



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, June 17, 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

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:

Anna Dennis Lupita Gonzalez, Quita Highsmith, Alex Horton (Chair), Masha Kohn, Marissa Lee Baird, and Carol Zoltowski (Vice Chair)

6:00 P.M. Call to Order

Roll Call

- A. Remote Attendance Under the Just Cause Provisions of the Brown Act

Approval of Agenda

Public Comment

Approval Of Minutes

- B. Approve IDEA Committee Special Meeting Minutes of May 20, 2026

New Business

- C. Consider Approval of IDEA Grant Applications and Consider Extension of the Deadline to Increase the Application Pool
- D. Proposal for the Policy Subcommittee to Discuss Senate Bill 707 Action Items

Old Business

- E. Pride Events and Other Upcoming Activities

Announcements

- F. Staff Announcements
- G. Member Announcements

Adjournment



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

Wednesday, May 20, 2026

Hybrid Meeting 50 PARK PLACE, BRISBANE, CA 94005

CALL TO ORDER

Vice Chair Zoltowski called the meeting to order at 6:14 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: Anna Dennis, Lupita Gonzalez, Quita Highsmith, Marissa Lee-Baird, and Carol Zoltowski (Vice Chair)

Absent: Masha Kohn and Alex Horton (Chair)

B. Welcome our new committee member Lupita Gonzalez

Newly appointed Committee Member Lupita Gonzalez introduced herself to the Committee Members. Committee Members and staff introduced themselves and welcomed Committee Member Gonzalez to the IDEA Committee.

Committee Member Gonzalez will be seated in former Committee Member Marc’s term and her seat in the Events Subcommittee and will be the liaison to the Public Art Advisory Committee.

APPROVAL OF AGENDA

Vice Chair Zoltowski made a request to amend the agenda to add selection of the Vice Chair for a term until December of 2026.

Committee Member Zoltowski made a motion, seconded by Committee Member Highsmith to adopt the agenda amended. The motion was carried unanimously by all present.

Ayes: Committee Members Dennis, Gonzalez, Highsmith Lee-Baird, and Vice Chair Zoltowski

Noes: None

Absent: Chair Horton and Committee Member Kohn

Abstain: None

PUBLIC COMMENT

No member of the public was present.

APPROVAL OF MINUTES

C. Approve IDEA Committee Special Meeting Minutes of April 15, 2026

Committee Member Lee Baird made a motion, seconded by Committee Member Dennis, to approve the IDEA Committee Special Meeting Minutes of April 15, 2026. The motion was carried unanimously by all present.

Ayes: Committee Members Dennis, Kohn, Lee-Baird, Zoltowski and Chair Horton

Noes: None

Absent: Committee Member Highsmith and Kohn

Abstain: None

OLD BUSINESS

D. Diversity Grant Program Update

Assistant to the City Manager Cheung provided an update on the IDEA Grant Program. So far two applications have been received. Applications are due June 12th.

After some questions, no public comment and discussion, staff was directed to do greater outreach and provide applications to the committee members immediately after being submitted.

NEW BUSINESS

E. Pride Events

Assistant to the City Manager Cheung reported that for Pride Month there will be a flag-raising of the Progress 2 Flag on June 1, 2026 at City Hall. Staff was directed to provide refreshments and advertise on the electronic sign board.

Also on June 25th from 5-7pm at the Community Park, the Youth Advisory Committee wanted to partner with the IDEA Committee on an event called Pride in the Park. Staff was directed to support with outreach.

H. Select Vice Chair for a term until December 2026

Committee Member Gonzalez was nominated to be Vice Chair. Committee Member Dennis made a motion, seconded by Committee Member Highsmith to select Committee Member Gonzalez as Vice Chair for a term until December 2026. The motion was carried unanimously by all present.

Ayes: Committee Members Dennis, Gonzalez, Highsmith Lee-Baird, and Vice Chair Zoltowski
Noes: None
Absent: Chair Horton and Committee Member Kohn

Announcements

F. Staff Announcements

City Clerk Padilla provided an update on recruitment for other city committees. Assistant to the City Manager Cheung shared the updates to the IDEA Committee web page on the City's Website as well as the request for community feedback on the Local Hazard Mitigation Plan.

G. Member Announcements

None.

Adjournment

Committee Member Zoltowski adjourned the meeting at 6:49 p.m.

Ingrid Padilla, City Clerk



IDEA COMMITTEE AGENDA REPORT

Meeting Date: June 17, 2026

From: Ingrid Padilla & Caroline Cheung

Subject: IDEA GRANT

Recommendation

Staff recommend committee members review the 3 IDEA Grant applications and consider approval. Staff also recommend committee members consider extending the deadline to increase the applicant pool.

Background

The IDEA Committee was taking grant applications up to June 12, 2026 from community organizations and artists who wish to bring forth a cultural celebration.

The IDEA Committee has allocated \$2,000 in grant funds to support this new IDEA Grants initiative. Grant awards will be up to \$500 (typically \$400-\$500, in order to support a variety of groups and events throughout the upcoming fiscal year: July 1, 2026 - June 30, 2027). Award recipients will be announced by June 30, 2026. All recipients must submit a report within 60 days following the event indicating how funding was used and the outcomes it achieved in accordance with the IDEA Committee's Vision, Mission, and Principles.

The eligibility criteria for this grant is that applicants must be at least 18 years old as of the date the application is submitted. Applicants under 18 must have an adult sponsor. Brisbane City Councilmembers, Commissioners, employees, or their relatives are ineligible to participate.

Discussion

IDEA Committee Members can take action and consider the approval of 3 IDEA Grant applications:

1. Mother's of Brisbane Diwali Event
2. Circadian Cuisine Summer Solstice Event
3. Lyrical Opposition's Hispanic Heritage Month Music Series

IDEA Committee Members can consider extending the IDEA Grant deadline and accept more applications if there are still remaining funds to allocate.

Fiscal Impact

The IDEA Committee has allocated \$2,000 in grant funds to support this new IDEA Grants initiative.

Attachments

1. Applications

IDEA Grant Application

2 responses

[Publish analytics](#)

Organization Name, if applicable, and its connection to Brisbane.

2 responses

Mothers of Brisbane

Circadian Cuisine, a Brisbane based nonprofit for community enrichment

Proposed Event Location

2 responses

Brisbane Library

Brisbane community park

Proposed Event Date and Time

2 responses

Jul 2026

4

Oct 2026

25

Contact Name

2 responses

Ranjani Akula Gupta (President of the Mothers of Brisbane)

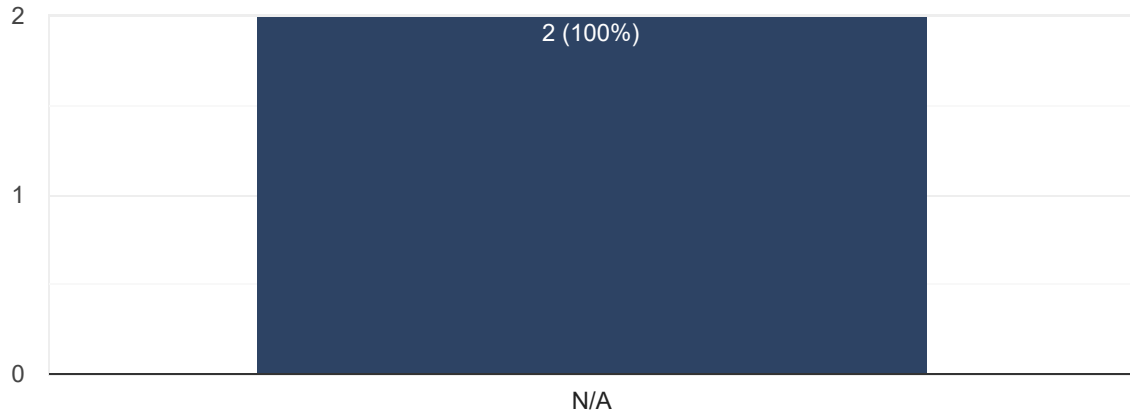
David Konigsmark



Name of adult sponsor, if applicant is under 18 years old. Type "N/A" if applicant is 18 or above.

 Copy chart

2 responses



Contact Person Email Address

2 responses

Ranjani.akula@gmail.com

Circadiancuisine@gmail.com

Contact Person Phone Number

2 responses

8325670501

4158287875



How does this event or activity connect to the [Vision, Mission, and Principles of the IDEA Committee?](#)

2 responses

The Brisbane Diwali celebration serves as a direct implementation of the **Inclusion, Diversity, Equity, and Accountability (IDEA) Committee's mission to foster a city where "everyone belongs." The project connects to the IDEA vision through three primary objectives:

*Cultural Visibility (Diversity): The event elevates South Asian heritage, fulfilling the Committee's mandate to increase representation for historically underrepresented groups in city-wide programming.

*Community Ambassadorship (Inclusion): By creating a welcoming space for music, food, and dance, the event acts as a bridge for intercultural dialogue, moving "Inclusion" from a policy goal to a lived community experience.

* Strategic Accountability: The celebration fulfills the IDEA Committee's FY 25-26 Workplan and "Calendar of Culturally Significant Dates," demonstrating the City's commitment to tangible, equitable resource allocation for diverse cultural events.

*Impact: This collaboration between the City and local volunteers strengthens Brisbane's social fabric by ensuring all residents see their identities reflected and valued in the community they call home.

Absolutely!

Funding Amount Requested

2 responses

400

500

Would you be able to complete your event without the full funding amount of \$500?

2 responses

No

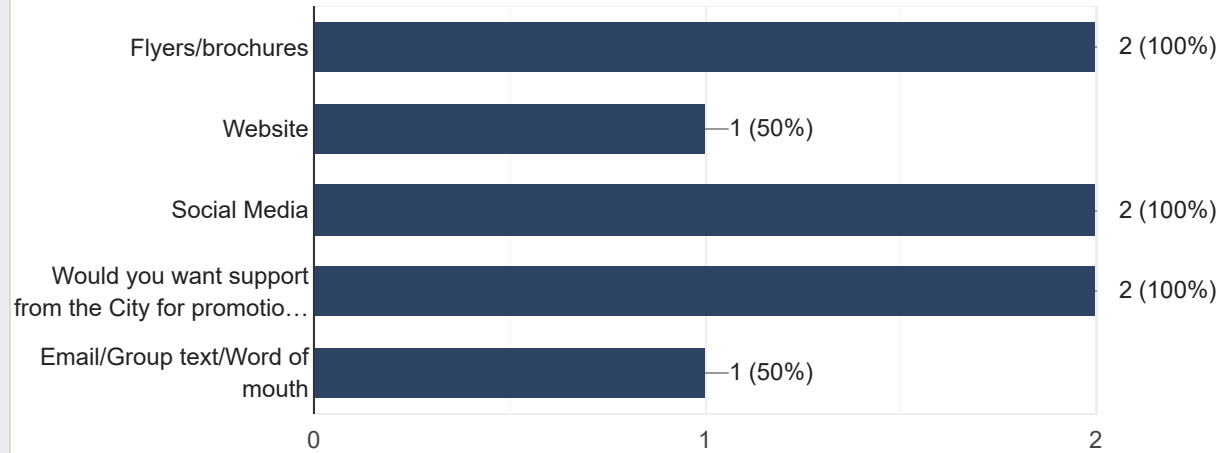
Yes



Please indicate all of the following methods you will utilize to promote and advertise the event:

 [Copy chart](#)

2 responses



Please share your event's proposed budget, including expenditures for things such as: supplies and equipment, permits, marketing, etc.

2 responses

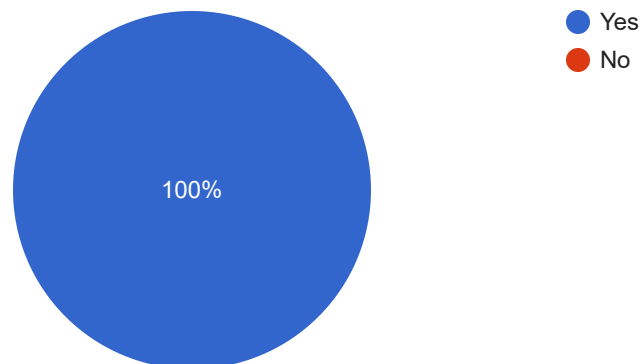
1,800 (Cultural activities, entertainment, Arts/Crafts, supplies, equipment, food (focus will be on experience of the festival))

1000

Do you agree to provide the IDEA Committee with a detailed, 1-page report within 60 days of the event?

 [Copy chart](#)

2 responses



This content is neither created nor endorsed by Google. - [Contact form owner](#) - [Terms of Service](#) - [Privacy Policy](#)

Does this form look suspicious? [Report](#)

Google Forms



From: [Circadian Prime](#)
To: [Cheung, Caroline](#)
Subject: Re: IDEA Grant application
Date: Friday, May 15, 2026 12:02:51 PM
Attachments: [image003.png](#)
[image009.png](#)
[image007.png](#)
[image001.png](#)
[image006.png](#)
[image005.png](#)
[image010.png](#)
[image002.png](#)
[image004.png](#)
[image008.png](#)

Hi Caroline,

In 2024 I started a nonprofit that is based here in Brisbane. Our mission is very much in alignment with your idea acronym. We exist to enrich and inspire those around us wherever they came from and despite their differences bring them together to achieve a better state of health and appreciation for our environment. We have a registered cottage kitchen in Brisbane and we are a registered charity. I am a musician and a chef. We did a solstice event last year and called it “when life gives you lemons”. Our website is circadiancuisine.org and our YouTube channel that we just launched it’s @circadian cuisine on YouTube. I would very much appreciate a collaboration with the city on future events.

Thank you for your consideration!

David j Konigsmark

On Fri, May 15, 2026 at 11:44 AM Cheung, Caroline <ccheung@brisbaneca.org> wrote:

Hi David,

Thank you for submitting an application for a grant from the IDEA Committee to host a cultural event or celebration in Brisbane. I wanted to follow up to understand better what the event would entail and how it would connect to the [Vision, Mission, and Principles of the IDEA Committee](#)?

Thank you for your time.

Caroline



CAROLINE CHEUNG | She/Her

Assistant to the City Manager, City Manager’s Office

Direct: (415) 508-2157 | Cell: (628) 219-2919 | *City Hall Public Walk-in*

Hours: M – Th: 8:30 AM – 4:30 PM, F: 8:30 AM – 12:30 PM



IDEA Grant Application

The IDEA Committee has had the pleasure of supporting community members who have wanted to bring a cultural event or celebration to the residents. They are excited to announce that between now and June 12th, they are taking applications from community organizations and artists who wish to bring forth a cultural celebration.

The IDEA Committee has allocated \$2,000 in grant funds to support this new IDEA Grants initiative. Grant awards will be up to \$500 (typically \$400-\$500, in order to support a variety of groups and events throughout the upcoming fiscal year: July 1, 2026 - June 30, 2027). Award recipients will be announced by June 30, 2026. All recipients must submit a report within 60 days following the event indicating how funding was used and the outcomes it achieved in accordance with the [IDEA Committee's Vision, Mission, and Principles](#).

Eligibility: Entrants must be at least 18 years old as of the date the application is submitted. Applicants under 18 must have an adult sponsor. Brisbane City Councilmembers, Commissioners, employees, or their relatives are ineligible to participate.

Organization Name, if applicable, and its connection to Brisbane.

Lyrical Opposition

Proposed Event Location *

132 Visitacion Ave, Brisbane, CA 94005

Proposed Event Date and Time *

MM DD YYYY

09 / 15 / 2026

Contact Name *

Christian Allan Bustos

Name of adult sponsor, if applicant is under 18 years old. Type "N/A" if applicant is 18 or above. *

N/A

Contact Person Email Address *

christian@lyricalopposition.org

Contact Person Phone Number *

4153595540

How does this event or activity connect to the [Vision, Mission, and Principles of the IDEA Committee](#)?



Brisbane IDEA Committee Vision:

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

Mission:

We strive to develop & support a
community where everyone feels
welcome, valued & empowered
to participate fully in
community life.

Principles:

Inclusion: Everyone belongs.

Dignity: Everyone has worth.

Empathy: Understanding starts with listening.

Awareness: Our actions matter.





Lyrical Opposition's Hispanic Heritage Month music series supports the IDEA Committee's Vision, Mission, and Principles by creating welcoming, community-centered events that bring residents together through music and cultural celebration.

Throughout Hispanic Heritage Month, Lyrical Opposition will host a series of family-friendly DJ sets in Downtown Brisbane featuring music from Hispanic and Latino artists and genres. The goal is to create an enjoyable and accessible atmosphere where residents can gather, connect with neighbors, and experience music that celebrates Hispanic and Latino culture.

The series aligns with the IDEA Committee's commitment to fostering inclusion and belonging by offering free community events that are open and welcoming to all residents. Music has the unique ability to bring people together across backgrounds and generations, creating opportunities for shared experiences and community connection.

The project will also help activate and revitalize Downtown Brisbane by bringing consistent cultural programming to the area throughout the month. Regular DJ sets can encourage residents and visitors to spend time downtown, support local businesses through increased foot traffic, and contribute to a more vibrant and active community gathering space.

As an extension of these efforts, Lyrical Opposition plans to continue supporting community events such as Halloween with similar music-focused programming that encourages community participation and helps create a lively downtown environment.

Through simple, accessible, and family-friendly music events, this project contributes to a more connected, inclusive, and vibrant Brisbane community while celebrating Hispanic Heritage Month and supporting the continued vitality of Downtown Brisbane.

Funding Amount Requested *

500

Would you be able to complete your event without the full funding amount of \$500? *

Yes

Please indicate all of the following methods you will utilize to promote and advertise the event: *

Flyers/brochures

Website

Social Media

Would you want support from the City for promotion in the STAR, Blast, City-administered socials, etc.?

Other:

Please share your event's proposed budget, including expenditures for things such as: supplies * and equipment, permits, marketing, etc.

Sound Equipment: \$500

Do you agree to provide the IDEA Committee with a detailed, 1-page report within 60 days of the * event?

Yes

No

This content is neither created nor endorsed by Google.





IDEA COMMITTEE AGENDA REPORT

Meeting Date: June 17, 2026

From: Ingrid Padilla & Caroline Cheung

Subject: Senate Bill 707

Recommendation

Staff recommend the Policy Subcommittee review the action items in Senate Bill 707 pertaining to creating an outreach plan to underrepresented and non-English-speaking communities.

Background

Senate Bill 707, signed into law by Governor Gavin Newsom on October 3, 2025, amends the Ralph M. Brown Act to increase transparency, public engagement, and accessibility in local government meetings. The bill addresses technological advancements and accessibility needs, ensuring that residents can participate in meetings through telephonic or audiovisual platforms and receive interpretation services when necessary.

Key Provisions

1. **Hybrid Meetings:** Eligible legislative bodies must provide **two-way telephonic or audiovisual access** for all open meetings, unless technology is unavailable or the meeting qualifies for an exemption, such as an off-site tour
2. **Disruption Policies:** By July 1, 2026, bodies must adopt a policy addressing service disruptions. If a disruption occurs, meetings must recess for at least one hour while attempting to restore service, followed by a roll-call vote confirming good-faith efforts
3. **Public Participation and Accessibility:** SB 707 requires systems for requesting interpretation services and encourages actions to increase resident participation. Agendas must be translated into all applicable languages spoken by at least 20% of the local population with limited English proficiency
4. **Social Media and Remote Participation:** Members may engage with the public via social media without deliberating collectively. Members with disabilities can participate remotely using audio and video technology, disclosing any other adults present in their location

5. **Expanded Public Comment and Reporting:** The bill enhances public comment rights and mandates oral reports in open session before finalizing compensation for local agency executives and department heads

Effective Dates

- Implementation: July 1, 2026, through January 1, 2030, for hybrid meeting and public participation requirements
- Certain provisions, such as social media engagement and teleconferencing accommodations, are made permanent

Impact

SB 707 represents a major modernization of the Brown Act, ensuring that local government meetings are more accessible, inclusive, and technologically adaptable. It balances transparency with practical measures to handle disruptions and maintain orderly public participation

Discussion

One of the action items for Senate Bill 707 is for municipalities to create an outreach plan, e.g., which may include outreach to media organizations, civic organizations, non-English-serving outlets.

The Policy subcommittee can meet to help with research to help draft an outreach plan as it pertains to Senate Bill 707.

Fiscal Impact

None at this time.

Attachments

None.