

**CITY OF BELMONT
CITY COUNCIL AND BELMONT FIRE
PROTECTION DISTRICT BOARD OF
DIRECTORS**



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CITY COUNCIL SPECIAL MEETING AGENDA

Tuesday, June 13, 2023

6:30 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

The meeting will be broadcast live to Belmont residents on Comcast Cable Channel 27, streamed live via the City's website at www.Belmont.gov. The public may also attend the meeting in the City Council Chambers and address the council from the chambers.

PUBLIC COMMENT:

To maximize time for live public comment, we encourage members of the public to provide comments by joining the City Council meeting via Zoom : For web, visit <https://belmont-gov.zoom.us/> select "Join" and enter **Meeting ID: 95745673035**. Use the Raise Hand feature to request to speak. You may rename your profile if you wish to remain anonymous.

For dial- in comments, call *67 1-(669) 900-6833 (your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number), enter **Meeting ID: 95745673035**, and press *9 to request to speak. All public comments are subject to a 3-minute time limit unless otherwise determined by the Mayor.

If you wish to submit written public comment, you may send an email to cclerk@belmont.gov before the council considers the item. Please indicate the agenda item topic or agenda item number you wish to comment on in your email's subject line. Any public comment regarding agenda items that are received from the publication of the agenda through the meeting date will be made part of the meeting record, but will not be read during the Council meeting.

1. ROLL CALL

2. ITEMS OF BUSINESS

Persons wishing to orally address the Council on the items of business listed below will be given an opportunity to do so before or during the Councils consideration of the item.

3. STUDY SESSION

General Business items are considered separately, typically in the order listed. The Chair will call for public comment on each item when the body considers the item.

A. Diversity, Equity, and Inclusion Update

Recommendation: Receive update; no action required

Attachment(s):

[Staff Report](#)

4. ADJOURNMENT

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413.

Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure

accessibility to this meeting. Meeting information can also be accessed via the internet at: www.belmont.gov.

All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board or Commission regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.



STAFF REPORT

Meeting Date: June 13, 2023
Agency: City of Belmont
Staff Contact: Brigitte Shearer, Diversity, Equity, and Inclusion Officer, bshearer@belmont.gov, (650) 595-7488
Agenda Title: Diversity, Equity, and Inclusion Update
Agenda Action: For Information Only

Recommendation

Receive update; no action required.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

Belmont has a history of protecting the civil rights, safety, and dignity of its community members. To this end, the Belmont City Council has taken the following actions.

- In March 2017, Belmont City Council passed its first resolution to this effect. The resolution expressed community support consistent with the City of Belmont's Vision Statement which states, "We value and celebrate a strong commitment to diversity, inclusion, safety, equality and dignity for all individuals in Belmont."
- In June 2020 Councilmembers Davina Hurt and Julia Mates issued a Council Memo asserting "The vision for our City is to be a city that works for everyone, and shows Belmont's commitment to safeguarding the civil rights, safety, and dignity of all community members, while denouncing stigmatization, racism, and xenophobia. A community where all people are writing the next chapters of Belmont's history. We look forward to writing the next chapter of our story in a way that reflects our mutual and strong desire for justice for all, equality, respect, and peace."
- In June 2020, Council established a Public Safety Ad Hoc Committee to review protocols, explore the experiences of the public, and work with the Police Department. Additional background, findings, and engagement of the Committee can be found at <https://www.belmont.gov/our-city/council-ad-hoc-committee-policing-and-public-safety>.
- In July 2020, in response to more recent political and public health challenges and global, national, and local events particularly impacting Belmont's people of color and Asian American communities, Council reaffirmed this position.

In 2021, the City created a new role of Diversity, Equity, and Inclusion Officer and appointed Brigitte Shearer to the post. Shearer was tasked with spearheading an internal assessment of policies and procedures as well as an external assessment of programs and services offered to the community to identify opportunities to further improve along diversity, equity, and inclusion dimensions.



Staff developed a preliminary workplan to address this two-pronged effort. Internally, tasks were to include benchmarking City demographics; a staff survey and listening sessions; a review of City policies for recruiting, professional development, and promotion; and teambuilding and training. Externally, staff recommended the City focus on listening to the community's diverse voices to help identify and prioritize areas requiring improvement, with consideration for programs, services, policies, and communications.

To initiate this effort, the City engaged a consultant, Irma Zoepf of the Z Bridge, to conduct an assessment of City policies, assist in creating awareness of DEI concepts among City staff, and develop a plan for implementing DEI-related improvements.

This is not a short-term project, but rather an affirmation of the City's progress to-date and a commitment to develop greater awareness and pursue actions in-line with diversity, equity, and inclusion best practices. The goal is that the City's internal and external efforts measurably improve the lives of those who have historically been under-represented, overlooked, and marginalized, and highlight Belmont's mission to value and celebrate diversity, inspiring its residents and businesses to do the same.

Analysis

To date, the City has undertaken several actions under the guidance of the consultant. First, a Steering Committee was formed to oversee this initiative. This Committee developed and implemented an organizational culture and DEI-awareness survey. Survey results indicated opportunities for improvement in employee engagement and DEI training. A Working Committee consisting of a cross-section of City staff was formed to further explore these opportunities and develop and begin the implementation of these improvements. The improvements identified to date include:

Review policies and procedures

- Review telework policy and incorporate DEI consideration
- Install computer at City Hall to facilitate online applications
- Review and update the interview process using diverse panels

Improve internal communication and engagement among staff and with the community

- Identify ways to improve communication and engagement among City Staff
- Host informal events to encourage interdepartmental collaboration
- Create a city staff event checklist to ensure DEI components are considered
- Partnering with local organizations and community groups to provide culturally focused events

Concurrently, the consultant provided training sessions to Senior Management Team, the Working Committee and City staff, and conducted stakeholder interviews with City leadership, City Council, Human Resources, as well as further discussions with city staff.



Meanwhile, City staff continues to integrate DEI concepts into the delivery of programs and services that benefit the diverse Belmont Community. Improvements or activities to date include the following:

Citywide Communications

- City website can be translated into 12 different languages
- Multimedia exposure

Parks & Recreation Department

- Provided additional support to children with different abilities at signature events
- Inclusion Camp, including staff training to support this program
- Universal design playground swings
- Camp scholarships
- Belmont Talks monthly speaker series - in person and on Zoom for greater participation
- Senior Tech program at the library and Twin Pines Senior and Community Center

Police

- C.A.R.E Program (Crisis Assessment Response and Education)
- T.R.A.C Program (Tracking and Recovery of Adults and Children)
- Specialized staff training for mental health awareness and approaches

Cultural Events

- Pride Month event (since 2019)
- Lunar New Year event (since 2022)
- Martin Luther King Poetry Contest
- Poet Laureate activities - Foster teen writing workshops, monthly poetry events on Zoom for greater participation, multicultural poetry events
- Support and promote Belmont Library's cultural events
- Belmont Historian's position created to help highlight City's diverse history

The DEI initiative will continue in FY23-24 with continued staff training, DEI Working Committee and Departmental implementation changes to incorporate DEI into operations and service delivery. The City will also engage with the Belmont Community to conduct DEI discussions and identify and create opportunities to expand the sense of inclusivity and belonging in Belmont.

Alternatives

1. None

Attachments

- A. None



Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Funding for DEI efforts have been incorporated into the FY 2023-24 budget.

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda