



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Special Meeting Agenda

Monday, December 5, 2022 at 6:00 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)

6:00 P.M. CALL TO ORDER**ROLL CALL****APPROVAL OF AGENDA****APPROVAL OF MINUTES**

- A. Approve minutes of IDEA Committee Meeting of October 19, 2022
- B. Approve minutes of IDEA Committee Meeting of November 16, 2022

PUBLIC COMMENT**OLD BUSINESS**

- C. Review and Discuss an Administrative Policy for Flag Display Procedures

STAFF REPORTS

- D. Announcements

COMMITTEE MEMBER REPORTS**ADJOURNMENT**



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

Wednesday, October 19, 2022

VIRTUAL MEETING

COMMITTEE MEMBERS:

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

6:00 P.M. CALL TO ORDER

Chair Lok called the meeting to order at 6:04 p.m.

ROLL CALL

IDEA Committee Members Present: Christian Bustos, Alex Horton, Mangesh Kolhatkar, Miyoko Nida, Dianne Oseto and

IDEA Committee Members Absent: William Lok (Chair)

IDEA Committee Members Absent: Note Christian Bustos (joined later in the meeting)

Staff Present: City Clerk Padilla, Communications Manager Cheung, and Assistant City Manager Schillinger

APPROVAL OF AGENDA

Committee Member Kolhatkar made a motion, seconded by Committee Member Horton, to approve the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Committee Members Alex Horton, Mangesh Kolhatkar, Miyoko Nida, and Dianne Oseto

Noes: None

Absent: Chair William Lok

Abstain: None

APPROVAL OF MINUTES

A. Approve minutes of IDEA Meeting of September 21, 2022

Committee Member Kolhatkar requested to correct the typographical error in the minutes and made a motion, seconded by Committee Member Horton to approve the minutes of the IDEA Meeting of September 21, 2022. The motion was carried unanimously by all present.

Ayes: Committee Members Alex Horton, Mangesh Kolhatkar, Miyoko Nida, and Dianne Oseto

Noes: None

Absent: Chair William Lok

Abstain: None

PUBLIC COMMENT

No member of the public wish to make public comment

OLD BUSINESS

B. Receive a Report Out and Evaluation of October 1st, 2022 Day in the Park Event

After a brief staff report, Community Members agreed that the event was successful in engaging the community especially the young kids who enjoyed all the child hood snack giveaways and answering the community survey posters. Committee Members wanted a copy of the community feedback.

C. Community Ofrenda for Dia De Los Muertos Event on Sunday, October 30, 2022 1-4pm

After a brief staff report, Committee Members will be tabling at the Community Ofrenda event for Dia De Los Muertos Event on Sunday, October 30, 2022 from 1-4pm at the Brisbane Library. Tabling will also have special bread, Pan de Muerto, to celebrate Dia De Los Muertos.

NEW BUSINESS

D. Respond to the Stand with Asians Flag Request

After a brief staff report, Kalvin Lee, a Brisbane resident, stated that Asian Americans continue to be victims of hate crimes and discrimination. To show the City's support of the Asian American community, he advocated for a Stand with Asians Flag to be flown at the Community Park along side the Black Lives Matter Flag and the Pride Flag. He also requested to have the flag be designed by community members or youth in the community. He also stated that he did not want the other flags removed and would rather have another a new flag pole installed.

After Committee questions and discussion, Committee members decided to continue the discussion of the flag design at the Events Subcommittee and the flag protocol at the Policy Subcommittee.

E. United Against Hate Week November 13-19, 2022

After a brief staff report, Committee members decided to continue the discussion of the United Against Hate Week activity at the Events Subcommittee.

F. Propose Plans for the Festival of Lights Scheduled for December 4, 2022

After a brief staff report, Committee recommended the following ideas to make the Festival of Lights more diverse and inclusive:

- Acknowledge similarities in holiday celebrations, e.g., Diwali also as the festival of lights
- Provide multicultural foods such as latkes
- Consider other holidays to promote and not just be Christmas centric

STAFF REPORTS

G. Proposed Time Change for the 11/16/22 IDEA Committee Meeting to 7:00 P.M.

The proposed time change is due to the State of the City Event happening at 5pm on the same day. Members agreed to change the meeting time of the IDEA Committee Meeting of 11/16/22 to 7pm.

H. Announcements

Staff will forward the Police Department flyer about the Toy Drive.

COMMITTEE MEMBER REPORTS

Committee Member Horton requested to change the December IDEA Committee Meeting due to the Winter Solstice Holiday.

ADJOURNMENT

Committee Member Horton adjourned the meeting at 7:44 p.m.

Ingrid Padilla, City Clerk



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE MEETING

Wednesday, November 16, 2022

VIRTUAL 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

Chair Lok called the meeting to order at 7:05 p.m.

ROLL CALL

IDEA Committee Members Present: Christian Bustos , Alex Horton, Mangesh Kolhatkar, Miyoko Nida, Dianne Oseto and William Lok (Chair)

IDEA Committee Members Absent: Note Christian Bustos (joined later in the meeting)

Staff Present: City Clerk Padilla, Communications Manager Cheung, and Assistant City Manager Schillinger

APPROVAL OF AGENDA

Committee Member Kolhatkar made a motion, seconded by Chair Lok, to approve the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Alex Horton, Mangesh Kolhatkar, Miyoko Nida, Dianne Oseto and William Lok

Noes: None

Absent: Christian Bustos

Abstain: None

PUBLIC COMMENT

No member of the public wish to make public comment

OLD BUSINESS

A. Receive a Report Out of United Against Hate Week

After a brief staff report, Committee members commended the high youth participation at the Poetry Workshop and Poetry Slam activity. They were appreciative of the Mayor Coleen Mackin supporting the event and conveying the message that the as a City we are united against hate. The Committee members are excited about planning ahead for next year's United Against Hate Week activity.

Aaron Padilla, one of the youth participants, said he enjoyed the event because many of his friends were in attendance.

B. Stand with Asians Flag Request and Flag Procedures Recommendation

After a brief staff report, the Committee directed staff to draft an Administrative Procedure and internal process flow chart modeled on the City of San Jose's Flag Policy and centered around the IDEA Committee making recommendations to the City Manager for flag requests.

In the long term, the IDEA Committee was also interested in a Peace or Unity Park in the Sierra Point area with multiple flags on display. Committee members were also open to the timeline of a Stand with Asians Flag being flown late January to February for the Lunar New Year and having the events subcommittee further discuss other events to Stand with Asian Americans for AAPI Heritage Month in May.

STAFF REPORTS

C. Scheduling Next Meeting

The next IDEA Committee Meeting will be held as a special meeting on Monday, December 5, 2022.

D. Announcements

Committee Member Horton asked if the staff and committee members can do the I Am Poems as a Committee activity.

COMMITTEE MEMBER REPORTS ADJOURNMENT

None

ADJOURNMENT

Chair Lok adjourned the meeting at 8:09 p.m.

Ingrid Padilla, City Clerk



INCLUSION, DIVERSITY, EQUITY, AND ACCOUNTABILITY AGENDA REPORT

Meeting Date: 12/5/2022

From: Caroline Cheung, Communications Manager

Subject: Review and Discuss an Administrative Policy for Flag
Display Procedures

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 Committee a draft Administrative Policy concerning Flag Display Procedures.

Background

At the November 16, 2022 IDEA Committee meeting, short-term and long-term processes were discussed for displaying additional or commemorative flags in the city. 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 1 for a suggested flow chart). 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 an Administrative Policy (see Attachment 2) for the Committee to review. Something not included that staff would like to hear from the Committee on is whether the Committee feels the requestor should provide the flag(s) they are requesting be displayed.

Fiscal Impact

No cost at this time other than the purchase of additional flags, which is \$200 per flag or \$400 for two (Community Park & City Hall). 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 has an Administrative Policy for Flag Display Procedures.

Caroline Cheung

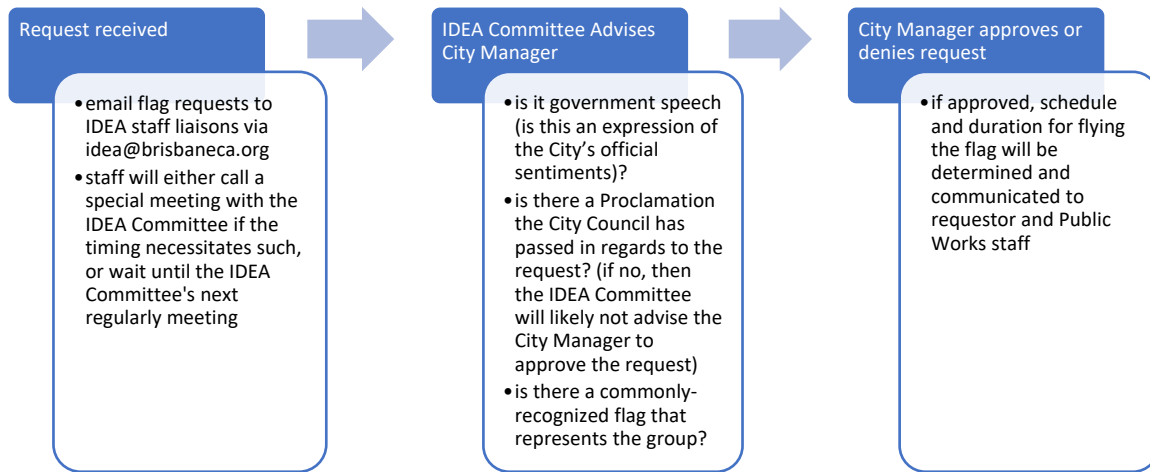
Caroline Cheung, Communications Manager

Attachments:

Attachment 1 – Flow Chart for Additional Flags to be Displayed

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

Attachment 1 – Flow Chart for Additional Flags to be Displayed





City of Brisbane Administrative Policy – DRAFT

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 Visitation Ave. Flag Days)

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)

National Firefighters Memorial Day in October (typically a Sunday during Fire Prevention Week)

Pearl Harbor Remembrance Day, December 7th (*sunrise to sunset*)

Visitation 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)*