



## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** August 13, 2024

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**SUBJECT: Approval of Free Use for the USPS San José Postmaster's Installation Event Co-Hosted by Council District 9 and USPS Postmaster's Office as a City Council Sponsored Special Event to Expend City Funds and Accept Donations of Materials and Services for the Event**

### **Recommendation**

As recommended by the Rules and Open Government Committee on August 7, 2024:

- (a) Adopt a resolution authorizing "Free Use" for the private, invitation-only USPS San José Postmaster's Installation event held at City Hall Rotunda on August 21, 2024;
- (b) Approve the USPS San José Postmaster's Installation Event scheduled on August 21, 2024 as a City Council sponsored Special Event and approve the expenditure of funds; and
- (c) Approve and accept donations from various individuals, businesses or community groups to support the event.

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

[Rules Committee referral 8/7/2024 - Item B.8]



## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Pam Foley

**SUBJECT:** SEE BELOW

**DATE:** 07/30/2024

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Approved

Date

07/30/2024

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**SUBJECT:** Approval of Free Use on Wednesday, August 21, 2024, for the USPS San Jose Postmaster's Installation event co-hosted by Council District 9 and USPS Postmaster's Office as a City Council Sponsored Special Event to Expend City Funds and Accept Donations of Materials and Services for the Event.

### **RECOMMENDATION**

1. Adopt a resolution authorizing "Free Use" for the private, invitation-only USPS San Jose Postmaster's Installation event held at City Hall Rotunda on Wednesday, August 21, 2024;
2. Approve the USPS San Jose Postmaster's Installation event on August 21, 2024 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; and
4. Place the item on the Tuesday, August 13, 2024 City Council Agenda for action.

### **BACKGROUND**

In June 2019, the City adopted the Schedule of Fees [Resolution No. 79138, Section 13.080](#) for Free Use of the City Hall Facility and Plaza Use. Presently, the resolution allows the City Council, Redevelopment Agency Board, and City departments to have "Free Use" of the facilities for those events that 1) qualify as official city business; 2) are free and open to the public; 3) occur on a Sunday through Friday; and 4) are booked 30 days in advance. Resolution No. 79138 does not apply to free use requests for private, invitation-only events that are not free and open to the public and as such City Council approval is required to authorize free use for the USPS Executive Postmaster's Installation event on Wednesday, August 21, 2024.

## **ANALYSIS**

The USPS San Jose Postmaster's Installation event will be held on August 21, 2024 in the City Hall Rotunda. Approval for this event's free-use designation is required because the event will be a private, invitation-only event. Free use is being requested because of the public benefit this Installation event will bring to the City of San José. The City of San José previously provided Approval of Free Use for the USPS Executive Postmaster's Installation event hosted on Friday, October 28, 2016.

The purpose of this event is to welcome Richard Keppeler as the new USPS Postmaster for the City of San José. USPS is a public agency that provides mail delivery and processing services to individuals and businesses nationwide. Richard Keppeler as the new USPS Postmaster for the City of San José ensures that San José residents and businesses receive proper mail service in addition to managing USPS jobs and schedules which is an important part of making sure that San José is a great place to live and work.

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 Pam Foley 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 9, 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 August 7, 2024 Rules Committee Agenda and the August 13, 2024 City Council Agenda.

## **COORDINATION**

This memorandum has been coordinated with the Office of the City Attorney and Public Works/Event Services.

## **COST AND FUNDING SOURCE**

The total cost of the event is \$6,528.62, of which \$1,725.52 will be paid by the USPS Postmaster's Office. The breakdown of non-free use expenses are below. The remaining \$4,803.10 will be charged to the Department of Public Works/Event Services' budget. In addition, estimated loss of parking revenue at the 4th Street garage is \$2,400 (120 cars x 8 hours of use, for a maximum of \$20 for the day). Each year each Council Office is allotted 5 free uses for events qualifying for free use. Approval of this action would go towards one of Council District 9 Office's free uses.

Rotunda:

Event Captain (9:00am- 2:30pm): \$192.50

Good Guard Security Event Guard: \$229.68

Application Fee: \$50.00

Audiovisual Technician: \$468.24

Facility Attendant: \$485.10

Cleaning Fee: \$300

Total: \$1,725.52

### **CEQA**

Statutorily Exempt, File No. PP17-005, CEQA Guidelines Section 15273, Rates, Tolls, Fares, and Charges, Adjustment to Fees, Rates & Fares without changes to or expansion; of services. 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.