


CITY COUNCIL ACTION REQUEST

Department(s): Parks, Recreation and Neighborhood Services	CEQA: Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment.	Coordination: City Attorney's Office, City Manager's Budget Office, and Public Works Department	Dept. Approval: /s/ Jon Cicirelli
Council District(s): Citywide			CMO Approval:  6/24/25

SUBJECT: Approval of "Free Use" of City Hall Rotunda for the Neighborhoods Conference

RECOMMENDATION

Adopt a resolution authorizing "Free Use" for the Annual Neighborhoods Conference held at the City Hall Rotunda on Saturday, October 4, 2025, hosted by the Department of Parks, Recreation and Neighborhood Services.

BASIS FOR RECOMMENDATION

On Saturday, October 4, 2025, the City of San José's Parks, Recreation and Neighborhood Services BeautifySJ Program will host the Annual Neighborhoods Conference in the Rotunda. This event occurs annually, is open to the public, and occurs on a Saturday. [Resolution No. 79138, Section 13.080](#) limits free use of the City's facilities to each City department of up to five events per year, and the events must be open to the public and cannot occur on Saturdays. The planned event by the BeautifySJ program occurs on a Saturday and, therefore, does not qualify for free use without Council approval.

BeautifySJ requests authorization to hold this event on a Saturday as a City "Free Use" event in the City Hall Rotunda. This public event is intended to engage with neighborhood association leaders and community members and is free of charge to all Neighborhood Association members as well as the broader San José community.

This will be the Third Annual Neighborhoods Conference, intended to provide residents with knowledge and resources to enhance their neighborhoods, engage actively in their communities, and collaborate effectively with the City. Through a series of workshops and keynote speakers, the event will also inspire participation in volunteer efforts and local neighborhood associations—strengthening community connections and fostering civic involvement. BeautifySJ will lead the planning efforts, including identifying workshops, setting the agenda, preparing invitations, and preparing presentations.

COMMISSION RECOMMENDATION/INPUT

No commission recommendation or input is associated with this action.

COST AND FUNDING SOURCE

The Parks, Recreation and Neighborhood Services Department will provide onsite staff to facilitate and oversee the event in partnership with Public Works Department, Event Services Division. All costs associated with the event, including but not limited to staffing, security, audio/visual personnel, cleaning fee, pre-planning, and post-event, etc. will be paid from the Parks, Recreation and Neighborhood Services Department/BeautifySJ program funding in the General Fund.

FOR QUESTIONS CONTACT: Aurelia Bailey, Division Manager, BeautifySJ, Parks, Recreation and Neighborhood Services Department at (408) 643-3264