



TOWN OF LOS GATOS
DEI COMMISSION AGENDA REPORT

MEETING DATE: 06/18/2025

ITEM NO: 2

DATE: June 8, 2025
TO: Diversity, Equity, and Inclusion (DEI) Commission
FROM: Holly Young, Senior Management Analyst
SUBJECT: Discuss DEI Commission Participation in the Town's 4th of July Symphony in the Park Event (Related to DEI Plan Goal B., Item 1.a.).

RECOMMENDATION:

Discuss DEI Commission participation in the Town's 4th of July Symphony in the Park event (related to DEI Plan Goal B., Item 1.a.).

BACKGROUND:

Symphony in the Park is a free, family-friendly event hosted on July 4 at Oak Meadow Park and features a traditional San Jose Wind Symphony concert with flag raising and Yellow Ribbon ceremonies, food trucks, a beer and wine garden hosted by community service organizations, children's activities (past examples have included crafts, bounce houses, magicians, face painting, etc.), a bike valet, and a partnership with Billy Jones Wildcat Railroad for train/carousel rides and snack bar treats.

The Town's Boards, Commissions, and Committees are invited to participate in the Town's annual 4th of July Symphony in the Park 2025 event.

On April 21, 2025, the DEI Commission unanimously voted to participate in the Town's 4th of July event and created an ad hoc subcommittee to plan for the event. The ad hoc subcommittee consisted of Vice Chair Fisher and Commissioners Kane, Gentile, and Lamborn.

On May 15, 2025, the DEI Commission unanimously voted for the Commission's participation in the event to consist of a children's book giveaway, children's bookmark coloring activity, world map activity where attendees place a pin on the map showing where they were born, and a banner where attendees can take a photo of themselves and attach it to the banner resulting in a visual representation of the community. The Commission authorized spending the remaining FY 24/25 budget amount of \$1,906.56 on the supplies including the purchase of the books, map, camera film, bookmarks, and colored pencils.

PREPARED BY: Holly Young
Senior Management Analyst

SUBJECT: Commission Participation in the Town 4th of July Symphony in the Park event

DATE: June 18, 2025

DISCUSSION:

Vice Chair Fisher and Commissioners Kane, Gentile, and Lamborn volunteered to manage the Commission's booth at the event. The event will occur between approximately 10:00 a.m. and 1:00 p.m. The Vice Chair and Commissioners should plan to arrive between 8:30 and 9:00 a.m. to set up and stay until the event concludes at 1:00 p.m.

The Commission volunteers will provide all of the booth activities, including setup, display, distribution, and cleanup.

Staff has ordered the following supplies:

- World map with pushpins
- 100 additional bookmarks
- One additional package of 50 colored pencils
- 20 copies of each of the four books selected by the Commission
- Camera film

The Town will provide the Commission with one six-foot table (including the Commission's tablecloth), two folding chairs, and one 10x10 pop-up canopy.

Commission volunteers should bring the rest of the supplies to the event.

Please note that all community members who participate in the photo banner activity must sign a photo release. For those under 18, consent from a parent or guardian is needed. The Town will provide copies of the photo release at the event.

At the Commission's request, it will be acceptable to bring one additional table as long as setup and takedown of the additional table is handled by the Commission.

Parking is limited at Oak Meadow Park. There will be a drop-off zone in the Oak Meadow Parking lot by the sidewalk entering the park where Commission volunteers may drop off items to walk into the park. Escorts will be on standby to help transport items to the booth location if needed.

Booth locations and a map with additional details about the event will be provided to Vice Chair Fisher, the Commission's dedicated contact for the event.

If there are any additional details, the Commission may discuss at this time.