

DIVERSITY, EQUITY, AND INCLUSION (DEI) PLAN ADDENDUM

At the October 17, 2023 Town Council meeting, the Council voted to accept the Diversity, Equity, and Inclusion (DEI) Plan.

The Council asked staff to consider the GARE [“How To Manual for Action Plans”](#) five work plan questions as a suggested framework to accomplish tangibility and prepare an addendum summarizing the direction provided by the Council at the meeting. This addendum includes both items.

GARE “How To Manual for Action Plans” Questions

The GARE “How To Manual for Action Plans” recommends considering the following questions when developing a completion date and performance measures for action plan items:

- What is your timeline?
- How will you evaluate and report progress over time?
- How will you know the action is complete?
- Can you retain stakeholder participation and ensure internal and public accountability?

Summary of Council Direction Provided at the October 17, 2023 Town Council Meeting

Action Items Prioritized by More than One Councilmember

- **Goal A, Item 1a:** 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)
- **Goal A, Item 2a:** 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)
- **Goal B, Item 1a:** 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)
- **Goal B, Item 2d:** Town staff to explore the possibility of film festivals/benefit events at the Los Gatos Theatre.
- **Goal C, Item 1a:** 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)
 - 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.
 - Focus on collaborative projects that promote healing.
- **Goal D, Item 1a:** 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)

- **Goal E, Item 1b:** 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)
- **Goal F, Item 1b:** 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)

Action Items Prioritized by One Councilmember

- **Goal A, Item 1b:** 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)
- **Goal B, Item 2e:** Town staff/Commissions to explore options for bringing diversity and incorporating equity into Town parks, open space, and the community garden. (*with emphasis on the community garden*)
- **Goal B, Item 3a:** 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)
- **Goal C, Item 2a:** 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)
- **Goal D, Item 2a:** 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)

Ongoing Action Items Prioritized by One or More Councilmember(s)

- **Goal B, Item 4a:** 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)
- **Goal B, Item 4b:** Town staff/Arts and Culture Commission/DEI Commission to explore ways to potentially incorporate DEI into new art projects as they arise.
- **Goal B, Item 4e:** Town staff to continue to enhance awareness of DEI through expanded Library programing for both adults and children.
- **Goal B, Item 4f:** 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.
- **Goal C, Item 3b:** Town staff to explore opportunities for collaborating with other municipalities on DEI work.
- **Goal F, Item 4b:** Town staff to update the Town's Anti-Harassment Policy to meet current best practices, including anti-bullying.

- **Goal F, Item 4c:** 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)
- **Goal F, Item 4h:** 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.
- **Goal F, Item 4i:** Town staff to continue to strengthen the Police Department relationship with County Behavioral Health and Crisis Response Teams.
- **Goal F, Item 4j:** 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.
- **Goal F, Item 4k:** 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.

Action Items that Raised Concern or were Cited as Low Priority by One or More Councilmember(s)

- **Goal B, Item 1b:** 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)
- **Goal B, Item 2b:** 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)
- **Goal B, Item 2e.i:** Consider a Park Stewardship Program to develop meaningful relationships between different groups (example: seniors) and each park.
- **Goal B, Item 3b:** 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)
- **Goal C, Item 2a:** 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)
- **Goal D, Item 2b.i:** Develop a local business pledge about belonging and unwillingness to tolerate discrimination.
- **Goal E:** 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)
- **Goal E, Item 1c:** 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)

Additional Items Not Contained in the Plan and Suggested by One or More Councilmember(s)

- Multicultural Food Festival (can be added to **Goal B, Item 1a**)

- Language and music classes (can be added to **Goal C, Item 1a**)
- Ask the DEI Commission to discuss whether they prefer a different name (can be added to **Goal D, Item 2a**)
- Pursue regional/state funding opportunities for affordable housing (can be added to **Goal E**)