




STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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May 4, 2017

TO: David Schumacher
FROM: Roselyn Marcus 
Assistant Director for Legal and Legislative Affairs

SUBJECT: 2017 CONTINGENCY PLAN FOR OFFICE OF FINANCIAL MANAGEMENT

In response to your request, here is an updated contingency plan for the Office of Financial Management.

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

We have the following number of staff who are fully or partially funded by the transportation budget:

- 5 in the Budget Division (3 fully and 2 at 50%)
- 2 in the Policy Division (1 fully and 1 at 10%)
- 1 in the State HR Division (50%)
- 3 in the Data and IT unit (1 at 50% and 2 at 10%)

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

We have the following number of staff who are fully or partially funded by non-appropriated funds:

- 2 in the K-20 Network, but only 14% and 12% of each FTE is charged to a non-appropriated fund.
- 2 in the Director's Office, but only 10% of each FTE is charged to a non-appropriated fund.
- 1 in the Budget Division, but only 30% of the FTE is charged to a non-appropriated fund.
- 23.25 in the State Human Resources Division are charged to a non-appropriated fund.
- 5 in the Forecasting Division.
- 5 in the Data and IT unit.

3. Services that must be continued based on certain constitutional mandates and federal law.

Although the Office of Financial Management (OFM) does not have any independent services that fall within this category, OFM is the Governor's budget office and would need, to some extent, to have staff available to support the Governor in his constitutional duties to work with the Legislature toward enactment of a budget and legislation necessary to implement the budget. And if a budget is passed after June 30, staff would need to be available to support the Governor in his constitutional duties to review and sign/veto the budget bills and bills necessary to implement the budget.

The following staff are required: Director (partially funded by non-appropriated funds), Director's Executive Assistant, Deputy Director, Executive Policy Director, Assistant Director for Budget, Assistant Director for Legal and Legislative Affairs (partially funded by non-appropriated funds) and Legislative Liaison. The Director would also have the ability to recall staff in the Budget Division,



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Policy Office, and Director's Office, as needed. In addition, one employee from Statewide Accounting may be needed to interact with the Office of State Treasurer (OST), which will be open during any government shutdown. This employee could be called in on an as-needed basis to assist the OST in performing its constitutional duties.

4. Services necessary for the immediate response to issues of public safety or to avoid catastrophic loss of state property.

If a situation arose, staff listed under question #3 would cover.