



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

**Tuesday, September 10, 2024  
4:30 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 the August 26, 2024, Meeting Minutes.**  
[\(View\)](#)
- 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**
- 5. Adjournment**

Please visit [www.claytonca.gov](http://www.claytonca.gov) for more information on the next City Sponsored Special Events Committee meeting.

## 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, AUGUST 26, 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 Councilmember Wan; Staff present: Assistant City Manager, Regina Rubier, Police Coordinator, Sandy Johnson, and City Clerk, Stephanie Cabrera-Brown.
2. **Approval of Minutes:**
  - a. May 20, 2024
  - b. June 24, 2024

*It was moved by Councilmember Wan, seconded by Vice Mayor Trupiano to approve the May 20, 2024, and June 24, 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. 60<sup>th</sup> Anniversary Celebration

*The Committee discussed the finance tracking forms and requested the information be updated to remove previous years' finances. Staff will return with updated information. The committee also discussed the following items pertaining to each event:*

#### **Concerts in the Grove**

- *Staff to return with updated reports based on committee direction.*

#### **Fourth of July Parade**

- *Participant Registration*
  - *Paper applications*
- *Scheduling of Emcee*
- *Volunteers*
- *Clean-up*
- *Collecting materials after the parade*
- *Dignitaries/Drivers for council*
- *Event set-up/tear down*
- *Banners*
  - *Advance posting*
  - *Locations*
- *Contact previous participants*

- *ADA accommodations*
- *Street barricades and closures*
- *Pre-parade maintenance checklist*

#### **Summer Car Shows**

- *Car show participants*
- *Music guest for Sept. 21\*
- *Social Media posts*

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

- *No items discussed at this time*

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

*The committee requested staff return with an update on the financial activities and statements of events.*

#### **5. Adjournment**

*The meeting adjourned at 4:54 p.m.*

*Please note the Minutes of this meeting set forth all actions taken by the committee on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.*