



COUNCIL AGENDA: 6/18/23  
FILE: 24-147330  
ITEM: 2.24

## Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jill Bourne

**SUBJECT:** SEE BELOW

**DATE:** May 28, 2024

Approved

Date

6/6/24

**SUBJECT: APPROVAL OF “FREE USE” OF CITY HALL ROTUNDA FOR THE 2024 CAREER ONLINE HIGH SCHOOL GRADUATION CEREMONY**

### **RECOMMENDATION**

Adopt a resolution authorizing “Free Use” for the private 2024 Career Online High School Graduation Ceremony event held at City Hall Rotunda on August 9, 2024, co-hosted by the Library Department and the San José Public Library Foundation.

### **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 Career Online High School Graduation Ceremony private event.

### **BACKGROUND**

In June 2019, the City adopted the Schedule of Fees, resolution No. 79138, Section 13.080 of the San José Municipal Code for free use of City Hall facilities and the 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 2024 Career Online High School Graduation Ceremony held at the City Hall Rotunda on August 9, 2024.

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Approval for this event’s free use designation is required because this will be a free private event that will only be open to Career Online High School graduates and family members, City Councilmembers from a graduate’s respective district, San José Public Library Foundation members, and Career Online High School donors. This event honors and showcases the achievements, hard work, and dedication of graduates and their supporters who have played a pivotal role in the graduate’s journey. The program will also feature reflections on the graduates' impact on the community and their personal growth and development. The event includes speeches, acknowledgements, and food.

**ANALYSIS**

The College and Career Pathways Unit within the Library Department will assume the lead role of planning and promoting the event. The Library Department team will set the agenda, design invitations, prepare a presentation, select decorations and entertainment, and have input on food selections. The San José Public Library Foundation will help execute the event and support logistical planning with the caterer.

This graduation ceremony event is an opportunity for graduates to celebrate their accomplishments and hard work over the past 18-months. Being a student, especially while parenting children and working, can be challenging and time-consuming. This event is to recognize and celebrate that hard work provides a chance for these graduates to have fun and bond with one another in a celebratory setting with appropriate pomp and circumstance.

Finally, a graduation ceremony event can serve as an opportunity for the graduates to reflect on their experiences and plans for the future. By taking time to look back on the successes and challenges of the past year, graduates will identify areas for growth and set goals for the upcoming year. This reflection can help prepare them for next steps on their pathways to college and/or career opportunities that pay a living wage.

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

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

The San José Public Library Foundation is a 501(c)(3) non-profit organization that supports educational programs and resources through the public library, schools, and community-based organizations to create an educated, equitable, empowered, and engaged community.

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**EVALUATION AND FOLLOW-UP**

Career Online High School is a program facilitated by the San José Public Library that provides scholarships to eligible adults to obtain an online high school diploma and career certificate. The primary metrics for this event are the continued growth and advancement of graduates to continue learning in post-secondary education and to apply for higher-paying jobs in San José.

**COST SUMMARY/IMPLICATIONS**

The total cost of this event is \$4,907.72, of which \$2,040.72 will be paid by San José Public Library for the use of the rotunda and associated staffing, as detailed below.

***Rotunda***

Event captain (12:00 p.m. - 5:00 p.m., 4:30 p.m. - 9:30 p.m.): \$175.00 x 2 = \$350.00

Good Guard Security Event Guard (12:30 p.m. - 9:00 p.m.): \$325.38 x 2 = \$650.76

Audio-visual personnel (12:00 p.m. - 9:30 p.m.): \$739.96

Cleaning fee \$300.00

***Total: \$2,040.72***

Remaining event costs, totaling \$2,867.00, will be accommodated within existing funds from the Personal Services and Non-Personal/Equipment appropriations (General Fund) to the Public Works Department. 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 \$2,700.00 (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 June 18, 2024 City Council meeting.

**COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

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**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.

/s/

Jill Bourne

Library Director

For questions, please contact Amanda Otte, Community Programs Administrator, College and Careers Pathways Coordinator, at [amanda.otte@sjlibrary.org](mailto:amanda.otte@sjlibrary.org) or 408-808-2115.