



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, May 21, 2025 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. 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: 25A Park Place, Brisbane, CA 94005, Annex Conference Room

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

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, Masha Kohn, Maria Marc, 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 Special Meeting Minutes of April 16, 2025

OLD BUSINESS

- C. Selection of Chair and Vice Chair

- D. IDEA Work Plan
 - i. Mission Statement
 - ii. Shortened San Mateo County Resolution template

NEW BUSINESS

- E. Diwali request

- F. IDEA Engagement-selection of liaison representatives to City Commissions, Committees and City Subcommittees as needed

ANNOUNCEMENTS

- G. Staff Announcements
 - Park & Rec Pride Pool Party

- H. Member Announcements

ADJOURNMENT



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

Wednesday, April 16, 2025

Hybrid Meeting 50 PARK PLACE, BRISBANE, CA 94005

COMMITTEE MEMBERS:

Quita Highsmith, Alex Horton, Masha Kohn, Maria Marc, Carol Zoltowski and Anna Dennis (Chair)

6:00 P.M. CALL TO ORDER

Chair Dennis called the meeting to order at 6:01 PM.

ROLL CALL

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

No member of the Committee made a request under Roll Call Item A.

Committee Members Present: Quita Highsmith, Masha Kohn, Alex Horton, Maria Marc, Carol Zoltowski and Anna Dennis (Chair)

Committee Members Absent: None

B. Introductions

Staff and members introduced themselves and why they volunteer for the IDEA Committee.

APPROVAL OF AGENDA

Committee member Horton 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 Highsmith, Horton, Kohn, Marc, Zoltowski and Chair Dennis

Noes: None

Absent: None

Abstain: None

PUBLIC COMMENT

No member of the public wished to make public comment.

APPROVAL OF MINUTES

C. Approve IDEA Committee Meeting Minutes of March 19, 2025

Committee member Horton made a motion seconded by Committee member Kohn to approve the IDEA Committee Meeting. The motion was carried unanimously by all present.

Ayes: Committee members Highsmith, Horton, Kohn, Marc, Zoltowski and Chair Dennis

Noes: None

Absent: None

Abstain: None

OLD BUSINESS

D. IDEA Work Plan

i. City Manager Presentation

City Manager Dennis introduced the three main sources of information about the City of Brisbane and presented some ideas to generate some thinking from the IDEA Committee.

ii. Research on other committees in the Bay Area

Chair Dennis presented on her research on six other City Committees doing similar work to IDEA. The committee agreed that having a mission statement would be a great first step for the IDEA workplan.

iii. San Mateo County Resolution template

Committee member Zoltowski volunteered to draft the first edit to the San Mateo County Resolution template on Equity in Government. Committee members will review the draft of the shortened template at a future meeting.

ANNOUNCEMENTS

E. Staff Announcements

Staff Member Cheung informed the committee about a survey on traffic issues on Visitacion Avenue and a series of programs for young adults called "Life Unlocked."

F. Member Announcements

Maria Marc announced she cannot attend the committee meeting on 5/21/25. She will be attending a Jewish American Heritage Month in Daly City.

ADJOURNMENT

The meeting was adjourned at 7:06 p.m.

Ingrid Padilla, City Clerk



IDEA COMMITTEE AGENDA REPORT

Meeting Date: May 21, 2025

From: Caroline Cheung, Assistant to the City Manager

Subject: IDEA's Mission Statement and Expanded Purpose

Recommendation

To establish a Mission Statement and build on the Purpose of the City's Inclusion, Diversity, Equity & Accountability (IDEA) Committee

Background

Now in its third year of existence as a City Council-appointed body of Brisbane residents (with membership also open to those who work in Brisbane), the Committee has expressed a desire to establish a Mission Statement that will guide the Committee's work. When the bylaws for the Committee were adopted in February 2022, there was only the following Purpose:

"IDEA Committee members would define what Diversity and Inclusion means for the City. Members would also be an ambassador for the City to various aspects of the community, and the Committee would provide insight and feedback to the City Council on issues related to diversity and inclusion."

The Committee's definitions for Inclusion, Diversity, Equity & Accountability are found below and also listed on their webpage, brisbaneca.org/idea.

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.

Discussion

Referencing the definitions, a draft Mission Statement and Purpose could be:

Mission

The City of Brisbane's IDEA Committee fosters a community where everyone is welcomed, valued, and empowered. By honoring the diverse voices that shape our city, we're building a

Brisbane rooted in respect and growing in connection, where belonging isn't just a hope, but a shared responsibility. Everyone deserves brave spaces to be vulnerable and we are here to create them. With safety, empathy, and dignity at the core.

Purpose

To grow a city where connection is cultivated, dignity is non-negotiable, and Brisbane truly belongs to everyone. All Voices. One Brisbane!

Once approved by the full IDEA Committee, the Mission Statement and expanded Purpose will be featured prominently on the IDEA Committee's webpage and workplan.

Caroline Cheung

Caroline Cheung, IDEA Committee staff liaison



IDEA COMMITTEE AGENDA REPORT

Meeting Date: May 21, 2025

From: Caroline Cheung, Assistant to the City Manager

Subject: Resolution Template

Recommendation

Review a Resolution template provided by the County of San Mateo, “Equity in Government: The City of Brisbane’s Commitment to Advance Equity and Shared Prosperity”, and consider its presentation at a future City Council Meeting.

Background

In late February, the City Council Liaisons to the IDEA Committee, Mayor Lentz and Councilmember Davis, met with current IDEA Committee Chair Dennis and former Chair, Committee Member Horton. They talked about the creation of the Committee, its work over the last few years, and challenged the Committee to keep the Council accountable in their aspirations to advance equity and promote belonging.

The IDEA staff liaisons have been attending on a fairly regular basis “Equity in Government” convenings, which are organized quarterly by the County of San Mateo. At their January convening earlier this year, a Resolution template, or pledge, was shared by the County’s Office of Racial and Social Justice. The Resolution template was brought to the IDEA Committee at their March 19 meeting. IDEA Committee Member Zoltowski offered to do a first pass of editing it, ensuring the values of Brisbane, along with the purpose of the Committee, remained.

Discussion

As the IDEA Committee develops its workplan for the next fiscal year, it endeavors to have the full support of the City Council. The Council Resolution would provide a framework for the Committee to begin focusing on what it wants to work on in the coming years, with the ultimate goal being more equitable outcomes for residents.

Attachments

1. Draft Resolution Template

Caroline Cheung

Caroline Cheung, IDEA Committee staff liaison

Resolution Template (SHORTER – 2 PAGES)

GOVERNMENT FOR THE PEOPLE AND BY THE PEOPLE: THE CITY OF BRISBANE'S COMMITMENT TO JUST AND FAIR PRACTICES AND POLICIES TO ADVANCE SHARED PROSPERITY AND BELONGING

The purpose of this resolution is to declare that the City of Brisbane, CA will proactively practice and promote a culture of belonging where everyone is created equal, as permitted by law. Many current inequities are sustained by historical legacies, structures, and systems that repeat and maintain patterns of exclusion. The charge of the resolution is for the City of Brisbane to address and implement lawful strategies that target inequities that exist within the City of Brisbane and to implement strategies to affirmatively advance equity and promote belonging, resulting in more acceptable outcomes for all residents. The goal is to support the conditions needed for everyone in the city of Brisbane to reach their full potential.

SECTION 1. FINDINGS. The City of Brisbane hereby finds and declares as follows:

WHEREAS, the City of Brisbane is a diverse community of residents of all ages, abilities, gender identities, sexual orientations, socioeconomic statuses, and racial, ethnic, and national backgrounds, all of whom contribute to the cultural, social, and economic vitality of our community; and

WHEREAS, the Brisbane City Council recognizes that our diversity is one of our greatest strengths and remains committed to working towards a society where all residents feel welcomed, valued, and protected in the City of Brisbane; and

WHEREAS, the City of Brisbane is committed to advancing this sense of belonging by creating the conditions that allow all Brisbane residents to fully participate in the economic and social opportunities of the City of Brisbane and prosper; and

WHEREAS, the Brisbane City Council is committed to supporting all our residents without prejudice, and

WHEREAS, the City of Brisbane is committed to advancing this support throughout all of its departments and operations in order to reduce and eliminate barriers for people and create the conditions for all to reach their full potential; and

WHEREAS, the City of Brisbane acknowledges its unique position to better align its business practices and policies with its commitment to lawfully advance equity and serve the community by leveraging its assets and economic activity to improve economic vitality, its sense of belonging, and shared prosperity; and

WHEREAS, the City of Brisbane is committed to creating systems and structures that reduce and eliminate barriers for people with economic and sociological challenges; and

WHEREAS, the City of Brisbane can join other local jurisdictions, including the County of San Mateo, that have adopted similar equity-focused resolutions or otherwise commit to advancing equity to reinforce and support efforts to maximize positive impacts for our community; and

WHEREAS, the City of Brisbane remains committed in the long term to our mission of advancing equity, belonging, and diversity in all aspects of government and program structure.

NOW, THEREFORE, IT IS HEREBY RESOLVED that Brisbane City Council confirms its commitment to institutional changes at the individual staff, department, and structural levels that advance the following outcomes evenly within the City of Brisbane:

- resource allocation
- policies
- service provision
- processes
- democracy
- culture

AND BE IT FURTHER RESOLVED that to achieve the aforementioned outcomes within the City of Brisbane, Brisbane City Council commits to promote racial and social equity utilizing the following approaches:

1. Diverse and representative decision-making bodies,
2. Data-driven decision making that ensures disaggregation of data and impacts where possible.
3. Prioritization of equity within and across efforts,
4. Thoughtful and intentional engagement of impacted communities in public decisions that impact their lives,
5. Analyses of existing community and partner strengths to build on,
6. Accountability to all stakeholders, particularly our historically marginalized communities.

AND BE IT FURTHER RESOLVED that the Brisbane City Council requests that staff develop an action plan, identifying a minimum of one action item under each of the bulleted outcome areas utilizing the approaches enumerated above, to bring to the Brisbane City Council for review within 6 months.

	Resource Allocation	Policies	Service Provision	Process	Democracy
Adopt Governing Board Resolution		x		x	x
Collaborate with Other Jurisdictions				x	x
Community Leadership Development	x				x
Community Needs Assessment			x	x	
Create a Community Engagement Toolkit	x	x	x	x	x
Create Equity Action Plans	x		x	x	
Create Program Performance Metrics	x		x	x	
Create Staff Affinity Groups	x				x
Create Staff Training Plan	x				x
Dedicate Staff Time to Equity Initiatives	x		x	x	x
Diversify Boards and Commissions	x				x
Appointed Official Demographic Review			x	x	x
Implement Equitable Budgeting Tools	x	x	x	x	x
Implement Equity Impact Statements	x	x	x	x	x
Organizational Assessment	x	x	x	x	
Policy Reviews	x	x		x	
Public Communication Plan			x		x
Public Reports on Progress			x		x
Staff Demographic Review	x			x	x
Staff Survey	x	x	x	x	x

Resolution Template (LENGTHIER)

GOVERNMENT FOR THE PEOPLE AND BY THE PEOPLE: THE CITY OF BRISBANE'S COMMITMENT TO JUST AND FAIR PRACTICES AND POLICIES TO ADVANCE SHARED PROSPERITY AND BELONGING

The purpose of this resolution is to declare that the City of Brisbane will proactively advance equity, and promote a culture of belonging, as permitted by law. Many current inequities are sustained by historical legacies, structures, and systems that repeat and maintain patterns of exclusion. Without the intentionality stated in this resolution, inequitable outcomes linked to race, socio-economic status, ability, LGBTQIA+, gender, and other identities will persist. The charge of the resolution is for all aspects of the City of Brisbane to address and implement lawful strategies that target inequities that exist within the City of Brisbane organization and throughout our city, and to implement strategies to affirmatively advance equity and promote belonging, resulting in more equitable outcomes for all residents. The goal is to support the conditions needed for everyone in the City of Brisbane to reach their full potential.

SECTION 1. FINDINGS. The City of Brisbane hereby finds and declares as follows:

WHEREAS, the City of Brisbane is a diverse community of residents of all abilities, gender identities, sexual orientations, socioeconomic statuses, and racial, ethnical, and national backgrounds, all of whom contribute to the cultural, social, and economic vitality of our community; and

WHEREAS, Brisbane City Council recognizes that our diversity is one of our greatest strengths and remains committed to working towards a society where all residents feel welcomed, valued and protected in the City of Brisbane; and

WHEREAS, the City of Brisbane is committed to advancing equity by creating the conditions that allow all Brisbane residents to fully participate in the economic and social opportunities of the City of Brisbane and prosper; and

WHEREAS, the statistics from national assessments indicate troubling limitations to shared prosperity in the Bay Area and San Mateo County, with the San Francisco-San Mateo-Oakland-Fremont metropolitan area ranking second for economic prosperity but twenty-sixth out of fifty-four large metropolitan areas on racial inclusion in that prosperity as analyzed by the Brookings Institute's Metro Monitor 2024; and

WHEREAS, in the United States, Black, Indigenous, and People of Color (BIPOC) experienced centuries of inequality and systemic, institutionalized racism that have created a degree of cultural and societal imbalance that cannot be remedied without deliberate, conscious efforts; and

WHEREAS, the Brisbane City Council is committed to supporting all our residents, including people with disabilities, immigrants, LGBTQIA+ individuals, Black Indigenous People Of Color, and other vulnerable communities in the City of Brisbane; and

WHEREAS, government agencies have played a painful and significant role in creating and maintaining inequities through explicit and implicit policies and practices; and

WHEREAS, equity occurs when institutions, systems, and structures create the conditions needed for all people to reach their full potential, and when demographic identities no longer determine life outcomes; and

WHEREAS, the City of Brisbane is committed to advancing equity throughout all of its departments and operations in order to reduce and eliminate barriers for marginalized people and create the conditions for all to reach their full potential; and

WHEREAS, the City of Brisbane recognizes that economic opportunity and advancement and skill building is inextricably linked to the long-term well-being of those we serve; and

WHEREAS, the City of Brisbane acknowledges its unique position to better align its business practices and policies with its commitment to lawfully advance equity and serve the community by leveraging its assets and economic activity to improve economic vitality, equity, and shared prosperity; and

WHEREAS, the City of Brisbane is committed to creating systems and structures that reduce and eliminate barriers for marginalized people; and

WHEREAS, the City of Brisbane can serve as a leader and model for other agencies and institutions and catalyze partners across sectors to prioritize the values of equity, inclusion, and belonging, accompanied by concrete structural policies and practices; and

WHEREAS, the City of Brisbane can join other local jurisdictions, including the County of San Mateo, that have adopted similar equity-focused resolutions or otherwise commits to advancing equity to reinforce and support efforts to maximize positive impacts for our community; and

WHEREAS, the City of Brisbane acknowledges the need for learning in the institution in order to effectively implement an equity lens across all operations, and the importance of learning, adjusting, adapting, and growing; and

WHEREAS, the City of Brisbane remains committed in the long term to our mission of advancing equity, belonging, and diversity in all aspects of government and program structure.

NOW, THEREFORE, BE IT RESOLVED that the City of Brisbane confirms its commitment to institutional changes at the individual staff, department, and structural levels that advance the following outcomes evenly within the City of Brisbane:

- resource allocation
- policies
- service provision
- processes
- democracy
- culture

AND BE IT FURTHERED RESOLVED that to achieve the aforementioned outcomes within the City of Brisbane, the Brisbane City Council commits to promote racial and social equity utilizing the following approaches:

1. Diverse and representative decision-making bodies,
2. Data-driven decision making that ensures disaggregation of data and impacts where possible.
3. Prioritization of equity within and across efforts,
4. Thoughtful and intentional engagement of impacted communities in public decisions that impact their lives,
5. Analyses of existing community and partner strengths to build on,
6. Accountability to all stakeholders, particularly our historically marginalized communities.

AND BE IT FURTHER RESOLVED that the Brisbane City Council requests that the IDEA Committee develop an action plan, identifying a minimum of one action item under each of the bulleted outcome areas utilizing the approaches enumerated above, to bring to the Brisbane City Council for review within 6 months.

From: [Ranjani Akula Gupta](#)
To: [IDEA Distribution](#); [Padilla, Ingrid](#); [Padilla, Ingrid](#); [Cheung, Caroline](#)
Cc: [shwetha ravi](#); [jyotsna s](#)
Subject: Sponsorship Request for Diwali Celebration in Brisbane
Date: Thursday, May 15, 2025 12:51:04 PM

Dear Ingrid, Caroline, and the Idea Committee,

Hope all is well.

We are excited to share that we are planning to host another Diwali celebration in Brisbane this year, following the wonderful success of the past two year's events!

Diwali, the Festival of Lights, is a joyful occasion celebrated by millions around the world. It symbolizes the triumph of light over darkness and promotes the values of inclusivity, unity, and cultural understanding. Our event will include traditional Indian music and dance performances, delicious cuisine, and engaging cultural activities, creating a vibrant, welcoming space for our community.

To help us bring this celebration to life, we are seeking sponsorship support from the IDEA committee. This year, we are requesting \$600 to assist with catering expenses. Due to rising restaurant prices and a larger expected turnout, we have increased our request from last year. At our previous event, the food ran out quickly and there wasn't enough for all attendees something we hope to avoid this time by planning ahead for a bigger crowd.

Please know that any amount of support you are able to provide is deeply appreciated and will contribute to making our event a success. In appreciation, we will proudly acknowledge your sponsorship in our event flyers and communications.

If you are interested in supporting our Diwali event or if you require any further information, please don't hesitate to contact me directly.

Thank you for considering our sponsorship request. We are excited about the possibility of partnering with your committee to create a memorable and inclusive Diwali celebration in Brisbane.

Warm regards,
Ranjani, Jyostna, and Swetha



IDEA COMMITTEE AGENDA REPORT

Meeting Date: May 21, 2025

From: Caroline Cheung, Assistant to the City Manager

Subject: IDEA Engagement

Recommendation

IDEA Committee Members self-select to serve as the Committee's representative to one or more City Council advisory bodies.

Background

Shortly after the IDEA Committee began meeting in the Spring of 2022, requests came to the staff liaisons for the Committee to have a representative on the Sierra Point Park & Open Space Subcommittee, as well as on the Age-Friendly Task Force. Former IDEA Committee Members Kolhatkar and Nida served in those roles, respectively. Principal Planner Julia Ayres also presented to IDEA's Policy Subcommittee (former members Kolkatkar and Nida) last April about the prospect of the Subcommittee contributing their perspectives on a stakeholder committee to "advise the City Council on additional methods to engage all segments of the community, especially lower income and special needs households, on housing issues through the [Housing Element] plan period [2023-2031]". The Policy Subcommittee felt this aligned with IDEA's purpose and scope. Seeing that those members are no longer serving on the Committee, we'll need to identify new representatives if that's the Committee's pleasure.

With the IDEA Committee having held various events and cultural celebrations over the years, the IDEA Committee was asked if a representative could attend planning meetings with the Parks and Recreation Committee's Festival of Lights Subcommittee, which Chair Dennis and Councilmember Highsmith did last year. There has been a request from the Parks and Recreation Commission for additional collaborations with the IDEA Committee, as well as a recommendation made by Councilmember Mackin following the Youth Advisory Committee's presentation to the Council at their meeting of May 1, 2025 that the YAC consider exploring working with the IDEA Committee to work on an event to engage more of our residents, youth especially, because, "you're never too old to learn from young people".

Discussion

The City Council has six advisory bodies, of which the IDEA Committee is one of them. Should City staff or the five other advisory bodies request a meeting with a representative from the IDEA Committee, and to allow for greater engagement across all aspects of city government, IDEA Committee members may choose to serve on one or more of the following as IDEA's representative:

1. Parks and Recreation Commission (Age-Friendly initiatives)
2. Youth Advisory Committee (event to engage more Brisbane residents)
3. Planning Commission (General Plan policies)
4. Open Space & Ecology Committee/Sierra Point Park & Open Space Subcommittee
5. Public Art Advisory Committee
6. Complete Streets Safety Committee

IDEA staff liaisons will ensure Committee members are made aware of any meetings as they come up, but none are expected to meet, on average, more than once per month.

Caroline Cheung

Caroline Cheung, IDEA Committee staff liaison