



TOWN OF LOS GATOS
DIVERSITY, EQUITY, AND INCLUSION COMMISSION AGENDA
MAY 9, 2024
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
5:00 PM

Gordon Yamate, Chair
Diane Fisher, Vice Chair
Carmen Lo, Commissioner
Varily Isaacs, Commissioner
Dominic Broadhead, Commissioner
Folake Phillips, Commissioner
D. Michael Kane, Commissioner
Dornaz Memarzia, Arts and Culture Commissioner
Pradeep Khanal, Community Health and Senior Services Commissioner
Pravin Balasingham, Youth Commissioner
Ryan Idemoto, Youth Commissioner

HOW TO PARTICIPATE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to clerk@losgatosca.gov.

Public Comment During the Meeting:

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may email clerk@losgatosca.gov with the subject line "Public Comment Item #_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

- For inclusion in the agenda packet: by 11:00 a.m. the Monday before the Commission meeting.
- For inclusion in the agenda packet supplemental materials: by 11:00 a.m. on the day before the Commission meeting.
- For inclusion in a desk item: by 11:00 a.m. the day of the commission meeting.

Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to clerk@losgatosca.gov by 3:00 p.m. the day of the meeting.

CALL MEETING TO ORDER

ROLL CALL

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Diversity, Equity, and Inclusion Commission on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Commission. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

CONSENT ITEMS *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approve the Minutes of the April 11, 2024, Diversity, Equity, and Inclusion Commission Regular Meeting.

COMMISSIONER/STAFF LIAISON REPORTS

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Update on the Housing Element.
3. Begin Discussion of the Four Annual Town Events (Goal B., Item 1.a.).
4. Debrief Spring Into Green Event and Determine Potential Materials for Future Commission Outreach Activities.
5. Continue Discussion of Work Plan Goal D, Item 1.a. Annual Communications Campaign.
6. Continue Discussion of Work Plan Goal C, Item 1.a. Collaboration with Community. Organizations and Goal C, Item 2.a. Community- and School-Based Programming and Consider Next Steps.

ADJOURNMENT

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354- 6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]



**TOWN OF LOS GATOS
DEIC COMMISSION
AGENDA REPORT**

MEETING DATE: 05/09/2024

ITEM NO: 1

**DRAFT
Minutes of the Diversity, Equity, and Inclusion Commission Meeting
April 11, 2024**

The Diversity, Equity, and Inclusion (DEI) Commission of the Town of Los Gatos conducted a meeting in person in the Town Council Chambers on Thursday, April 11, 2024, at 5:00 p.m.

CALL MEETING TO ORDER

The meeting was called to order at 5:07 p.m.

ROLL CALL

Present: Chair Gordon Yamate and Commissioners Pravin Balasingham, Dominic Broadhead, Dornaz Memarzia, Varily Isaacs, and D. Michael Kane. Vice Chair Diane Fisher participated by phone pursuant to the Brown Act.

Absent: Commissioners Pradeep Khanal, Ryan Idemoto, Carmen Lo, and Folake Phillips.

Town Staff Present: Town Manager Laurel Prevetti, Library Director Ryan Baker, and Library Assistant Amanda Flowers.

CONSENT ITEMS

1. Approve the Minutes of the March 13, 2024 Meeting.

Opened public comment.

No one spoke.

Closed public comment.

MOTION: Motion by Commissioner Broadhead to approve the consent calendar. **Seconded** by Commissioner Isaacs.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

None.

COMMISSIONER/STAFF LIAISON REPORTS

Chair Yamate met with Jon Hicks (Netflix) and introduced himself to San Jose Spotlight Reporter Annalise Freimarck.

Commissioner Balasingham attended the Youth Commission's Easter Cookie event for neurodiverse students and stated that 40 people attended.

Commissioner Memarzia announced that the Arts and Culture Commission will be holding community input sessions for the Los Gatos Arts Master Plan on May 25 and 26, 2024.

Commissioner Kane announced that he is scheduled to meet with the St. Luke's pastor tomorrow. He met with Rhonda Beasley, who assesses the curriculum for the Los Gatos Union School District, and agreed to be added to the stakeholder list.

Vice Chair Fisher and Commissioners Broadhead and Isaacs had no reports.

The staff liaison (Town Manager) had no report.

OTHER BUSINESS

2. Update on the Housing Element.

Town Manager Prevetti gave a verbal update.

Opened public comment.

No one spoke.

Closed public comment.

3. Discuss and Decide Logistics, Staffing and Other Parameters of the Commission's Spring into Green Booth.

Town Manager Prevetti presented the report.

Opened public comment.

No one spoke.

Closed public comment.

The Commission discussed the item.

4. Make Recommendations to Aspects of the Town's Community Grant Program Pertaining to the Scoring Rubric and the Number of Grant Raters.

Director Baker presented the report.

Opened public comment.

No one spoke.

Closed public comment.

The Commission discussed the item. By consensus, the Commission recommended that the criterion for scoring exemplary in the DEI area should also include the organization's demonstration of its DEI efforts. By consensus, the Commission agreed to have one member assist with scoring the 2024 grant applications.

5. Continue Discussion of Work Plan Goal D, Item 1.a. Annual Communications Campaign.

Town Manager Prevetti presented the report. Director Baker explained how the Library celebrations list was established.

Opened Public Comment.

No one spoke.

Closed public comment.

The Commission discussed the item.

**MOTION: Motion by Commissioner Broadhead to approve the updated press release.
Seconded by Commissioner Memarzia.**

VOTE: Motion passed unanimously.

6. Continue Discussion of Work Plan Goal C, Item 1.a. Collaboration with Community Organizations and Goal C, Item 2.a. Community- and School-Based Programming.

Town Manager Prevetti presented the report.

Opened Public Comment.

No one spoke.

Closed Public Comment.

The Commission discussed the item.

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SUBJECT: Draft Minutes of the DEI Commission Meeting of April 11, 2024

DATE: April 12, 2024

ADJOURNMENT:

The meeting adjourned at 7:15 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the April 11, 2024, meeting as approved by the Diversity, Equity, and Inclusion Commission.

Laurel Prevetti, Town Manager



**TOWN OF LOS GATOS
DEI COMMISSION REPORT**

MEETING DATE: 05/09/2024

ITEM NO: 2

DATE: April 30, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Update on the Housing Element

RECOMMENDATION:

Receive an update on the Housing Element.

REMARKS:

The Town Manager will provide a verbal update at the Commission meeting.

Prepared by: Town Manager



**TOWN OF LOS GATOS
DEI COMMISSION REPORT**

MEETING DATE: 05/09/2024

ITEM NO: 3

DATE: May 3, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Monica Renn, Economic Vitality Manager
SUBJECT: Begin Discussion of the Four Annual Town Events (Goal B., Item 1.a.).

RECOMMENDATION:

Begin Discussion of the Four Annual Town Events (Goal B., Item 1.a.).

BACKGROUND:

Two types of events take place in the Town of Los Gatos: (1) Town events, those funded and implemented by the Town; and (2) community events, those funded and implemented by non-profits, businesses, community groups, and other community and neighborhood stakeholders, requiring an approved permit from the Town of Los Gatos to plan and implement.

The Town events consist of four annual events, including Spring Into Green, 4th of July Symphony in the Park, Screen on the Green, and the Winter Celebration. These events are fully funded within the Town's annual Operating Budget, implemented by Town staff, and offered free of charge to the community. While these events have been in place for years, each has evolved to meet the needs of the community.

Town staff continuously evaluates event components to ensure the events remain fresh, relevant, inclusive, and welcoming. During the COVID-19 pandemic, events were suspended for a period of time to maintain health mandates and community comfort levels. When events were able to be planned again, the Los Gatos community enthusiastically welcomed the opportunities to gather and celebrate with one another. This break also created an opportunity for rethinking the programming of the Town events to create more engaging, inclusive, and welcoming events.

PREPARED BY: Monica Renn
Economic Vitality Manager

DISCUSSION:

As the DEI Commission begins its work on the elements adopted in the Commission's workplan, staff looks forward to discussing the Town's events with the Commission, and identifying further opportunities to incorporate diversity, equity, and inclusion. Below is a high-level glimpse at each of the four Town events, examples of programming included recently or planned for this year, and opportunities for the Commission to engage with the community at the events.

Spring Into Green

Each April the Town celebrates Keep Los Gatos Beautiful Month, in honor of Earth Day, Arbor Day, and the Town's designation as a Tree City USA. This event creates an opportunity to convene community stakeholders with a shared goal of creating a cleaner, healthier, and more sustainable community. Keep Los Gatos Beautiful Month began in the early 2000s as a newsletter and community-wide garage sale. Around 2015, Spring Into Green was created as a way to bring Keep Los Gatos Beautiful Month to life, and invite the community to celebrate together. The event has evolved over time; however, the root celebration of community, sustainability, Earth Day, and Arbor Day remain as the focus. Currently, the Town hosts its annual Spring Into Green event on the Sunday closest to Earth Day at Plaza Park, alongside the Town's weekly Farmers' Market. The blend of the two events has been successful in engaging visitors and residents in community sustainability initiatives and engaging earth-friendly activities, while showcasing the robust offerings of the Farmers' Market.

This event typically features dozens of sustainability and community focused non-profit groups, set up at booths, sharing their services and initiatives with the community. While each year is slightly different, typical event elements include activities such as live music, flower crowns, a photo booth, tree planting, bike rodeo, bike valet, and other community focused activities.

The 2024 event welcomed over 30 local non-profits, committees, Town Commissions, and community stakeholder booths offering information and activities to community members; Mosaic America, a local non-profit storytelling through live music and dance that spans generations and cultures; Trike-a-pose mobile tricycle photo booth; a bike valet with obstacle course; flower crown making; annual Arbor Day tree planting with preschool-aged youth; a Mayor's welcome; poetry reading by the Town's Poet Laureate; and more. The DEI Commission had a booth and a separate agenda item provides an opportunity for the Commission to debrief its participation at the event.

DISCUSSION (continued):

Symphony in the Park

Symphony in the Park, formerly known as Los Gatos Celebrates the 4th of July, is the Town's Annual 4th of July event, held on July 4 each year. When this event began in the early 2000s, it was hosted at the Civic Center and Los Gatos High School, with the High School band being heavily involved in the set up and organization of the San Jose Wind Symphony, and Music in the Park kicking off its summer concert series as a part of the event.

Through the years, the High School opted out of the programming, and Music in the Park shifted its program model leaving a need to refresh the event. What has remained clear through the years is the community's love for the San Jose Wind Symphony concert, traditional flag raising ceremony by a Los Gatos Scout Troop, and Yellow Ribbon Ceremony coordinated with Operation Yellow Ribbon and the Los Gatos Veterans Memorial and Support Foundation, honoring community veterans and those who have perished in the line of duty.

Now hosted at Oak Meadow Park, the event has been rebranded as Symphony in the Park, featuring the traditional San Jose Wind Symphony Concert with the flag raising and Yellow Ribbon Ceremonies; food trucks; a beer and wine garden hosted by community service organizations; children's activities such as crafts, bounce houses, magicians, and face painting; a partnership with Billy Jones Wildcat Railroad for train rides, carousel rides, and snack bar treats; a bike valet, and more.

Staff has begun planning the 2024 event and looks forward to bringing back the traditional San Jose Wind Symphony concert with flag raising and Yellow Ribbon honors, refreshed children's activities, more robust food options to meet broader range of dietary preferences, and more. Staff would welcome the DEI Commission to join this event with a craft or activity booth to be included with the children's activities, or similar community engagement activity.

Screen on the Green

This annual family movie night at Oak Meadow Park is a family-fun tradition offering an outdoor movie with treats and activities on a Friday evening in September. The event is typically held on the fourth Friday of September, except when in conflict with Rosh Hashanah, in which case the event date shifts. It is the tradition that the Mayor selects a family-friendly movie to be featured, and activities within the theme of the movie are added to enhance the guest experience. Staff also coordinates with Billy Jones Wildcat Railroad for train and carousel rides. The most recent featured films have included *Mario Brothers*, *Encanto*, and *Soul*. Opportunity also exists for the DEI Commission to join the activities at this event.

DISCUSSION (continued):

Winter Celebration

The Town's Winter Celebration was reimagined for 2023 with great success. Formerly known as the Holiday Tree Lighting, this Town event now focuses on a winter kick-off celebration with exciting family-friendly activities including a snow machine, light show, various photo opportunities, story walk, and Fisher Middle School musical and choir groups while continuing to embrace the traditions that many Los Gatos community members have loved for generations such as a visit from Santa Claus arriving by an antique fire truck, and a countdown to lighting up the holiday tree in Plaza Park.

The formerly branded Tree Lighting event began decades ago and used to be hosted by the Los Gatos Community Foundation. As available resources shifted for the Foundation, the Town stepped in to support the event, eventually taking it on about ten years ago. Since returning from the COVID pandemic, staff began reshaping the event with a full rebrand taking place in 2023. At the event, staff placed several signs in and around Plaza Park wishing community members "Happy Holidays" in various languages. Staff would embrace the opportunity to engage with the DEI Commission on this component moving forward, to be more inclusive of languages spoken in the Los Gatos community.

Community (Non-Town) Events

The Town of Los Gatos embraces the community's enthusiasm for events and has created a streamlined permit process, with dedicated staff support, to assist event coordinators with smoothly implementing successful events in Los Gatos. The Town recognizes that our community is diverse in the traditions, cultures, and holidays celebrated, thus continues to prioritize: a streamlined process; community vitality which encompasses special events; and a special event permit subsidy through the annual Operating Budget for non-profit event organizers. Through these efforts, community members and event organizers are able to produce events and celebrations with cultural significance and inclusivity. The Town regards these community event organizers as the subject matter experts for such celebrations. In 2023, Town staff processed and supported twenty-three special event permits and is on track to support a similar number for 2024.

CONCLUSION:

Staff looks forward to the Commission's discussion.



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 05/09/2024

ITEM NO: 4

DATE: April 30, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Debrief Spring Into Green Event and Determine Potential Materials for Future Commission Outreach Activities

RECOMMENDATION:

Debrief Spring Into Green event and determine potential materials for future Commission outreach activities.

REMARKS:

Thank you to Vice Chair Fisher and Commissioners Broadhead and Phillips for contributing materials for the DEI Commission's table at this year's Spring Into Green event on April 21, 2024 at Town Plaza Park. Thank you to Chair Yamate and Commissioners Issacs, Kane, and Memarzia for staffing the table during the event. The table had a QR Code for the Commission's website, a display of five Commission work plan goals, and handouts of the Commission's press release, upcoming Africa Day, and Juneteenth events. "Rainbow" and "love" stickers were also distributed to children.

This agenda item provides an opportunity for Commissioners to debrief the April event, discuss the materials and handouts, and identify materials for future Commission outreach activities. On April 16, 2024, the Town Council adopted a Policy Governing Town Board, Commission, and Committee Budgets (Attachment 1). This Policy is intended to help Town Commissions determine future expenditures of the \$2,500 budget. To date, less than \$30 has been expended.

As there may be upcoming events at which the Commission may want to conduct outreach, it would be useful for the Commission to decide on supplies and materials so staff has ample time to procure them prior to the next event.

Prepared by: Town Manager

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SUBJECT: Debrief Spring Into Green Event and Determine Potential Materials for Future
Commission Outreach Activities

DATE: April 30, 2024

Attachment:

1. Town Council Policy Governing Town Board, Commission, and Committee Budgets



TOWN OF
LOS GATOS
CALIFORNIA

COUNCIL POLICY MANUAL

Small Town Service

Community Stewardship

Future Focus

TITLE: COMMISSION BUDGETS

POLICY NUMBER: 5-03

EFFECTIVE DATE: 04/17/2024

PAGES: 2

ENABLING ACTIONS:

REVISED DATES:

APPROVED:

Mary Ladame

I. PURPOSE:

The Town Council may allocate funding to Town Boards, Commissions, and/or Committees (hereafter, Commissions) for the purpose of communicating the work of the Commission to the Los Gatos community. This Policy sets forth the criteria for the use of these funds, should they be allocated.

This Policy works in concert with the Town's Purchasing Policy and other procedures.

II. USE OF COMMISSION BUDGET

A. Appropriate Uses: Appropriate uses of a Commission's budget, include:

1. Purchasing supplies and materials for Commission activities
2. Printing flyers or other materials for distribution to the community
3. Purchasing give away items at Town events (e.g., the Youth Commission giving away succulents at Spring into Green)
4. Paying for the registration for a table or booth at a non-Town event in conformance with State law
5. Attending relevant workshops (registration only)

B. Inappropriate Uses: Inappropriate uses of a Commission's budget, include:

1. Hiring a vendor to perform services
2. Paying Town employees or other individuals
3. Granting or donating funds to a third-party organization(s), including being a sponsor or financially supporting a third-party organization's activities and/or events

C. Modification of Appropriate Uses: Should a Commission identify a new use for its Town funds, this Policy must be updated by the Town Council.

III. PROCEDURE FOR EXPENDITURES

- A. **Prior to Expenditure:** Prior to any expenditure that is an appropriate use, the following procedure must be followed:
1. The request for use of the Commission's budget must be agendized for Commission consideration.
 2. The staff liaison to the Commission would verify that the intended use of the funds meets this Policy.
 3. The staff liaison would verify available funds for the expenditure.
 4. If approved by the Commission, the staff liaison would explain how the purchase would occur.
- B. **Expenditure:** The staff liaison would be responsible for the expenditure, following the Town's Procurement Policy, State law, and local regulations.
- C. **Post-Expenditure:** The staff liaison would be responsible for submitting all receipts and documentation associated with the expenditure to the Finance Department, and retaining the documentation consistent with Town policies, procedures, and practices.

APPROVED AS TO FORM:



Gabrielle Whelan, Town Attorney



TOWN OF LOS GATOS
DEI COMMISSION REPORT

MEETING DATE: 05/09/2024

ITEM NO: 5

DATE: April 30, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Continue Discussion of Work Plan Goal D, Item 1.a. Annual Communications Campaign

RECOMMENDATION:

Continue discussion of Work Plan Goal D, Item 1.a. Annual Communications Campaign.

REMARKS:

The Commission is welcome to continue its work on this item.

Prepared by: Town Manager



**TOWN OF LOS GATOS
DEI COMMISSION REPORT**

MEETING DATE: 05/09/2024

ITEM NO: 6

DATE: April 30, 2024
TO: Diversity, Equity, and Inclusion Commission
FROM: Laurel Prevetti, Town Manager
SUBJECT: Continue Discussion of Work Plan Goal C, Item 1.a. Collaboration with Community Organizations and Goal C, Item 2.a. Community- and School-Based Programming and Consider Next Steps.

RECOMMENDATION:

Continue discussion of Work Plan Goal C, Item 1.a. Collaboration with Community Organizations and Goal C, Item 2.a. Community- and School-Based Programming and Consider Next Steps.

REMARKS:

The Commission is welcome to continue its work on this item.

Prepared by: Town Manager
