



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Peter Ortiz

**SUBJECT:** SEE BELOW

**DATE:** December 4<sup>th</sup>, 2025

APPROVED:

**SUBJECT: RETROACTIVE APPROVAL AND APPROVAL OF VARIOUS EVENTS SPONSORED BY COUNCIL DISTRICT 5 AS CITY COUNCIL SPONSORED SPECIAL EVENTS TO EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE EVENTS.**

## **RECOMMENDATION**

1. Retroactively approve Plata Arroyo Neighborhood Association Police Appreciation BBQ held on September 14<sup>th</sup>, 2025, as a City Council sponsored Event and approve the expenditure of funds.
2. Retroactively approve the Vela Apartment Block Party held on October 17<sup>th</sup>, 2025, as a City Council sponsored Event and approve the expenditure of funds.
3. Retroactively approve the District 5 Christmas Tree Giveaway held on December 6<sup>th</sup>, 2025, as a City Council sponsored Event and approve the expenditure of funds.
4. Place the item on the December 16<sup>th</sup>, 2025, City 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 3 events were/will be free, open to the public, and sponsored by Councilmember Peter Ortiz.

## **ANALYSIS**

The Plata Arroyo Neighborhood Association Police Appreciation BBQ, held on September 14th, 2025, brought together residents, community leaders, and local law enforcement to strengthen neighborhood relationships while connecting families with valuable city resources. The Vela Apartment Block Party, held on October 17th, 2025, created a welcoming space for residents to build community, engage with local service providers, and celebrate the diversity of District 5. The District 5 Christmas Tree Giveaway, held on December 6th, 2025, supported families during the holiday season by providing festive cheer and essential resources, helping ensure every household in our community could share in the spirit of the holidays.

Approval by the City Council of the events will ensure compliance with the Council's prior direction regarding Council Special Events. In observance of existing fundraising disclosure requirements, Councilmember Peter Ortiz 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 5, 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 December 10<sup>th</sup>, 2025, Rules Committee Agenda and the December 16<sup>th</sup>, 2025, City Council Agenda.

**CEQA**

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

Reviewed by:

TONI J. TABER, CMC  
City Clerk

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