



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Vice Mayor Pam Foley
District 9

SUBJECT: SEE BELOW

DATE: June 1, 2026

APPROVED:

SUBJECT: APPROVAL OF FREE USE OF THE JANET GRAY HAYES ROTUNDA ON WEDNESDAY, AUGUST 26 FOR THE PRIDE WEEK LUNCHEON SPONSORED BY COUNCIL DISTRICT 9 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 Pride Week Luncheon held at City Hall Rotunda on Wednesday, August 26, 2026;
2. Approve the Pride Week Luncheon scheduled on August 26, 2026 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.
4. Place the item on the June 23, 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 the City Hall facilities and Plaza. Presently, the resolution allows the City Council, Redevelopment Agency Board, and City departments to have “Free Use” of the facilities for those 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. Because the Pride Week Luncheon is a private, invitation-only employee event and is not open to the general public, City Council approval is required to authorize free use of the Rotunda.

ANALYSIS

The Pride Luncheon will be held on August 26, 2026, in the City Hall Rotunda. The event supports the City’s ongoing commitment to fostering an inclusive workplace and advancing

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equity, diversity and belonging among the municipal workforce. The luncheon provides City employees with an opportunity to engage with colleagues, learn about available employee resources, recognize the contributions of LGBTQ+ employees, and strengthen connections that support employee engagement and retention. The event furthers official City business by promoting workforce development, employee morale, and an inclusive workplace culture consistent with the City's organizational values and strategic objectives. A workplace where employees feel respected, supported, and able to fully participate contributes to employee well-being, recruitment, retention, and the effective delivery of public services to San José residents.

Approval by the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. In observance of existing fundraising disclosure requirements, Vice Mayor Pam Foley will report any cash or in-kind donations received for the event on their Disclosure of Fundraising Report (DFR-1). Approval of this memorandum will enable Council District 9, 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.

Each year Council Office is allotted seven free uses for events qualifying for free use. Approval of this action will go towards the remaining free uses for Council Office 9.

COST SUMMARY

The City Manager's Office will be paying for the following:

Event Captain \$316.20

Application Fee: \$100.00

A/V Personnel: \$488.24

Facility Set-up and Take Down \$515.10

PUBLIC OUTREACH/INTEREST

The Office of the City Clerk will post the item on the City's Website for the June 10, 2026 Rules Committee Agenda and the June 23, 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, CMC
City Clerk

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