement agencies requires one (1) full-time LIU staff person and 1 on-call/backup person to handle law enforcement inquiries and responses. One (1) on-call Information Services staff person is needed to answer data questions and maintain access to law enforcement information (both drivers data and vehicles). Stand by staff are only utilized if calls come in.

Appendix A lists DOL program and service areas and indicates if they meet categories 2 through 4.

Thank you for providing us the opportunity to provide input. Should you have any questions please contact, Teresa Berntsen (360) 902-0191.

cc: Teresa Berntsen, Deputy Director
Diamatris Winston, Chief Budget and Forecasting Officer

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Appendix A DOL Programs and Activities	FTEs	Budget Impact: Transportation(T) and/or Operating (O)	Appropriated (A) or Non- Appropriated (NA)	OFM Memo Exemption Criteria Met	Shutdown Staffing Needs
Director's Office & Management Support Services (Program 100)					
Director/Deputy Director	60.7	T	A		
Administrative Services/Support Services	104.3	T	A		
Human Resources	20.6	T	A		
Information Services Division (Program 200)					
CIO Office	9.6	T	A		
Application Technology Group	97.3	T/O	A		
Project Management (CIO)	5.3	T	A		
Information Technology Services	57.7	T	A		
Community Relations Division (Program 300)					
CRD Assistant Director's Office	4.8	T	A		
CRD Self Service Channel Unit	3.2	T	A		
CRD Customer Service Center	41.1	T	A		
CRD Vehicle & Vessel Operations	31.4	T	A		
CRD Examining	11.1	T	A		
CRD Licensing Service Offices/Districts	330.3	T	A		
Programs and Services Division (Program 600)					
PSD Assistant Director's Office	3.0	T	A		
PSD Deputy Assistant Director's Office	14.0	T	A		
PSD Contracts (CDL implementation grant)	1.0	T	A		
PSD Field and Licensing Support	45.8	T	A		
PSD Commercial Driver License & Motorcycle Administration (CDLMA)	34.0	T	A		
PSD Motorcycle Safety (MC/WTSC grant)	6.0	T	A		
PSD License Integrity Unit (1 FTE for DOC ID Card)	21.0	T	A	4	1 full-time and 2 on-call staff
PSD Hearings & Interviews	47.0	T	A		
PSD Driver and Vehicle Records	110.6	T	A		
Business and Professions Division (Program 700)					

BPD Assistant Director's Office	9.2	T/O	A		
BPD Business Resource Section	21.7	T/O	A		
BPD Professional Licensing Services (several license types)	28.5	O	A		
BPD Public Protection Unit (includes firearms, private investigators, security guards and bail bonds)	20.0	O	A		
BPD Real Estate	44.8	O	A		
BPD Engineers & Land Surveyors	9.9	O	A		
BPD Design, Funeral & Cemeteries (Design includes Landscape Architect Licensing, and Geologist Licensing)	15.2	O	NA		
BPD Dealers & Manufacturer Services	27.4	T/O	A		
BPD Prorate & Fuel Tax Collection	66.7	T	A		

Justification

Providing licensing data to law enforcement agencies requires one (1) full-time LIU staff person and 1 on-call/backup person to handle law enforcement inquiries and responses. One (1) on-call Information Services staff person is needed to answer data questions and maintain access to law enforcement information (both drivers data and vehicles). Stand by staff are only utilized if calls come in.

