



AGENDA

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CONCERTS IN THE GROVE STANDING COMMITTEE

Special Meeting
Wednesday February 1, 2023

6:30 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

Reina Schwartz, 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
February 1, 2023

1. CALL TO ORDER & ROLL CALL – Chair

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:

- Finalize Concert Dates:
 May 13 & 27, June 10 & 24, July 8 & 19, August 5 & 19, and Sept.2 & 16
- Finalize Band Contracts
- Finalize Sound/Audio Contractor
- Arrange Grove Park Maintenance
- Arrange Police Department Staffing
- Arrange for Reserved "On-Street" Volunteer Staff Parking
- Establish/Develop City Accounting Process: Revenue/Expenses/Cost Recovery
- Establish Rules for Concert Attendee Seating

b. SOLICITATION OF CONCERT SPONSORSHIPS AND MARKETING:

- Correspond with Past and Prospective Sponsors
- Develop Marketing Plan/Materials for committed Sponsors
- Engage local merchants on “Concert Specials” and related promotions

c. LOGISTICS AND VOLUNTEERS:

- Arrange Toters, Port-A-Pottie Service with Republic Services
- Arrange for “\$20.00 Donation Beer Chits” with Clayton Club
- Identify/Arrange Volunteers for Concert Set-Up & Tear-Down
- Arrange for “After Concert Clean-Up”
- Arrange/Reserve “Day of Event” Band Parking & Passes with Bradburn Dentistry
- Develop “On-Site” Donation Collection System (QR Code, Venmo, PayPal, Zelle)
- Discuss/Contact Concert Food Truck Service Providers

5. **CORRESPONDENCE** – review of incoming and outgoing correspondence
- Informational Discussion Only- No Action
None

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.