



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

MONDAY, APRIL 28, 2025

4:00 PM

**Hoyer Hall, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517**

Committee Members

Kim Trupiano, Mayor

Jim Diaz, Councilmember

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT ON NON-AGENDA ITEMS

Members of the public 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 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.

3. ACTION

- (a) **Approval of the February 24, 2025, Meeting Minutes**
[\(View\)](#)

4. DISCUSSION AND CONSIDERATION OF NEW CITY EVENTS

- a. *Discuss proposed new city event*
 - i. *Hispanic Heritage Month*
- b. *Determine if the proposed event will be added to the current schedule.*

5. EVENTS UPDATE AND DISCUSSION

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

6. SPONSORSHIP, MARKETING, AND ADVERTISING

- a. Read out actions taken since last meeting.*
- b. Determine additional actions needed.*

7. FUTURE AGENDA ITEMS

8. ADJOURNMENT

Please visit the City's website at www.claytonca.gov for future meeting updates.

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 City Council 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.
- E-mail Public Comments: Public comment may also be sent to the City Clerk at cityclerk@claytonca.gov by 5:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire committee and made part of the official meeting file.

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



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Stephanie Cabrera-Brown, City Clerk/Assistant to the City Manager

DATE: April 28, 2025

SUBJECT: Approval of the February 24, 2025, Meeting Minutes

BACKGROUND

The meeting body reviews the minutes from the previous meeting and approves them for posting.

ATTACHMENTS

[CSSE Minutes 022425 - Draft](#)

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

MONDAY, FEBRUARY 24, 2025

- 1. Call to Order and Roll Call** – The meeting was called to order at 4:00 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. ACTION

(a) Approval of the January 27, 2025, Meeting Minutes.

It was moved by Councilmember Diaz, seconded by Mayor Trupiano, to approve the January 27, 2025, Meeting Minutes. (Passed: 2/0)

(b) Sponsorship Packages for 2025

The Committee:

- Shared finalized packages and marketing materials
- Shared deadline for participation

(c) Discuss and Provide Direction on the Prime Time Entertainment, Inc. Agreement

The Committee:

- Provided an update on the agreement and request for agreement amendment
- Requested information regarding insurance and licensing

There was no Public Comment.

It was moved by Mayor Trupiano, seconded by Councilmember Diaz, to Recommend approval of an agreement amendment to the full council. (Passed: 2/0)

(d) Discuss and Consider Adding City Co-Sponsored Events

The Committee Discussed:

- Memorial Day Ceremony
 - Hosted in Clayton
- Veterans Day
 - Hosted in Concord

Frank Gavidia – Spoke regarding event history, plans for the 2025 event, and city co-sponsorship.

(e) Discussion Regarding the Parent Faculty Club Participation

The Committee:

- Success of last year's program
- Items to discuss with the PFC

There was no Public Comment.

4. Future Topics

There were no Future Topics provided.

5. Adjournment

The meeting was adjourned at 4:11 p.m.

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.