NOTICE AND AGENDA OF A
WORK SESSION
Idaho Springs City Council
February 22, 2022
6:00 p.m.

- **Clear Creek Fire Authority Update – Chief Kelly Babeon**
- **Public Communication and Engagement**
- **City Hall reopening for in-person public access and meetings**
- **Dates for City Council Retreat**

The Public will be able to view and hear this meeting remotely at the following address:
https://www.colorado.gov/pacific/idahosprings/city-council-live

CCFA
IGA
Mil Levy

	2021 Assessed Valuation 2021	4.569	% 53 7	% 75 8	% 97 9	10	11	12	12.258
Idaho Spgs.	**31,715,530**	144,908	222,009	253,724	285,440	317,155	348,870	380,586	388,769
Georgetown	**29,355,330**	134,125	205,487	234,843	264,198	293,553	322,909	352,264	359,838
Empire	**4,252,570**	19,430	29,768	34,020	38,273	42,525	46,778	51,031	53,497
Silver Plume	**3,294,760**	15,054	23,063	26,358	29,653	32,948	36,242	39,537	41,448
Total Munic.	**68,618,190**	**313,517**	**480,327**	**548,945**	**617,564**	**686,182**	**754,800**	**823,418**	**863,217**
ESD	**167,803,220**	**766,693**	1,174,623	1,342,425	1,510,228	1,678,032	1,845,835	2,013,639	2,110,965
CCFA Total	**236,421,410**	**1,080,210**	**1,654,950**	**1,891,370**	**2,127,792**	**2,364,214**	**2,600,635**	**2,837,057**	**2,974,182**

CLEAR CREEK FIRE AUTHORITY
2031
Cash Projection

9 mil

CASH FLOW ANALYSIS

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Expenses												
Operating	$ 1,054,652	$ 1,403,011	$ 1,625,300	$ 2,022,300	$ 2,072,858	$ 2,124,679	$ 2,177,796	$ 2,232,241	$ 2,288,047	$ 2,345,248	$ 2,403,879	$ 2,463,976
Capital lease obligations												
Current Obligations												
Station 6												
Ladder 2												
Ladder 4												
Engines												
Capital projects	$251,202	$22,395	$1,541,000	$1,000,000								
Total Expenses	$ 1,305,854	$ 1,425,406	$ 3,166,300	$ 3,022,300	$ 2,072,858	$ 2,124,679	$ 2,177,796	$ 2,232,241	$ 2,288,047	$ 2,345,248	$ 2,403,879	$ 2,463,976
Income												
Municipal Contributions	$ 265,820	$ 265,775	$ 312,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500
ESD Contributions	$ 1,360,000	$ 1,157,000	$ 736,700	$ 1,510,000	$ 1,400,000	$ 1,300,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000
Grants	$ 151,577	$ 48,952										
Misc	$ 123,308	$ 45,262	$ 43,300	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
Tx from Reserve												
Total Income	$ 1,900,705	$ 1,516,989	$ 1,092,500	$ 2,177,500	$ 2,067,500	$ 1,967,500	$ 1,867,500	$ 1,867,500	$ 1,867,500	$ 1,867,500	$ 1,867,500	$ 1,867,500
Income Over (under) Expenses	$ 594,851	$ 91,583	$(2,073,800)	$ (844,800)	$ (5,357)	$ (157,179)	$ (310,296)	$ (364,741)	$ (420,547)	$ (477,748)	$ (536,379)	$ (596,476)
End of Year	$ 6,260,773	$ 6,352,356	$ 4,278,556	$ 3,433,756	$ 3,428,399	$ 3,271,220	$ 2,960,924	$ 2,596,183	$ 2,175,636	$ 1,697,888	$ 1,161,509	$ 565,033
Reserve												
	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025

OPERATING EXPENSE CALCULATED AT 2.5 PERCENT ANNUAL INCREASE

Add 1 Shift Crew 24/7 $ 397,000 3 ff, 3Lt

2/18/2022

CLEAR CREEK FIRE AUTHORITY
2031
Cash Projection

9 mil

CASH FLOW ANALYSIS

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Expenses												
Operating	$ 1,054,652	$ 1,403,011	$ 1,625,300	$ 1,877,300	$ 1,924,233	$ 1,972,338	$ 2,021,647	$ 2,072,188	$ 2,123,993	$ 2,177,092	$ 2,231,520	$ 2,287,308
Capital lease obligations												
Current Obligations												
Station 6												
Ladder 2												
Ladder 4												
Engines												
Capital projects	$251,202	$22,395	$1,541,000	$1,000,000								
Total Expenses	$ 1,305,854	$ 1,425,406	$ 3,166,300	$ 2,877,300	$ 1,924,233	$ 1,972,338	$ 2,021,647	$ 2,072,188	$ 2,123,993	$ 2,177,092	$ 2,231,520	$ 2,287,308
Income												
Municipal Contributions	$ 265,820	$ 265,775	$ 312,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500
ESD Contributions	$ 1,360,000	$ 1,157,000	$ 736,700	$ 1,510,000	$ 1,400,000	$ 1,300,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000
Grants	$ 151,577	$ 48,952										
Misc	$ 123,308	$ 45,262	$ 43,300	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
Tx from Reserve												
Total Income	$ 1,900,705	$ 1,516,989	$ 1,092,500	$ 2,177,500	$ 2,067,500	$ 1,967,500	$ 1,867,500	$ 1,867,500	$ 1,867,500	$ 1,867,500	$ 1,867,500	$ 1,867,500
Income Over (under) Expenses	$ 594,851	$ 91,583	$(2,073,800)	$ (699,800)	$ 143,268	$ (4,838)	$ (154,147)	$ (204,688)	$ (256,493)	$ (309,592)	$ (364,020)	$ (419,808)
End of Year Reserve	$ 6,260,773	$ 6,352,356	$ 4,278,556	$ 3,578,756	$ 3,722,024	$ 3,717,185	$ 3,563,038	$ 3,358,350	$ 3,101,858	$ 2,792,265	$ 2,428,246	$ 2,008,438
	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025

OPERATING EXPENSE CALCULATED AT 2.5 PERCENT ANNUAL INCREASE

Add 1 Wildfire Mitigation Crew $252,000 3 ff, 1 Lt

2/18/2022

CLEAR CREEK FIRE AUTHORITY
2031
Cash Projection

9 mil

CASH FLOW ANALYSIS

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Expenses												
Operating	$ 1,054,652	$ 1,403,011	$ 1,625,300	$ 2,274,300	$ 2,331,158	$ 2,389,436	$ 2,449,172	$ 2,510,402	$ 2,573,162	$ 2,637,491	$ 2,703,428	$ 2,771,014
Capital lease obligations												
Current Obligations												
Station 6												
Ladder 2												
Ladder 4												
Engines												
Capital projects	$251,202	$22,395	$1,541,000	$1,000,000								
Total Expenses	$ 1,305,854	$ 1,425,406	$ 3,166,300	$ 3,274,300	$ 2,331,158	$ 2,389,436	$ 2,449,172	$ 2,510,402	$ 2,573,162	$ 2,637,491	$ 2,703,428	$ 2,771,014
Income												
Municipal Contributions	$ 265,820	$ 265,775	$ 312,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500	$ 617,500
ESD Contributions	$ 1,360,000	$ 1,157,000	$ 736,700	$ 1,510,000	$ 1,400,000	$ 1,300,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000
Grants	$ 151,577	$ 48,952										
Misc	$ 123,308	$ 45,262	$ 43,300	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
Tx from Reserve												
Total Income	$ 1,900,705	$ 1,516,989	$ 1,092,500	$ 2,177,500	$ 2,067,500	$ 1,967,500	$ 1,867,500	$ 1,867,500	$ 1,867,500	$ 1,867,500	$ 1,867,500	$ 1,867,500
Income Over (under) Expenses	$ 594,851	$ 91,583	$(2,073,800)	$ (1,096,800)	$ (263,658)	$ (421,936)	$ (581,672)	$ (642,902)	$ (705,662)	$ (769,991)	$ (835,928)	$ (903,514)
End of Year	$ 6,260,773	$ 6,352,356	$ 4,278,556	$ 3,181,756	$ 2,918,099	$ 2,496,162	$ 1,914,490	$ 1,271,588	$ 565,926	$ (204,064)	$(1,039,992)	$(1,943,506)
Reserve												
	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025	1.025

OPERATING EXPENSE CALCULATED AT 2.5 PERCENT ANNUAL INCREASE

Add 1 Shift Crew 24/7 $397,000 3 ff, 3 Lt
Add 1 Wildland Mitigation Crew $252,000 3 ff, 1 Lt

2/18/2022

CCFA
MIL WORKSHEET

MARKET VALUE	TAX RATE A/V residential					TAX RATE A/V commercial				
	7.15%					**29.00%**				
Mil		**4.569**	**9**	**12.258**	**15**		**4.569**	**9**	**12.258**	**15**
per 1,000	71.50	0.33	0.64	0.89	1.07	290	1.32	2.61	3.64	4.35
per 10,000	715.00	3.27	6.43	8.99	10.72	2,900	13.25	26.10	36.48	43.50
100,000	7,150	32.67	64.35	90.00	107.25	29,000	132.50	261.00	364.82	435.00
150,000	10,725	49.00								
200,000	14,320	65.43	128.88	180.14	214.80					
250,000	17,875	81.67			268.12					
300,000	21,450	98.00	193.05	269.84	321.75					
350,000	25,025	114.34								
400,000	28,600	130.67	257.40	359.78	429.00					
450,000	32,175	147.00								
500,000	35,750	163.34	321.75	449.73	536.25	145,000	662.50	1305.00	1824.10	2175.00
1,000,000	71,500	326.68	643.50	899.47	1072.50	290,000	1325.00	2610.00	3648.20	4350.00
1,500,000	107,250	490.00				435,000				
1,750,000	125,125	571.70				507,500				
2,000,000	143,000	653.37				580,000	2650.00	5220.00	7296.40	8700.00
2,250,000	160,875	735.04				652,500				
2,500,000	178,750	816.71				725,000				

Clear Creek Fire Authority

2022 General Fund Budget Summary

		Budget 2022	Budget 2021	Estimated 2021	Actual 2020
REVENUE					
Projected Revenue					
40000	**Intergovernmental Contributions**				
40010	Idaho Springs Contribution	144,500.00	129,275.00	129,275.00	130,780.00
40020	Georgetown Contribution	134,000.00	106,000.00	106,000.00	104,540.00
40030	Empire Contribution	19,000.00	17,000.00	17,000.00	17,000.00
40040	Silver Plume Contribution	15,000.00	13,500.00	13,500.00	13,500.00
40050	ESD Contribution	736,700.00	1,157,000.00	1,157,000.00	1,360,000.00
40060					
41000	**Transfer from Reserve Funds**		492,425.00		
42000	**Investment Interest Income**	4,000.00	35,000.00	2,600.00	38,389.00
44000	**Charitable Donations**			250.00	50.00
45030	Single Resource				
46000	**Grant Income**			48,952.00	151,577.00
47000	**Fire Prevention Income**				
47005	Permit Fees	1,000.00	1,000.00	850.00	400.00
47010	Inspection Fees				
47015	Plan Review Fees	500.00	500.00	343.00	1,279.00
48000	**Reimbursement Income**				
48020	Other Reimbursement Income			4,618.00	20,717.00
48025	Station Rent	37,800.00	27,000.00	29,700.00	23,800.00
49000	**Miscellaneous Income**			1,755.00	38,673.00
TOTAL REVENUES		**$ 1,092,500.00**	**$ 1,978,700.00**	**$ 1,511,843.00**	**$ 1,900,705.00**
Overhead Expenditures					
51000	**Station Overhead**				
51005	Dues & Registration Fees	$ 1,250.00	$ 1,250.00	$ 1,250.00	$ 1,620.00
51010	Internet/Cable Expenses	4,350.00	1,000.00	2,730.00	990.00
51015	Station Supplies & Cleaning	2,500.00	2,500.00	2,500.00	3,109.00
51020	Office Supplies	500.00	1,000.00	1,000.00	1,459.00
51025	Postage & Delivery	500.00	400.00	400.00	372.00
51030	Printing & Copying	500.00	400.00	400.00	304.00
51035	Subscriptions	3,000.00	3,350.00	2,865.00	3,878.00
51040	Telephone Expense	6,500.00	6,300.00	6,450.00	6,252.00
51045	Cell Phone Expense	5,400.00	4,750.00	5,200.00	3,076.00
51050	Stations Repair & Maintenance	65,000.00	75,000.00	65,000.00	23,178.00
51060	Software Programs	4,000.00	3,500.00	4,450.00	3,508.00
51065	Trash Disposal	2,200.00	2,000.00	2,200.00	2,470.00
51070	Utilities - Gas / Electric	25,000.00	25,000.00	25,000.00	22,747.00
51080	Water/Sewer	18,000.00	15,000.00	18,000.00	14,285.00
	Total General Overhead	**$ 138,700.00**	**$ 141,450.00**	**$ 137,445.00**	**$ 87,248.00**
52000	**Office Equipment/Computer Exp**				
52010	Office Equipment Exp.	$ 1,000.00	$ 2,000.00	$ 1,000.00	$ 5,786.00
52015	Office Equipment Repair/Maint.	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 1,464.00
52020	Computer Repair/Maintenance	2,400.00	2,400.00	2,400.00	2,650.00
	Total Office Equipment/Computer Expense	**$ 5,400.00**	**$ 6,400.00**	**$ 5,400.00**	**$ 9,900.00**
52500	**Insurance Expense**				
52505	Worker's Comp	$ 37,500.00	$ 22,000.00	$ 22,330.00	$ 23,379.00
52510	Liability/Apparatus Insurance	25,375.00	25,000.00	25,215.00	25,212.00
52515	Accident & Disability Insurance	9,075.00	7,200.00	7,200.00	7,114.00
52520	Building & Property Insurance	34,200.00	26,500.00	28,590.00	26,237.00
52525	General Insurance Expense	500.00	1,500.00	500.00	500.00
	Total Insurance Expense	**$ 106,650.00**	**$ 82,200.00**	**$ 83,835.00**	**$ 82,442.00**
53000	**Board of Director's Expense**				
53030	Meeting/Retreat Expense	250.00	250.00		22.00
53040	Misc. Board Expense	500.00	1,000.00	500.00	$ 500.00
53045	Ads & Legal Notifications	300.00	300.00	150.00	
	Total Board of Directors Expenses	**$ 1,050.00**	**$ 1,550.00**	**$ 650.00**	**$ 522.00**
54000	**Payroll & Benefit Expense**				
54010	Salaries & Wages	$ 702,000.00	$ 554,700.00	$ 493,050.00	$ 325,193.00
54025	Employer Payroll Taxes	22,700.00	20,700.00	19,675.00	9,648.00
54030	Employee Benefit Expense	262,450.00	187,100.00	158,400.00	88,849.00
54035	Payroll Processing Expense	500.00	500.00	500.00	305.00
54040	Shift Stipend	85,000.00	80,000.00	85,000.00	68,190.00
54045	Officer Stipend	10,000.00	25,000.00	10,000.00	22,230.00
	Total Payroll & Benefits Expense	**$ 1,082,650.00**	**$ 868,000.00**	**$ 766,625.00**	**$ 514,415.00**

Clear Creek Fire Authority

2022 General Fund Budget Summary

		Budget 2022	Budget 2021	Estimated 2021	Actual 2020
56010	Volunteer Pension Expense	$ 75,000.00	$ 100,000.00	$ 100,000.00	$ 132,000.00
	Total Pension Expense	$ 75,000.00	$ 100,000.00	$ 100,000.00	$ 132,000.00
57000	**Professional Services Expense**				
57010	Legal Fees	$ 5,000.00	$ 10,000.00	$ 1,000.00	$ 7,331.00
57030	Auditing Expense	8,750.00	5,500.00	10,905.00	4,950.00
57070	General Consulting Fees		20,000.00	26,760.00	
	Total Professional Services Exp.	$ 13,750.00	$ 35,500.00	$ 38,665.00	$ 12,281.00
58000	**Banking Fees**	$ 100.00	$ 100.00	$ 100.00	
TOTAL OVERHEAD EXPENSE		$ 1,423,300.00	$ 1,235,200.00	$ 1,132,720.00	$ 838,808.00
Fire Operations Expense					
60005	Drug Testing Expense	1,500.00	1,500.00	1,150.00	1,327.00
60010	Operating Supplies	2,000.00	2,500.00	2,000.00	4,583.00
60015	Personal Protection Equipment	40,000.00	45,000.00	45,000.00	28,702.00
60025	Small Equipment Purchases	1,000.00	1,000.00	1,000.00	832.00
60035	Fire Ops Equipment R&M	500.00	500.00	685.00	
60040	Water Rescue Expense	3,000.00	3,000.00	3,000.00	2,405.00
60045	SCBA Equipment R&M	2,000.00	1,500.00	3,900.00	7,225.00
60050	Extinguishers	500.00	500.00		
60055	Suppression Equipment	2,000.00	2,500.00		8,510.00
60060	Uniform Expense	1,500.00	2,000.00		715.00
60065	Fire Operations Training	35,000.00	35,000.00	40,000.00	39,035.00
60070	Wildfire Equipment	3,500.00	5,000.00	5,650.00	6,005.00
60075	Rescue Equipment	6,500.00	7,500.00	6,500.00	11,242.00
60080	Hazmat Equipment & Material	2,000.00	2,000.00	2,000.00	3,488.00
60085	Fire Operations Tools	1,000.00	1,000.00	1,000.00	1,703.00
60095	CBI Reports	2,000.00	2,500.00	2,100.00	2,633.00
61000	Cooperative Resources			21,956.00	12,761.00
61010	Hazmat disposal & Clean-up				
61015	Dispatch Fee	34,000.00	27,000.00	26,555.00	11,606.00
	Total Fire Operation Expense	$ 138,000.00	$ 140,000.00	$ 162,496.00	$ 142,772.00
62000	**Volunteer Benefits**				
62010	Volunteer Incentives	$ 12,000.00	$ 12,000.00	$ 13,000.00	$ 15,291.00
	Total Volunteer Benefits	$ 12,000.00	$ 12,000.00	$ 13,000.00	$ 15,291.00
63000	**Apparatus Expenses**				
63010	Fuel - Gas/Oil/Diesel	$ 18,500.00	$ 20,000.00	$ 20,000.00	$ 13,238.00
63015	Bulk Lubricants	500.00	500.00	500.00	534.00
63020	Apparatus Repair & Maint.	32,000.00	45,000.00	35,000.00	43,794.00
	Total Apparatus Expenses	$ 51,000.00	$ 65,500.00	$ 55,500.00	$ 57,566.00
64000	**Fire Prevention Activities**				
64015	Education Materials	500.00	500.00	300.00	
64020	Code Books Expense	500.00	500.00	500.00	215.00
	Total Fire Prevention Activities	$ 1,000.00	$ 1,000.00	$ 800.00	$ 215.00
TOTAL FIRE OPERATIONS EXPENSE		$ 202,000.00	$ 218,500.00	$ 231,796.00	$ 215,844.00
Capital Expenditures					
78010	Hardware Expense	41,000.00	10,000.00	6,000.00	29,478.00
78015	Tools/Equipment Expense		15,000.00	7,900.00	132,537.00
78020	Vehicle/Apparatus Cost				
78025	Vehicle/apparatus improvement				18,685.00
78030	Building Purchase/Construction	1,500,000.00	500,000.00	20,000.00	70,502.00
78035	Building Improvement Expense				
TOTAL CAPITAL EXPENDITURES		$ 1,541,000.00	$ 525,000.00	$ 33,900.00	$ 251,202.00
Transferred to Reserve Funds					
TOTAL BUDGET		$ 3,166,300.00	$ 1,978,700.00	$ 1,398,416.00	$ 1,305,854.00
NET OPERATING SURPLUS/LOSS		$ (2,073,800.00)	$ -	$ 113,427.00	$ 594,851.00

To:	Mayor and City Council
CC:	City Administrator Andrew Marsh
From:	Jonathan Cain
Date:	February 22, 2022
Subject:	Public Communication Engagement

Request for Direction

City Staff is requesting direction from City Council regarding program alternatives to improve public communication and engagement with residents and visitors of the City.

Background

One of the goals of the Idaho Springs City Council is to continue our efforts to improve community engagement efforts by the City. This goal has two specific action items related to public communication: 1, to continue to identify ways to increase public participation, and 2, to continue efforts to improve external communication.

Funding Source

City Council has approved the use of $10,000 (10-20-7020) for the purpose of enhancing the City's capacity to communicate effectively and efficiently with residents and visitors of the City. Depending on the direction of Council, Staff may be able to identify additional grant funding opportunities for this work.

Foundational Questions

There are many different programs and methodologies that might be utilized by the City to increase public participation and to improve external communication. It is important that public engagement initiatives be designed to clearly define the messages, priorities, strategies and tools the City will use when communicating with residents and visitors of the City.

The first step in this work is to answer one critical question: How will the City communicate? To answer this question, we must consider both equity of access to information and consistency related to how the City communicates.

Equity of Access to Information

Every resident of the City should have access to information provided by the City and to communicate with City Staff and Elected Officials. The City should address equity of access for all residents when considering how we will improve public engagement efforts in the City. In the past, one of the considerations related to access equity has been whether or not all residents can access digital information. This will always be a concern and a challenge for our mountain community. City Staff recognizes this and is committed to ensuring equity of access to information to all members of our community.

This staff report is primarily concerned with improving the tool set and quality of information offered digitally. Many of the services mentioned below will also make it easier for City Staff to provide information to residents of the community that do have challenges related to accessing digital information.

Opportunities

There are five opportunities related to City Communication that Staff would like to address: 1) the "tools" used for external communication, 2) The "User Experience (UX)" of community members when they try to access information about City Concerns on the City Website or other Platforms, and 3) The need for a "Feedback Loop" that can be used by the Community in regard to communication concerns.

Improved Tools for External Communication

There are many types of programs that are available to the City that could be used to help the City provide timely and efficient communication with residents, visitors, and other stakeholders. There are a number of program options available that offer both community members and community visitors opportunities to sign up for different types of communication from the City regarding topics they are interested in. Communications can come in the form of Text Messages, Emails, or in some cases Automated Phone Calls. Many of these programs also offer the ability to create Newsletters with predesigned templates that can be quickly created and sent out by the City. These programs typically cost around $5,000 annually, depending on the contact method (text messaging and automated phone calls typically have a per use charge associated).

Two of the main platforms that provide these services are Granicus (https://granicus.com/) and Civics Plus (https://www.civicplus.com/) which offer a host of "Software as a Service" (SAAS) to municipalities around the world. There are alternatives to both of these services such as TextMyGov (https://textmygov.com/), Constant Contact (constantcontact.com) and Salesforce (https://www.salesforce.com/products/marketing-cloud/overview/) that may be applicable to our efforts.

Website Contact Forms

Many municipalities utilize "Website Contact Forms" that community members and visitors can use to easily contact staff and or elected officials. The City currently provides email addresses and contact information for Staff and Elected Officials on the website; however, it can be sometimes difficult for members and visitors to the community to know who specifically the best person is to answer a question. These forms can advance equity by lowering barriers to accessing information and both elected officials and staff. City Staff can currently build rudimentary forms on our website; however, we can also work with the Statewide Internet Portal Authority (SIPA) for free to develop more advanced versions of these forms that can be tracked via database.

Design of our Website User Experience

One of the challenges that City Staff has heard from our community is that it can be difficult to navigate the City website and other Information Platforms to find information or to accomplish tasks like learning about permits or licensing or even using the City's online payment system. Community Members have also expressed to City Staff the need to ensure that City information is provided without acronyms and in understandable language.

The City's website is currently provided free of charge by the Statewide Internet Portal Authority (SIPA). SIPA has been a partner of the City for years and offers a number of professional services to the City. The current iteration of the website was designed in 2020.

It is time to iterate on this design and to build in functional improvements to both the User Experience and Information provided on the site. Some of these improvements would include ensuring that more staff has access to the site so that it can be updated more frequently, creating a "fresh" and consistent design for all of the departments and other pages of the City, and ensuring that the City's "Live Meetings" page provides better instruction related to how to access meetings, agendas, minutes and associated packet information. It would also be an opportunity to examine all of the forms and documents that are on the website, where they are stored, and the language they utilize.

Alternatively, both Granicus and Civics Plus offer a suite of municipal services that many other municipalities utilize that are designed to provide users with consistent digital experiences. Examples: Wheat Ridge (https://www.ci.wheatridge.co.us/) and Lakewood (https://www.lakewood.org/Home). Depending on the services we utilize, both Granicus and Civics Plus websites can cost between $7,500-$30,000 annually.

The City could also consider publishing an RFP for a new custom website to be designed for the City. The cost for such a project would likely be in the neighborhood of $50,000 and could take a significant amount of time to complete.

Social Media

For the past several years, the City has utilized Facebook as a primary method to engage the community. While this practice is certainly fraught with challenges, the simple fact remains that the platform currently provides the broadest demographic of community members and visitors access to information about the City.

City Staff currently publishes links to City Council meetings on the platform and has used the various community pages as means to communicate with Residents and Visitors. It is important for us to consider how we will continue to utilize Facebook and/or other social media platforms in the future.

Community Survey

Many communities like Idaho Springs periodically publish "Community Surveys" to residents and different stakeholder groups that are involved in the Community. This can provide critical feedback to City Council and City Staff from the entire Community in Idaho Springs. This survey could provide actionable information that could be used to inform further planning efforts in the City to promote policy goals that are in line with Resident goals for their community. It can also promote equity in the public participation process by ensuring that all residents, including those that don't traditionally participate in the local policy processes have a voice in the future of the community. A Community Survey can be done in house or could be completed by an external company at a cost of approximately $40,000-$60,000.

To:	Mayor and City Council
CC:	City Administrator Andrew Marsh
From:	Jonathan Cain
Date:	February 22, 2022
Subject:	Returning to in-person public access and meetings at City Hall

Request for Direction

City Staff is requesting direction from City Council regarding a return to in-person public access and meetings at City Hall in light of the Clear Creek County Board of Health decision to lift all mask orders, including schools, effective February 26, 2022.

Background

City Hall has remained open for business with certain limitations throughout the COVID-19 Pandemic. Currently, in-person visits are by appointment, and only two members of the public are allowed into the building at one time. City Council, Boards and Commissions have been meeting virtually. Last summer, the City did operate "Hybrid" meetings, with members of the public participating virtually and Officials and Staff meeting in person.

The Public Health situation in Clear Creek County has recently been evolving. Following is an excerpt from the County's COVID-19 web page:

> Due to decreasing COVID case counts in our county and state, beginning on February 26, 2022, there will no longer be any mask orders in place in Clear Creek County.
>
> In the best interest of the health and safety of our community, Clear Creek County Public & Environmental Health continues to recommend that face coverings be worn in public indoor spaces, particularly for those who are not fully vaccinated or have not had COVID in the last 60 days. To reduce viral spread, it is also recommended to continue with enhanced cleaning protocols and to get vaccinated and boosted if you are able. We all need to work together to keep our community healthy.
>
> In accordance with the State of Colorado Public Health Orders, people are not required to wear face masks in most settings, except where required by local businesses and workplaces. The State of Colorado continues to require compliance with case contact and outbreak investigations (contact tracing). Businesses and other workplaces can choose whether or not to require masks for worker safety and other reasons. Federal mask requirements are still in effect.

There are a number of considerations that may impact how the City reopens City Hall:

Considerations

1. When should City Council, Boards and Commissions return to in-person meetings?
    a. Should the City consider holding "Hybrid" meetings similar to what was done last summer for a period of time?

b. Should the City consider allowing both "in person" public comment and "virtual" public comment?
    i. ***City Staff recommends*** that "virtual" commentors be limited to those individuals who provide their name on the digital platform.
c. Should Staff and Elected Officials attend all meetings in-person, or will virtual attendance be allowed?

2. Should Outside Groups be allowed to meet in City Hall?
3. Should the City limit the number of people who are allowed into the building at one time?
4. Should the City require or recommend that members of the public wear masks while inside City Hall?
5. Should any additional measures be taken (such as more frequent cleaning, etc.) to protect Elected Officials, Staff, and members of the public to avoid potential exposure while engaging in business at City Hall?

Possible Dates for City Council Retreat 2022

9:00 a.m. to 2:00 p.m.

Fridays:

3/25

4/1

Saturdays:

3/26

4/2