

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:

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

DoF = Department of Finance

LPF = Large Projects Fund portion of the Neighborhood Matching Fund

NDC = Neighborhood District Coordinator (DoN staff who assist the 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	Department of Finance 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 29	City Neighborhood Council Budget Forum
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 14	• Letter of Intent (LPF) Deadline for the Large Projects Fund of the Neighborhood Matching Fund
February 15	DON distributes 2012 NPF applications to District Councils. District Councils to select top three projects to forward back to DON.
February 27	• City Neighborhood Council Monthly Meeting • CNC committees present their annual work plans
March 11	Recruitment of representatives to serve on the CRT and each of the thirteen DCRTs
March 15	DoN deadline for providing written comments to applications who have filed a letter of intent for LPF
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 26	• City Neighborhood Council Monthly Meeting • CNC appoints district and at-large members of its Citywide Review Team (a CNC committee)
April 1	District Councils submit top three NPF projects to DON
April 11	Deadline for final applications for the NMF Large Projects Fund
April 18	Date when NMF Large Project Fund applications are available for rating by the 13 District Council review teams appointed by each of the district councils
April 18-21	Orientation to DCRT members by DoN and CNC, April 18 for North Region, April 20 for Central, and April 21 for South, review material packets (guidelines, conflict of interest, PDF application, rating form, response form)

April 20	Orientation to CRT (a CNC committee) by DoN and CNC 6 pm to 9 pm
April 23	CRT (a CNC committee) Tour of proposed project sites 10 am to 3 pm
April 30	• City Neighborhood Council Monthly Meeting
April 26	CRT (a CNC committee) Open House 6 pm to 9 pm
April/May	<ul style="list-style-type: none"> • District Councils, based on recommendations by their District Council Review Teams, submit to CNC's Citywide Review Team their evaluations of the NMF Large Project applications filed by organizations within their boundaries • CNC's budget committee solicits suggestions for the content of the budget letter that CNC will send to the Mayor in June or July
May 3	CRT (a CNC committee) Open House 6 pm to 9 pm
May 9	Small and Simple Neighborhood Matching Fund deadline for SAS II
May 10	CRT (a CNC committee) Open House 6 pm to 9 pm
May 17	CRT (a CNC committee) Open House 6 pm to 9 pm
May 24	CRT (a CNC committee) Open House 6 pm to 9 pm
May 26	LPF Scores are due to DoN – from the CRT and the District Council Review teams along with signed Conflict of Interest forms, Written Comments, Lists of Reviewers, and Overview of the Process
May 21	City Neighborhood Council Monthly Meeting. Discussion of budget priorities, toward adoption in June of a letter to the Mayor with budget recommendations
May or June	<i>CNC holds a citywide conference/celebration on Youth in Neighborhoods - placeholder date</i>
May 31 - June 1	CRT (a CNC committee) makes its final recommendations to CNC regarding NMF wards
June 15	Appeals (if any) are due from any NMF-LPF applicants who are unhappy with the CRT recommendations to CNC
June 16	DON forwards feasible projects with cost estimates back to District Councils. DON notifies applicants whose projects were determined unfeasible.
June 25	<ul style="list-style-type: none"> • City Neighborhood Council Monthly Meeting – CNC receives from its CRT committee a list of all project applications that it recommends be funded or not, including the CRT and district council scores. CNC reviews the NMF award recommendations, hears appeals from any applicants who are unhappy with the CRT recommendations, and make its final decisions on NMF recommendations to Mayor and City Council. • Based on a draft circulated well in advance of the meeting, CNC adopts a letter of budget recommendations to the Mayor
July 1	Sometime this month, CNC and DoN jointly convene a public meeting of CRT and DCRT members for debriefing on the 2011 process
July	Proposed Capital Improvement Project submittals from departments are due to the Department of Finance
July 30	<ul style="list-style-type: none"> • City Neighborhood Council Monthly Meeting • District Councils submit their prioritized NPF projects to DoN
August 1 - 31	Internal review across each district with NDC participation of top NPF 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; Mayor develops his final budget and CIP recommendations to be presented to the City Council on Sept. 26
August 28	DoN announces NPF funding recommendations to District Councils (funding is subject to City Council approval). DoN notifies applicants whose projects were not selected.
August 29	No CNC monthly meeting scheduled for August
September 12	Neighborhood Matching Fund Small and Simple deadline for SAS III
September 24	• 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 <ul style="list-style-type: none"> • 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 2012 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 2013	CNC conducts the biennial Citizens Budget Conference in partnership with Mayor, City Council, Seattle Center, and DON

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