



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, July 16, 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

- B. Correspondence from the San Mateo County Democratic Central Committee

APPROVAL OF MINUTES

- C. Approve IDEA Committee Meeting Minutes of June 18, 2025

OLD BUSINESS

- D. IDEA Work Plan
 - i. Mission Statement
 - ii. Work Plan

ANNOUNCEMENTS

- D. Staff Announcements
- E. Member Announcements

ADJOURNMENT



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

Wednesday, June 18, 2025

Hybrid Meeting 50 PARK PLACE, BRISBANE, CA 94005

COMMITTEE MEMBERS:

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

6:00 P.M. CALL TO ORDER

Chair Horton called the meeting to order at 6:09 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: Anna Dennis, Maria Marc, Masha Kohn, Carol Zoltowski and Alex Horton (Chair)

Committee Members Absent: Quita Highsmith

APPROVAL OF AGENDA

Chair Horton made the request to move up the Workshop Item ahead of Old Business.

Committee Member Dennis made a motion, seconded by Committee Member Zoltowski, to approve the agenda as amended.

Ayes: Committee Members Anna Dennis, Masha Kohn, Carol Zoltowski and Alex Horton (Chair)

Noes: Maria Marc

Abstain: None

Absent: Quita Highsmith

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MINUTES

- B. Approve IDEA Committee Meeting Minutes of May 21, 2025**

Committee Member Zoltowski made a motion, seconded by Committee Member Dennis, to approve the minutes of the IDEA Committee Meeting of May 21, 2025.

Ayes: Committee Members Anna Dennis, Masha Kohn, Carol Zoltowski and Alex Horton (Chair)

Noes: Maria Marc

Abstain: None

Absent: Quita Highsmith

ANNOUNCEMENTS

E. Staff Announcements

i. Receive Diwali request Update

Assistant to the City Manager Cheung reported that she confirmed with the event organizers for Diwali that the IDEA Committee will provide \$400 in support for food for the event. IDEA Committee Members directed staff that if there are any fundraising efforts, the money raised should be for all IDEA events.

Lastly, staff announced upcoming activities in San Mateo County in celebration of Pride Month and Juneteenth.

F. Member Announcements

No member announcements were made.

OLD BUSINESS

C. IDEA Work Plan

i. Mission Statement

Assistant to the City Manager Cheung reported that she took Committee Members' submittals and drafted a Vision, Mission, and Principles for the Committee's second review. They are:

Vision: A Brisbane where every individual belongs and diverse voices shape a thriving, connected, and inclusive community.

Mission: The City of Brisbane's IDEA Committee strives to develop and support a community where everyone feels welcomed, valued, and empowered to participate fully in community life.

Principles:

1. Inclusion – Everyone belongs. We honor the diverse voices that shape our city, where all are respected and interpersonal connections are valued.
2. Dignity – Everyone has worth. We affirm each person's inherent value and create space for individuals to be their authentic selves.
3. Empathy – Understanding starts with listening. We encourage care and compassion, especially across differences.
4. Awareness – Our actions matter. We stay mindful of their impact, take responsibility for fostering connection, and nurture a community where people can be who they are with dignity.

Brisbane truly belongs to everyone. All voices. One Brisbane!

Committee members directed staff to add the Vision, Mission, and Principles text to the IDEA Committee Work Plan. Committee Members will draft the workplan at the next IDEA Committee meeting. Once the workplan is drafted, the City Council will review the workplan for approval.

WORKSHOP

D. Receive General Plan Open Space Element Update and Provide Feedback

Senior Planner Johnson reported that he is in attendance to provide an introduction and background to a state required amendment to the Open Space Element of the General Plan and provide context for the IDEA Committee's role, receive feedback from the Committee, and outline next steps.

He added that in 2023, the state passed Senate Bill SB 1425 which requires that every city and county shall review and update its Open Space Element by January 1, 2026. SB 1425 requires the Open Space Element to address the following:

- Access to open space for all residents in a manner that considers social, economic, and racial equity, correlated with the environmental justice element or environmental justice policies in the general plan, as applicable.
- Climate resilience and other co-benefits of open space, correlated with the safety element.
- Rewilding opportunities, correlated with the land use element. Rewilding opportunities may include, but are not limited to, opportunities to preserve, enhance, and expand an integrated network of open space to support beneficial uses, such as habitat, recreation, natural resources, historic and tribal resources, water management, and aesthetics.

He also added that at this time, according to the Association of Bay Area Governments (ABAG) mapping and as indicated in the City's Housing Element (adopted and certified in 2023), Brisbane has "no substandard housing, no racially or ethnically concentrated areas of poverty or affluence, and the displacement risk is 'stable moderate/mixed income.'"

After some council questions and no public comment, Committee Members provided the following feedback to staff:

- For Program 2.C.8, when staff send out a letter to all property owners of potential open space, to outline options for the land to become public open space, this letter should be written in multiple languages.
- As a prelude to the report, include text stating that even though Brisbane was found to have "no substandard housing, no racially or ethnically concentrated areas of poverty or affluence, and the displacement risk is 'stable moderate/mixed income'" it is still important for the City to revisit and ensure that we provide access to open space for all residents in a manner that considers social, economic, and racial equity, correlated with the environmental justice element or environmental justice policies in the general plan, as applicable.

Senior Planner Johnson thanked Committee Members for their feedback and directed them to communicate with staff if they have additional comments about the City's Open Space Element of the General Plan.

ADJOURNMENT

The next IDEA Committee Meeting will be held on July 16th. Committee Member Kohn announced that she will be out of town. Chair Horton adjourned the meeting at 6:58 p.m.

Ingrid Padilla, City Clerk

DRAFT

From: Alexis Lewis <akl1972.lewis@gmail.com>

Sent: Saturday, July 5, 2025 2:10 PM

To: Council Members <councilmembers@brisbaneca.org>

Subject: Resolution Urging Action Against Illegal Detentions, Racial Profiling, and ICE Abuses Targeting Immigrant Communities

Dear City Council Members,

At our monthly meeting held on Thursday, June 26, 2025, the San Mateo County Democratic Central Committee passed a resolution urging action against illegal detentions, racial profiling and ICE abuses targeting immigrant communities.

Regards,

Alexis Lewis

Corresponding Secretary

San Mateo County Democratic Central Committee

Resolution Urging Action Against Illegal Detentions, Racial Profiling, and ICE Abuses Targeting Immigrant Communities WHEREAS , immigrant communities across California—including San Mateo County—are living under the shadow of increasingly aggressive and illegal actions by the U.S. Immigration and Customs Enforcement (ICE), including masked agents operating without proper identification, entering homes, shopping areas, and workplaces without judicial warrants, and detaining individuals—even during scheduled legal hearings—without due process; although no formal raids have yet been reported in San Mateo County, the climate of fear and intimidation created by these actions has deeply unsettled local immigrant families, spreading profound terror and mistrust across neighborhoods; **WHEREAS** , in working-class communities like East Palo Alto, many Latino residents are expressing growing frustration and disillusionment with Democratic leadership, feeling that their voices and concerns are not being heard; recent reporting shows that support for Donald Trump rose during the 2024 election significantly in low-income cities across the Bay Area, including East Palo Alto—highlighting a growing disconnect that must be acknowledged and addressed; now more than ever, Democratic electeds and party members must show up consistently, listen with empathy, and take action to reaffirm our values and rebuild trust in communities most impacted by injustice;

WHEREAS, building long-term power and safety in communities of color will require the Democratic Party to formally collaborate with local grassroots organizations to co-sponsor trainings, coordinate community-led actions against ICE abuses, and amplify efforts already underway; such leadership must be matched by support for legislative solutions like SB 627, the No Secret Police Act, (Wiener and Arreguín), which prohibits local, state, and federal law enforcement from covering their faces during protests or community interactions, requires clear visible identification, and affirms the public's right to transparency and accountability in policing; **THEREFORE, BE IT RESOLVED**, that the San Mateo County Democratic Central Committee urges the California Democratic Party to forcefully and publicly denounce the illegal seizure, detention, and deportation of immigrants; to oppose racial profiling and constitutional violations targeting immigrants and communities of color, and to demand ICE and other law enforcement agencies follow lawful procedures, including the use of proper identification and judicial warrants; **BE IT FURTHER RESOLVED**, that all Central Committee members commit to being present in their communities, building bridges with grassroots allies, and taking visible, principled action to protect and defend immigrant rights at this critical time; we also strongly encourage all Democratic elected officials in or representing San Mateo County to do the same. **Authors:** Victoria Sanchez De Alba D3 and April Vargas D3



IDEA COMMITTEE AGENDA REPORT

Meeting Date: July 16, 2025

From: Caroline Cheung, Assistant to the City Manager

Subject: IDEA Workplan

Recommendation

IDEA Committee Members review the group's draft workplan for FY 25-26.

Background

At their meeting of June 18, 2025, the Committee approved a Vision, Mission Statement, and set of Principles to help guide their work; a graphical representation will be presented to the Committee at the meeting. Now, the Committee will develop its first workplan for the fiscal year (July 1, 2025 – June 30, 2026); typically this work would take place in the Spring, so that the Committee's workplan could be presented to the City Council for their review and adoption by the end of the fiscal year, but since it's the Committee's first time doing this, coupled with a Council recess planned for mid-July through August, the workplan is scheduled to be considered by the Council at their meeting of September 4, 2025.

Discussion

The IDEA Committee's workplan is representative of its newly created Vision, Mission, and Principles, and takes into account the City Council's adopted Priorities for FY 25-26 (safeguarding fiscal health, caring for community spaces, and fostering community partnerships).

Attachments:

1. IDEA Draft FY2025-26 Workplan
2. City Council FY2025-26 Priorities

Caroline Cheung

Caroline Cheung, IDEA Committee staff liaison

IDEA Committee Workplan FY 2025-2026

*Brisbane truly belongs to everyone.
All voices. One Brisbane!*

#	Major Tasks	Products or Deliverables	Responsibility (Subcommittee, Partner Entities)	Deadline/Completion Date
1	Improve equity in access through expanded translation and ADA-compliant resources	Website and digital documents updated to meet WCAG 2.1 standards for accessibility.	Policy Subcommittee, staff	September
2	Use digital, print, and in-person channels to inform the community about the IDEA Committee	Newsletter feature highlighting the Committee, tabling at farmers' market & Day in the Park	Entire Committee, staff	October
3	Plan and execute a community short-film festival event	Short-Film Festival Event during United Against Hate Week	Events Subcommittee, staff	October 25, 2025
4	Develop a multicultural grant program for community members/organizations to apply for potential funding (i.e. Diwali, AAPI Month, etc.)	Multicultural Grant Program Guidelines	Policy Subcommittee, staff	January
5	Coordinate and lead planning for a community-wide MLK Jr. Day of Service event	MLK Jr. Day of Service Event	Events subcommittee, staff	February

Brisbane City Council

FY 25-26 PRIORITIES



During their Goal-Setting Retreat in March 2025, the Brisbane City Council identified three key priorities to guide the City's work in the upcoming fiscal year (July 1, 2025 - June 30, 2026):

- **Safeguarding Fiscal Health**

Continuing to steward City resources responsibly in light of recent budget challenges.

- **Caring for Our Community Spaces**

Maintaining existing City facilities while developing a clear timeline to assess the future use of both current and potential sites.

- **Fostering Community Partnerships**

Building on Brisbane's strong culture of volunteerism by collaborating with local businesses and community organizations to deliver meaningful projects efficiently and cost-effectively.



The Council is committed to fiscal responsibility and will spend the next year carefully reviewing budgets and reporting to develop a FY 2026–27 budget that aligns with these three key priorities.