



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, November 16, 2022 at 7:00 PM • Virtual Meeting

This meeting is compliant with the Ralph M. Brown act as amended by California Assembly Bill No. 361 effective September 16, 2021 providing for a public health emergency exception to the standard teleconference rules required by the Brown Act. The purpose of this is to provide a safe environment for the public, staff and committee members, while allowing for public participation. The public may address the Committee Members using exclusively remote public comment options. The Committee may take action on any item listed in the agenda.

TO ADDRESS THE COMMITTEE

The IDEA Committee Meeting will be an exclusively virtual meeting. The IDEA Committee meeting 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.

To view the meeting please join the meeting with the Zoom information below.

Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Aside from the commenting while in the Zoom meeting, the following email and text line will also be monitored during the meeting and public comments received will be noted into the record during Oral Communications or an item.

Email: ipadilla@brisbaneca.org

Text: 628-219-2922

Join Zoom Meeting:

brisbaneca.org/idea-zoom

Meeting ID: 816 0979 9931

Passcode: 123456

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:

Christian Bustos, Alex Horton (Vice Chair), Mangesh Kolhatkar, Miyoko Nida, Dianne Oseto and William Lok (Chair)

7:00 P.M. CALL TO ORDER**ROLL CALL****APPROVAL OF AGENDA****PUBLIC COMMENT****OLD BUSINESS**

- A. Receive a Report Out of United Against Hate Week
- B. Stand with Asians Flag Request and Flag Procedures Recommendation

STAFF REPORTS

- C. Scheduling Next Meeting
- D. Announcements

COMMITTEE MEMBER REPORTS**ADJOURNMENT**



INCLUSION, DIVERSITY, EQUITY, AND ACCOUNTABILITY AGENDA REPORT

Meeting Date: November 16, 2022

From: Stuart Schillinger, Assistant City Manager and Caroline Cheung, Communications Manager

Subject: Review and Discuss Potential Flag Display Procedures for the City of Brisbane

Community Goal/Result

Community Building
Safe Community

Purpose

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

Recommendation

Discuss and recommend to the full IDEA (Inclusion, Diversity, Equity & Accountability) Committee aspects of a City of Brisbane Flag Display Procedures document for displaying flags on City-owned flag poles.

Background

The City has a number of flag poles located throughout the City, i.e., at City Hall, at the Corporation Yard, at the Marina, and three at the Community Park (see Attachment 1). The City displays the United States Flag at all of its locations. In the past, the City has also chosen to display a number of other flags, including the Pride Flag, Black Lives Matter Flag, and an MIA/POW Flag. More recently, the City has displayed the flag of the Ukraine to show support for that independent nation.

A resident has come forward requesting the IDEA committee to look at the potential of displaying a Stand with Asians flag. There are currently no spots on City flag poles to display this flag. Additionally, other groups may come forward making similar requests. Therefore, it seems like the appropriate time for the City to formalize a procedure for responding to these requests.

On November 1, 2022, the Events Subcommittee met to discuss the Stand with Asians flag. Included in their discussions was a potential time of year this flag could be flown. It was thought that Lunar New Year, which falls on Sunday, January 22, 2023, could be a good target date. The Subcommittee also suggested the preliminary design could incorporate elements from the Stop Asian Hate poster which the IDEA Committee had on display at Day in the Park (see Attachment 2), which included graphics a Brisbane youth contributed for last year's Stand

with Asians Vigil which took place in February. The Subcommittee provided guidance for staff to begin working on a preliminary design.

On November 3, 2022, one of the Events Subcommittee members met with staff to design a potential Stand with Asians flag. Seeing that the graphics previously provided worked on an 8.5" x 11" poster but could not be scaled for a 3' x 5' flag, it was thought to use a more simple graphic with block font to ensure the message could be easily read. Different colorways of the same design were considered; the first one incorporates a colorway similar to the poster (see Attachment 3).

On November 8, 2022, the Policy Subcommittee met to discuss a potential flag display procedure for the City. They Committee reviewed a number of policies and procedures from around the country and Canada, as well as model procedures put out by the Oregon League of Cities and a summary of a court case involving displaying flags ruled on by the Supreme Court. Those items are available for review as part of the Subcommittee agenda packet online here: <https://www.brisbaneca.org/bc-idea/page/idea-policy-subcommittee-meeting-0>.

Discussion

Staff has researched what written procedures other cities and towns have when it comes to displaying flags/pennants on their flag poles and property. This has become a more important document to have recently since the Supreme Court Ruling of *Shurtleff v. City of Boston*. The Supreme Court cited Boston's lack of an approved procedure for flying flags as a cause for ruling in favor of the Plaintiff. The Court cited the City of San José's policy as an example of an appropriate policy.

The Policy Subcommittee reviewed various elements to include in a flag display procedure document and makes the following recommendation for each:

- Rules for displaying Federal Flag – Follow the rules governing flag flying and the City's protocol on flying flags on Visitation Ave. and when to place flags at half-staff
- Rules for displaying State Flag – Display in the Community Park on a separate flag pole if available
- Rules for non-Governmental Flags
 - What types of flags – Flags that are consistent with the values expressed by the definitions the Committee has reviewed for Inclusion, Diversity, Equity, and Accountability (see Attachment 4)
 - Who can request flags to be flown – Flags are considered Government Speech and therefore all flags flown will be approved by the City Council or their appointed authority. If residents of the community wish to see a flag flown, the IDEA committee will review the proposal to determine if it is consistent with its definitions and make a recommendation to the City Council.

- Which Flag Poles can be used – The two flag poles at the Community Park will be used until additional flag poles are made available in an alternative location.
- Other Areas of the City – The potential for placing flagpoles as part of the Sierra Point Open Space and Park Master Plan was discussed. The thought of making the park or a portion of the park a Peace Park with flag poles and a public art piece or monument commemorating the ideas of peace and unity would be appropriate.
- Period of time flags are to be displayed – If there are more than two flags available to be flown, flags will be flown for one-month increments and rotated appropriately.
- Timeline for deciding on which flags would be flown – The Subcommittee discussed having a short timeframe be outlined in the policy to ensure that flags are flown in a timely fashion. Special meetings of the IDEA committee may need to be convened to meet the City Council calendar.

Fiscal Impact

No cost at this time other than the purchase of additional 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 City develops a Flag Display Procedure, which is consistent with its values.

Stuart Schillinger

Stuart Schillinger, Assistant City Manager

Caroline Cheung

Caroline Cheung, Communications Manager

ATTACHMENTS:

Attachment 1 – Flags currently displayed in the Community Park

Attachment 2 – Stop Asian Hate poster from Day in the Park

Attachment 3 – Preliminary Stand with Asians Flag in 3 Colorways

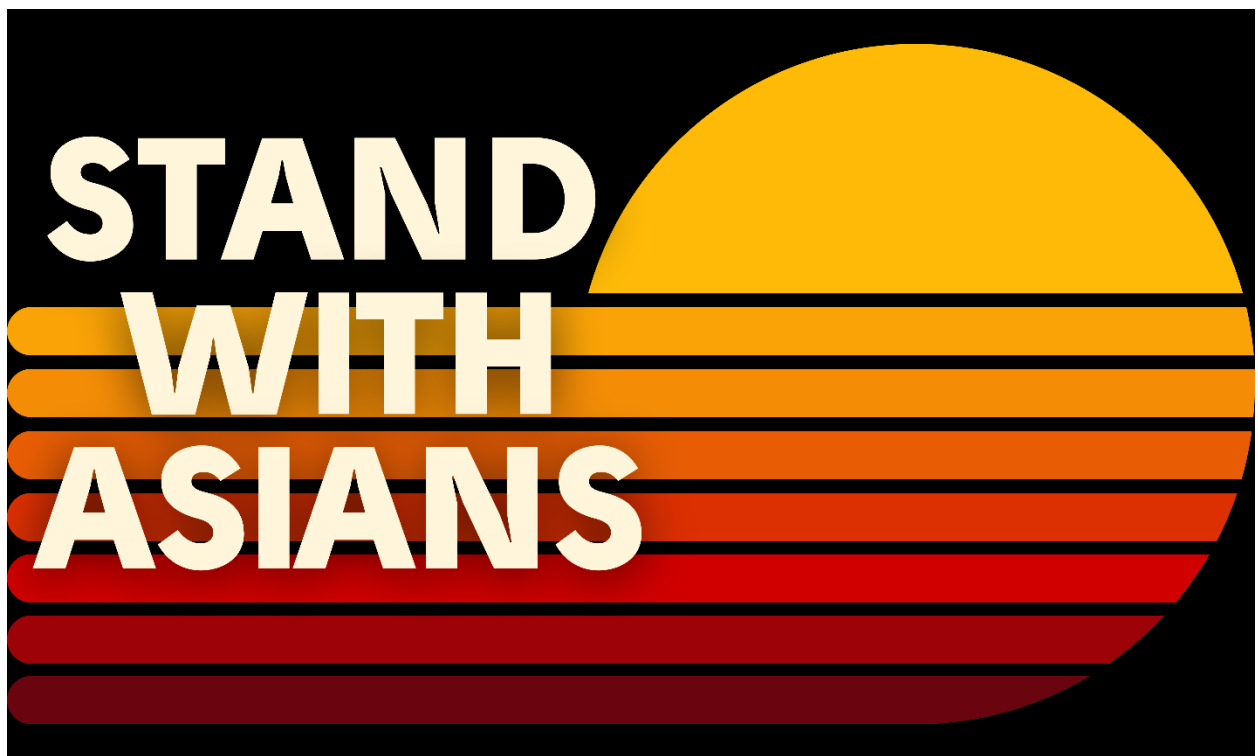
Attachment 4 – IDEA Definitions

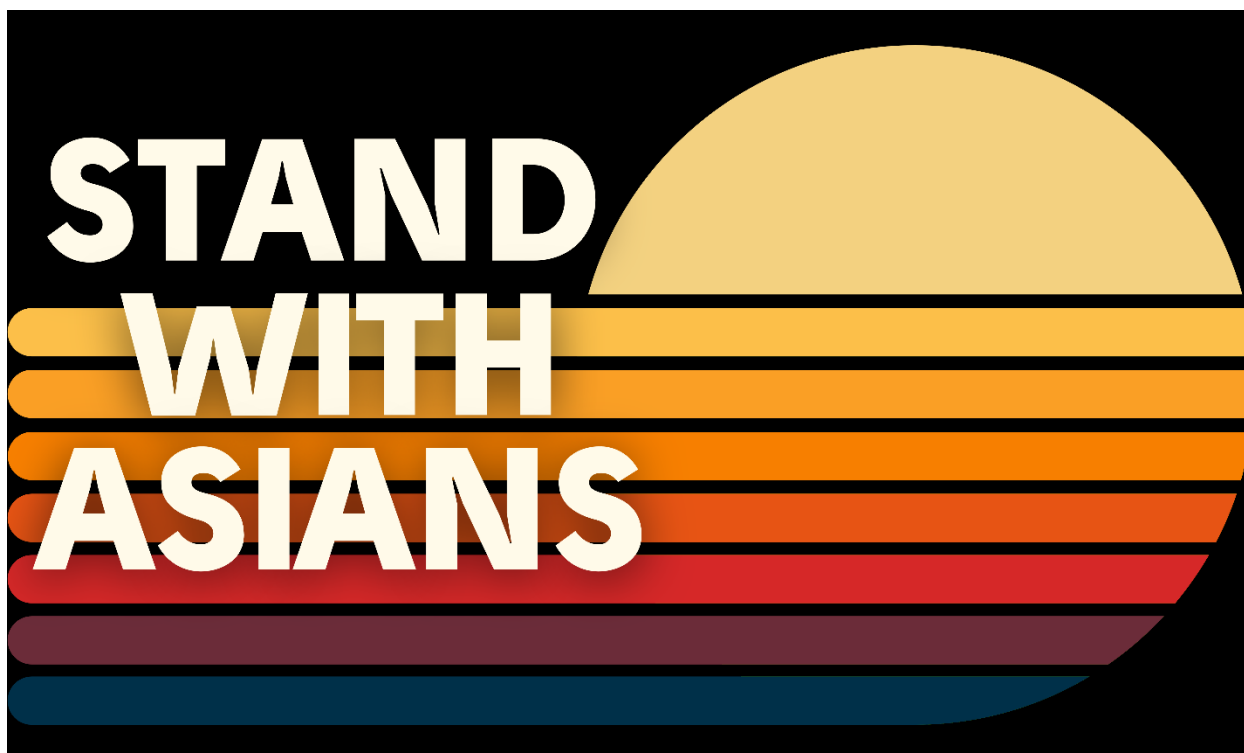
Attachment 1 – Flags Currently Displayed in the Community Park



Attachment 2 – Stop Asian Hate Poster from Day in the Park







Attachment 4 – IDEA 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)*