



**Washington State
Department of Transportation**

Lynn Peterson
Secretary of Transportation

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June 14, 2013

Mr. David Schumacher, Director
Office of Financial Management
P.O. Box 43113
Olympia, WA 98504-3113

Dear Mr. Schumacher:

In accordance with your June 12, 2013 memo entitled "*Contingency Planning for State Agency Operations on July 1*", the Department of Transportation is submitting a categorized list of its services. As documented in the attached tables, all of the department's activities fall into the first two categories:

- 1) Services funded by appropriations in the enacted transportation budget (ESSB 5024)
- 2) Services that do not require an appropriation.

While it appears that the department has sufficient authority to continue normal operations beyond June 30, there is a risk that some of our operations or projects could be negatively impacted if any of our partner agency services are interrupted (e.g., environmental permitting for highway construction and maintenance activities, contractor certification, roadside litter crews). The department is ready to work with other agencies to try to find ways to mitigate these risks and to determine what assistance the department might be able to provide in the event of an interruption in state agency operations.

If you have any questions or need additional information, please contact Cam Gilmour, WSDOT Deputy Secretary at 705-7027.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lynn Peterson', written over the printed name.

Lynn Peterson
Secretary of Transportation

LP:jaa
Attachment

cc: Robin Rettew, Cam Gilmour, Amy Arnis, Katy Taylor, Doug Vaughn

**Table 1: WSDOT Services and Activities Funded by Appropriations
in the Enacted Transportation Budget (ESSB 5024)**

Dollars in Millions

Program	FTE	2013-15 Appropriation
Operating Programs		
B Toll Operations and Maintenance	36.6	\$62.7
<p>The Toll Operations and Maintenance program is responsible for current and future statewide toll collection operations, including toll account management, customer service, and toll payment enforcement. The program: (1) manages the quality and efficiency of toll operations and maintenance for state transportation facilities financed through direct user fees or tolls; (2) coordinates statewide tolling operations, which currently include the Tacoma Narrows Bridge (TNB), State Route (SR) 167 High Occupancy Toll (HOT) Lanes, and SR 520 bridge; (3) forecasts and analyzes traffic patterns, revenue, operations, and maintenance costs; (4) makes recommendations on toll schedule adjustments to the toll setting authority; (5) administers the maintenance of the TNB facility; and (6) includes costs associated with the civil penalty process and adjudication.</p>		
C Office of Information Technology	225.1	\$72.1
<p>The Office of Information Technology (OIT) provides information technology (IT) services to department staff and programs, coordinates the acquisition and operation of central data processing equipment, microprocessor hardware, software and related support equipment used by staff; and provides technical IT support. OIT is also responsible for developing and maintaining information systems supporting department business operations and program delivery.</p>		
D Facilities	81.1	\$26.3
<p>The Facilities—Operating program operates and maintains 946 department-owned buildings and structures at 296 separate locations around the state. Facilities and structures include region headquarters facilities, maintenance shops, project engineering offices, laboratories, materials storage and communication sites, pits, quarries, and stockpile storage areas.</p>		
F Aviation	10.6	\$9.5
<p>The mission of the Aviation program is to promote the integration of aviation into the state’s transportation system. Program F aims to preserve the state’s system of 138 public-use airports, promote the economic value of airports, encourage infrastructure development, manage aviation emergency search and rescue operations, and maintain 17 state-operated airports. In addition, the Aviation program maintains an aircraft registry and provides grants and technical assistance to municipal airports for infrastructure improvements, planning, safety, and security.</p>		

Program	FTE	2013-15 Appropriation
H Program Delivery, Management and Support	240.6	\$48.4
<p>The Program Delivery, Management, and Support program provides highway construction program management and support to department headquarters and regions, including the regions' executive management and administrative services. Program H also includes the Environmental Services Office (ESO), which provides technical, policy, and regulatory support to project teams and offices. The ESO aims to minimize impacts of transportation projects to air, land, and water resources, as well as improve documentation, regulatory coordination, and compliance with regulations.</p>		
K Public/Private Partnerships	2.0	\$0.6
<p>The Public/Private Partnerships program explores and cultivates opportunities to partner with commercial businesses to advance transportation projects, programs, and policies. This is accomplished by: (1) analyzing and assessing new ideas and possibilities for achieving transportation goals; (2) consulting with and advising agency administrators, project engineers, and elected/appointed officials; (3) assisting businesses by providing relevant expertise or resources; and (4) participating in the development of specified projects once the value has been demonstrated.</p>		
M Highway Maintenance and Operations	1,551.8	\$407.0
<p>The Highway Maintenance and Operations program is responsible for maintaining more than 20,000 lane miles of state highways, over 3,000 bridges, and 1,100 state-owned and operated traffic signal systems. In addition, 42 safety rest areas are maintained year round and ten major mountain passes are maintained and kept open throughout the winter months. The program's primary mission is to maintain the highway infrastructure in good working order to keep people and goods moving.</p>		
Q Traffic Operations	236.4	\$52.8
<p>Traffic Operations—Operating program is focused on maximizing system efficiency and ensuring the safe use and operation of the transportation system. Functions include operating ramp meters, tunnels, traffic signals, transportation management centers, the incident response program, as well as providing travelers information via the internet, media, and telephone. The program provides low-cost operational safety and efficiency projects that include rumble strips, lane restriping, traffic signal upgrades, signs and illumination at dark intersections, minor intersection realignment, warning devices for wrong-way movements, and speed limit changes.</p>		
S Transportation Management and Support	171.4	\$28.3
<p>The Transportation Management and Support program consolidates agency-wide executive management and support service functions. Those functions include executive administration, audit, equal opportunity, communications, government liaison, budget, accounting, risk management, human resources, and administrative services.</p>		

Program	FTE	2013-15 Appropriation
T Transportation Planning, Data, and Research	186.5	\$48.6
Transportation Planning, Data, and Research program activities include long range multimodal statewide and regional transportation planning and corridor studies; collecting and analyzing transportation system physical and operational data; providing enterprise Geographic Information System (GIS) services; reporting on system and departmental performance; providing research and library services for the department and transportation partners; working with local jurisdictions on growth management and related issues; and providing administration and oversight of state and federal funds for metropolitan planning organizations and regional transportation planning organizations.		
U Charges from Other Agencies		\$82.1
The Charges from Other Agencies program includes funding for the department's share of the state's administrative and support services, such as the State Auditor's Office, Office of the Attorneys General, Department of Enterprise Services, Consolidated Technology Services, Secretary of State, Office of Financial Management, and Office of Minority and Women's Business Enterprises.		
V Public Transportation	22.7	\$109.7
The Public Transportation program is responsible for developing, implementing, and managing strategies, initiatives, and policies that support alternatives to driving alone. The program provides financial and technical assistance to local jurisdictions and public transportation agencies; and manages the state commute trip reduction program, Regional Mobility Grant program, intercity bus programs, and the statewide special needs coordination activity. Public Transportation administers state and federal grants for public and private transportation agencies that serve rural communities, the elderly, and persons with disabilities. This program provides technical assistance and provides grants to facilitate the connection and integration of public transportation and the highway system throughout the state. This program also provides state and federal grants for major employers, local jurisdictions, and activities that include trip reduction, ridesharing, and vanpooling.		
X Ferries	1,707.0	\$485.2
The Ferries-Operating program provides for the operation and maintenance of the state's ferry system, which includes 22 ferry vessels, 20 ferry terminals, and a dedicated maintenance facility at Eagle Harbor. The ferry system transports approximately 22 million passengers and 10 million vehicles annually, including passenger and commercial vehicles.		
Y Rail	10.0	\$32.9
The Rail—Operating program is responsible for planning and implementing rail passenger service, maintaining state-owned train sets, and supporting the operation of state-sponsored Amtrak service between Vancouver, British Columbia and Portland, Oregon. The state's freight rail program analyzes trends, issues, and potential needs of Washington's freight rail system, and oversees the operations of the state-owned Palouse River & Coulee City (PCC) rail line.		

Program	FTE	2013-15 Appropriation
Z Local Programs	43.7	\$11.3
<p>Local Programs—Operating is responsible for the administration of state and federal funds that support city and county transportation systems. Under the department’s stewardship agreement with the Federal Highway Administration (FHWA), Local Programs serves as the program manager for all federal aid funds that are used to build and improve transportation systems of cities, counties, ports, tribal governments, transit agencies, and metropolitan and regional planning organizations statewide. Program Z provides program and policy oversight for sidewalks, bike lanes, trail, pedestrian, and transit-rider crossing improvements, as well as other non-motorized community connections. This program provides a subsidy to reimburse Wahkiakum County for a portion of the operating and maintenance costs deficit for operating the Puget Island-Westport ferry, pursuant to RCW 47.56.720.</p>		
Capital Programs		
D Facilities	12.3	\$21.5
<p>The Facilities—Capital program is responsible for replacing, preserving, and improving department-owned buildings and facilities. For example, the program makes necessary repairs to compromised roofs, oversees cleanup of contaminated sites, and improves buildings to bring them up to code.</p>		
I Highway Improvements	1,320.0	\$3,559.9
<p>The Highway Improvements program manages projects that increase the capacity of state highways to move vehicles and freight, correct highway safety concerns, and reduce environmental impacts resulting from highway construction projects.</p>		
P Highway Preservation	880.0	\$698.6
<p>The Highway Preservation program preserves the structural integrity of the state’s highway system. Projects include preservation or rehabilitation of existing roadway pavements, bridges, and other highway structures and facilities.</p>		
Q Traffic Operations	10.3	\$11.2
<p>The Traffic Operations—Capital program delivers Intelligent Transportation System (ITS) projects that improve commercial vehicle operations, provide traveler information, and safety and congestion relief by applying advanced technology to transportation systems. Examples include traffic cameras and flow maps used by local news channels and made available on the department’s Webpage; Variable Message Signs (VMS) and Highway Advisory Radios (HAR) used to provide motorists with important information about congestion, incidents, and travel time; and Commercial Vehicle Information System and Networks (CVISN) that use weigh-in-motion scales and transponder readers to electronically screen trucks as they approach a weigh station.</p>		

Program	FTE	2013-15 Appropriation
W Ferries	126.0	\$291.3
<p>The department makes capital investments in the ferry system through the Ferries—Capital program. The program oversees the preservation and improvement of existing ferry terminals and vessels, as well as the construction of new vessels. Capital funds are allocated for preservation and improvement projects that fall into three major categories: terminals, vessels, and emergency repairs. The program is responsible for the preservation of 20 terminals, 22 vessels, and the Eagle Harbor Maintenance Facility. A preservation project extends the life of an existing terminal or vessel without significantly changing its use. The focus of a preservation project is to refurbish or replace systems that make up the terminal or vessel. Ferry improvements increase the capacity of the ferry system to move people and vehicles, provide ferry riders with connections to alternative modes of travel, and generate revenue and cost savings to support capital investments and service delivery.</p>		
Y Rail	29.0	\$376.5
<p>The Rail—Capital program provides support, administration, coordination, and planning for both passenger rail and freight rail improvements. The program is responsible for acquiring passenger train equipment and overseeing projects that maintain and improve operation of the state-sponsored rail passenger program and implement track improvements. The program also provides loans and grants to local governments and private sector companies for investments to preserve and improve light-density freight rail system in the state.</p>		
Z Local Programs		\$63.7
<p>Local Programs—Capital administers the local agency federal aid program that provides over \$400 million in federal financial assistance and more than \$60 million in state and local funds statewide to cities, counties, ports, tribal governments, transit systems, and metropolitan and regional planning organizations for approximately 1,800 local transportation improvement projects.</p>		

**Table 2: WSDOT Services and Activities that
Do Not Require an Appropriation**

Dollars in Millions

Fund / Program	FTE	2013-15 Spending Plan
Fund 07N - Produce Rail Car		
Y Rail	-	\$0.4
This fund is used to account for the operation of the Produce Rail Car Pool program, which carries Washington State produce to eastern states in refrigerated rail cars.		
Fund 410 - Transportation Equipment Fund		
E Transportation Equipment Fund	209.3	\$155.9
Program E maintains and administers the Transportation Equipment Fund (TEF) to meet most of the department's equipment needs. The TEF program includes the acquisition, inventory management, and logistical support for the department's motor vehicles, support equipment, and wireless communications system. TEF is a non-appropriated program that funds its operations by charging rent to other department programs to which it provides equipment. Funding for payments to TEF is appropriated to those programs. The Highway Maintenance program (Program M) is the biggest customer, providing 71 percent of TEF's revenues. Although TEF is a non-appropriated account, the department is required to include a proposed budget request for this program in its biennial budget requests and submit an allotment (spending plan) to OFM.		
S Transportation Management and Support	-	\$0.2
This funding provides staff in the Accounting Division to support TEF activities.		
Fund 432 - King Street Station		
Y Rail	-	\$0.5
The account can be used for the maintenance and operating cost of the King Street railroad station depot and capital improvement projects		
Fund 759 - Miscellaneous Program Account		
Y Rail	-	\$0.2
The Washington Grain Train helps carry thousands of tons of grain to deepwater ports along the Columbia River and Puget Sound for transport to ships bound for Pacific Rim markets. Expenditures for repairs of the Grain Train cars will be offset by the revenues generated by the program.		
Fund 784 - Miscellaneous Transportation Account		
Operating Programs		
C Office of Information Technology	1.0	\$0.1
Program C's reimbursable services relate to interagency agreements with state agencies and municipalities. Subprogram C3—Infrastructure Services includes reimbursable work performed on behalf of other state agencies and municipalities for network and fiber optic installation. Subprogram C5—Enterprise Applications performs reimbursable work on the Collision Location Accident System (CLAS) for Washington State Patrol (WSP).		

Fund / Program	FTE	2013-15 Spending Plan
D Facilities	-	\$0.0
Fund 784 is used to record expenditures for non-state agencies and private entities for which the program provides services, such as utilities used by the Wenatchee National Forest at a wireless communication site.		
K Public/Private Partnerships	-	\$0.0
This program's reimbursable services in Fund 784 are related to interagency agreements with other state agencies. Program K receives reimbursement for the Washington State Department of Commerce for work on the I-5 Electric Highway Project.		
M Highway Maintenance and Operations	26.0	\$3.0
Program M's reimbursable services consist of maintenance work performed for cities and counties, as well as work performed for the federal government on roads that are not part of the state system.		
Q Traffic Operations	12.0	\$2.9
Traffic Operations manages the Motorist Information Sign Program in which businesses may advertise on highway information signs. Businesses are charged a fee to cover costs.		
S Transportation Management and Support	-	\$0.0
Subprogram S1 Executive Management and Support utilizes Fund 784 for the collection of conference registration fees and local sponsorship funding for the biennial tribal conference organized by the Governmental Relations Office. The expenditures for conferences are allotted once they are scheduled.		
T Transportation Planning, Data, and Research	2.0	\$18.0
Subprogram T6 Pass Through Funds: Program T administers the distribution of federal funds to the state's eleven Metropolitan Planning Organizations to support transportation planning activities. Subprogram T2: Transportation Planning uses Fund 784 to account for sales of transportation data reports to other government agencies and the public.		
V Public Transportation	12.0	\$32.5
Program V administers grants from the Federal Transit Administration (FTA) for use by public and private transit agencies. FTA grant programs include: (1) Section 5310 program that provides grants to non profit agencies serving the elderly and persons with disabilities; (2) Section 5311 program that funds projects to improve public transportation in non-urban areas; (3) Section 5309 grants for bus purchases and other transit equipment, (4) Section 5316 Job Access and Reverse Commute Program that funds transportation services needed by low-income people to access jobs and related support services; and (5) Section 5317 program that provides transportation to persons with disabilities beyond requirements of the Americans with Disabilities Act. The division is also responsible for the selection, administration, and reporting of FTA funds provided by ARRA.		

Fund / Program	FTE	2013-15 Spending Plan
Capital Programs		
I Highway Improvements	13.0	\$24.8
The department provides project design services and construction project administration to the Central Puget Sound Regional Transit Authority (Sound Transit) for its regional express bus program. Projects involving the department include direct access ramps to state highways for Sound Transit buses and carpools and related high occupancy vehicle (HOV) and supporting facilities such as park and ride lots.		
P Highway Preservation	23.0	\$5.5
The Preservation Program accounts for several types of reimbursable services that are provided to other governmental agencies and private parties. These services include the department's Materials Laboratory and Geographic Information Services cost recovery centers, highway access permit reviews, and real estate reviews and appraisals.		
W Ferries	-	\$0.4
Program W uses Fund 784 to account for the purchase and installation of security equipment at terminals and on vessels that are reimbursed by the Emergency Management Division of the Washington State Military Department.		
Z Local Programs	61.0	\$429.9
Off state system projects – Subprogram Z2: Local Programs administers the federal funds earmarked for city and county highway projects. Off state system projects also include projects in which cities and counties fully reimburse the department for services. Local agency investments on the state system – Subprogram Z9: Fund 784 is used for projects on the state system that are paid for from local or federal funding sources.		
Fund 789 - Advanced Environmental Mitigation Revolving		
OM Advanced Environmental Mitigation Revolving Account *		\$0.2
Used to improve permit processing and environmental protection on transportation projects. Includes but is not limited to: purchase of property, water, or air rights; development of property for improved environmental management; engineering costs necessary for such purchase and development; and the use of mitigation sites to fulfill project environmental permit requirements.		
Fund 880 - Advance Right-of-Way Revolving		
OR Advance Right-of-Way Revolving Account *		\$0.0
Provides funding for the department to acquire right-of-way for future construction. These funds are repaid by future construction projects that require the use of the properties.		

* Transportation budget assumes a transfer of funds from this account to the Motor Vehicle Account.