

DRAFT 2010-2012 District Councils/ DON Work Plan For Audit Response

Desired Outcome(s)	Key Actions (s)	Measures, Targets, Milestones	Due Date(s) Month/year	Who
Goal 1: Clarify and develop vision for District Councils and governance therein. This should be consistent with City Objectives, District Councils Visioning, and larger Community input. (Audit Paragraph 1, 2, 6 recommendation)				
Develop common understanding of existing legislation <ul style="list-style-type: none"> • Establish where legislation is clear • Establish where legislation is silent 	1) DON to work with City Attorney's Office to assess current legislation and City Attorney's Office to review any prior legal opinions	<ul style="list-style-type: none"> • Make preparation for discussions (legal context/city objectives/staff survey) 	September 2010	NDC Manager to Lead and City Attorney's Office
	2) Outline current and past City objectives with assistance from Council and Mayor's Office	<ul style="list-style-type: none"> • Create Statement of City Objectives for discussion at District Council/CNC Chairs meeting. 	October 2010	NDC Manager to initiate with Council and Mayor's Office
		<ul style="list-style-type: none"> • Establish routine meeting of (frequency to be determined) District Chairs and CNC Chair with DON and possible participation by Executive and City Council; and at first meeting provide: Overview of existing legislation, City objectives, brainstorm survey questions for key stakeholders, and begin baseline staffing discussions. Review overall work plan timeline. 	September 2010	DON to facilitate

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<p>Develop common understanding of current practices and self directed vision of District Councils</p> <ul style="list-style-type: none"> • Compare common practices across councils • CNC & DON to work with District Councils on voluntary basis to identify long term vision goals into the future - 5,10, 20 year vision; and areas for greater alignment (i.e. Neighborhood Planning) <p>Determine current community understanding of District Council purpose and receive input on vision and areas needed for greater clarification</p>	<p>1) Utilize Neighborhood District Coordinators to develop matrices to compare and contrast current practices</p>	<p>Develop format for matrices of current practices and visioning exercise for review by DON and District Councils Chairs and CNC</p>	<p>August 2010</p>	<p>NDC Manager to lead and NDC staff and with support from District Councils.</p>
	<p>2) Conduct visioning exercise - DON Neighborhood District Coordinators with District Councils and CNC</p>	<p>Populate Matrices and summarize outcomes of vision exercises and note commonalities and differences</p>	<p>November 2010</p>	<p>NDC Staff and District Councils (Voluntary)</p>
	<p>3) Survey Broader Community</p>	<ul style="list-style-type: none"> • Assess Resources <ul style="list-style-type: none"> c. Identify resources: i.e. identify online survey resources; d. Identify resources for written survey of face to face focus groups; and a. Identify translation interpretation needs and resources for survey and outreach 	<p>July 2010</p>	<p>NDC Manager and Staff</p>
	<p>4) Ensure specific focus on under-represented communities toward increased participation</p>	<ul style="list-style-type: none"> • Create Survey Tool • Conduct Survey • Perform Analysis • Create summary report for distribution to District Councils and CNC 	<p>August 2010 (TBD)</p> <p>(TBD)</p> <p>(TBD)</p>	<p>DON Intern</p>
	<p>5) Host forum to discuss legislation options</p>	<p>Develop format for forum, participant</p>	<p>(TBD)</p>	<p>NDC Manager</p>

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<p>Based on City Objectives and analysis from survey of key stakeholders (District Councils, past participants, staff and broader community and District Councils) consider new legislation, administrative rules, and/or key programmatic changes</p>	<p>6) Develop framework for 2012 vision; and consider modifications and additions to the work plan and/or decision point for new legislation.</p>	<p>invites and location Debrief Session with District Council Chair, CNC Chair, and City (DON, Executive, City Council)</p>	<p>(TBD)</p>	<p>and Staff in conjunction with City Council staff and in partnership with CNC (TBD)</p>

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Goal 2: Review existing guidelines and City Objectives and (if necessary) revisit/develop more consistent guidelines for District Councils & CNC (Audit Paragraph 3 recommendation)				
<p>Identify areas for which guidelines are needed (various stakeholders' perspectives should be included in identifying areas for guidelines, utilize survey tools from Goal 1 and analysis therein); and ensure key areas are addressed</p> <p>A. Outreach and public engagement activities are discussed as</p> <ul style="list-style-type: none"> • Public engagement activities should be intentionally inclusive and culturally appropriate. Communities' cultural assets and knowledge are better utilized, and participation by people of color increases. <p>B. Representation and methods therein as</p> <ul style="list-style-type: none"> • All boards and 	<ol style="list-style-type: none"> 1) Review data from surveys 2) Develop draft guidelines for review and input by District Councils, Mayor's Office and City Council 3) Finalize guidelines and revisit annually through established decision making mechanism. (District Council Chairs meeting) 4) Create orientations for new District Councils members and the community at large 5) Provide open and transparent access to guidelines 	<ul style="list-style-type: none"> • Analysis Completed • Conduct a follow up survey if needed ; • Develop guidelines and circulate to District Council Chairs and DON Department Director. • Finalize guidelines and establish annual review process (TBD) • Develop orientation structure for new community members. 	<p>April 2011 TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>On-going</p>	<p>NDC Manager to lead with CNC Chair</p>

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commissions reflect the broader social and economic diversity of Seattle's communities				
Update and keep current District Council resource and District-wide contacts list	<ol style="list-style-type: none"> 1) District Council December notice for Officer updates 2) Establish composition/baseline for Community contacts list updates 	<ul style="list-style-type: none"> • Ongoing function of NDC staff; (Establish uniformity of process) • Staff workgroups assigned to recommend baseline • Baseline Recommendations Provided and input solicited by District Councils • Baseline and frequency of update established 	<p>Quarterly</p> <p>May 2010</p> <p>October 2010 – December 2010</p> <p>December YTD Annually</p>	<p>NDC(s)</p> <p>NDC (s)</p> <p>NDC(s) and District Councils</p> <p>DON Director and Mayor's Office</p>
Develop listing of web and technological resources	<ol style="list-style-type: none"> 1) List District Council and Community Council web sites, (including Facebook, Yahoo Groups, etc.) 2) List other technological resources (mail lists, NING and WiKi services, etc.) 3) 	<ul style="list-style-type: none"> • Work with DoIT to post resources to DON website as part of larger toolkit for District Councils 	<p>May 2010</p> <p>Ongoing</p>	<p>DOIT Intern, CNC, and DON Intern</p>

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Goal 3: Establish baseline staffing function that supports District Councils (provide uniformity across system, guides expectations, staff operations, and provides method of public records retention.) (Audit paragraph 9, 10 recommendations)				
<p>Define and establish basic level of support for City Support for CNC and District Councils,</p> <p>and</p> <p>Establish ongoing conditions or commitments to continued support of District Councils and CNC</p>	<p>1) CNC and District Councils to work with NDC(s) workgroups to inform Department Director for developing DON's recommendations. These recommendations should highlight and identify the following:</p> <p>A. Baseline level of support - review and discuss existing support</p> <p>B. Identify financial support desired and compare with existing staff requirements and constraints</p> <p>C. Identify facilities and equipment requirements and determine appropriate level of support</p> <p>D. CNC and District Councils have basic needs for meeting space - identify needs and determine support available</p>	<ul style="list-style-type: none"> • Baseline support recommendations provided (based on District Councils input, City Objectives, mindful of DON and larger City budget constraints); and • DON and Mayor's Office review (include Local 17) and establish baseline • Baseline support published and outlined in program descriptions, guidelines documents, and NDC (s) staff work plans • District Councils evaluate through key customer service satisfaction survey tool in preparation for annual baseline support conversations • Baseline support to be revisited at Annual District Council Chair, Council Member O'Brien, and Mayors Office. 	<p>(TBD)</p> <p>TBD</p> <p>February 2011</p> <p>June – December 2011</p> <p>March 2012</p>	<p>NDC workgroup</p> <p>DON Director</p> <p>NDC Manager</p> <p>NDC Manager</p> <p>District Councils DON, Mayor's Office, City Council</p>

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Explore and establish ongoing role of technology in support of District Councils.	<ol style="list-style-type: none"> 1) Develop CNC and District Council website support survey include questions related to volunteer opportunities 2) Work with City IT department to identify possible resources and training 3) Review level of staff support from DoN and determine appropriate support 4) DoN to establish budget and staff limitations; and work collaboratively to prioritize key functions 	<ul style="list-style-type: none"> • Analysis of Website support survey • Establish and utilize Annual District Chairs meeting to develop baseline reinforce respective expectations and credentials of District Councils • Revisit annual baseline staffing and credentials of District Councils 	(TBD)	NDC Manager with help from District Council workgroup/ volunteers
Goal 4a: Establish District Councils & CNC's role in City's vision of community engagement (Audit paragraph 5, 7 recommendations)				
Better prepare members of the District Council system for their roles and educate potential new members and community leaders	<ol style="list-style-type: none"> 1) Outline resources across District Councils, (Overlaps with Goal 4b) 2) Develop orientation packets/training for new members of DC system and community councils <ol style="list-style-type: none"> 2a. Roles within District Councils 2b. Purpose/Mission of District Councils 2c. Options for decision 	<ul style="list-style-type: none"> • Develop Resource List for District Council/NDC resources • Develop orientation materials; and • Leadership development training for new and future District Council members • Market training to larger community 	October 2010 (TBD) (TBD) (TBD)	DON Intern, NDC (s) workgroup with District Councils (TBD)

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<p>A. Role of consultation within decision making processes for current funds administration via DON</p> <p>B. Greater deliberative role in decision making across City's various Departments</p> <p>C. Direct administrative role in funds distribution</p> <p>D. Enhanced communication and feedback processes</p> <p>Explore Large Project Fund NMF current process and lessons learned related to standards creation for ratings processes and volunteerism</p>	<p>2) Revisit current practices where District Councils play a routine role and clearly outline current visibility and decision making for District Councils in all respects</p> <p>Small and Simple Fund: provide DCs with review documentation and provide training so DCs can assist in preparation of Small & Simple grant requests from their district</p> <p>Matching Fund Grants: Increase participation of DCs in technology matching fund</p> <p>Street Fund: Increase participation of DCs in Street Fund reviews</p> <p>a. Design Process – that includes consultation sources</p> <p>b. And connects back to decision making and user friendly process for District xxxx + xxxx</p>	<p>lessons learned</p> <p>c. Codify any additional specific request(s) and support for such across all thirteen councils and keys aspects of process.</p> <p>Revisit direct connect to SDOT, Parks related to Neighborhood Project Funds (formerly Neighborhood Street Fund)</p> <p>Review by-laws with regard to appropriateness or consider addition to toolbox as special purpose guidelines</p> <p>Incorporate newly developed NMF/LPF process and lessons learned around process changes into District Council toolkit</p>	<p>(TBD)</p> <p>(TBD)</p> <p>TBD</p>	<p>TBD</p> <p>TBD</p> <p>TBD</p>

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Goal 4b: Enable a best practice methodology (Audit paragraph 4, 8 recommendation)				
Determine degree of uniformity and consistency desired	<ol style="list-style-type: none"> 1) Survey by-laws and create District Council matrix 2) Review matrix to identify level of differentiation 3) Based on City Objectives, integrate DON guideline discussion and work with staff to create a balance of uniformity/ consistency in method typologies or standards; in addition to clearly establishing and isolating areas for autonomy and community ownership over process and functionality of District Councils. 	<ul style="list-style-type: none"> • Create framework for toolkit and cull from current practices of District Councils and CNC 	(TBD)	(TBD)
Identify standards in key areas: Example of a key area is routine distribution of information and ratings processes	<ol style="list-style-type: none"> 1) Identify individual District Council toolbox processes or methodologies and create matrix of toolbox resources 2) Identify CNC toolbox items 3) Crosswalk this work with outcomes from Goal 1 and ensure toolbox is comprehensive 	<ul style="list-style-type: none"> • Provide content materials and develop toolkit • Develop method(s) for publishing and access points for toolkit 	(TBD)	(TBD)

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Establish conflict resolution resources	<ol style="list-style-type: none"> 1) Create conflict-resolution toolbox 2) Previous CNCs served as mediator, review and identify possible toolbox items 	<ul style="list-style-type: none"> • Create specific component of toolkit dedicated to conflict resolution <ul style="list-style-type: none"> -Outline roles of various stakeholders -Outline current resources 	(TBD)	(TBD)
Identify commonalities in position statements	<ol style="list-style-type: none"> 1) Survey existing by-laws and tally descriptions 2) Review with General Council to verify efficacy and whether by-laws are complete 	<ul style="list-style-type: none"> • Provide menu of options for District Councils related to positions, types and duties, and specific processes required to stay in compliance with current legislation 	(TBD)	(TBD)