

Next Generation Advisory Committee

Thursday, 2 December 2021

6:30 PM

Community Room

Regular Meeting

1. Roll Call
2. Approval of Agenda
3. Approval of November 4, 2021 Meeting Minutes
 - a. **Attachment:** DRAFT Minutes 11/4/21
4. Public Comment
5. Going Forward (45 Minutes) – Kyle Schlachter
 - a. Council’s Retreat – Providing an NGAC Packet
 - i. Including updated work plan for Council
 - ii. Letters of Support for goals we feel council should prioritize for the 2022 year
 - b. **Attachment:** Code of Conduct
 - i. Grievance Processes
6. Break (5 Minutes)
7. Subcommittee Goal Planning/ Reports (60 Minutes)
 - a. Sustainability
 - i. Environmental Stewardship
 - ii. Jackass Hill
 - iii. December 6th at 6:30pm
 - b. Zoning/ULUC
 - i. Affordable Housing
 - ii. December 9th at 6:30pm
 - c. D.I.E.B.
 - i. Inclusive Language Write up
 - ii. Get Out to Vote
 - iii. December 30th at 6:30pm
8. Announcements (10 Min)
 - a) Staff Report
 - b) City Council Report
 - c) General Announcements
9. Adjournment



Type of Meeting: Regular monthly, In person City Hall
Meeting Number: 20
Minutes Version: 1

Minutes

1. Agenda item: Roll Call (Meeting Chair: Alyssa)

NGAC Members Present: (8/11) Abshir, Iftin; Przekwas, Emily; Luke, Mollie; Lauren Geber; Anderson, Gregory; Steighner, Michael; Campbell, Alyssa; Lanners, Susie; Barr, Stephen;

NGAC Members Absent: (3/11); Kight, Hannah; Phillips, Lydia;

City of Littleton Members Present: Pam Grove, Kathleen Osher

2. Agenda item: Approval of Agenda / October 7, 2021 Minutes

Motion to Approve Agenda: Lauren
Second: Michael
Unanimous
Motion Carries

Motion to Approve Minutes: Iftin
Second: Susie
Unanimous
Motion carries

3. Agenda item: Public Comment

Open at 6:33

Civics, Mr. Crandel and Mr. Brickly here for public service, not self aggrandizement or power or authority, but to serve the interests of the residents of the city. The general welfare that comes from the constitution. The city council removed the word general welfare from city council. It is a destructive self serving path that is against the interests of the people and assets of Littleton.

Council approved the Unified Land Use Code and they had no data, just a consultant saying that it's the best for developers, it's not an integrated interest of all the all the stake holders, it's a collection of opinions and biases representing the city council members, and I'm really concerned about our next council. We are going to see changes the current council gave away resources, no alternatives were presented, risks and benefits, so all of you care about the city, and I'm going to ask you please look out for Littleton.

Close public Comment 6:36 pm

4. Agenda item: Corey, South Metro Housing Options

Overview: Been around the community a long time, 111 Assisted living center, have delved into the healthcare arena, that's

650 Section 8 Properties

6 Properties whereas power circle many boards are expected properties so low income housing tax credit is the program may have heard of that that's primarily the way affordable housing was built these days do it alone composite next credit program which is a little bit different where the subsidy and all the assistance it's on the front side to develop the properties and residents have been a center and it's not based on their income like the other properties which is 30% of their adjusted gross income and if there's any questions as we go please ask 30% for the lower income housing residents yeah so most of our weather is housing choice voucher program or the buildings where the subsidy is actually attached to the unit or the building those residents pay 30% of their adjusted incomes adjusted meaning after taxes it means we take into account things like medical expenses is really the biggest one that that goes into that to help offset and reduce their their portion is that also known as Section 8 I really want to spend some time talking about what we're up to have been up to as an agency lately but we've been pretty busy we've always been busy but we implemented some programs and that we're really excited about we think we're we wanted to address it and I've been in my position for about four years now I think and we have a lot of senior and or disabled housing and which is great and it's certainly immediate but I really thought it was time to look at different demographics as well and so foster youth is one of those there's an opportunity through HUD they they offered up vouchers so their housing choice vouchers just like our other vouchers but their specific for foster youth and so we have now started we applied for 24 of those vouchers and we received all 24 so we've been in that program since about January of last year this year they are for foster youth or aging out of the system that are either homeless or at risk of being homeless and we it's a 36 month program ages 18 to 24 and we have part of the deal to actually receive these vouchers is to create a continuum of care to make sure that we provide as much wrap around support for them as we can so we partnered with agencies like all health loving Casa Shiloh house manic connect so each of those agencies provides different services whether it's mental health substance abuse job training all sorts of stuff furniture when they first moved in but the goal is certainly just to support them as much as you can from the beginning of the program so they're successful is 24 million are you finding that like you know 70 members where we where we love what resources that we need like like

Michael: that sounds like a great program is 24 enough?

Corey: 24 vouchers and the answer is yes and no So what we're finding what we found so far and we knew this would be a challenge going in that these folks have a lot of challenges right there young adults there and sometimes some difficulties throughout their life and so the support they need is pretty extensive and it's it's bold so then trying to find housing for them and then trying to provide all the support so it has been again it's not like it was completely you know complete shock but at the same time we're really learning yes so the answer is not it's not enough vouchers there are plenty of kids that need help however for us right now in this program it's more than enough and with a new program us trying to figure out all of our partnerships and I say how it's you know hard enough with one agency to communicate with ourselves sometimes add like four or five and trying to figure out how to help this very challenging population so we'll get there but it's for now that's plenty hot actually tried to kind of talk us out of it when we asked for the full running for 'cause that was the most we could ask for they said Are you sure and of course I said yes absolutely we can handle it and probably should is that is that yearly that you can ask for 24 now so that's four and to be honest I'm not sure this because it's one of their newer programs so there are plenty of times where HUD will come out with a batch of vouchers for specific population and there's not always rhyme or reason which is fine as long as we get them it can help people that's fine but so an example of these options initially they were if someone let's say someone moved in and six months they had to give up their voucher for whatever reason initially they weren't going to replace that voucher so we could have ended up within 24 to 10 in a heartbeat if you really struggled they since changed that to wear in this it would be back that'll be sensually so we'll continue with the 24 so I think it's going to be an ongoing kind of we'll see how things go and depending on how these you know 24 we're only we only have about 11 least up right now so it is a there has been very slow lots more than we anticipated but a great program against certainly different demographic than we've dealt with before yourself free are all those in one location or now they they work like the rest of the housing choice actors and that they can go anywhere in the corporate Arapahoe County it doesn't mean that based on this very specific population I would I really think if we had a small 8 + 10 bucks and house eight or ten together I think that would be great support for them potentially you know but so that is something that we've kind of talked about that down the road and that might be something we look at trying to acquire a building like that

_____: how did how does that acquisition work when you want to bring in a new property?

Corey: it kind of it really depends on the program so in this case we would just purchase SMH or just purchase that property without federal funds or any specific federal program does that happen a lot or did the OR is that something that I'm just trying to get an idea no when we try to acquire because we do attempt to just acquire especially the what a lot of people call naturally occurring affordable properties so there are plenty of apartment complexes in Littleton that are affordable they're not subsidizing it by any other program through HUD or anything else but they're just you know they may be older and so there that are fairly affordable compared to some of the market looks like but what happens when those go on the market someone comes in smaller there _____: is most of your funding through government and federal funding or state funding or

Corey: so we get the pleasure of touching all sorts of but we do work with local government we have a strong relationship with the county and state and then hard at the federal level and so each of those programs and layers of government computer own set of restrictions guidelines the funding comes from all three levels early how

Michael: are you guys considered anything to maybe have a collaboration or with places like this out now but redban orchard places there I buyers that I think you're going to get a lot of bad press coming up because they're overpaying for homes and exact people that he probably isn't out to right like is there any potential there for them

to be a part of this because it's there so influential and all of that align right now

Corey: Yeah it's just a crazy world right now everyone probably knows the prices trying to acquire anything or purchase a house or whatever it takes maybe but certainly something that should be looked at any other questions on the fosters Program and we were successful in transitioning out of public housing then for those scattered sites and what that means is those 71 residents who who lived in those sites receive the tenant protection voucher which again is just another housing choice voucher so they're able to potentially purchase the home there in or they receive their tenant protection voucher continues that so for the other so for 59 of the homes were working with Habitat for Humanity and they're having the homes and within probably the next month month and a half the first four homes will go in the market and those will be sold affordable for sale to folks who are working with habitat in their program so there will be restrictions so the the affordability will last essentially forever for each of these homes so someone purchases it and goes out then they split the equity with haven't had and sold to another income qualified family so fifty nine of those will be run under that program and then 12 units right now are on the corner of powers in the lobby and they're 12 duplexes that we're pointing to the Polish within the next few months and build 51 one bedroom senior units on that site so we're in the middle of securing financing for that we were awarded tax credits in may to to go to help us with this project so that's hopefully we will be breaking ground in the middle of next year

Kathleen: Can I just aid that he housing from Habitat for Humanity those 59 homes are trying to give preference to people who live and work in Littleton, you might have employees or city employees who may qualify for these. I have the contact information, if you know someone, who might need to learn more about this.

Corey: Yes Habitat will be the mortgage holder, and its working really well, it's very important they stay affordable for perpetuity. We have a vacant lot, 12 new duplexes they manage them build them and are the mortgage holder.

Susie: Where is that one?

Corey: Near Powers and Hickory

Michael: How do they share the equity

Corey: I think it's 50/50 equity. Usually there is a percentage cap.

Michael: Do you follow that model?

Stephen: Down payment costs are subsidized, so there is

Iftin: The new development is near existing duplexes

Alyssa: Does Habitat also manage the HOAs

Corey: I don't know I got a little nervous about the HOA piece.

Alyssa: I'd love clarification

Corey: counselor using castor's SNHL myself so were represented fairly well in the housing task force couple of our board members and myself and other staff members as part of the task force so we spend a lot of time with them stand next and importantly cell talk about that in a minute which is that collaboration is very important in what we do quote that so in terms of what we have been working on a little bit but also what will be a focus coming up soon as inclusionary housing ordinance project so house bill passed this this year that allows jurisdictions to have some more freedom in terms of these types of ordinances and encouraging affordable housing you know so have a list of some of the incentives that jurisdictions can and do use in my opinion is very jurisdiction specific so Littleton very unique I think you know what we end up coming up with in terms of an ordinance may look very different than others I think my best example is some summer cities use you know percentage 1050% of all new development would have to be affordable not developing much in Littleton that undo it's all that good so I think we'll just have to hire consultant that will work through this and help us but I think it can still be a great help and just be very unique and specific to the little things need so that that I hope will be on the rise in very soon any questions about that

Lauren: my question our committee what can our committee do to help you?

Alyssa: Because Littleton have a density requirement if there is any new developments at all there is not going to be any ordinance that requires affordable housing options. Do you think that's a problem?

Corey: Yes,

Iftin: In our feedback to council from Next Gen, we did support the affordable housing ordinance.

Corey: certainly the but in my opinion I think a lot of people's opinion so I know it took a lot of work so I'm I'm gonna point out a few things that I still I know it's not the perfect document I understand that but coming from where we come from and trying to this much portable housing as we can I already kind of had an idea of some areas that still we think could be better so but again having said that such great progress just in the last four or five years we've had the Littleton housing study which started in 2017 and recommendations of hand accompanying recommendations that you all may have seemed if not interference source that I can give you that document as well as the updated so there's also the housing set update which was in 2000 1900 about so anyway those two documents and those two product projects and compliment came in 2019 and now we look I think it's pretty remarkable that we have all these documents and all of these processes that have gone through in a short amount of time to help and they all are kind of married together to help when it comes to housing so I'm pretty excited about that so even though I'm going to say there's still things in the UFC I would like a little different but I just want to make sure it's clear it was ton of work and it was a great outcome and all at the end of it I started about the time the first housing study going on so effective in those years all these other things have come along it's been completed as well is pretty awesome having said the corridors definitely were focus of SMHL the housing task force I don't think it's i don't think it's a shock that people are going to be super excited about development. So we feel that the corridors is where we can make the biggest impact, we all saw what happened in the mixed use area downtown. But the corridors is where we can meet housing needs. And I think the final product is good. But from the focus of the affordable housing I think things could be better. Open space, parking reductions, parking in general, and corridors in general. If we had our druthers could we add something to it? Yes, but that's something the housing ordinance could help with.

When we talk about the housing ordinance, we ended up with a height limit of 4 feasibility the housing ordinance could make 5 stories if we do a housing ordinance if it's affordable then can we go up to 5 stories where it would be more feasible.

Pam: What happens to that extra story that makes it affordable.

Corey: it's just economies of scale

Alyssa:

Pam: These housing units are going to be really inexpensive and allowable for people

Corey: If there was an opportunity in this area we could do 5 stories, it's close to main street, close by.

Pam: So how much would the units sell for?

Corey: They would be rentals, mixed income, you could do it several different ways, it could be many different ways. 50-60% AMI level – Area Median Income, it ranges from 30-60% but mostly they add 60% units, so people meet the need to of people up to 30% AMI then 30-60% may be addressed, so the 60% -80% is the “missing middle” so that project would serve the 30-60% AMI. So we have to develop through the Litech Program, get tax credits from the Housing and Finance Authority.

I'm just curious how the 3 stories high buildings did just fine that were built in the old code

Mixed income more market rate

Mixed use downtown area, if it's a big enough parcel, we think that a variety of housing options

SMHO is advocating a mixed housing options, including those for sale Habitat Housing options.

Kathleen: So Corey, you are the developer in this case

Iftin: I was asking in relation if a housing ordinance passed? That would apply to all housing options. You won't always be the developer.

Kathleen: They can do something specific,

Corey: So Littleton is unique to have a housing authority developer

So if a housing ordinance would be passed, would the SHMO manage the housing ordinance.

No that becomes a city duty

Iftin: Depends on how it's written

Corey:

Alyssa: Would the city have the resources to manage that,

Kathleen: Tuesday have changed the way the city can participate in things. It's a completely different opportunity now that 3a has passed, recognizing that there are some recovery dollars and there might be ways that council will provide some initial direction in it's staff retreat in February. I think there is a body of resource, should we do that now? So it's a great time to have a robust conversation about Housing and Economic Development, creating the next big employeer, now in order to attract good employers we think about how to provide the things here to have these vibrant employeers, and housing is one of the biggest things that attracts employees.

Corey: I feel like I'm taking up too much of the meeting but I wanted to mention parking. Especially with affordable housing, parking is something that can be a hinderance, if there is too much parking required. So shopworks is me one of the firms we work with. So the next questions were about ULUC in terms of equality, which is in the work plan, about inclusivity. All sorts of housing types for all sorts of people. That seems like what Littleton is about. So that's just one of the things in the housing plan.

Questions:

Alyssa: It sounds like a lot of your demographics are in the older demo?

Corey: Yes for buildings that we own, yes. The vast majority of the voucher holders or they are elderly, or they are going to school but they aren't able bodied people just hanging out. When it comes to sustainability and the transportation piece, trying to get people close to transportation and public transportation. It helps with the assisted living center is downtown and may have those lower paying jobs, well they can find a job way closer to where they live.

Iftin: Transportation is important but are you concerned about issues with RTD and they've been cutting services, are there conversations about walkability? Not transit oriented

Corey: In terms of transportation its definitely a concern. There's still independent living but they need to get to the grocery store, I foolishly thought of buying a couple buses.

Lauren: What about the Omni Bus?

Corey: Yes that serves us

Lauren: Is it not enough, there could always be more.

Corey: We are seeing all the changes and we don't know what the issues are. So the question about what you all can do. It's fairly obvious we have housing struggles here in Littleton. We need all sorts of people with all sorts of perspectives solving these issues. So anytime you can give your input or share your perspective, if you are interested in speaking up about this and making your voice heard. There is a decline in people with kids and there are some things that we need to address, and getting involved in the housing task force. And telling your story. I think since we've been here, we hear from a group of folks who want something, big housing big lots may not be for everyone anymore. What types of housing is best for you and folks like you. Hope that helps. Just being collaborative, we certainly appreciate our relationship with city staff.

Stephen: As a next gen advisory committee, you talked about telling a story and sharing our story as young folks looking to purchase renovate or expand. What are some of the trends you noticed with this demographic. What are these trends, like less families less elementary schools.

Corey: the key finding of the housing study was lack of housing in the 300,000 range. So that should be concerning, if Littleton wants to be a multi generational city that issue needs to be addressed, it's the issue of perspective. I'm old enough to have a coworkers who have different needs, like I don't want a yard. But we need to know that there are some different needs people have.

Susie: I have another question regarding trends? Is there any long term data about trends regarding socioeconomic growth are they staying in their housing for a long time? Is there economic mobility seen in this situation? I know habitat does a lot of financial education. Is South Metro Doing anything

Corey: Short answer is no. We have our senior properties and we manage them. Originally BBC in the policy, we want to do more work, going forward we will put more time going forward. After our 51 unit property we want to focus more on families.

Susie: I guess making the case for bringing affordable housing into the city. Does that play out well for the people long term. When we are looking at making amendments to the code what data is being presented to make the case. In terms of Economic impact, the data we look at,

Corey: the city does a great job of the business survey, we see that the employees have difficulties with finding housing

Susie: There tends to be some stereotypes around the people who would benefit from this. "Those types of people" who are these people and what is their trajectory long term with or without these

Corey: We are trying to get better at painting our own picture of our residents. They are working people they are just working lower paying jobs. You hear the term hand up, but maybe the situation is their situation and they are doing the jobs that no one wants to do.

Susie: How many jobs of those lower income is there a delta between the housing we have and the jobs we need filled.

Corey: It looks pretty closely at those things

Kathleen: If you are in desperate need, you can find them online. Adopted twice now.

Corey: This slide shows the struggle => 176% increase in housing prices, where income is not matching. Four members of SMHO things, a group that evolved from the task force is vibrant Littleton and they are focused on the Education piece, just telling the story about what the needs are. As an agency we haven't done a great job over the years, and it's such a complicated issue.

Kathleen: When he said storytelling there's so many efforts.

5. Agenda item: Looking at Workplan and Sub Committees

Overview: **Alyssa:** Quick revisit, the workplan was approved at the beginning of the session of Next Gen, and so we pull from the workplan to make the next plans and white papers and they go to the City Manager. We have 4 months left of this session. I know that Hannah is not here for sustainability tonight they were planning on going into the workplan further this coming week.

Sustainability Subcommittee

Molli: Previously we had jackass hill park and powers park, and we had the environmental sustainability stewardship plan. I believe with powers park we decided to move it off the work plan. Jackass Hill Park there was a committee meeting. The environmental stewardship is not happening this round. So we thought about including someone from the City Manager or public works. There was the garbage trucks issue and that had gone to city council, the Lighting code changes to better promote dark skies. And there were a couple other things we just want to dig into what the city is doing, public works has been reached out recently but Keith Reister has been reached out to.

Kathleen: Hannah reached out and they had

Pam: Jackass Hill, many comments about wanting to keep it open space, there is still some issues about park goers not being respectful and south suburban is taking that on and a process that will start on the project and they will do community engagement then write a report write a report and maybe around 3rd quarter there might

be some changes. So there is no plan to mitigate those issues in the short run. Are you going to do an updated plan. So it looks like you might be adding somethings and taking some things off.

Alyssa: We are removing these items and adding these items. Just before the end of the year.

Pam: Are you taking ULUC off?

Molli: We have a letter for city council support for adding environmental stewardship as a goal. We didn't want it to get lost.

Pam: We added that.

Kathleen: All eight of the goals will be the center piece of the goals, especially with adding new members of council. There will be some direction coming out of that. It was in support of what was added.

Molli: There's not a whole lot staff can do, we still value this a lot so still putting a letter out there.

Pam: What is the ETA on that just out of curiosity

Molli: I think this month.

Alyssa: Can you send it to the committee as a whole just incase there is any additional comments anyone wants to add.

Zoning Subcommittee

Alyssa: We don't want to take the time to develop comments so we are going to table that for future. We did submit the accessory dwelling units and all of those comments from the committee will be readdressed when changing that living working document. We really wanted to focus last four months on housing and it's just a good conversation for everyone to have. So we sent out a request to have a narrative about what housing looks like to you in Littleton. If you are multigenerational what that would like for you to stay in the city. Through that narrative viewpoint, there's a lot of relation to people, and people are more apt to listen if you tell it as a story. There is still time to tell your stories. Just so that we can have a body of relatability from this generation. Just having Corey talk about education. I want to bring that education piece into housing.

Michael: I wholly second we are not going to be able to lower housing prices, we can work to find affordable housing. Education and housing point, you can afford a home. Just from a base level, especially who do I talk to having conversations with lenders, getting this into schools, and Littleton holding small symposiums or events or monthly or annually, come one come all learn what you need to buy in Littleton, you might find out you can't afford a home in Littleton, some people maybe will be able to buy a home in Littleton.

Stephen: Building up these stories, it might seem performative but people are taking these narratives and building up these stories to make things more accessible. Vibrant Littleton is growing and enthusiastic.

Lauren: They had some excellent resources about candidates.

Michael: What about advisors at Bemis

Kathleen: Yes there are there to help it's a county program funded by the recovery dollars. So they are at our library and places in Englewood. Monday, certain hours. I did have the chance to meet them at the forum on homelessness, great individuals to help people really sit down and strategize.

Lauren: What org are they with?

Kathleen: Arapahoe County, cares act is helping people.

Michael: Rough proposal I put out today, looking to have some collaborations with Smedra and DMAR. Local real estate organizations. They might want to sponsor something, they've been amazing partners all four years with Envision. Realtor went through Littleton and is trying to come back and talking to people about "do you really need this house."

Stephen: As far as the workplan I think that's a solid plan to get that done.

Alyssa: And that is Q1

Kathleen: Something for Council to get into the binder?

Alyssa: Something done by January

Michael: Motion to have all the stories in by the end of the year, the stories in.

Emily: Narratives of folks outside the committee or just inside?

Alyssa: Anyone who would be helpful.

DIEB Subcommittee

Emily: Enter some people would had about just taking up more time at the beginning of our meeting when we already content to be pretty pressed for time but was only about a two minute long imposition and those of us in the committee felt like that was appropriate and I believe that if that actually went to the City Council and gave a landed acknowledgement to the City Council so as a private citizen not as representative of DIEB but that's where we kind of got some of this and a better idea of how long it might take and also just introducing that topic to the City Council since apparently they were not aware of the issue of land acknowledgements as we had discussed in the prior City Council meeting or the prior NGC meeting so I think that was one of our issues and then do you remember what else is on the work plan the white paper on the final recommendations and what we did for our inclusive language campaign so that was really successful was really fantastic to have that much kind of city input so we're going to do a final just a final write up kind of like what we did what was the impact and then make a recommendation to council with action to change for the betterment of the whole city one thing we discussed was for at the beginning of public comments they say you know they give a little spiel but I think if we could encourage council to me but also include in that in that statement to encourage the use of inclusive language I think would be really something that we could recommend as like a tangible thing yeah and on that point we also had to get out the vote initiative that was more casual that we decided to do in preparation for the election and we were successful Lauren and I went to the fall harvest festival at the Littleton museum and I wear my shirt and we passed out some of our cards and we just talked to some people told him that the election was coming up told him how to get involved there was a humongous turn out if anybody was also there you saw the IT was such a beautiful day so you know I don't know that I mean I think it was a really good opportunity did you have anything to share about that it actually gave me a lot of encouragement that there is another generations coming in but it also gave me more of a fire I think superscript that for those generations and you know there are a lot of people that think like us that are out there US I think a big piece of what next you need to do is you know just bring that awareness so I think I was being front facing was so valuable and you know personally I will insert take my time to do that when I can because community outreach is so important and I think that's really how we can make a difference here is outreach education awareness yeah I thought it was really good to see the whole community out and the Littleton museum has such as 40 acres I think of land so it's actually amazing how much capacity there is you know for almost like the whole community together which is really unique to little 10 so _____. I think we had talked about this get out the vote work plan item and expanding it a little bit so it's not just about preparing for the election by actually engaging with the community in the exactly the way that you're talking about and trying to just encourage young people an anyone in the community to be more engaged in what's going on so I think this the T shirt really helped with that and little cards so it's an ongoing yeah then we talked about project county office and how they investigate any information about how to vote and how they reach in their marketing strategies and how you know maybe there's recommendations that NJC can provide about how to better engage young people and younger demographics or and to be engaged in their local government and to vote in off your elections with the point being very clear that we're not endorsing anything where encourage ING people to be involved and their local government and that there is no that this this get out to vote is please get out and not get out and vote for this or get out and vote for this person because it's not that would not be the goal but to try and connect with somebody in the whole county office as more of a long term goal is something that this can be because the election is kind of over so there's a short term like the community wants to be involved but we would like to see how that marketing strategy can be and can be maybe better serving the community as we go forward so yeah so I think in the next we continue I think we're going to probably just add that to the work planner just evolved that in the work plan to be what we have evolved our Geo TV initiative to mean to us I think we're going to do that white paper about the inclusive language campaign collect some of the photos we got a great photo of us at the harvest festival and just kind of show both verbally and and through photography at what we've been up to present that to City Council and then

Emily: yeah I suppose I suppose maybe on this regard we could maybe make a motion if I mean I could make a motion to say that the NGC starts out our last four meetings with the landing knowledge anybody want to have discussion I think it's like we need to have a discussion before we can I would like to make a motion to have a discussion about putting things we don't need we don't need a motion it's just it just goes into discussion no you're good

Greg: I just know this is a hot topic and I just know that it's a hot topic I don't really have anything else to say do you think it would be controversial to do it or I just know that it's a hot topic do either of you have anything to say about this I don't think it matters what they have to say I mean I'm sorry to say that but

Emily: I think this isn't this is a motion that I have made to and it's a discussion within our committee if we want to move forward with the land acknowledgement whether or not if it's a hot topic I think it's up to us if we want to do that and I think we should discuss that from from our perspective I don't I don't know thank you I think we all can agree with the concept in the idea but then it really shouldn't matter if it's a hot topic it is for sure there will probably be blowback or somebody that has an issue with it but that's kind of part of it this committee feels like it's valuable then that part of this is something

Iftin: yeah we also discussed in our meeting that our bylaws allow us to run our meetings in the way that we want it doesn't say that we have to include any particular order of events and how we want to run them when we started we didn't have this like quasi Roberts rules in place we didn't used to have public comment when we started so you know it's it's evolved and changed overtime so we have that authority to do that and we discussed in our meeting and we all agreed that this would be a good way to lead by example so it's not City Council is free

to do what they want they said they're not willing to take this up at this time which is totally respectable like we that's fine but if we want we could do that and then the last thing I just want to say you know what is the importance of this so I think it's just it's important to acknowledge the longstanding history that has brought us to reside on this land and speak to understand our place within the history of that and then there's just some ideas I could send this out you know what kind of things we should ask what kind of self reflection that we need because ideally this would be a larger conversation that it's not just adopting words on a page it's a conversation that's happening within indigenous community that inhabits this land but I think this could be a good start so yeah these are just the questions like why am I doing this you know is it to inspire others to take action is it to pay respects what is my end goal are you hoping that listeners will hear this acknowledgement and how will this have the largest impact so the three questions that I would pose to the group

Greg: have we been in contact with or like many attempts to be in contact with things like tribal leaders so on this particular

Emily: we did have a speaker an indigenous speaker for in the DB program not in this past meeting in the we had a joint meeting between sustainability and DV and we talked somewhat about some of these issues September yeah yeah and did they have any time like I did they have any impact on this writing this came from's adopted from the Denver City Council with a have said and was that 'cause I think that's a very good point was that adopted from anybody that was in different yes they engaged in conversation again that's why I made it very clear this is start for a larger conversation yeah but they did they had a signed off as though I said but are they intending their verbage to span what this morning or is this more of like a white savior item because is it really representative of what's going to help their future so feels'cause I don't want to step into a place of privilege and say I'm saying these words or this is helping one really is stepping into a place of white privilege and white savior ship that's not helping these communities

Emily: I think that this is an acknowledgement that we as a community are doing regardless whether or not this is just an acknowledgement of the land that is here and how that land has been stewarded in the past and that's a acknowledgment that we can make for ourselves as a community if we choose to make that acknowledgement and I think that from what I've heard and engaged with indigenous people on this issue is that it is not enough and it is white savior is a man it is a lot of problematic issues because our communities are not doing enough to address these issues so but it is also something that we can do to as if to mention start the dialogue and begin the process to get to where we want to get to in the end and I think it's not something it's only seen as disrespectful when it's not accompanied with a commitment to continue change and growth from our community to address the historic harms and wrongs that have maybe been perpetuated to indigenous people I think so if we choose to adopt this I think we should also choose to take it very seriously what we were doing as a community not to just check some kind of box but to be embodied the the issue and continue to be committed to it so I see it as something that our community can do as a commitment to this issue and as an acknowledgement and as a beginning to a bigger process

Michael: I would agree with everything you just said except for that I think that part of it has to be collaborative otherwise it does come across that way or otherwise it can be misconstrued as you know just simply we don't we're not a part of that community and you know this isn't volatile and this is also involved with people and maybe try and I think we would be remiss to to the not have some sort of collaboration I think pretty much everyone in this room agrees that the ideas of this are great and that we want to acknowledge these things and drop in if I'm wrong but I think that yeah I think there needs to be a voice from that side before we all agree to this acknowledgment just simply because it was approved by but it's an indigenous person that worked with Denver that might be there might be different thought processes and these particular groups for little and I think that there's a historical background by calling specifically calling out these specific tribes I think there's a historical background that has to add like you said have a voice or how that history documentation because it's one thing to say these things but then if they're not historically accurate then they fall on deaf ears and I would like to see you know if this is specific to the city of Littleton then what's that history in Littleton and how is this applied to it because if it's just a generalization that it's not really about Littleton this committee is supposed is about little time

Stephen: great those are really good points there are I I think this is obviously car fabric it's also incredibly important and I think extremely valuable to have this to be considered especially as part of the DE course you know I just I want to remove myself from the vote because I will not actually be participating in that way to actually say so I don't actually have any sort of outside influence on what you guys want to do as a committee moving forward but my two cents is that there is yeah there's danger of treading into white savior ISM complex and performative you know inclusivity and there's also in not doing it you know overshadowing the fact that this does exist that there are ways to educate ourselves and moving forward you know I don't want like I said I just don't want to have everyone to raise hands and then have me balout making it look like I'm trying to avoid the issue but I also don't want to again influence your guys decision because this is something for you guys to decide amongst yourselves moving forward so thank you for thank you for having this discussion really great where you are you going somewhere I

_____: I don't I don't I I think that this is an important thing that we talk about but I don't think that this is ready I don't think that this and I'm going to I'm that telling you I'm gonna vote I don't think that this is ready I don't think that there is enough historical research on it I think that there's danger of copyright on it because it comes straight from Denver I think that we need to have if we're going to do this we have to have the absolute facts to back it up because it's not going to be taken well if we don't fully agree that and that's and that's where and that's where I stand to us but then I guess for me it's like what where do we go with you know how we connect with sentence person here in Littleton and

Lydia: I'm trying to do research over here with her moving the interference is apparently an office in Wilson is that correct is there a Bureau Indian affairs office here in Littleton federal cover website there is need Americans in history of Littleton so that's honestly like I'm not skinny I just did like my problem in fact from there is some further literature so I would give you guys to study that but there was something in there that said OK yeah branch in little towns added shortly afterwards Bureau in the interference liaison office in Denver so I'm

really just trying to think like practically how can we connect with someone to further this along because I think that's really that's the next step practically for this to go forward so I would make a motion we edit or this document or have a this is a first draft perhaps and that we

Emily: I mean I guess for me I think that there's more harm in denial than there is in moving forward with something that is not exactly perfect today so like I said to me I see this more as a commitment to and that's going to like the as talked about the UL you see it's a living document it's a living and changing Thing so today maybe it's this imperfect landing knowledge maybe next month it's a more perfect land acknowledgement maybe the next month it's you know deeding the park back to an indigenous tribe I feel like we can continue this process so I guess my motion would be amended to to say that we are going to make a commitment to have a lack knowledge minton presented to next Gen by the end of the year but I suppose that's more of something Deb can do so yeah there wouldn't need to be a motion for sure for taking it back to the subcommittees OK continue to work on it OK so yeah we can I guess vote on the motion I would be very very Good Friday for any of us in this room are thinking that this needs more consideration I think one just giant step like you just said

Alyssa: I'm at Google that shockingly it's virtual museum that honors all Native American cultures is there any way in the next month two months to start having conversations to sit with somebody from this organization or any one of the other ones that are in Littleton and ask them like what do you guys think about this how could this be better how could it be worse is there any way for us because we really really want to do this in the right way is it is it is it useful for you going forward right to make your life doesn't make a difference in your life and also would you like to come join us would you like to come the actual part of this initiative of bringing list in City Council but hey create I think this would be I think this would be awesome if it had a disclaimer at the bottom of that we're still working on this kind of thing you know I mean like that we're reaching out to the local indigenous people and trying to make this better even then I think it's in similar nature these are very important questions and I can send with this self reflection real question

Emily: I think members of this meeting may be interested too learn about how we can be of support to members in this committee who are currently experiencing blowback and that's all I say about that and I'm going to read take my motion back is that possible discussion

Alyssa: can I say one more thing before we close discussion can I just say one thing OK so happy that we're having this conversation because these are the conversations that we've been having in DB so I think it's really important that we're having this in the main committee yeah so I would encourage all of you to take a look it's nativegov.org they have these kinds of questions that we should be asking ourselves that we should be asking our community because if you just pass it to pass it that performative it has to be a personal decision and asked to be part of a process and that is so important so that take a look at those again I could send those out but there's some questions and kind of some ideas of how we move forward and again we've been doing this in DB so I'm glad that this is happening now in the main committee as well and then the final piece would be that it has to need a council goal we are committee who serves at the benefit of counsel have been appointed by City Council to provide comment on the items at which they're addressing that are on their goals and on our work plan so to be better heard as we continue this discussion there has to be a varying of this important topic to the goals on the work plan for Council but again we are allowed to run our meetings however we want if that's if we wanted to do a topic or a reposal 2 counseled in the SOV to be tide in but in terms of our committee meetings correct 'cause we thought we discussed on Thursday yes

Emily: yeah but if because if it's but I think there's two issues there's how we want to run our meetings and then if we want to make and make a advisement to City Council to have how they want to run their meetings but we have authority over how we run our meetings in terms of the bylaws is what she's saying so there's two separate issues this would be to say this is how we want to run our meetings but it would not have anything to do with City Council so if that makes sense so then there would be no advisory portion this art correct on the motion that was made by me here it's not about an advisory to City Council it's not about a white paper it's not about anything it's purely that our meetings have a land acknowledgement

Alyssa: OK so this is so this needs to be a topic that is not part of this needs to be a topic that is housekeeping for NGC and not an advisory piece to council correct you are correct however let me just mention what is done throughout the city as there's consistency across all boards and commissions they all started 630 they all use Roberts rules of order or you know there's certain things that are consistent this is different than everything then what other groups do I don't know any other group that does something like this or deviates from what kind of council does council is pretty uses rather tools orders and some of the other ones you feel like Bob's role supporters a little bit you know kind of thing so I just mentioned that for consistency we will take that into advisement when we make our decision so we want to amend the motion to table this discussion send it back to I mean I don't think we need a motion to send it back to committee option to send it back but Emily you withdrew your emotion

Emily: yeah I would be up to a amending it to just table ING it if we want to bring it up at the next meeting with amendments and edits to this document so I guess my motion would be to table the current would be too I motion Emily motions to make edits and amendments to the land acknowledgement with input from indigenous members of their community and historical facts and represent this at the next meeting when part of the language only thing I would say is I think it would be valuable next week you met with somebody who was in there just and you came up here edits that we were able to see them you know not a month from now like this it can be shot out in an email and we can all it may not be able to vote on it but we can give our input well how about this we will have a draw the next version of this the next draft of this after the next DIEB meeting for review of the broader committee prior to our next meeting yeah and that's a week prior to the meeting so the last Thursday of the month so week prior DIEB will be meeting on the 18th this month because of Thanksgiving yeah yeah also be even longer like more time to review so if that satisfies you then we will have motion from Emily to table the discussion until to table discussion and re bring up under this upper second meeting second from molly's last even at the exact same time alright

Alyssa: that will move into the announcements for the last few minutes of

Pam: so we were together when October 7th but a busy month at the city as you know the council is very ambitious word plan mate rolled one cross off the list with the impassion the passage of the unite land ezcode financial sustainability addressing the financial crisis that we were up against with our capital time with the passages 3 a huge progress on other goals downtown for example in the downtown historic district you heard a little bit about the housing rolls tonight from Corey so just lots and lots happening lots of really big accomplishments and last money so kudos to you and your colleagues and her a lot of word so couple of things that I do want to mention as part of the zoning I know that is discussion about Lucinda word council did adoptive Internet intergovernmental agreement to advanced study on Broadway so you may want to kind of keep that on your radar and not old sorry also take into account our transportation master plan and the intent of us rapid transit along Broadway we also run in the process of interviewing a couple of vendors for any website so your input has been really valuable and sleep on insert process show any it should be on your radar for next year to you that there's number two events once we have that person other contracts being able to provide some additional input what happened I do want to address the earlier conversation and just make sure that everyone that maybe wasn't here the last having all men the intention of meeting with the city manager was not to try and blow back the intention there was really try to help the community develop a strategy where we thought they could be successful and I do and that is really being able to develop an understanding the last time I talked about a journey you guys have come to this place and have identified a need in the city that was the community would benefit from and we need to we talked last time at all working backwards and making sure that that journey that you've done is a little bit clear for counseling that there's an opportunity to do that and he talked about the strategy within easy now but I just want to make that really abundantly clear but that's that's what staff particularly the city managers office really wants to support you and how that strategy can be successful further those conversations between this committee and council so I just want to make that very very clear and that's all I have any questions again super crazy busy lunch so lots of things to celebrate without planning for next questions congratulations on your accomplishments to work right I don't have anything yet we need a motion to adjourn

General Announcement

Stephen: I gotta resign I wanted to congratulate I resign forthwith I I don't accept it installed procedural rules yeah yeah I just want to say it's been a real pleasure I mean obviously working with you guys and hearing your story also you don't have do this with a lot of stuff to be done on the side I'm working on this stuff so the work you guys are doing is important and your voices are heard and yeah that's going to be our Garden City City Council member so thank you guys congratulations

Emily: we will look forward to holding your feet to the fire

7. Agenda item: Adjournment

Iftin Motion
Emily Second
Unanimous

- Minutes prepared by Emily Przekwas, NGAC Secretary



PROTOCOLS AND STANDARDS OF CONDUCT

Adopted

02/02/2016

Amended

02/07/2017

Amended

05/15/2018

I. Purpose and Intent

The Charter of the City of Littleton provides the founding document for all issues concerning protocols and standards of conduct as a primary reference, and the City of Littleton is committed to maintaining high ethical standards. The city operates in a representative democracy to serve the citizens of Littleton and ensure the community's needs are met. Public servants have a special responsibility to carry out their duties with integrity. In order to preserve the confidence and trust of the public, the Protocol and Standards of Conduct provides uniform rules to guide the conduct of the city's council and board and commission members, hereinafter referred to as boards.

Non-substantive changes to this document may be made and then distributed to council.

II. Meeting Protocols

- A. Public input and observation are an important part of the democratic process. Council/boards should make the public feel welcome and should refrain from showing any sign of partiality, prejudice or disrespect toward an individual participating in or attending a public forum. Members of city council/boards should be fair and impartial in listening to public testimony. City council will accept any written comments if they include the name and address of the sender. Comments to be included in the city council's packets will be sent to the city clerk no later than 3 p.m. on the Thursday before the Tuesday meeting. If there are issues that need to be addressed after packets are provided, any correspondence received by the city clerk by 5 p.m. on the Monday before a Tuesday public hearing will be disseminated to city council via email and will be collated; any documents received after 5 p.m., until noon Tuesday will also be sent via email. Any documents received on the day of the Tuesday will be copied and provided to city council at the Tuesday night meeting. .
- B. The Mayor or Chair serves as the presiding officer over the meeting. In the event of the absence or unavailability of the Mayor or Chair, the Mayor protem or vice chair serves as the presiding officer. Council expects civility among and between council, boards, and members of the public while in meetings. Any person who makes offensive, insulting, threatening, insolent, slanderous or obscene remarks or

becomes disruptive, boisterous or who makes threats against any person or against public order and security while in the council chamber shall be removed at the direction of the presiding officer from the meeting, unless permission to remain is granted by the majority vote of the council members present.

- C. Council/boards should show respect for each other at all times. Disagreement and debate are constructive and expected. An effective council/board is composed of members who are able to agree to disagree without personalizing issues.
- D. Members of the council/boards and the public are expected to refrain from sidebar conversations to the greatest extent possible so as not to detract from the speaker who has the floor.
- E. Because scheduled meetings are the intended forum for public debate and dialog, council expects all council/board members to keep an open mind without prejudice, to work collaboratively to identify promising options, to openly discuss and evaluate options, and to listen to the concerns of other council/boards prior to making a decision. Additionally, it should be understood that acknowledgement of individual opinions and ideas, especially those that differ from one's own, is what allows the best discussion and decision for the community.
- F. Council/boards are expected to attend meetings having reviewed all the materials and to be prepared to ask questions, make comments, and discuss all issues.
- G. To attain efficiency, council/boards should simply state, "I agree" rather than restating a point.
- H. Council/boards should ask the mayor/chair to intervene if discussion becomes repetitive.
- I. Council/boards should consider the best interests of the city and the ramifications to all the citizens and businesses while considering issues.
- J. Council/boards should refrain from undermining the council/board as a whole or undermining an individual member. Members should feel comfortable communicating the reasoning for their voting decision. However, after the decision has been made, the member should support the body and move forward.
- K. It is improper during roll call for any council/board members to state or attempt to state the vote or sentiments of any absent council/board member.
- L. Any council/board member who is unable to attend a scheduled meeting shall notify the mayor/chair or city manager at least 24 hours in advance of said meeting, if possible.
- M. Council/boards agree to bring non-substantive changes to items on the agenda to staff outside of a public meeting and retain substantive items for public discussion with council/board.

- N. The city council is responsible for making policy. The city staff is responsible for implementing policy. Council members and staff should understand the difference between creating policy and implementing policy and be respectful and supportive of each role. In the development of policy recommendations to the city council, alternatives should be evaluated and addressed by staff.
- O. The city council desires to have all city council, planning board, historic preservation board, board of adjustment, board of appeals, and licensing authority regular, special, and study session meetings televised and recorded. When creating any working groups or committees, the city council shall determine whether the purpose of the committee warrants its meetings being recorded and televised.

III. Confidential Information

Council members in their role will be provided information that is confidential. This may include information confidential as a matter of law or privileged information provided by the city attorney. Disclosure of the information to outside parties is a violation of the confidential attorney-client or legal privilege. The privilege is owned by the city council as a whole. Only the city council acting at an open meeting can waive this privilege. It is a breach of these protocols and a violation of their duty for any individual council member to provide confidential information to an outside third party. This protocol shall not be construed as prohibiting the city manager and city attorney from distributing confidential information to other city management staff to the extent reasonably necessary to implement council direction or fulfill their responsibilities to the organization. Any other person receiving such information is also subject to the privilege and may not waive the privilege.

IV. Making Public Statements

- A. When giving a written or oral personal public opinion concerning issues facing or involving the city, all council, board or commission members shall refrain from making statements on behalf of the city or the body upon which he or she serves, unless such person has explicitly been authorized by the respective body. When acting as, or perceived as acting as, a representative of the official body he or she represents, an individual must always uphold the approved council, board or commission point of view.
- B. It is recognized that social media is a communication tool used by council members to communicate their views to the public. It is appropriate for council members to use social media to explain their position, in the same manner that any other form of media would be used. However, council members should refrain from using social media to undermine the body by criticizing other council members and or staff for their positions or votes on matters before the council. Council members represent the city and their social media pages in their capacity as a council member reflect upon the city.
- C. Criticism of staff shall be done through the City Manager, not in the public or social media.

- D. Any comments made by a council/board member at a meeting of another board should be assumed to be the council/board member's personal views or opinions and not the official position of the council/board unless stated otherwise.
- E. Council reports are intended to communicate to other council members about meetings and information that are of value and beneficial to the body as a whole.

V. Council/Boards and City Employee Communications

- A. To foster open communication and the public policy-decision making process, it is the desire of council to ensure an evenness of communication between council/boards and staff as well as between council/board members. This means all council/board members expect to receive information that is relevant to the council/board's policymaking authority and deliberations as well as to the education and knowledge of individual members.
- B. Council through the City Manager designates staff to serve as support for boards and commissions. It is expected that board and commission member shall work with the designated staff in fulfilling the mission of the board or commission.
- C. All city council and board and commission members shall use city email for email communication on any city issues.
- D. Council/boards should seek direction from the city manager if there is any doubt regarding the appropriate level of contact with city employees.
- E. Council/boards should make reasonable attempts to notify the appropriate city staff members in advance of public meetings about key questions and discussion points that they would like addressed during the public meeting.
- F. For routine questions or requests (e.g., code complaints, questions regarding agenda items), council/boards should contact the city manager's office or the appropriate city department director with information about the request. These requests can be made at any time rather than waiting for a formal referral at a council/board meeting. It is the responsibility of staff to ensure an evenness of information when questions are asked of staff that relate to an issue that might come before the council/board and disseminate information accordingly. Legal questions should be initiated through the deputy city attorney whenever possible and appropriate.
- G. Requests for additional information or reports that staff determines would take a significant amount of staff time/resources shall be referred to the city manager for review and possible consideration by the council/boards as a whole and agreed upon as something that merits an investment of city resources.
- H. Critical comments about specific city employees' performance should only be made to

the city council appointees that include the city manager, the city attorney and the municipal judge through correspondence or conversation outside the public setting.

- I. All boards shall be given sufficient and reasonable advance notice of a council meeting for which the board either will be the subject of an agenda item or is being requested to participate in the council meeting agenda, allowing for scheduling and preparation.

VI. Involvement in Administrative Functions

- A. Members of council/boards shall refrain from influencing the recommendations made by staff or the information provided by staff to the council/board as a whole.
- B. Members of council/boards should have the same information for decision-making purposes. The council/boards may expect staff to provide each member with identical information on items scheduled for deliberation, even when requested by only one member.

VII. Council Conduct with Boards and Commissions

- A. The city council has established several boards and commissions as a means of gathering more community input. Citizens who serve on most boards or commissions are advisors to the city council. They are a valuable resource to the city's leadership and should be treated with appreciation and respect. Council members should refrain from having any ex parte communications with boards concerning issues and/or applications before any quasi-judicial body.
- B. Since the attendance of three or more council members constitutes a legal council meeting, council members should advise the city clerk at least 24 hours in advance of their planned attendance or at another function where discussion of city business is anticipated so that appropriate and timely public notification can be prepared and posted.

VIII. Council Meetings with Boards and Commissions

- A. To elevate the communication between individual boards and council and to even the flow of information, the council may meet with the council-appointed boards at a study session at least yearly, or on an as-needed basis as requested by the board/commission or the city council.
- B. To facilitate positive relations between the boards and the council, the mayor may appoint a council liaison to the fine arts board, library board, and museum board. The council may, at its sole discretion, choose to appoint liaisons to other boards and commissions as it deems appropriate. The role of the liaison shall be to convey current and relevant information on council activities to the individual board or commission.

IX. Council/Board and Commission Conduct With the Public

- A. Council/boards should be cordial, welcoming, and respectful to the public in all situations.
- B. Council/boards should be welcoming and respectful to speakers without exception.
- C. If necessary, public comments received during a public meeting will be followed up by staff at a later time or as directed by the council/board. It is not anticipated nor expected for staff to respond during that meeting unless specifically requested by the council/board.
- D. Questions from the council/board to speakers should seek to clarify or expand information. Members should avoid challenging or criticizing speakers. If a speaker is off the topic or exhibits behavior or language that is disruptive or disrespectful, the mayor or chair should interrupt, focus the speaker, and reestablish the order and decorum of the meeting.

X. Personal Expectations

- A. Responsibility.
 - 1. I understand that the community expects me to serve with dignity and respect and be an agent of the democratic process.
 - 2. I avoid actions that might cause the public to question my independent judgment.
 - 3. I do not use my office or the resources of the city for personal or political gain.
 - 4. I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the city and its citizens.
- B. Fairness.
 - 1. I promote consistency, equity and non-discrimination in public agency decision-making.
 - 2. I make decisions based on the merits of an issue, including research and facts.
 - 3. I encourage diverse public engagement in decision-making processes and support the right of the public to have access to public information concerning the conduct of the city's business.
- C. Respect.
 - 1. I treat my fellow city officials, staff, commission members and the public with patience, courtesy, civility, and respect, even when we disagree on what is best for the community and its citizens.
- D. Integrity.
 - 1. I am honest with all elected officials, staff, commission members, boards, and the

public.

2. I am prepared to make decisions for the best interest of the public whether those decisions are popular or not.
3. I take responsibility for my actions even when it is uncomfortable to do so.