

City Budget Office

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<http://www.seattle.gov/budgetoffice/>

Department Overview

The City Budget Office (CBO) is responsible for developing and monitoring the City's annual budget, carrying out budget-related functions, overseeing fiscal policy and financial planning activities, policy analysis, and preparing legislation for City Council review. CBO provides strategic analysis relating to the use of revenues, debt, long-term issues, and special events. The office also provides technical assistance, training, and support to City departments in performing financial functions. The Innovation and Performance team is also in CBO, supporting and advancing initiatives by using data and design to solve problems.

Budget Snapshot

	2019 Actuals	2020 Adopted	2021 Proposed
Department Support			
General Fund Support	7,203,501	7,283,554	7,145,311
Total Operations	7,203,501	7,283,554	7,145,311
Total Appropriations	7,203,501	7,283,554	7,145,311
Full-Time Equivalent Total*	36.00	36.00	36.00

* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here

Budget Overview

The 2021 Proposed Budget decreases the City Budget Office's budget by \$278,200. The office's personnel budget is reduced by \$94,200, and \$270,000 in revenue is gained through reimbursements for staff work to other departments. The rest of the change is related to Citywide changes and personnel costs.

Incremental Budget Changes

City Budget Office

	2020 Proposed Budget	FTE
2020 Adopted Budget	7,283,554	36.00
Baseline		
Citywide Adjustments for Standard Cost Changes	(53,888)	-
Baseline Adjustments for Personnel Costs	9,823	-

City Budget Office

Proposed Operating

5% Reduction in General Fund reliance in the City Budget Office's budget	(94,178)	-
Total Incremental Changes	\$(138,243)	-
Total 2021 Proposed Budget	\$7,145,311	36.00

Description of Incremental Budget Changes

Baseline

Citywide Adjustments for Standard Cost Changes

Expenditures	\$(53,888)
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Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare, retirement and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

Baseline Adjustments for Personnel Costs

Expenditures	\$9,823
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This centrally administered change adjusts appropriations to reflect an annual wage increase, as outlined in the agreements between the City and the Coalition of Unions, for personnel costs included in this department's baseline budget. This includes increases to salary, FICA, Medicare, family medical leave, retirement, overtime and temporary labor. There is no increase assumed from 2021 to 2022. This does not include a 2021 salary increase for non-represented Executives, Managers and Strategic Advisors.

Proposed Operating

5% Reduction in General Fund reliance in the City Budget Office's budget

Expenditures	\$(94,178)
Revenues	\$270,000

In response to adverse economic impacts from the COVID-19 pandemic, the City requested departments to reduce their reliance on General Fund resources in order to preserve critical public funding. The City Budget Office met the 5% reduction target with \$270,000 in revenues backed by reimbursements from other City departments for CBO staff work, as well as a reduction of \$94,200 in its personnel budget.

City Budget Office

Expenditure Overview

	2019 Actuals	2020 Adopted	2021 Proposed
Appropriations			
CBO - BO-CB-CZ000 - City Budget Office			
00100 - General Fund	7,203,501	7,283,554	7,145,311
Total for BSL: BO-CB-CZ000	7,203,501	7,283,554	7,145,311
 Department Total	 7,203,501	 7,283,554	 7,145,311
 Department Full-Time Equivalents Total*	 36.00	 36.00	 36.00

** FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here*

Budget Summary by Fund City Budget Office

	2019 Actuals	2020 Adopted	2021 Proposed
00100 - General Fund	7,203,501	7,283,554	7,145,311
Budget Totals for CBO	7,203,501	7,283,554	7,145,311

Appropriations by Budget Summary Level and Program

CBO - BO-CB-CZ000 - City Budget Office

The purpose of the City Budget Office Budget Summary Level is to develop and monitor the budget, carry out budget-related functions, oversee financial policies and plans, support and advance Citywide innovation and performance measurement, and provide financial and other strategic analysis.

Program Expenditures	2019 Actuals	2020 Adopted	2021 Proposed
City Budget Office	7,203,501	7,283,554	7,145,311
Total	7,203,501	7,283,554	7,145,311
Full-time Equivalents Total*	36.00	36.00	36.00

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