



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jon Cicirelli

**SUBJECT:** See Below

**DATE:** May 18, 2026

Approved

Date:

5/27/26

**COUNCIL DISTRICT:** Citywide

**SUBJECT: Approval of Free Use of the Rotunda, Wing Meeting Rooms, Council Chambers, East Plaza, West Plaza, and South Plaza, for the 4<sup>th</sup> Annual Neighborhoods Conference**

## **RECOMMENDATION**

Adopt a resolution authorizing “Free Use” of the Janet Gray Hayes Rotunda, Wing Meeting Rooms, Council Chambers, East Plaza, West Plaza, and South Plaza for the 4<sup>th</sup> Annual Neighborhoods Conference on Saturday, October 3, 2026, hosted by the Department of Parks, Recreation and Neighborhood Services.

## **SUMMARY AND OUTCOME**

The Neighborhoods Conference directly supports the City’s goals of fostering civic engagement, strengthening neighborhoods, and increasing resident participation in local government. Through workshops, resource-sharing, and collaboration opportunities, the event equips community members with tools to address neighborhood concerns, build leadership capacity, and partner more effectively with City departments. This event also advances the BeautifySJ Program objective of connecting people to resources and to one another.

## **BACKGROUND**

In Fiscal Year 2026-2027, the City of San José’s BeautifySJ Neighborhood Engagement Team Program will host the 4<sup>th</sup> Annual Neighborhoods Conference in the Rotunda, Wing Meeting Rooms, Council Chambers, and City Hall Plaza areas. This annual event is open to the public and scheduled for a Saturday to maximize accessibility and participation for residents who are unable to attend weekday events.

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In June 2019, the City Council adopted the Schedule of Fees [Resolution No. 79138, Section 13.080](#)<sup>1</sup> for free use of City Hall facilities and the plaza. The resolution allows 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 events occurring on a Saturday, City Council approval is required for free use of the Rotunda, Wing Meeting Rooms, Council Chambers, East Plaza, West Plaza, and South Plaza for the 4<sup>th</sup> Annual Neighborhoods Conference on Saturday, October 3, 2026.

BeautifySJ therefore requests authorization to designate this event as a City “Free Use” event in the Rotunda, Wing Meeting Rooms, Council Chambers, East Plaza, West Plaza, and South Plaza. This request is based on the event’s public purpose and City sponsorship.

The conference will provide residents with knowledge and resources to improve their neighborhoods, encourage participation in neighborhood associations and volunteer activities, and strengthen collaboration with City government through workshops and keynote presentations.

## **ANALYSIS**

This event qualifies as Official City Business as defined in Resolution No. 79138 because it is organized and led by a City department and is directly connected to City Council goals and the core services of the BeautifySJ Program.

The event is free and open to the public, ensuring equitable access to City resources and information. Holding the conference on a Saturday significantly increases community participation and accessibility, particularly for working residents. For these reasons, approval of this request is recommended as a reasonable and impactful exception to the existing facility use policy.

## **Racial Equity Impact Analysis**

Approval of this event aligns with the City Manager’s Office of Racial and Social Equity by expanding access to City resources for underserved communities. The BeautifySJ Neighborhood Engagement Team in the Parks, Recreation, and Neighborhood Services Department is conducting targeted outreach to neighborhoods with historically lower participation to ensure broader inclusion.

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<sup>1</sup> <https://sanjoseca.govnita.com/workspaces/Resolutions?query=79138>

**EVALUATION AND FOLLOW-UP**

BeautifySJ's Neighborhood Engagement Team will report conference attendance data and survey results as part of its annual report to the Neighborhood Services and Education Committee.

**FISCAL IMPACTS**

The Annual Neighborhoods Conference is expected to have minimal fiscal impact to the General Fund. Costs associated with planning, materials, staffing, and outreach will be supported through the existing BeautifySJ Program budget for Fiscal Year 2026-2027. The requested free use designation would waive standard facility rental fees; however, no additional City funds are required beyond current appropriations. BeautifySJ will also seek donations and in-kind contributions from community partners to help offset event-related costs, such as materials and refreshments. United Neighborhoods of Santa Clara County has committed to serve as a sponsor and partner, including workshop facilitation and a \$5,000 contribution. An additional \$6,500 in sponsorships from other organizations is anticipated.

The total cost of this event is \$1,202.76, which will be paid by the Parks, Recreation, and Neighborhood Services Department's BeautifySJ Program. There is no loss of revenue from the 6<sup>th</sup> Street underground parking garage due to the event being held on the weekend when the parking garage is closed. Each year, City departments are allotted five free uses for events qualifying for free use. Approval of this action will go towards the remaining free uses for Parks, Recreation, and Neighborhood Services Department.

**Rotunda Cost Breakdown**

Application Fee	\$100
Event Captain	\$0
Audio Visual Tech	\$0
Facility Set-up and Take Down	\$0
Weekend Cleaning Fee	\$350
Catering Fee	\$0
City Hall Underground Parking	\$0
City Hall Security	\$0
Good Guard Security	\$753
<b>TOTAL</b>	<b>\$1,203</b>

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**BUDGET REFERENCE**

The table below identifies the fund and appropriation to fund the Annual Neighborhoods Conference.

Fund #	Appn. #	Appropriation Name	Total Appropriation	Amount for Contract	2026-2027 Proposed Operating Budget Page*	Last Budget Action (Date, Ord. No.)
001	0642	PRNS Non-Personal/Equipment	\$52,465,106	\$1,203	638	N/A
001	R130	Other revenue**	\$0	\$5,000	\$5,000	6/17/25 RES2025-243

\*Non-personal budget for Neighborhood Engagement, cost center 001-64-108644

\*\*Action to recognize \$5,000 donation to offset conference costs from United Neighborhoods of Santa Clara County.

*\*The 2026-2027 Proposed Operating Budget was released on May 2, 2026 and is scheduled to be reviewed on June 9, 2026 and adopted on June 16, 2026 by the City Council.*

**COORDINATION**

This memorandum has been coordinated with the City Attorney’s Office, City Manager’s Budget Office, and the Public Works Department.

**PUBLIC OUTREACH**

This memorandum will be posted on the City Council Agenda website for the June 9, 2026 City Council meeting.

**BOARD, COMMISSION, COMMITTEE RECOMMENDATION AND INPUT**

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

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## **CEQA**

Not a Project, File No. PP17-011, Temporary Special Events 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.

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JON CICIRELLI  
Director of Parks,  
Recreation and Neighborhood Services

For questions, please contact Paul Pereira, Division Manager for BeautifySJ, Parks, Recreation, and Neighborhood Services Department, at [Paul.Pereira@sanjoseca.gov](mailto:Paul.Pereira@sanjoseca.gov).