

2015 - 2016 Seattle City Council Green Sheet

Ready for Notebook

Tab	Action	Option	Version
86	1	A	2

**Budget Action Title:** Add Seattle Preschool Program levy revenues, expenditures, and positions to DEEL in 2015 and 2016, reclassify DEEL positions, and create new BCLs

Has CIP Amendment: No Has Budget Proviso: No

Councilmembers: Budget Committee

Staff Analyst: Brian Goodnight

Council Bill or Resolution:

Date		Total	SB	BH	SC	TR	NL	TB	JG	MO	KS
	Yes										
	No										
	Abstain										
	Absent										

**Summary of Dollar Effect**

See the following pages for detailed technical information

	2015 Increase (Decrease)	2016 Increase (Decrease)
<b>General Subfund</b>		
<i>General Subfund Revenues</i>	\$0	\$0
<i>General Subfund Expenditures</i>	(\$68,881)	\$0
<i>Net Balance Effect</i>	\$68,881	\$0
<b>Other Funds</b>		
<i>Education Fund</i>		
<i>Revenues</i>	\$4,833,675	\$9,037,977
<i>Expenditures</i>	\$4,833,675	\$9,037,977
<i>Net Balance Effect</i>	\$0	\$0
<i>Preschool Services Fund</i>		
<i>Revenues</i>	\$14,427,300	\$15,124,290
<i>Expenditures</i>	\$4,902,556	\$9,037,977

<i>Tab</i>	<i>Action</i>	<i>Option</i>	<i>Version</i>
86	1	A	2

<b><i>Net Balance Effect</i></b>	<b><i>\$9,524,744</i></b>	<b><i>\$6,086,313</i></b>
<b><i>Total Budget Balance Effect</i></b>	<b><i>\$9,593,625</i></b>	<b><i>\$6,086,313</i></b>

***Budget Action description:***

This green sheet is contingent upon passage of Proposition 1B by voters during the November 4 election.

This green sheet would add Seattle Preschool Program Levy revenue and tuition payment revenue to the Preschool Services Fund (2015: \$14,427,300; 2016: \$15,124,290), would transfer a portion of this revenue to the Department of Education and Early Learning (DEEL) (2015: \$4,902,556; 2016: \$9,037,977), and would increase DEEL expenditures by \$4,833,675 in 2015 and \$9,037,977 in 2016. The green sheet would also add new positions to DEEL (9.0 FTE in 2015, and 3.0 FTE in 2016) and would reclassify 7 positions. Lastly, this green sheet would create new Budget Control Levels (BCLs) for the Seattle Preschool Program Levy department (Preschool Services Fund).

**Background**

In June 2014, the City Council approved Ordinance 124509 submitting a proposition to the voters to levy additional property taxes for the purpose of providing preschool services for Seattle children (commonly known as the Seattle Preschool Program Levy), adopting the Seattle Preschool Program Action Plan, and requiring adoption of an Implementation Plan by the Council.

The purpose of the Seattle Preschool Program (SPP) is to provide accessible high-quality preschool services for Seattle children designed to improve their readiness for school and to support their subsequent academic achievement. SPP would begin in a four-year demonstration phase, funded primarily by the four-year \$58 million levy, that would build toward serving 2,000 children in 100 classrooms by 2018.

The program would be provided through a mixed-delivery system, with classrooms potentially offered by Seattle Public Schools and community providers. Ultimately, the goal of the program is to serve all eligible and interested 4-year-olds, because they are first to enter kindergarten, and all eligible and interested 3-year-olds from low-income families (making less than 300% of the federal poverty level) in Seattle. Tuition will be free for children from families earning at or below 300% of the federal poverty level, and will be based on a sliding scale for families earning more than that amount, with at least some subsidy for all participating families.

SPP is also designed to include: professional development, coaching, and mentoring of instructional staff; training for preschool directors and program supervisors; tuition support and degree pathway advising for teaching staff; and external, independent evaluation of program implementation and short- and long-term outcomes.

**Increases in Staffing & Expenditures**

During the four-year demonstration phase of SPP, the Department of Education and Early Learning would be tasked with managing an additional \$65 million in funding (\$58 million in levy funds, and \$7 million in tuition

<i>Tab</i>	<i>Action</i>	<i>Option</i>	<i>Version</i>
86	1	A	2

payments) and coordinating investments in preschool slots, classrooms, teachers, and other program activities. These tasks are expected to require additional staffing capacity within the department (beyond the existing City staff proposed to be transferred, or the new staff proposed to be added, to the new department as part of the Mayor’s proposed budget), and reclassifications to existing positions to handle the additional management and workload responsibilities.

The transactions contained within this green sheet are the Executive’s recommendations for the number of employees and level of expenditures necessary in 2015 and 2016 to create an Implementation Plan and evaluation strategy, and to begin implementation of the Seattle Preschool Program.

There are three BCLs within DEEL that would be affected by this green sheet: Director’s Office, Early Learning, and Finance and Administration. The changes described below reflect the changes in both 2015 and 2016.

- Director’s Office BCL
  - Position reclassifications:
    - Department Director – Executive 2 to Executive 3
    - Data Manager – Strategic Advisor 2 to Strategic Advisor 3
    - Data Analyst – Strategic Advisor 1 to Strategic Advisor 2
  
- Early Learning BCL
  - 2015: 7.0 new FTE (increases FTE count from 22.0 to 29.0)
    - Administrative Specialist II – administrative support to division director and staff
    - Early Education Specialist – monitor service delivery and conduct site assessments, provide technical assistance, create corrective action plans, and train providers
    - Early Education Specialists, Sr. (2 FTE) – quality monitoring, coaching and training for approved curricula, review assessment data, ensure performance standards
    - Human Services Coordinator – perform outreach, assist families with program selection, evaluate applications, and determine eligibility and subsidy amount
    - Planning and Development Specialist, Sr. – coordinate implementation of teacher education/training through tuition assistance, monitor tuition assistance program funds
    - Planning and Development Specialist, Sr. – coordinate program to fund facility renovations/improvements, assistance for facilities planning and space development
  - 2016: 1.0 FTE sunset lift (maintains FTE count at 29.0)
    - Policy and Planning Strategic Advisor 2 – Permanently lift the sunset on this position, which was scheduled to sunset at the end of 2015 in the proposed budget.
  - 2016: 3.0 new FTE (increases FTE count from 29.0 to 32.0)
    - Early Education Specialists, Sr. (2 FTE) – see above description
    - Human Services Coordinator – see above description
  - Position reclassifications:
    - Division Director – Manager 3 to Executive 2
    - Operations Manager – Manager 2 to Manager 3
    - Quality Assurance Manager – Strategic Advisor 2 to Manager 3
  - Programmatic additions to ramp-up the preschool program during 2015 and begin at the start of the 2015-2016 school year. The Action Plan estimates that 280 preschool slots in 14 classrooms will be

Tab	Action	Option	Version
86	1	A	2

available during the 2015-2016 school year, increasing to 780 slots in 39 classrooms for the 2016-2017 school year.

- Finance and Administration BCL
  - 2.0 new FTE (increase FTE count from 4.0 to 6.0)
    - Strategic Advisor 2 (Finance Manager) – financial oversight and fiscal reporting on SPP levy, manage early learning investments, develop fiscal policies and program budgets
    - Grants and Contracts Specialist, Sr. – develop contracts, performance standards, and reporting and invoicing requirements for new SPP levy contracts
  - Position reclassification:
    - Division Director – Manager 3 to Executive 1
  - Increased costs for accounting services that will be provided by the Department of Neighborhoods.
  - Funding to cover a Department of Planning and Development (DPD) permit specialist to provide permit assistance to child care entities. Executive staff are uncertain if there will be a need for this position in 2015. Therefore, although the appropriation is requested as part of this action, the position authority in DPD has not been requested or approved at this time.

### **Financial Summary**

Table 1 below contains a summary of how the Seattle Preschool Program Levy revenues and tuition payment revenues will be received by the City and how those funds will be routed for expenditure through the Department of Education and Early Learning.

Maintaining a separate fund outside of DEEL helps to ensure that SPP Levy revenues are expended for their designated purpose and are not comingled with other DEEL revenue sources, such as the Families and Education Levy funds.

Any levy or tuition revenues that are not transferred to DEEL for expenditure will remain in the Preschool Services Fund until they are needed in future years.

Table 1: Summary of Seattle Preschool Program Revenue & Expenditure Changes

		2015	2016
1	Revenue into Seattle Preschool Program Levy (Preschool Services Fund)	\$ 14,427,300	\$ 15,124,290
	Levy Revenue	14,286,440	14,440,923
	Tuition Payment Revenue	140,860	683,367
2	Transfer from Seattle Preschool Program Levy (Preschool Services Fund) to DEEL (Education Fund)	\$ 4,902,556	\$ 9,037,977
	School Readiness	543,615	2,651,073
	Professional Development & Training	247,675	742,874
	Capacity Building	1,342,346	2,597,576
	Research & Evaluation	918,614	687,115
	Administration	1,711,616	2,116,001
	Contingency	138,690	243,338

Tab	Action	Option	Version
86	1	A	2

3	Increased Expenditures from DEEL (Education Fund)	\$ 4,833,675*	\$9,037,977
	Director's Office	29,454	28,772
	Early Learning	4,329,653	8,545,496
	Finance & Administration	474,568	463,709

\* \$68,881 of the transferred revenue is replacing GSF support in the Proposed Budget

### **New Budget Control Levels**

The Preschool Services Fund is a new fund that was created by the Council during 2014 and it is not contained within the 2015-2016 Proposed Budget. Therefore, to provide control over the appropriations contained within this green sheet, it is necessary to create BCLs.

The following BCLs for the Seattle Preschool Program Levy department (Preschool Services Fund) are those that are recommended by the Executive, and that would be created upon approval of this green sheet:

#### **School Readiness Budget Control Level**

The purpose of the School Readiness Budget Control Level is to prepare children for school by providing access to full day preschool for Seattle families regardless of income.

#### **Program Support: Professional Development and Training Budget Control Level**

The purpose of the Program Support: Professional Development and Training Budget Control Level is to develop the skills of preschool teachers and directors and to provide support so that children are better prepared for school.

#### **Capacity Building Budget Control Level**

The purpose of the Capacity Building Budget Control Level is to help preschool teachers, assistants, and directors meet the requirements of the Seattle Preschool Program and to provide support for facility development or remodeling.

#### **Research and Evaluation Budget Control Level**

The purpose of the Research and Evaluation Budget Control Level is to assist Seattle Preschool Program programs in achieving their intended results and to support continuous improvement.

#### **Administration Budget Control Level**

The purpose of the Administration Budget Control Level is to administer Seattle Preschool Program funds.

#### **Contingency Budget Control Level**

The purpose of the Contingency Budget Control Level is to provide additional funding to Seattle Preschool Program programs if initial estimates of costs understated the need for resources, and to support quality improvement efforts that arise as the program is phased in.

Tab	Action	Option	Version
86	1	A	2

### Budget Action Transactions

**Budget Action Title:** Add Seattle Preschool Program levy revenues, expenditures, and positions to DEEL in 2015 and 2016, reclassify DEEL positions, and create new BCLs

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Increase revenue for Seattle Preschool Program (SPP)				DOE	Transfers from Preschool Services Fund - Levy	411100	14100	2015	\$4,761,696	
2	Increase revenue for SPP				DOE	Transfers from Preschool Services Fund - Parent Tuition	439090	14100	2015	\$140,860	
3	Reduce GSF support to DEEL				DOE	General Fund Support	587001	14100	2015	(\$68,881)	
4	Reduce GSF appropriations to DEEL				FG	Department of Education Fund	Q5971410	00100	2015		(\$68,881)
5	Increase appropriation for SPP				DOE	Director's Office	ED100	14100	2015		\$29,454
6	Increase appropriation for SPP				DOE	Finance and Administration	ED200	14100	2015		\$474,568
7	Increase appropriation for SPP				DOE	Early Learning	ED300	14100	2015		\$4,329,653
8	Increase revenue for SPP				DOE	Transfers from Preschool Services Fund - Levy	411100	14100	2016	\$8,354,610	

Tab	Action	Option	Version
86	1	A	2

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
9	Increase revenue for SPP				DOE	Transfers from Preschool Services Fund - Parent Tuition	439090	14100	2016	\$683,367	
10	Increase appropriation for SPP				DOE	Director's Office	ED100	14100	2016		\$28,772
11	Increase appropriation for SPP				DOE	Finance and Administration	ED200	14100	2016		\$463,709
12	Increase appropriation for SPP				DOE	Early Learning	ED300	14100	2016		\$8,545,496
13	Increase revenue for SPP Levy				SPP	Taxes, Levies & Bonds	411100	17861	2015	\$14,286,440	
14	Increase revenue for SPP Levy				SPP	Parent Tuition	439090	17861	2015	\$140,860	
15	Increase appropriation for SPP Levy				SPP	School Readiness	EL100	17861	2015		\$543,615
16	Increase appropriation for SPP Levy				SPP	Program Support: Professional Development & Training	EL200	17861	2015		\$247,675
17	Increase appropriation for SPP Levy				SPP	Capacity Building	EL300	17861	2015		\$1,342,346
18	Increase appropriation for SPP Levy				SPP	Research and Evaluation	EL400	17861	2015		\$918,614
19	Increase appropriation for SPP Levy				SPP	Administration	EL500	17861	2015		\$1,711,616
20	Increase appropriation for SPP Levy				SPP	Contingency	EL600	17861	2015		\$138,690
21	Increase contribution to fund balance				SPP	Use of (Contribution to) Fund Balance	379100	17861	2015	(\$9,524,744)	

Tab	Action	Option	Version
86	1	A	2

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
22	Increase revenue for SPP Levy				SPP	Taxes, Levies & Bonds	411100	17861	2016	\$14,440,923	
23	Increase revenue for SPP Levy				SPP	Parent Tuition	439090	17861	2016	\$683,367	
24	Increase appropriation for SPP Levy				SPP	School Readiness	EL100	17861	2016		\$2,651,073
25	Increase appropriation for SPP Levy				SPP	Program Support: Professional Development & Training	EL200	17861	2016		\$742,874
26	Increase appropriation for SPP Levy				SPP	Capacity Building	EL300	17861	2016		\$2,597,576
27	Increase appropriation for SPP Levy				SPP	Research and Evaluation	EL400	17861	2016		\$687,115
28	Increase appropriation for SPP Levy				SPP	Administration	EL500	17861	2016		\$2,116,001
29	Increase appropriation for SPP Levy				SPP	Contingency	EL600	17861	2016		\$243,338
30	Increase contribution to fund balance				SPP	Use of (Contribution to) Fund Balance	379100	17861	2016	(\$6,086,313)	
31	Add position for SPP	StratAdvsr2,Exempt - FT	1	1	DOE	Finance and Administration	ED200	14100	2015		\$0
32	Add position for SPP	Grants&Contracts Spec,Sr - FT	1	1	DOE	Finance and Administration	ED200	14100	2015		\$0
33	Add position for SPP	Early Ed Spec - FT	1	1	DOE	Early Learning	ED300	14100	2015		\$0
34	Add position for SPP	Human Svcs Coord - FT	1	1	DOE	Early Learning	ED300	14100	2015		\$0
35	Add positions for SPP	Early Ed Spec,Sr - FT	2	2	DOE	Early Learning	ED300	14100	2015		\$0
36	Add positions for SPP	Plng&Dev Spec,Sr - FT	2	2	DOE	Early Learning	ED300	14100	2015		\$0

Tab	Action	Option	Version
86	1	A	2

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
37	Add position for SPP	Admin Spec II - FT	1	1	DOE	Early Learning	ED300	14100	2015		\$0
38	Add position for SPP	Human Svcs Coord - FT	1	1	DOE	Early Learning	ED300	14100	2016		\$0
39	Add positions for SPP	Early Ed Spec,Sr - FT	2	2	DOE	Early Learning	ED300	14100	2016		\$0
40	Remove position for SPP reclass	Manager3,Exempt - FT	-1	-1	DOE	Early Learning	ED300	14100	2015		\$0
41	Add position for SPP reclass	Executive2 - FT	1	1	DOE	Early Learning	ED300	14100	2015		\$0
42	Remove position for SPP reclass	Manager2,Exempt - FT	-1	-1	DOE	Early Learning	ED300	14100	2015		\$0
43	Add position for SPP reclass	Manager3,Exempt - FT	1	1	DOE	Early Learning	ED300	14100	2015		\$0
44	Remove position for SPP reclass	StratAdvsr2,Exempt - FT	-1	-1	DOE	Early Learning	ED300	14100	2015		\$0
45	Add position for SPP reclass	Manager3,Exempt - FT	1	1	DOE	Early Learning	ED300	14100	2015		\$0
46	Remove position for SPP reclass	Executive2 - FT	-1	-1	DOE	Director's Office	ED100	14100	2015		\$0
47	Add position for SPP reclass	Executive3 - FT	1	1	DOE	Director's Office	ED100	14100	2015		\$0
48	Remove position for SPP reclass	StratAdvsr1,Exempt - FT	-1	-1	DOE	Director's Office	ED100	14100	2015		\$0
49	Add position for SPP reclass	StratAdvsr2,Exempt - FT	1	1	DOE	Director's Office	ED100	14100	2015		\$0
50	Remove position for SPP reclass	StratAdvsr2,Exempt - FT	-1	-1	DOE	Director's Office	ED100	14100	2015		\$0
51	Add position for SPP reclass	StratAdvsr3,Exempt - FT	1	1	DOE	Director's Office	ED100	14100	2015		\$0
52	Remove position for SPP reclass	Manager3,Exempt - FT	-1	-1	DOE	Finance and Administration	ED200	14100	2015		\$0

<i>Tab</i>	<i>Action</i>	<i>Option</i>	<i>Version</i>
86	1	A	2

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
53	Add position for SPP reclass	Executive1 - FT	1	1	DOE	Finance and Administration	ED200	14100	2015		\$0
54	Add position for SPP to lift sunset	StratAdvsr2,Exempt - FT	1	1	DOE	Early Learning	ED300	14100	2016		\$0