

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

**MONDAY, JANUARY 27, 2025**

- 1. Call to Order and Roll Call** – The meeting was called to order at 4:05 p.m. and held in-person at Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, California. Committee members present: Councilmember Diaz and Mayor Trupiano. Staff present: City Manager, Kris Lofthus, Assistant City Manager, Regina Rubier, and City Clerk, Stephanie Cabrera-Brown.

**2. Public Comment on Non - Agenda Items**

*There were no members of the public wishing to provide public comment on non - agenda items.*

**3. Approval of the October 28, 2024, Meeting Minutes.**

*It was moved by Councilmember Diaz, seconded by Mayor Trupiano, to approve the October 28, 2024, Meeting Minutes.(Passed: 2/0)*

**4. Proposed Sponsorship Packages for 2025**

**The Committee Discussed:**

- Package amounts
- Benefits provided by each packet
- Deadline to participate

*It was moved by Councilmember Diaz, seconded by Mayor Trupiano, to approve the Sponsorship Packages for 2025.(Passed: 2/0)*

**5. Proposed Entertainment Line Up for 2025 and Selection of Final Two Entertainers**

**The Committee Discussed:**

- Total Revenues and Expenditures
- Cost breakdown by event
- Selection of bands before February

**6. Discuss and Provide Direction on the Prime Time Entertainment, Inc. Contract**

**The Committee Discussed:**

- Updates to promoter process
- Dates pending confirmation
- Responsibilities of the vendor
- Estimated agreement amount

*The committee continued this item to the February 24, 2025 meeting, pending selection of the final two entertainers.*

**7. Discuss and Provide Direction on Contracting with Security Service and Sound Engineer/Stage**

**The Committee Discussed:**

- Updates to service needs
- Previous year costs
- Contracting with previous vendors

*It was moved by Councilmember Diaz, seconded by Mayor Trupiano, to approve the authorize staff to contract with the same Security, and Soung Engineer/stage vendors as the 2024 series.(Passed: 2/0)*

**8. Estimation on Graphic Design and Printing**

**The Committee Discussed:**

- 2024 costs
- Printing needs
- Graphic design support and costs

*It was moved by Councilmember Diaz, seconded by Mayor Trupiano, to approve the estimated Graphic Design and Printing expenditures.(Passed: 2/0)*

**9. Budget and Carryovers for 2025**

**The Committee Discussed:**

- 2024 costs
- Availability of information
- Confirmed materials provided on the city website
  - October 28, 2024 CSSE meeting

*Lauren Kindorf – Spoke regarding accessing 2024 budget and final expenditures.*

## **10. Discussion Regarding the Parent Faculty Club Participation**

### **The Committee Discussed:**

- 2024 experience
- Plans to collaborate for 2025

*The committee continued this item to the February 24, 2025 meeting, pending availability of the Parent Faculty Club.*

## **11. Volunteer Opportunities**

### **The Committee Discussed:**

- 2024 Volunteers
- Event emcee John Bolin
- Need to recruit more people
- Volunteer groups
- Transition of duties from previous volunteers

*Jason – Spoke regarding Diablo Valley Ranch residents availability to volunteer to assist upcoming events.*

## **12. Adjournment**

The meeting was adjourned at 4:26 p.m. in honor of city events emcee, John Bolin.

Please note the Minutes of this meeting set forth all actions taken by the City Sponsored Special Events Committee on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.