



## **STAFF REPORT TO COMMUNITY AND LIBRARY SERVICES COMMISSION (CLSC)**

**TO:** Chair Yamamoto and Members of the CLSC Commission

**SUBMITTED BY:** Christopher Roke, Parks and Recreation Director

**MEETING DATE:** September 8, 2025

**TOPIC:** Annual Holiday Tree Lighting/125<sup>th</sup> Anniversary Celebration

### **RECOMMENDATION:**

Receive a report on the annual Holiday Tree Lighting / 125<sup>th</sup> Anniversary Celebration event.

### **BACKGROUND:**

The Parks and Recreation Department will be holding the annual Holiday Tree Lighting event on Sunday, December 7, 2025. This year's event will be extra special as the event will be returning to City Hall, and we'll be including a special celebration to honor the City of Hercules' 125<sup>th</sup> Anniversary of being incorporated.

Like last year, we plan to hold the event outside. We anticipate having all of the City Recognized Nonprofit Groups, the entertainers, and other community groups like Police, Fire, and Valley Bible participated in the festivities. The event will begin at 3:30pm and concluded with Santa lighting the tree at approximately 5:25pm. In short, we plan to do the same thing this year, only at City Hall instead of the Community Swim Center.

Staff has begun planning for this year's event. We are in the process of setting up a string of 3 planning meetings that will include our partners and stakeholders (specifically the 14 City Recognized Nonprofits, City Departments, Con Fire) including members of the business community as well as other community members that would like to be involved.

We are also planning to have a few unique limited edition items to celebrate this year's event. And we hope to have the City Recognized Nonprofit groups contribute as they typically do with various ornament and cookie decorating stations, prize wheels, free books, candy canes, and of course some amazing entertainment. We will also collect gently used coats, unwrapped toys, and canned foods to be donated to various charities.

### **ANALYSIS:**

The annual holiday tree lighting event is a wonderful community event that typically draws between 600-800 people annually. Our plan is to hold the event outside, weather permitting. But be prepared to move inside – the Senior Center, and/or the Council Chambers, if needed.

The tree at City Hall is a little smaller than the one at the Community Center. We are hoping that ConFire will allow the staff at Station 76 to assist with hanging the lights. But if that isn't

an option, we have been talking with the Public Works Department and hope their bucket truck will be big enough to get the job done. If not, we'll either rent a lift, or contract the work out.


### FISCAL IMPACT:

This year the tree lighting event will be larger than usual cost-wise; mainly because of the 125<sup>th</sup> Anniversary celebration. But the City Council has already allocated money to go towards this historic event. There is still a lot of work to do to get ready for this event. We are hopeful that we can count on groups like the Bayfront Chamber to help with the purchase of lights for the tree, and that we can work with ConFire to hang the lights. We will continue to work with the 14 City Recognized Nonprofit Groups to provide activities for the community and the performers are all local community groups. Overall this is a very successful community event that helps bring in the holiday cheer.

NOTE: The annual Breakfast with Santa event will follow the tree lighting, and is scheduled for Saturday, December 13, at the Community Swim Center.


### ATTACHMENTS:

1. None



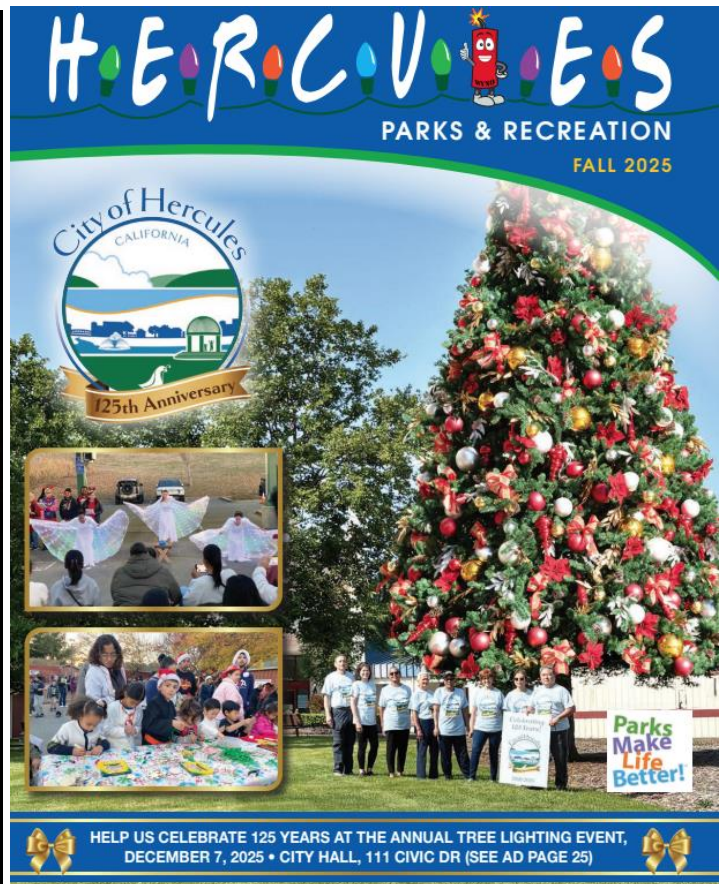


**125<sup>th</sup> HOLIDAY TREE**  
*Lighting*

**DEC. 1900 - DEC. 2025**




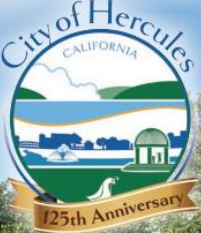


**SUNDAY, DECEMBER 7**  
**3:30 - 5:30pm**  
**CITY HALL • 111 CIVIC DRIVE**

Join us for this momentous occasion, as we celebrate 125 years of excellence in the City of Hercules. There will be games, activities, photo opportunities and special limited edition give away items.



**HERCULES**  
PARKS & RECREATION  
FALL 2025



**HELP US CELEBRATE 125 YEARS AT THE ANNUAL TREE LIGHTING EVENT,**  
**DECEMBER 7, 2025 • CITY HALL, 111 CIVIC DR (SEE AD PAGE 25)**

**Parks Make Life Better!**