



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, January 18, 2023 at 6:00 PM • Hybrid Meeting 50 Park Place, Brisbane, CA 94005

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. Accordingly, the public may observe IDEA Committee meetings and/or address the Committee Members using remote public comment options or have the option to attend IDEA Committee Meetings in person. Please be advised that Committee Members may continue to participate in the meeting remotely. The Committee may take action on any item listed in the agenda.

TO ADDRESS THE COMMITTEE

IN PERSON

Location: 50 Park Place, Brisbane, CA 94005, Large Conference Room

Masks are no longer required but are highly recommended in accordance with California Department of Health Guidelines. To maintain public health and safety, please do not attend in person if you are experiencing symptoms associated with COVID-19 or respiratory illness.

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. Aside from commenting while in the Zoom webinar the following email and text line will be also monitored during the meeting and public comments received will be noted for the record during Oral Communications 1 and 2 or during an Item.

Email: ipadilla@brisbaneca.org or **Text:** (628) 219-2922

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:

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 Special Meeting of December 5, 2022

PUBLIC COMMENT

OLD BUSINESS

- B. Consider Approval of Administrative Policy for Flag Display Procedures and a Flag Display Schedule

NEW BUSINESS

- C. Election of New Chair and Vice Chair

STAFF REPORTS

- D. Announcements:
 - i. SB 2449 and Conduct of Meetings Through February 28, 2023 and Thereafter
 - ii. Term Expirations

COMMITTEE MEMBER REPORTS

ADJOURNMENT



BRISBANE COMMITTEE

ACTION MINUTES

BRISBANE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY

COMMITTEE SPECIAL MEETING

Monday, December 5, 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 6:05 P.M.

ROLL CALL

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

IDEA Committee Members Absent: Christian Bustos

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

APPROVAL OF AGENDA

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

Ayes: Committee Members Horton, Kolhatkar, Nida, Oseto and Chair Lok

Noes: None

Absent: Committee Member Bustos

Abstain: None

APPROVAL OF MINUTES

A. Approve minutes of IDEA Committee Meeting of October 19, 2022

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 Horton, Kolhatkar, Nida, Oseto and Chair Lok

Noes: None

Absent: Committee Member Bustos

B. Approve minutes of IDEA Committee Meeting of November 16, 2022

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 Horton, Kolhatkar, Nida, Oseto and Chair Lok

Noes: None

Absent: Committee Member Bustos

Abstain: None

PUBLIC COMMENT

No member of the public wished to speak.

OLD BUSINESS

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

Communications Manager Cheung reported that the short-term process for the administrative policy for flag display procedures would entail the City Manager being advised by the IDEA Committee for any flag requests that come through. 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.

After some questions, committee members asked staff to return to the next meeting with an edited flow chart and a timeline for flag display.

STAFF REPORTS

D. Announcements

There will be a Lunar New Year Proclamation at the City Council Meeting of January 19, 2023.

Assistant City Manager Schillinger is retiring at the end of the month.

COMMITTEE MEMBER REPORTS

No Committee Member reports were given.

ADJOURNMENT

Chair Lok adjourned the meeting at 6:53 p.m.

Ingrid Padilla, City Clerk



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

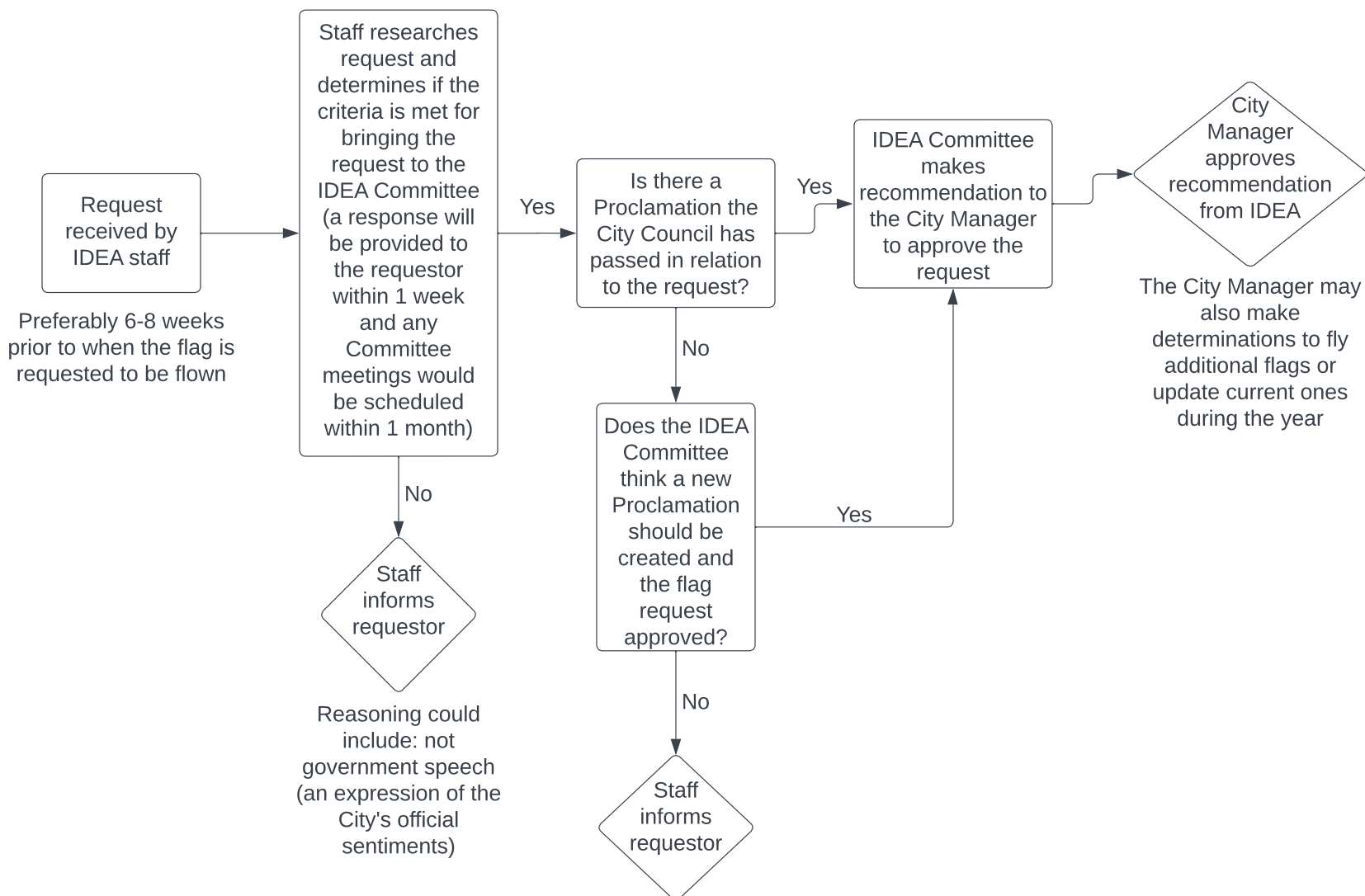
Attachments:

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 Visitation Ave. Flag Days)

National Fallen Firefighters Memorial Weekend (typically the first weekend 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*)

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)*

Attachment 3

Flag Display Procedures

| | | Community Park (facing the Sunrise Room) | | |
|------------------|-------------------------------------|--|-------------------------------------|----------------|
| | City Hall | Left | Center | Right |
| January | U.S. Flag | Black Lives Matter | U.S. Flag | Pride Flag |
| | CA State Flag | | Ukraine Flag | |
| 1/22/23-2/1/23 | Stand with Asians Flag | Stand with Asians Flag | | |
| February | U.S. Flag | Juneteenth Flag | U.S. Flag | Pride Flag |
| | Juneteenth Flag | | Ukraine Flag | |
| March | U.S. Flag | CA State Flag | U.S. Flag | Pride Flag |
| | CA State Flag | | Ukraine Flag | |
| April | U.S. Flag | CA State Flag | U.S. Flag | Pride Flag |
| | CA State Flag | | Ukraine Flag | |
| May | U.S. Flag (half-staff 5/6-7 & 5/15) | Stand with Asians Flag | U.S. Flag (half-staff 5/6-7 & 5/15) | Pride Flag |
| | Stand with Asians Flag | | Ukraine Flag | |
| 5/20/23, 5/29/23 | POW/MIA Flag | | POW/MIA Flag | |
| 5/14/23-5/20/23 | Blue Line Flag | | | Blue Line Flag |
| | | | | |
| June | U.S. Flag | Juneteenth Flag | U.S. Flag | Progress Flag |
| 6/1-14, 6/20-30 | Progress Flag | | Ukraine Flag | |
| 6/14/2023 | POW/MIA Flag | | POW/MIA Flag | |
| 6/14-6/20 | Juneteenth Flag | | | |
| July | U.S. Flag | CA State Flag | U.S. Flag | Progress Flag |
| | CA State Flag | | Ukraine Flag | |
| 7/4 | POW/MIA Flag | | POW/MIA Flag | |
| August | U.S. Flag | CA State Flag | U.S. Flag | Progress Flag |
| | CA State Flag | | Ukraine Flag | |
| September | U.S. Flag (half-staff 9/11) | CA State Flag | U.S. Flag (half-staff 9/11) | Progress Flag |
| | CA State Flag | | Ukraine Flag | |
| 9/15/23 | POW/MIA Flag | | POW/MIA Flag | |
| October | U.S. Flag | CA State Flag | U.S. Flag | Progress Flag |
| | CA State Flag | | Ukraine Flag | |
| November | U.S. Flag | CA State Flag | U.S. Flag | Progress Flag |
| | CA State Flag | | Ukraine Flag | |
| 11/11 | POW/MIA Flag | | POW/MIA Flag | |
| December | U.S. Flag (half-staff 12/7) | CA State Flag | U.S. Flag (half-staff 12/7) | Progress Flag |
| | CA State Flag | | Ukraine 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