



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Matt Loesch
Jim Shannon

SUBJECT: See Below

DATE: May 26, 2026

Approved

Date:

6/2/26

COUNCIL DISTRICT: Citywide

SUBJECT: Amendment to City Council Policy 7-14, City Hall Special Event Lighting Policy and Adjustment to the 2026-2027 Fees and Charges Report

RECOMMENDATION

- (a) Adopt a resolution amending City Council Policy 7-14, City Hall Special Event Lighting Policy, to include up to three free lighting uses per calendar year for the Mayor's Office and each Council Office.
- (b) Adopt a resolution amending the 2026-2027 Schedule of Fees and Charges to increase the Rotunda Lighting Programming Fee (All Users) to \$900 per program to reflect current cost recovery.

SUMMARY AND OUTCOME

Adoption of the recommendation amends City Council Policy 7-14, City Hall Special Event Lighting Policy (attachment), to allow the Mayor's Office and each Council Office three free City Hall lighting events each calendar year. The amendment reduces internal cost barriers while maintaining the existing policy intent to recognize significant achievements, ceremonial events, and community milestones. Approval of the resolution formalizes this change and clarifies cost recovery expectations.

BACKGROUND

On June 20, 2017, the City Council adopted City Council Policy 7-14, the City Hall Special Event Lighting Policy, with a previous amendment approved on September 14, 2021. The purpose of the policy is to enable the City and the community to recognize

HONORABLE MAYOR AND CITY COUNCIL

May 26, 2026

Subject: Amendment to City Council Policy 7-14, City Hall Special Event Lighting Policy and Adjustment to the 2026-2027 Fees and Charges Report

Page 2

significant achievements, public engagement, special and ceremonial events, and public art displays, and to provide support during times of local, national, or worldwide events via special lighting of the City Hall Tower and Rotunda.

ANALYSIS

The Mayor's Office and each Council Office will be allotted three free lighting uses per calendar year through the waiver of standard lighting programming costs and the lighting application fee that was approved by the City Council with the adoption of the 2026-2027 Schedule of Fees and Charges. Costs associated with custom programming contractual services, if needed, will still be required to be paid by the requesting party. Upon City Council approval of the recommendations in this memorandum, the revised fee will be reflected in the 2026-2027 Adopted Schedule of Fees and charges.

Accordingly, City Council Policy 7-14, City Hall Special Event Lighting Policy, must be amended to include up to three free lighting uses per calendar year for the Mayor's Office and each Council Office.

EVALUATION AND FOLLOW-UP

No additional follow-up action with the City Council is expected at this time.

FISCAL IMPACTS

It is anticipated that the associated costs with the waiver will be minimal, as non-customized lighting programming is typically performed by Public Works Department staff already budgeted in the General Fund. The action to increase the Rotunda Lighting Programming Fee, which allows for custom programming, from \$600 to \$900 per program, ensures that the fee aligns with the most recent cost estimates.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the Planning, Building, and Code Enforcement Department.

HONORABLE MAYOR AND CITY COUNCIL

May 26, 2026

Subject: Amendment to City Council Policy 7-14, City Hall Special Event Lighting Policy and Adjustment to the 2026-2027 Fees and Charges Report

Page 3

PUBLIC OUTREACH

This memorandum will be posted on the City Council Agenda website for the June 16, 2026 City Council meeting.

BOARD, COMMISSION, COMMITTEE RECOMMENDATION AND INPUT

No board, commission, or committee recommendation or input is associated with this action.


CEQA

Not a Project, File No. PP17-008, General Procedure and Policy Making resulting in no changes to the 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/
MATT LOESCH
Public Works Director


JIM SHANNON
Budget Director

For questions, please contact Walter Lin, Deputy Director, Public Works Department, at walter.lin@sanjoseca.gov.

ATTACHMENT: City Hall Special Event Lighting City Council Policy 7-14

Attachment - City Hall Special Event Lighting City Council Policy 7-14

COUNCIL POLICY

TITLE CITY HALL SPECIAL EVENT LIGHTING POLICY	PAGE 1 of 4	POLICY NUMBER 7-14
EFFECTIVE DATE June 20, 2017	REVISED DATE June 16, 2026	

APPROVED BY COUNCIL ACTION 6/20/2017, Item 2.17, Res. No. 78228; 9/14/2021, Item 2.15, Res. No. 80213; 6/16/2026, Item X.XX, Res. No. XXXXX

PURPOSE

The purpose of this policy is to establish a City Hall Special Event Lighting Program to provide for temporary lighting displays at the City Hall Rotunda for private and public events and the City Hall Tower as related to official City business and local, national, and world events.

POLICY

Special event lighting at City Hall should be in conformance with City Hall Rules and Regulations, the City Hall Facility Use Policy, the approved Schedule of Fees and Charges, and consistent with this policy. The Director of Public Works (or designee) is responsible for ensuring the proper execution of this policy at City Hall.

The primary purpose of City Hall is to provide for the legislative and administrative operations and programs of the City for the community. The City Hall Tower has limited public access and is not intended to be utilized as a forum for free expression by the public. Lighting of the City Hall Tower will only be reserved for official City business and local, national, and world events, as recognized by a City Council proclamation or other formal City Council direction, or approved by the City Manager or designee.

The Rotunda, as the focal point for City Hall, is used as a regular location for formal public speeches, governmental ceremonies, and protocol events of the City. It is also intended to be used as a gathering place for indoor events. Lighting of the Rotunda will be reserved for official City business and local, national, and world events, as recognized by a City Council proclamation or other formal City Council direction, approved by the City Manager or designee, or in connection with a facilities rental agreement.

STANDARDS

A. Definitions

These definitions are provided for the interpretation of this policy. This policy should be interpreted in conjunction with the City Hall Facility Use Policy and the City Hall Plaza Rules and Regulations which may be amended from time to time.

City of San José, California

TITLE CITY HALL SPECIAL EVENT LIGHTING POLICY	PAGE 2 of 4	POLICY NUMBER 7-14
--	--------------------	------------------------------

Extended Lighting. Shall mean a duration beyond one cycle between sundown and sunrise.

Official City Business. Shall mean the official business of the City and includes meetings, indoor events, limited outdoor events, and outdoor events of the City Council and City departments that are directly connected to: (i) the goals of the City Council or (ii) the core services of the City department(s), or (iii) the promotion of economic development.

Rotunda Lights. Shall mean the lighting fixtures within the internal and external areas physically installed on the Rotunda structure and no other infrastructure.

Tower Lights. Shall mean the lighting fixtures within the internal areas physically installed in the northern Tower public elevator lobby areas and no other infrastructure.

B. Rotunda Light Display

1. Official Ceremonial Items: Rotunda lights may be displayed in conjunction with proclamations for official actions, ceremonial items as approved by City Council, or other formal City Council direction.
2. Official City Business: Rotunda lights maybe displayed in conjunction with a proclamation from City Council or other formal City Council direction, or as approved by the City Manager or designee, in recognition of Official City Business that directly connects to the goals of the City, core services of a City Department, or the promotion of economic development.
3. Commemoration of a Special Event or Sporting Event: Rotunda lights may be displayed to commemorate a significant achievement, initiative, or sporting event involving the City of San José or a key achievement, initiative, event or sporting event involving San Jose State University upon the request of the City Manager or designee, or a proclamation by the City Council, .
4. Official Public Art Displays: Rotunda light displays of public art are to be coordinated through the Office of Economic Development and Cultural Affairs in recognition of artistic and cultural endeavors on behalf of the City of San José and in conjunction with a proclamation from City Council or other formal City Council direction, or as approved by the City Manager or designee. Any proposed public art must be approved through the City’s standard public art process.
5. Honorary or Solidarity Events: Rotunda lights may be displayed in honorable recognition of a world, national, local, or City tragedy, event, and/or an Act of

City of San José, California

TITLE CITY HALL SPECIAL EVENT LIGHTING POLICY	PAGE 3 of 4	POLICY NUMBER 7-14
--	--------------------	------------------------------

God upon the request of the City Manager or designee, or a proclamation by the City Council or other formal City Council direction.

6. Indoor Events: Rotunda lights may be displayed for indoor special events in conjunction with a facilities rental agreement. The granting of permission to use the lighting shall in not in any way constitute an endorsement of the views of the groups reserving the facility.
7. Extended Lighting for the Rotunda shall be subject to approval in advance by the City Manager or designee, or by a proclamation by the City Council or other formal City Council direction.

When Rotunda lighting is approved, available Tower lighting shall be displayed in a consistent manner. The Rotunda lighting will be displayed on the following recognized holidays listed below, unless otherwise superseded by a facilities rental agreement or by authorization by the City Manager or a proclamation by the City Council, or for an Honorary or Solidarity Event. Prescheduled lighting may resume after such an event:

- a) Week of Memorial Day (red, white, and blue)
- b) Week of Independence Day (red, white, and blue)
- c) Week of Veterans Day (red, white, and blue)
- d) Holiday Season from December 18th to January 2nd (green and red)

C. Tower Light Display

1. Lighting of the Tower can be in conjunction with the Rotunda lighting approval process and schedule, as outlined in Standards Section B, excluding private rental agreements.

Should scheduling conflicts occur between the Rotunda and Tower, lighting shall be independent, with the Rotunda lighting being displayed for the private event, and Tower lighting being displayed for the City event. Honorary or Solidarity Event lighting as described in Section B(5) may take priority over any other lighting events, whether in the Tower or Rotunda.

2. Tower lighting is not available for use by private entities or third parties.

APPROVAL PROCESS

City Activities

Rotunda and Tower lighting requests are to be submitted to the Department of Public Works for review to determine adherence to this policy, date availability, and resources. Requests are to be submitted at least 10 business days prior to the first date of lighting display for the Rotunda,

City of San José, California

TITLE CITY HALL SPECIAL EVENT LIGHTING POLICY	PAGE 4 of 4	POLICY NUMBER 7-14
--	--------------------	------------------------------

except for Honorary or Solidarity Events described in Standards Section B(5) above. Rotunda and Tower lighting requests are subject to staff resources and applicable cost recovery fees from City Departments and Mayor and Council Offices.

Private Activities

Rotunda lighting requests are to be submitted to the Department of Public Works for review to determine adherence to this policy, date availability, resources, and applicable fees. Requests are to be submitted at least 30 business days prior, to the first date of lighting display. Tower lighting is not available for use by private entities or third parties.

PRIORITY

Lighting activities in conjunction with a facilities rental agreement will be determined by the agreement. The City Manager or City Council has the right to cancel and/or change the Rotunda lighting schedule, including those in a facility rental agreement, in the event of an Honorary or Solidarity Event in Section B(5) above. In such an event, every effort will be made to reschedule the event to meet the needs of the requestor, and the requestor's sole recourse against the City shall be a refund for that paid lighting service in the facilities rental agreement. If there are lighting request conflicts, the following is a sequence of the priorities, with the highest priorities listed first:

1. Honorary or Solidarity Events
2. Facility Rental Agreements
3. Approval by City Council Proclamation, other formal City Council direction, or the City Manager
4. Event schedule listed in this policy

FEES

Rotunda and Tower lighting requests are subject to staffing availability and the approved Schedule of Fees and Charges.

The Mayor and Council Offices will each be allotted three free lighting uses per calendar year, with waiver of lighting programming costs and lighting application fee listed in the approved Schedule of Fees and Charges. However, costs for specialty programming contractual services, if needed, will still be required.