



CITY *of* BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, November 20, 2024 at 6:00 PM • Hybrid Meeting 50 Park Place, Brisbane, CA 94005

The public may observe/participate in IDEA Committee meetings using remote public comment options or attending in person. Committee Members shall attend in person unless remote participation is permitted by law. The IDEA Committee may take action on any item listed in the agenda.

TO ADDRESS THE COMMITTEE

IN PERSON

Location: 50 Park Place, Brisbane, CA 94005, Large Conference Room

Committee Member Zoltowski will be teleconferencing from 37181 Old Stage Road, Gualala, CA.

Masks are no longer required but are highly recommended in accordance with California Department of Health Guidelines. To maintain public health and safety, please do not attend in person if you are experiencing symptoms associated with COVID-19 or respiratory illness.

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. Aside from commenting while in the Zoom webinar the following email and text line will be also monitored during the meeting and public comments received will be noted for the record during Oral Communications 1 and 2 or during an Item.

Email: ipadilla@brisbaneca.org or **Text:** (628) 219-2922

Join Zoom Meeting:

<https://us06web.zoom.us/j/81609799931>

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, Lailah Khalil, Mangesh Kolhatkar (Vice Chair), Anna Dennis (Chair), and Carol Zoltowski

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 Meeting Minutes of October 16, 2024

OLD BUSINESS

- C. Work Plan Review
 - Proposed Joint Ad hoc Committee
- D. Park and Recreation Festival of Lights
- E. IDEA Survey Update

ANNOUNCEMENTS

- F. Staff Announcements
 - Recruitment Update
- G. Member Announcements

ADJOURNMENT

Brisbane Committee

Action Minutes

Brisbane Inclusion, Diversity, Equity and Accountability

Committee Meeting

Wednesday, October 16, 2024

COMMITTEE MEMBERS:

Quita Highsmith, Alex Horton, Lailah Khalil, Mangesh Kolhatkar (Vice Chair), Anna Dennis (Chair), and Carol Zoltowski

6:00 P.M. CALL TO ORDER

Chair Dennis called the meeting to order at 6:05 P.M.

ROLL CALL

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

There were no requests under Roll Call Item A.

Committee Members present- Committee Members Horton, Khalil, Zoltowski and Chair Dennis

Committee Members absent- Committee Members Dennis and Khalil

APPROVAL OF AGENDA

Committee Member Horton made a motion, seconded by Committee Member Zoltowski to approve the agenda as it stands. Motion was carried unanimously by all present.

Ayes: Committee Members Highsmith, Horton, Zoltowski and Vice Chair Kolhatkar

Noes: None

Absent: Committee Members Dennis and Khalil

Abstain: None

PUBLIC COMMENT

No member of the public wished to speak.

APPROVAL OF MINUTES

A. Approve IDEA Committee Meeting Minutes of September 18, 2024

Committee Member Zoltowski made a motion, seconded by Committee Member Horton to approve IDEA Committee Meeting Minutes of September 18, 2024. Motion was carried unanimously by all present.

Ayes: Committee Members Highsmith, Horton, Zoltowski and Vice Chair Kolhatkar

Noes: None

Absent: Committee Members Dennis and Khalil

Abstain: None

OLD BUSINESS

B. Day in the Park Survey Overview

Staff Cheung provided an update on the Day in the Park Survey. During her overview Staff Cheung reported that the IDEA activities the community appreciated included the following: the Asian American Heritage Month festival, Diwali, Short Film Festival, and work on disability issues.

After Committee questions and no public comment, the Committee discussed the need to not only focus on events but also on the accountability and meaningful policy or positions the Committee can bring back to the City Council. Community members must be reminded of the underpinnings of IDEA Committee events. Staff Cheung will provide another overview when the survey officially closes.

NEW BUSINESS

C. Inclusion Statement Presentation

Staff Padilla provided an overview of the definitions of Inclusion, Diversity, Equity and Accountability. The Committee also discussed Committee Member Zoltowski's request to draft an Inclusion Statement that will be an outward facing position that will help keep the Committee's work to be proactive.

After Committee questions and no public comment, the Committee discussed the need to have general broad awareness about IDEA Committee and the activities per quarter, the need to mention the IDEA Committee's proposed modified language of the Community goal/results, and the incorporation of the inclusion statement and survey findings to the IDEA Committee Work Plan and update to the IDEA Council liaisons.

ANNOUNCEMENTS

- D. Staff Announcements
 - Recruitment Update
 - Park and Rec's Festival of Lights Subcommittee

Staffs provided an update on recruitment and the Parks and Recreation Commission's Festival of Lights Subcommittee.

- E. Member Announcements

The Committee Members welcomed Committee Member Quita Highsmith to her first IDEA Committee Meeting.

ADJOURNMENT

The meeting was adjourned by Vice Chair Kolhatkar at 7:10 p.m.

Draft IDEA Committee Workplan

Council-Adopted Community Goals/Results

- **Safe Community** – Residents and visitors will experience a healthy and safe community (physical, emotional, mental) and a sense of inclusiveness in the community
 1. Hold one United Against Hate Event during the second week of November
 2. Partner with the Brisbane Police Department to further promote the anonymous tip line and web form
- **Community Building** – Brisbane will honor, promote, strengthen, and foster the rich diversity of our city (residents, organizations, businesses) and strive to create inclusive and equitable experiences, interactions, and policy recommendations through community engagement, good governance and participation including educational and youth development opportunities
 1. Hold or Co-sponsor three #WeAreBrisbane Events
 2. Table at Day in the Park
 3. Coordinate Brisbane 101 to increase diversity on various City Committees and Commissions
 4. Participate in Age-Friendly Cities Task Force
 5. Where appropriate responding to requests to community members
 6. Use the Notable Dates & Celebrations calendar to celebrate holidays, heritage months, and history months with proclamations and web based platforms
 7. Drafted the Flag Guidelines and Keep the Flag Guidelines current
- **Ecological Sustainability** – Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability
 1. Participate and represent the IDEA Committee on the Sierra Point Park and Open Space Master Plan Subcommittee
- **Fiscal Prudence** – Brisbane's fiscal vitality will reflect sound decisions which also speak to the values of the community
 1. Promote and Track BETSY Activities
- **Economic Development** – Brisbane will work with the businesses and residents to provide for economic vitality/diversity while recognizing historical inequities in economic opportunity with an intent to provide redressal where appropriate

IDEA Committee Work Plan 2023

SAFE COMMUNITY	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. United Against Hate Week	Shorts Film Festival	Complete	None	100%		11/12/23
2. Brisbane Police Dept. promote anonymous tip line		Ongoing				
COMMUNITY BUILDING	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. #WeAreBrisbane event	AAPL Heritage Festival	Complete	Local Businesses	100%	Raffle prizes, Music, Tai Chi, Artist Demo	5/20/23
2. #WeAreBrisbane event	Dia De Los Muertos	Complete	Park & Rec Staff & SMCL	100%	Hot cocoa served during SMCL Sugar Skulls Decorating Activity	11/1/23
3. #WeAreBrisbane event	Mid-Autumn Festival	Complete	SMCL Boba Guys	100%	Jasmine Tea after SMCL Tai Chi Demonstration	9/30/23
4. Day in the Park Tabling	Survey questions	Complete	None	100%	See survey responses	10/1/23
5. Brisbane 101 every other year	NA	NA				
6. Represent Age-Friendly Task Force	AARP Age-Friendly certification & AARP survey	Ongoing	AARP	100%		
7. Community Requests	Diwali		SMCL MOB			11/18/23
8. Notable Dates & Celebrations		Ongoing				

9. Drafted & Maintain Flag Guidelines		Ongoing				
ECOLOGICAL SUSTAINABILITY	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. Participate in Sierra Point Park and Open Space Master Plan Subcommittee						
FISCAL PRUDENCE	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. Promote and Track BETSY activities						
ECONOMIC DEVELOPMENT	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1.						

IDEA Committee Work Plan 2024

SAFE COMMUNITY	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. United Against Hate Week	Social Media Campaign	completed	None			
2. Brisbane Police Dept. promote anonymous tip line						
COMMUNITY BUILDING	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. #WeAreBrisbane event	Festival of Lights		Park and Rec			12/8/24
2. #WeAreBrisbane event	Young Adult Interview with Confidence & Resume Support		Park and Rec			2/10/24
3. #WeAreBrisbane event						
4. Day in the Park Tabling	Tabling, Survey	completed		100%		10/5/24
5. IDEA Committee Recruitment		completed				
6. City Groups	Housing Element program Represent Age-Friendly Task Force Park and Rec					
7. Community Requests	Diwali		MOB, Library	100%		10/27/24
8. Notable Dates & Celebrations		Ongoing				

9. Drafted & Maintain Flag Guidelines		Ongoing				
ECOLOGICAL SUSTAINABILITY	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. Participate in Sierra Point Park and Open Space Master Plan Subcommittee						
FISCAL PRUDENCE	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. Promote and Track BETSY activities						
ECONOMIC DEVELOPMENT	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1.						

IDEA Committee Work Plan 2025

SAFE COMMUNITY	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. United Against Hate Week	Short Film Festival		None			
2. Brisbane Police Dept. promote anonymous tip line						
COMMUNITY BUILDING	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. #WeAreBrisbane event	Young Adult Series					
2. #WeAreBrisbane event						
3. #WeAreBrisbane event	Paint a Hydrant					
4. Day in the Park Tabling						
5. Brisbane 101						
6. Recruitment						
7. City Groups	-Housing Element program -Represent Age-Friendly Task Force -Park and Rec Festival of Lights Subcommittee					
8. Community Requests	Diwali Mexican Independence Day					9/16/25
9. Notable Dates & Celebrations		On going				
10. Drafted & Maintain Flag Guidelines						

11. District Vs At Large District Elections						
ECOLOGICAL SUSTAINABILITY	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. Participate in Sierra Point Park and Open Space Master Plan Subcommittee						
FISCAL PRUDENCE	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1. Promote and Track BETSY activities						
ECONOMIC DEVELOPMENT	ACTIVITIES	STATUS	PARTNERS	% COMPLETE	EVAL & NOTES	EVENT DATE
1.						

Park and Rec Possible Joint Initiatives

- older adults programming
- younger adults programming
- Banner Set Policy
- Festival of Lights
- Sustainability--- Indigenous Shellmound; Environmental Justice
- working with YAC
- Cultural Celebrations (e.g., Diwali, United Against Hate Campaigns, Short Film Festival, and Asian American Heritage Month Celebration, International Feast)
- Cultural Grant Program

All Dept Joint Initiatives

- Ambassador Program
- Americans with Disability Act Initiatives

Other Possible Policy Initiatives

- County's Racial and Social Equity Ordinance
- Banner Set Policy
- Equitable Procurement Policy, Promoting Vendor Diversity and RFP Process
- District Elections & Maps