

City Budget Office

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Department Description

The City Budget Office (CBO) is responsible for developing and monitoring the City's annual budget, carrying out budget-related functions, and overseeing fiscal policy and financial planning activities. CBO provides strategic analysis relating to the use of revenues, debt, long-term issues, and special events. The department also provides technical assistance, training, and support to City departments in performing financial functions.

CBO was created as a department in July 2010, as part of the Mayor's re-structuring of several departments, including the former Department of Finance (DOF). This reorganization, which also created the Department of Finance and Administrative Services, was done to enhance the centralized oversight and monitoring of City finances. Data shown for 2009 Actuals and 2010 Adopted reflect values for DOF. The 2011-2012 values represent the new CBO.

Policy and Program Changes

In developing the 2011 Adopted Budget and 2012 Endorsed Budget, the City of Seattle's General Fund was facing a \$67 million shortfall. The 2011 Adopted Budget and 2012 Endorsed Budget includes reductions for all General Fund-dependent functions. In identifying reductions, CBO focused on savings that would have the least impact on the Office's ability to fulfill its core functions.

The majority of the reductions in CBO relate to salary and position changes. First, the 2011 Adopted Budget and 2012 Endorsed Budget abrogates a vacant Strategic Advisor 2 position and eliminates the corresponding funding. The workload of this position is redistributed and absorbed by other CBO staff. Other position-related reductions include projected one-time salary savings, a seven-day furlough, and removal of market rate salary adjustments for most CBO employees.

Direct and front-line services have been prioritized in the 2011 Adopted Budget and 2012 Endorsed Budget. To achieve this goal, every department was asked to critically evaluate funding needs for administrative expenses. As a result of this evaluation, CBO is reducing these costs by \$30,000. This reduction reflects decreases in professional services and miscellaneous office expenses.

Finally, the 2011 Adopted Budget and 2012 Endorsed Budget incorporates changes related to the 2010 reorganization of Executive Office budget and finance functions, as approved by the City Council in Ordinance 123361. This restructuring, which has a net-zero cost impact to the City, includes a budget reduction of nearly \$1 million in CBO and the transfer of 6.5 FTE positions to the Department of Finance and Administrative Services.

City Council Provisos

There are no Council provisos.

City Budget Office

	Summit	2009	2010	2011	2012
Appropriations	Code	Actual	Adopted	Adopted	Endorsed
City Budget Office Budget Control Level	CZ000	4,867,045	5,109,720	4,011,539	4,131,913
Department Total		4,867,045	5,109,720	4,011,539	4,131,913
Department Full-time Equivalents Total*		36.00	36.00	28.50	28.50

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

	2009	2010	2011	2012
Resources	Actual	Adopted	Adopted	Endorsed
General Subfund	4,867,045	5,109,720	4,011,539	4,131,913
Department Total	4,867,045	5,109,720	4,011,539	4,131,913

City Budget Office Budget Control Level

Purpose Statement

The purpose of the City Budget Office Budget Control Level is to develop and monitor the budget, carry out budget-related functions, and oversee fiscal policy and financial planning activities.

Summary

Decrease budget by \$973,000 and transfer out 6.5 FTE to the new Department of Finance and Administrative Services (FAS) as part of the Mayor's restructuring of the City's finance and budget functions. The 6.5 positions are: 4.0 FTE Strategic Advisor 2, Exempt; 1.0 FTE Executive 2; 1.0 FTE Investments/Debt Director; and 0.5 FTE Strategic Advisor 2, Customer Service, Public Information & Promotion. This restructure was approved by the City Council in Ordinance 123361 and has a net-zero cost impact to the City.

Decrease budget by \$144,000 in one-time projected salary savings for 2011.

Decrease budget by \$126,000 to reflect the seven-day furlough and removal of a market adjustment for most employees of CBO.

Decrease budget by \$117,000 and abrogate 1.0 FTE Strategic Advisor 2 position. The elimination of this position diminishes the Office's capacity to provide financial analysis and management of capital projects. This cut will be partially mitigated by a position working on capital issues in the Department of Planning and Development.

Reduce budget by approximately \$30,000 to reflect reductions in expenditures for administrative efficiencies including professional services and miscellaneous office expenses.

Citywide adjustments to labor and other operating costs increase the budget by \$293,000 for a net decrease from the 2010 Adopted Budget to the 2011 Adopted Budget of approximately \$1.1 million.

Expenditures/FTE	2009 Actual	2010 Adopted	2011 Adopted	2012 Endorsed
City Budget Office	4,867,045	5,109,720	4,011,539	4,131,913
Full-time Equivalents Total*	36.00	36.00	28.50	28.50

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