



**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Human Resources	<b>CEQA:</b> Not a Project, PP17-011, Temporary Special Events resulting in no changes to the physical environment.	<b>Coordination:</b> City Attorney's Office, City Manager's Budget Office, and Public Works Department	<b>Dept. Approval:</b> 
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b>  4/24/24

**SUBJECT: APPROVAL OF FREE USE FOR VARIOUS HUMAN RESOURCES EVENTS IN THE CITY HALL ROTUNDA, WING COMMITTEE ROOMS, AND CITY HALL PLAZAS**

**RECOMMENDATION:**

Adopt a resolution authorizing "Free Use" for up to 15 various employee or semi-public Human Resources Department events per year, including Saturdays, in the City Hall Rotunda, Wing Committee Rooms 118-120, and City Hall Plazas.

**BASIS FOR RECOMMENDATION:**

The City of San José's Human Resources Department hosts a variety of events throughout the year. Most of these events reoccur annually and are limited to City employees while some of these events are limited to certain groups, such as career fairs for college students. [Resolution No. 79138, Section 13.080](#) limits free use of the City's facilities to each City department of up to five events per year and the events must be open to the public and cannot occur on Saturdays. However, the number of planned events by the Human Resources Department exceeds the allocated five uses, some events may occur on a Saturday, and the events are generally limited to City employees or other groups.

The Human Resources Department requests authorization to hold up to 15 events per calendar year as City "Free Use" events in the City Hall Rotunda, Wing Committee Rooms, and City Hall Plazas to safely and comfortably accommodate employees and attendees in a large location. These events will be limited to City employees or other groups, such as college students, in line with the Human Resource Department's mission statement to attract, hire, and retain employees; facilitate employee engagement; promote safety and wellness; and provide opportunities to develop skills and grow in a career with the City of San José.

Examples of Human Resources Department sponsored events throughout the calendar year include:

- Health and Wellness Fair (employees only);
- City of San José Blood Drive – twice per year (employees only);
- Open Enrollment Benefits and Wellness Fair (employees only);
- Citywide Mentorship Program (employees only);
- San José State University Open House Career Fair (invitees only); and
- Employee training programs or written exams (employees only).

Commission Recommendation/Input: No commission recommendation or input is associated with this action.

**COST AND FUNDING SOURCE:**

The Human Resources Department provides onsite staff to facilitate and oversee the events in partnership with Public Works Department, Event Services Division, with costs supported by the Wellness Program appropriation (\$342,461) in the Benefit Fund (160) and in the Organizational Effectiveness Fund (001). Expenditures are anticipated to be minimal, as is the potential for foregone revenue for the "free use" of the facilities.

**FOR QUESTIONS CONTACT:** Damiana Garcia, Senior Analyst, Interim Division Manager, Human Resources Department, at (408) 975- 1426