



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Cohen  
District 4

**SUBJECT:** SEE BELOW

**DATE:** September 14, 2022

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APPROVED:

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**SUBJECT: APPROVAL OF NOBLE ELEMENTARY SCHOOL FALL FESTIVAL AND  
DISTRICT 4 PUMPKIN GIVEAWAY SPONSORED BY COUNCIL  
DISTRICT 4 AS A CITY COUNCIL SPONSORED SPECIAL EVENTS TO  
EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS  
AND SERVICES FOR THE EVENT**

## **RECOMMENDATION**

1. Approve the Noble Elementary School Fall Festival scheduled on Friday, October 21, 2022 as a City Council-sponsored Special Event and approve the expenditure of funds.
2. Approve the District 4 Pumpkin Giveaway scheduled on Wednesday, October 26, 2022 as a City Council-sponsored Special Event and approve the expenditure of funds.
3. Approve and accept donations from various individuals, businesses or community groups to support the event.
4. Place the item on the Tuesday, September 27, 2022 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 Noble Elementary School Fall Festival will be held on Friday, October 21, 2022 at Noble Elementary School, 3466 Grossmont Drive, and is sponsored by Councilmember Cohen. This special event provides residents with an opportunity to gather and enjoy games and activities in a safe, and family-friendly environment. The event is free and open to the public, and will follow all appropriate local public health rules.

The District 4 Pumpkin Giveaway will be held on Wednesday, October 26, 2022 at Brooktree Elementary School, 1781 Olivetree Drive, and is sponsored by Councilmember Cohen. This special event will provide residents an opportunity to gather in a family-friendly environment,

receive free pumpkins and enjoy activities. The event is free and open to the public, and will follow all appropriate local public safety rules.

### **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 Cohen 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 4, 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 Wednesday, September 21, 2022 Rules Committee Agenda and the Tuesday, September 27, 2022 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.