



CITY *of* BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, March 18, 2026 at 6:00 PM • Hybrid Meeting 25A Park Place, Brisbane, CA 94005

The public may observe/participate in IDEA Committee meetings using remote public comment options or attending in person. The IDEA Committee may take action on any item listed in the agenda.

To Address the Committee

In Person

Location: 25A Park Place, Brisbane, CA 94005, Annex Conference Room

Remote Participation

Members of the public may observe/participate in the IDEA Committee Meeting by logging into the Zoom Webinar listed below. Archived videos can be replayed on the City's website, <http://brisbaneca.org/meetings>. Please be advised that if there are technological difficulties, the meeting will nevertheless continue.

The agenda materials may be viewed online at www.brisbaneca.org at least 24 hours prior to a Special Meeting, and at least 72 hours prior to a Regular Meeting.

Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting to

Email: ipadilla@brisbaneca.org or **Address:** Brisbane Annex (Attention: Ingrid Padilla), 25A Park Place, Brisbane, CA 94005

Join Zoom Meeting:

brisbaneca.org/idea-zoom

Meeting ID: 816 0979 9931

Call In Number: 1 (669) 900 9128

Special Assistance

If you need special assistance to participate in this meeting, please contact the City Clerk at (415) 508-2113. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Committee Members:

Quita Highsmith, Alex Horton (Chair), Masha Kohn, Marissa Lee Baird, Anna Dennis, and Carol Zoltowski (Vice Chair)

6:00 P.M. Call to Order

Roll Call

- A. Consider any request of a Committee Member to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

APPROVAL OF AGENDA

Public Comment

Approval Of Minutes

- B. Approve IDEA Committee Special Meeting Minutes of January 21, 2026

Old Business

- C. Martin Luther King, Jr. Poetry & Essay Contest
- D. Update on Fundraiser/Service Project with CORA
- E. Flag Policy
- F. Diversity Grant Program Guidelines

New Business

- G. Proposed Pride Event at the Farmers’ Market

Announcements

- H. Staff Announcements
- I. Member Announcements

Adjournment



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

Wednesday, January 21, 2026

Hybrid Meeting 50 PARK PLACE, BRISBANE, CA 94005

CALL TO ORDER

Chair Horton called the meeting to order at 6:01 P.M.

ROLL CALL

A. Consider any request of a Committee Member to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

We have no request under roll call item A. Committee welcomed new committee member Marissa Lee-Baird.

Present: Anna Dennis, Masha Kohn, Marissa Lee-Baird, Carol Zoltowski (Vice Chair), and Alex Horton (Chair)

Absent: Quita Highsmith

APPROVAL OF AGENDA

Committee Member Zoltowski made a motion, seconded by Committee Member Kohn to adopt the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Committee Members Dennis, Kohn, Lee-Baird, Zoltowski and Chair Horton

Noes: None

Absent: Committee Member Highsmith

Abstain: None

PUBLIC COMMENT

i. Maria Marc’s Resignation

The Committee received a written correspondence from Maria Marc resigning from her seat. Staff has informed Council and will receive direction on recruitment at a future council meeting.

APPROVAL OF MINUTES

B. Approve IDEA Committee Special Meeting Minutes of December 3, 2025

Committee Member Zoltowski made a motion, seconded by Chair Horton, to approve the IDEA Committee Special Meeting Minutes of December 3, 2025 . The motion was carried unanimously by all present.

Ayes: Committee Members Dennis, Kohn, Lee-Baird, Zoltowski and Chair Horton

Noes: None

Absent: Committee Member Highsmith

Abstain: None

OLD BUSINESS

C. Update on San Mateo County Rapid Response Hotline Flyer

Staff provided an update on the San Mateo County Rapid Response Hotline flyer. After committee questions, staff was asked to get more rapid response hotline printed cards from the county and do further outreach to create more visibility in the community. Committee members also wanted more community outreach on other community services that provide safety net services for community members in need.

D. Update on Martin Luther King Essay/Poetry Contest and Service Project with CORA

Staff reported that there are currently no entries and no service projects donations to CORA. After committee questions, committee members directed staff to extend the deadline until February 13, 2026 at noon.

NEW BUSINESS

E. 2026 Flag Display Schedule

Staff reported that they are recommending to review and adopt the 2026 Flag Display Schedule. After some committee member questions and discussion, staff was directed to continue the discussion with IDEA's Policy Subcommittee.

F. Schedule Policy Subcommittee Meeting Date

Staff will poll Policy Subcommittee members on possible meeting date in February. New Committee Member Lee-Baird will be part of the Events Subcommittee.

G. Select New Chair and Vice Chair

After some committee discussion, Committee member Zoltowski made a motion, seconded by Committee Member Dennis to select Alex Horton to continue as Chair. The motion was carried unanimously by all present.

Ayes: Committee Members Dennis, Kohn, Lee-Baird, Zoltowski and Chair Horton

Noes: None

Absent: Committee Member Highsmith

Abstain: None

The Vice Chair will be selected when Committee Member Highsmith is present.

ANNOUNCEMENTS

H. Staff Announcements

Staff reminded committee members that legal memos were sent to committee members regarding the Brown Act updates and procedures for public meetings.

I. Member Announcements

Committee member Zoltowski asked the committee to continue the discussion about the parameters on funding religious-based community events.

ADJOURNMENT

The meeting was adjourned at 7:03 P.M.

Ingrid Padilla, City Clerk



IDEA COMMITTEE AGENDA REPORT

Meeting Date: March 18, 2026

From: Ingrid Padilla

Subject: Community Event Grant Program

Recommendation

Staff recommend to edit the draft community event grant application and timeline.

Background

The approved 2025-2026 Work Plan included a community event grant to provide an equity way to support and sponsor community-driven cultural activities and events.

Discussion

The IDEA Policy Subcommittee drafted a Community Event Grant Program modeled after the City of South San Francisco's Cultural Activities Grant Program. The draft application is attached for the larger Committee's review and approval. The objectives of the Community Event Grant Program include the following:

- grant up to \$500
- Application period closes Friday, June 12th and decision made on Wednesday, June 17th
- Fund events by July 1, 2026
- Event must be used within 12 months of award (before June 31st)
- Funding report due 60 days following the event
- encourage to go to IDEA Committee page and align with its Mission, Vision and Principles
- Open to all ages but minors must have an adult sponsor

Fiscal Impact

Funding \$2,000 total

Attachments

1. Draft Grant Application

Ingrid Padilla

Ingrid Padilla, City Clerk

Draft: IDEA Committee Event Grant Application

Activity or Program:

Activity Location:

Date and Time of Activity:

Contact Person Name and Title:

Connection to Brisbane:

Email:

Phone Number:

Funding Amount Requested:

1. Cultural Activity Narrative

-provide a detailed description of the specific activity to be performed. Include program objectives, how this program is connected to the IDEA Commission's Mission, Vision and Principles

2. Impact of Funding

-describe what funds will be used for. Include any additional funding you anticipate receiving in support of this activity. These funds are not to be used for administrative purposes.

3. Collaboration

-describe any partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed activity. Include any services you will be requesting.

4. Timeline

-provide a brief timetable for any activity and how you plan to expend the grant. Funds must be expended no later than 12 months following award notification. Any remaining funds must be returned to the City.

5. Community Outreach

-Check all the following methods you will use to promote your event

- ☐ Flyer/brochures
- ☐ Website
- ☐ Social Media
- ☐ Public Service Announcements
- ☐ Outreach Presentations
- ☐ Other

-Do you need the IDEA Committee to support the promotion of your event?

I certify that the information contained in this application is true and correct and that failure to follow the state guidelines may result in the required return of funds to the City of Brisbane. I further certify and understand that all funding must be expended no later than 12 months following award notification. Finally, I certify and understand that I must submit a report within 60 days following the event to document how the funding was used and the outcomes it achieved in accordance with the objectives of the funding agreement.

Signature:

Name:

Date:



INCLUSION, DIVERSITY, EQUITY, AND ACCOUNTABILITY AGENDA REPORT

Meeting Date: March 18, 2026

From: Caroline Cheung, Assistant to the City Manager

Subject: Brisbane's 2026 Flag Display Schedule

Recommendation

Adopt the City of Brisbane's 2026 Flag Display Schedule.

Background

Since 2023, the City's IDEA Committee has maintained a Flag Display Schedule for the three flagpoles located at the Community Park and the one located outside City Hall. The Administrative Policy for Flag Display Procedures (see Attachment 1) was adopted at their January 18, 2023 IDEA Committee Meeting and is posted on the IDEA Committee's webpage, brisbaneca.gov/idea.

At the February 18, 2026 Policy Subcommittee meeting, IDEA Committee members Horton, Zoltowski, and Lee-Baird discussed updating the 2025 schedule to reflect a Black History Month flag flown at the Community Park and outside City Hall during the month of February, flying the Progress-2 Flag during Pride Month (June) at both locations, and removing the Ukraine flag from the Community Park flagpole which has been flying since early 2022. Chair Horton requested that financial information be provided for the full Committee to review.

Discussion

IDEA Committee staff met with Public Works team members to assess annual flag costs. Many of the flags on the 2026 recommended schedule are in stock in the Public Works Corporation Yard, with it being on average \$50 per flag to acquire additional ones should they be needed due to normal wear and tear. Staff estimates that flags for 2026 would be around \$700 for staff to order four Black History Month flags, four Mental Health Month flags, four Progress-2 flags.

A recommended 2026 Flag Display Schedule based off the correspondence received to date concerning flags (Attachment 3) follows in Attachment 3.

Fiscal Impact

\$700 to purchase flags, which can be purchased with Betsy revenues.


Caroline Cheung, Assistant to the City Manager

Attachments:

Attachment 1 – Administrative Policy for Flag Display Procedures

Attachment 2 – Written correspondence

Attachment 3 – Recommended 2026 Flag Display Schedule



City of Brisbane Administrative Policy

Flag Display Procedures

Dated: January 18, 2023

1. Purpose

It is the intent of the City of Brisbane to establish flag display procedures which follow Presidential declarations and California State provisions governing the display of flags, including the United States flag, the State flag, and the POW/MIA flag. Any additions must be approved by the City Manager.

2. Reference

California State provisions governing the display of flags (*Ca. Gov. Code § 431*)

Flag Days (Exhibit 1)

Inclusion, Diversity, Equity & Accountability (IDEA) Committee's Definitions (Exhibit 2)

Flowchart for Additional Flags (Exhibit 3)

3. Additions

In addition to the above flags, other flags may be displayed at the Community Park and City Hall as an expression of the City's official sentiments. These flags will be displayed in conjunction with official actions, most notably Proclamations of the City Council.

The City's flagpoles are not intended to serve as a forum for free expression by the public, however, to be consistent with how the IDEA Committee has defined Diversity, Equity, and Inclusion for the City, the City Manager may take recommendations and advisement by the Committee to demonstrate ways in which the City recognizes and supports Diversity, Equity, and Inclusion.

Official Flag Flying Days 2026

Half Staff Days | POW/MIA Days | Flags on Visitation

Feb 16th – President’s Day. Flags on Visitation.

May 1-3rd – National Fallen Firefighters Memorial Weekend. Half-staff sunrise to sunset.

May 15th – Peace Officer Memorial Day. Half-staff sunrise to sunset.

May 16th – Armed Forces Day. POW/MIA Flags

May 25th – Memorial Day. Half-staff until noon, POW/MIA Flags, Flags on Visitation.

June 14th – Flag Day. POW/MIA Flags, Flags on Visitation.

July 4th – Independence Day. POW/MIA Flags, Flags on Visitation.

Sept 11th – Patriot Day. Half-staff sunrise to sunset, Flags on Visitation.

Sept 18th – National POW/ MIA Recognition Day. POW/MIA Flags

Nov 11th - Veterans Day. POW/MIA Flags, Flags on Visitation.

Dec 7th – Pearl Harbor Remembrance Day. Half-staff sunrise to sunset.

Exhibit 2

IDEA Committee's Definitions

Inclusion: an active state of being valued, respected, and supported that focuses on the needs of every individual and ensures the right conditions are in place for each person to achieve their full potential, while harming none.

Diversity: a broad array of differences in identity, perspective, skill, and style.

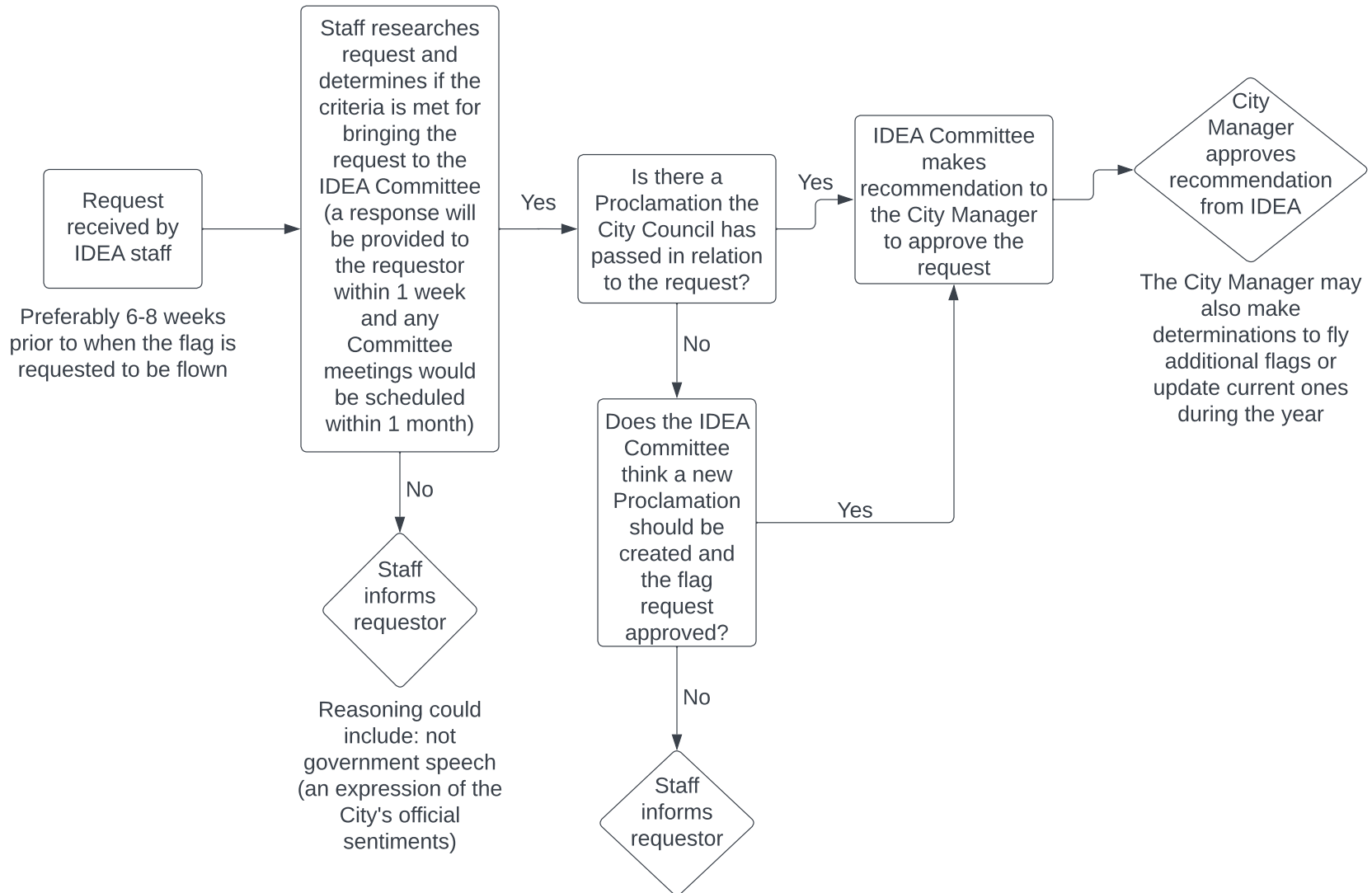
Equity: practices and policies that are just, transparent, and consistent which identify and eliminate barriers preventing the full participation of all groups.

Accountability: defining metrics, taking measurements, and reporting that progress on a regular basis as it relates to Inclusion, Diversity, and Equity.

For *Diversity*, the Committee plans to use a longer definition for internal purposes, as a way to ensure they're not overlooking any of the following areas –

The City defines diversity as the variety of human differences and similarities among people, such as: age, belief system, class/caste, culture, disability, education, ethnicity, gender, gender identity, generation, geography, job role and function, language, marital status, mental health, nationality, native or indigenous origins, parental status, personality type, race, religion, sexual orientation, thinking style, work experience and work style. *(Adopted from the Global Diversity Equity Inclusion Benchmark model)*

Flow Chart for Additional Flags to be Displayed in the Community Park and Outside City Hall



Written Correspondence

AUG 8 AT 7:18 AM

I have been living in Brisbane since the fall of 2022 and I am still do not understand why their is a political flag flying " the new progress flag " all year long? As I gay man I am totally against this and do not understand why this political messaging is up every single day. Is this really what the people who live here want or just a bunch of radicals who control the flags and push their radical agenda? I'm fine with the traditional gay pride flag during gay pride month but that's it. Can you help me understand.
Thanks Rob



Well the new progress flag that you are flying is not the gay pride flag and it sends a political message promoting an ideology that is offensive to a lot of people.



Thanks for the link



AUG 8 AT 10:29 AM

Thank you for the feedback! Our intent was to be inclusive.

Seen



**Contact a Commission/
Committee**

 brisbaneca.org



Hi Robert, thanks for your message. The Pride flag was first raised in 2019 and because of the immense amount of positive feedback, it was never taken down. The City's IDEA Committee maintains the Flag Display Schedule. If you want to contact the Committee, you can do so at <https://brisbaneca.org/bc/page/contact-commissioncommittee>

Re: Flag Request

From Mackin, Coleen <cmackin@brisbaneca.org>

Date Tue 1/13/2026 12:57 PM

To getbusy@outlook.com <getbusy@outlook.com>

Cc Padilla, Ingrid <ipadilla@ci.brisbane.ca.us>; Cheung, Caroline <ccheung@brisbaneca.org>

Mr. Fraser,

Your correspondence has been noted and forwarded to the our IDEA Committee for review.

The IDEA Committee reviewed our flag protocol and set a calendared schedule.

Thank you for taking the time write and express your opinion.

Coleen Mackin



COLEEN MACKIN

Mayor / Brisbane City Council

City of Brisbane 50 Park Place | Brisbane, CA 94005 USA

Direct: 415.529.8114 Cell: 415.412.2893

Email: cmackin@brisbaneca.org

City Hall Public Walk-in Hours: Mon–Thu 8:30-4:30 • Fri 8:30-12:30

From: Brisbane, CA <noreply@civicplus.com>

Sent: Thursday, January 8, 2026 12:50 PM

To: Mackin, Coleen <cmackin@brisbaneca.org>

Subject: Flag Request

Name: David Fraser

Email: getbusy@outlook.com

Message:

I'd like to request that we replace the Ukrainian flag that Brisbane has been flying for several years now, with a Minnesota state flag. If Brisbane is going to make political statements with flags, we should prioritize domestic situations that beg for truth and reconciliation, over global conflicts in which we have virtually no influence.

Brisbane, CA Flag Poles 2026

Attachment 3

	City Hall Pole	Community Park Center Pole	Community Park Left Pole	Community Park Right Pole
JAN	① U.S. Flag ② CA State Flag	① U.S. Flag ② CA State Flag	CA State Flag	Brisbane Flag
FEB	① U.S. Flag ② Black History Month Flag	① U.S. Flag ② Black History Month Flag	CA State Flag	Brisbane Flag
MAR	① U.S. Flag ② Brisbane Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Brisbane Flag
APR	① U.S. Flag ② Brisbane Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Brisbane Flag
MAY	① U.S. Flag ② Mental Health Month Flag	① U.S. Flag ② Mental Health Month Flag	CA State Flag	Brisbane Flag
Nat'l Fallen Firefighters' Memorial Wknd 5/3 - 5/4	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Brisbane Flag
Nat'l Police Wk 5/11 - 5/17	① U.S. Flag ② Law Enforcement Officers Memorial Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Law Enforcement Officers Memorial Flag
Peace Officers' Memorial Day 5/15	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Brisbane Flag
Armed Forces Day 5/17	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Brisbane Flag
Memorial Day 5/26	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Brisbane Flag

Notes:

- On half-staff days, any flag flown beneath the U.S. Flag is removed
- Half-staff flags are flown typically from sunrise to sunset, with the exception of [Memorial Day \(U.S. flag half-staff from sunrise to noon\)](#)
- If flown, the POW/MIA Flag must be directly beneath the U.S. Flag.
- Community Park Flag positions are from a southeast-facing perspective - facing the Sunrise Room.
- When the U.S. Flag is flown at half-staff, no flags on adjacent poles shall fly above the U.S. Flag
- Only 1 Flag flown on the Community Park left or right Flag Poles at a time (i.e the CA flag should never be on top if another flag is flying for that day)

Brisbane, CA Flag Poles 2026

	City Hall Pole	Community Park Center Pole	Community Park Left Pole	Community Park Right Pole
JUN	① U.S. Flag ② Pride Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Progress-2 Flag
Flag Day 6/14	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Progress-2 Flag
Juneteenth 6/19	① U.S. Flag ② Juneteenth	① U.S. Flag ② Brisbane Flag	Juneteenth Flag	Progress-2 Flag
JUL	① U.S. Flag ② CA State Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Brisbane Flag
Independence Day 7/4	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Brisbane Flag
AUG	① U.S. Flag ② CA State Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Brisbane Flag
SEPT	① U.S. Flag ② CA State Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Brisbane Flag
Patriot Day 9/11	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Brisbane Flag
Nat'l POW/MIA Recognition Day 9/19	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Brisbane Flag
OCT	① U.S. Flag ② CA State Flag	① U.S. Flag	CA State Flag	Brisbane Flag
NOV	① U.S. Flag ② CA State Flag	① U.S. Flag	CA State Flag	Brisbane Flag
Veterans Day 11/11	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Brisbane Flag
DEC	① U.S. Flag ② CA State Flag	① U.S. Flag	CA State Flag	Brisbane Flag
Pearl Harbor Remembrance Day 12/7	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Brisbane Flag

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Brisbane, CA Flag Key

U.S. Flag



CA State Flag



POW/MIA Flag



Black History Month Flag



Progress-2 Flag



Mental Health Month Flag



Law Enforcement Officers Memorial Flag



Juneteenth Flag



Brisbane Flag

