



## **LEVEE SUBCOMMITTEE**

### **REGULAR MEETING**

### **CITY OF FOSTER CITY**

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20, THE MEETING WILL BE HELD BY TELECONFERENCE AND/OR VIDEO CONFERENCE ONLY BY WATCHING THE MEETING AT <https://us02web.zoom.us/j/84031846367> OR DIAL 1 (408) 638 0968. WEBINAR ID: 840 3184 6367. THE PUBLIC MAY PARTICIPATE BY SUBMITTING COMMENTS ON ANY AGENDA ITEM VIA EMAIL PRIOR TO OR DURING THE MEETING BY SENDING THOSE COMMENTS TO: [PUBLICWORKS@FOSTERCITY.ORG](mailto:PUBLICWORKS@FOSTERCITY.ORG)

#### TELECONFERENCE PARTICIPANTS

LEVEE SUBCOMMITTEE MEMBERS RICHA AWASTHI AND JON FROOMIN WILL PARTICIPATE BY TELECONFERENCE PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-25-20

PURSUANT TO RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES SHALL BE BY ROLL CALL DUE TO COMMITTEE MEMBERS RITCHA AWASTHI AND JON FROOMIN PARTICIPATING BY TELECONFERENCE

ANY REQUEST FOR REASONABLE ACCOMMODATION SHOULD BE SENT TO [PUBLICWORKS@FOSTERCITY.ORG](mailto:PUBLICWORKS@FOSTERCITY.ORG) OR (650) 286-3270.

**LEVEE SUBCOMMITTEE MEETING**  
**AGENDA**  
**Tuesday, October 27, 2020**  
**3:00 PM**

**I. Call to Order**

**II. Roll Call**

Council Liaisons

Richa Awasthi	Councilmember
Jon Froomin	Councilmember

Staff Members

Norm Dorais	Chairman, Public Works Director / City Engineer
Julie Paping	Recording Secretary
Laura Galli	Engineering Manager

**III. Introductions**

**IV. Public**

This portion of the meeting is reserved for persons wishing to address the Committee on any City matter not on the agenda. The period for public comment at this point in the agenda is limited to a maximum of 3 minutes per speaker. *Speakers may join the Zoom meeting via the meeting link and using the “raise hand” feature and the Zoom host will call on people. For those on the phone, please use \*9.*

**V. Approval of September 22, 2020 Meeting Minutes (Annotated Agenda) (Action)**

**VI. Reports**

a. None

**VII. Old Business**

- a. Project Update
- b. Communication Project Tracker – through 10/23/20
- c. Bond Update

**VIII. New Business**

a. None

**IX. Communications/Committee Member Comments**

a. Discussion

**X. Good of the Order**

**XI. Adjournment**

**Any attendee wishing special accommodations at the meeting should contact the Foster City Public Work's Department at (650) 286-3270 at least 48 hours in advance of the meeting.**

**Any written comments or documents provided to a majority of the Subcommittee regarding any item on this agenda after the agenda packet was distributed will be made part of the written record, but will not be read verbally at the meeting. Written public comments will be posted to the City's website for review prior to the meeting.**

## LEVEE IMPROVEMENTS PROJECT

TIMELINE	PLATFORM	MESSAGE	NOTES
7/21/2020	Press release	Award of contract + start of construction	
7/21/2020	Agenda List serv	Award of contract + start of construction	
7/21/2020	Weekly Update (e-newsletter)	Award of contract + start of construction	
7/21/2020	Facebook, Twitter, Nextdoor	Award of contract + start of construction	
8/12/2020	Communications and PE Subcommittee Meeting	Briefed subcommittee on outreach plan	
8/21/2020	FAQs added to the website		
Week of 8/31	Recology Mailer	Construction coming soon	Mailed to all Recology households
9/10/2020	Press release	Construction coming soon, contractor setting up, FAQ, Subscribe	
9/10/2020	Facebook, Twitter, Nextdoor	Construction coming soon, contractor setting up, FAQ, Subscribe	
9/10/2020	Weekly Update (e-newsletter)	Construction coming soon, contractor setting up, FAQ, Subscribe	
Week of 9/14	City-wide Mailer (Postcard 1)	Construction coming soon + how to get more info	Mailed to all FC households, businesses, property owners
9/14/2020	Instagram	Construction coming soon, contractor setting up, FAQ, Subscribe	
9/15/2020	Facebook	P&R Shared City Post	
9/16/2020	Website	Renderings uploaded	
9/16/2020	Islander	9/10 Press release language	
9/17/2020	Nextdoor	Posted reply to Nextdoor stream	
9/18/2020	The Bulletin	Start of construction; where staff can get more info	Internal CM update to all city staff
9/22/2020	Levee Subcommittee	Briefed subcommittee on outreach plan, in addition to construction updates and progress.	In attendance: RA, JF, ND, DH, LG, PS, HT
9/23/2020	City Council	A project update, internal talking points, and the FAQs were sent to the City Council and all Department heads.	
9/23/2020	Facebook	Reminder about where to find accurate and up-to-date information; push to subscribe	
9/24/2020	Press release	Bridgeview Park closure & detour	
9/24/2020	Weekly Update (e-newsletter)	Bridgeview Park closure & detour	

## LEVEE IMPROVEMENTS PROJECT

TIMELINE	PLATFORM	MESSAGE	NOTES
9/24/2020	Nextdoor	Bridgeview Park closure & detour	
9/25/2020	Facebook / Twitter / Instagram	Bridgeview Park closure & detour	
9/25/2020	Public noticing	Bridgeview Park closure & detour	-Posted the flyers at 19 locations throughout the park in/on the bathroom building and on various signs -Door notices at: 601 & 600 Teal St. 1905, 1911, 1915, 1921, 1925, 1897, 1897A, 1893, 1889, 1885, 1879 Beach Park Blvd.
9/25/2020	Marquee	Construction starting soon; where to get more info	
9/25/2020	FCTV Slide	Construction starting soon; where to get more info	
9/25/2020	Construction Update Email	Bridgeview Park closure & detour	
9/28/2020	Council Meeting	Levee Subcommittee gave update to community on project	
9/29/2020	Facebook / Twitter	Reminder about Bridgeview Park closure	
9/29/2020	Website	Update to website to make subscribe button more prominent + notified council of changes	
9/30/2020	Islander	Press release on: Bridgeview Park closure & detour	
10/1/2020	In-person meeting with AYSO	Discuss Sea Cloud Park	
10/1/2020	Weekly Update (e-newsletter)	Notice regarding construction starting 10/28	
10/2/2020	Construction Update Email	Notice regarding construction starting 10/28	
10/2/2020	Facebook / Twitter	Notice regarding construction starting 10/28	
10/5/2020	Council Meeting	Norm gave monthly Levee Project Update	
10/7/2020	AYSO / Sports Groups	Email sent to contacts: construction start date + Sea Cloud Park dirt haul	
10/8/2020	Press release	Construction start date + Sea Cloud Park dirt haul	
10/8/2020	Facebook / Twitter	Construction start date + Sea Cloud Park dirt haul	
10/8/2020	Weekly Update (e-newsletter)	Construction start date + Sea Cloud Park dirt haul	
10/8/2020	Construction Update Email	Construction start date + Sea Cloud Park dirt haul	
10/9/2020	Nextdoor	Construction start date + Sea Cloud Park dirt haul	
10/13/2020	Take-one Boxes	Take-one boxes were installed were installed along the Levee Trail	
10/14/2020	Islander	Construction start date + Sea Cloud Park dirt haul	
10/14/2020	Groundbreaking Event	Ceremony held at Shorebird Park	



## LEVEE IMPROVEMENTS PROJECT

TIMELINE	PLATFORM	MESSAGE	NOTES
10/14/2020	Press release	Groundbreaking ceremony + reminder about start of construction	
10/14/2020	Facebook / Twitter / Nextdoor	Groundbreaking ceremony + reminder about start of construction	
10/15/2020	Weekly Update (e-newsletter)	Groundbreaking ceremony + reminder about start of construction	
10/16/2020	Construction Update Email	Groundbreaking ceremony + reminder about start of construction	
10/16/2020	City Council Communications	Dante gave Council a heads-up on dissemination of second mailer (postcard 2)	
10/16/2020 - week of 10/19	City-wide Mailer (Postcard 2)	Construction coming soon + how to get more info	Audience: homes along the project corridor
10/19/2020	City Council Meeting	Groundbreaking video was played at meeting.	
10/21/2020	Islander	Groundbreaking press release	
10/21/2020	Facebook / Twitter / Instagram	Shared the groundbreaking video	
10/22/2020	Weekly Update (e-newsletter)	Shared groundbreaking video, start of construction, and detour map	
10/22/2020	Website - Detour Map	Detour map finalized and uploaded to website	
10/23/2020	Construction Update Email	Shared groundbreaking video, start of construction, and detour map	