



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

MONDAY, AUGUST 25, 2025

4:00 PM

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

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 July 28, 2025, Meeting Minutes
([View](#))

4. DISCUSSION ABOUT FUTURE CITY EVENTS

- a. *Discuss potential new city event(s).*
b. *Determine if the proposed event(s) 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 taken.*

7. ADJOURNMENT

The next regularly scheduled meeting of the City Sponsored Special Events Committee will be on September 22, 2025. For meeting information and materials, please visit the City's website at www.claytonca.gov

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 council's jurisdiction), shall have a set amount of time to speak as determined by the Mayor.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Skyler Aitken

DATE: August 25, 2025

SUBJECT: Approval of the July 28, 2025, Meeting Minutes

BACKGROUND

Minutes from the prior months meeting

FISCAL IMPACTS

There are no fiscal impacts from accepting the minutes.

ATTACHMENTS

[CSSE Minutes 072825 - Draft.pdf](#)

MINUTES
OF THE
CITY SPONSORED SPECIAL EVENTS COMMITTEE
REGULAR MEETING

MONDAY, July 28, 2025

- 1. CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 4:02 p.m. and held in-person at the Library, Hoyer Hall, 6125 Clayton Rd., Clayton, California. Committee members present: Councilmember Diaz and Mayor Trupiano. Staff present: City Manager, Kris Lofthus, Acting City Clerk, Skyler Aitken.

2. PUBLIC COMMENT ON NON - AGENDA ITEMS

No one wished to speak during public comment on non-agenda items

3. ACTION

- (a) Approval of the June 30, 2025, Meeting Minutes.

It was moved by Councilmember Diaz, seconded by Mayor Trupiano, to approve the June 30, 2025, Meeting Minutes. (Passed: 2/0)

4. DISCUSSION ABOUT FUTURE CITY EVENTS

- a. Discuss proposed new city event.
- b. Determine if the proposed event will be added to the current schedule.

The Committee:

- Discussed the Hispanic Heritage Event and gave updates, such as the contract being signed with Mariachis, the pre-payment has been taken care of, and progress on the food vendors.
- Discussed the logistics and parking for the event.
- The committee asked Frank Gavidia to give his opinion on the logistics of the event and the expected attendance.
- Discussed the state of the current flyer
- The Mayor and City Manager met with CBCA to discuss Holidays in the Grove, on Saturday December 6, at 5:30 pm.
- Potential to update banners and other decor around town, and the potential for some charitable events and donations.

5. EVENTS UPDATE AND DISCUSSION

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

The Committee:

- Discussed the upcoming Concerts in the Grove.

- Discussed the 4th of July parade.
- Discussed the upcoming classic car show.

6. SPONSORSHIP, MARKETING, AND ADVERTISING

- a. Read out actions taken since last meeting
- b. Determine Additional Actions Taken

The Committee:

- Sponsorship is underway for the remaining events

7. ADJOURNMENT

The meeting was adjourned at 4:18 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.