



**CITY SPONSORED SPECIAL EVENTS COMMITTEE
REGULAR MEETING AGENDA**

**MONDAY, OCTOBER 28, 2024
4:00 p.m.**

**City Hall, 1ST Floor Conference Room
6000 Heritage Trail, Clayton, CA 94517**

Committee Members

Kim Trupiano, Vice Mayor

Jeff Wan, Councilmember

- 1. Call to Order and Roll Call**
- 2. Approval of the September 10, 2024, Special Meeting Minutes**
[\(View\)](#)
- 3. Events Update, Future Planning, and Discussion**
 - a. Concerts in the Grove
 - i. Prime Time Entertainment, LLC
 - b. Fourth of July Parade
 - c. Summer Car Shows
 - d. 60th Anniversary Celebration
- 4. Discussion of Financial Activity and Statements of Events (Assistant City Manager)**
 - a. Concerts in the Grove
 - b. Fourth of July Parade
 - c. Summer Car Shows
 - d. 60th Anniversary Celebration
- 5. Sponsorship, Marketing, and Advertising**
 - a. Actions taken since last meeting
 - b. Determine additional actions needed
- 6. Adjournment**

Please visit www.claytonca.gov for more information on the next meeting of the City Sponsored Special Events Committee.

Meeting Information and Access

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and 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 Budget and Audit Committee after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at www.claytonca.gov
- If you have a physical impairment requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting at (925) 673-7300.

Each person attending the meeting who wishes to speak on an agendized or non-agendized matter (within the council's jurisdiction), shall have a set amount of time to speak as determined by the Chair.

**MINUTES
OF THE
CITY SPONSORED SPECIAL EVENTS COMMITTEE
REGULAR MEETING**

TUESDAY, SEPTEMBER 10, 2024

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 4:38 p.m. and held in-person at City Hall, 1st Floor Conference Room, 6000 Clayton Road, Clayton, California. Committee members present: Vice Mayor Trupiano and Councilmember Wan. Staff present: Assistant City Manager, Regina City, and Clerk, Stephanie Cabrera-Brown.

2. **Approval of the August 26, 2024, Meeting Minutes.**

It was moved by Councilmember Wan, seconded by Vice Mayor Trupiano, to approve the August 26, 2024, Meeting Minutes.

3. **Discussion of Financial Activity and Statements of Events (Assistant City Manager)**

- a. Concerts in the Grove
- b. Fourth of July Parade
- c. Summer Car Shows
- d. 60th Anniversary Celebration

The Committee discussed:

- Final Donation/Sponsorship Amounts
- Final Expenses
- Pending Expenses
- September 21 car show music
- Financial reporting cycle

4. **Future Topics**

The Committee requested to agendize the final budget and PrimeTime Entertainment, LLC 2024 Concerts in the Grove closeout.

5. **ADJOURNMENT**

The meeting adjourned at 5:17 p.m.