

CITY NEIGHBORHOOD COUNCIL'S WORK PLAN FOR 2010

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

Date for completion	Work product
January 31	CNC conducts the Citizens Budget Conference in partnership with Mayor, City Council, Seattle Center, and DON
January	Help publicize annual deadline (Feb. 9 for letter of intent for Neighborhood Matching Fund's large projects fund.)
January 1 - 31	Internal kick-off meeting (SDOT, Parks, DON). Discussion of possible Race and Social Justice projects; input from Parks; and plan to support those districts with limited applications from 2009, and/or historically fewer applications. *External distribution of timeline and letters to District Councils.
January 11	Small and Simple Deadline
January	Department of Finance provides Capital Projects suggestion forms, instructions, deadlines, all available at Neighborhood Service Centers
February 1 - April 15	<ul style="list-style-type: none"> -- Councils review 2009 NSF/CRF applications, and decide (whether) to accept and review new applications (up to two). Standard application form; criteria; and past projects list to be provided by DON; DC should establish selection and voting process for public record. Criteria provided should be integrated. -- Councils review and select top three NSF/CRF projects; prioritize projects in 1-3 ranking; with two additional projects ranked 4th and 5th, only to be reviewed if top projects don't add up to final; or not deemed feasible. -- SDOT staff will make themselves available to answer general questions and provide (in limited fashion) a fatal flaw analysis. -- Final lists provided to DON Administrative staff by April 15, along with a memo documenting the selection process provided by Coordinators. -- Councils provide direction to NDC as to whether a 2nd round review is preferred.
February	District councils nominate individuals to serve on CNC's Citywide Review Team to review NMF applications
• February 22	CNC Monthly - CNC's committees present their annual work plans to the CNC monthly meeting
February 27	Neighborhood Project Fund/Neighborhood Street Fund application deadline. Department of Neighborhoods begins sorting applications by District Councils.
March 6	DON distributes NPF/NSF applications to District Councils, which begin selecting top five projects that will be studied for feasibility.
March 20	Capital Project suggestion forms are due to Department of Finance by 9 am on March 20. By end of March DOF and DON confirm neighborhood district boundaries for proposals. DOF distributes forms to appropriate city departments.
• March 29	CNC Monthly - CNC appoints district and at-large members of its Citywide Review Team (a CNC committee)
April	By April 14, relevant departments send comments on proposals to Department of Finance (DOF). By the end of the month, DOF provides a compilation of feedback to originators of requests, district councils, and via the DOF Web site.
April 10	Deadline for District Councils to submit 5 NPF/NSF projects to DON

April 13	Annual deadline for final applications for NMF Large Projects Fund
April 15 - 30	DON Administrative staff will compile 13 district lists and build master Excel spreadsheet, along with archiving District Council memos documenting criteria and process chosen for 2010.
April 17	DON forwards top 5 NPF/NSF projects from each DC to SDOT/Parks for feasibility review and initial cost estimates
April 24	Estimated date when NMF applications are available for rating by district councils
• April 26	CNC Monthly
April/May	Districts submit to CNC's Citywide Review Team their evaluations of the NMF Large Project applications filed by organizations within their boundaries
May 1 - June 30	SDOT to review top three projects; or 39 across the 13 districts. Information sheets/analysis to be developed and database to be updated with this information.
• May 31	District Councils send their budgetary proposals to CNC, and send their own letters to the Mayor and City Council. CNC circulates a draft budget letter to the districts for their comment for possible action at its May 31 meeting.
June	CNC holds a citywide conference/celebration on Youth in Neighborhoods
June 1	By June 1, district councils provide compiled recommendations to Department of Finance (DOF) for consideration in the development of the 2007-2012 Proposed CIP.
June 12	SDOT and Parks respond to DON with feasibility and initial cost estimates regarding NPF/NSF project proposals
June 19	DON forwards feasible NPF/NSF projects with cost estimates back to district councils. DON notifies applicants whose projects were deemed unfeasible.
• June 28	CNC hears any appeals of its Citywide Review Team's NMF award recommendations, and acts on them If it did not already do so at its May meeting, CNC approves budget recommendations to the Mayor and City Council
July	Proposed Capital Improvement Project submittals from departments are due to Department of Finance
July 1 - 31	District Councils (opting) to do a second round review do so with NDCs.
July 12	Small and Simple Deadline
July 24	District Councils submit prioritized NPF/NSF projects to DON.
• July 26	July Monthly CNC meeting
August 1 - 31	Internal review across each district with NDC participation of top projects, analysis, and input from SDOT and Parks. Recommendations provided to key department heads and Department of Finance.
August	Department of Finance makes recommendations to the Mayor on the Proposed CIP and City Proposed Budget
• August 30	August Monthly CNC meeting
September 15	Recommendations provided to the Mayor for review, and modifications to advance to City Councils as part of the 2011 budget process. Proposed CIP and Budget is produced and the Mayor submits it to the City Council. Department of Finance posts the proposed CIP and Budget on its Web site.
• September 27	September Monthly CNC meeting. CNC appoints a nominating committee for CNC officers and committee chairs
September 27	Mayor's budget speech; that night, CNC receives briefing on Mayor's budget proposals
October	After the Mayor submits his recommended budget to the City Council, the, Department of Finance (DOF) provides to district councils a response to the comments they made on potential CIP projects.
• October 25	October Monthly CNC meeting. CNC's nominating committee presents its nominations for CNC officers and committee chairs

November	City Council reviews proposed CIP and Budget, considers recommendations and adopts 2010 budget
• November 29	November Monthly CNC meeting. CNC elects its officers for the coming year
December	No CNC monthly meeting, committees may still be meeting. By mid-December, after final City Council action on the budget, Department of Finance will notify each respective District Council of any departures within their district boundaries from the May CIP recommendations that the City Council made in adopting the final CIP.

ONGOING RESPONSIBILITIES OF THE CITY NEIGHBORHOOD COUNCIL

Work product	Assignment
CNC's leadership team (officers and committee chairs) meet monthly	CNC Executive Committee
Review City budget and the budget process, and develop recommendations for action by CNC	CNC's Budget Committee (see committee work for more detail)
Evaluate applications for the Neighborhood Matching Fund's Large Project Fund, and make a set of funding recommendations to CNC	CNC's Citywide Review Team
Review performance of the Neighborhood Matching Fund, and develop recommendations for any action by CNC	CNC's Neighborhood Matching Fund Oversight Committee (see committee work plan for more detail)
Examine neighborhood planning achievements and needs, and develop recommendations for action by CNC	CNC's Neighborhood Planning Committee (see committee work plan for more detail)
Review the City's land use policies and proposals, including Major Institutions, and develop recommendations for any action by CNC	CNC's Neighborhood Planning Committee (see committee work plan for more detail)
Review transportation policies and procedures that affect neighborhoods citywide	CNC's Transportation Committee (see committee work plan for more detail)
Review DON's administrative plan(s), performance measures and appraisals, publications, and staff and citizen training programs	CNC Executive Committee
Review City and School District policies regarding youth, schools, and education, and develop any recommendations for action by CNC	CNC Youth and Schools Committee
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 and Schools Committee, CNC Executive Committee
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 Committee
Engage district councils in dialogue at CNC meetings and through other channels on challenges and opportunities they face	CNC Executive Committee
Work with DON and other departments to ensure the updating and use of the "community organization mailing list" that Resolutions 27709 and 28115 say shall be maintained by DON and made available to all City departments and neighborhood groups.	CNC Executive Committee
Administration and procedures	CNC Executive Committee
Ensure early and frequent notice to the public of meetings of CNC and its committees, of CNC events, and of opportunities for the public to provide input to CNC processes and decisions	CNC Chair

Work with City agencies to facilitate easy webcasting of CNC and other board and commission meetings	CNC Chair
Liaison with DON on updating web site 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