



COUNCIL AGENDA: 5/14/24  
FILE: 24-88304  
ITEM: 2.14

## Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jill Bourne

**SUBJECT:** SEE BELOW

**DATE:** April 22, 2024

Approved

Date

4/30/24

**SUBJECT: APPROVAL OF “FREE USE” OF CITY HALL ROTUNDA FOR THE 2024  
YOUTH COMMISSION ANNUAL RECOGNITION AWARDS EVENT**

### **RECOMMENDATION**

Adopt a resolution authorizing “Free Use” for the private 2024 Youth Commission End of the Year Recognition Awards held at City Hall Rotunda on June 10, 2024 co-hosted by the Library Department.

### **SUMMARY AND OUTCOME**

The Library Department will be granted free use of the City Hall facilities (City Hall Rotunda, City Hall Garage, and Fourth Street Garage) for the Youth Commission’s Recognition Awards private event.

### **BACKGROUND**

In June 2019, the City adopted the Schedule of Fees Resolution No. 79138, Section 13.080 for free use of City Hall facilities and plaza. Presently, the resolution allows City Council and City departments to have free use of the facilities for 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 events that are not free and open to the public, and as such, City Council approval is required to authorize free use for the Youth Commission’s End of Year Recognition Awards 2024 held at the City Hall Rotunda on June 10, 2024.

Approval for this event’s free use designation is required because this will be a private event that is free to all Youth Commissioners, Youth Advisory Councilmembers, and Youth Commissioners families. This event raises awareness of the Library Department's youth empowerment efforts with youth attendees, invited City Councilmembers, and City staff. This event honors and showcases the achievements, hard work, and dedication of commissioners and youth from the Youth Advisory Councils who have played a pivotal role in the Youth Commission's annual work plan. The program will also feature reflections on the group's impact on the community and commission members' personal growth and development. The event will include speeches, acknowledgements, and food.

## **ANALYSIS**

The Youth Commission, guided by the Library Department’s Youth Services staff, will assume the lead role of planning, promoting, and executing the event. Youth Commissioners will set the agenda, design invitations, prepare a presentation, nominate members for end-of-year awards, select decorations and entertainment, and have input on food selections. This will be an additional opportunity for them to work as a team and learn valuable skills to serve them as young leaders.

This annual end-of-year event is an opportunity for young people to celebrate their accomplishments and hard work over the course of the year. Serving as a leader, especially in a local government role, can be challenging and time consuming. An event to recognize and celebrate that hard work provides a chance for these young leaders to have fun and bond with one another in a relaxed and festive setting.

Finally, an end-of-year event can serve as an opportunity for the Youth Commissions to reflect on their experiences and plan for the future. By taking time to look back on the successes and challenges of the past year, young people will identify areas for growth and set goals for the upcoming year. This reflection can strengthen their leadership skills and prepare them for future roles in government and civic life.

The event will honor accomplishments, build community, and promote reflection and goal setting among young leaders.

Free use is being requested because of the public benefit to investing in and strengthening leadership opportunities and experiences for youth.

## **EVALUATION AND FOLLOW-UP**

The Youth Commission is an official advisory group to the Mayor and City Council and its role includes empowering and encouraging youth to be civically engaged through local and Citywide events and initiatives. The primary metrics for this event are the continued growth and

HONORABLE MAYOR AND CITY COUNCIL

April 22, 2024

**Subject: Approval of “Free Use” of City Hall Rotunda for the 2024 Youth Commission Recognition Awards Event**

Page 3

advancement of the Youth Commission in continuing to develop policy recommendations concerning youth, supporting youth who serve their community through civic engagement and participation, and promoting resources and opportunities that provide equitable access and support to marginalized youth communities.

### **COST SUMMARY/IMPLICATIONS**

The total cost of this event is \$4,136.14, of which \$1,457.64 will be paid by the Library Department for the use of the rotunda and associated staffing, as detailed below.

#### ***Rotunda***

Event captain (2:00 p.m. - 6:00 p.m., 5:30 p.m. - 9:30 p.m.): \$140.00 x 2 = \$280.00

Good Guard Security Event Guard (2:30 p.m. - 9:00 p.m.): \$248.82 x 2 = \$497.64

Audio-visual personnel (2:00 p.m. - 9 :30 p.m.): \$380.00

Cleaning fee \$300.00

***Total: \$1,457.64***

Remaining event costs, totaling \$2,678.50, will be accommodated within existing funds from the Personal Services and Non-Personal/Equipment appropriations (General Fund) to the Department of Public Works. In addition, estimated foregone parking revenue to the General-Purpose Parking Fund for the validation of tickets issued to attendees using the City Hall Parking Garage and Fourth Street Garage is \$2,700 (150 cars x six hours, or a maximum of \$18 per day).

### **COORDINATION**

This memorandum has been coordinated with the City Attorney’s Office, City Manager's Budget Office, and Public Works Department.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City’s Council Agenda website for the May 14, 2024 City Council meeting.

### **COMMISSION RECOMMENDATION AND INPUT**

The memorandum has been developed and recommended in coordination with the Youth Commission.

HONORABLE MAYOR AND CITY COUNCIL

April 22, 2024

**Subject: Approval of “Free Use” of City Hall Rotunda for the 2024 Youth Commission Recognition Awards Event**

Page 4

**CEQA**

Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to physical environment.

**PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City’s Open Government Resolution.

A handwritten signature in black ink, appearing to read "Jill Bourne", with a stylized, cursive script.

Jill Bourne  
City Librarian

For questions, please contact Elizabeth Nolan, Senior Librarian, at [elizabeth.nolan@sjlibrary.org](mailto:elizabeth.nolan@sjlibrary.org) or 408-808-2184.