

NEXT GENERATION ADVISORY COMMITTEE WORK PLAN 2020– 2021

(last update: 11/1/2020)

1.0 Overview

The Next Generation Advisory Committee is commissioned by City Council to support the City's vision statement with thoughtful, considerate and insightful recommendations, suggestions and feedback, on matters of City policy that directly impact the attraction and retention of young residents and employees. The committee has 15 individuals from Littleton Public Schools, Arapahoe Community College and young residents who live or work in the city.

1.1 Committee Mission

The Next Generation Advisory Committee (NGAC) exists to represent, encourage and engage emerging generations in the City of Littleton.

1.2 Committee Membership

Committee leadership:

Iftin Abshir, Chair

Joshua S. Hall, Co-Vice Chair

Alyssa Campbell, Co-Vice Chair

Charlee Ottersberg, Secretary

Active members:

Ashley Ferris, At-Large

Faith Krech, At-Large

Jennifer Sue Makis, At-Large

Lydia Phillips, Littleton High School

Emily Przekwas, At-Large

Catherine Riggs, At-Large

Cassie Sander, At-Large

Abbie Steiner, At-Large

Larry Thompson, At-Large

Carson Wedding, Arapahoe High School

1.3 City Liaisons for Committee

Pam Grove, City Council Liaison

Ryan Thompson, Community Liaison & Mediation Coordinator

2.0 Task Outline

2.1 Ongoing work items:

1. Monthly NGAC meetings (First Thursday of the month from 6:30 – 8:30 pm)
2. NGAC Subcommittee Meetings
 - a. Sustainability Subcommittee (Second Monday after the NGAC Regular Meeting, 7:30pm - 8:30pm)
 - b. Zoning/ULUC Subcommittee (Second Thursday, 6pm - 7pm)
 - c. Diversity, Inclusion, Equity & Belonging Subcommittee (Last Thursday, 6pm - 7pm)
3. Engagement in Littleton Events and participation in City Council Meetings

2.2 Work items for the 2020:

1. Recruitment of new NGAC members
2. Continued Written Reports to Council
3. Increasing Involvement for Young Residents of Littleton
4. GOTV Campaign for 2021 Municipal Election (DIEB Subcommittee)
5. Feedback on Special Overlay District for Littleton Blvd (Zoning Subcommittee)
6. Powers Park Community Survey (Sustainability Subcommittee)

2.2.1

Task Title: NGAC Member Recruitment	Task Leader: Co-Vice Chairs
NGAC Goals: <i>To provide insight from the 16-36 year old demographics' perspective on Council policy initiatives and goals. This Advisory Committee shall explore topics that are important to the young professionals, including, but not limited to, education, employment and economic opportunity, access to local government services, housing, the environment, transportation, city planning, codes, zoning, and overall increased civic engagement.</i>	
Approximate Start/End Date: 01/7/2020 – 2/29/2020	Approximate # Hrs to Complete: 20 Hours
Detailed Task Description: The Next Generation Advisory Committee spent its first two years working together to discover the best way to work together and how to focus its energy. With an established mission and a clearer sense of purpose, the committee will set out to recruit additional members to ensure it is able to accomplish key work plan tasks and advance its goals. To recruit new members, marketing materials will be developed that will highlight the value of participating in the committee, will clarify the expectations of being a member, and will explain how to apply. The committee will work with City of Littleton staff to push the opportunity through official city of Littleton communication channels, both social media and traditional media. The committee will share the opportunity through non-city networks like Littleton Public Schools, South Suburban Parks and Rec, and through Littleton businesses. The committee will also share the opportunity with their peers and the high school representatives will promote the opportunity at their schools. Printed flyers will be posted in community gathering spaces. The committee will develop an application that provides potential applicants the opportunity to share why they are interested in helping make Littleton a place where young people and young families can thrive as well as any ideas they have for how they can contribute to the committee's mission. The committee will develop interview questions for City Council committee Liaison(s) to ask of potential	

<p>candidates that help the committee in finding the right fit for future members.</p> <p>The committee will plan an orientation for new members to take place in May that helps bring new members up to speed on the first year of the committee as well as the committee’s goals for the coming year. During this time, expectations will be clarified and the new committee will engage in activities to help build trust and camaraderie.</p>	
<p>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) Before this task can begin, clarification is needed on the timeline and process for new member recruitment, interviewing, and onboarding for this committee.</p>	
<p>Other Boards, Commissions, or Committees/entities to Engage for this Task: Boards, commissions or committees that feel they can help NGAC connect with potential members will be engaged to support this recruitment effort.</p>	
<p>Completion Schedule:</p> <ul style="list-style-type: none"> • December 4th – Recruitment plan finalized at NGAC meeting • By December 14th - Recruitment content generated and submitted to city for approval • By December 18th – Recruitment materials are finalized as well as application for committee participation • From January 4th to 29th – Recruitment efforts are implemented • Early February – Applicant interviews are scheduled by City Staff • Mid-Late February– Applicant Interviews are conducted by Council Liaison • March – New members are selected <p>At April Meeting – New members officially join the committee and returning members prepare Welcome and Orientation events.</p>	
<p>Deliverables:</p> <ul style="list-style-type: none"> • Marketing Content • Distribution of marketing materials through digital networks and in community gathering spaces • Interview guide for City Council Liaisons • Strong applicant pool for new NGAC members 	
<p>Other Necessary Support or Resources:</p> <ul style="list-style-type: none"> • Resources for targeted social media efforts in partnership with City of Littleton communication staff • Resources for tailored traditional media (flyers, pamphlets, posters) to attract participation 	
<p>Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor</p>	
<p>Assumptions: We would like to see the NGAC recruitment folded into the regular Boards and Commission Interviews conducted by the City Council in April of each year.</p>	
<p>Prepared by/ Date: Abbie Steiner & Iftin Abshir (Updated 1 Nov 2020)</p>	<p>Approved By/ Date:</p>

2.2.2

<p>Task Title: Continued Written Reports to Council</p>	<p>Task Leader: Varies by Report</p>
<p>NGAC Goals: <i>To provide insight from the 17-34 year old demographics’ perspective on Council policy initiatives and goals. This Advisory Committee shall explore topics that are important to the young professionals, including, but not limited to, education, employment and economic opportunity, access to local government services, housing, the environment, transportation, city planning, codes, zoning, and overall increased civic engagement.</i></p>	

Approximate Start/End Date: Ongoing	Approximate # Hrs to Complete: 15-20 hours/report
Detailed Task Description: Over the past year NGAC has drafted multiple reports to City Council providing feedback on city projects and proposed changes. The NGAC plans to continue this work in the next year. The current areas of focus the committee has identified are: Micro-mobility in Littleton, Santa Fe PEL Study, and Homelessness in Littleton. These are three areas where we feel the NGAC would be able to provide unique insight in to the topics that would be useful to the city and to council while discussing and deciding on important issues.	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) The required information will be contingent on the current project <ul style="list-style-type: none"> The NGAC is anticipating the Tri-County Study on Homelessness in order to continue with that project 	
Other Boards, Commissions, or Committees/entities to Engage for this Task: <ul style="list-style-type: none"> The NGAC will be identifying the relevant Community Stakeholders for each project as necessary. Transportation Mobility Board 	
Completion Schedule: Micro-mobility in Littleton <ul style="list-style-type: none"> October 2020 – February 2021 Santa Fe PEL Study <ul style="list-style-type: none"> November 2020 - begin discussion January 2021 – participate in a community and stakeholder event with CDOT Homelessness Feedback <ul style="list-style-type: none"> Contingent on completion of Tri-County Study, but will anticipate 2-3 months of work to complete written feedback and recommendations 	
Deliverables: Thoroughly researched and well-written reports to council providing recommendations and suggestions from members of the underrepresented 16-36 age demographic.	
Other Necessary Support or Resources: <ul style="list-style-type: none"> While being cognizant of staff time, we may need additional information from the city to complete these reports 	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor	
Assumptions: <ul style="list-style-type: none"> These projects will be of continued interest to the City of Littleton in 2021 	
Prepared by/ Date: Iftin Abshir (Updated 30 Oct 2020)	Approved By/ Date: Iftin Abshir & Pam Grove, Oct. 2020

2.2.3

Task Title: Increasing Involvement the Next Generation in established Littleton Events	Task Leader: TBD
NGAC Goals: <i>To provide insight from the 17-34 year old demographics' perspective on Council policy initiatives and goals. This Advisory Committee shall explore topics that are important to the young professionals, including, but not limited to, education, employment and economic opportunity, access to local government services, housing, the environment, transportation, city planning, codes, zoning, and overall increased civic engagement.</i>	
Approximate Start/End Date: Ongoing	Approximate # Hrs to Complete: 20
Detailed Task Description: To ensure the 16-36 demographic participates actively in the many events offered by the City of Littleton, this task will focus on engaging young people and young families to participate more actively in existing events. To accomplish this, we will learn more about how participants are recruited to participate in these events and build on existing efforts to try to reach more people. This	

could involve launching more focused social media campaigns to attract specific age groups, or tailoring traditional advertising to our demographic of interest in specific locations that are already utilized (schools, coffee shops, community gathering spaces, etc.). To further bolster this effort, any boards or commissions engaged in shaping existing events will be engaged to brainstorm about how to reach young people and young families.

A related subgoal of this task will be to engage young people in city governance by finding meaningful ways to encourage those between the ages of 16 and 36 to provide public comment at city council meetings and at board and commission meetings.

A second subgoal of this task will be to connect with people in this demographic to learn more about what they want to see at both large-scale and small-scale Littleton events.

A final subgoal of this task will be to increase the visibility of the NGAC as a mechanism to further engage individuals from the target demographic.

Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)

- Monitoring of Public Health Guidelines
- Social media posts to encourage greater community involvement

Other Boards, Commissions, or Committees/entities to Engage for this Task:

Boards, commissions or committees that help orchestrate the key Littleton events identified for this task will be engaged to support this effort.

Completion Schedule:

- Timeline will be adjusted as necessary based on the current public health guidelines

Deliverables:

- Timeline and plan for engagement
- Survey tool
- Responses 50 young people or young families about what they hope to see for Littleton
- Increased participation in Local Government of young residents of Littleton

Other Necessary Support or Resources:

- Resources for targeted social media efforts in partnership with City of Littleton communication staff
- Resources for tailored traditional media (flyers, pamphlets, posters) to attract participation

Approximate Direct Cost to Complete: (Labor and Non-Labor)

Volunteer labor

Assumptions:

- Public Health Guidelines will allow for events and activities to take place later in 2021
- City of Littleton would benefit from support in driving young people and young families into existing Littleton events
- City of Littleton officials want young people and young families to participate more actively in city government
- Learning from young people and families about how to shape events to meet their needs will be utilized to evolve existing programs in the future

Prepared by/ Date:

Abbie Steiner & Iftin Abshir (Updated 1 Nov 2020)

Approved By/ Date:

2.2.4

Task Title:

GOTV Campaign for 2021 Municipal Election

Task Leader: DIEB Subcommittee (with the assistance of the full NGAC board)

NGAC Goals: To provide insight from the 17-34 year old demographics' perspective on Council policy initiatives and goals. This Advisory Committee shall explore topics that are important to the young

<i>professionals, including, but not limited to, education, employment and economic opportunity, access to local government services, housing, the environment, transportation, city planning, codes, zoning, and overall increased civic engagement.</i>	
Approximate Start/End Date: August 2021 – November 2, 2021	Approximate # Hrs to Complete: 20-40 hours
Detailed Task Description: Turnout and voter participation for off-year elections is much lower than for Midterm or Presidential election years across all demographics, but particularly in the 18-36-age range. Though a non-partisan Get Out The Vote campaign, the NGAC will work to educate young residents on the importance of voting in local elections. Using multiple avenues including social media posts, phone and text banks, and direct community involvement (particularly in under represented segments of the population) the NGAC will work to engage voters throughout the City of Littleton.	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) <ul style="list-style-type: none"> Identifying a Non-Partisan GOTV campaign Social media posts and information to be used in the campaign 	
Other Boards, Commissions, or Committees/entities to Engage for this Task: <ul style="list-style-type: none"> Relevant Stakeholders will be identified as the project approaches 	
Completion Schedule: <ul style="list-style-type: none"> August 2021 – begin making social media posts and gathering materials September 2021 – begin targeted marketing to inform young voters of the election October 2021- continue informational campaign, increase involvement based on current public health guidelines November 2, 2021 – Election Day 	
Deliverables: <ul style="list-style-type: none"> Increased Voter Turnout for the 2021 Municipal Election, especially in the 18-36 age range Non-Partisan election materials targeted to a younger voter demographic 	
Other Necessary Support or Resources: <ul style="list-style-type: none"> Support on city's social media platforms 	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor	
Assumptions: <ul style="list-style-type: none"> Voters are not aware of the importance of “off-year” elections Will be able to increase voter turnout in all age demographics Public health guidelines will allow for direct community engagement 	
Prepared by/ Date: Iftin Abshir (Updated 30 Oct 2020)	Approved By/ Date: DIEB Subcommittee, Sept. 2020

2.2.5

Task Title: Feedback on Special Overlay District for Littleton Blvd	Task Leader: Zoning Subcommittee (Subcommittee Chair, Charlee Ottersberg)
NGAC Goals: <i>To provide insight from the 17-34 year old demographics' perspective on Council policy initiatives and goals. This Advisory Committee shall explore topics that are important to the young professionals, including, but not limited to, education, employment and economic opportunity, access to local government services, housing, the environment, transportation, city planning, codes, zoning, and overall increased civic engagement.</i>	
Approximate Start/End Date: Nov 2020-Spring 2021	Approximate # Hrs to Complete: 30 hours
Detailed Task Description: In preparation for the next phase of the ULUC project for the City of Littleton, the NGAC Zoning subcommittee has begun research into the creation of a special overlay district on Littleton Blvd. The Zoning subcommittee will be looking into the creation of a Mid-Mod Mile Historic Overlay District as well as weighing the pros and cons of creating an Arts District. The subcommittee is looking to discover the	

benefits for attracting young residents of Littleton to a revitalized Littleton Blvd through this project.	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)	
<ul style="list-style-type: none"> • Research to be completed by the Zoning subcommittee 	
Other Boards, Commissions, or Committees/entities to Engage for this Task:	
Historical Preservation Board, Planning Commission, Arts and Culture Commission	
Completion Schedule:	
<ul style="list-style-type: none"> • November 2020- begin research process • January 2021- begin writing the first draft of report, additional research as necessary • February 2021- complete first draft of report • March 2021- submit final report to City Council 	
*This schedule subject to change to accommodate Phase II of the ULUC	
Deliverables:	
<ul style="list-style-type: none"> • A detailed and well-researched written report to be presented to City Council and other relevant boards and commissions 	
Other Necessary Support or Resources:	
<ul style="list-style-type: none"> • Research to be completed by Zoning Board members • Meetings/Zoom Calls with other city boards to coordinate efforts • We need to be approaching the project while keeping in mind the potential effects of gentrification and the negative effects of such a process 	
Approximate Direct Cost to Complete: (Labor and Non-Labor)	
Volunteer labor	
Assumptions:	
<ul style="list-style-type: none"> • As the City of Littleton moves forward with the next phase of the ULUC, this would be a good time to look at the creation of an overlay district on Littleton Blvd • Creating an overlay district could attract additional interest for shopping and eating in Littleton Blvd establishments for the residents of Littleton • We can approach the project without accelerating or by compensating for the effects of gentrification of this area of Littleton 	
Prepared by/ Date:	Approved By/ Date:
Iftin Abshir (Updated 30 Oct 2020)	Zoning Subcommittee, Sept. 2020

2.2.6

Task Title: Powers Park Community Survey	Task Leader: Zoning Subcommittee
NGAC Goals: <i>To provide insight from the 17-34 year old demographics' perspective on Council policy initiatives and goals. This Advisory Committee shall explore topics that are important to the young professionals, including, but not limited to, education, employment and economic opportunity, access to local government services, housing, the environment, transportation, city planning, codes, zoning, and overall increased civic engagement.</i>	
Approximate Start/End Date:	Approximate # Hrs to Complete:
Spring 2012 – Summer 2021	10 - 15 hours
Detailed Task Description:	
<p>As the City of Littleton and community stakeholders evaluate the necessary steps to move the Powers Park project to the next phase, community engagement from the neighbourhood will be key. The NGAC Sustainability subcommittee is invested in promoting a more sustainable City of Littleton and are interested in the potential this project has for re-imagining Powers Park to become an asset to this denser, underserved area of the community. Some possibilities for a re-vitalized Powers Park include:</p> <ul style="list-style-type: none"> • exhibits about water quality • rainwater harvesting opportunities • transforming parts to an edible park • community gardens 	

<ul style="list-style-type: none"> • a native plant demonstration garden <p>As a subcommittee comprised of young adults we are better suited to engage with community members under the current health situation to conduct surveys with neighbourhood members to asses their wishes for Powers Park.</p>	
<p>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</p> <ul style="list-style-type: none"> • Survey questions to be completed by community stakeholders • Survey equipment and PPE for subcommittee members 	
<p>Other Boards, Commissions, or Committees/entities to Engage for this Task: South Metro Land Conservancy, Public Works Department, South Suburban Parks and Recreation, South Metro Housing Options, North Littleton Promise</p>	
<p>Completion Schedule:</p> <ul style="list-style-type: none"> • Completion will be contingent on the current public health guidelines, but we will anticipate one month of survey collection in order to receive a sizable sampling 	
<p>Deliverables:</p> <ul style="list-style-type: none"> • Survey of Community Members expressing their interest in and desires for a revitalized Powers Park in North East Littleton. • Written feedback to Council based on the results of the survey 	
<p>Other Necessary Support or Resources:</p> <ul style="list-style-type: none"> • Social media engagement from the City of Littleton to promote the survey 	
<p>Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor</p>	
<p>Assumptions:</p> <ul style="list-style-type: none"> • Public health guidelines will allow for a community survey in Spring 2021 	
<p>Prepared by/ Date: Iftin Abshir (28 Oct 2020)</p>	<p>Approved By/ Date: Sustainability Subcommittee, July 2020</p>