



AGENDA

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CONCERTS IN THE GROVE STANDING COMMITTEE

Special Meeting
Wednesday April 19, 2023

3:00 p.m.
Clayton City Hall
1st Floor Conference Room
6000 Heritage Trail
Clayton, CA 94517

COMMITTEE MEMBERS

Vice Mayor Jim Diaz

Councilmember Kim Trupiano

STAFF

Ron Bernal, Interim City Manager

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review on the City's website at www.claytonca.gov
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.claytonca.gov
- Any writings or documents provided to a majority of the Committee after distribution of the Agenda Packet and regarding any public item on this Agenda is available for review on the City's website at www.claytonca.gov
- If you have a physical impairment that requires special accommodation to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7300.

* CONCERTS IN THE GROVE STANDING COMMITTEE *

Special Meeting
April 19, 2023

1. CALL TO ORDER & ROLL CALL

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Any member from the audience may address the Committee on items within the Committee's jurisdiction, (which are not on the agenda). To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Chair's discretion. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Committee may respond to statements made or questions asked or may request Staff to report back at a future meeting concerning the matter.

Public comment and input on Consent Calendar, Business Items, and other Agenda Items will be allowed when each item is considered by the Committee.

3. CONSENT CALENDAR

*Consent Calendar items are typically routine in nature and **all items are considered together for approval by the Committee with one single motion.** Members of the Committee, Audience, or Staff may remove an item from the Consent Calendar for purpose of public comment; question or input may request so through the Chair. After discussion of the item the entire Consent Calendar can be approved together in one single motion.*

None

4. BUSINESS ITEMS

a. CITY MATTERS:

Completed since last meeting:

- All Contracts for Bands signed and posted
- Contract for Sound/Audio contractor signed and posted
- Establish accounting process for revenues and expenditures including a cost analysis of maintenance staff/administrative time (insurance, counting money, permits, etc.)
- Invoicing sent to all sponsors
- All permits have been processed and signed including site
- QR code has been renewed through Givelify for this year, is on flyer and concert banners and will also be posted on collection "jugs"
 - Working on a separate promotion to encourage attendees to pre-register on Givelify to donate early and/or make it easier to donate at each event

Still To Be Completed:

- Arrange for Grove Park Maintenance – Jim Warburton
- Arrange for Police Department staffing – Chief McEachin
- Arrange for reserved “on street” parking for Concert volunteer staff
- Establish and enforce rules for patron set up – no set up will take place before 4:00 p.m.
 - Interview and accept bids for security work

b. SOLICITATION OF CONCERT SPONSORSHIPS AND MARKETING:

Completed since last meeting:

- All sponsorships are finalized and have been invoiced other than PG&E, which is an application process
- Flyers have been completed, distributed to Clayton businesses, City Hall, Library, and sent to printer for insert into The Pioneer on April 21st
 - The Pioneer will also maintain a Concerts calendar on their website
- Ad in Diablo Gazette has been finalized and will appear in May issue
 - Diablo Gazette will also maintain a Concerts calendar on their website
- Banners have been approved and are being printed (one 10’x3’ and two 5’x1.5’)
- City website has been updated with Concert schedule and links to the bands and the flyer by Paul Jacobsohn
- Paul is also working on the ClaytonConcerts.org website

c. LOGISTICS AND VOLUNTEERS:

Completed Since Last Meeting:

- Republic Services is finalizing services for toters and porta-potties and has new site map
- Day of event band parking has been arranged with Bradburn Dentistry

Still To Be Completed:

- Still need additional Volunteers for Concert Set Up and Take Down
- Still need Volunteers for collection of donations night of each event
- Still need Volunteers for After Concert Clean Up

5. **CORRESPONDENCE** – review of incoming and outgoing correspondence
- Informational Discussion Only- No Action

6. **COMMITTEE ITEMS** – limited to requests and directives for future meetings.

7. **ADJOURNMENT** – Upon call by the Chair the meeting shall be adjourned.

The Committee’s next regularly scheduled meeting will be called as needed. Please contact the City Clerk at 925-673-7300 to confirm date/and location.