

**City of Syracuse**

**CITY CLERK'S OFFICE**

I, JOHN P. COPANAS, City Clerk of the City of Syracuse, New York do hereby certify that the attached is a true copy of an ORDINANCE:

Adopted by the Common Council on

DECEMBER 6, 1999

Approved by the Mayor on

DECEMBER 9, 1999

  
CITY CLERK

TO:

|                              |                                  |
|------------------------------|----------------------------------|
| Mayor                        | Management & Budget Director     |
| Assessment Commissioner      | Parks & Recreation Commissioner  |
| Aviation Commissioner        | Personnel & Labor Relations Dir. |
| Board of Elections           | Police Chief                     |
| Bureau of Accounts           | Public Works Commissioner        |
| Citizen Review Board         | Public Works/Bookkeeper          |
| City Auditor                 | Purchase Commissioner            |
| City School District         | Real Estate Division             |
| Code Enforcement             | Research Director                |
| Community Development Comm.  | Water Department                 |
| Community Services           | Zoning Administration            |
| Corporation Counsel          | United States Senator            |
| Development Director         | United States Congressperson     |
| Finance Commissioner         | Governor of New York State       |
| Finance/Treasury             | New York State Senate            |
| Finance (Water Bureau)       | New York State Assembly          |
| Fire Chief                   | New York State Senator           |
| Grants Management Director   | New York State Assembly person   |
| Bureau of Technical Services | Onondaga County Legislature      |

**ORDINANCE TO AMEND THE REVISED  
GENERAL ORDINANCES OF THE CITY OF  
SYRACUSE, AS AMENDED, TO ADD A NEW  
CHAPTER 48 ENTITLED "NEIGHBORHOOD  
PLANNING COUNCILS"**

WHEREAS, the Common Council finds that it would be beneficial to the citizens of the City of Syracuse to have neighborhood forums for keeping City officials informed as to the needs of the various neighborhoods that make up the City; and

WHEREAS, the City has successfully implemented the Tomorrow's Neighborhoods Today program (hereinafter referred to as "TNT") to allow more public input to the elected representatives of City Government; and

WHEREAS, this Common Council now intends to formalize the TNT process through legislation; NOW, THEREFORE,

BE IT ORDAINED, that the Revised General Ordinances of the City of Syracuse, as amended, is hereby further amended to add a new Chapter 48 to be entitled "Neighborhood Planning Councils":

Section 48-1. Neighborhood Planning Council Program.

(a) Establishment. Eight Neighborhood Planning Councils will be established. The eight Neighborhood Planning Councils will correspond to the City's eight planning areas (see attached map) as established in 1997:

- 1. Area 1: Downtown
- 2. Area 2: Westside
- 3. Area 3: Southside
- 4. Area 4: Valley

5. Area 5: Eastside
6. Area 6: Eastwood
7. Area 7: Northside
8. Area 8: Lakefront

- (b) Name. The name of the planning council project shall be Tomorrow's Neighborhoods Today (TNT), or such other name as shall be subsequently designated by ordinance.
- (c) Mission. The TNT Neighborhood Planning Council project creates a comprehensive process for involving all neighborhood residents, businesses, and organizations in planning for their neighborhoods that identifies and builds upon community assets and helps direct the city's resources into priority areas in the most cost-effective way. The process will strengthen the involvement of citizens that is crucial for a healthy city, improve the quality of life in the city, and build the capacity of Syracuse to solve problems and create the future it wants.
- (d) Inclusion. The City of Syracuse, through its Neighborhood Planning Office, or its equivalent, will work with existing neighborhood organizations, social service agencies, faith-based organizations, local businesses, schools, and governmental operating units, to organize and establish the eight Neighborhood Planning Councils.
- (e) Support. The Neighborhood Planning Office, or its

equivalent, will provide technical assistance to the Neighborhood Planning Councils, including recruiting skills, organizational methods, rules and procedures, urban planning, collaboration, and conducting forums.

- (f) Notification. The Neighborhood Planning Office, or its equivalent, shall notify all neighborhood and community organizations and groups known to and recognized by the City of Syracuse of the adoption of this ordinance within 30 days of adoption.
- (g) Rules and Procedures. The Neighborhood Planning Office, or its equivalent, shall support each of the eight planning councils in the development of rules and procedures for their operation. The rules and procedures shall not violate any provisions of the City Charter or any other City regulation. The rules and procedures may be amended by a majority vote of any Neighborhood Council, provided they are not inconsistent with any other City regulation. The Neighborhood Planning Councils must be democratically organized and use methods of public participation that are open to all stakeholders in the area, including adherence to the New York State Open Meetings Law when applicable.
- (h) Neighborhood Planning Council Boundaries. There shall be one Neighborhood Planning Council for each planning area. Except in the case of Lakefront and Downtown,

the planning areas shall be determined by physical boundaries, include at least one business district, a city park, at least one city school, and several identifiable neighborhoods. The Common Council shall determine by ordinance the boundaries of the TNT Neighborhood Planning Councils and shall have the power to change the boundaries by ordinance. Input and recommendations on boundaries may be solicited from the Neighborhood Planning Office, the Community Development Advisory Committee, and the TNT Neighborhood Planning Councils. The boundaries of any Neighborhood Planning Council may be amended, if proposed by the involved TNT Neighborhood Planning Council and approved by ordinance.

Section 48-2. Function of Neighborhood Planning Councils.

- (a) Creation of Area and Neighborhood Plans. Each TNT Neighborhood Planning Council will create an asset-driven, continuous 5-year plan for its area which will include a comprehensive vision for the diverse neighborhoods within the area, 5-year goals and objectives, prioritized action plans, resource requests, budgets, recommendations to operating city departments, and timelines for completion. These plans will be compiled by the Neighborhood Planning Office and submitted to each of the city's operating departments for consideration in the creation of annual

and capital workplans and budgets.

- (b) Conveners of Community Stakeholders. Each TNT Neighborhood Planning Council will serve as a "community roundtable" where issues of pertinence and concern can be discussed, where education on complex community issues and action can take place, and where people from many different parts of the community (business, non-profit, government, grassroots) can come together as equals to address issues of common concern.
- (c) Facilitation. TNT Neighborhood Planning Councils can serve as a vehicle to address area problems, where there are divergent points of view that need to be aired and where solutions need to be sought that find the common ground between different points of view. The Neighborhood Planning Office, or its equivalent, will ensure that sufficient training in facilitator skills is provided to the facilitators.
- (d) Advisement. The TNT Neighborhood Planning Councils shall advise City government (i.e., the Mayor, Common Council, CDAC, and Operating Departments) on matters concerning the general health, safety and welfare of their neighborhoods. This shall be a reflection of the needs and wants of the neighborhoods, as articulated in the five-year plans.
- (e) Development of Neighborhood Directories. Each TNT Neighborhood Planning Council may develop, in

partnership with area schools, businesses, non-profits, and/or grassroots groups, a descriptive neighborhood directory that serves to market the area and its unique attributes and virtues.

- (f) Sustaining the Organization. The Neighborhood Planning Councils shall develop an organization that will maintain itself and its leadership and make a good faith effort to recruit a diverse and representative group of stakeholders.
- (g) City-Wide Convention. Annually, TNT Neighborhood Planning Councils will gather to discuss issues germane to the city as a whole. The actual date shall be established during the first quarter of the year.

Section 48-3. Membership and Leadership.

- (a) General Membership. TNT Neighborhood Planning Councils shall be made up of residents to the maximum extent feasible. All residents, property owners, business owners, and employees within the Planning Area are eligible to be members of the planning council. The membership may be made up of other neighborhood stakeholders, including Common Councilors, institutional representatives, social services agency personnel who work in the area, property owners, and business owners whose businesses are located in the area. As long as people live, work, own property or business within the area, they are eligible to be

members of the TNT Neighborhood Planning Councils.

- (b) Neighborhood Association Membership. Each neighborhood association with a minimum of ten (10) members shall have a representative seat on the Neighborhood Planning Council for the area in which they primarily operate.

A neighborhood association, for purposes of this ordinance, is defined as a group of citizens organized with or without paid staff, whose mission is to improve the quality of life in the city such as neighborhood groups, neighborhood watch and park associations. The Neighborhood Planning Office, or its equivalent, shall maintain a list of eligible neighborhood associations.

The representative is the voice of the neighborhood association at the TNT Neighborhood Planning Council meetings and votes on behalf of his/her association.

This representative is elected annually by his or her neighborhood association.

- (c) Leadership Teams. Each TNT Neighborhood Planning Council may elect a team of not less than two and not more than nine members to serve as the facilitator team for the area's Neighborhood Planning Council.

Elections must be through a democratic process.

Elections shall be conducted each year during the month of September, except that the initial elections shall be held during January 2000 and the initial one-year terms shall expire September 30, 2000 and initial two-

year terms shall expire September 30, 2001.

Neighborhood residents shall be encouraged to take a leadership role in serving as members of the Leadership Team. A majority of the Leadership Team shall be neighborhood residents. In no case shall any person serve on more than one Neighborhood Planning Council Leadership Team at any one time. Leadership Teams shall identify one member of the team to serve as the primary liaison between the team and the Neighborhood Planning Office, or its equivalent.

- (d) Facilitators Coordinating Council. There shall be convened at least once annually a meeting of all the facilitator leadership teams from all eight Neighborhood Planning Councils to identify areas of common interests and needs, to serve as a leadership training vehicle, to finalize budgets and plans, to discuss allocation of resources and to advise and inform City government on issues of concern to the various neighborhoods. These representatives shall serve in a non-voting capacity.
- (e) Conflict of Interest. Elected officials, city department heads, and Neighborhood Planning Staff may not be elected to serve as a leader of the TNT Neighborhood Planning Council. If a Neighborhood Planning Council Leader is elected to any City office, he or she must resign immediately from the Leadership

Team.

- (f) Terms of Office. The term of office for the Leadership Team shall be two years, except that at the first annual election one-half of the total number of Leadership Team members shall be elected for one-year terms and the remaining members shall be elected for two-year terms (i.e., if four members, two positions elected for one-year terms and two elected for two-year terms; or if five members, three members elected for one-year terms and the remaining two positions elected for two-year terms). Subsequent annual elections shall be elections for two-year terms, which will result in staggered terms. There will not be a limit on the number of terms consecutive or otherwise to which a Leadership Team member may be elected.

Section 48-4. Relationship to Governmental Operating Departments.

- (a) Neighborhood Planning Office. To further the neighborhood enhancement partnership between the City and its citizens, the City's Neighborhood Planning Office, or its equivalent, shall have primary responsibility for providing staff support, technical assistance, and research support to the Neighborhood Planning Councils, both in the development of the governance structures, and in the development and implementation of the five-year plans as may be available considering resources and priorities of the

administration.

- (b) Operating Departments. The Mayor, or his/her designated representative, shall appoint a representative from each of the city's operating departments to attend and advise the Neighborhood Planning Councils. This shall include Code Enforcement, Economic Development, Neighborhood Planning, Parks & Recreation, Police, and Public Works. Governmental representatives shall be selected to serve in the areas where they live and/or work, to the degree possible. These representatives shall serve in a non-voting capacity. They shall be appointed annually, with vacancies filled immediately.
- (c) Syracuse/Onondaga County Planning Agency. Within the scope of annual city budgets, and through the Neighborhood Planning Office, or its equivalent, SOCPA shall provide technical support (GIS, mapping, historic preservation, general urban planning and zoning administration) and training to assist the Neighborhood Planning Councils in the development of their plans.
- (d) City School District. The Board of Education of the Syracuse City School District, or the Superintendent of the Syracuse City School District if so designated by the Syracuse Board of Education, shall have the right to appoint school district representatives to serve on each of the TNT Neighborhood Planning Councils. These

representatives shall serve in a non-voting capacity.

Section 48-5. Relationship to City Budget.

- (a) Operating Department Budgets. Each operating department of the city will consider the area plans in their annual and capital budget preparations, and in response to neighborhood plans and overall city priorities, include the plans as may be feasible. The information shall be provided annually to the appropriate City operating departments prior to the date for submittal of proposed departmental budgets to the Office of Management and Budget pursuant to the City Charter.
- (b) Capital Budget. Those aspects of the Area Plans that require capital expenditures should be considered by the operating department responsible for carrying out the plans in their annual capital budgeting process.
- (c) Final approval as to which aspects of the Area Plans are to be funded by annual city operating and capital budgets shall be determined in accordance with the budget process established by the City Charter.
- (d) Office of Management and Budget. The Office of Management and Budget has responsibility for reviewing the neighborhood plans created through the TNT Neighborhood Planning Councils which have been submitted either during the City budget process or as part of the five-year plan. OMB, in accordance with

the City Charter, is further responsible for determining which portion of the TNT Neighborhood Plans shall be included in the annual City budget submitted to the Mayor. OMB, in accordance with the City Charter, will also determine which capital programs identified by TNT Neighborhood Planning Councils will be submitted to the Mayor and Common Council for consideration in the annual capital budget. The Mayor and Common Council shall finalize which portions of the neighborhood plans shall be included in the annual City budget. Items included in the capital program shall be considered in the same manner as the departmental capital program under the City Charter.

- (e) Neighborhood Planning Council Funding. Each Neighborhood Planning Council, or its equivalent, shall develop an annual plan and budget request which covers their services provided to the City of Syracuse. In order to receive reimbursement, each Neighborhood Planning Council and the City shall enter into an annual written agreement with the City's Department of Community Development for the proposed services to reflect items which may be included in the annual City budget or Community Development Block Grant Funding. The City of Syracuse Neighborhood Planning Office and/or the Neighborhood Planning Council shall maintain, or assure its maintenance by others, all

records of funding and disbursement of funding to assure that expenditures are consistent with requirements of law and any guidelines set forth by the Common Council. The financial records shall be open for inspection, subject to audit, and maintained in such a fashion that they can be audited.

Section 48-6. Relationship to Community Development Advisory Committee (CDAC). (Insofar as a CDAC exists with respect to the City's annual Federal Community Development Block Grant Plan, the CDAC is the citizen participation group directly involved with the development of the Community Development Block Grant annual program.)

- (a) Planning Council Delegate to CDAC. As provided for in the CDAC by-laws, each Neighborhood Planning Council shall elect one member to represent the area on the CDAC.
- (b) Role and Function. The Area representative shall serve as a liaison between the CDAC and the Neighborhood Planning Council. Each Area representative shall serve on CDAC's committee structure, work on the CDBG allocations process, and otherwise function as a full member of the CDAC, as provided for in the CDAC by-laws with the same voting power as any other representative.

Section 48-7. Review and Revision.

- (a) Initial Review. Eighteen months after the creation of the Neighborhood Planning Councils, a comprehensive review of the program shall be conducted by the Neighborhood Planning Office, or its equivalent. This review shall cover the area boundaries, the governance structures and organizations, the functions and responsibilities, the types of matters addressed, and fiscal accountability. This review shall be provided to the Common Council.
- (b) Periodic Review. Every two years, reviews shall be conducted by the City's Auditor and the Neighborhood Planning Office, or its equivalent. After each review, any needed revisions will be made, together with recommendations to the Common Council.

LEGAL DESCRIPTION FOR PLANNING AREAS

Area #1 bounded by:

I-690  
I-81  
East Adams Street  
Railroad & South West Streets

Area #2 bounded by:

I-690  
South West, Railroad and West Onondaga Streets  
Bellevue Avenue  
City line

Area #3 bounded by:

Bellevue Avenue and West Onondaga Street  
I-81  
Ballantyne Road  
City line

Area #4 bounded by:

Ballantyne Road  
I-81  
I-481  
City line

Area #5 bounded by:

I-690  
City line  
I-481  
I-81

Area #6 bounded by:

City line  
I-690  
Teall Avenue

Area #7 bounded by:

City line  
Teall Avenue  
I-690  
I-81

Area #8 bounded by:

City line  
I-81  
I-690

