



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jill Bourne

SUBJECT: See Below

DATE: March 23, 2026

Approved

Date:

4/1/26

COUNCIL DISTRICT: Citywide

SUBJECT: Approval of “Free Use” of the Janet Gray Hayes Rotunda for the 2026 Youth Commission Annual Recognition Awards Event

RECOMMENDATION

Adopt a resolution authorizing “Free Use” of the Janet Gray Hayes Rotunda for the private 2026 Youth Commission End of the Year Recognition Awards held on Monday, June 8, 2026, co-hosted by the Library Department.

SUMMARY AND OUTCOME

The Library Department will be granted free use of the City Hall facilities (Janet Gray Hayes Rotunda, City Hall garage, and Fourth Street garage) for the Youth Commission’s Recognition Award’s 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 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 2026 held at the City Hall Rotunda on June 8, 2026.

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Approval of 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 Commission 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 of 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

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local and City-wide events and initiatives. The primary metrics for this event are the continued growth and 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.

FISCAL IMPACTS

The Library Department will provide onsite staff to facilitate and oversee this event in partnership with the Public Works Department, Event Services Division. The total costs associated with the event including, but not limited to staffing, security, audio/visual personnel, cleaning fee, pre-planning, and post-event, etc., are \$7,074. After accounting for City Council approval for "Free Use", only \$2,045 will be necessary for staff, security and the application fee, which will be paid from the Library Department's Non-Personal/Equipment appropriation in the General Fund.

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 Council Agenda website for the April 14, 2026 City Council meeting.

BOARD, COMMISSION, COMMITTEE RECOMMENDATION AND INPUT

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

CEQA

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

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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

City Librarian

For questions, please contact Vidya Kilambi, Division Manager, Library Department, at vidya.kilambi@sjlibrary.org.