

## CITY NEIGHBORHOOD COUNCIL'S WORK PLAN FOR 2009

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

<b>Date for completion</b>	<b>Work product</b>
January 26	Publicize annual deadline (Feb. 2) for letter of intent for Neighborhood Matching Fund's large projects fund.
February	District councils nominate individuals to serve on CNC's Citywide Review Team to review NMF applications
February 23	CNC adopts its 2009 work plan. Also at this CNC meeting, committees present their annual work plans
February 27	NSF application deadline. DON begins sorting applications by District Councils.
March 6	DON distributes 2009 and previously unfunded applications to District Councils. DCs begin selecting top 5 projects that will be studied for feasibility.
<i>March 30?</i>	<i>CNC appoints district and at-large members of its Citywide Review Team</i>
April 6	Small and Simple deadline (quarterly).
April 10	Deadline for District Councils to submit 5 NSF projects to DON. The CNC Transportation Committee encourages District Councils to identify their priorities for at least 10 projects, in case any are disqualified or funded outside of the NSF process.
April 13	Deadline for final applications for NMF large projects fund
April 17	DON forwards top 5 NSF projects from each DC to SDOT/Parks for feasibility review and initial cost estimates.
April 21	CRT Orientation (NMF) 6:00-8:00pm TBD
<i>April 24</i>	<i>Estimated date when NMF applications will be available for ratings by district councils</i>
<i>April 25</i>	CRT TOUR (NMF) 11:00am-5:00pm (approximately)
<i>April 28</i>	CRT Open House (NMF) 6:00-9:00pm Location TBD
<i>April/May</i>	<i>Districts submit to CNC's Citywide Review Team their evaluations of the Neighborhood Matching Fund large project applications filed by organizations within their boundaries</i>
<i>May 5</i>	CRT Open House 6:00-9:00pm Location TBD
<i>May 12</i>	CRT Open House 6:00-9:00pm Location TBD

May 18	CNC meeting (25 <sup>th</sup> falls on Memorial Day). District Councils send their budgetary proposals to the 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 June meeting.
May 19	CRT Open House 6:00-9:00pm Location TBD
May 26	CRT Open House 6:00-9:00pm Location TBD
May 29	CRT Scores Due. District Councils need to submit their NMF scores.
June 2	CRT Awards Meeting 6:00-9:00pm Location TBD
June 12	SDOT and Parks respond to DON with feasibility and initial cost estimates.(NSF)
June 18	Possible City Council Candidate forum
June 19	DON forwards feasible projects with cost estimates back to DCs. DON notifies applicants whose projects were deemed unfeasible. (NSF)
June 29	Draft letter from CNC Budget Committee: circulate to District Councils for approval in July.
June	<i>CNC hears any appeals of its Citywide Review Team's NMF award recommendations, and acts on them</i>
June	<i>If it did not already do so at its May meeting, CNC approves budget recommendations to the Mayor and City Council</i>
July	Host LPF Award Ceremony Location TBD
July 6	Deadline for DON Small and Simple (quarterly)
July 27	DCs submit prioritized projects to DON (NSF). The CNC Transportation Committee encourages District Councils to identify their priorities for at least 10 projects, in case any are disqualified or funded outside of the NSF process.
August 14	DON announces funding recommendations to DCs (funding is subject to City Council approval). DON notifies applicants whose projects were not selected for final consideration that 2009 applications will roll over into 2010.(NSF)
August 15	Deadline DON Tree Fund
September	Funding recommendations are included in Mayor's proposed budget.
September	Mayor candidate forum (Sept. 17 or 28 <sup>th</sup> )
September 28	CNC appoints a nominating committee for CNC officers and committee chairs. Dwight Dively, Director of Finance, presents the Mayor's proposed budget to CNC.
October 5	Deadline DON Small and Simple (quarterly)
October 26	CNC's nominating committee presents its nominations for CNC

	officers and committee chairs
November	City Council considers recommendations and adopts 2010 budget.
November	CNC Recognition event (Nov. 6 or 19 <sup>th</sup> )
November 30	CNC elects CNC officers for the coming year
December	DON announces funding awards.
Jan- Dec 2010	Project implementation

## ONGOING RESPONSIBILITIES OF THE CITY NEIGHBORHOOD COUNCIL

Work product	Assignment
CNC's Executive Committee 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 plan 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)
Review transportation policies and procedures that affect neighborhoods citywide	CNC's Transportation Committee (see committee work plan for more detail)
Review Department of Neighborhoods administrative plan(s), performance measures and appraisals, publications, and staff and citizen training programs	CNC Executive Committee
Review City and School District policies regarding surplus properties, and develop any recommendations for action by CNC	CNC Executive Committee
Find ways to strengthen participation by neighborhood businesses, children,	CNC Executive Committee

youth, young adults, seniors, people of color, and those for whom English is not their first language.	
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
Review policies regarding youth, schools, and education, and developing recommendations for action by CNC.	CNC Youth, School, an Education Committee

**2009 Issues and Possible Topics:**

- Comp. Plan submission change
- Multi Family Code
- Elections