

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

	2020 Actuals	2021 Adopted	2022 Proposed
Department Support			
General Fund Support	7,781,847	7,145,311	7,612,906
Other Funding - Operating	-	-	3,823,019
Total Operations	7,781,847	7,145,311	11,435,925
Total Appropriations	7,781,847	7,145,311	11,435,925
Full-Time Equivalents Total*	36.00	36.00	43.00

* 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 2022 Proposed Budget for the City Budget Office (CBO) has several budget changes, as well as three technical changes related to changes in expected revenues, Citywide charges and personnel costs. With the creation of the new Office of Economic and Revenue Forecasts (ERF), a position is transferred from CBO to the ERF, and funding is added to CBO to cover functions not covered by the ERF. In response to many new offices and funds created in the City in recent years, a budget and policy analyst position is also included in the proposed budget.

The proposed budget also allocates Coronavirus Local Fiscal Recovery (CLFR) funds to CBO as part of Seattle Rescue Plan 3 (SRP3). These are the ongoing costs to support the additions made as a part of this plan, to cover through 2024. Three positions were added for impact analysis and evaluation, and three staff were added for project management. Separately for the proposed budget, a Strategic Advisor 3 is being added to support management of these efforts Citywide. See the Seattle Rescue Plan section of this 2022 Budget Book for more on SRP3.

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Incremental Budget Changes

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	Dollars	FTE
2021 Adopted Budget	7,145,311	36.00
Federal funds project management staffing	2,072,024	4.00
Baseline		
Citywide Adjustments for Standard Cost Changes	177,419	-
Baseline Adjustments for Personnel Costs	145,648	-
Innovation and Performance Impact Evaluation Staff and Affordable Seattle	1,750,995	3.00
Revenue Adjustments	-	-
Proposed Operating		
New Office of Economic and Revenue Forecasts	(19,151)	(1.00)
Increase to Budget and Policy Analysis	163,679	1.00
Total Incremental Changes	\$4,290,614	7.00
Total 2022 Proposed Budget	\$11,435,925	43.00

Description of Incremental Budget Changes

Federal funds project management staffing

Expenditures	\$2,072,024
Position Allocation	4.00

This item adds funding to support the 2022-2024 costs of three positions first hired in 2021, as well as one new sunseting Strategic Advisor 3 position, all to manage federal funding source implementation, including problem identification, solution development, internal and external liaising, budgeting, reporting, and tracking.

This item is part of a package of CLFR-funded or CLFR-enabled items comprising Seattle Rescue Plan 3 (SRP3). See the Seattle Rescue Plan section of this 2022 Budget Book for more on SRP3.

Baseline

Citywide Adjustments for Standard Cost Changes

Expenditures	\$177,419
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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.

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Baseline Adjustments for Personnel Costs

Expenditures \$145,648

This centrally administered change adjusts appropriations to restore the annual wage increase for non-represented Executives, Managers and Strategic Advisors, which was forgone in 2021 due to financial constraints.

Innovation and Performance Impact Evaluation Staff and Affordable Seattle

Expenditures \$1,750,995

Position Allocation 3.00

This item provides support for conducting impact analysis and evaluation of the City's recovery investments, optimization of existing City affordability investments, and implementation of a unified application tool for those investments. There is a related item in ITD for the implementation of the unified application tool, Affordable Seattle.

This item is part of a package of CLFR-funded or CLFR-enabled items comprising Seattle Rescue Plan 3 (SRP3). See the Seattle Rescue Plan section of this 2022 Budget Book for more on SRP3.

Revenue Adjustments

Revenues \$(376,143)

This is a technical adjustment to align base revenues with forecast revenues for the 2022 Proposed Budget. Revenues in this department are General Fund cost recovery for central services provided by this department and charged to the six funds through an allocation process. In addition, this item ends expected revenues from operating transfers from departments, which will end in 2021.

Proposed Operating

New Office of Economic and Revenue Forecasts

Expenditures \$(19,151)

Position Allocation (1.00)

To complement the work of the new forecast office, a net \$19,000 is reduced from the City Budget Office to provide resources for an unfunded position to support analysis and forecasting work that is not covered by the new office. A position and funding is also transferred from CBO to the new revenue forecast office.

Increase to Budget and Policy Analysis

Expenditures \$163,679

Position Allocation 1.00

This item adds \$164,000 for a Strategic Advisor 2 position in the City Budget Office. In recent years, additional offices have been created in the City, as well as new funds. This has increased the workload in the office, as each of these requires dedicated staff to support, monitor and manage resources.

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Expenditure Overview

	2020 Actuals	2021 Adopted	2022 Proposed
Appropriations			
CBO - BO-CB-CZ000 - City Budget Office			
00100 - General Fund	7,781,847	7,145,311	7,612,906
14000 - Coronavirus Local Fiscal Recovery Fund	-	-	3,823,019
Total for BSL: BO-CB-CZ000	7,781,847	7,145,311	11,435,925
Department Total	7,781,847	7,145,311	11,435,925
Department Full-Time Equivalents Total*	36.00	36.00	43.00

** 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

	2020 Actuals	2021 Adopted	2022 Proposed
00100 - General Fund	7,781,847	7,145,311	7,612,906
14000 - Coronavirus Local Fiscal Recovery Fund	-	-	3,823,019
Budget Totals for CBO	7,781,847	7,145,311	11,435,925

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	2020 Actuals	2021 Adopted	2022 Proposed
City Budget Office	7,781,847	7,145,311	11,435,925
Total	7,781,847	7,145,311	11,435,925
Full-time Equivalents Total*	36.00	36.00	43.00

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