

# 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

	2018 Actuals	2019 Adopted	2020 Endorsed	2020 Proposed
<b>Department Support</b>				
General Fund Support	7,479,862	6,790,793	6,752,626	7,283,554
<b>Total Operations</b>	<b>7,479,862</b>	<b>6,790,793</b>	<b>6,752,626</b>	<b>7,283,554</b>
<b>Total Appropriations</b>	<b>7,479,862</b>	<b>6,790,793</b>	<b>6,752,626</b>	<b>7,283,554</b>
Full-Time Equivalents Total*	40.50	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 2020 Proposed Budget increases the City Budget Office's budget by \$531,000, a 7.9% increase. All of the increases are related to Citywide changes, including a labor agreement, state benefit changes and central costs for services such as space and information technology.

## City Budget Office

### Incremental Budget Changes

#### City Budget Office

	2020 Budget	FTE
<b>Total 2020 Endorsed Budget</b>	<b>6,752,626</b>	<b>36.00</b>
<b>Baseline</b>		
Citywide Adjustments for Standard Cost Changes	139,974	-
2020 Coalition and Non-Rep Annual Wage Increase Base Budget	384,686	-
2020 State Paid Family Medical Leave Increase Base Budget	6,268	-
<b>Total Incremental Changes</b>	<b>\$530,928</b>	<b>-</b>
<b>Total 2020 Proposed Budget</b>	<b>\$7,283,554</b>	<b>36.00</b>

### Description of Incremental Budget Changes

#### Baseline

##### Citywide Adjustments for Standard Cost Changes

Expenditures \$139,974

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including the Department of Finance & Administrative Services rates, Information Technology rates and Human Resources rates, health care, retirement and industrial insurance charges for the department. This adjustment also includes a transfer of resources from the department to the Human Resources Investigations Unit (HRIU) as part of the City's efforts to improve investigative processes and practices across the City departments. While the internal service rates are final for 2020, some of the other adjustments reflect initial assumptions about these costs and inflators early in the budget process.

##### 2020 Coalition and Non-Rep Annual Wage Increase Base Budget

Expenditures \$384,686

This centrally administered change adjusts appropriations to reflect the Annual Wage Increase, as outlined in the tentative agreement 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, retirement, overtime and temporary labor.

##### 2020 State Paid Family Medical Leave Increase Base Budget

Expenditures \$6,268

Starting in January 2020, Washington State will offer paid family and medical leave benefits to all workers in the State of Washington, including City of Seattle employees. In 2020, the tentative agreement with the Coalition of Unions moves a portion of the cost responsibility to the employee in 2020, with the City paying the remainder. This item increases appropriations to account for the City's obligation for all employees.

## City Budget Office

### Expenditure Overview

	2018 Actuals	2019 Adopted	2020 Endorsed	2020 Proposed
<b>Appropriations</b>				
<b>CBO - BO-CB-CZ000 - City Budget Office</b>				
00100 - General Fund	7,479,862	6,790,793	6,752,626	7,283,554
<b>Total for BSL: BO-CB-CZ000</b>	<b>7,479,862</b>	<b>6,790,793</b>	<b>6,752,626</b>	<b>7,283,554</b>
<b>Department Total</b>	<b>7,479,862</b>	<b>6,790,793</b>	<b>6,752,626</b>	<b>7,283,554</b>
<b>Department Full-Time Equivalents Total*</b>	<b>40.50</b>	<b>36.00</b>	<b>36.00</b>	<b>36.00</b>

*\* 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

	2018 Actuals	2019 Adopted	2020 Endorsed	2020 Proposed
00100 - General Fund	7,479,862	6,790,793	6,752,626	7,283,554
<b>Budget Totals for CBO</b>	<b>7,479,862</b>	<b>6,790,793</b>	<b>6,752,626</b>	<b>7,283,554</b>

### 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.

<b>Program Expenditures</b>	<b>2018 Actuals</b>	<b>2019 Adopted</b>	<b>2020 Endorsed</b>	<b>2020 Proposed</b>
City Budget Office	7,479,862	6,790,793	6,752,626	7,283,554
<b>Total</b>	<b>7,479,862</b>	<b>6,790,793</b>	<b>6,752,626</b>	<b>7,283,554</b>
Full-time Equivalents Total*	40.50	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*