

**2.16 Approval of Free Use on April 26, 2024 for the Career Fair Event Co-hosted by Council District 7 and East Side Union High School District (ESUHSD) as a City Council Sponsored Special Event to Expend City Funds and Accept Donations of Materials and Services for the Event.**

**Recommendation:**

(a) Adopt a resolution authorizing “Free Use” for the ESUHSD Career Fair held at City Hall Rotunda, Council Chambers and the Wing Committee Rooms on April 26, 2024.

(b) Approve the Career Fair Event scheduled for April 26, 2024 as a City Council sponsored Special Event and approve the expenditure of funds.

(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. (Doan)

[Rules Committee referral 4/3/2024 - Item A.1]



COUNCIL AGENDA: 4/9/2024

ITEM: 2.16

FILE NO: 24-78607

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

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

**SUBJECT:** SEE BELOW

**DATE:** April 9, 2024

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**SUBJECT: Approval of Free Use on April 26, 2024 for the Career Fair Event Co-hosted by Council District 7 and East Side Union High School District (ESUHSD) as a City Council Sponsored Special Event to Expend City Funds and Accept Donations of Materials and Services for the Event**

### **Recommendation**

- (a) Adopt a resolution authorizing “Free Use” for the ESUHSD Career Fair held at City Hall Rotunda, Council Chambers and the Wing Committee Rooms on April 26, 2024.
- (b) Approve the Career Fair Event scheduled for April 26, 2024 as a City Council sponsored Special Event and approve the expenditure of funds.
- (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. (Doan)

[Rules Committee referral 4/3/2024 - Item A.1]



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Bien Doan

**SUBJECT:** SEE BELOW

**DATE:** March 21, 2024

APPROVED:

**SUBJECT: Approval of Free Use on April 26, 2024 for the Career Fair Event Co-hosted by Council District 7 and East Side Union High School District (ESUHSD) 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 ESUHSD Career Fair held at City Hall Rotunda, Council Chambers and the Wing Committee Rooms on April 26, 2024.
2. Approve the Career Fair Event scheduled for April 26, 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 April 9, 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 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 events that are not free and open to the public and as such City Council approval is required to authorize free use for the Career Fair scheduled for Friday, April 26, 2024.

## **ANALYSIS**

The Career Fair will be held on April 26, 2024 in the City Hall Rotunda, Council Chambers, and Wing Committee Rooms and attended by approximately 300 students from the East Side Union High School District. Approval for this event's free use designation is required because the event will be a private event. Free use is being requested because of the public benefit this Career Fair will bring to the City of San José. Connecting youth to be contributors to the community, develop meaningful careers, and connect to local government are just a few of the goals for this event.

Taking the time to attend a job fair as a student can provide a distinct leg up in a highly competitive employment landscape. This Career Fair will allow for ample opportunities for East Side Union High School students to connect with local employers in person, ask for information about specific positions, investigate new opportunities, and best determine the exact types of jobs for which they are most interested in applying to. It is in the best interest of the City of San José to invest in the growth and development of our youth, ensuring the bright futures of our next generation.

## **PUBLIC OUTREACH/INTEREST**

The Office of the City Clerk will post the item on the City's Website for the April 3, 2024 Rules Committee Agenda and the April 9, 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 \$7,245.00, of which \$1,930.00 will be paid by ESUHSD. The breakdown of non-free use expenses are below. The remaining \$5,315.00 will be charged to the Department of Public Works/Event Services' budget. 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 7 Office's free uses.

### **Rotunda Staffing Fees:**

Event Captain \$297.50

Security Event Guard: \$525.00

Cleaning Fee: \$300

A/V Tech Time: \$807.50

### **Total:**

\$1,930.00

HONORABLE MAYOR AND CITY COUNCIL

March 21, 2024

Subject: D7 Co-Sponsored Career Fair

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**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.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE AUTHORIZING “FREE USE” FOR THE EAST SIDE UNION HIGH SCHOOL DISTRICT CAREER FAIR AT THE CITY HALL ROTUNDA, COUNCIL CHAMBERS, AND WING COMMITTEE ROOMS ON APRIL 26, 2024**

**WHEREAS**, in June 2019, the Council of the City of San José (“City”) adopted Schedule of Fees Resolution No. 79138 for the fees and charges for City Hall Facility and Plaza Use; and

**WHEREAS**, Resolution No. 79138 authorizes City Departments to have “Free Use” of the City Hall Facility and Plaza 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 thirty (30) days in advance; and

**WHEREAS**, Council District 7 and the East Side Union High School District (“ESUHSD”) will co-host a Career Fair at the City Hall Rotunda, Council Chambers, and Wing Committee Rooms on April 26, 2024 for approximately 300 students from ESUHSD; and

**WHEREAS**, the purpose of the Career Fair is to provide ESUHSD students with opportunities to connect with local employers in person; and

**WHEREAS**, “Free Use” does not apply to events which are not free and open to the public, and, therefore, Council approval is necessary to authorize free use of the City Hall Rotunda, Council Chambers, and Wing Committee Rooms for the Career Fair; and

**WHEREAS**, the Career Fair occurs on a weeknight and has been booked more than thirty (30) days in advance, in compliance with Resolution No. 79138; and

**WHEREAS**, the City finds that the Career Fair qualifies as official City business through its public benefit in connecting ESUHSD students with local employers; and

**WHEREAS**, the City desires to allow for the free use of the City Hall Rotunda, Council Chambers, and Wing Committee Rooms for the Career Fair on April 26, 2024;

**NOW, THEREFORE**, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

The City Council hereby authorizes “Free Use” of the City Hall Rotunda, Council Chambers, and Wing Committee Rooms for the Career Fair on April 26, 2024, co-hosted by City Council District 7 and the East Side Union High School District, because of the public benefit that the Career Fair will provide to the City of San José and its youth.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

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MATT MAHAN  
Mayor

ATTEST:

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TONI J. TABER, CMC  
City Clerk