



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Toni J. Taber, MMC
City Clerk

SUBJECT: SEE BELOW

DATE: April 22, 2026

SUBJECT: Approval of "Free Use" of the Janet Gray Hayes Rotunda for the Lick Observatory's 150th Anniversary Celebration Sponsored by the Office of Mayor Matt Mahan 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 April 22, 2026:

- (a) Adopt a resolution authorizing "Free Use" of the Janet Gray Hayes Rotunda for the private, invitation-only Lick Observatory's 150th Anniversary Celebration held on August 22, 2026.
- (b) Approve the 150th Anniversary Celebration scheduled on August 22, 2026 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. (Mayor)

[Rules Committee referral 4/22/2026 - Item B.2]



Memorandum

TO: CITY COUNCIL

FROM: Mayor Matt Mahan

SUBJECT: SEE BELOW

DATE: April 14, 2026

Approved:

SUBJECT: APPROVAL OF FREE USE OF THE JANET GRAY HAYES ROTUNDA ON SATURDAY, AUGUST 22, 2026, FOR THE LICK OBSERVATORY 150TH ANNIVERSARY CELEBRATION SPONSORED BY THE OFFICE OF MAYOR MATT MAHAN 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” of the Janet Gray Hayes Rotunda for the private, invitation-only Lick Observatory’s 150th Anniversary Celebration held on Saturday, August 22, 2026;
2. Approve the 150th Anniversary Celebration 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 28, 2026, 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 City Hall facilities and the plaza. The resolution allows the City Council and City departments free use of the facilities for events that 1) qualify as Official City Business; 2) are free and open to the public; 3) occur Sunday through Friday; and 4) are booked 30 days in advance. Because Resolution No. 79138 does not apply to free use requests for private, invitation-only events that are not free and open to the public, Council approval is required to authorize free use of the Janet Gray Hayes Rotunda for the Lick Observatory’s 150th Anniversary Celebration on Saturday, August 22, 2026.

The event, sponsored by the Office of Mayor Matt Mahan, celebrates the Lick Observatory’s 150th Anniversary and highlights San José’s role in scientific discovery and space innovation from the observatory’s pioneering astronomical research to Silicon Valley’s leadership in technology and aerospace. The private, invitation-only event will bring distinguished guests to

downtown San José, supporting economic activity while celebrating the City’s historic contributions to astronomy, research, and innovation.

ANALYSIS

The Lick Observatory 150th Anniversary Celebration qualifies as Official City Business because it advances the City’s economic development and civic promotion goals by highlighting San José’s role as a center for scientific innovation, research, and technological advancement. Lick Observatory, a globally recognized institution founded in San José, reflects the region’s legacy in astronomy and its connection to Silicon Valley’s innovation ecosystem. Sponsored by the Office of Mayor Matt Mahan, the event will engage regional leaders and stakeholders, elevating the City’s profile and supporting continued economic and cultural vitality in the downtown area.

Hosting the event on a Saturday maximizes participation by invited stakeholders and out-of-region guests, thereby enhancing the event’s impact and advancing the City’s goals of regional engagement and economic promotion.

Approval by the City Council will ensure compliance with the prior direction regarding Council Special Events. In accordance with fundraising disclosure requirements, Mayor Matt Mahan will report any cash or in-kind donations received for the event on the Disclosure of Fundraising Report (DFR-1). Approval of this memorandum will enable Mayor Mahan’s Office, 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.

COST SUMMARY/IMPLICATIONS

The total cost of this event is \$2,382.98 which will be paid by the Regents of the University of California. There was no loss of 4th Street parking garage revenue due to the event being held on the weekend when parking is free at the 4th Street garage. Each year, the Mayor’s Office is allotted seven free uses for events qualifying for free use. Approval of this action will go towards the remaining free uses for the Mayor’s Office.

Event Captain:	\$279.00
Free Use Application Fee:	\$100.00
Audio Visual Tech:	\$488.24
Facility Set-up and Take Down:	\$515.10
Weekend Cleaning Fee:	\$350.00
Catering Fee:	\$75.00
Good Guard Security:	\$575.64
Total:	\$2,382.98

PUBLIC OUTREACH/INTEREST

The Office of the City Clerk will post the item on the City’s Website for the April 22, 2026, Rules Committee Agenda and the April 28, 2026, City Council Agenda.

CEQA

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

Reviewed by:

TONI J. TABER, MMC
City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.