



Parks, Recreation & Cultural Services/ Tree Board

Regular Meeting Agenda Packet

January 28, 2021



**Parks, Recreation and Cultural Services Board
2021 Meeting Schedule**

January 28	7:00 p.m.	ZOOM Meeting
February 25	7:00 p.m.	ZOOM Meeting
March 25	7:00 p.m.	ZOOM Meeting
April 22	7:00 p.m.	ZOOM Meeting
May 27	7:00 p.m.	ZOOM Meeting
June 24	7:00 p.m.	ZOOM Meeting
July 22	7:00 p.m.	TBD
August 26	7:00 p.m.	TBD
September 23	7:00 p.m.	TBD
October 28	7:00 p.m.	TBD
December 2	7:00 p.m.	TBD



AGENDA

PARKS, RECREATION & CULTURAL SERVICES/TREE BOARD REGULAR MEETING

January 28, 2021
7:00 p.m.

ZOOM Meeting
Estimated Time

In an effort to curtail the spread of the COVID-19 virus, the PRCS/Tree Board's Regular Meetings will take place online using the Zoom platform and the public will not be allowed to attend in-person. You may join the meeting via Zoom Webinar; or listen to the meeting over the telephone.

The PRCS/Tree Board is providing opportunities for public comment by submitting written comment. Your written comment must be received by 6:30 p.m. the night of the meeting. Please see the information listed below to access all of these options:



Attend the Meeting via Zoom Webinar: <https://zoom.us/j/97515984680>



Call into the Live Meeting: (253) 215 8782 - Webinar ID: 975 1598 4680



[Click Here to Submit Written Public Comment](#)

Written comments will be presented to PRCS Tree Board and posted to the website if received by 6:30 p.m. the night of the meeting.



[Click Here to Sign-Up to Provide Oral Testimony](#)

Pre-registration is required by 6:30 p.m. the night of the meeting.

1. CALL TO ORDER/ATTENDANCE

7:00

Land Acknowledgement: We acknowledge the land on which our work started as the traditional home of the Coast Salish and Snohomish peoples. We take this opportunity to thank the original caretakers and storytellers of this land who are still here, and to recognize the immense culture of these peoples by remembering their history and traditions. We invite you to recognize our government's history of unfair treatment and lack of accountability against Indigenous communities as we push to raise visibility and education about them.

2. APPROVAL OF AGENDA

Action

Chair John Hoey

3. APPROVAL OF DECEMBER MEETING MINUTES

Action

Chair John Hoey

4. PUBLIC COMMENT

7:10

Pursuant to Governor Inslee's Proclamation 20-28, in an effort to curtail the spread of the COVID-19 virus, the PRCS/Tree Board's Regular Meetings will take place online using the Zoom platform and the public will not be allowed to attend in-person. Written comments received by 6:30 p.m. on January 28, 2021 will be entered into the Public Comment portion of the meeting for Board consideration. Instructions for submitting written comments can be found at www.shorelinewa.gov/parkboard

5. DIRECTOR'S REPORT <i>Colleen Kelly, RCCS Director</i>	Presentation	7:15
6. PARK BOND UPDATE; BOARD MEMBER ROLES <i>John Norris, Assistant City Manager</i>	Presentation and Discussion	7:20
7. PARK BOARD AGENDA PLANNER <i>John Hoey, Board Chair</i>	Discussion	7:50
8. ART SUBCOMMITTEE UPDATE <i>John Hoey and Bruce Amundson</i>	Discussion	8:20
9. COMMENTS FROM THE BOARD	Discussion	8:45
10. ADJOURN	Action	9:00

December 2, 2020

via ZOOM Webinar



Parks, Recreation & Cultural Services/Tree Board Meeting Minutes

Call to Order/Attendance

The meeting was called to order at 7:00 p.m.

Park Board members present: John Hoey, Bruce Amundson, Bill Franklin, Sara Raab McInerney, Jeff Potter, Christine Southwick, Hayley Berkman, David Lin

Absent: Elizabeth White (excused)

City Staff present: RCCS Director Colleen Kelly, Parks Superintendent Kirk Peterson, Recreation Cultural Services Superintendent Mary Reidy, Parks Fleet & Facilities Manager Dan Johnson, Public Art Coordinator David Francis, Administrative Assistant II Martha Karl

Land Acknowledgement

Read by Hayley Berkman: We acknowledge the land on which our work started as the traditional home of the Coast Salish and Snohomish peoples. We take this opportunity to thank the original caretakers and storytellers of this land who are still here, and to recognize the immense culture of these peoples by remembering their history and traditions. We invite you to recognize our government's history of unfair treatment and lack of accountability against Indigenous communities as we push to raise visibility and education about them.

Approval of Agenda

Chair Hoey called for a motion to approve the agenda. So moved by Ms. Southwick and seconded by Mr. Amundson. The motion carried.

Approval of Minutes

Chair Hoey called for a motion to approve the October meeting minutes. So moved by Mr. Amundson and seconded by Mr. Potter. The motion carried.

Public Comment:

Pursuant to Governor Inslee's Proclamation 20-28, in an effort to curtail the spread of the COVID-19 virus, the PRCS/Tree Board's regular meetings will take place online using the Zoom platform and the public will not be allowed to attend in-person. Written comments received by 6:00 p.m. on December 2, 2020 have been entered into the Public Comment portion of this meeting for Board consideration. More information at www.shorelinewa.gov/parkboard.

Written comments were distributed to the Board via email prior to the meeting.

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Derek Creisler, Board Member, Diggin' Shoreline, Shoreline Resident.

This spring Diggin' Shoreline received a grant to hire a goat herder, through Earthcraft Services to clear invasive plants and blackberry bushes from the vacant property where interurban trail crosses 192nd in Shoreline. Now that the property has been cleared Mr. Creisler encouraged Board members to visit the property to envision the potential of a future park. It was noted the land is City Light property, as is other parts of the Interurban trail and parts of Echo Lake park. He inquired about the possibility to add an addendum to current the agreements to care and use the City light property. Mr. Creisler requested that this property be included in future package of recommendations from the Board to be presented to Council for parks maintenance and upgrades.

Nancy Morris, Shoreline Resident.

It would be helpful for the Tree Board to clarify what its jurisdiction is and its limited ability to address urban tree loss. It is clearly noticed by the public and why so many public comments are sent to the Tree Board. I would still like to commend the Tree boards all volunteer efforts.

October 22nd Mr. Franklin shared past Tree Board actions to the zoom attending public stating how he studied tree codes in adjoining cities and found they were more restrictive than in Shoreline. Later, Chair Hoey shared his frustrations public comment.

I have frustrations. There is a lack of direct communication from the Tree Board to the Public including inability to acknowledge emails sent to the Tree Board from the public. There are never timely responses from the Tree Board or City Staff regarding public concerns. Meeting notes of the Oct 22nd meeting were only recently made available to the public for review and zoom sessions are still unavailable. The Tree Board is essentially unreachable to the public. The tree Board does satisfy Tree City USA, but this designation does not truly protect the Shoreline urban canopy. Citizens are led to believe the Tree Board will be more of a protective entity for our trees. The Tree Board, under the limitations, cannot be proactive by initiating policy advice to City Council or Staff, nor can the Board question City Staff opinions or resulting policy. I sense your frustration about the limited jurisdiction granted to you by City Staff and City Council. Anyone speaking to you now can be viewed as an ally to help you see the need, and ways to transform the Tree Board so it can take on challenges of protecting our canopy from ill planned development, mismanagement, and meet the challenges of regional climate impact and unforeseen tree diseases that will become more prevalent. We need you to engage more than currently allowed. The public and I are again your allies and care that the Tree Board evolves in ways that truly protect our urban tree canopy in parks, right of ways and city property and even private property when needed. I would like to thank you for your efforts now and in the future.

Kathleen Russell, Shoreline Resident.

Read this prepared statement: I understand this Tree Board does not comment on private trees and I have been quoting SMC code 12.30.20 - the Tree Board "is to make policy recommendations concerning the management of trees located on City owned public property ...". Also, I have been informed that once a public tree is on a development site, as the WSDOT trees are, the Tree Board does not get involved in tree preservation which does not bode well for all of the public trees on public property where transportation projects are planned, and there are many. However, the trees surrounding WSDOT were not always private trees - just last year 130 were public trees. It was only recently, in June, that these trees were granted private status. Seven public trees remain on Dayton Ave N including Landmark Trees 140 and 145 which I mentioned at your October meeting, hoping this Tree Board would contact WSDOT about preserving these Landmark Trees. These are public trees. Save Shoreline Trees has been addressing WSDOT, the City and this Tree Board for a year regarding the WSDOT trees. Some

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of these trees will be retained thanks to WSDOT's response to continuing public concern and appreciation to the City for waiving some requirements. WSDOT might be able to move the sidewalk on N 155th to the south side, saving most of the trees along N. 155th. The elevated sidewalk along Dayton Ave N will save some trees. The trees along N. 160th will probably be removed for leveling and grading. I am disappointed this Tree Board cannot make comments about public trees on public property that is considered a development site. This restricts comments the Tree Board may express to the Council or City planners or WSDOT, or any public entity authorized to remove public trees on public rights-of-way. However, I do appreciate the opportunity for citizens to make public comments regarding protection of trees. Thank you for listening.

Janet Way, Shoreline Resident.

I am a former Council member and a member of the first Parks Tree Board. I want to give my appreciation for the Parks Tree Board. I know you are all volunteers and spend a lot of time. Some of you have been serving for many years and it is very admirable. I would like to applaud you. Your work has a positive impact on a trees, arts, parks and so many other things. On the topic of protecting trees and wanting to take a stand, I sent a letter to the Board this evening. It was an article about the impact on Salmon from rubber tire pollution. This Board took a stand to replace the turf on soccer fields replaces with something other than crumb rubber. The brave action made a difference and Council took in consideration the Boards advice and used a cork material at Twin Ponds field. Because of this, we don't have crumb rubber running into Thornton Creek at Twin Ponds. Hopefully in the future the City will replace some of the other crumb rubber turf fields to alternative substances to protect our streams. I just want to point out this example of the Board taking brave action to work in collaborative way to make a difference. Please remember that this Board can make a difference on other topics and recommendations on issues of public trees/ park trees, tree policies whenever you can. There are three reason people move to Shoreline: affordability schools and trees. Be brave and take action just like you did on the crumb rubber. Thank you very much.

Next, Chair Hoey thanked all that provided oral and written comment to the Board and added there were some written comments distributed via email. Chair Hoey stated that the Board reads and listens to all comments and staff are reading and responding and forwarding the comments.

Before moving to the Director's Report agenda item, Chair Hoey noted that there may have been some confusion with the email with sent out with the agenda and packet. The agenda document was attached and was up to date, but the agenda highlights bulleted in the email were not updated. This information from the email was then reposted on the Shoreline Area News. A correction was sent out, but this may have led to some confusion or may have appeared that Parks Naming would be discussed but it will not be discussed tonight and is not on the agenda for this meeting. That was an error and we want to apologize for that. We will be talking about the Parks Naming in the future but not at tonight's meeting.

Chair Hoey provided a short recap of action and discussion from the last meeting. At the October meeting the Board discussed two newly acquired park properties and the naming policies for the properties. The Board acted passing a motion to name the Westminster Triangle Area property Westminster Park. The Board did not come to a consensus on naming the second piece of acquired land located at 185th and Ashworth. The callout for the opportunity to make park name suggestions opened on September 15th and closed on October 15th. The Board did act, supporting the Staff recommendation to name the Westminster Park property. Staff did not have a recommendation for the second park

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property. Although names were explored there was no obvious choice and the topic was deferred. Park naming policy requires six months between submission and final approval – the Board has until April 19th Council meeting to come up with a park name. Board members interested forming a small subcommittee to collaborate early in January 2021. This subcommittee could meet and screen some name suggestions and recommendations for the entire Board to consider. Mr. Franklin voiced his interest in volunteering and noted the park being discussed is in the Meridian Park neighborhood which is his neighborhood. Mr. Franklin wanted to inquire if any Board members felt that would be a conflict of interest for him to serve on the subcommittee. No Board members or Staff had issue and in fact felt that was a benefit. Ms. Southwick and Mr. Amundson also volunteered to serve on the subcommittee. It was also noted that in order bring names to the April 19th Council meeting the sub Committee should have recommendation for the February 25th PRCS Tree Board meeting or the March meeting at the latest. The subcommittee will bring a report on the path forward to the January 28th meeting.

Director's Report

Colleen Kelly, RCCS Director

Director Kelly provided a brief update on the following:

- Publication of the wrong agenda highlights
 - This was a mistake on the City side, not catching all the places that we publish this information. Although the website was quickly updated (within hours) Shoreline Area News did in fact pick up the incorrect information from the earlier website publication. A big thank you to Diane for printing the corrected information in today's publication. If anyone saw the Shoreline Area News today, they did see the updated agenda highlights with the correct list of topics for tonight. Staff is still catching up to all the details and all the places to update information and cleaning up the process to avoid mistakes happening in the future.
- Packet Format
 - The format of the packet may have created some confusion. The Arts Subcommittee materials from last month were included in the packet as attachments to the minutes and were for reference only. It could have been confusing and appeared as the Arts Subcommittee memo from last month was for tonight's meeting. The materials for tonight's meeting were located at the end of a very large packet. Staff will work to pare down the packet so current information will be easier to identify. Apologies to anyone that had trouble finding things.
- iPad
 - City issued iPads are available to Board members if the devices would be beneficial to Board members' capacity to do their board work. The stipulation is that the devices can only be used for the purpose of the City Board work. The devices are meant to remove barriers to serve on City Boards and Commissions. If you think an iPad would be helpful, we can sign one out to you for the duration of your term.
- City E-mail addresses
 - Board Members should be using City issued email for Board business and checking City Emails regularly.

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- Plan for Password change schedule
- Using City email address is a protection for Board members to not have personal emails and devices caught up in any potential public disclosure requests.
- PRCS Tree Board Page
 - Updates have been made to the language and description of the role of the PRCS Tree Board to be in alignment with the municipal code.
- Recreation Programming
 - Remote Learning Camps and Specialized Recreation Zoom programs will be continued into the Winter 2021 quarter. Schools will remain remote and families need support.
- Arts and Cultural Services
 - Public Art projects and installations
 - Sound Shell Natural Station has been installed with additional landscaping and finishing touches planned for Spring 2021.
 - Final location Big Red installation has been identified for Spring 2021.
 - Veteran's Day Appreciation Program was put together by Pam Barrett and is available for viewing on YouTube.

Tree Board Overview

Dan Johnson, Parks Fleet & Facilities Manger first echoed earlier comments about the Board's bold stance to replace crumb rubber turf fields. The Board helped to shape the industry away from rubber by taking the position to choose cork as an alternative and getting rid of the crumb rubber turf. Cork infill materials were initially hard to obtain but are now common as more cities and schools are following suit and moving away from crumb rubber for their sports play fields.

Mr. Johnson provided a brief personal introduction about himself and provided some history and examples of collaboration with Staff on past, current and future projects he managed or was otherwise involved. Mr. Johnson also provided some background of experience in another City where he began his career as a carpenter and ended as an executive. Some of his career highlights were managing 6400 acres of trees, trails, facilities, athletic fields and specialty gardens including the Green Seattle partnership.

Next, Mr. Johnson shared a PowerPoint presentation with the Board that provided information and an overview of Tree City USA designation.

- Designation is awarded to Cities that meet core standards of tree care and forestry management.
- This is the 8th year that the City of Shoreline has received this distinction.
- Tree City USA Supports a nationwide initiative to plant 1,000,000 trees by 2022.

Mr. Johnson then discussed the City's public tree management strategy and the roles and responsibilities of the departments.

The PRCS Tree Board is authorized to serve as the City's Tree Board per Municipal Code 12.30.020. The Tree Board shall be advisory to the City Council. The primary responsibility of the Tree Board shall be to make policy recommendations concerning the management of trees located on city-owned public property and in city rights-of-way.

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Parks Responsibility

- Urban Forestry
- Maintain and Update list of Public Trees
- Planting, pruning and removal of Public Trees
- Annual Report to the Tree Board

The City's Development Code provides detailed direction regarding trees connected to development projects:

SMC 20.50.360 Tree replacement and site restoration.

SMC 20.50.370 Tree protection standards

Planning Responsibility

- Implementation of Development Code regulation including Planning Commission process

Appropriate Audience for Public Comment

- Public Tree Management Policy Issues: Tree Board
- Development Code related to all trees: City Council
- Project specific concerns related to trees: City Project Manager
- Advocacy related to a stand-alone Tree Board: City Council

Kirk Peterson, Park Superintendent shared a PowerPoint presentation providing background and overview of the City's parks maintenance and urban forestry responsibilities.

Management of Trees as an Asset

- Tree planting and Maintenance
 - Approved Street Tree List
 - Right-of-Way Tree Criteria
- Hazardous tree removal
- Habitat Restoration
- Green Shoreline Partnership
- COVID 2020 & Urban Forestry

2020 Accomplishments

- Ballinger Open Space: 421 trees and 125 shrubs planted
- Twin Ponds: 9 trees 177 native shrubs planted (limited events due to Covid-19)
- Street tree planting: 65 trees planted on 9th Ave NE between 155th and 160th
- 100 hazardous trees removed
- 79 hazardous trees identified for removal
- Canopy Maintenance: 155th from Aurora to Corliss Pl

Nicole Marcotte, Green Cities Project Manager, Provided a presentation with an overview of what the Green City Partnership and volunteer programs.

Green Shoreline Partnership Goals

- Improve city residents' quality of life and connection to nature and provide increased ecosystem benefits by restoring our forested parks and natural areas and enhancing urban forests.
- Galvanize an informed and active community.
- Ensure long-term sustainable funding and community support.
- Increase the overall tree canopy in the greater Puget Sound region

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- Increase the number of volunteer stewardship hours dedicated to the restoration of habitat
- Expand upon educational programming that provides the public with information regarding the value of restoring our region's urban forests and watersheds.

The floor was opened for questions.

Arts Subcommittee Update

Chair Hoey, started the discussion and pointed to the Arts and Cultural Services Subcommittee memo that was included in the packet and emailed separately to Board members last week. The memo provided a recap of the discussions that have led up to the proposed motion to establish a Shoreline Arts Commission. The topic of establishing a Shoreline Arts Commission was introduced and discussed at the September meeting with follow up discussion at the October meeting.

Chair Hoey then asked Mr. Amundson to provide some additional background. Mr. Amundson summarized his view of a long history of deficiencies in Shoreline's Art funding and advocacy and how an Arts Commission could address these problems.

Chair Hoey asked if any Board members would like to make a motion on the subcommittee proposal to recommend the establishment of Shoreline Arts Commission.

A motion was made by Mr. Amundson (and read into record by Mr. Potter). The Parks, Recreation, and Cultural Services/Tree Board recommends the establishment of a Shoreline Arts Commission. This Commission would foster the Arts as a significant contributor to the quality of life in Shoreline. We encourage the City Council and City staff to take the necessary steps to create a Shoreline Arts Commission. Current best practices for managing public arts programs involve arts commissions, as reflected in other cities in our region. The motion was seconded by Mr. Potter. There was some discussion. The motion carried unanimously.

Comments from the Board

Chair Hoey and Mr. Amundson thanked the Board for their support. Mr. Francis echoed his thanks for the Board's support of the Arts and acknowledged the time spent to keep progress moving and commitment that has been shown.

Mr. Franklin asked a question about excessive tagging and graffiti at Darnel Park.

Mr. Amundson asked a clarification about the next steps for presentation to Council.

Adjourn

Hearing no further business, Chair Hoey called for a motion to adjourn. So, moved by Mr. Amundson and seconded by Ms. Southwick. The meeting adjourned at 9:04 p.m.

_____ / _____

Signature of Chair

Date

_____ / _____

Signature of Minute-Writer

Date

Martha Karl, Administrative Assistant II

Guidelines for Local Agency Officials and Employees Who Engage In Election Activities

Persons	Permitted	Not Permitted	General Considerations
<p>Appointed Officials (Boards, Commissions, and similar appointed positions)</p>	<p>May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. An appointed official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency. May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility.</p>	<p>Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures. Shall not use public facilities or resources to engage in political activities. Shall not use public facilities to express a collective decision or actually vote upon a motion or resolution to support or oppose a ballot proposition. Shall not use public facilities to make a statement at a press conference or responding to an inquiry in support or opposition to any ballot proposition.</p>	<p>Is the appointed official using staff time, a public vehicle, or other public resources? Has the appointed official made it clear that he or she is not speaking on behalf of the agency? Also see Uniforms and Related Equipment Section below. Also see Officials' Calendars Section below.</p>
<p>Equipment and Supplies</p>	<p>Agency employees, in the course of their employment, may use equipment (including but not limited to projectors and computers) to make an objective and fair presentation of the facts at community forums and clubs. Agency employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources.</p>	<p>Public resources (including but not limited to internal mail systems, email systems, copiers, telephone) shall not be used to support or oppose a candidate or ballot measure, whether during or outside of work hours. Citizens' campaign committees and other community groups shall not use agency equipment (including but not limited to internal mail systems, projectors, computers, and copiers) to prepare materials for meetings regarding ballot measures.</p>	<p>Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure?</p>
<p>Uniforms & Related Equipment Purchased with Non-Public Funds</p>	<p>Agency employees and campaigns may use uniforms that are not the property of the agency and are rented or purchased with non-public funds (such as campaign funds), to assist campaigns including to support or oppose ballot propositions. These same provisions apply to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</p>		

Shoreline Parks, Recreation and Cultural Services/Tree Board DRAFT Agenda Planner

D=Discussion A=Action
PH=Public Hearing I=Information

Q1 (Jan-Mar)

Basically Full

Q2 (Apr-Jun)—Potential Items (highlight = staff requested)

Diversity and Inclusion—New Resolution; next steps

Richmond Beach Play Equipment

Brugger’s Bog Play Equipment

Kruckeberg Caretaker Cottage Deconstruction (could be good for same night as partners meeting)

Partner Updates (KCLS, KBG, Senior Center)

Public Art Work Plan

Bylaws review/update (Term limits; board chair signature; other?)

Q3 (Jul-Sep)—Potential Items

Board Retreat-July?

Light Rail Station Area Update/Tour

Parks & Open Spaces (could go in Q3)

- 2020 Tree Report & 2021 Work Plan
- Green Shoreline Partnership presentation
- Emerging Trends in Parks & Open Spaces

Historical Society presentation

Joint meeting with Council of Neighborhoods to share role of Parks Board/answer questions

Meeting with the Arts Council

Q4 (Oct-Dec)—Potential Items

Joint meeting with Planning Commission—What areas of interest?

PROS Plan Update

Public Art Tour

Climate Action Plan Update

City Financial Outlook

2021

January 28

7:00pm (Regular Meeting)

Subject	Type	Time	Staff
2021 Work Plan—Brainstorming (Review draft agenda planner)	D		John H
Council process/status of Park Bond; Campaign Limitations for Board Members	D		John N
Art Subcommittee	D		John H/Bruce A

Shoreline Parks, Recreation and Cultural Services/Tree Board DRAFT Agenda Planner

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February 25 7:00 p.m. (Regular Meeting)

Subject	Type	Time	Staff
TMP Input <ul style="list-style-type: none"> • Improvements to Support Walking and Biking to and through Parks • Frontage Improvements along Parks • Bike/Scooter Parking at Parks 	D	40 min	Nora Daly-Peng
Park Naming Subcommittee Recommendation	A	20 min	Subcommittee
Arts Subcommittee Recommended Communication	A	15 min	Subcommittee

March 25 7:00pm (Regular Meeting)

Subject	Type	Time	Staff
Public Art Policy Update	D	30 min	David F
Council Retreat Follow up	D	45 min	All

April 22 7:00pm (Regular Meeting)

Subject:	Type	Time	Staff
Welcome New Board members; Election of Officers			

May 27 7:00pm (Regular Meeting)

Subject	Type	Time	Staff

June 24 7:00pm (Regular Meeting)

Subject:	Type	Time	Staff

**Shoreline Parks, Recreation and Cultural Services/Tree Board
DRAFT Agenda Planner**

D=Discussion A=Action
PH=Public Hearing I=Information

**July 12 'Dinner' Meeting with Council TBD
7:00 pm SPECIAL MEETING**

**July 22, Room 303
7:00 p.m. Planned Absence:**

Subject	Type	d	Staff
CIP Work Plan Update	D	30	Dan/Kirk

**August 26
7:00pm (Regular Meeting)**

Subject:	Type	Time	Staff

**September 23
7:00pm (Regular Meeting)**

Subject:	Type	Time	Staff

**October 28
7:00pm (Regular Meeting)**

	Type	Time	Staff

**December 2
7:00pm (Regular Meeting)**

Subject	Type	Time	Staff



Parks, Recreation & Cultural Services/Tree Board Special Meeting Minutes

SHORELINE CITY COUNCIL SUMMARY MINUTES OF SPECIAL JOINT MEETING

Wednesday, November 18, 2020
7:00 p.m.

Held Remotely via Zoom

PRESENT: Mayor Hall, Deputy Mayor Scully, Councilmembers McConnell, Chang, Roberts, and Robertson

ABSENT: Councilmember McGlashan

STAFF: Pollie McCloskey, Executive Assistant; Suni Tolton, Diversity and Inclusion Coordinator

GUESTS: DarNesha Weary, Racial Equity Consultant of Let's Do Work

Planning Commission Members: Chair Laura Mork, Vice Chair Jack Malek, Janelle Callahan, Mei-Shiou Lin, Julius Rwamashongye, Pam Sager

Parks, Recreation and Cultural Services/Tree Board Members: Bruce Amundson, John Hoey, Sara Raab McNerny

At 7:00 p.m. the workshop co-facilitators, Suni Tolton and DarNesha Weary, welcomed the participants and invited those absent from the first session to introduce themselves, share their experience with racial equity work, and identify what they need to increase their ability to advance racial equity. Participants who attended the first session were invited to type their introduction in the chat to save time. There was a range of experiences shared with some having had no training previously and others who have been engaged in racial equity and advocacy work in other roles.

Ms. Tolton provided a recap of the first session's content that was held on October 21, and reviewed the training values and assumptions, which include 1) race matters; 2) we are not just talking about individual acts of bigotry; 3) institutions and systems maintain and perpetuate racism and inequities; 4) government has a responsibility for ending inequitable outcomes and advancing racial equity; and 5) early experiences with race impacts our interactions.

Ms. Tolton reiterated that this training is adapted from the Government Alliance of Race and Equity's (GARE)'s foundation training and is focused on the "normalizing" component of the best practice model. Normalizing is focused on sharing definitions, terms, and analysis. Ms. Tolton explained the definitions and concepts of diversity, inclusion, equity, and racial inequity.

Ms. Weary led the next part of the training which focused on learning more about the brain and the concepts of conscious, or explicit, and unconscious, or implicit, bias. Ms. Weary explained that the brain works at both the conscious and unconscious levels and has three processes to make sense of information: 1) sorting into categories; 2) creating associations between things; and 3) filling in the gaps when we only receive partial information. These three processes together add up to "schemas" or the frames through which our brains help us understand and navigate the world. Schemas play a particularly significant role when there is:

- Ambiguity (including lack of information)
- Stress from competing tasks
- Time pressure
- Under-representation of the group in question (when the group does not reach critical mass)

Ms. Weary explained how our thoughts and feelings are commonly thought of as our own unique individual thoughts and feelings, but the reality is that our "collective" meaning is also at play. Brain research shows that only 2% of emotional cognition is available consciously, and almost all our thoughts are playing out unconsciously. Racial bias tends to be in the unconscious network. We unconsciously have "tapes" about race playing in the background, even when we are not discussing it. Ms. Weary provided definitions of implicit and explicit bias and gave examples, including an example about gender bias in symphony orchestra auditions and racial bias in resume rating and in housing opportunities.

For the last piece of the training, participants were asked to discuss five individual strategies for reducing implicit bias, which included 1) stereotype replacement; 2) counter-stereotypic imaging; 3) individuation; 4) perspective taking; and 5) increasing opportunities for contact with individuals from different groups. Participants were then divided into groups of five and were sent to breakout rooms to discuss a negative bias or stereotype and how to apply each one of the strategies.

At 8:25 p.m. breakout sessions were closed and Ms. Tolton informed participants that the third and final workshop session will take place on Wednesday, January 20, 2021 at 7:00 p.m. and will focus on putting ideas into action.

The meeting was adjourned at 8:30 p.m.