CITY OF CLAYTON

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# CITY SPONSORED SPECIAL EVENTS COMMITTEE
# REGULAR MEETING AGENDA

**MONDAY, OCTOBER 27, 2025**
**4:00 PM**
**Hoyer Hall, Clayton Community Library**
**6125 Clayton Road, Clayton, CA 94517**

**Members**

*Kim Trupiano, Mayor* — *Jim Diaz, Councilmember*

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## 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) Approve the Minutes of the City Sponsored Special Events Committee on August 25, 2025
(View)

(b) Review Financial Reports for City Sponsored Special Events
(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 November 24, 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 12:00 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:** **CITY SPONSORED SPECIAL EVENTS COMMITTEE**

**FROM:** **Dennis Bozanich**

**DATE:** **October 27, 2025**

**SUBJECT:** **Approve the Minutes of the City Sponsored Special Events Committee on August 25, 2025**

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## BACKGROUND

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## ATTACHMENTS

CSSE Minutes 082625 - Draft.pdf

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

**MONDAY, AUGUST 25, 2025**
**4:00 PM**

1. **CALL TO ORDER AND ROLL CALL –** The meeting was called to order at 4:00 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: 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 July 28th, 2025, Meeting Minutes.

   **It was moved by Councilmember Diaz, seconded by Mayor Trupiano, to approve the June 28, 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, regarding the flyer, confirmed Mariachi contracts, performers to be Ballet Folklorica, & food truck catering: Ranchero Catering.
   - Frank Gavidia inquired about the cost of the event, Mayor Trupiano confirmed that the deadline for sponsorships was the following Friday.
   - The Mayor and City Manager will meet with the president of the CBCA to discuss Holidays in the Grove, on Saturday December 6, at 5:00 pm.
   - Potential to update banners and other decor around town, and the potential for some charitable events and donations.
   - Gave thanks to Prime-Time Entertainment and the Parent Faculty Club from both the elementary and middle schools for all their efforts with Concerts in the Grove.

5. **EVENTS UPDATE AND DISCUSSION**
   a. Actions taken since the last meeting
   b. Determine additional actions needed for each event

*The Committee:*

- *Discussed Hispanic Heritage Event in The Grove*
- *Discussed Holidays in the Grove*

## 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 4:09 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.*

# STAFF REPORT

**TO:** **CITY SPONSORED SPECIAL EVENTS COMMITTEE**

**FROM:** **Kris Lofthus, City Manager**

**DATE:** **October 27, 2025**

**SUBJECT:** **Review Financial Reports for City Sponsored Special Events**

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## BACKGROUND

The City of Clayton has sponsored several events throughout this past summer. There was an effort to raise funds through sponsorships, receive donations at the events, and the opportunity to use fund balance to make the events successful.

## ATTACHMENTS

2025 Financials - Concerts in the Park
2025 Financials - Fourth of July, Car Shows and Hispanic Heritage.pdf

# Concerts in The Grove - 2025

| | | |
|---|---|---|
| *Account Beginning Balance* | $ | 87,839.49 |
| *Account Net Change* | $ | (27,979.02) |
| *Account Ending Balance* | $ | 59,860.47 |

| Date | Trans. | Journal | Reference | Debit Amount | Credit Amount | Balance |
|---|---|---|---|---|---|---|
| | | | **240-5601-00 (Interest)** | | | |
| 06/30/2025 | 5040-10 | Journal Entry | Interest Reallocation FY 2025 | | $2,048.23 | |
| | | | | | | $ (2,048.23) |
| | | | **240-5702-00 (Donations/Contributions)** | | | |
| 03/18/2025 | 5001-78 | Cash Receipts | Conco-4724-21394 | | $4,250.00 | |
| 04/07/2025 | 5004-45 | Cash Receipts | Nancy Lewis-Becerra-4738-21418 | | $500.00 | |
| 04/07/2025 | 5004-99 | Cash Receipts | Katie Coakley-4738-21440 | | $500.00 | |
| 04/07/2025 | 5004-101 | Cash Receipts | Ed's Mudville Grill-4738-21441 | | $500.00 | |
| 04/14/2025 | 5013-5 | Cash Receipts | Julie Rogers-4740-21448 | | $500.00 | |
| 04/17/2025 | 5013-37 | Cash Receipts | Estates by Wendy-4743-21457 | | $500.00 | |
| 04/17/2025 | 5013-40 | Cash Receipts | La Veranda-4743-21458 | | $500.00 | |
| 04/29/2025 | 5013-211 | Cash Receipts | Enye Latin Table-4752-21483 | | $500.00 | |
| 04/29/2025 | 5013-214 | Cash Receipts | Ponderosa Homes-4752-21484 | | $1,275.00 | |
| 05/19/2025 | 5021-68 | Cash Receipts | Concert Patrons-4766-21521 | | $38.24 | |
| 05/22/2025 | 5021-80 | Cash Receipts | Mary Keshishian for -4769-21524 | | $2,500.00 | |
| 05/27/2025 | 5021-99 | Cash Receipts | Tim McGallian-State -4771-21528 | | $1,250.00 | |
| 05/27/2025 | 5021-109 | Cash Receipts | PG&E-4771-21531 | | $5,000.00 | |
| 06/02/2025 | 5021-148 | Cash Receipts | Concert Patrons-4776-21544 | | $67.07 | |
| 06/10/2025 | 5021-194 | Cash Receipts | Savoria (Skylar Bist-4783-21552 | | $500.00 | |
| 06/10/2025 | 5021-245 | Cash Receipts | Cemex-4783-21571 | | $4,250.00 | |
| 06/16/2025 | 5030-42 | Cash Receipts | Concert Patrons-4788-21583 | | $56.76 | |
| 06/20/2025 | 5030-67 | Cash Receipts | Concert Patrons-4791-21590 | | $1,195.72 | |
| 06/20/2025 | 5030-71 | Cash Receipts | Concert Patrons-4792-21591 | | $1,000.00 | |
| 06/20/2025 | 5030-75 | Cash Receipts | Concert Patrons-4793-21592 | | $863.25 | |
| 06/25/2025 | 5030-100 | Cash Receipts | Lisa Truesdell-4797-21598 | | $500.00 | |
| 06/30/2025 | 5030-198 | Cash Receipts | Concert Patrons-4801-21603 | | $33.32 | |
| 07/14/2025 | 5030-254 | Cash Receipts | Concert Patrons-4810-21615 | | $72.22 | |
| 07/09/2025 | 5030-297 | Cash Receipts | Christopher Oswald, -4805-21633 | | $500.00 | |
| 07/09/2025 | 5030-302 | Cash Receipts | Travis Credit Union-4805-21635 | | $2,125.00 | |
| 07/15/2025 | 5032-1 | Cash Receipts | Concert Patrons-4811-21641 | | $1,288.27 | |
| 07/15/2025 | 5032-5 | Cash Receipts | Concert Patrons-4812-21642 | | $1,137.12 | |
| 07/28/2025 | 5056-55 | Cash Receipts | Concert patrons-4825-21662 | | $52.14 | |
| 08/04/2025 | 5056-82 | Cash Receipts | Tim McGallian-4829-21666 | | $1,250.00 | |
| 08/11/2025 | 5056-143 | Cash Receipts | Concert Patrons-4834-21688 | | $61.46 | |
| 08/25/2025 | 5064-31 | Cash Receipts | Concert patrons-4844-21704 | | $37.94 | |
| 09/09/2025 | 5064-165 | Cash Receipts | Concert Patrons-4855-21752 | | $1,449.00 | |
| 09/09/2025 | 5064-169 | Cash Receipts | Concert Patrons-4856-21753 | | $1,849.00 | |
| 09/09/2025 | 5064-173 | Cash Receipts | Concert Patrons-4857-21754 | | $1,750.15 | |
| 09/16/2025 | 5080-38 | Cash Receipts | Republic Services-4862-21765 | | $4,250.00 | |
| | | | | | | $ (42,101.66) |
| | | | **240-7111-00 (Regular Salaries)** | | | |
| 07/21/2025 | 5033-24 | Payroll | PR PPE 7/20/25, Pay 7/25/25 | $290.42 | | |
| 08/07/2025 | 5050-27 | Payroll | PR PPE 8/3/25, Pay 8/8/25 | $175.00 | | |
| | | | | | | $ 465.42 |
| | | | **240-7130-00 (Concert Performer)** | | | |
| 06/11/2025 | 5029-159 | Accounts Payable | Prime Time Ente-Concerts in The Grove Promoter/Coordinator 2025 | $27,739.00 | | |
| | | | | | | $ 27,739.00 |
| | | | **240-7131-00 (Sound Technician)** | | | |
| 05/13/2025 | 5015-169 | Accounts Payable | Kenneth Joiret-Sound Tech-Concert in The Grove 5/17/25 | $2,440.00 | | |
| 05/31/2025 | 5020-137 | Accounts Payable | Kenneth Joiret-Sound Tech-Concert in The Grove 5/31/25 | $2,440.00 | | |
| 06/14/2025 | 5020-139 | Accounts Payable | Kenneth Joiret-Sound Tech-Concert in The Grove 6/14/25 | $2,440.00 | | |
| 06/28/2025 | 5020-141 | Accounts Payable | Kenneth Joiret-Sound Tech-Concert in The Grove 6/28/25 | $2,440.00 | | |
| 07/12/2025 | 5020-143 | Accounts Payable | Kenneth Joiret-Sound Tech-Concert in The Grove 7/12/25 | $2,440.00 | | |
| 07/26/2025 | 5020-145 | Accounts Payable | Kenneth Joiret-Sound Tech-Concert in The Grove 7/26/25 | $2,440.00 | | |
| 08/09/2025 | 5020-147 | Accounts Payable | Kenneth Joiret-Sound Tech-Concert in The Grove 8/9/25 | $2,440.00 | | |
| 08/23/2025 | 5020-149 | Accounts Payable | Kenneth Joiret-Sound Tech-Concert in The Grove 8/23/25 | $2,440.00 | | |
| | | | | | | $ 19,520.00 |
| | | | **240-7311-00 (General Supplies)** | | | |
| 05/20/2025 | 5020-7 | Accounts Payable | Amazon Capital -Office supplies | $57.90 | | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | $ 57.90 |
| | | | **240-7331-00 (Rentals/Leases)** | | |
| 08/31/2025 | 5070-26 | Journal Entry | Porta potties for Concert - JR SANITATION RENTALS | $700.00 | |
| | | | | | $ 700.00 |
| | | | **240-7360-00 (Advertising & Promotion)** | | |
| 05/05/2025 | 5015-65 | Accounts Payable | Diablo Gazette-Ads for Concerts 2025 | $1,600.00 | |
| 04/30/2025 | 5015-124 | Accounts Payable | Coleen Royal-Ads, images, QR codes, tags for Concerts 2025 | $4,050.00 | |
| 06/02/2025 | 5020-188 | Accounts Payable | FastSigns San R-Concert Banners | $2,533.05 | |
| 06/02/2025 | 5020-190 | Accounts Payable | FastSigns San R-Concert Stage Banners | $708.04 | |
| 05/22/2025 | 5026-59 | Journal Entry | Concert flyers-AVIVA DESIGN | $1,264.32 | |
| | | | | | $ 10,155.41 |
| | | | **240-7365-00 (CC Volunteer Recognition)** | | |
| 08/26/2025 | 5075-1 | Accounts Payable | Mt Diablo Eleme-Collection of Concert Patron donations for 2025 se | $2,718.12 | |
| 08/26/2025 | 5075-3 | Accounts Payable | Diablo View Mid-Collection of Concert Patron donations for 2025 se | $2,768.06 | |
| | | | | | $ 5,486.18 |
| | | | **240-7366-00 (Licensing)** | | |
| 01/01/2025 | 4984-16 | Accounts Payable | ASCAP-Concert licensing 2025 | $445.00 | |
| | | | | | $ 445.00 |
| | | | **240-7417-00 (Janitorial Service)** | | |
| 07/31/2025 | 5042-120 | Accounts Payable | J&R Floor Servi-Janitorial Services July 2025 | $80.00 | |
| 08/31/2025 | 5060-315 | Accounts Payable | J&R Floor Servi-Janitorial Services August 2025 | $40.00 | |
| | | | | | $ 120.00 |
| | | | **240-7419-00 (Other Professional Services)** | | |
| 06/11/2025 | 5029-161 | Accounts Payable | Prime Time Ente-Concerts in The Grove Promoter/Coordinator 2025 | $4,800.00 | |
| 05/31/2025 | 5029-177 | Accounts Payable | SPACA, Inc-Security for Concerts | $880.00 | |
| 06/30/2025 | 5060-177 | Accounts Payable | SPACA, Inc-Security for Concerts | $880.00 | |
| 07/31/2025 | 5075-275 | Accounts Payable | SPACA, Inc-Security for Concerts | $880.00 | |
| | | | | | $ 7,440.00 |
| | | | | **Cost for concerts 2025** | **$27,979.02** |

# 4th of July, Car Shows - 2025

| Date | Batch | Source | Reference | Balance | |
|---|---|---|---|---|---|
| | | | **CEV-4th - 4th of July parade** | | |
| | | | **601-2750-00 - City Events** | | |
| *Beginning Balance* | | | | *($3,268.17)* | |
| 03/18/2025 | 5001 - 79 | Cash Receipts | Conco-4724-21394 | ($500.00) | |
| 06/10/2025 | 5021 - 246 | Cash Receipts | Cemex-4783-21571 | ($500.00) | |
| 09/16/2025 | 5080 - 39 | Cash Receipts | Republic Services-4862-21765 | ($500.00) | |
| 07/09/2025 | 5030 - 303 | Cash Receipts | Travis Credit Union-4805-21635 | ($250.00) | |
| 04/29/2025 | 5013 - 216 | Cash Receipts | Ponderosa Homes-4752-21484 | ($150.00) | |
| 07/31/2025 | 5055 - 20 | Journal Entry | water for 4th of july-SAFEWAY #1195 | $9.40 | |
| 07/31/2025 | 5042 - 122 | Accounts Payable | J&R Floor Servi-Janitorial Services July 2025 | $40.00 | |
| 06/02/2025 | 5020 - 194 | Accounts Payable | FastSigns San R-Banners for Car Shows & 4th of July | $653.89 | |
| 06/11/2025 | 5029 - 105 | Accounts Payable | Kenneth Joiret-Sound Tech-4th of July Parade | $800.00 | |
| 05/30/2025 | 5029 - 172 | Accounts Payable | Coleen Royal-Signs, banners, parking passes for 4th of July | $1,357.16 | |
| 07/10/2025 | 5024 - 27 | Payroll | PR PPE 7/6/25, Pay 7/11/25 | $2,921.41 | |
| *Net Change* | | | | *$3,881.86* | |
| *Ending Balance* | | | | *$613.69* | *Deficit balance* |

| Date | Batch | Source | Reference | Balance | |
|---|---|---|---|---|---|
| | | | **CEV-CS - Car Shows** | | |
| | | | **601-2750-00 - City Events** | | |
| *Beginning Balance* | | | | *$1,002.03* | |
| 08/20/2025 | 5056 - 155 | Cash Receipts | Frank Gavidia-4837-21691 | ($2,500.00) | |
| 09/08/2025 | 5064 - 139 | Cash Receipts | Oakhurst Country Clu-4853-21740 | ($1,000.00) | |
| 09/08/2025 | 5064 - 135 | Cash Receipts | Ponderosa Homes-4853-21738 | ($500.00) | |
| 09/08/2025 | 5064 - 137 | Cash Receipts | Jim DIaz-4853-21739 | ($500.00) | |
| 09/08/2025 | 5064 - 108 | Cash Receipts | IMC Payments, LLC fo-4853-21725 | ($500.00) | |
| 03/18/2025 | 5001 - 80 | Cash Receipts | Conco-4724-21394 | ($250.00) | |
| 06/10/2025 | 5021 - 247 | Cash Receipts | Cemex-4783-21571 | ($250.00) | |
| 09/16/2025 | 5080 - 40 | Cash Receipts | Republic Services-4862-21765 | ($250.00) | |
| 09/24/2025 | 5080 - 112 | Cash Receipts | Moresi's-4871-21786 | ($250.00) | |
| 07/09/2025 | 5030 - 304 | Cash Receipts | Travis Credit Union-4805-21635 | ($125.00) | |
| 04/29/2025 | 5013 - 215 | Cash Receipts | Ponderosa Homes-4752-21484 | ($75.00) | |
| 09/13/2025 | 5075 - 184 | Accounts Payable | ContraCostaLive-Spotlight Ad for Hispanic Heritage Day 2025 | $79.00 | |
| 09/11/2025 | 5075 - 204 | Accounts Payable | Diablo Gazette-Full page print ad for Hispanic Heritage Day | $375.00 | |
| 06/17/2025 | 5029 - 109 | Accounts Payable | Kenneth Joiret-Sound Tech-Car Show 7/2/25 | $420.00 | |
| 06/17/2025 | 5029 - 113 | Accounts Payable | Kenneth Joiret-Sound Tech-Car Show 7/30/25 | $420.00 | |
| 06/17/2025 | 5029 - 111 | Accounts Payable | Kenneth Joiret-Sound Tech-Car Show 7/16/25 | $420.00 | |
| 06/17/2025 | 5029 - 107 | Accounts Payable | Kenneth Joiret-Sound Tech-Car Show 6/18/25 | $420.00 | |
| 09/10/2025 | 5075 - 131 | Accounts Payable | Ballet Folklori-Dance Performance for Clayton Hispanic Herit | $450.00 | |
| 09/04/2025 | 5075 - 53 | Accounts Payable | FastSigns San R-Banner for Hispanic Heritage Day Car Show | $478.56 | |
| 09/26/2025 | 5079 - 165 | Accounts Payable | SPACA, Inc-Security for Hispanic Heritage Day | $520.00 | |
| 06/02/2025 | 5020 - 192 | Accounts Payable | FastSigns San R-Banners for Car Shows & 4th of July | $964.76 | |
| 05/30/2025 | 5029 - 174 | Accounts Payable | Coleen Royal-Signs, banners, parking passes for 4th of July | $1,200.00 | |
| 08/31/2025 | 5075 - 104 | Accounts Payable | Coleen Royal-Signs, banners - Hispanic Heritage Day Car Show | $1,275.00 | |
| 09/17/2025 | 5075 - 129 | Accounts Payable | Kenneth Joiret-Sound for the Hispanic Heritage Day Event | $1,400.00 | |
| 09/17/2025 | 5075 - 133 | Accounts Payable | Mariachi Mexica-Performance for the Clayton Hispanic Heritag | $1,900.00 | |
| *Net Change* | | | | *$4,122.32* | |
| *Ending Balance* | | | | *$5,124.35* | *Deficit balance* |