



# CITY of BRISBANE

## Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

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Wednesday, September 17, 2025 at 6:00 PM • Hybrid Meeting 25A Park Place, Brisbane, CA 94005

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

#### Join Zoom Meeting:

[brisbaneca.org/idea-zoom](http://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, Maria Marc, 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 Meeting Minutes of August 20, 2025

**OLD BUSINESS**

- C. IDEA Work Plan Update
- D. Notable Dates
  - I. Latine Heritage Month Event Debrief
  - II. Day in the Park, Saturday, October 4, 2025 from 9am-3pm
  - III. United Against Hate Short Film Festival

**NEW BUSINESS**

- E. Flag Display Policy

**ANNOUNCEMENTS**

- F. Staff Announcements
- G. Member Announcements

**ADJOURNMENT**



**BRISBANE COMMITTEE**

**ACTION MINUTES**

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**BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY**

**COMMITTEE MEETING**

**Wednesday, August 20, 2025**

*Hybrid Meeting 50 PARK PLACE, BRISBANE, CA 94005*

**CALL TO ORDER**

Vice Chair Zoltowski called the meeting to order at 6:03 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.

Present: Quita Highsmith, Masha Kohn, Anna Dennis, and Carol Zoltowski

Absent: Alex Horton (Chair), and Maria Marc

**APPROVAL OF AGENDA**

Committee Member Highsmith made a motion, seconded by Committee Member Kohn, to approve the agenda as it stands.

Ayes: Quita Highsmith, Masha Kohn, Anna Dennis, and Carol Zoltowski

Noes: None

Absent: Alex Horton (Chair), and Maria Marc

**PUBLIC COMMENT**

**B. Correspondence from the Indigenous Justice Coalition on behalf of the Muwekma Ohlone Tribe**

**C. Correspondence regarding an Invitation to Participate in 2025 September Suicide Prevention Month**

Vice Chair Zoltowski reported that the Committee received a correspondence from the Indigenous Justice

Coalition on behalf of the Muwekma Ohlone Tribe and a correspondence regarding an Invitation to Participate in 2025 September Suicide Prevention Month. Committee members directed staff to wait for further correspondence or outreach from the Indigenous Justice Coalition and to provide a communications campaign to provided the helpline for suicide prevention.

## **APPROVAL OF MINUTES**

### **D. Approve IDEA Committee Meeting Minutes of July 16, 2025**

Committee Member Highsmith made a motion, seconded by Committee Member Dennis, to approve the minutes of the IDEA Committee Meeting of July 16, 2025.

Ayes: Quita Highsmith, Masha Kohn, Anna Dennis, and Carol Zoltowski

Noes: None

Absent: Alex Horton (Chair), and Maria Marc

## **OLD BUSINESS**

### **E. IDEA Work Plan**

- i. Mission Statement**
- ii. Work Plan**
- iii. Discussion at City Council Meeting of September 4, 2025 at 6:30 pm**

Committee members provided edits to the Mission Poster and the Work Plan. The final draft of the IDEA Work Plan will be discussed at the City Council Meeting of September 4, 2025 at 6:30pm. The representatives from the IDEA Committee would be the chair and the vice chair.

## **NEW BUSINESS**

### **F. Notable Dates in September and October**

- I. Latine Heritage Month**
- II. Day in the Park, Saturday, October 4, 2025 from 9am-3pm**

Staff was directed to solidify the dates, and activities with cosponsor Melissa's Taqueria. Staff was also directed to provide a sign up sheet for tabling for Day in Park which falls on October 4, 2025. Committee members also wanted clarity about their working groups and which groups they are acting as liaisons to.

## **ANNOUNCEMENTS**

### **F. Staff Announcements**

City Clerk Padilla made announcement about the Volunteer Appreciation event scheduled for October 18, 2025.

### **G. Member Announcements**

Committee Member Highsmith she will not be able to attend the meeting in September due to a business trip.

**ADJOURNMENT**

The meeting was adjourned at 6:57 P.M.

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Ingrid Padilla, City Clerk

DRAFT



## INCLUSION, DIVERSITY, EQUITY, AND ACCOUNTABILITY AGENDA REPORT

**Meeting Date:** 1/18/2023

**From:** Caroline Cheung, Communications Manager

**Subject:** Review and Approval of an Administrative Policy for Flag Display Procedures and a Flag Display Schedule

### **Community Goal/Result**

Community Building  
Safe Community

### **Purpose**

Create a community where all people feel accepted and appreciated for who they are.

### **Recommendation**

Review and approve the Administrative Policy of Flag Display Procedures along with a Flag Display Schedule.

### **Background**

At the December 5, 2022 IDEA Committee meeting, the Committee reviewed a draft Administrative Policy for Flag Display Procedures and provided recommendations to staff on the flow chart for additional flags to be displayed in the Community Park and outside City Hall (see Attachment 1).

In late September, a Brisbane resident, Calvin Lee, reached out to the City Manager to state that the mainstream media hadn't been spotlighting hate incidents against Asians as they had the year before, despite them still happening, and proposed a flag that prominently stated, "Stand with Asians", be flown at the Community Park. The City Manager recommended Mr. Lee discuss this further with the IDEA Committee, which he did at the October 19, 2022 IDEA Committee Meeting. The IDEA Committee brainstormed short-term and long-term solutions for displaying additional or commemorative flags in the city at their November and December meetings as well.

The short-term process would entail the City Manager being advised by the IDEA Committee for any flag requests that come through. This would allow for greatest expediency and to address any significant timeframes related to the flag that's being requested (see Attachment 2, City of Brisbane Administrative Policy: Flag Display Procedures). The long-term process would entail a potential Peace Park at Sierra Point, which could be included as part of the Sierra Point Parks

and Open Space Master Plan, and where a group of flag poles could be installed in that space for an interactive art installation/monument.

### **Discussion**

Staff has drafted a Flag Display Schedule, based on Proclamations that have been done in the past or scheduled to take place. The “Stand with Asians” flag is ready to be flown at the Community Park and at City Hall on Sunday, January 22, 2023, at the start of Lunar New Year.

Half-staff U.S. Flag Days and POW/MIA Flag Days have also been incorporated on this Flag Display Schedule (see Attachment 3), which has also been reviewed by the Public Works Department and City Manager.

### **Fiscal Impact**

No cost at this time other than the purchase of additional flags, which is \$200 per flag for custom order flags (as was the case with the “Stand with Asians” flag), or \$80 per flag for non-custom, weather-resistant flags. If the Peace Park idea is agreed upon by the City Council as part of the Sierra Point Open Space and Parks Master Plan, the cost would be determined at that time.

### **Measure of Success**

The public is aware of the City’s Administrative Policy for Flag Display Procedures and of the schedule for displaying flags at the Community Park and at City Hall.

*Caroline Cheung*

Caroline Cheung, Communications Manager

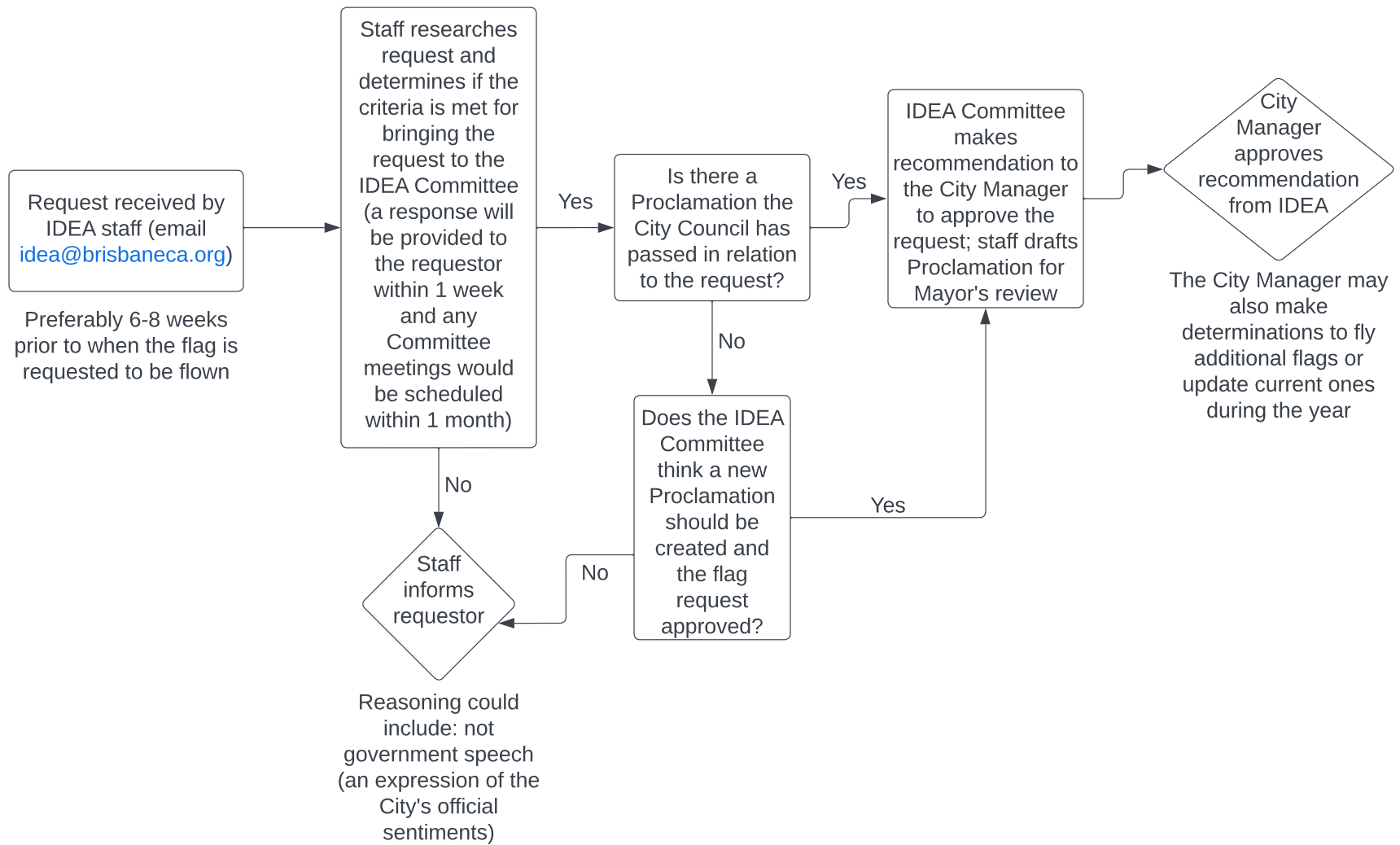
### **Attachments:**

Attachment 1 – Flow Chart for Additional Flags to be Displayed

Attachment 2 – City of Brisbane Administrative Policy: Flag Display Procedures

Attachment 3 – Flag Display Schedule

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





## City of Brisbane Administrative Policy

### Flag Display Procedures

Dated: December 1, 2022

#### 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)

#### 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.

## Flag Days

**Half-Staff Days** (as determined by Presidential declarations, with recurring ones listed below; highlighting indicates overlap with Visitacion Ave. Flag Days)

National Fallen Firefighters Memorial Weekend (service typically the first Sunday in May)

Peace Officers Memorial Day, May 15, unless that day is also Armed Forces Day (*sunrise to sunset*)

**Memorial Day, last Monday in May (*sunrise to noon*)**

Patriot Day September 11<sup>th</sup> (*sunrise to sunset*)

**Pearl Harbor Remembrance Day, December 7<sup>th</sup> (*sunrise to sunset*)**

**Visitacion Avenue Flag Days** (reference: United States Code Title 4 Chapter 1)

New Year's Day, January 1

Inauguration Day, January 20

MLK Jr. Day, 3<sup>rd</sup> Monday in January

Lincoln's Birthday, February 12

Washington's Birthday, 3<sup>rd</sup> Monday in February

Easter Sunday, variable

Mother's Day, 2<sup>nd</sup> Sunday in May

Armed Forces Day, 3<sup>rd</sup> Saturday in May

Memorial Day, the last Monday in May

Flag Day, June 14

Father's Day, 3<sup>rd</sup> Sunday in June

Independence Day, July 4

Labor Day, 1<sup>st</sup> Monday in September

Patriot Day, September 11

Indigenous Peoples' Day, 2<sup>nd</sup> Monday in October

Veterans Day, November 11

Thanksgiving Day, 4<sup>th</sup> Thursday in November

Pearl Harbor Remembrance Day, December 7

Christmas Day, December 25

**POW/MIA Flag Days** (on the following days, this flag will be flown directly beneath the U.S. flag)

Armed Forces Day, the 3<sup>rd</sup> Saturday in May

Memorial Day, the last Monday in May

Flag Day, June 14

Independence Day, July 4

National POW/MIA Recognition Day, the 3<sup>rd</sup> Friday in September

Veterans Day, November 11

## 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)*

**Attachment 3**

**Flag Display Schedule (2023)**

	<b>Community Park (facing the Sunrise Room)</b>					
	<b>City Hall Pole, Position 1</b>	<b>City Hall Pole, Position 2</b>	<b>Left Pole</b>	<b>Center Pole, Position 1</b>	<b>Center Pole, Position 2</b>	<b>Right Pole</b>
<b>January</b>	U.S. Flag	CA State Flag	Black Lives Matter	U.S. Flag	Ukraine Flag	Pride Flag
1/22/23-2/1/23		Stand with Asians Flag	Stand with Asians Flag			
<b>February</b>	U.S. Flag	Juneteenth Flag	Juneteenth Flag	U.S. Flag	Ukraine Flag	Pride Flag
<b>March</b>	U.S. Flag	CA State Flag	CA State Flag	U.S. Flag	Ukraine Flag	Pride Flag
<b>April</b>	U.S. Flag	CA State Flag	CA State Flag	U.S. Flag	Ukraine Flag	Pride Flag
<b>May</b>	U.S. Flag (half-staff 5/7 & 5/15)	Stand with Asians Flag	Stand with Asians Flag	U.S. Flag (half-staff 5/7 & 5/15)	Ukraine Flag	Pride Flag
5/14/23-5/20/23		Law Enforcement Officers Memorial				Law Enforcement Officers Memorial
5/20/23, 5/29/23		POW/MIA Flag			POW/MIA Flag	
<b>June</b>	U.S. Flag	Progress Flag	CA State Flag	U.S. Flag	Ukraine Flag	Progress Flag
6/14/2023		POW/MIA Flag			POW/MIA Flag	
6/14-6/20		Juneteenth Flag	Juneteenth Flag			
<b>July</b>	U.S. Flag	CA State Flag	CA State Flag	U.S. Flag	Ukraine Flag	Progress Flag
7/4		POW/MIA Flag			POW/MIA Flag	
<b>August</b>	U.S. Flag	CA State Flag	CA State Flag	U.S. Flag	Ukraine Flag	Progress Flag
<b>September</b>	U.S. Flag (half-staff 9/11)	CA State Flag	CA State Flag	U.S. Flag (half-staff 9/11)	Ukraine Flag	Progress Flag
9/15/23		POW/MIA Flag			POW/MIA Flag	
<b>October</b>	U.S. Flag	CA State Flag	CA State Flag	U.S. Flag	Ukraine Flag	Progress Flag
<b>November</b>	U.S. Flag	CA State Flag	CA State Flag	U.S. Flag	Ukraine Flag	Progress Flag
11/11		POW/MIA Flag			POW/MIA Flag	
<b>December</b>	U.S. Flag (half-staff 12/7)	CA State Flag	CA State Flag	U.S. Flag (half-staff 12/7)	Ukraine Flag	Progress Flag

**Notes:**

On half-staff days, any flag flown beneath the U.S. Flag is removed  
 Any time the POW/MIA Flag is flown, it will be flown directly beneath the U.S. Flag