

CITY NEIGHBORHOOD COUNCIL WORK PLAN FOR 2012 - 2013

The work plan is a guide to action, with the understanding that it will be adapted to events and opportunities as they arise.

Abbreviations:

CBO = City Budget Office

CNC = City Neighborhood Council

CRF = Cumulative Reserve Fund

CRT = Citywide Review Team, a CNC committee

DCRT = District Council Review Team *(there are 13, 1 for each District Council)*

DoN = Department of Neighborhoods

LPF = Large Projects Fund of the Neighborhood Matching Fund

NDC = Neighborhood District Coordinator (DoN staff who assist District Councils)

NMF = Neighborhood Matching Fund

NPF = Neighborhood Projects Fund (receives funds from CRF and NSF)

NSF = Neighborhood Street Fund

SAS = Small and Simple portion of the Neighborhood Matching Fund

Date	Work product
January 11	Small and Simple Neighborhood Matching Fund deadline
January	City Budget Office initiates with City departments the process for identifying projects to be included in the 5-year Capital Improvement Program (CIP) that the Mayor will propose to the City Council in September. CNC urges district councils, neighborhood organizations, and other members of the public to begin contacting City department about projects suggested to be included in the CIP
January	Prepare letters for delivery to Legislature regarding budget impacts from Olympia to municipalities
January 29	City Neighborhood Council Citizens Budget Conference
January 30	City Neighborhood Council Monthly Meeting
February	District councils nominate individuals for appointment by CNC to serve on the Citywide Review Team (a CNC committee) to review NMF applications
February 1	NPF application Deadline. DoN begins sorting applications received from the public, to be sent for review by each District Council
February 15	DON distributes 2012 NPF applications to District Councils. District Councils to select top three projects to forward back to DON.
February 27	<ul style="list-style-type: none"> • City Neighborhood Council Monthly Meeting • CNC committees present their annual work plans
March 12	Small & Simple Grant fund deadline
March 20	Deadline suggested by CNC for neighborhood organizations, district councils, and members of the public to contact City departments with suggestions for projects to be included in the CIP (suggestions can of course be suggested at any time, as the Mayor submits his proposed CIP to the City Council in September, and the Council adopts its final CIP in November)
March 24	Citywide conference/celebration on Youth in Neighborhoods (planning date)
March 26	<ul style="list-style-type: none"> • City Neighborhood Council Monthly Meeting
April 1	District Councils submit top three NPF projects to DON
April 19	Mandatory Large Project Fund Workshop (Douglass-Truth Branch Library)
April 24	Mandatory Large Project Fund Workshop (Greenwood Branch Library)
April 28	Mandatory Large Project Fund Workshop (Youngstown Cultural Arts Center)
April 30	<ul style="list-style-type: none"> • City Neighborhood Council Monthly Meeting
May 21	City Neighborhood Council Monthly Meeting. Discussion of budget priorities, toward adoption in June of a letter to the Mayor with budget recommendations

June 25	<ul style="list-style-type: none"> • City Neighborhood Council Monthly Meeting – • Based on a draft circulated well in advance of the meeting, CNC adopts a letter of budget recommendations to the Mayor
July	Proposed Capital Improvement Project submittals from departments are due to the City Budget Office
July 16	Large Project Fund Deadline
July 30	<ul style="list-style-type: none"> • City Neighborhood Council Monthly Meeting • District Councils submit their prioritized NPF projects to DoN
August	City Budget Office makes recommendations to the Mayor on the Proposed CIP and City Proposed Budget; Mayor develops his final budget and CIP recommendations to be presented to the City Council on Sept. 26
August 29	No CNC monthly meeting scheduled for August
September 24	<ul style="list-style-type: none"> • City Neighborhood Council Monthly Meeting - CNC receives briefing from City Budget Director or the Mayor on the Mayor's proposed budget and CIP that is released that day. CNC may also approve or authorize a letter of budget recommendations to the City Council • CNC appoints a nominating committee for CNC officers and committee chairs
October 29	<ul style="list-style-type: none"> • City Neighborhood Council Monthly Meeting • CNC's nominating committee presents its nominations for CNC officers and committee chairs
November	City Council adopts 2013 budget and CIP, including NPF projects
November 26	<ul style="list-style-type: none"> • City Neighborhood Council Monthly Meeting • CNC elects its officers for the coming year, who take office immediately
December	<ul style="list-style-type: none"> • No CNC monthly meeting (committees, especially the executive committee, may still be meeting). • DoN announces funding awards for NPF event to honor recipients of NMF awards
January 30 2013	City Neighborhood Council meeting

ONGOING RESPONSIBILITIES OF THE CITY NEIGHBORHOOD COUNCIL

Work product	Committee Assignment
Ensure early and frequent notice to the public of meetings of CNC and its committees, of CNC events, and of opportunities for public to provide input to CNC processes and decisions	CNC Chair
Work with City agencies to facilitate easy webcasting of CNC and district council meetings	CNC Chair
Liaison with DON on updating the CNC web site and creating or updating district council web sites to improve access to and expand the current and historical material about CNC and the district councils	CNC Chair
Approach Seattle Channel about possible series interviewing groups of district council leaders	CNC Vice Chair or Secretary
CNC's leadership team (officers and committee chairs) meet monthly	CNC Executive
Work with DON staff to help establish or re-establish residential associations and business associations in neighborhoods where they do not exist, and strengthen any that need assistance	CNC Executive
Engage district councils in dialogue at CNC meetings and through other channels on challenges and opportunities they face	CNC Executive
Work with DON and other departments to ensure the updating and use of the "community organization mailing list" that Resolutions 27709 & 28115 say shall be maintained by DON and made available to City departments & neighborhood groups.	CNC Executive
Administration and procedures	CNC Executive
Review DON's administrative plan(s), performance measures & appraisals, publications, staff and citizen training programs	CNC Executive
Review City budget and the budget process, and develop recommendations for action by CNC	CNC Budget
Evaluate applications for Neighborhood Matching Fund's Large Project Fund and provide CNC with funding recommendations	CNC Citywide Review Team
Review performance of the Neighborhood Matching Fund, and develop recommendations for any action by CNC	CNC Neighborhood Matching Fund
Examine neighborhood planning achievements and needs, and develop recommendations for action by CNC	CNC Neighborhood Planning
Review Seattle's land use policies & proposals, including major Institutions, and develop recommendations for any CNC action	CNC Neighborhood Planning
Review transportation policies and procedures that affect neighborhoods citywide	CNC Transportation
Review City and School District policies regarding youth, schools, & education, and develop recommendations for CNC action	CNC Youth, Schools, and Education
Find ways to strengthen participation by neighborhood businesses, children, youth, young adults, seniors, people of color, and those for whom English is not their first language.	CNC Youth, Schools, and Education CNC Executive