

Approved by sub-committee 9/8/10

**City of Santa Barbara  
Parks and Recreation Department**

**PROPOSED NEIGHBORHOOD ADVISORY COUNCIL (NAC)**

I. Purpose

To provide guidance and operation assistance to the City Council, Parks and Recreation Commission, and Parks and Recreation Department in the provision of neighborhood services for residents of the City of Santa Barbara. As such, it will provide a vehicle for community input and assist in the mobilization of area resources to help meet neighborhood related interests and needs of the community.

II. Duties

The Neighborhood Advisory Council (NAC) shall perform a variety of guidance and support functions. The scope of such involvement will include, but not be limited to the following:

- A. Represent neighborhood residents to insure their concerns and issues are addressed.
- B. Advise the City Council, Parks and Recreation Commission, Parks and Recreation Department, and other City Departments as appropriate and necessary, in matters pertaining to neighborhood services, needs, and other matters upon request.
- C. Establish priorities regarding social service and capital program needs, and present Neighborhood Advisory Council recommendations as appropriate and necessary to the Parks and Recreation Department, Neighborhood Improvement Task Force, and Community Development and Human Services Committee. Receive reports on agencies providing services in the specific neighborhoods and use of funds.
- D. Advise Neighborhood and Outreach Services staff on resident outreach, participation, and community service projects.
- E. Advise Neighborhood and Outreach Services, and the Parks and Recreation Department staff on maintenance, operation, programming, and policies of community centers to ensure that services are meeting the needs of residents.
- F. Outreach and facilitate resident voice through committee and town hall meetings.

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G. Appoint sub-committees consisting of residents and resident advocates to address neighborhood concerns when appropriate. Sub-committees shall report back to the Neighborhood Advisory Council.

### III. Membership

The Neighborhood Advisory Council shall be composed of thirteen (13) (voting) responsible individuals who represent interests of the neighborhood residents, with eight (8) members representing the six (6) neighborhoods: Westside, Lower Westside, West Downtown, Eastside, Lower Eastside, and Laguna, and five (5) members at large. No more than three (3) members shall represent a single neighborhood. Of the thirteen members, the Council may, but is not required to, appoint up to three (3) youth of age sixteen (16) years or older with priority given to youth from the six (6) specified neighborhoods. All NAC members must be residents of the City, but do not need to be qualified electors. Members will not receive compensation for services or be required to provide a financial disclosure.

One liaison from City Council, Parks and Recreation Commission, Community Development and Human Services Committee, and Youth Council shall serve. Other liaison positions may be added by City Council to support NAC purpose and duties.

### IV. Organization

The Neighborhood Advisory Council shall meet monthly on a day and time established by NAC action. Meeting location will rotate through available facilities in the representative neighborhood areas. The Committee shall elect from their membership a Chair and Vice-Chair who shall serve in such capacity for terms of one year each. The committee is required to follow all aspects of the Brown Act. Meetings shall be conducted in accordance with Robert's Rules of Order. Three (3) unexcused absences within a twelve (12) month period will result in the member's removal from the NAC. The NAC shall appoint sub-committees to represent the specified neighborhoods and areas of interest as needed. Special or town hall meetings may be called as needed to address specific issues or as public forums.

### V. Terms

Applicants will be interviewed and appointed by City Council. Applicants may elect to be interviewed as part of regularly scheduled City Council Advisory Committee Interview Sessions or by a subcommittee of up to three (3) members of City Council at a scheduled meeting held at a community center. The subcommittee shall report to City Council on interviews conducted. Appointments will be made by the City Council upon completion of the

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recruitment/interview process. Members will serve four year terms as designated at appointment, except that a Member appointed to fill an unscheduled vacancy shall serve the remainder of that term. Staggered terms shall expire on December 31<sup>st</sup> of the appropriate year. Members may be appointed to multiple terms.

VI. Administration

The Advisory Committee, under the direction of the Chair, shall provide an annual written report to the City Council and Parks and Recreation Commission (July), as well as other periodic written reports requested by the City Council or Commission.