

City of Piedmont  
COUNCIL AGENDA REPORT

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DATE: March 15, 2021  
TO: Mayor and Council  
FROM: Sara Lillevand, City Administrator  
SUBJECT: Consideration of the Formation of a Community Pool Advisory Committee

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RECOMMENDATION:

Approve the attached resolution forming a temporary Community Pool Advisory Committee.

BACKGROUND:

In 2015, the City launched a study to analyze possibilities for a new pool facility that would meet community aquatic needs. That work, involving robust community involvement, culminated with adoption of the Aquatics Master Plan Conceptual Design in November, 2016. With the passage of Measure UU in November 2020, the City is moving forward with refinement of the conceptual design and construction of a complete replacement of the Piedmont Community Pool.

Public outreach and participation will be essential to the success of the project. As part of the engagement component, staff recommends the formation of the Community Pool Advisory Committee as described below.

**Community Pool Advisory Committee**

The primary responsibility of the Community Pool Advisory Committee (PAC) will be to offer advice throughout the design process and to serve as a conduit for the community's voice in the design refinement and construction of the Piedmont Community Pool. While serving in an advisory role and not responsible for managing or directing project activities, the PAC will leverage the experience, expertise, and insight of its members to provide support and recommendations to the Council and City staff. In practice, the PAC will assist the project team to ensure the project meets community expectations, to communicate project progress to the community, and to make recommendations to staff and the Council on how to best balance any conflicting priorities against budget resources and community expectations.

The PAC will provide input and guidance on the development and conduct of all milestone tasks from design refinement through construction. Meetings of the PAC will be open to the public and will serve to engage and educate the community and provide opportunities for Piedmonters to give input and feedback. Attached is an organization chart showing the relationships between the various parts of the project team.

The PAC is proposed to consist of five or seven community members including one current or former Recreation Commissioner. The Chair of the PAC will be appointed by the Council. It is expected that the PAC will meet quarterly or as needed throughout the project over a period of 24-36 months until the Community Pool project is complete. It is hoped that residents wishing to serve on this committee will have an understanding of the significance of the project to the community and to the primary user groups, as well as, be willing to serve as ambassadors for the project to the broader Piedmont community.

Should the Council choose to establish the committee, the recruitment process will be similar to the one used for the City's standing commissions and committees. First, staff announces the recruitment period via the web site and social media channels as well as via press release. After receiving applications, the Council would then conduct interviews of the candidates, and after deliberations, appoint the Chair of the committee and its members. Also, consistent with other commissions and committees, Council would appoint a liaison and alternate to the PAC. Recruitment for this committee will take place separately from the ongoing annual recruitment for commissions & committees. This would allow the PAC to begin its work shortly after the engagement of the project manager/owners representative and before selection of the design team.

### **Bond Oversight Committee**

The language of Measure UU requires the establishment of a Bond Oversight Committee (BOC) which will have responsibility for reviewing and reporting to the Council on the expenditure of the proceeds of the Bonds. Given that the Bonds will not be sold for some months, the BOC will be established closer to the sale date of the bonds when the work of this committee will begin.

### **ATTACHMENT**

- A) Resolution Establishing Community Pool Advisory Committee
- B) Community Pool Project Organization Chart

Resolution No. \_\_\_\_\_

### ESTABLISHING A COMMUNITY POOL ADVISORY COMMITTEE

WHEREAS, in 2015, the City launched a study to analyze possibilities for a new pool facility that would meet community aquatic needs; and

WHEREAS, that work, involving robust community involvement, culminated with adoption of the Aquatics Master Plan Conceptual Design in November 2016; and

WHEREAS, with the passage of Measure UU, in November 2020, the City is moving forward with refinement of the conceptual design and construction of a complete replacement of the Piedmont Community Pool; and

WHEREAS, public participation and outreach will be essential to the success of the project;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Piedmont does hereby resolve, declare, determine, and order as follows:

SECTION 1. The Community Pool Advisory Committee is hereby established as a temporary advisory committee of the City of Piedmont.

SECTION 2. The efforts of the Community Pool Advisory Committee will be to offer advice throughout the design process and to serve as a conduit for the community's voice in the design refinement and construction of the Piedmont Community Pool, specifically by:

- 1) Assisting the project team to ensure the project meets community expectations.
- 2) Communicating project progress to the community.
- 3) Making recommendations to staff and the Council on how to balance any conflicting priorities against budget resources and community expectations.

SECTION 3. The Community Pool Advisory Committee shall consist of five or seven residents at large, including one current or former member of the Recreation Commission.

SECTION 4. The City Council shall appoint one member to serve as Committee Chair.

SECTION 5. The Community Pool Advisory Committee shall meet on a quarterly basis or as needed.

SECTION 6. The term of the Community Pool Advisory Committee shall extend from the date of establishment to completion of construction of the Community Pool project.

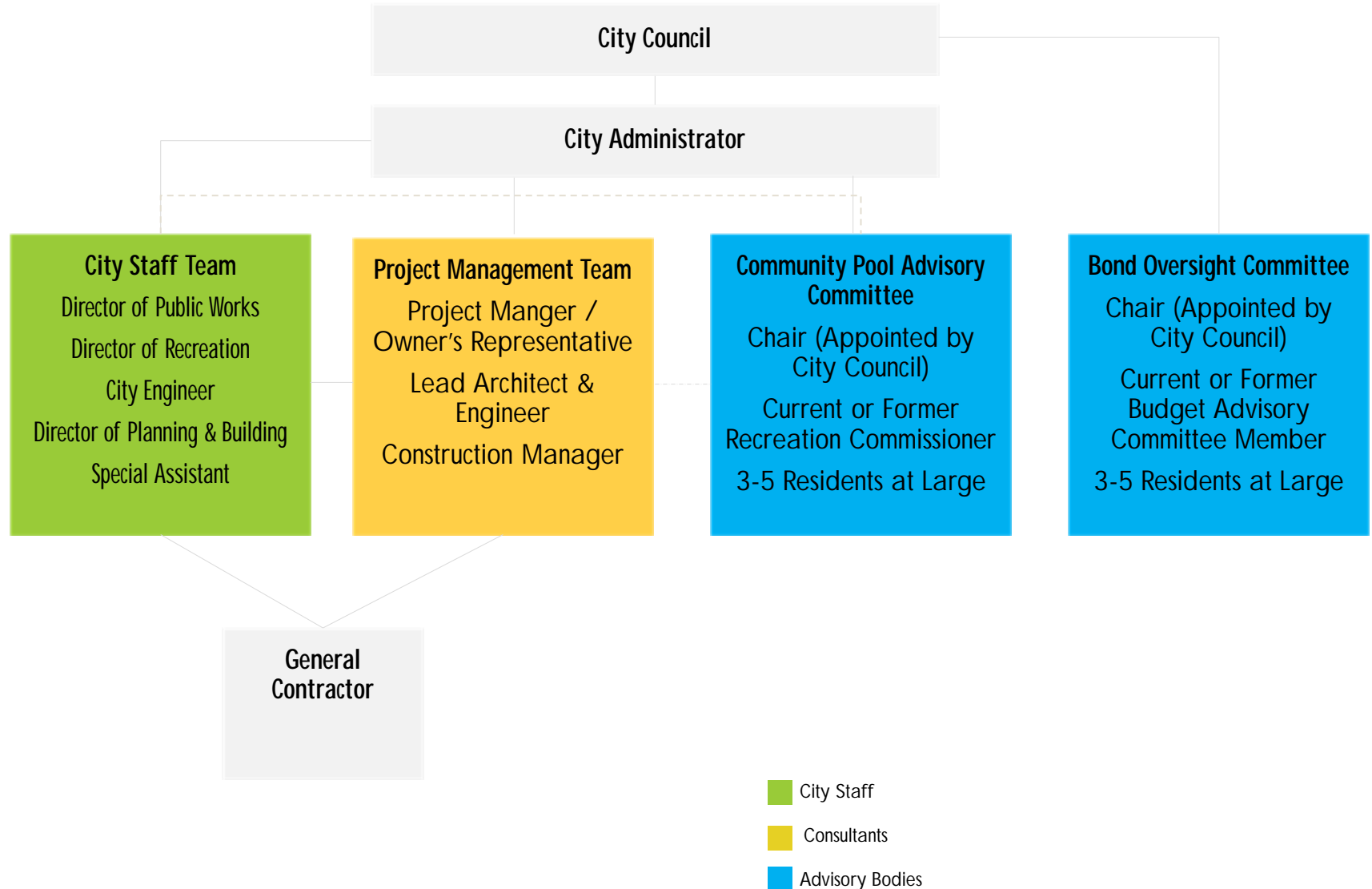
SECTION 7. The Community Pool Advisory Committee shall comply with the Ralph M. Brown Act (Government Code §54950 et seq.) including, but not limited to notice, agenda posting, and public participation requirements.

SECTION 8. The Community Pool Advisory Committee is an advisory body to the City Council and is not an independent decision-making body. All of its recommendations are subject to approval of the City Council.

[END OF RESOLUTION]



# PROJECT ORGANIZATION CHART



As of March 15, 2021