



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Special Meeting Agenda

Wednesday, January 21, 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
Chair Horton will be teleconferencing at 475 S Second St. San Jose, CA

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

- i. Maria Marc’s Resignation

APPROVAL OF MINUTES

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

OLD BUSINESS

- C. Update on San Mateo County Rapid Response Hotline Flyer
- D. Update on Martin Luther King Essay/Poetry Contest and Service Project with CORA

NEW BUSINESS

- E. 2026 Flag Display Schedule
- F. Schedule Policy Subcommittee Meeting Date
- G. Select New Chair and Vice Chair

ANNOUNCEMENTS

- H. Staff Announcements
- I. Member Announcements

ADJOURNMENT

From: Marc.Maria <idea-marc@brisbaneca.org>

Sent: Sunday, January 11, 2026 1:06 PM

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

Subject: IDEA Committee Withdrawal

Dear Ingrid and Caroline,

Due to an unplanned and unexpected new work schedule, I can no longer fulfill my role in the IDEA committee for this year. I am sorry I must withdraw from the monthly commitment.

Thank you for your understanding. I am confident and know there are good and capable people who could contribute to the betterment and vitality of our city!

Hope this new year finds you in good spirits and joyful energy.

Warmly,

Maria Marc

PS; Happy to volunteer randomly, if time aligns. Wishing you the very best in 2026!



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE SPECIAL MEETING

Wednesday, December 3, 2025

Hybrid Meeting 50 PARK PLACE, BRISBANE, CA 94005

CALL TO ORDER

Chair Horton called the meeting to order at 6:00 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: Maria Marc, Carol Zoltowski (Vice Chair), and Alex Horton (Chair)

Absent: Anna Dennis, Masha Kohn

APPROVAL OF AGENDA

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

Ayes: Committee Members Marc, Highsmith, Zoltowski, and Chair Horton

Noes: None

Absent: Committee Member Dennis and Kohn

Abstain: None

PUBLIC COMMENT

No member of the public wished to make public comment.

APPROVAL OF MINUTES

B. Approve IDEA Committee Meeting Minutes of October 15, 2025

Committee Member Zoltowski made a motion, seconded by Committee Member Highsmith, to approve the minutes of October 15, 2025.

Ayes: Committee Members Marc, Highsmith, Zoltowski, and Chair Horton

Noes: None

Absent: Committee Member Dennis and Kohn

Abstain: None

NEW BUSINESS

E. Update from Economic Vitality Director

Mitch Bull introduced himself as the City's Economic Vitality Director. He serves as the liaison for new businesses that are looking to come into the City, as well as strengthening the bridge between the City and its current businesses. After committee questions with staff and no public comment, the committee members thanked Mitch Bull for his update and looked forward to working with him on how current businesses can support the IDEA Committee's work.

F. Federal Immigration Discussion

Staff recommended discussing a resident's correspondence to the City Council concerning federal immigration and Brisbane Police protection. After committee questions, and no public comment, Committee members directed staff to provide a flyer providing links to the County's immigration resources, provide information on how to live above fear/crisis, and disseminate the materials every where in the City, especially during the Super Bowl and World Cup next year.

G. Martin Luther King Service Project

- i. Event
- ii. Service Project

Nationally, the Martin Luther King Jr. (MLK) Holiday marks a day of service to commemorate the lifelong legacy of Dr. Martin Luther King, Jr. as a champion for the Civil Rights Movement. Last year, IDEA Committee held its first annual MLK Service Project. The IDEA Committee held a toiletry drive to support Catholic Worker Hospitality House. Catholic Worker Hospitality House sponsors a free dining room, emergency shelter, and supportive and affordable housing in San Bruno, California. Staff reported that it is being recommended to provide direction to staff on the MLK service project and event.

After committee questions and no public comment, committee members directed staff to work on an essay/poetry contest for adults and young people. The contest will be modeled after Belmont's MLK Jr.'s Essay/Poetry Contest and the goal is to highlight Martin Luther King's bigger vision and philosophy. The winners will be celebrated at an IDEA event with the library as a possible venue.

Staff members were also directed to work on a gift card drive or donations to CORA. CORA is the only domestic

violence agency in San Mateo County and they offer a comprehensive set of services to domestic violence victims and their families.

ANNOUNCEMENTS

H. Staff Announcements

City Staff announced upcoming events in December such as the Swearing In Ceremony and the Festival of Lights.

I. Member Announcements

No member announcements were made.

ADJOURNMENT

The meeting was adjourned at 7:22P.M.

Ingrid Padilla, City Clerk

DRAFT



INCLUSION, DIVERSITY, EQUITY, AND ACCOUNTABILITY AGENDA REPORT

Meeting Date: January 21, 2026

From: Caroline Cheung, Assistant to the City Manager

Subject: Review and Approve the City's 2026 Flag Display Schedule

Purpose

Develop and support a community where everyone feels welcome, valued, and empowered to participate fully in community life.

Recommendation

Review and approve the City's 2026 Flag Display Schedule so it can be posted on the IDEA Committee's webpage for reference.

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.org/idea.

Discussion

Over the course of the last several months, IDEA staff liaisons have received correspondence from residents concerning the current flags and a request to add a new flag (see Attachment 2). Because this is an Administrative Policy, the IDEA Committee along with City staff can make an adjustment to the flags that are displayed without there being a need to take the matter before the City Council.

In addition, the City has in the last year created a "BRISBANE" flag based off of the ever-popular hat design available for purchase on [Betsy](#), the City's official merch store. It was only raised outside of City Hall last year, during February – April when no additional flags were scheduled to be raised (see Attachment 3).

Staff has put together a Draft 2026 Flag Display Schedule based off the correspondence received to date concerning the flags displayed at the Community Park and City Hall (see Attachment 4).

Fiscal Impact

None at this time.

Caroline Cheung

Caroline Cheung, Assistant to the City Manager

Attachments:

Attachment 1 – Administrative Policy for Flag Display Procedures

Attachment 2 – Written correspondence

Attachment 3 – 2025 Flag Display Schedule

Attachment 4 – Draft 2026 Flag Display Schedule



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 11th (*sunrise to sunset*)

Pearl Harbor Remembrance Day, December 7th (*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, 3rd Monday in January

Lincoln's Birthday, February 12

Washington's Birthday, 3rd Monday in February

Easter Sunday, variable

Mother's Day, 2nd Sunday in May

Armed Forces Day, 3rd Saturday in May

Memorial Day, the last Monday in May

Flag Day, June 14

Father's Day, 3rd Sunday in June

Independence Day, July 4

Labor Day, 1st Monday in September

Patriot Day, September 11

Indigenous Peoples' Day, 2nd Monday in October

Veterans Day, November 11

Thanksgiving Day, 4th 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 3rd Saturday in May

Memorial Day, the last Monday in May

Flag Day, June 14

Independence Day, July 4

National POW/MIA Recognition Day, the 3rd 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 2

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.

Attachment 3

Brisbane, CA Flag Poles 2025

	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 Ukraine Flag	CA State Flag	Progress Flag
FEB	① U.S. Flag ② Brisbane Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
MAR	① U.S. Flag ② Brisbane Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
APR	① U.S. Flag ② Brisbane Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
MAY	① U.S. Flag ② Mental Health Month Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Progress Flag
Nat'l Fallen Firefighters' Memorial Wknd <i>5/3 - 5/4</i>	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Progress Flag
Nat'l Police Wk <i>5/11 - 5/17</i>	① U.S. Flag ② Law Enforcement Officers Memorial Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Law Enforcement Officers Memorial Flag
Peace Officers' Memorial Day <i>5/15</i>	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Progress Flag
Armed Forces Day <i>5/17</i>	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Progress Flag
Memorial Day <i>5/26</i>	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Progress 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 2025

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

Notes:

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Brisbane, CA Flag Key

U.S. Flag



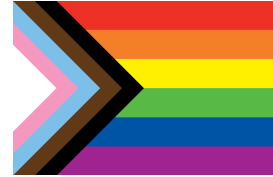
CA State Flag



POW/MIA Flag



Progress Flag



Ukraine Flag



Mental Health Month Flag



Law Enforcement Officers Memorial Flag



Juneteenth Flag



Attachment 4

Brisbane, CA Flag Poles 2026				
	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	Pride Flag
FEB	① U.S. Flag ② Brisbane Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Pride Flag
MAR	① U.S. Flag ② Brisbane Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Pride Flag
APR	① U.S. Flag ② Brisbane Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Pride Flag
MAY	① U.S. Flag ② Mental Health Month Flag	① U.S. Flag ② Mental Health Month Flag	CA State Flag	Pride 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	Pride 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	Pride 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	Pride Flag
Memorial Day 5/26	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Pride Flag

Notes:

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- 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.
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Brisbane, CA Flag Poles 2025

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Flag Day 6/14	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Pride Flag
Juneteenth 6/19	① U.S. Flag ② Juneteenth	① U.S. Flag ② Brisbane Flag	Juneteenth Flag	Pride Flag
JUL	① U.S. Flag ② CA State Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Pride Flag
Independence Day 7/4	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Pride Flag
AUG	① U.S. Flag ② CA State Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Pride Flag
SEPT	① U.S. Flag ② CA State Flag	① U.S. Flag ② Brisbane Flag	CA State Flag	Pride Flag
Patriot Day 9/11	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Pride 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	Pride Flag
OCT	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Pride Flag
NOV	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Pride Flag
Veterans Day 11/11	① U.S. Flag ② POW/MIA Flag	① U.S. Flag ② POW/MIA Flag	CA State Flag	Pride Flag
DEC	① U.S. Flag ② CA State Flag	① U.S. Flag ② Ukraine Flag	CA State Flag	Pride Flag
Pearl Harbor Remembrance Day 12/7	① U.S. Flag Half-Staff	① U.S. Flag Half-Staff	CA State Flag	Pride Flag

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Brisbane, CA Flag Key

U.S. Flag



CA State Flag



POW/MIA Flag



Pride Flag



Mental Health Month Flag



Law Enforcement Officers Memorial Flag



Juneteenth Flag



Brisbane Flag

