



**TOWN OF LOS GATOS  
DIVERSITY, EQUITY, AND INCLUSION COMMISSION AGENDA  
FEBRUARY 13, 2025  
110 EAST MAIN STREET  
TOWN COUNCIL CHAMBERS  
5:00 PM**

*Gordon Yamate, Chair  
Diane Fisher, Vice Chair  
Carmen Lo, Commissioner  
Varily Isaacs, Commissioner  
Folake Phillips, Commissioner  
D. Michael Kane, Commissioner  
Tooba Ahmed, Commissioner  
Anne Lamborn, Arts and Culture  
Commissioner  
Vacant, Community Health and Senior  
Services Commissioner  
Aanya Singh, 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](mailto: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](mailto: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 Friday before the Commission meeting.  
For inclusion in supplemental materials: 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](mailto: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 Draft Minutes of the January 9, 2025 Diversity, Equity, and Inclusion Commission Regular Meeting.

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

2. Receive a Report on Framework and Options for the Town's Proposed Fall Festival Event and Provide Comments for Town Council's Consideration (related to DEI Plan Goal B., Item 1.a.).
3. Review Recommended Commission Work Plan Items for 2025 and Make a Recommendation to the Town Council.
4. Discuss Outreach to the Community in the Categories of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations Regarding Opportunities for Collaboration (Related to DEI Plan Goal C, Item 1.a.i.).

## **COMMISSIONER/STAFF LIAISON REPORTS**

## **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: 02/13/2025

ITEM NO: 1

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**DRAFT  
Minutes of the Diversity, Equity, and Inclusion Commission Meeting  
January 9, 2025**

The Diversity, Equity, and Inclusion (DEI) Commission of the Town of Los Gatos conducted a regular meeting in person in the Town Council Chambers on Thursday, January 9, 2025, at 5:00 p.m.

**CALL MEETING TO ORDER**

The meeting was called to order at 5:02 p.m.

**ROLL CALL**

Present: Chair Gordon Yamate, Vice Chair Diane Fisher, and Commissioners Carmen Lo, Folake Phillips, D. Michael Kane, Tooba Ahmed, and Aanya Singh. Commissioner Ryan Idemoto was present until 6:57 p.m.

Absent: Commissioners Anne Lamborn and Varily Isaacs.

Town Staff Present: Assistant Town Manager Katy Nomura and Senior Management Analyst Holly Young.

**VERBAL COMMUNICATIONS**

Opened public comment.

No one spoke.

Closed public comment.

**CONSENT ITEMS**

1. Approve the Draft Minutes of the December 12, 2024 Diversity, Equity, and Inclusion Commission Regular Meeting.

Opened public comment.

No one spoke.

Closed public comment.

**MOTION:** **Motion** by **Commissioner Kane** to approve the consent calendar with the addition of Reporter Annalise’s last name “Freimarck” in the fourth paragraph on page 2 of the draft December meeting minutes. **Seconded** by **Vice Chair Fisher**.

**VOTE:** **Motion passed unanimously.**

**OTHER BUSINESS**

2. Appoint a Chair and Vice Chair.

Opened public comment.

No one spoke.

Closed public comment.

**MOTION:** **Motion** by **Commissioner Kane** to appoint Gordon Yamate as the Chair and Diane Fisher as the Vice Chair. **Seconded** by **Commissioner Phillips**.

**VOTE:** **Motion passed 6 – 0 – 2. Commissioners Lo, Phillips, Kane, Ahmed, Singh, and Idemoto voted yes. Chair Yamate and Vice Chair Fisher abstained.**

3. Adopt a Time and Place Resolution for Future DEI Commission Meetings.

Opened public comment.

No one spoke.

Closed public comment.

**MOTION:** **Motion** by **Commissioner Kane** to adopt the Time and Place Resolution with the third Thursday of the month meeting schedule and for the April meeting to be determined. **Seconded** by **Commissioner Phillips**.

**VOTE:** **Motion passed unanimously.**

4. Clarify All Existing Ad Hoc Subcommittees of the Commission.

Opened public comment.

No one spoke.

Closed public comment.

**MOTION:** **Motion** by **Commissioner Kane** to add Commissioner Kane to the Business Community Outreach Ad Hoc Subcommittee, add Commissioner Ahmed to the Religious Groups Community Outreach Ad Hoc Subcommittee, and disband the Panel Discussion Event Ad Hoc Subcommittee. **Seconded** by **Vice Chair Fisher**.

**VOTE:** **Motion passed unanimously.**

5. Discuss Ideas for Ways the Town Can Align with the State of California and Other Municipalities to Protect Community Members Who Do Not Feel Safe.

Opened public comment.

No one spoke.

Closed public comment.

**MOTION:** **Motion** by **Commissioner Lo** to recommend the Council adopt a resolution that reaffirms and strengthens our commitment to Los Gatos Resolution 2017-024 and to reassure our community that we are committed to protecting our members' civil and human rights. In particular, we reaffirm our commitment to the SB54 California Values Act which limits the involvement of State and Local officials from interacting with Federal immigration enforcement. **Seconded** by **Commissioner Kane**.

**VOTE:** **Motion passed unanimously.**

6. Discuss Outreach to Community Partners in the Categories of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations Regarding Opportunities for Collaboration (Work Plan Item Regarding Collaboration with Community Organizations Goal C, Item 1.a.).

Opened public comment.

No one spoke.

Closed public comment.

The Commission discussed the item.

7. Review Recommended Commission Work Plan Items for 2025 and Make a Recommendation to the Town Council.

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SUBJECT: Draft Minutes of the DEI Commission Meeting of January 9, 2025

DATE: February 13, 2025

The Commission started to discuss the item and continued the full discussion to the next meeting in the interest of time.

**ADJOURNMENT:**

The meeting adjourned at 7:06 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the January 9, 2025, meeting as approved by the Diversity, Equity, and Inclusion Commission.

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Holly Young, Senior Management Analyst



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

MEETING DATE: 02/13/2025

ITEM NO: 2

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DATE: February 7, 2025  
TO: Diversity, Equity, and Inclusion Commission  
FROM: Monica Renn, Economic Vitality Manager  
SUBJECT: Receive a Report on Framework and Options for the Town's Proposed Fall Festival Event and Provide Comments for Town Council's Consideration (related to DEI Plan Goal B., Item 1.a.).

**RECOMMENDATION:**

Receive a report on framework and options for the Town's proposed Fall Festival event and provide comments for Town Council's consideration (related to DEI Plan Goal B., Item 1.a.).

**BACKGROUND:**

The Town of Los Gatos embraces the opportunity to celebrate with the community through its four annual Town events and continues to include special events and community vitality within its annual Strategic Priorities. Events that take place in Los Gatos typically fall into two categories, Town events, those coordinated and implemented by Town staff, and Community Special Events, those coordinated and implemented by a third-party community stakeholder which require Town approval through the special event permit process. The Town of Los Gatos welcomes community stakeholders to coordinate community events on a first come, first served basis in compliance with the Town Code and Special Event Permit process, and subsidizes permit and park use fees for non-profit event organizers to provide the opportunity for community special events to take place more frequently, be implemented by a variety of organizations, and celebrate the diverse interests of the Los Gatos community.

The Town's events are adopted annually through the budget process and include the following:

- **Spring into Green**, celebrated on a Sunday in April, typically on the weekend of Earth Day, at Town Plaza Park alongside the Farmers' Market. This event is focused on sustainability, waste diversion, environmental protection, clean water, and related community organizations.
- **Los Gatos Celebrates the 4<sup>th</sup> of July**, celebrated on the 4<sup>th</sup> of July at Oak Meadow Park. The event began in the early 2000s and has since evolved into the celebration it is today, also known as Symphony in the Park, featuring a flag raising ceremony, Veterans

**PREPARED BY:** Monica Renn  
Economic Vitality Manager

recognition, and patriotic concert by the San José Wind Symphony, along with food trucks, a beer and wine garden, games, family activities, and more.

- **Screen on the Green**, an outdoor movie night typically celebrated on the third Friday in September at Oak Meadow Park. The event began in the early 2000s and features a family-friendly film selected by the Mayor and shown on a large outdoor screen.
- **Los Gatos in Lights, a Winter Celebration**, is held the first Friday in December at Town Plaza Park. This community celebration blends the decades-long tradition of lighting a tree in Town Plaza Park and Santa Claus arriving by fire truck, with the new traditions of a winter celebration that lights up the entire park, delivers snow flurries, live music and more to kick off a festive season of celebrations in Town.

In addition to the four Town events, the Town supports Music in the Park, two neighborhood Halloween road closures, and the Los Gatos Children’s Holiday Parade with funding and significant staffing and operational resources.

On October 1, 2024, and December 17, 2024, the Town Council met to receive reports on the Town’s annual events and consider options for a new fall event to either expand upon or replace Screen on the Green.

On October 1, 2024, the Town Council discussed the Town’s special events, with a particular focus on Spring into Green and Screen on the Green. During this discussion, it was noted that Spring into Green is a tremendously popular for event guests and community partners/vendors wanting to participate with an outreach booth. The format of the event, on a Sunday in Town Plaza Park alongside the Farmers’ Market, creates the opportunity for the stakeholder experience to feel convenient, synergetic, lively, and enriched. Staff has found that there are increasing numbers of interested booth vendors that are incredibly valuable partners doing great work for the community, although are not necessarily organizations that fit within the event’s goal of educating and promoting Earth Day and related sustainability initiatives. To date, staff has made space for most vendors and partners to participate in Spring into Green. The event is now at capacity with additional interest for 2025.

It was also discussed that Screen on the Green has seen a decline in attendance over the last several years, likely due to the availability of outdoor movies and similar events taking place frequently through schools, neighborhoods, and other community groups.

During its discussion, the Town Council expressed a strong interest in considering a reimagined fall event that allows opportunities for a variety of community stakeholders to participate so that Spring into Green’s booth participants may be refocused to the original intent of waste diversion, Earth Day, and similar sustainability efforts. The Town Council directed staff to come

back with a menu of options for a new Town event focused on celebrating the fabric of the Los Gatos Community including interests such as art, music, dance, culture, lifestyle, and community service organizations.

On December 17, 2024, staff returned to the Town Council with a discussion focused on framework for the event and how it could be implemented at either Oak Meadow Park, the Civic Center Lawn, or Plaza Park. During this discussion, the Town Council agreed that a daytime event at Plaza Park appeared to be the best fit and was supportive of the elements and structure of the event as presented by staff.

The Town Council then directed staff to return with details including hard costs, staffing resources, and road closure considerations for the event at Town Plaza Park, specifically requesting that one option be similar to Spring into Green, taking place on a Sunday, alongside Farmers' Market, and the second option should consider a standalone event on a Saturday. The Town Council also requested that staff seek input from the Diversity, Equity, and Inclusion (DEI) Commission on the considerations for the new Fall event.

#### DISCUSSION:

Staff is seeking input from the DEI Commission on the elements of the proposed event outlined within this report. Following this discussion, staff will finalize a staff report for the Town Council to consider and provide additional direction. While the event would be adopted within the FY 2025/26 budget, planning for the event would need to commence by early spring. Given the dynamic nature of events, staff is seeking high-level Commission input and recommendations, as many of the event details will need to unfold as the event comes together.

#### **General Event Elements**

The recommendation is to create a warm, inviting, and vibrant fall festival that celebrates the fabric of the Los Gatos Community, including activities and entertainment focusing on games, art, music, dance, culture, and lifestyle, shared through the participation of local non-profit community organizations. Event components will vary to create options that are attractive to a variety of community members, ultimately creating an event where guests feel welcomed and included.

The event will be decorated in fall colors with bales of hay as seating around a community stage and in clusters throughout the venue to encourage gatherings, conversations, and shared meals. Additionally, there will be tables with chairs, and standing/cocktail-height tables offered in various locations to appeal to a variety of comfort levels as folks gather, converse, enjoy the entertainment, and dine.

The event elements will include fall-themed festival games, rented from a professional vendor; organic backyard-type lawn games scattered throughout the event as space allows; activity tables/booths where groups can provide their own custom activity; a community stage with both hired entertainment and local community groups performing music, dance, fashion, and art; food booths or trucks; and other elements that align with the community stakeholders participating.

### **Community and Non-Profit Group Participations**

As with Spring into Green, the event will be open to non-profit community groups that are located within or serve the Los Gatos community. Groups will be able to sign up and participate free of charge to offer either a game, activity, or performance on stage. There would be a limited number of each option to ensure the event is balanced and offers a variety of entertainment and activity for the community.

The local non-profit community groups would participate by selecting one of the following three options:

1. Run a festival game booth - The Town will provide a set number of rented carnival/festival style games where the community group would staff the game and while guests are playing, they will have the opportunity to share their organization's services; or
2. Create an activity or game of their own in a booth - The Town will provide a pop-up tent and table where community organizations can provide their own activity such as a cooking demonstration, art project, skill, craft, or similar activity that is related to, or creates interest around their organization's services; or
3. Choose to perform on the community stage - Organizations would be given a short performance window where they will be featured on the stage. Performances could include music, dance, fashion, storytelling, etc., related to the organization's mission or services. The event would also feature two to three professional dance or music groups performing in between the community performances.

The activities and performances would be occurring simultaneously, and the event would include an online program, linked by a QR code posted throughout the event, that highlights all of the community groups participating and connects to their online sources. Staff believes this model facilitates community connection and celebration and fosters a welcoming environment that allows for non-profit groups to share their resources in new ways.

**Event Date & Location**

Located in and around Plaza Park, the targeted date for the event in 2025 is Saturday, October 11 as a standalone event, or Sunday, October 12 alongside the Farmers Market, and the second weekend of October moving forward, unless there is a conflict with a holiday. Staff recommends this particular weekend as it is typically not one in which a community organization implements an annual community special event in Los Gatos. Fall is a particularly busy time for community special events in Town. For September and October of 2025, Town staff has already received four large scale special event applications and anticipates at least two more will be filed, in addition to this proposed Fall Town event.

Staff is considering concerns with the workload and impacts of adding this event during the busiest event time of year and will provide these concerns as part of the discussion with the Town Council.

As staff has been focused on developing a timeline and budget for the event in both formats (standalone event and alongside the Farmers' Market), it has become apparent that the major difference is layout and space; and may ultimately come down to the Town Council's preference and staffing resources. The budget between the two formats is relatively the same given that the Town Council directed staff to provide options other than a "tabling event." This set the stage for the framework developed by staff for non-profits to select a game, booth, or performance to host. Such a format requires a larger investment for event supplies and logistics. Town resources, including budget and staffing, needed to successfully implement the proposed event in either format is still be considered and compiled by staff. This information will be provided to the Town Council when it further considers the options.

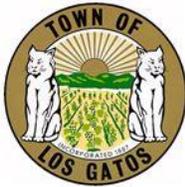
The standalone event format would utilize Plaza Park and close Montebello Way and Broadway, from Main Street to South Santa Cruz Avenue. Using this entire area would allow for the event to be more spread out, feature a greater number of seating clusters and organic lawn games, include food trucks, and ultimately be able to grow should the event evolve over time. It may take a couple of years to shape the event and gain community interest to have event guests fill the area and would require a more robust marketing campaign to educate and promote the event, versus holding the event during the Farmers' Market in a format that has been more established.

The event format that is alongside Farmers' Market on Sunday would be laid out similarly to Spring into Green, utilizing Plaza Park and a portion of Main Street, while the Farmers' Market remains in its location on Montebello Way, Broadway, and South Santa Cruz. This would still use the format of combining games, booths, and a community stage, and require the Town to close Main Street between University Avenue and N. Santa Cruz Avenue, as is done during Spring into Green.

Differences with the event in this format would include: a smaller footprint for the Town's portion of the event that may both create a cozier atmosphere and limit availability for future event expansion; a potentially limited number of non-profit community groups able to participate; smaller sections of seating and gathering spots; and utilizing the existing food vendors from Farmers' Market as the food and beverage options. Given that this is a brand-new event, this format may be a great option to begin with as it leverages the community already visiting Farmers' Market and introduces them to the breadth of services offered by the Town's non-profit community organizations. It may make sense to launch the event in this format, then if capacity is reached in the upcoming years, reconsider moving the event to a standalone format.

CONCLUSION:

Staff is seeking the DEI Commission's input and recommendations on the framework and options presented within this report. Input and recommendations provided will be forwarded to the Town Council as it considers and directs staff on the proposed Fall event. This discussion with the Town Council is anticipated to occur in March.



**TOWN OF LOS GATOS  
DEI COMMISSION REPORT**

MEETING DATE: 02/13/2025

ITEM NO: 3

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DATE: February 7, 2025  
TO: Diversity, Equity, and Inclusion Commission  
FROM: Holly Young, Senior Management Analyst  
SUBJECT: Review Recommended Commission Work Plan Items for 2025 and Make a Recommendation to the Town Council.

**RECOMMENDATION:**

Review recommended Commission Work Plan items for 2025 and make a recommendation to the Town Council.

**BACKGROUND:**

In order to provide the Commission clarity from the Town Council regarding its work, the proposed 2025 Commission Work Plan will be taken to the Town Council for review and approval. This will ensure Council support, efficient use of Commissioners' time, and sufficient staff resources for the DEI Commission's projects in 2025.

In coordination with other Town Departments, staff has reviewed the Town DEI Plan (Attachment 1), taking workload, time commitment, and alignment with Council priorities into consideration. Staff recommends the items on Attachment 2 for the 2025 DEI Commission Work Plan. Staff believes that with existing resources, it is reasonable that these items can be accomplished in the coming year.

The Work Plan does not preclude the Commission from discussing other topics within their purview. The Commission may discuss items not on the Work Plan, but staff time will not be available for those items.

**DISCUSSION:**

On January 9, 2025, the Commission started to discuss the Work Plan item and continued the full discussion to the next meeting in the interest of time.

Prepared by: Holly Young  
Senior Management Analyst

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SUBJECT: Listening Campaign for Outreach to Community Partners

DATE: February 13, 2025

Based on the preliminary Commission input received on January 9, staff understands that the Commission may need to have broader discussions on general topics from the Town DEI Plan before it can determine specific work plan item(s) that may address the broader topic. Staff has adjusted the recommended Work Plan to reflect this by separating a section of the work plan under the heading “Items for discussion only (no staff time allocated).” Items in this category should be from the Council-approved Town DEI Plan. A broad range of ideas can be explored that fit under each discussion topic from the Council-approved Town DEI Plan.

The Commission may review the recommended 2025 Work Plan, discuss, provide input, and ultimately make a recommendation to the Town Council. Staff will evaluate the Commission’s recommendation based on current staff and budget capacity and present its recommendation to the Town Council for consideration.

Commissioner comments are included in Attachment 3.

ATTACHMENTS:

1. Town DEI Plan
2. Recommended 2025 Work Plan
3. Commissioner Comments



## Town of Los Gatos Diversity, Equity, and Inclusion (DEI) Plan



## 1. PURPOSE

This Diversity, Equity, and Inclusion (DEI) Plan is intended to be an actionable plan for the Town of Los Gatos to become a more inclusive place where all community members feel welcome and a sense of belonging. It is a living and evolving document.

## 2. GOALS AND ACTION ITEMS

Some of the goals and action items listed below are attributed to either the Los Gatos 2040 General Plan or the American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions document. Those items without specific attribution came from input received from either Town Boards/Commissions/Committees, Town staff, or the broader community. Please see Section 3 below for more details on how this feedback was obtained.

All of the goals and action items listed below are dependent on authorization, direction, and prioritization from the Town Council.

### A. **GOAL: Oversight. Create a process for oversight of the Town's DEI Plan.** ([\*American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions\*](#))

#### 1. Short Term Action Items

- a. In partnership with other Commissions, DEI Commission to review the community grants rubric for the community grant distribution process through an equity lens. ([\*American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 6\*](#))
- b. DEI Commission to create an annual review process and evaluation of the DEI Work Plan action items. ([\*American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 6\*](#))
  - i. Create standing discussion item for the DEI Commission to review progress on the DEI Plan.
  - ii. Submit annual progress update to the Council.

#### 2. Long Term Action Items

- a. DEI Commission to recommend additional action items to the Town Council to make visible the equity issues that matter to the larger community. ([\*American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 6\*](#))
  - i. Utilize DEI Commission meetings to obtain community feedback, discuss and identify potential equity action items to inform the on-going JEDI Plan Implementation, and listen to other community ideas.

**3. Ongoing Action Items**

- a. Town staff/Commissions/Council to examine all proposed policies and ordinances in the context of promoting, facilitating, and improving equity, diversity, and inclusion in Los Gatos.

**B. GOAL: Safety. Create a robust and safe process for equity-focused, community-based programming. ([American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions](#))**

**1. Short Term Action Items**

- a. Town staff/DEI Commission to review the Town's four events (Spring into Green, 4th of July Symphony in the Park, Screen on the Green, and Winter Celebration) with an equity lens. ([American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 7](#))
  - i. Consider potential modifications to existing Town events.
  - ii. Consider adding a statement in the Town's Special Event Permit application indicating that the Town encourages events to consider our community's diversity and to support equity and inclusion.
- b. Town staff/DEI Commission to evaluate heritage/holiday celebrations and recognitions in the Holiday and Recognition Work Plan. ([American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 7](#))

**2. Medium Term Action Items**

- a. Town staff/DEI Commission/Community Partners to create public forums and garner feedback from the community on the types of equity programming they would like to see offered in the Town, including but not limited to: community members; business owners; faith leaders; community-based organizations; and youth. ([American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 7](#))
- b. Town staff/DEI Commission/Community Partners to work with other Boards, Commissions, and Committees to curate safe and engaging learning, dialogue and advocacy spaces for all community members. ([American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 8](#))
- c. Town staff/Commissions to explore opportunities for public art/murals that celebrate underrepresented groups.
- d. Town staff to explore the possibility of film festivals/benefit events at the Los Gatos Theatre.
- e. Town staff/Commissions to explore options for bringing diversity and incorporating equity into Town parks, open space, and the community garden.
  - i. Consider a Park Stewardship Program to develop meaningful relationships between different groups (example: seniors) and each park.

**3. Long Term Action Items**

- a. Town staff/DEI Commission/Community Partners to develop a community learning opportunity focused on historical inequities and the history of the

Town of Los Gatos. Focused on but not limited to: Indigenous communities; redlining practices; and other items as identified through community partners. ([American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 8](#))

- b. Town staff to develop diversity, sensitivity, and awareness training courses and curriculum for residents, business owners, and local organizations to take part in. Training could include, but is not limited to, an informational column in the weekly newsletter and/or links to recommended online materials, lectures, and community engagement events. ([Los Gatos 2040 General Plan, p. 2-9](#))

#### 4. **Ongoing Action Items**

- a. Town staff in the Police Department to continue to offer a Community Police Academy, or similar program, to educate community members on law enforcement policies, practices, and problem solving, as well as promoting the opportunity for one-on-one interaction with Department members in a relaxed environment. ([Los Gatos 2040 General Plan, p. 2-8](#))
- b. Town staff/Arts and Culture Commission/DEI Commission to explore ways to potentially incorporate DEI into new art projects as they arise.
- c. Town staff/Complete Streets and Transportation Commission to continue to look for ways to improve transportation accessibility, bicycle/pedestrian access, ADA access on sidewalks, and public transportation options.
- d. Town staff/Library Board/DEI Commission to make suggestions for the Library's DEI reading list(s) and share those lists with local schools.
- e. Town staff to continue to enhance awareness of DEI through expanded Library programming for both adults and children.
- f. Town staff to continue to increase technology offerings at the Library to help low-income community members who do not have access to WiFi and/or other devices.

### C. **GOAL: Collaboration. Leverage community resources to ensure equity efforts are collaborative and inclusive.** ([American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions](#))

#### 1. **Short Term Action Items**

- a. Town staff/DEI Commission/Community Partners to foster collaboration between community groups and other partners engaging in equity work in order to offer joint activities. ([American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 8](#))
  - i. Meet with community partners to determine how they would like to manifest equity learning in the community. Focused on, but not limited to, the following local groups: local businesses; community-based organizations; nonprofits; education partners; faith-based partners; Town Departments; and other Town Commissions.
  - ii. Focus on collaborative projects that promote healing.

- iii. Evaluate Town spaces available for joint activities and projects and consider how those spaces can be best used to promote equity and belonging.

**2. Medium Term Action Items**

- a. Town staff/School Districts/Youth to identify needs for both community-based and school-based programming. ([\*American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 9\*](#))
  - i. As requested by local schools, share resources that support the schools' equity work.
  - ii. Intentionally connect school districts to community groups for joint projects, centered in art and expression.
  - iii. Host a joint session with community partners and school leaders regarding equity dialogues and in support of their joint planning efforts.
  - iv. Explore the possibility of the Town hosting or partnering on a DEI assembly or event with local schools.
- b. Town staff/Chamber of Commerce/other community organizations to organize an annual career and job fair with local employers to highlight local employment and employment training opportunities for Los Gatos residents. ([\*Los Gatos 2040 General Plan, p. 2-8\*](#))
- c. Town staff to research the viability of increasing support for the acceptance of food vouchers at local food retailers and farmers' markets. ([\*Los Gatos 2040 General Plan, p. 2-9\*](#))

**3. Ongoing Action Items**

- a. Town staff to continue to work with the Los Gatos Saratoga Union High School District and Los Gatos Union School District on the Positive Community Norms effort.
- b. Town staff to explore opportunities for collaborating with other municipalities on DEI work.

**D. GOAL: Communication. Develop a communications campaign that highlights the Town's equity work. ([\*American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions\*](#))**

**1. Short Term Action Items**

- a. Town staff/DEI Commission/Community Partners to create a yearly communications campaign centered around equity education and promotion of community events. Include in this process: visible signage/banners, local art, and art displays. ([\*American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 9\*](#))

**2. Medium Term Action Items**

- a. Town staff/DEI Commission/Community Partners to create a new Town tagline, in concert with the mission statement that involves the spirit of 'belonging', as

a north star for ongoing work. ([\*American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 10\*](#))

- i. Engage the community in the development of this work.
  - ii. Garner input from Commissions, businesses and community-based organizations.
  - iii. Present to Council for approval.
- b. Town staff/DEI Commission/Community Partners to engage the business community as a partner in promoting the benefits of the DEI Plan and the positive attributes of the Town of Los Gatos. ([\*American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 10\*](#))
- i. Develop a local business pledge about belonging and unwillingness to tolerate discrimination.
  - ii. Create a plan for outreach and support for minority-owned businesses.
  - iii. Engage the business community in supporting the development of more affordable housing as a path to support their businesses.
- c. Town staff to develop clear and inclusive outreach materials to increase and advance racial, social, and environmental justice initiatives. ([\*Los Gatos 2040 General Plan, p. 2-8\*](#))
- d. Town staff/DEI Commission to reexamine Welcome Packets sent to new Los Gatos residents for opportunities to make them more inclusive.

**3. Long Term Action Items**

- a. Town staff to develop mechanisms to communicate and engage members of the community who are not typically active in civic issues to foster relationships with the Town and the Police Department. This can be accomplished by leveraging technology and by focusing resources on non-enforcement interaction with the community. ([\*Los Gatos 2040 General Plan, p. 2-9\*](#))

**4. Ongoing Action Items**

- a. Town staff to develop clear and inclusive outreach materials, expand media campaigns, and implement other strategies to engage the public in the Town's processes. ([\*Los Gatos 2040 General Plan, p. 2-10\*](#))
- b. Town staff to communicate actively on social media and in other forums to reinforce messages of inclusion, belonging, and welcoming.

**E. GOAL: Housing. Educate the community about affordable housing to ensure that the Town meets its Housing Element goals. ([\*American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions\*](#))**

**1. Long Term Action Items**

- a. Town staff to dispel the misconceptions surrounding affordable housing by providing:
  - i. Developer tours to completed affordable housing build outs.

- ii. Education about affordable housing residents and the services they receive. ([American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 11](#))
- b. Town staff to investigate ways to attract affordable housing developers to the Town of Los Gatos. ([American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions, p. 11](#))
  - i. Review the work of other jurisdictions and what policy changes they have made to incentivize the building of affordable housing.
  - ii. Publicize opportunities to build affordable housing with developers.
  - iii. Educate the community about what affordable housing brings to the Town in order to leverage and develop community support for these projects.
- c. Town staff to create a program to ensure that all rental multifamily housing is inspected on a three to five-year cycle to ensure compliance with all building, housing, and other codes for safe and sanitary housing. ([Los Gatos 2040 General Plan, p. 2-10](#))

**2. Ongoing Action Items**

- a. The 2040 General Plan was adopted with its Racial, Social, and Environmental Justice Element on June 30, 2022. The Implementation Programs from that Element are included in this DEI Plan.
- b. The Housing Element with modifications was adopted by the Town Council on January 30, 2023. The Town is continuing to address the detailed comments from the State, engaging with the community in that process. Once certified by the State, the Town will need to implement the Housing Element programs.

**F. GOAL: Increase equity in internal Town operations, service delivery, and customer interactions.**

**1. Short Term Action Items**

- a. Town staff to enhance the Town’s Tree Lighting event with other inclusive activities to transition it to an Annual Winter Celebration.
- b. Town staff to create a defined set of criteria that measures and prioritizes equitable distribution of Capital Improvement (CI) Projects Town-wide. ([Los Gatos 2040 General Plan, p. 2-9](#))

**2. Medium Term Action Items**

- a. Town staff to develop and facilitate a community-based budgeting process to provide the public an opportunity to identify funding priorities annually. This program could feature in-person and online engagement opportunities. ([Los Gatos 2040 General Plan, p. 2-8](#))
- b. Town staff to determine effective recruitment strategies to attract diverse candidates to Town employment opportunities. Work with educational institutions and other entities to promote local government job opportunities

with middle school, high school, technical school, and college students. ([Los Gatos 2040 General Plan, p. 2-8](#))

- c. To remove any administrative barriers to increase access to healthy foods, Town staff to conduct an internal audit of and make necessary changes to Town regulations, including but not limited to the Zoning Ordinance. ([Los Gatos 2040 General Plan, p. 2-9](#))
- d. Town staff to increase opportunities for DEI conversations among Town staff and Departments with guest speakers/brown bag lunches.
- e. Town staff to explore the possibility for team-building exercises for staff.

### **3. Long Term Action Items**

- a. Town staff to develop a study to measure tree canopy distribution throughout the Town and encourage the use of native plants when increasing green space. ([Los Gatos 2040 General Plan, p. 2-9](#))
- b. Town staff to implement the Town's ADA Transition Plan as funding permits.

### **4. Ongoing Action Items**

- a. Form a Social and Racial Justice Commission that will serve as an advisory board to the Town Council to advance the Town's racial equity work. ([Los Gatos 2040 General Plan, p. 2-8](#)) – Approved by Council September 19, 2023 with meetings beginning January 2024.
- b. Town staff to update the Town's Anti-Harassment Policy to meet current best practices, including anti-bullying.
- c. Town staff to continue to evaluate the annual proposed Capital Improvement Budget and any service expansion/contraction in the Operating Budget to ensure that all neighborhoods are treated equitably in the availability of services and infrastructure investment. ([Los Gatos 2040 General Plan, p. 2-8](#))
- d. Require all Town staff to undergo ongoing DEI/implicit bias training. ([Los Gatos 2040 General Plan, p. 2-8](#))
- e. Continue to offer DEI training for Councilmembers and Commissioners.
- f. Town staff to develop an annual survey which measures the successfulness of advancing social equity and diversity Town-wide. ([Los Gatos 2040 General Plan, p. 2-8](#))
- g. Town staff to continuously expand access to Town records and information to further demonstrate the Town's commitment to transparency in governmental operations.
- h. Town staff to continue to provide Biannual Reports to review progress at Town Council meetings on Police Reforms, including independent investigations, mental health/homeless support, traffic stop data, and options for non-emergency calls.
- i. Town staff to continue to strengthen the Police Department relationship with County Behavioral Health and Crisis Response Teams.
- j. Town staff to work toward the Police Chief's goal for all Department personnel to exceed the minimum number of hours of training in de-escalation and crisis intervention.
- k. Town staff to continuously review and update Town policies and procedures to ensure that it is employing the best practices for hiring, training, eliminating bias, and ensuring the public's safety.

- l. Town staff to foster a more diverse work force by continuing to update job descriptions and minimum qualifications to encourage a broader set of candidates, promoting job opportunities using conventional and unconventional techniques to reach deeper into the talent pool, and encouraging professional development to expand skills and abilities.
- m. Town staff to continually reevaluate the Commission application process to facilitate more equity and inclusivity.
- n. Town Council to examine/update the Town Council Code of Conduct.
- o. Town staff to conduct staff surveys on a regular basis to assess if employees feel welcomed and included.
- p. Town staff to explore options for assisting unhoused Los Gatos residents.

Staff explored the option of including metrics for each item; however, after extensive outreach, research, and attending DEI training sessions put on by the Government Alliance of Race and Equity (GARE), the conclusion reached was that metrics/performance measures are not only extremely difficult for this work, but not advised. DEI work is long-term term and ongoing over generations of people and progress cannot adequately be measured in a shorter timeframe of a few years. Additionally, aiming for a goal of a certain demographic makeup (for example, X amount of employees of Y ethnicity/race) can be misleading because even if that goal is reached it does not necessarily mean that all feel welcome or as they belong.

### **3. DESCRIPTION OF PROCESS FOR DEVELOPING THE DEI PLAN**

#### **Community Advisory Group Led by American Leadership Forum Silicon Valley Insights (ALFI)**

On September 6, 2022, the Town Council authorized the Town Manager to continue working with DEI Consultant ALFI on the development of a DEI Plan. To do this work, ALFI convened a Community Advisory Group to move the initial Discovery Report recommendations forward and provide concrete steps for implementation. The Community Advisory Group met on a monthly basis from February through September 2023 for two and a half hours each meeting and utilized the initial Discovery Report recommendations as a jumping off point for dialogues. The Group helped put together the American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions document and provided numerous action/implementation items included in this DEI Plan. The most significant recommendation to come out of the group was for the Town to establish an equity-focused Commission. On September 19, 2023, the Town Council approved the enabling resolution to create the Diversity, Equity, and Inclusion Commission.

#### **Community Workshop**

On April 20, 2023, the Town held a community workshop to give the broader Los Gatos community an opportunity to provide input on the Discovery Report and the potential action items for this DEI Plan. Attendees were divided into two smaller breakout group discussions to provide feedback used to shape this plan.

## **Town Boards, Commissions, and Committees Participation**

During the months of March and April, Town staff met with each Board/Commission/Committee, and/or solicited written feedback on the potential DEI Plan action items and the recommendations in the Discovery Report. Input was also sought regarding how DEI work intersects with each Commission, how Commissions can work to increase equity and inclusivity in Los Gatos, and other ideas for how the Town can work holistically toward becoming a more inclusive place. Ideas garnered from those sessions are reflected in this DEI Plan.

## **Town Staff Engagement**

Outreach regarding the development of this plan and other Town DEI work was also conducted with staff. In 2022, the Town Manager's Office offered the first Employee Equity Survey to all Town staff. The Town staff is much more diverse than the broader Los Gatos community. At a high level, survey results indicated 70% of respondents reported feeling welcome at work while 30% did not. Responses also indicated a need for increased education for Town staff about the DEI work being done and a desire for DEI training.

In 2023, the Town Manager's Office conducted another anonymous survey specific to input relating to the Discovery Report recommendations and potential DEI Plan action items. Discussions on these topics also occurred during the Staff Equity Team's monthly meetings. Themes from this staff feedback are also found in this Plan.

## **Training**

Based on staff demand as illustrated in the Employee Equity Survey results, in November 2022, the Town held a mandatory staff Diversity, Equity, and Inclusion training entitled "Creating Environments of Belonging" led by DEI trainer and former prosecutor Mwanaisa Sims. The topic discussed included:

- Awareness of workplace diversity issues, such as those affecting underrepresented groups, in daily interactions;
- Exploration of internal beliefs and unconscious biases;
- An understanding of what motivates (and demotivates) those around us;
- Collaboration skills to help work more effectively with people who have different qualities from your own;
- How to stand up to discrimination such as racial bias or sexual harassment; and
- Skills to foster an inclusive workplace culture.

In February 2023, the "Creating Environments of Belonging" DEI training was also offered to the Town Councilmembers and all Town Commissioners.

In May 2023, based on demand, Ms. Sims returned to offer Town staff a second training that specifically focused on learning tools for how to respond to microaggressions, bias, and uncomfortable conversations.

DEI training can help build a safe and equitable workplace for all staff and promote an environment where everyone feels comfortable being their authentic selves at work.

## 4. DEFINITIONS

**Ableism.** Ableism is the discrimination of and social prejudice against people with disabilities based on the belief that typical abilities are superior. At its heart, ableism is rooted in the assumption that disabled people require ‘fixing’ and defines people by their disability. ([Access Living](#))

**Anti-Semitism.** The belief or behavior hostile toward Jews just because they are Jewish. It may take the form of religious teachings that proclaim the inferiority of Jews, for instance, or political efforts to isolate, oppress, or otherwise injure them. It may also include prejudiced or stereotyped views about Jewish peoples. ([Anti-Defamation League](#))

**Belonging.** Belonging is a core need of all humans and is defined as a system of values and practices where no person is left out of the circle of human concern. It is more than just access. It is having a meaningful voice and an opportunity to participate in the design of cultural structures. Belonging includes the right to contribute as well as the right to make demands and it requires shared power, access, and opportunity among all individuals within a shared system. Belonging is about being seen, heard and valued for the uniqueness that each individual brings into the circle (Source: Othering and Belonging Institute). Distinction Between Diversity, Inclusion, and Belonging: You can have diversity without inclusion (e.g. tokenism, assimilation). You can’t have inclusion without diversity. Focusing on inclusion gets you further than just focusing on diversity. Belonging is a term that goes beyond the legal or HR definitions and gets to how power and meaningful inclusion can look and feel within the context of a group or network. ([Race Forward](#))

**BIPOC.** Acronym referring to Black, Indigenous, and Persons of Color. ([Los Gatos 2040 General Plan, p. 2-3](#))

**Community Member.** Any individual who resides, owns property, is a business owner, or is employed in the Town of Los Gatos. ([Los Gatos 2040 General Plan, p. 2-3](#))

**Debiasing Strategies.** Interventions to eliminate, mitigate or prevent bias are often focused on the individual level, rather than at the institutional level, where interventions are most needed. Debiasing strategies focused on individual change (e.g. “just be aware of your bias,)” have dubious impacts and success. Debiasing strategies focused at the institutional levels can help prevent and remove opportunities for bias by instituting practices, policies, and protocols that require institutional actors to address institutional racism. ([Race Forward](#))

**Disadvantaged Community.** An area identified by the California Environmental Protection Agency (CalEPA) pursuant to Section 39711 of the California Health and Safety Code or a predominately low-income area that is disproportionately affected by environmental pollution and other hazards that can lead to negative health effects, exposure, or environmental degradation. ([Los Gatos 2040 General Plan, p. 2-3](#))

**Diversity.** A variety of racial identities or characteristics (e.g. African Americans, Native Americans, Latinx) as well as people from a range of different social, racial, ethnic, cultural, and economic backgrounds; genders; sexual orientations; abilities; experiences; perspectives; and other personal identities. Diversity is a quantitative measure of representation. ([Race Forward](#))

**Environmental Justice.** The fair treatment of people of all races, cultures, incomes, political and religious affiliation, and national origins with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies including climate adaptation strategies. ([Los Gatos 2040 General Plan, p. 2-3](#))

**Equality.** Is sameness; everyone gets the same thing. Equality focuses on everyone getting the same opportunity, but often ignores the realities of historic exclusion and power differentials among whites and other racialized groups. ([Los Gatos 2040 General Plan, p. 2-3](#))

**Equity.** Ensures that outcomes in the conditions of well-being are improved for marginalized groups, lifting outcomes for all. Equity is a measure of justice (Los Gatos 2040 General Plan, p. 2-3). Distinction Between Equality and Equity: Equality uses the same strategies for everyone, but because people are situated differently, they are not likely to get the same outcomes. Equity uses differentiated and targeted strategies to address different needs and to get to fair outcomes. Equality-focused strategies don't work for, or benefit, everyone – e.g. teaching everyone the same way does not work for different kinds of learners -- each must be taught the appropriate way for them. ([Race Forward](#))

**Explicit Bias.** Conscious attitudes and beliefs about a person or group, also known as overt and intentional bias. ([Los Gatos 2040 General Plan, p. 2-3](#))

**Implicit Bias.** Attitudes or stereotypes that affect our understanding, decisions, and actions in an unconscious manner. ([Los Gatos 2040 General Plan, p. 2-3](#))

**Individual Bias.** Bias by individuals. But if the individual is acting in an institutional capacity (e.g. a teacher or a police officer) their individual bias is also a manifestation of institutional bias. ([Race Forward](#))

**Individual Racism.** Lies within individuals. These are private beliefs and biases about race that reside inside our own minds and bodies. For White people, this can be internalized privilege, entitlement, and superiority; for people of color, this can be internalized oppression. Examples: prejudice, xenophobia, conscious and unconscious bias about race, influenced by the white normative or dominant culture. ([Race Forward](#))

**Institutional Bias.** Bias by institutions — such as patterns, practices, policies, or cultural norms that advantage or disadvantage people of color. ([Race Forward](#))

**Institutional Racism.** Occurs within institutions. It involves unjust policies, practices, procedures, and outcomes that work better for White people than people of color, whether intentional or not. Example: A school district that concentrates students of color in the most overcrowded, under-funded schools with the least experienced teachers. ([Race Forward](#))

**Interpersonal Racism.** Occurs between individuals. Bias, bigotry, and discrimination based on race. Once we bring our private beliefs about race into our interactions with others, we are now in the interpersonal realm. Examples: public expressions of prejudice and hate, microaggressions (common place intentional or unintentional terms or hostility), bias and bigotry between individuals. ([Race Forward](#))

**Inclusion.** The measure of the quality of representation, such as full access, authentic representation, empowered participation, true belonging and power-sharing. Inclusion is a qualitative measure of representation and participation. ([Race Forward](#))

**Intersectionality.** The concept of intersectionality describes the ways in which systems of inequality based on gender, race, ethnicity, sexual orientation, gender identity, disability, class and other forms of discrimination “intersect” to create unique dynamics and effects. All forms of inequality are mutually reinforcing and must therefore be analyzed and addressed simultaneously to prevent one form of inequality from reinforcing another. Intersectionality brings our understanding of systemic injustice and social inequality to the next level by attempting to untangle the lines that create the complex web of inequalities. It is also a practical tool that can be used to tackle intersectional discrimination through policies and laws. ([Center for Intersectional Justice](#))

**LGBTQIA+ Discrimination.** Being harassed, discriminated against and/or being denied access to employment, housing, access to basic goods and services and/or the ability to participate meaningfully in our society's decision making processes, based on gender identity, sexual orientation and/or gender expression. ([Gender Equity Law Center](#))

**Racial Equity.** A process of eliminating racial disparities and improving outcomes for everyone. It is the intentional and continual practice of changing policies, practices, systems, and structures by prioritizing measurable change in the lives of people of color. From GARE: Racial equity is realized when race can no longer be used to predict life outcomes, and outcomes for all groups are improved. ([Race Forward](#))

**Racial Justice.** A vision and transformation of society to eliminate racial hierarchies and advance collective liberation, where Black, Indigenous, Latinx, Asian Americans, Native Hawaiians, and Pacific Islanders, in particular, have the dignity, resources, power, and self-determination to fully thrive. Distinction Between Racial Equity and Racial Justice: Racial equity is the process for moving towards the vision of racial justice. Racial equity seeks measurable milestones and outcomes that can be achieved on the road to racial justice. Racial equity is necessary, but not sufficient, for racial justice. ([Race Forward](#))

**Resident.** Any individual who resides in the Town of Los Gatos. ([Los Gatos 2040 General Plan, p. 2-3](#))

**Social Capital.** A concept in social science that involves the potential of individuals to secure benefits and invent solutions to problems through membership in social networks. Social capital revolves around three dimensions: interconnected networks of relationships between individuals and groups (social ties or social participation); levels of trust that characterize these ties; and resources or benefits that are both gained and transferred by virtue of social ties and social participation. ([Los Gatos 2040 General Plan, p. 2-3](#))

**Socially Disadvantaged Individuals and Groups.** Socially disadvantaged individuals and groups who have been subjected to prejudice or some form of discrimination or bias because of their perceived identity as a member of a particular group (i.e., race, ethnicity, culture, sex, political or religious affiliation, sexual orientation, age, immigration status) without regard to their individuality and/or merit. ([Los Gatos 2040 General Plan, p. 2-3](#))

**Structural Racism.** Racial inequities across institutions, policies, social structures, history, and culture. Structural racism highlights how racism operates as a system of power with multiple interconnected,

reinforcing, and self-perpetuating components which result in racial inequities across all indicators for success. Structural racism is the racial inequity that is deeply rooted and embedded in our history and culture and our economic, political, and legal systems. Examples: The “racial wealth gap,” where Whites have many times the wealth of people of color, resulting from the history and current reality of institutional racism in multiple systems. ([Race Forward](#))

## **5. RESOURCES/APPENDICES**

American Leadership Forum Insights Discovery Report (2022):

<https://www.losgatosca.gov/DocumentCenter/View/31460/Final-Discovery-Report>

American Leadership Forum Insights Justice, Equity, Diversity, and Inclusion Implementation Actions (2023):

<https://www.losgatosca.gov/DocumentCenter/View/36518/ALFI-Implementation-Actions>

Racial, Social, and Environmental Justice Element of the Los Gatos 2040 General Plan (2022):

[www.losgatosca.gov/DocumentCenter/View/31980/2-LGGP\\_2040\\_Racial-Social-and-Environmental-Justice-Element](http://www.losgatosca.gov/DocumentCenter/View/31980/2-LGGP_2040_Racial-Social-and-Environmental-Justice-Element)

Town of Los Gatos Becoming an Inclusive Community Website:

<https://www.losgatosca.gov/2604/Becoming-an-Inclusive-Community>

## Recommended 2025 DEI Commission Work Plan

1. Commission to review staff's recommendation for the Town Council regarding a new Fall Festival for 2025 and provide a recommendation for staff's consideration in the proposal to Town Council (related to DEI Plan Goal B., Item 1.a.).
2. Commission to discuss participation in the new Town Fall Festival (related to DEI Plan Goal B., Item 1.a.).
3. Commission to review the Library's existing DEI reading lists and make a recommendation to staff regarding material that staff may consider adding (related to DEI Plan Goal B, Item 4.d.).
4. Commission to conduct outreach to the community in the categories of (1) education/schools, (2) religious groups, (3) businesses, and (4) non-profits/service organizations regarding opportunities for collaboration. Provide a recommendation to staff regarding opportunities to collaborate. (related to DEI Plan Goal C, Item 1.a.i.)

### Items for discussion only (no staff time allocated):

- a. To be determined.

**From:** [Folake Phillips](#)  
**To:** [Holly Young](#)  
**Subject:** Topics I will like to bring up at the next meeting  
**Date:** Tuesday, January 21, 2025 5:05:43 AM

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[EXTERNAL SENDER]

Hello Holly,

Hope you had a wonderful Martin Luther King Jr. Day weekend.

Below are the topics that I would like to request that the commission agendas for discussion at the February meeting.

- Exploring inclusionary zoning at underutilised Town properties as a way to continue to meet the State of California's minimum for affordable housing and combating housing security
- Discussing in more details, ways the Town can take meaningful action to inform, educate and protect community members under the current political climate
- Los Gatos certified welcoming discussions and intentional steps I shared the resource to you prior. Kindly share with the other commissioners

Thank you.

Warmest Regards,  
Folake Phillips  
Founder and Executive Director AWQ



W: [www.awocenter.org](http://www.awocenter.org)

**MT. PLEASANT ELEMENTARY SCHOOL DISTRICT  
RESOLUTION #24/25-12**

**RESOLUTION TO REAFFIRM SUPPORT FOR EQUAL ACCESS TO EDUCATION FOR ALL  
CHILDREN AND FAMILIES REGARDLESS OF IMMIGRATION STATUS**

**WHEREAS**, the U.S. Supreme Court held, in *Plyler v. Doe*, 457 U.S. 202 (1982), that local school districts have a constitutional mandate to educate all students residing within their jurisdictional boundaries, regardless of their immigration status; and

**WHEREAS** California law affords all persons in public schools equal rights and opportunities at educational institutions, regardless of their nationality, immigration status, race or ethnicity, religion, ancestry, disability, age, gender, sexual orientation, gender identity, transgender status, marital status, pregnancy status, or veteran status (Ed Code 200); and

**WHEREAS** California law prohibits schools that receive state financial assistance from discriminating on the basis of immigration status in any program or activity, including, but not limited to, free and reduced breakfast and lunch, transportation, extracurricular activities, athletics, awards, institutional scholarships, and educational instruction (Ed Code 220); and

**WHEREAS** the Family Educational Rights and Privacy Act (FERPA) and Administrative Regulation 5145.13 prohibit disclosure of personally identifiable student information to immigration enforcement authorities without the consent of a parent or guardian, a court order, or judicial subpoena; and

**WHEREAS** California law and Board Policy 5145.13 prohibit schools from collecting or maintaining documents that may be related to immigration status including, but not limited to, passports, visas, and social security numbers, as they are not needed by school districts and place student privacy at an unnecessary risk (Ed Code 234.7); and

**WHEREAS**, Board Policy and Administrative Regulation 5145.13, in alignment with the model policy developed by the California Attorney General<sup>1</sup>, prohibits school administrators from granting immigration enforcement officials immediate access to a school campus, or providing assistance with immigration enforcement, absent exigent circumstances or presentation of a federal judicial warrant; and

**WHEREAS**, California law and Board Policies 5131.2, 5145.9, and 5137, guarantee all students the right to attend school free of bullying, fear, intimidation, and discrimination (Ed Code 234.1); and

**WHEREAS**, the Governing Board of the Mt. Pleasant Elementary School District recognizes that, in order for students to have the capacity for learning and academic achievement, students and families must feel safe attending, sharing information, participating in activities, and traveling to and from school; and

**WHEREAS** 68% of teachers and administrators reported a drop in attendance and 45% reported a decline in parent involvement, which is critically important to student success, when federal immigration enforcement policies changed between 2016 and 2020<sup>2</sup>; and

**WHEREAS** 37% of parents and teachers reported an increase in race-related bullying when Deferred Action for Childhood Arrivals (DACA) protections were threatened in 2018<sup>3</sup>; and indicated a 79% increase in behavior or emotional problems; and

1 <https://oag.ca.gov/sites/all/tiles/agweb/pdfs/bcj/school-guidance-model-kl2.pdf>

2 <https://www.civilrightsproject.ucla.edu/news/press-releases/2018-press-releases/first-of-its-kind-survey-reveals-alarming-impact-of-immigration-enforcement-on-public-schools>

3 Ibid

**WHEREAS** the Mt. Pleasant Elementary School District is committed to providing a safe, secure, and positive climate for learning in which all students and their families feel welcome; now

**THEREFORE, BE IT RESOLVED** that the Governing Board of the Mt. Pleasant Elementary School District reaffirms its commitment to protect equal access to education for all students, regardless of immigration status, and to promote inclusiveness, kindness, and respect for all students, families, and staff; and

**BE IT FURTHER RESOLVED** that all Mt. Pleasant Elementary School District schools and programs are considered a safe haven for students and their families to the fullest extent allowed by law and in accordance with Board Policies and Administrative Regulations; and

**BE IT FURTHER RESOLVED** that Mt. Pleasant Elementary School District schools and programs provide multi-language resources for its students, staff, and their families in partnership with cities and the county on legal assistance, immigrant rights, educational resources, mental and physical healthcare, and public safety; and

**BE IT FURTHER RESOLVED** that the Mt. Pleasant Elementary School District will facilitate work with labor partners, community-based organizations, and immigration advocates to provide training and support for students, staff and their families on immigrant rights, understanding various legal statuses, and the overall health and well-being of those affected by changes in immigration policies; and

**BE IT FURTHER RESOLVED** that the Mt. Pleasant Elementary School District will strongly oppose any effort to create federal laws, policies, or practices that require school districts to cooperate with immigration enforcement actions and invalidate constitutional protections. We reaffirm the authority of the Superintendent of Schools to protect the data and identities of students, their families, and personnel to the fullest extent provided by the law and in accordance with Board Policies and Administrative Regulations; and

**BE IT FURTHER RESOLVED** that the Mt. Pleasant Elementary School District will include in its legislative agenda advocacy at the state and federal levels for Deferred Action for Childhood Arrivals, Temporary Protective Status, and Refugee Settlement Programs, as well as oppose any legislation for the expansion of border walls, family separation policies, a Muslim registry system, and eroding civil rights protections of vulnerable communities; and

**BE IT FURTHER RESOLVED** that the Mt. Pleasant Elementary School District will not provide assistance to the U.S. Immigration and Customs Enforcement (ICE) in the enforcement of federal civil immigration law and mandates. Therefore, ICE will not be permitted access to Mt. Pleasant Elementary School District programs or personnel except in the rare instances in which Mt. Pleasant Elementary School District is provided with a criminal warrant; and

**BE IT FURTHER RESOLVED** that the Mt. Pleasant Elementary School District personnel are encouraged to support students and families who express concern about immigration enforcement actions at school, including students who may not be attending school because of such concerns, through referrals to online and community-based legal services organizations that provide resources for immigrant families.

**PASSED AND ADOPTED** by the Governing Board on January 15, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

I, Melissa Got-Lopez, Clerk of the Governing Board, do hereby certify that the foregoing was passed and adopted by the Board at a regularly called and conducted meeting held on said date, a copy of which is on file in the office of said Board.

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*Clerk to the Governing Board*

**From:** [Gordon Yamate](#)  
**To:** [Holly Young](#)  
**Cc:** [Katy Nomura](#)  
**Subject:** DEI Commission Work Plan Items  
**Date:** Thursday, January 30, 2025 11:26:01 AM  
**Attachments:** [Proposal to Review Los Gatos Affordable Housing Policy and Guidelines.docx](#)  
[Proposal to Continue Los Gatos Restricted Covenant Program.docx](#)  
[Proposal to Rename DEI Commission.docx](#)

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[EXTERNAL SENDER]

Hi Holly—here are three work plan items that I'd like to add to our February meeting materials for consideration as we review our work plan. Please let me know if you have any questions. Thanks!

Gordon Yamate  
[REDACTED] (mobile)

## Proposal to Continue the Restrictive Covenants Project for the Town of Los Gatos—Work Plan Item B.2.a.

We were advised by staff that the restricted covenants project can be closed and a new work plan item may be opened in the future for developments relating to this project.

Councilmember Moore has suggested that we keep this project open as a standing project. We agree with that approach as ongoing work involves the following:

- (1) We understand that the Town will undertake to post information relative to this project on the Town website per the DEI Commission's recommendation. We would want to monitor and contribute to that effort.
- (2) We are still in the process of collecting responses from our outreach to title companies.
- (3) We would like to explore collaborations with the Los Gatos Public Library and/or the New Museum of Los Gatos to provide additional information on some of the findings to date (e.g., Santa Clara County Recorder's Office/Office of the County Clerk has identified a high concentration of restricted covenants in Redwood Estates).
- (4) We would like to explore additional community educational opportunities on this topic, including possible addition of this subject matter to the teaching curriculum of Los Gatos schools.

## Proposal to Rename Diversity, Equity and Inclusion Commission—Work Plan Item D. 2.a.

Last year, one of the first items of business we considered was whether it was necessary or advisable to rename the Diversity, Equity and Inclusion Commission in light of the then recent U.S. Supreme Court decision on affirmative action, actions by various states to outlaw DEI programs and mounting lawsuits against companies to dismantle their DEI programs. We did not choose to rename the Commission, believing that the Commission’s mandate was clear, the terminology was established and recognized, and we shouldn’t be pressured by outside forces to capitulate, especially when driven by forces with racially discriminatory motives. Now, a year later, the Federal government has taken action to defund and dismantle DEI programs within their ranks and jurisdiction. It seems appropriate to revisit this issue. We may choose to consider one or more of the following questions.

- (1) Has the Town’s exposure to lawsuits, whether valid or not on the merits, increased by virtue of the current action?
- (2) Are there better ways of describing what this Commission does?
- (3) Do people feel threatened when they are associated with DEI values and efforts?
- (4) Words like “affirmative action” have been largely abandoned because of the stigma and meaning attached to those words, whether valid and/or accurate or not. Should our action be guided by similar reasoning?
- (5) Do we find our work to be meaningful and significant in educating the public and building community around important values?

## Proposal to Review the Town of Los Gatos Affordable Housing Program and Guidelines—Work Plan Item E.1.

Los Gatos Resolution 2020-040 Regarding Below Market Price Housing Program and Guidelines provides a process for one of the most prominently advocated solutions to address the problem of highly segregated communities—the critical need to ensure an appropriate supply of affordable housing. On its face, affordable housing appears like a rational, logical approach to help create a more diverse and inclusive community. Without it, there would be little or no possibility over time of ever building a more integrated community. However, the mere existence of affordable housing does not necessarily ensure that people of color will have ample opportunity to find housing in Los Gatos. If the process by which affordable housing is allocated and awarded tolerates favoritism, lacks transparency or practically denies access to diverse individuals and families, the ability to erode existing segregation will be compromised. Affordable housing is already a scarce commodity very much in demand throughout the Bay Area.

On my first quick reading, the 2020 affordable housing modifications appear to provide a fair structure and process for making opportunities for affordable housing to be equitably administered. However, are there additional enhancements to the process that would ensure a level affordable housing playing field and provide greater opportunities for BIPOC individuals who desire to live in Los Gatos? Applying a DEI lens to the program and guidelines may be helpful in uncovering loopholes and other unintended consequences. If the DEI Commission review ends up with few or no recommended changes, that would validate the good work that was invested in the program changes in 2020. This review would not only encompass program policy and guidelines, but whether the program in practice is actually administered fairly and equitably. Our listening inquiry with property owners offering affordable housing in Los Gatos may reveal improvements to the process.

As part of this inquiry, the DEI Commission would be encouraged to look to see if there is a plausible causal link between offering an affordable housing program and creating a less segregated community. It may be helpful to develop criteria by which improvement can be effectively measured. The DEI Commission should also consider how change (if any) is perceived—how more welcoming is Los Gatos perceived to be compared to now? Other factors, including how the program is communicated, may be critical to the success of an affordable housing program. Finally, should property owners offering affordable housing be publicly recognized for their contributions in making the Town of Los Gatos less segregated and more welcoming to all individuals and families?

**From:** [Carmen Lo](#)  
**To:** [Holly Young](#)  
**Subject:** Re: February 13 DEI Commission Meeting  
**Date:** Wednesday, February 5, 2025 9:59:07 PM

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[EXTERNAL SENDER]

Hello Holly,

I'd like to include the following comments regarding the DEI Commission's Work Plan for 2025. Thank you!

1. Commission to review staff's recommendation for the Town Council regarding a new Fall Festival for 2025 and provide a recommendation for staff's consideration in the proposal to Town Council (related to DEI Plan Goal B., Item 1.a.).
2. Commission to discuss participation in the new Town Fall Festival (related to DEI Plan Goal B., Item 1.a.).
3. ~~Commission to review the Library's existing DEI reading lists and make a recommendation to staff regarding material that staff may consider adding. (related to DEI Plan Goal B, Item 4.d.)~~  
To be replaced with "DEI Commission to recommend additional action items to the Town Council to make visible the equity issues that matter to the larger community, including action items to promote the safety and inclusivity of community members who do not feel safe. (related to DEI Plan Goal A., Item 2.a.)"
4. Commission to conduct outreach to the community in the categories of (1) education/schools, (2) religious groups, (3) businesses, and (4) non-profits/service organizations regarding opportunities for collaboration. Provide a recommendation to staff regarding opportunities to collaborate. (related to DEI Plan Goal C, Item 1.a.)  
New Item:
5. Commission to create an education campaign to dispel the misconceptions surrounding affordable housing, and investigate ways to attract affordable housing developers to the Town of Los Gatos. (related to DEI Plan Goal E, Item 1, a and b)

On Tue, Feb 4, 2025 at 9:17 AM Holly Young <[HYoung@losgatosca.gov](mailto:HYoung@losgatosca.gov)> wrote:

Good morning DEI Commissioners,

Just a friendly reminder – if you have anything to be published in the agenda packet for the February 13 meeting, please send to me by tomorrow, February 5. Thank you!

Thank you,

Holly



**TOWN OF LOS GATOS**  
**DEI COMMISSION REPORT**

MEETING DATE: 02/13/2025

ITEM NO: 4

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DATE: February 7, 2025  
TO: Diversity, Equity, and Inclusion Commission  
FROM: Holly Young, Senior Management Analyst  
SUBJECT: Discuss Outreach to the Community in the Categories of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations Regarding Opportunities for Collaboration (Related to DEI Plan Goal C, Item 1.a.i.).

**RECOMMENDATION:**

Discuss outreach to the community in the categories of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations regarding opportunities for collaboration (related to DEI Plan Goal C, Item 1.a.i.).

**REMARKS:**

On July 11, 2024, the Commission unanimously voted to create four ad hoc subcommittees focusing on community outreach in the areas of (1) Education/Schools, (2) Religious Groups, (3) Businesses, and (4) Non-Profits/Service Organizations to develop a set of outreach questions for the organizations in each category in order to support a listening campaign. The ad hoc subcommittees will need to complete their work and disband by the DEI Commission's June 18, 2025 meeting.

The ad hoc subcommittees are currently comprised as follows:

- Education/Schools: Commissioners Carmen Lo, Varily Isaacs, Folake Phillips, Ryan Idemoto, and Aanya Singh
- Religious Groups: Vice Chair Diane Fisher and Commissioners D. Michael Kane, Folake Phillips, and Tooba Ahmed
- Businesses: Chair Gordon Yamate and Commissioners D. Michael Kane and Carmen Lo
- Non-Profits/Service Organizations: Chair Gordon Yamate, Vice Chair Diane Fisher, and Commissioners Aanya Singh and Varily Isaacs

Prepared by: Holly Young  
Senior Management Analyst

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PAGE 2 OF 2

SUBJECT: Community Outreach

DATE: February 13, 2025

On October 10, 2024, the Commission unanimously voted to move forward with the outreach to schools, religious groups, businesses, and non-profits/service organizations using the following questions:

- Does your (school/business/religious group/non-profit or service organization) have concerns about the issues of diversity, equity, and inclusion in the Town of Los Gatos?
- What are you most hopeful for relative to these concerns?
- Do you see opportunities for the Town to do more to promote and ensure diversity, equity, and inclusion?
- What type of support could the Town and the DEI Commission provide to your (school/business/religious group/non-profit or service organization) to provide a more inclusive community?

The Commission may continue to discuss this item.

The Commission may wish to add new Commissioner Anne Lamborn to an ad hoc subcommittee.

Commissioner Idemoto submitted the comments in Attachment 1.

ATTACHMENT:

1. Commissioner Comments

## **Report on the Interview Between Los Gatos DEI Commissioners and LGSUHSD Board President & District Officers**

### **Overview**

The interview between the Los Gatos DEI Commissioners and representatives from the Los Gatos-Saratoga Union High School District (LGSUHSD) provided valuable insights into concerns, efforts, and opportunities related to diversity, equity, and inclusion (DEI) within the district and the broader community. Notably, the district does not express concerns about DEI within its schools but is uncertain about DEI initiatives and challenges outside of the school environment within the Town of Los Gatos.

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### **DEI Concerns**

Does your district have concerns about the issues of diversity, equity, and inclusion in the Town of Los Gatos?

LGSUHSD does not have concerns about DEI within its schools, as they believe students are supported adequately. However, district representatives are less familiar with the extent of DEI efforts in the broader town community.

### **Current Efforts:**

What initiatives or practices have already been implemented to address these concerns, and how effective have they been?

- LGSUHSD has implemented DEI-focused programs within schools, including curriculum enhancements and student-led initiatives.
- They believe their efforts within the district have been effective and well-received but are unsure of what efforts exist beyond the school setting.

### **Community Involvement:**

Are there particular groups (students, parents, staff) that you feel are underrepresented or underserved in the district?

- While the district continuously evaluates representation, they do not currently identify significant gaps in inclusivity within their schools.
- The district formerly identified English learners as an underserved group, but has made significant strides recently to bolster the strength of the program.

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### **Hopefulness About DEI**

What are you most hopeful for relative to these concerns?

- The district acknowledges ongoing student-led efforts and inclusive curriculum updates as positive steps.
- They express optimism that their schools have cultivated an inclusive culture for students.

## **Vision**

What does an ideal diverse, equitable, and inclusive school environment look like to you?

- A space where all students feel safe, heard, and respected, with access to diverse perspectives in education.
- Continued engagement with students and staff to ensure inclusivity remains a priority.

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## **Promoting DEI**

Do you see opportunities for the Town to do more to promote and ensure diversity, equity, and inclusion?

- The district is open to collaboration but does not see pressing policy gaps within its schools.
- They express interest in understanding what the Town is doing to promote DEI outside of schools.

## **Collaboration**

Are there local organizations or community groups the district could partner with to advance DEI efforts?

- LGSUHSD is interested in potential collaborations but would need more insight into existing community DEI efforts before committing to partnerships.
- Potential initiatives such as a **\*\*Diversity Week throughout the town\*\***, beginning with high schools and expanding to families, were discussed.

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## **Support Needed**

What type of support could the Town and the DEI Commission provide to your district to create a more inclusive community?

- The district does not identify immediate needs but is open to learning more about town resources that could supplement school efforts.
- The district continues to support student-led initiatives and believes student voices are already well-represented within their schools.

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## **Conclusion**

LGSUHSD remains confident in its DEI efforts within schools and does not express concerns regarding inclusivity among students. However, the district acknowledges a lack of awareness about broader DEI efforts in the Town of Los Gatos and is open to further dialogue. Potential areas of collaboration, such as a town-wide Diversity Week and increased communication with local DEI initiatives, could strengthen efforts to create a more inclusive community beyond the school environment.