



CITY of BRISBANE

Inclusion, Diversity, Equity & Accountability Committee Meeting Agenda

Wednesday, May 15, 2024 at 6:00 PM • Hybrid Meeting 50 Park Place, Brisbane, CA 94005

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 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: 893 5139 9920

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, Mangesh Kolhatkar (Vice Chair), Anna Dennis (Chair), and Miyoko Nida

6:00 P.M. CALL TO ORDER

ROLL CALL

- A. Consider any request of a Committee Member to attend the meeting remotely under the "Emergency Circumstances" of AB 2449

APPROVAL OF AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES

- B. Approve IDEA Committee Meeting Minutes of March 20, 2024

NEW BUSINESS

- C. Housing Element Implementation Program
- D. Review Notable Dates Calendar
- E. Cultural Grant Proposal

ANNOUNCEMENTS

- F. Update on GotWheels! Peninsula Event

ADJOURNMENT

**Brisbane Committee
Action Minutes**

**Brisbane Inclusion, Diversity, Equity and Accountability
Committee Meeting
Wednesday, March 20, 2024**

COMMITTEE MEMBERS:

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

6:00 P.M. CALL TO ORDER

Chair Dennis called the meeting to order at 6:05 P.M.

ROLL CALL

A. Consider any request of a Committee Member to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

Committee Member Miyoko was approved to attend the meeting remotely under the Emergency Circumstances of AB 2449.

Committee Members Present: Anna Dennis (Chair), Mangesh Kolhatkar (Vice Chair), Miyoko Nida

Committee Members Absent: Alex Horton, Ashley Budelli

APPROVAL OF AGENDA

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

Ayes: Vice Chair Kolhatkar, Committee Member Nida and Chair Dennis

Noes: None

Absent: Committee Member Horton and Committee Member Budelli

Abstain: None

APPROVAL OF MINUTES

B. Approve minutes of IDEA Committee Meeting of February 21, 2024

Chair Dennis made a motion, seconded by Committee Member Kolhatkar, to approve the minutes of IDEA Committee Meeting of February 21, 2024. The motion was carried unanimously by all present.

Ayes: Vice Chair Kolhatkar, Committee Member Nida and Chair Dennis

Noes: None

Absent: Committee Member Horton and Committee Member Budelli

Abstain: None

PUBLIC COMMENT

No member of the public wished to make public comment.

OLD BUSINESS

C. Expiration of Appointments and Requesting Term Renewals

Assistant to the City Manager Cheung reported that the council will reappoint Vice Chair Kolhatkar and Committee Member Horton. Their appointments will be approved via resolution at the City Council Meeting April 4, 2024. Swearing in will most likely take place at a future City Council Meeting after recruitment closes on April 30, 2024 and the new members are appointed.

D. ANNUAL WORK PLAN

i. Review IDEA Work Plan

Economic Development Director Bull spoke on his background and role as Economic Development Director and the history of business development in the City specifically in Crocker Park, Sierra Point, and the Baylands. He reported on how the current business environment and future developments will impact the City and the new City Manager. He also stated the challenges facing Brisbane now and as it grows. Once his 10-year white paper is approved by Council he would provide a copy to the IDEA Committee. He concluded by saying that he would be very interested in knowing if the IDEA Committee knew of small businesses, including sole proprietors, LLCs, etc. that wanted to expand or wanted to get connected to the City; he said his office would like to assist them as they grow their business in Brisbane.

The IDEA Work Plan will be continued to be discussed at future meetings.

ii. **Review of Subcommittee Work for 2024**

Vice Chair Kolhatkar spoke on the Housing Element Program establishing a stakeholder committee to advise the City on methods to engage all segments of community, especially lower income households. Staff will schedule a presentation at a future IDEA Committee Meeting.

Assistant to the City Manager Cheung reported that the *Got Wheels!* program is planning an event in June for their members in Brisbane and would like to partner with the IDEA Committee. The *Got Wheels!* program is an affordable transportation program for older adults and is managed by Peninsula Family Service (PFS).

ADJOURNMENT

The meeting was adjourned by Chair Dennis at 7:01 p.m.



IDEA COMMITTEE AGENDA REPORT

Meeting Date: May 15, 2024

From: Julia Ayres, Principal Planner

Subject: Housing Policy Stakeholder Committee

Background

General Plans

In California, all cities must adopt a General Plan that establishes the community's vision for what the city will be like as a place to live, work, and play and sets forth goals, policies, and implementing programs to achieve that vision. The General Plan addresses several distinct topic areas in chapters called "Elements," which includes circulation/transportation, land use, open space, safety, and housing. The City's current General Plan was adopted in 1994, though most Elements have been updated since.

City of Brisbane 2023-2031 Housing Element

The Housing Element is the only chapter of the General Plan that must be updated on a regular basis every eight years. The City's current Housing Element was adopted in May 2023 and addresses housing policies through 2031. In addition to planning for new housing development, the Housing Element also has policies for protecting the existing housing stock and preventing displacement of households, specifically lower income households who may get priced out of the community.

Affirmatively Furthering Fair Housing

State laws require cities to "affirmatively further fair housing" in all housing policies. "Affirmatively furthering fair housing" means taking meaningful actions that combat discrimination, overcome patterns of segregation, and foster inclusive communities free from barriers that restrict access to opportunity based on "protected characteristics" as defined under State and Federal law. This is in recognition of the significant disparities in housing needs and in access to opportunity experienced by households of color, disabled households, low-income households, and others throughout California. (Gov. Code, § 8899.50, subd. (a)(1).) The City's Housing Element addresses fair housing issues both in its policies and in analyzing fair housing conditions and statistics in the city (refer to Appendix C of the Housing Element).

Housing Element Program 5.A.9

In Housing Element Program 5.A.9, the City Council committed to "Establish a stakeholder committee to advise the City on additional methods to engage all segments of the community, especially lower income and special needs households, on housing issues through the plan period." The City has not historically relied on a stakeholder-type model to provide ongoing and ad-hoc policy guidance, and recognizes that this may have limited engagement with key households in the community who experience housing

issues or bring different perspectives to housing priorities compared to folks to typically participate in formal workshops or Planning Commission meetings.

In March, staff made a presentation to this Committee's Policy Subcommittee (members Kolhatkar and Nida) to gauge the Subcommittee's interest in the IDEA Committee helping to steward development of this subcommittee in partnership with City staff. The Subcommittee agreed it aligned with the Committee's policy priorities and recommended that it be brought to the full Committee for action.

Discussion

The Policy subcommittee discussed a variety of ways that the Committee could collaborate with staff to implement this program, including:

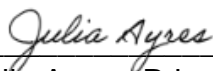
- Develop a scope and work plan for the stakeholder committee.
 - o Will it be an ad hoc committee? Will committee members meet together or be contacted individually? How flexible can or should the committee be to increase participation for folks that are working many jobs, need childcare, speak languages other than English, or have other boundaries to regular participation in civic life?
- Assist in identifying individual community members, including current Committee members, who may be interested in participating on the committee
- Brainstorming outreach strategies and opportunities to engage targeted households
- Review written outreach materials provided by staff
- Assist in outreach event staffing/organization

Next Steps

Depending on the Committee's direction, staff will bring back next steps at a future Committee meeting to advance implementation of the program.

Attachments

1. [2023-2031 Housing Element Housing Plan](#) (hyperlink)
2. [2023-2031 Housing Element Appendix C- Fair Housing Assessment](#) (hyperlink)



Julia Ayres, Principal Planner



IDEA COMMITTEE AGENDA REPORT
MEETING DATE: MAY 15, 2024
FROM: Ingrid Padilla, City Clerk
SUBJECT: Cultural Grant Program

Purpose

Provide an equitable way to support and sponsor community-driven cultural activities and events.

Recommendation

Consider directing staff to draft a cultural activities grant program.

Background

Over time, staff has been approached to support and cosponsor cultural programming in the City by community members. To provide more transparency and equitable opportunities for community members to hold cultural events in the City, a cultural activities grant program is being proposed to formalize the process.

Discussion

The City of South San Francisco has a Cultural Activities Grant Program to support community organizations and artists who wish to offer free or low-cost events and activities that will expose the community of South San Francisco to cultural and recreational activities and programming. The grant funds will help foster cultural experiences for the community, infuse neighborhoods with the arts, and increase exposure to activities that promote greater understanding and respect for varied heritages. The application is attached for Committee Members to review.

Lastly, the Committee Members should consider where what dollar amount the grants can be.

Attachments:

The City of South San Francisco's Cultural Activities Grant Program

Ingrid Padilla

Ingrid Padilla, City Clerk

CITY OF SOUTH SAN FRANCISCO

CULTURAL ACTIVITIES GRANT Accepting Applications

Due: May, 2024

Sample List of Activities

- Performances
- Festivals
- Demonstrations
- Interactive Activities
- Painting
- Pottery
- Crafting
- Cooking



SHARE YOUR CULTURE. SHARE YOUR STORY.

www.ssf.net/CulturalActivityGrant



kari.jung@ssf.net



(650) 829-3809



Application Instructions:

- Application period closes May 24, 2024
- Only completed applications will be considered
- Read each section carefully and answer all parts of each section
- Applicants will be notified of grant status in June
- Funding must be used within 12 months of award
- Funding report due 60 days following the event

Program Guidelines

The City of South San Francisco is pleased to open our Cultural Activities Grant Program to support community organizations and artists who wish to offer free or low-cost events and activities that will expose the community of South San Francisco to cultural and recreational activities and programming. The grant funds will help foster cultural experiences for the community, infuse neighborhoods with the arts, and increase exposure to activities that promote greater understanding and respect for varied heritages.

The City has allocated \$10,000 in grant funds to support the Cultural Activities Grant Program, administered by the Parks and Recreation Department. To qualify for these funds, applicants must demonstrate that they are serving the South San Francisco community. The grant would require that no funds be used towards the applicant's administrative costs because the primary use of the funds is to provide cultural activities. Typical grant awards range from \$500-\$1,000. Any recipient of the funding shall be required to enter into an agreement with the City which will detail the objectives to be achieved with the use of the funds.

If funding is awarded, organizations will be required to expend funds no later than 12 months following award notification and complete a detailed report within 60 days following the event to document how the funding was used and the outcomes it achieved in accordance with the objectives of the funding agreement and be prepared to present their outcomes to the Cultural Arts Commission once staff has reviewed and approved. Failure to complete this report will impact the organization's ability to request funds in subsequent years.

Applicant should plan for the grant amount off-setting the cost of their proposed program and not fully reimburse those costs. The applicant is encouraged to seek other grant sources and fundraising options to support the total cost required for their proposal.

Eligibility: Entrants must be at least 18 years old as of the date of the signed application to qualify. The City of South San Francisco's officers, officials, employees, agents, or their relatives are ineligible to participate.

**CITY OF SOUTH SAN FRANCISCO
CULTURAL ACTIVITIES GRANT PROGRAM APPLICATION
FISCAL YEAR 2023-24**

ORGANIZATION NAME:

ACTIVITY OR PROGRAM:

ACTIVITY LOCATION:

DATE AND TIME OF ACTIVITY:

CONTACT PERSON NAME AND TITLE:

EMAIL ADDRESS:

PHONE NUMBER:

FUNDING AMOUNT REQUESTED:

4. **Timeline:** Provide a brief timetable for this activity and how you plan to expend the grant. Funds must be expended no later than 12 months following award notification. Any remaining funds not expended must be returned to the City of South San Francisco Parks and Recreation Department.

5. **Marketing/Advertising**

- a. Please indicate all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Social Media – please list: _____
- Public Service Announcements
- Outreach Presentations to Service Providers
- Other: _____

- b. **Are any of the above marketing/advertising materials available in multi-lingual form(s)? If so, which materials and in which languages are they available in?**

6. Proposed Program Budget:

You may fill this chart in manually or you can utilize the separately attached Excel Spreadsheet to do calculations and transfer information to this chart.

Expenditure	Proposed Budget
Staff Costs: (please describe)	
Administrative Costs: (please describe)	
Supplies and Equipment Costs: (please describe)	
Venue Rental Costs:	
Permits:	
Marketing:	
Subtotal of Expenses:	
Other sources of funding/revenue: (please describe)	
Subtotal of Funding/Revenue:	
TOTAL EXPENDITURES:	

I certify that the information contained in this application is true and correct and that failure to follow the stated guidelines may result in the required return of funds to the City of South San Francisco Parks and Recreation Department and/or disqualification from future funding opportunities. I further certify and understand that all funding must be expended no later than 12 months following award notification for the purposes identified herein, and any remaining funds not expended to provide cultural activities must be returned to the City of South San Francisco Parks and Recreation Department. Finally, I certify and understand that I must complete and submit a detailed report within 60 days following the event to document how the funding was used and the outcomes it achieved in accordance with the objectives of the funding agreement.

 Name and Title

 Signature

 Date

City of Brisbane Notable Dates & Celebrations

JANUARY

MLK Day

FEBRUARY

Black History Month

Lunar New Year

MARCH

International Women's Day

Women's History Month

Cesar Chavez Day

APRIL

Ramadan

Easter

Earth Day

MAY

Mental Health Month

Asian American, Native Hawaiian, and Pacific Islander (AANHPI) Heritage Month

JUNE

Pride Month

JULY

Eid al-Adha

AUGUST

SEPTEMBER

Welcoming Week

Mid-Autumn Festival

Hispanic & Latinx Heritage Month

International Day of Peace

Rosh Hashanah

OCTOBER

Disability Employment Awareness Month

Bully Prevention Month

Yom Kippur

National Coming Out Day

Diwali

Halloween

NOVEMBER

Native American Heritage Month

Day of the Dead

Veterans' Day

DECEMBER

Hanukkah

Christmas

Kwanzaa

Other Notable Dates & Celebrations (not yet listed in IDEA's Calendar)

Arab American Heritage Month (April 1-30)

Jewish American Heritage Month (May 1-31)

13 March 2024

CAROLINE CHEUNG
Assistant to the City Manager
City Manager's Office
Brisbane

Dear CAROLINE,

Thank you for welcoming a meeting at 8:45 am, Thursday, March 14, to explore the prospect of partnering with Peninsula Family Service's (PFS) Got Wheels! affordable transportation program on a one-time Got Wheels! event. Currently we have 23 members who reside in your city, 14 of whom registered under our partnership.

Our goal is to increase ridership from the current 20-25% to 30-35% before Dec. 31, 2024 via social gatherings in collaboration with community centers in the 12 cities in the Got Wheels! service area that would:

1. Bring together at least 20 program members from each of the 12 cities served at each social;
2. Showcase a longtime satisfied member to talk about how GW has freed them from isolation;
3. Encourage members to take rides regularly;
4. Inspire non-members to sign up;
5. Inform about more PFS and your city programs to avert loneliness and gain quality of life and
6. Inform more about each partner city's services for our common focus participants – older adults (OA).

PFS would cover the cost of lunch or refreshments and incentives for Got Wheels! members and bring PFS OA program representatives to display and discuss information. Non-member attendees may attend the event on the invitation of the city co-host. Everyone will have PFS treats to take home.

Above is a mere introduction to the event. We would love to hear your ideas and look forward to our meeting on Monday.

Sincerely,
CHERIE M. QUEROL MORENO

Got Wheels! Manager:



(650) 403 – 4300 Ext. 4329
(Monday-Friday, 9am-4pm)
cqmoreno@pfs.org
Peninsula Family Service
24 Second Avenue
San Mateo, CA 94401

