



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Zulma Maciel

**SUBJECT:** See Below

**DATE:** April 13, 2026

Approved

Date:

4/16/26

**COUNCIL DISTRICT:** Citywide

**SUBJECT:** Retroactive Approval of “Free Use” of the Janet Gray Hayes Rotunda for the Together San José: Celebrating a Welcoming Community Luncheon

## **RECOMMENDATION**

Retroactively approve and adopt a resolution authorizing “Free Use” of the Janet Gray Hayes Rotunda for the private Together San José: Celebrating a Welcoming Community Luncheon on Tuesday, April 21, 2026, hosted by the City Manager’s Office of Racial and Social Equity.

## **SUMMARY AND OUTCOME**

The City Manager’s Office of Racial and Social Equity will be granted free rental use of the City Hall facilities (Janet Gray Hayes Rotunda and parking in the City Hall Garage and 4<sup>th</sup> Street Garage) for the *Together San José: Celebrating a Welcoming Community* luncheon.

## **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. Presently, the resolution allows City Council and City departments to have free use of the 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 *Together*

HONORABLE MAYOR AND CITY COUNCIL

April 13, 2026

**Subject: Retroactive Approval of “Free Use” of the Janet Gray Hayes Rotunda for the Together San José: Celebrating a Welcoming Community Luncheon**

**Page 2**

*San José: Celebrating a Welcoming Community* luncheon held at the Janet Gray Hayes Rotunda on Tuesday, April 21, 2026.

The City Manager’s Office of Racial and Social Equity seeks retroactive approval of free use of City Hall facilities to hold the *Together San José: Celebrating a Welcoming Community* luncheon on April 21, 2026. Retroactive approval for this event’s free use designation is required because this will be a private event. There will be no charge to attend the luncheon, which includes recognition of the shared work of community-based organizations, service providers, residents, faith and education leaders, and City departments who demonstrated how welcoming is practiced across civic life.

## **ANALYSIS**

On March 29, 2022, San José became the second California city and the 13th community nationally to achieve a *Certified Welcoming* status through Welcoming America, a formal designation recognizing cities and counties that have adopted policies, programs, and partnerships demonstrating a sustained commitment to immigrant inclusion and belonging. The designation is valid for three years, after which jurisdictions must undergo a rigorous recertification process to maintain the recognition.

On March 17, 2026, the City Manager’s Office announced that San José successfully achieved recertification under Welcoming America’s updated rating system, receiving a 4 out of 5-star designation. The certification process includes a comprehensive audit evaluating policies, programs, and cross-sector partnerships in areas such as civic engagement, connected communities, economic development, education, equitable access, government and community leadership, and safe communities.

The *Together San José: Celebrating a Welcoming Community* luncheon will recognize and thank the community partners and City staff who contributed to this achievement. Holding the event at City Hall reinforces the role of civic spaces as places where residents, community organizations, and local government come together to recognize shared accomplishments and strengthen partnership that benefit the broader community.

The *Together San José: Celebrating a Welcoming Community* luncheon qualifies as official City business because the event provides a public benefit by recognizing the community partnerships that support the well-being of San José residents, strengthening collaboration between local government and community organizations, and reinforcing the City’s commitment to inclusion, civic participation, and racial and social equity.

HONORABLE MAYOR AND CITY COUNCIL

April 13, 2026

**Subject: Retroactive Approval of “Free Use” of the Janet Gray Hayes Rotunda for the Together San José: Celebrating a Welcoming Community Luncheon**

**Page 3**

### **EVALUATION AND FOLLOW-UP**

Primary measures for this event include the number of attendees and participation from community-based organizations, City departments, and regional partners who contributed to San José’s Certified Welcoming recertification process.

Staff will gather informal feedback from participating partners and City departments to help inform future community engagement and partnership efforts supporting the Welcoming San José Plan and the City’s racial and social equity goals.

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

### **FISCAL IMPACTS**

The estimated total cost for use of the Janet Gray Hayes Rotunda for the *Together San José: Celebrating a Welcoming Community* luncheon is approximately \$4,000, including facility rental and staffing. Approval of the recommendation would waive the \$2,650 facility rental fee through the City’s “free use” designation.

Remaining staffing costs of approximately \$1,350 will be funded by the City Manager’s Office of Racial and Social Equity. Food and beverage costs will be accommodated within existing Non-Personal/Equipment appropriations in the General Fund.

### **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 April 28, 2026 City Council meeting.

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

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

HONORABLE MAYOR AND CITY COUNCIL

April 13, 2026

**Subject: Retroactive Approval of “Free Use” of the Janet Gray Hayes Rotunda for the Together San José: Celebrating a Welcoming Community Luncheon**

**Page 4**

## **CEQA**

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

Zulma Maciel

Director of the City Manager’s Office of  
Racial and Social Equity

For questions, please contact Lydia Bustamante, Inclusion and Belonging Manager, City Manager’s Office of Racial and Social Equity, at [Lydia.Bustamante@sanjoseca.gov](mailto:Lydia.Bustamante@sanjoseca.gov) or 408-793-6959.