



## Memorandum

**TO:** CITY COUNCIL

**FROM:** Councilmember Raul Perez

**SUBJECT:** SEE BELOW

**DATE:** November 4, 2021

---

Approved by:

Date: 11.04.21

---

**SUBJECT: APPROVAL OF THE FREE CHRISTMAS TREE GIVEAWAY  
SPONSORED BY COUNCIL DISTRICT 3 AS A CITY COUNCIL SPONSORED  
SPECIAL EVENT TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF  
MATERIALS AND SERVICES FOR THE EVENT**

### **RECOMMENDATION**

1. Approve the Free Christmas Tree Giveaway event scheduled on December 4, 2021 as a City Council sponsored Special Event and approve the expenditure of funds.
2. Approve and accept donations from various individuals, businesses, or community groups to support the event.
3. Place the item on the November 30, 2021 Council Agenda for action.

### **BACKGROUND**

On February 1, 2005, the City Council adopted Resolution 72517 which requires Councilmembers to submit a memorandum to the Rules Committee regarding proposed City Council sponsored Special Events and the proposed use of any funds.

The Free Christmas Tree Giveaway event will be held on Saturday, December 4, 2021 at the Roosevelt Community Center and will be sponsored by Councilmember Raul Perez, San Jose Firefighters- Local #230, Schnitzer Steel and Kaiser Permanente. This special event will provide families with the opportunity to register to receive a free Christmas tree to take home and enjoy for the holidays. The event is free and open to the public.

## **ANALYSIS**

Approval by the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. In observance of existing fundraising disclosure requirements, Councilmember Raul Peralez will report any cash or in-kind donations received for the event on their Disclosure of Fundraising Report (DFR-1). Approval of this memorandum will enable Council District 3, City departments and the Office of the City Clerk to proceed with the event. Any cash donations received will be processed pursuant to the City's normal financial and budgetary procedures.

## **PUBLIC OUTREACH/INTEREST**

The Office of the City Clerk will post the item on the City's Website for the November 10, 2021 Rules Committee Agenda and the November 30, 2021 City Council Agenda.

## **CEQA**

Not a Project, File No. PP17-010, City Organization & Administrative Activities resulting in no changes to the physical environment.

Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment.

Exempt, File No. PP12-080. Minor temporary use of land having negligible or no permanent effect on the environment.

Exempt, File No. PP13-056, Activities associated with citywide litter clean-up activities.

Exempt, File No. PP11-046, Graffiti removal services.

Reviewed by:  
TONI J. TABER, CMC  
City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.