



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Councilmember Anthony
Tordillos

SUBJECT: SEE BELOW

DATE: November 20th, 2025

APPROVED: 

**SUBJECT: RETROACTIVE APPROVAL OF THE HOLIDAY TREE GIVEAWAY
EVENT 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. (TORDILLOS)**

RECOMMENDATION

1. Retroactively approve the District 3 Holiday Tree Giveaway Event on December 7th, 2025.
2. Approve and accept donations from various individuals, businesses or community groups to support the event.
3. Place the item on the December 16, 2025 City Council Agenda for action.

BACKGROUND

On February 1, 2005, the City Council adopted Resolution No. 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 Holiday Tree Giveaway Event is an annual event hosted at the Roosevelt Community Center on December 7th, 2025, celebrating the holidays by giving away free trees to District 3 families, offering pan dulce and hot chocolate, and featuring holiday activities. The event was free and open to the public.

ANALYSIS

Retroactive 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 Anthony Tordillos 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 December 10th, 2025 Rules Committee Agenda and the December 16th, 2025 City Council Agenda.

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.