



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

**Monday, August 26, 2024  
4:00 p.m.**

**City Hall, 1<sup>ST</sup> Floor Conference Room  
6000 Heritage Trail, Clayton, CA 94517**

**Committee Members**

*Kim Trupiano, Vice Mayor*

*Jeff Wan, Councilmember*

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**1. Call to Order and Roll Call**

**2. Approval of Minutes:**

- a. May 20, 2024
  - b. June 24, 2024
- [\(View\)](#)

**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. 60<sup>th</sup> Anniversary Celebration

**4. Future topics (Assistant City Manager):**

**5. ADJOURNMENT**

The next proposed meeting of the City Sponsored Special Events Committee will be October 28, 2024. Please visit [www.claytonca.gov](http://www.claytonca.gov) for more information.

## 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](http://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](http://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](http://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**

**MONDAY, May 20, 2024**

**1. CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 4:00 p.m. and held in-person at City Hall, 1<sup>st</sup> Floor Conference Room, 6000 Clayton Road, Clayton, California. Committee members present: Vice Mayor Trupiano and Councilmembers Wan. Staff present: Police Officer Coordinator, Sandy Johnson, and City Clerk, Stephanie Cabrera-Brown.

**2. APPROVAL OF THE APRIL 22, 2024 MEETING MINUTES**

*It was moved by Councilmember Wan, seconded by Vice Mayor Trupiano, to approve the April 22, Meeting Minutes. (Passed; 2/0)*

**3. EVENTS UPDATE AND DISCUSSION**

- a. Actions taken since last meeting
- b. Determine additional actions needed for each event
  - 60th Anniversary
  - Concerts in the Grove
  - 4th of July Parade
  - Car Show

*The Committee discussed the following topics for each event:*

**60th Anniversary**

- No current items

**Concerts in the Grove**

- Parking
- Set-up Supplies
- Insect control
- Emcees
- PFC support

**4th of July Parade**

- Street Closures
  - Locations
  - Noticing
- Vehicle Signage

**Car Show**

- Emcee and DJ Agreement
- Street Closures
  - Locations
  - Noticing

*Frank Gavidia – Requested information on previous Memorial Day Support provided by the city.*

*The Committee deferred the item pending the hiring of a new City Manager.*

**4. SPONSORSHIP, MARKETING, AND ADVERTIZING**

- a. Actions taken since last meeting*
- b. Determine additional actions needed*
  - Social Media calendar
  - Banners
  - Advertising schedules
  - Sponsorship collections

*The Committee provided an update on the distribution of the social media calendar, purchase of banners, advertising and sponsorship collection dates.*

**5. ADJOURNMENT**

The meeting adjourned at 5:05 p.m.

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

**MONDAY, June 24, 2024**

- 1. CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 4:00 p.m. and held in-person at City Hall, 1<sup>st</sup> Floor Conference Room, 6000 Clayton Road, Clayton, California. Committee members present: Vice Mayor Trupiano and Councilmembers Wan. Staff present: Administrative Assistant, Teriana Standifer (Temporary).

**2. APPROVAL OF THE MAY, 2024, MEETING MINUTES**

Councilmember Wan requested the minutes be continued to the next meeting due to the draft being unavailable.

**3. EVENTS UPDATE AND DISCUSSION**

- a. Actions taken since last meeting
- b. Determine additional actions for each event

*The Committee discussed the following topics for each event:*

**60th Anniversary**

- Photography needs to memorialize celebrations throughout the year

**Concerts in the Grove**

- Event attendance
- Hosting special event for PG&E and Climatec
- Clayton Valley Village request to host event during concert

**4th of July Parade**

- Banners/Signage
- Sign-up sheets
  - Confirmation to participants
  - Number of sign-ups
- Portable restrooms
- Endeavor Hall
  - Pancake Breakfast
  - Restrooms
- Script for Emcee
- Vehicle banners
- Planning Commissioners' participation
- Volunteers
  - Coordinating
- Drive Waivers
- Permitting requirements
- Participation of CalFire

- Participant information packets
- Parade day registration
- Set-up needs and equipment
- Event sponsors

**Car Show**

- Attendance of 1<sup>st</sup> show
- Social Media posts
- Signage

**4. SPONSORSHIP, MARKETING, AND ADVERTISING**

- a. Determine additional actions needed

*The Committee discussed potential sponsors, invoicing/collection of sponsorships, Budget tracking, and public requests for event financials.*

**5. ADJOURNMENT**

The meeting adjourned at 4:54 p.m.