



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Vice-President – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**NOTICE OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 3, 2021
3:30 P.M.-4:30 P.M.**

NOTICE **Coronavirus COVID-19**

The Town of Discovery Bay Community Services District Board Chambers will be open to the public as well as attendance by video conference and telephone for this meeting. Masks are required for in person attendance. On September 16, 2021, Governor Newsom signed into law AB 361, enabling public agencies to continue using teleconferencing with modified notice and physical access requirements for public meetings during a proclaimed State of Emergency.

In response to the current proclaimed State of Emergency, and recommended measures to promote social distancing imposed by State and local officials, the Town of Discovery Bay Community Services District Board of Directors will take all actions necessary to carry out the intent and purpose of AB 361, including, ensuring that the Directors and meeting attendees may continue to have the option to access and participate in this public meeting by teleconference to avoid imminent risks to the health or safety of the Directors and meeting attendees.

TO ATTEND IN PERSON: Masks are required to be worn inside the building.

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866) 848-2216
CONFERENCE ID **5193676302#**

Download Agenda Packet and Materials at www.todb.ca.gov

Communications Committee Board Members

*Chair Carolyn Graham
Vice-Chair Michael Callahan*

A. ROLL CALL

1. Call business meeting to order 3:30 p.m.
2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

D. PRESENTATION

1. Communications Updates.

E. DISCUSSION ITEMS

1. Discussion Regarding Safety Tips When Walking at Night.
2. Discussion Regarding Date, Time, Agenda and Budget of Discovery Bay Town Hall Event.

F. FUTURE DISCUSSION/AGENDA ITEMS

G. ADJOURNMENT

1. Adjourn to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

Safety Tips When Walking At Night



Once the sun goes down it is always safer to walk with a group or buddy up with a friend or dog.



Be confident and purposeful when walking at night. Say 'hi' to other park goers and make eye contact.



Let someone know when you are going out for a walk. Take your cell phone with you when outside.



If there are no sidewalks, walk facing traffic so you can see and react to oncoming vehicles.



Wear clothes and shoes with reflective patches or stripes. Avoid wearing dark clothing.



Don't be predictable. Mix up your routes and schedule. Choose paths that are well lit at night.



Keep earphone volume low enough to hear what's going on around you. Stay alert outdoors.



Keep your eyes up and your phone in your pocket. Don't post your itinerary on social media.

CCC Sheriff (925) 646-2441
Non-Emergency Line

CCC Sheriff (925) 335-1500

CHP (925) 646-4980



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date
November 3, 2021

Prepared By: Dina Breitstein, General Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title:

Discussion Regarding Date, Time, Agenda and Budget of Discovery Bay Town Hall Event.

Recommended Action

Recommend bringing the Discovery Bay Town Hall Event as outlined in the Executive Summary to the Board of Director’s for approval.

Executive Summary

DRAFT PLAN OF DISCOVERY BAY TOWN HALL EVENT
June 4, 2022 11:00AM TO 1:00PM

AGENDA

11:00 AM - 11:30 AM	OPEN COMMUNITY CENTER TO PUBLIC – BOOTH VISIT
11:30 AM – 11:35 AM	BOARD MEMBER & DIGNITARY INTRODUCTIONS
11:35 AM - 11:45 AM	STATE OF THE TOWN ADDRESS GM OR PRESIDENT
11:45 AM - 11:55 AM	QUESTIONS (PRE-SUBMITTED)
11:55 AM - 12:05 PM	BOARD MEMBERS COMMENTS
12:05 PM – 12:15 PM	DIGNATARY COMMENTS
12:15 PM - 01:00 PM	PUBLIC BOOTH VISITS
	FREE SWIM (DEPENDENT UPON BEING READY & LIFEGUARDS HIRED)
	FREE HOT DOGS (DEPENDENT ON COUNTY PERMIT & HEALTH ORDER)

BUDGET

<u>Item Description</u>	<u>Cost</u>
Print Advertising	700.00
Food/Drink/Cookies & Essentials	700.00
Staffing	200.00
Event Identifying Attire	600.00
Permitting	300.00
Event Contingency	500.00
TOTAL BUDGET REQUESTED (rounded)	\$3,000.00

ADVERTISING PLAN

Print Advertising, Event Calendar Posting and Promoted Events Website Popup – Brentwood Press
Town Facebook
Town Website
Water Bill
Electronic Sign Board

DIGNITARY INVITEES (can have booth at event)

Congressman Jerry McNerney
Senator Steven Glazer
Assemblyman Jim Frazier
Supervisor Diane Burgis

BOOTH INVITEES

Luhdorff & Scalmanini
Herwitt Engineering
Neumiller & Beardslee
Veolia
Reclamation District 800
Boating and Waterways
State Water Control Board
TODB: Water/Wastewater Display
TODB: Recreation Programming/Like Us on Facebook
TODB: Clipper Drive Linear Park Concept

NOTES:

County Health Order ("HO") in effect at time of event will govern:

- If event will take place.
- Booths (tables) will be indoors unless HO requires outdoors (min 6' spacing).
- Whether or not food/drinks will be offered.

Fiscal Impact:

Amount Requested
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments