



# CITY of BRISBANE

## Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

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Wednesday, September 20, 2023 at 6:00 PM • Hybrid Meeting 50 Park Place, Brisbane, CA 94005

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The public may observe/participate in IDEA Committee meetings using remote public comment options or attending in person. Committee Members shall attend in person unless remote participation is permitted by law. The IDEA 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](http://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](mailto:ipadilla@brisbaneca.org) or **Text:** (628) 219-2922

#### Join Zoom Meeting:

[brisbaneca.org/idea-zoom](http://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:**

Alex Horton (Chair), Mangesh Kolhatkar (Vice Chair), Anna Dennis, Ashley Budelli, Miyoko Nida, and Dianne Oseto

## **6:00 P.M. CALL TO ORDER**

## **ROLL CALL**

- A. Consider any request of a City Councilmember to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

## **APPROVAL OF AGENDA**

## **PUBLIC COMMENT**

## **OLD BUSINESS**

- B. IDEA Work Plan
  - i. Reviewing Draft Work Plan and Community Goals/Results
- C. Review City Events for Calendar for #WeAreBrisbane Series
  - i. Day in the Park tabling Saturday, October 7<sup>th</sup> 10am-3pm
  - ii. National Hispanic and Latinx Heritage Month
  - iii. United Against Hate Week and youth mural project

## **STAFF REPORTS**

- D. Announcements

## **COMMITTEE MEMBER REPORTS**

- E. Age-Friendly Cities

## **ADJOURNMENT**



## INCLUSION, DIVERSITY, EQUITY & ACCOUNTABILITY AGENDA REPORT

**Meeting Date:** September 20, 2023

**From:** Ingrid Padilla and Caroline Cheung

**Subject:** Discussion of Annual Work Plan and Community Goals/Results

### PURPOSE

Discuss purpose of an Annual Work Plan and draft the work plan based on the City Council's Community Goals/Results

### RECOMMENDATION

Staff recommends review of the City Council's adopted Community Goals/Results and draft the IDEA Committee's Work Plan based on the Community Goals/Results.

### BACKGROUND

City Council's Community Goals/Results were developed to create a framework to help the City develop programs and develop program indicators. The IDEA Committee in February 2023 reviewed the City's Community Goals/Results and modified them accordingly:

- **Safe Community** – Residents and visitors will experience a sense of healthy and safe community (physical, emotional, mental) and a sense of inclusiveness in the community
- **Community Building** – Brisbane will honor, promote, strengthen, and foster -the rich diversity of our city (residents, organizations, businesses) and strive to create inclusive and equitable experiences and interactions through community engagement and participation including educational and youth development opportunities
- **Ecological Sustainability** – Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability
- **Fiscally Prudent** – Brisbane's fiscal vitality will reflect sound decisions that also speak to / the values of the community
- **Economic Development** – Brisbane will work with the businesses and residents to provide for economic vitality/diversity while recognizing historical inequities in economic opportunity with an intent to provide redressal where appropriate

## DISCUSSION

The work plan will function as the road map for the Committee's projects and initiatives. Staff has attached sample work plans from City of Brisbane Commissions and Committees, as well as the Town of Los Gatos' Justice, Equity, Diversity, and Inclusion Work Plan. If it is the Committee's pleasure to develop an outline of the work plan based on the Council's Community Goals/Results, then staff can create a spreadsheet to use as a tool to track the IDEA Committee's progress on their work plan.

## FISCAL IMPACT

None.

## ATTACHMENTS

Sample work plans for 1) Brisbane's Parks and Recreation Commission, 2) Complete Streets Safety Committee, 3) Open Space and Ecology Committee, and the 4) Town of Los Gatos' Justice, Equity, Diversity and Inclusion Work Plan. Lastly, a 5.) Draft IDEA Work Plan.

*Caroline Cheung*

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Caroline Cheung, Communications Manager

*Ingrid Padilla*

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Ingrid Padilla, City Clerk

# Parks & Recreation Commission Workplan

2021

Goal	Strategy	Activities/Tasks (Action items)	Status	Time Frame for Completion	% Complete	Supporting which City Council goal(s)	Notes (incl. financial implications)
<b>Innovative and Adaptive Programming</b>							
	Focus on Outdoor Opportunities					Community Building	
		Explore feasibility of park equipment rentals	Not Started	1 year	0%		
		Explore using Gazebo or Mission Blue patio/grass area for additional outdoor programming	Not Started	Ongoing	0%		
		Pop up events	In Progress	Ongoing	100%		National P&R Month (Mini Golf, Pickleball, etc.), Garden Show
		Partner with San Bruno Mountain Watch for wildlife walks	Not Started	6 months	0%		
	Consider expansion of the preschool program and explore licensing potential					Community Building	
		Outline licensing requirements	Not Started	Long Term	0%		
		Determine community interest/need	Not Started	Long Term	0%		
	#SmileBrisbane campaign evolution					Community Building & Safe Community	
		Explore workshops/classes (Priority: physical & mental health)	Not Started	Ongoing	0%		
		#GetOutsideBrisbane	Not Started	Ongoing	0%		
	Collaborate with neighboring agencies or private organizations to bring more recreational opportunities & competitive sports to Brisbane residents					Community Building	
		Youth Sports (consider paying coaches)	Not Started	3 months	0%		
		Adult & Senior Classes	Not Started	Ongoing	0%		
		Master Class	Not Started	Ongoing	0%		
	Consider a post-pandemic needs assessment survey (Last one was done in 2017)					Community Building & Safe Community	
		Needs Assessment Survey	Not Started	1 year	0%		
	Create a plan to address mental health and physical wellness within the community					Community Building & Safe Community	
		Youth, Teens, Adults, Seniors	Not Started	Ongoing	0%		
	Consider new opportunities for senior programming					Community Building	
		Age Bold	Not Started	6 months	0%		
Goal	Strategy	Activities/Tasks (Action items)	Status	Time Frame for Completion	% Complete	Supporting which City Council goal(s)	Notes (incl. financial implications)
<b>Facility Improvements</b>							
	Walkways					Community Building & Safe Community	
		Auditing and maintenance	In Progress	Ongoing	25%		Resume quarterly audits of all P&R facilities & work with PW department to determine maintenance needs & priorities.
	Beautification					Community Building	
		Consider feasibility of BES Field Restroom mural	Not Started	1 year	0%		
		Participation on the Beautification Committee	In Progress	Ongoing	50%		
		Determine beautification efforts within P&R purview and develop plan for addressing them.	Not Started	Ongoing	0%		
	Implement new recreational opportunities at Sierra Point/Marina					Community Building	
		Participation on the Open Space and Parks Master Plan for Sierra Point Committee	Not Started	1 year	0%		
		Consider other opportunities that can be implemented in the short term for residents to recreate at Sierra Point/marina.	Not Started	1 year	0%		
	Complete Outstanding Facility Projects					Community Building & Safe Community	

Goal	Strategy	Activities/Tasks (Action items)	Status	Time Frame for Completion	% Complete	Supporting which City Council goal(s)	Notes (incl. financial implications)
		City signboards conversion to E Ink	Complete		<div><div>100%</div></div>		Final installation on 8/24/2021. Content management in progress.
		Dog Park Resurfacing (Park reopening event?)	In Progress	3 months	<div><div>50%</div></div>		
	Facility Maintenance List & Prioritization					Community Building & Safe Community	
		Audit facilities, determine needs, prioritize	In Progress	Ongoing	<div><div>25%</div></div>		Resume quarterly audits of all P&R facilities & work with PW department to determine maintenance needs & priorities.
		Draft a facilities maintenance plan	Not Started	Long Term	<div><div>0%</div></div>		

## **Complete Streets Safety Committee**

### **2022 Work Plan**

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1. Review parking issues in Central Brisbane and develop recommendations.
2. Investigation of potential for one-way streets - Mariposa and Monterey between Visitacion and Solano. (referred by Director of Public Works)
3. Emergency vehicle access on all city streets for fire safety. (referred by Director of Public Works)
4. Study pedestrian path on west side of Bayshore Blvd. from San Bruno Ave to Old County Rd.

Items CSSC requested but were not prioritized by Council:

5. Speeding on streets in the Northeast Ridge
6. Review SB43 regarding local speed limits
7. Improving bike lanes and initiatives encouraging bicycling
8. Review existing shuttle service and evaluate opportunities for improving service to and from Sierra Point
9. Receive and comment on Baylands transportation circulation plans or other proposals referred by Director of Public Works or City Manager

# 2023 OSEC Work Plan

The Open Space and Ecology Committee provides policy and programmatic recommendations on environmental issues.

## Priority projects:

- Advance draft Dark Skies/Outdoor Lighting ordinance recommendation
- Consider reach codes for existing buildings
- Study and draft invasive species ordinance
- Study and recommend plans to restore and protect the Crocker Trail Frog Habitat
- Support the health and growth of the urban tree canopy through a Tree Inventory / Urban Forestry Plan, education and outreach, and/or formation of an urban tree group

## Routine/ongoing efforts:

- Review and approve annual vegetation management plan for Brisbane Acres
- Annually receive status on and/or review Open Space Plan implementation
- Review and recommend plans to meet Climate Emergency Declaration goals
- Provide input on three to four habitat restoration days per year
- Education and Outreach
  - Day in the Park community festival
  - Bike to Work Day
  - Lipman Science Fair
  - Library display
  - Publications through City e-blast, Star, website, social media sites and MCTV

## Long-term policy issues (to be addressed if/when they arise):

- Provide input on Quarry Development
- Coordinate 2030 Climate Action Plan update with Baylands Specific Plan
- Provide input on design of Baylands open space upon Council approval of land use
- General Plan - Review of future proposed updates to Open Space Element



## **Town of Los Gatos**

### **Justice, Equity, Diversity, and Inclusion 2021 Work Plan**

#### Town Operations

1. Require all Town Departments to use a lens of justice, equity, diversity, and inclusion in the:
  - a. Development of the Town budget, Capital Improvement Program, General Plan (see more information below), and other guiding documents;
  - b. Delivery of Town services; and
  - c. Creation of all new programs, projects, and policies.
2. Examine all proposed policies and ordinances in the context of promoting, facilitating, and improving justice, equity, diversity, and inclusion in Los Gatos. This work will be done by the Council Policy Committee, appropriate Town Boards, Committees, and Commissions, and the Town Council.
3. Complete gender neutralization of the Town Code to eliminate older language that contains increasingly obsolete gender-specific terms such as “she,” “he,” “chairman,” “policeman,” and other gender-specific terminology that is not inclusive.

#### Community Engagement

4. Expand the Town’s community engagement to include more black, indigenous, and people of color.
5. Continue its community conversations in 2021, including a review and discussion of the Police Department’s Use of Force Policy and other topics.

#### Town Boards, Committees, and Commissions

6. Recruit Town Board, Committee, and Commission members to reflect diverse communities of color, identity, and backgrounds.
7. Incorporate diversity, equity, and inclusion into the work of all Town Boards, Committees and Commissions and to discuss these efforts with the Town Council and the public.

#### Transparency in Government

8. Expand access to Town records and information to further demonstrate the Town’s commitment to transparency in governmental operations.

#### Police Reforms

9. Review at a Town Council meeting, the quarterly progress made on Police Reforms, including independent investigations, mental health/homeless support, traffic stop data, and options for non-emergency calls.
10. Establish the Independent Police Auditor function and promote it to the community in hopes that people will feel comfortable coming forward with concerns and complaints.
11. Continue to strengthen the Police Department relationship with the County Behavioral Health services staff and Mobile Crisis Response Team.
12. Finalize collateral duties for the Police Department Vulnerable Population Coordinator.
13. Analyze and present more detailed traffic stop data to understand trends and determine appropriate actions.
14. Work toward the Police Chief’s goal for all Department personnel to exceed the minimum number of hours of training in de-escalation and crisis intervention.
15. Continuously review and update Department policies and procedures to ensure that it is employing the best practices for hiring, training, eliminating bias, and ensuring the public’s safety.

#### Town Personnel

- ~~16. Foster a more diverse workforce by updating job descriptions and minimum qualifications to encourage a broader set of candidates, promoting job opportunities using conventional and unconventional techniques to reach deeper into the talent pool, and encouraging professional development to expand skills and abilities.~~
- ~~17. Strengthen procedures to protect employees from bullying, racism, and other uncivil behavior.~~
- ~~18. Encourage justice, diversity, equity, and inclusion training for Town staff members and Departments.~~

#### Land Use

19. Complete the General Plan update, including a new Racial, Social, and Environmental Justice Element with its associated goals, policies, and implementation actions.
20. Prepare the Housing Element to plan for the housing needs of all segments of the population.

#### Communications

21. Communicate actively on social media and in other forums to reinforce messages of inclusion, belonging, and welcoming.

Draft IDEA Committee Workplan
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## Council-Adopted Community Goals/Results

- ***Safe Community*** – Residents and visitors will experience a healthy and safe community (physical, emotional, mental) and a sense of inclusiveness in the community

- i. Hold one United Against Hate Event during the second week of November
- ii. Partner with the Brisbane Police Department to further promote the anonymous tip line and web form

- ***Community Building*** – Brisbane will honor, promote, strengthen, and foster the rich diversity of our city (residents, organizations, businesses) and strive to create inclusive and equitable experiences and interactions through community engagement and participation including educational and youth development opportunities

- i. Hold or Co-sponsor three #WeAreBrisbane Events
- ii. Table at Day in the Park
- iii. Coordinate Brisbane 101 to increase diversity on various City Committees and Commissions
- iv. Participate in Age-Friendly Cities Task Force
- v. Use the Notable Dates & Celebrations calendar to celebrate holidays, heritage months, and history months with proclamations and web based platforms

- ***Ecological Sustainability*** – Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability

- i. Participate and represent the IDEA Committee on the Sierra Point Park and Open Space Master Plan Subcommittee

- ***Fiscally Prudent*** – Brisbane's fiscal vitality will reflect sound decisions which also speak to the values of the community

- ***Economic Development*** – Brisbane will work with the businesses and residents to provide for economic vitality/diversity while recognizing historical inequities in economic opportunity with an intent to provide redressal where appropriate