MEMORANDUM

To: Kurt Triplett, City Manager

From: James Lopez, Assistant City Manager
Leslie R. Miller, Human Services Administrator
David Wolbrecht, Neighborhood Services Coordinator
Kathy Cummings, Communications Program Manager

Date: March 9, 2018

Subject: UPDATE ON KIRKLAND SAFE, INCLUSIVE AND WELCOMING COMMUNITY INITIATIVE

RECOMMENDATION:

It is recommended that the City Council receive an update on the City’s Safe, Inclusive and Welcoming Community Initiative and provide comments on the proposed next steps.

BACKGROUND DISCUSSION:

In January 2017 the Mayor issued a proclamation declaring the City’s values around community inclusion and committing to development of a program to promote a community conversation about those values. On February 21, 2017, the Council took further action by formalizing the themes in the proclamation through approval of Resolution 5240 [Attachment A]. Council also approved Ordinance 4558 [Attachment B] that night codifying the City’s policy general prohibition on inquiring into immigration status and collecting information regarding religious affiliation. The resolution included direction to staff to take further actions including:

- Review Kirkland’s policies and programs and Council actions that keep Kirkland a just society that respects and welcomes all people.
- Invite the community to come together to discuss the shared values of diversity and inclusion.
- Identify actions the City and community can take to ensure a safe, welcoming and inclusive city for all people.

A Welcoming America City

The City both proclaimed its values and connected to a rich resource for ensuring a safe, inclusive and welcoming community when it joined Welcoming America last year. As a welcoming jurisdiction, the city:
- **Plans:** All relevant sectors, such as government, business, non-profit, and others, work together to create a welcoming community climate that supports long-term integration.

- **Commits:** Municipalities commit to institutionalize strategies ensuring the ongoing inclusion and long-term economic and social integration of newcomers.

- **Builds Community:** Newcomers and long-time residents find common ground and shared leadership.

- **Communicates:** Messages of unity and shared values permeate the community through the media, through the voices of leaders, and among residents.

- **Sustains:** Policies and practices are considered to ensure interactions between new and long-time residents remain positive ones and the community’s economic vitality remains strong.

City of Kirkland staff will have the opportunity to engage Welcoming America and its partner organizations and municipalities when they attend the 2018 Welcoming America conference in June.

More information about Welcoming America is available at [https://www.welcomingamerica.org](https://www.welcomingamerica.org).

**Inclusion Network**
A Community Stakeholder Group was formed in the spring of 2017 to provide guidance to the city as it embarked on its initiative. That group is now meeting every other month and has been named the “Inclusion Network.” Participants include a broad range of interests and expertise including representatives from the King County Library System, the business community, faith communities, non-profit agencies, neighborhood associations, ethnic groups, and self-formed community coalitions such as KirklandSafe and Indivisible Kirkland Kenmore. The Inclusion Network continues to function as an advisory group for city staff as well as a sounding board and source of encouragement for each other.

**Kirkland Talks**
In response to the community’s desire to have a series of conversations about the challenges and opportunities related to creating a safe, inclusive and welcoming committee, the City contracted with Eastside Immigrant and Refugee Coalition to create a “Meeting in a Box.” This kit provides a template and materials for community groups to use for community conversations in a variety of venues, hosted by a different organizations and attended by a diverse group of individuals. The theme of the first dialogue is “American” cultural identity and pluralism. The background and script document included in the kit is included as [Attachment C](#).

Councilmembers are invited to attend the first training entitled “Hosting and Facilitating Inclusive Community Dialogues on Saturday, April 21st from 9 am to noon in the Peter Kirk Room. While it will not be necessary to attend a training in order to host a dialogue, Debbie Lacy will be sharing valuable information regarding the most important aspect of the dialogues—the invitation.

**City Hall for All**
The City of Kirkland hosted "City Hall for All" on July 29, 2017 in order to promote City Hall as a resource for all Kirkland residents and to highlight the City’s efforts to fulfill the goals expressed in the City Council’s February 2017 resolution. Almost all City departments participated in the event which saw about 180 attendees. Lieutenant Governor Cyrus Habib spoke on the subject
of civil discourse. The City Council also participated in the discussion, answering participant questions and facilitating the dialogue with the audience.

*City Hall for All* provided an opportunity for Kirkland City Hall staff, volunteers, Kirkland residents, business owners, and families to come together, participate in a discussion about the community, and learn from each other. A main contributor to the event was the Inclusion Network - a group of individuals and organizations in the Kirkland area working together to ensure the City is welcoming, inclusive, and safe. The Inclusion Network is described elsewhere in this memo.

Based on feedback forms solicited at the event and informal conversations, the overwhelming public sentiment was that *City Hall for All* was a success and that the City should host the event again. Another strong theme was that the event should not occur in the summer. The City Manager's Office is proposing to host a second *City Hall for All* on September 22, 2018. This date coincides with Welcoming Week, an annual, national series of events that brings together immigrants, refugees, and native-born residents to raise awareness of the benefits of welcoming everyone.

Staff invites Council's direction on whether this year's *City Hall for All* should be September 22, 2018, or if staff should consider other options.

**Community Sparks Grant**

City staff are poised to launch the new Community Sparks Grant program. Created in response to both City Council's 2017 Safe, Inclusive and Welcoming Community initiative and the “For the Love of Kirkland.” Over 160 people attended the For the Love of Kirkland event last year, which was facilitated by Peter Kageyama, author of *For the Love of Cities*.

The Community Sparks Grant program seeks to support projects imagined and completed by Kirkland residents that build community or enhance Kirkland as a safe, inclusive and welcoming place for all. Whether fun or beautiful, big or small, these projects help our residents express and deepen their love of Kirkland. Similar to the Neighborhood Association Matching Grant program, the Community Sparks Grant program operates on a reimbursement basis, with up to $1,000 available for projects.

The informational brochure for the program is included as [Attachment D]. The same information will be presented on the City website. Staff will share information about the program through its communication channels and community relationships, including the Inclusion Network.

**Ongoing Partnerships in the Community**

City staff engage in multiple efforts within the community that support the safe, inclusive, and welcoming community initiative.

- Community Forums on Safety
  - Chief Harris has represented the city at several regional events.
- Eastside Pathways Racial Equity Team
- Lake Washington School District Equity Team
- Eastside Refugee and Immigrant Coalition
Regional Equity and Inclusion Convening
- This convening of regional jurisdictions will be hosting its first conference for elected officials and senior staff this fall. Save-the-date notices will be coming out soon.

Eastside Race and Leadership Coalition
- Mayor Walen will be speaking at the Eastside Race and Leadership Coalition’s first annual race and equity summit. More information and registration is here: https://www.eventbrite.com/e/race-and-equity-summit-moving-past-anger-into-action-tickets-42924582582?aff=es2

Gun Safety and School Safety
The issues of gun safety and school safety have been around for decades, but the tragic killing of 17 people at Marjory Stoneman Douglas High School in Parkland, Florida on February 14, 2018 has reignited the debate in communities around the nation, including in Kirkland. At the March 6, 2017 Council meeting, the City Attorney provided the Council with a short briefing on the state preemption of most actions by local governments related to gun regulations. The City Attorney also highlighted some actions the City has taken where it does have authority, such as the policy to destroy any guns seized by Police that are not needed as evidence. On March 14, 2018, the City Council welcomed parents from schools around Kirkland to City Hall to discuss potential actions that could be taken to keep students safe from gun violence. On March 21, 2018, the Lake Washington School District and the City of Kirkland will co-host a discussion about school safety and community action at Lake Washington High School Theater from 7-9pm. More details of that event will be provided at the March 20 Council meeting. While the City Council has not yet decided upon any specific courses of City action, staff felt it was important to acknowledge this emerging issue as a critical element of the discussions of what makes a safe, welcoming and inclusive community.

Attachments
RESOLUTION R-5240

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND DECLARING KIRKLAND AS A SAFE, INCLUSIVE AND WELCOMING CITY FOR ALL PEOPLE.

1 WHEREAS, on January 3, 2017, the Mayor, with the support of the City Council, reiterated the values of the City of Kirkland by proclaiming Kirkland as a safe, inclusive and welcoming city for all people, and requested that City staff assist the City Council in developing and implementing a program to communicate the City's values; and

2 WHEREAS, the City Council further discussed actions that could be taken to implement these values of diversity and inclusion at the Council's February 3, 2017 retreat, and the Council wishes to establish the elements of the proclamation as City policy through a resolution; and

3 WHEREAS, Kirkland's vision statement describes the City as being a welcoming place to live, work and play, a place that highly values diversity and is respectful, fair, and inclusive, and also committed to providing neighborhoods and businesses that meet the needs of a variety of incomes, ages and life styles, through community engagement that creates a sense of belonging through shared values; and

4 WHEREAS, the City of Kirkland is committed to protecting and serving everyone who resides in, works in, or visits Kirkland without discrimination based on race, religion, color, national origin, sex, age, income or economic status, political affiliation, military status, sexual orientation, or physical, mental or sensory ability; and

5 WHEREAS, Kirkland believes in the dignity, equality and constitutional and civil rights of all people, and will not tolerate hate, intolerance, discrimination, harassment or any behavior that creates fear, isolation or intimidation; and

6 WHEREAS, Kirkland's vibrancy and sense of community is stronger for our diversity and shared values of acceptance and respect; and

7 WHEREAS, the City Council supports these principles and strives to reflect them in their actions as elected officials in Kirkland; and
WHEREAS, Kirkland City employees also support these principles and strive to embody these ideals every day as they provide critical services in support of the public health, safety and welfare, such as, police, fire, parks, public works and much more in an inclusive and equitable manner to all residents, visitors and businesses in Kirkland.

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The City Manager is hereby authorized and directed to review the City of Kirkland’s policies and programs and to evaluate administrative and legislative actions for Council review and approval that keep Kirkland a just society that respects and welcomes all people,

Section 2. The City Manager shall propose legislation that codifies current City department policies related to non-discrimination, immigration status and religious affiliation.

Section 3. The City Manager shall invite the community to come together to discuss and support the shared values of diversity and inclusion and identify additional actions that can be taken by the City and the community to help keep Kirkland a safe, welcoming and inclusive city for all people.

Passed by majority vote of the Kirkland City Council in open meeting this 21st day of February, 2017.

Signed in authentication thereof this 21st day of February, 2017.

Attest:

City Clerk
ORDINANCE 0-4558

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO SUSTAINING A SAFE, INCLUSIVE AND WELCOMING CITY AND ADDING A NEW CHAPTER 3.18 TO THE KIRKLAND MUNICIPAL CODE.

WHEREAS, the City of Kirkland wishes to sustain the city of Kirkland as a welcoming community, including by fostering trust and cooperation between City personnel and law enforcement officials and immigrant communities to improve crime prevention and public safety; and

WHEREAS, the City of Kirkland wishes to promote the public health and welfare of its residents and other users of its services.

NOW, THEREFORE, the City Council of the City of Kirkland do ordain as follows:

Section 1. There is created a Chapter 3.18 of the Kirkland Municipal Code entitled "Sustaining a Safe, Inclusive and Welcoming City" to read as follows:

3.18.010 Findings.

(a) The City of Kirkland is a noncharter code city organized under Chapter 35A RCW and Article 11, Section 10 of the Washington Constitution. Under its police powers, the City may exercise any power and perform any function, unless preempted by state or federal law, relating to its government and affairs, including the power to regulate for the protection and rights of its inhabitants. To this end, the City is dedicated to providing all of its residents and other individuals in the city of Kirkland with fair and equal access to services, opportunities and legal protections.

(b) The enforcement of civil immigration laws has historically been a federal government responsibility through the Immigration and Naturalization Service. Since 2002, matters of immigration law have been handled by the Office of Immigration and Customs Enforcement, a branch of the Department of Homeland Security. Requiring local law enforcement agencies, which are not specifically equipped or trained, to enforce civil immigration laws would force local governments to expend their limited resources to perform traditional federal functions.

(c) A goal of this ordinance is to foster trust and cooperation between City personnel and law enforcement officials and immigrant communities to improve crime prevention and public safety.

(d) A further goal of this ordinance is to promote the public health and welfare of all city of Kirkland residents and other users of City services, including but not limited to police and fire services.

(e) This chapter is intended to be consistent with federal laws regarding communications between local jurisdictions and federal immigration authorities, including but not limited to United States Code Title 8, Section 1373.
3.18.020 General Prohibition on Inquiring into Immigration Status.
Except as provided in this section or when otherwise required by law, a City office, department, employee, agency or agent shall not condition the provision of City services on the citizenship or immigration status of any individual.

(1) Nothing in the chapter shall be construed to prohibit any City officer or employee from participating in cross-designation or task force activities with federal law enforcement authorities.

(2) City personnel shall not request specific documents relating to a person's civil immigration status for the sole purpose of determining whether the individual has violated federal civil immigration laws. Such documents include but are not limited to: passports; alien registration cards; or work permits.

(3) City personnel may use documents relating to a person's civil immigration status if the documents are offered voluntarily by the person in response to a general request.

(4) City personnel shall not initiate any inquiry or enforcement action based solely on a person's:
- (A) civil immigration status;
- (B) race;
- (C) inability to speak English; or
- (D) inability to understand City personnel or its officers.

(5) Except to the extent otherwise required by law, where the City accepts presentation of a state-issued driver's license or identification card as adequate evidence of identity, presentation of a photo identity document issued by the person's nation of origin, such as a driver's license, passport or matricula consular, shall be accepted and shall not subject the person to a higher level of scrutiny or different treatment than if the person had provided a Washington state driver's license or identification card. However, a request for translation of such a document to English shall not be deemed a violation of any provision of this subsection. This subsection does not apply to documentation required to complete a federal I-9 employment eligibility verification form.

(6) This section does not create or form the basis for liability on the part of the City, its officers, employees or agents.

(7) Unless permitted by this chapter or otherwise required by state or federal law or international treaty, all applications, questionnaires and interview forms used in relation to the provision of City benefits, opportunities or services shall be promptly reviewed by relevant City personnel, and any question requiring disclosure of information related to citizenship or immigration status shall be, in such City personnel's best judgment, either deleted in its entirety or revised such that the disclosure is no longer required.

3.18.030 General Prohibition on Collecting Information Regarding Religious Affiliation.

(a) Except to the extent otherwise required by law, no City officer or employee, including any agent or contracted agent, may either collect information or establish or otherwise utilize a registry, database or other compilation classifying persons on the basis of their religious affiliation or conduct any study related to the collection of such information or the
establishment or utilization of such a registry, database, or other compilation.

(b) Nothing in this section may be construed as prohibiting the collection of information that is voluntarily or anonymously provided, including relating to the decennial census.

Section 2. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

Section 3. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication pursuant to Section 1.08.017, Kirkland Municipal Code in the summary form attached to the original of this ordinance and by this reference approved by the City Council.

Passed by majority vote of the Kirkland City Council in open meeting this 21st day of February, 2017.

Signed in authentication thereof this 21st day of February, 2017.

(Mayor's Signature)

Attest:

(City Clerk's Signature)

Approved as to Form:

(City Attorney's Signature)

Publication Date: February 27, 2017
PUBLICATION SUMMARY
OF ORDINANCE O-4558

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO SUSTAINING A SAFE, INCLUSIVE AND WELCOMING CITY AND ADDING A NEW CHAPTER 3.18 TO THE KIRKLAND MUNICIPAL CODE.

SECTION 1. Creates a new Chapter 3.86 of the Kirkland Municipal Code entitled “Sustaining a Safe, Inclusive and Welcoming City.”

SECTION 2. Provides a severability clause for the ordinance.

SECTION 3. Authorizes publication of the ordinance by summary, which summary is approved by the City Council pursuant to Section 1.08.017 Kirkland Municipal Code and establishes the effective date as five days after publication of summary.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the 21st day of February, 2017.

I certify that the foregoing is a summary of Ordinance O-4558 approved by the Kirkland City Council for summary publication.

[signature]
City Clerk
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Dialogue design and kit prepared by Debbie Lacy, Eastside Refugee and Immigrant Coalition
BACKGROUND

The City of Kirkland’s Inclusion Network (IN) piloted a community dialogue project as part of Kirkland’s Welcoming City initiative. IN is a group of community leaders working with the City to create opportunities to make Kirkland a safe, inclusive, and welcoming place for people of all backgrounds.

The City contracted with the Eastside Refugee and Immigrant Coalition (ERIC) to explore successful dialogue formats that:

- support inclusive participation in diverse groups
- can be used with a variety of question sets and topics
- are relatively simple to facilitate

A subgroup of IN met to review top models and selected two to pilot, with the goal of identifying one model to adopt. Personal invitations to the “Dinner and Dialogue” events were extended by IN members, City staff, and ERIC with an emphasis on gathering a group that was ethnically and culturally diverse.

PILOT MODELS

Both dialogue models have been around for the past 25 years, used by thousands of people in diverse communities across the United States.

- **A More Perfect Union** – This dialogue model was part of a PBS initiative to stimulate citizen engagement in civic life in the mid-1990’s. The initiative included a documentary (titled “Talk to Me”) and a conversation guide that explored cultural identity and pluralism. The pilot group for this model included 18 participants and 4 table facilitators. 56% of participants were people of color and/or immigrants.

- **Fostering Dialogue Across Divides** – Created by *Essential Partners*, this model was initially used to help bridge communication between those on opposite sides of the abortion debate and has since been used for a range of “hot button” topics such as gun rights, same-sex marriage, racism, and immigration. The pilot group for this model included 18 participants and 4 table facilitators. 39% of participants were people of color and/or immigrants.

Taking into account the desired criteria and feedback from the two pilot events, the format that follows is for a 2-hour, 3-round dialogue event that combines elements from both models. The theme is “American” cultural identity and pluralism. (The same format can be used with other themes. See the City of Kirkland’s website for additional question sets as well as resources for hosting successful community dialogues.)
SET UP and MATERIALS

The format works best for groups of 4-5 at a table and one table facilitator. If you plan to have more than one table, consider the size of the room and the noise level. In general, we recommend no more than 5 tables at an event.

Materials for Each Table:

- Pens and blank sheets of paper
- Water cups and a pitcher
- *Snacks
- Name tags and markers
- Set of handouts for each participant: Group Agreements, Listening and Sharing in Diverse Groups, and 7 Circles. (Table facilitators will pass these out when it is time.)
- 1 copy of the questions in large font for the table facilitator.
- A countdown timer that everyone can see

*You may choose to provide a meal or have a community potluck prior to the dialogue. Either way, small treats are helpful to have at the tables for people to snack on while they’re talking. The dialogue itself takes two hours to complete, so calculate the additional time needed for a meal and socializing when determining the start and end times for your event.

FACILITATION

Plan to have one facilitator for each table. Table facilitators do not participate in the dialogue. Their responsibilities are to pose the questions, keep time, and support participation during the open discussion periods. At events where there will be more than one table, a front-of-the-room facilitator is recommended. This person will do the welcoming and closing as well as tend to any needs that arise among the groups (answering questions, filling water glasses, etc.).

TIPS

- The dialogue is fully scripted for you, but it can take some practice to facilitate smoothly. It is helpful to familiarize yourself with the flow of the agenda, the questions, and the task prompts (indicated by brackets in the script).
- You’ll be stopping and starting the timer frequently so practice with the timer prior to the event.
- During the open discussion periods, the goal is to continue with equal engagement from all participants so feel free to invite people to share. “Maria, were you thinking something similar or do you have a different perspective you’d like to offer?”
“American” Cultural Identity and Pluralism

DIALOGUE OUTLINE and SCRIPT

Welcome: Purpose, Overview of Theme & Format, Agreements [15 minutes]

Suggested Script:
Thank you all for coming. Today’s dialogue theme is about the notion of American identity and what it means to live in diverse communities.

Let’s briefly go over the Group Agreements [refer to handout on tables]. These are from the Interaction Institute for Social Change and their work called “Listening as an Ally.” [Briefly go through each one.] Some are especially good to remember during the open discussion periods like “Step Up, Step Back.” There is also a handout on Listening and Sharing with some tips.

Here is how each round will go: There will be time for the whole group to reflect quietly after each question is asked. Then your table facilitator will invite someone to begin and timed sharing will proceed around the group clockwise. Everyone will have the same amount of time to share without interruption. You will not ask questions or comment until the open discussion part begins. You may want to write down any thoughts or comments as people are speaking.

If you do not want to speak when it is your turn, you can pass and the facilitator will check in with you at the end to see if you want to share then. If you finish before your time is up, we ask that everyone sits quietly and reflects on what has been said. This may seem awkward for some of you and you may want to move ahead to the next person, but we encourage you to sit with the silence. When the timer goes off, please finish up as quickly as you can. If you do not have time to say everything you would like, make a note to yourself and you can share more during the open discussion period.

The format may feel too formal for some of you, but the structure is intentional and is aimed at encouraging equitable participation and meaningful engagement for everyone, across cultural and personality differences.

Please remember that this is a dialogue, not a debate. Your job is not to persuade or convince. You are also not required to justify yourself or your experiences. This is not about reaching consensus or working toward a shared goal. Your job is to listen deeply to others’ perspectives and to share your own. The hope is that you will leave understanding something about others who are different from you in some way and maybe you will learn something new about yourself.

[Ask if there are any questions.]
Let’s get started. (If the Welcoming was done by a front-of-the-room facilitator, she/he can direct the table facilitators to begin.)

**Note to Table Facilitators:** Share the attached question sheets with the group one at a time as indicated in the script. Hold each question up for everyone to see as you read it aloud and place it in the center of the table so the group can refer to it. Do not show the questions to the participants in advance. And, when using the timer, try to position it so that the person speaking can see it.

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**Warm Up [6 minutes]**

Please say your name and share a little about why you want to participate in this dialogue. You will have a minute to think about that first and then you will each have one minute to share.

[Set the timer for 1 minute for the reflection time, then set the timer for 1 minute for each person. Select a person to begin. Thank each person for sharing after they are finished. If necessary, remind the group to keep questions and comments to themselves until later.]

**Round One [30 minutes total]**

- **[Hold up Q 1]:** Describe one of the communities you lived in as a child and please share if you are still connected in some way to that community. You will have a minute to think about this first and then you will each have two minutes to share. [Pause for 1 minute, then set the timer for 2 minutes for each person. Select a person to begin.]

- **[Hold up Q 2]:** What are some of your earliest memories of coming in contact with people who were different from you? You will have a minute to think about that first and then you will each have two minutes to share. [Pause for 1 minute, then set the timer for 2 minutes for each person. Select a person to begin.]

- **[Open Dialogue]** Now you will have about 8 minutes for open dialogue. You may want to share any themes, similarities, or interesting differences. Or, was there something someone said that you would like to hear more about? [Set the timer for 8 minutes.]

**10 Minute Break** (now or after Round Two)

**Round Two [25 minutes total]**

- **[Hold up Q 3]:** When are the times you have felt most “American?” If you have never felt very “American,” why is that? You will have a minute to think about that first and then
you will each have two minutes to share. [Pause for 3 minutes, then set the timer for 3 minutes for each person. Select a person to begin.]

- **[Open Dialogue]** Now you will have about 7 minutes for open dialogue. You may want to share any themes, similarities, or interesting differences. Or, was there something someone said that you would like to hear more about? [Set timer for 7 minutes]

**Round Three [25 minutes total]**

- **[Pass out the 7 Circles handout.]** You are going to do a short activity as part of the next conversation. You will put your name in the large circle in the middle and in the smaller circles, write the names of 7 groups with which you identify, such as nationality, ethnicity, gender, religious affiliation, political stance, sexual orientation, geographic ties, etc. Reflect on the two questions at the bottom of the sheet. You will take 5 minutes to work on the 7 Circles and then you will each have 2 minutes to share what you would like about those two questions – 2 minutes total, not 2 minutes per question. [Set the timer for 5 minutes.]

  - **[7 Circles Sharing]**: Now you will each have 2 minutes to talk about a time when you felt proud to be a member of a certain group, and when did it feel painful to be a member of a certain group? [Set the timer for 2 minutes for each person.]

  - **[Open Dialogue]** Now we’ll have 10 minutes for open dialogue. You may want to share any themes, similarities, or interesting differences. Or, was there something someone said that you’d like to hear more about? [Set timer for 10 minutes]

**Takeaways [6 minutes]**

- **[Hold up Q 4]**: Please share an insight you had about yourself or something someone said that will stick with you after tonight. You will have a minute to think about that first and then you will each have up to 1 minute to share. [Pause for 1 minute, then set the timer for 1 minute for each person. If someone finishes early, you can move onto the next person.]

**Closing [3 minutes]**

[Thank everyone for coming and have them complete the participant evaluations.]
Q1

Describe one of the communities you lived in as a child and please share if you are still connected in
some way to that community.

Q2

What are some of your earliest memories of coming in contact with people who were different from you?
Q3

When are the times you have felt most “American?”
If you have never felt very “American,” why is that?

Q4

Please share an insight you had about yourself or something someone
said that will stick with you after tonight.

Group Agreements

From the Interaction Institute for Social Change (“Listening as Ally”)

- Listen deeply
- Make I statements
- Step up, step back
- Keep it here
- We don’t have to agree
- Use “ouch” and “oops”
- Be willing to be uncomfortable

Listen deeply - Listen for understanding, not to prepare your rebuttal. Don’t interrupt people as they speak. Try to acknowledge what you’ve heard before going on to make another point. When you hear something that is different from your own thinking or analysis, accept the speaker’s description of their experiences as real for them, even if you haven’t experienced it or don’t understand it.

Make I statements - Speak from your own experience rather than speaking for others or about others, or generalizing your experience assuming it applies to others.
Step up, step back - If you tend to talk early and often, challenge yourself to step back and make space for others. If you tend not to talk much, challenge yourself to jump in.

Keep it here - Exercise good judgment and respect when people share personal stories. Carry away what you learned without sharing who said what.

We don’t have to agree - When we disagree, respond to the statement or the behavior instead of the person. Avoid using blame, shame, and guilt on ourselves or others. Try saying “...yes AND...” rather than “...yes BUT...” to make space for different views to be heard.

Use “ouch” and “oops” - We may say something without intending to harm or offend, but harm or offense might result anyway. If we notice ourselves saying it, we can say “oops” and try again. If we notice others saying it, we can say “ouch” and share in a sentence or two what was off-putting. Use these situations as teachable moments to highlight the difference between intent and impact. No shaming or blaming, just a straightforward way to name things that hurt or offend.

Be willing to be uncomfortable - Don’t mistake discomfort for a lack of safety. It’s possible to be safe and uncomfortable at the same time. Lean into the discomfort to see what you can learn.

Listening and Sharing in Diverse Groups

Tips for Connecting

LISTENING

- Listen to understand, not to prepare your response.
- Your attention is a precious gift. Give it generously and fully.
- What are you learning about the other people as they share? What do you know about them now that you did not know before?
- What connects you to the person speaking? What can you relate to?
- Be curious about the differences you hear between the person speaking and yourself. What intrigues you?
• Be conscious of cultural and communication differences that you may be judging in some way. Do not get distracted by the delivery of the story to the point that you miss understanding the content of the story.
• Did something someone shared make you think about yourself and your own life in a new way? How?

SHARING

• Listen within and be discerning. Ask yourself: “What needs to be expressed now with this particular group of people?”
• Speak from your experience instead of making generalizations; when you share an opinion on a topic, share something about how you formed that opinion. For example, what experiences have you had that helped shape your values?
• Speak to the whole group, not just the facilitator. Look around and notice how your story is being received.
• If you talk with your hands, use words at the same time so people understand your full meaning.
• In dialogues that are less structured, be conscious of the amount of time you are taking. Are you supporting everyone in the group to have a chance to share or will there be a story left untold?
• Value your stories. They are worthy of being shared.

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7 Circles
Exercise Adapted from Madison Area Technical College

Instructions: Write your name in the center circle.

In the smaller circles, write the names of 7 groups with which you identify. Examples: nationality, ethnicity, gender, religious affiliation, political stance, sexual orientation, geographic ties, etc.

Next, reflect on the questions at the bottom of the page.

You will have 5 minutes to complete the exercise and reflect on the questions. You will each have 2 minutes to share your reflections to the two questions with the group.
Was there a time when you felt proud to be a member of a certain group?

When did it feel painful to be a member of a certain group?

PARTICIPANT EVALUATION
Dialogue Theme: “American” Cultural Identity and Pluralism

Please take a moment to share your thoughts and help organizers improve the community dialogue events. Thank you!

What did you think about the content and questions? For each one, do you think we should keep it or replace it?

<table>
<thead>
<tr>
<th></th>
<th>Keep It (✓)</th>
<th>Replace It (✓)</th>
<th>Other/Additional Comments or Suggestions?</th>
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Q1: Describe one of the communities you lived in as a child and please share if you are still connected in some way to that community.

Q2: What are some of your earliest memories of coming in contact with people who were different from you?

Q3: When are the times you have felt most “American?” If you have never felt very “American,” why is that?

7 Circles Exercise

What did you like most about this event? What did you like the least?

What other topics are you interested in having a dialogue about?
Community Sparks

Funding that ignites Kirkland connections
The Community Sparks Program supports projects imagined and completed by Kirkland residents. These are activities that build community or enhance Kirkland as a safe, inclusive and welcoming place for all. Whether fun or beautiful, big or small, these projects help our residents express and deepen their love of Kirkland.

You provide the ideas and the follow through, the City of Kirkland provides the funding.

How does the Community Sparks Program work?

1. A maximum of $1,000 is available for a project or activity.
2. Community Sparks funding is available on a reimbursement basis. Once a grant has been approved, original receipts must be submitted to the City to get reimbursed.
3. Funding applications should be submitted a minimum of three weeks prior to the event. It is recommended that you discuss your idea with the City’s Neighborhood Services Outreach Coordinator (contact information on the back) before you submit an application.
4. Funding can be used as seed money for a special event; however, the City’s special event policies and timelines apply. Applicants are responsible for obtaining all needed City permits. More information can be found: www.kirklandwa.gov/specialevents.
5. Community Sparks funding applications will be reviewed at the start of each month by City Manager’s Office staff. Applicants will be notified of funding decisions within two weeks. For events in the public right-of-way (roads or sidewalks) or on/in City-owned property or facilities, staff from the City’s Parks and/or Public Works Departments will be part of decision-making process.
6. The application can be found at www.kirklandwa.gov/neighborhoods.
7. The City reserves the right to accept or deny applications for projects to ensure all neighborhoods have access to Community Sparks funding.

How does the City decide what projects to fund?

Funding is primarily based on the question: will the project build community or enhance Kirkland as a safe, inclusive, and welcoming community?

Community Sparks projects should also be:

- A new or expanded event, activity, or project
- Open to the public
- Within the Kirkland City limits
- Including 15 or more Kirkland residents (or provide a written explanation if less are going to be involved)
What types of projects and activities can be funded?
Community Spark events can happen in an endless number of ways and among people from all backgrounds. Here’s a list of some ideas to get you started, but don’t let these limit you! The intent is to allow Kirkland residents to express their love of our city in a variety of ways. You might create a:

- Welcoming event, for example: [www.welcomingamerica.org](http://www.welcomingamerica.org).
- Ephemeral art installation, for example: [www.rain.works](http://www.rain.works).
- Kirkland Love Notes project, for example: [www.fortheloveofcities.com/photo-galleries](http://www.fortheloveofcities.com/photo-galleries).
- Community conversation, discussions, or dialogue.
- Block party or social event, for example: [www.crossingkirkland.org](http://www.crossingkirkland.org).
- Emergency management neighborhood preparedness event for example: [www.kirklandwa.gov/depart/Fire_Services/prepare.htm](http://www.kirklandwa.gov/depart/Fire_Services/prepare.htm).
- Litter clean up or landscape restoration event (such as an “Ivy Pulling Fest”).
- Bike Rodeo.
- Neighborhood bulb planting in fall with a celebration of success in spring.

Who is eligible to apply?
Community Sparks grants are open to all ages, backgrounds and skills, including:

- Kirkland residents
- Community groups
- Cultural groups
- Businesses
- PTSA
- Informal groups
- Neighborhood Associations
- Businesses

Note: the Community Sparks grants are not intended to fund political organizations or groups, school districts, municipal organizations or religious activities.

What can funds be used for?

- supplies
- food and drinks
- communication materials & distribution costs
- translation services
- facility or permit fees
- temporary solid or yard waste containers
- professional speakers or services
Ready to get started?
Follow these steps:

1. Work with two or more people. Things to keep in mind:
   • What would your group like to accomplish?
   • What is needed to carry out the project?
   • Is there community support or interest?

   Document this work and submit an overview as part of your application.

2. Create a plan for completing your project. Things to keep in mind:
   • What steps do you need to take?
   • Are permits required?
   • How will you reach out to and involve a diverse mix of community members?

   Document your plan and submit an overview with your application. Complete and submit the application, found here www.kirklandwa.gov/neighborhoods.

3. If your project is approved, work with City staff to get your project started.

4. Apply for needed City permits.

5. Recruit additional volunteers and reach out to new people to get them involved in your project.

6. Work with your volunteers and City staff to complete your project within six months.

7. Take pictures, have fun and connect with new people!

8. Save all original expense receipts and submit them with the reimbursement form to City staff for reimbursement.

Questions? Contact:
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