

# INFORMATION PACKET

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Friday, May 27, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

## The Grid

A working draft of Council Meeting Agendas

### June 1, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: One-Way Two-Way Conversion Study					
Pre-Meeting: Open Container Notification					
Establish Public Hearing for FY 21 Budget Amendment #5 for 6/15/21	C				
Establish Public Hearing for FY 2021-2022 Budget for 6/15/21	C				
Establish Public Hearing for Limited Retail Liquor License No. 12 Casper Lodge #22 (Independent Order of Oddfellows) d/b/a Casper Lodge #22, Located at 2125 CY Avenue #101.	C				
Replat Creating Harmony Hills Addition No. 3. 3rd Reading			N		
Replat Creating Kensington Heights Addition No. 3. 3rd Reading			N		
Zone Change of Proposed Lot 3, Methodist Church Addition MBA (Currently Described as a Portion of Lot 1, Methodist Church Addition) from R-1 (Residential Estate) to C-2 (General Business). 2nd Reading			N		
Granting a Franchise to Clarity Telecom, LLC, d/b/a Vast Broadband for the Construction and Operation of a Cable System. 2nd Reading			N		
Authorizing the Acceptance of the United States Treasury the United States Department of the Treasury American Rescue Plan Act of 2021 - Coronavirus State and Local Fiscal Recovery Funds Grant in the Amount of \$9,115,340, for Projects to be Determined by the Interim Final Rule Guidance.				C	
Approving a Contract for Professional Services with Mead & Hunt, Inc., for the Downtown Casper One-Way to Two-Way Conversion Study, in an Amount not to Exceed \$39,990.					
Resolution of support for a 6th Cent Tax (tentative)				C	
Amendment to Open Container Resolution 21-_____					
Authorizing the Inclusion of Fiscal Year 2021-2022 Summary Proposed Budget into the Minutes of the June 1, 2021, Regular Council Meeting.					C
Authorizing the Purchase of Fourteen (14) New Thermal Imaging Cameras, in the Total Amount of \$62,250, for Use by the Casper Fire Department.					C
Executive Session - Personnel (tentative)					C

### June 8, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Health Department Proposed Fee Schedule Changes (Memo Due)	Direction Requested	30 min	4:35
2021 International Building Code (Memo Due)	Direction Requested	30 min	5:05
Contractor Licensing	Direction Requested	30 min	5:35
Amendment to the Fiscal Year 2021 Budget	Move Forward for Approval	15 min	6:05
Agenda Review		20 min	6:20
Legislative Review		20 min	6:40
Council Around the Table		10 min	7:00
Approximate Ending Time:			7:10

## The Grid

A working draft of Council Meeting Agendas

### June 15, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Approve May 25 Special Meeting Minutes and June 1 Regular Meeting Minutes					
Bright Spot - Lemonade Day Proclamation					
Public Hearing for FY 2021 Budget Amendment #5		N			
Public Hearing for FY 2021-2022 Budget		N			
Public Hearing for Limited Retail Liquor License No. 12 Casper Lodge #22 (Independent Order of Oddfellows) d/b/a Casper Lodge #22, Located at 2125 CY Avenue #101.		N			
Zone Change of Proposed Lot 3, Methodist Church Addition MBA (Currently Described as a Portion of Lot 1, Methodist Church Addition) from R-1 (Residential Estate) to C-2 (General Business). 3rd Reading			N		
Granting a Franchise to Clarity Telecom, LLC, d/b/a Vast Broadband for the Construction and Operation of a Cable System. 3rd Reading			N		
Authorizing \$24,547.70 in Health, Social and Community Services Cash Funding to Support Community Promotions Events.					C
Authorizing the Sole Source Purchase of Taser "Model 7" in the Amount of \$121,500, Paid in Annual Installments over Five (5) Years.					C

### June 22, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
DEA		30 min	4:35
			5:05
Agenda Review		20 min	
Legislative Review		20 min	
Council Around the Table		10 min	
Approximate Ending Time:			

## Future Agenda Items

### Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Formation of Additional Advisory Committees			
Mike Lansing Field Update			Fall of 2021
Missing Persons			Summer 2021
Bus Stop Safety/Shoveling - Public Awareness			
Excessive Vehicle Storage in Yards			
Graffiti Abatement & Alternatives			
Stormwater Enterprise			After July 1
Parkway Parking			After FY22
LGBTQ Safe Place			

### Staff Items:

Sign Code Revision			
Blood Borne Pathogens			
Wyoming State Liquor Code Changes & Limo Exemption			
GIS Demo			

### Potential Topics-- Council Thumbs to be Added:




Resolution for Removal of Majestic Trees?			
Restructure of Community Promotions			
Handheld Device Use While Driving?			
One Cent FY21 Cut			After July 1

### Future Regular Council Meeting Items:

Authorize an Engagement Letter for Professional Services with Porter, Muirhead, Cornia, Howard, in the Amount not to Exceed \$129,00 for the FY2021	7/6/2021		
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### Retreat Items:

Economic Development and City Building Strategy
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
			1:00 p - Civil Service Commission (None)	7:00p-Youth Empowerment (Pacheco)		
		6:00p-Council Meeting				
6	7	8	9	10	11	12
4:30 p.m. - Casper Youth Council (Gamroth, Pacheco)	5:00 p.m. - CNFR (Freel, Cathey)		9:30a- EDJPB budget meeting (Pacheco, Pollock) 11:30a-DDA (Gamroth) (Nov, Jan, Mar, May, Jul, Sep) 6:00p-Amoco Re-use JPB (Lutz)	7:00a-Advance Casper (Freel, Gamroth) 4:30p-Leisure Services Board (Engebretsen) 7:00p-Youth Empowerment (Pacheco)	11:30a-Chamber Coordination/ Infoshare (None)	
		4:30p-Council Work Session				
13	14	15	16	17	18	19
	 8:30a-Historic Preservation (Engebretsen)	11:30a-Regional Water JPB (Cathey, Powell, Knell, Freel) 4:00p-Chamber of Commerce (Cathey, Freel)		7:30a-Mayor/ Commissioner 11:00a-Housing Authority () 4:00p-Contractors' Licensing Board (Knell) 5:30p- City County Board of Health (Freel) 6:00p- Planning & Zoning (Knell) 7:00p-Youth Empowerment (Pacheco)	3:00p-LGBTQ Advisory Committee (Freel, Pacheco)	
		6:00p- Council Meeting				
20	21	22	23	24	25	26
		11:30a-Travel & Tourism (Freel, Johnson)	7:00a-CPU Advisory Board (Cathey) 11:30p-NIC (None) 5:15p-CAP (None)	11:30a - Disability Council (Pacheco) 1:00 p -Civil Service Commission (None) 7:00p-Youth Empowerment (Pacheco)		
		4:30p-Council Work Session				
27	28	29	30			
	12:30p-Senior Services (Engebretsen) 4:00p-OYD Advisory Committee (Pollock, Freel)			7:00p-Youth Empowerment (Pacheco)		

May 27, 2021

MEMO TO: J. Cater Napier, City Manager *JCN*  
FROM: Tracey Belser, Assistant City Manager *TB*  
Michael Szewczyk, IT Manager *MS*  
SUBJECT: Cybersecurity Assessments

Summary:

On June 22<sup>nd</sup> and 23<sup>rd</sup>, City staff will participate in two cyber related assessments performed by CISA, the Cybersecurity and Infrastructure Security Agency. The purpose of the External Dependencies Management Assessment is to evaluate the processes and interactions between the City and its technology vendors (supply chain providers). The Cyber Resilience Review gauges the organization's capabilities to manage risk across multiple areas. Both use industry standard processes and are meant to provide a baseline that is continually improved upon. City personnel initiated the proactive engagement with CISA after participating in a webinar hosted by the Wyoming Association of Risk Management (WARM) earlier this year. More thorough descriptions of each assessment are included for review.

One of the duties of the new IT Security Analyst will be to implement recommendations derived from these studies.



# CYBER RESILIENCE REVIEW

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THE PRESIDENTIAL POLICY DIRECTIVE (PPD) 41, UNITED STATES CYBER INCIDENT COORDINATION, SETS FORTH THE PRINCIPLES GOVERNING THE FEDERAL GOVERNMENT'S RESPONSE TO CYBER INCIDENTS AND ESTABLISHES LEAD AGENCIES AND PLANS FOR COORDINATING THE BROADER FEDERAL GOVERNMENT RESPONSE FOR THE AFFECTED ENTITIES, OR VICTIMS, OF SUCH INCIDENTS.

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## FORMAT AND GOAL

CISA offers two options for the CRR: a downloadable self-assessment and a facilitated six-hour session with trained DHS representatives at your locations.

Through the CRR, the organization will develop an understanding of its operational resilience and ability to manage cyber risk during normal operations and times of operational stress and crisis.

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## APPROACH

The CRR is derived from the CERT Resilience Management Model (CERT-RMM), a process improvement model developed by Carnegie Mellon University's Software Engineering Institute for managing operational resilience. The CRR is based on the premise that an organization deploys its assets (people, information, technology, and facilities) to support specific critical services or products. Based on this principle, the CRR evaluates the maturity of your organization's capacities and capabilities in performing, planning, managing, measuring and defining cybersecurity capabilities across 10 domains:

- Asset Management,
- Controls Management,
- Configuration and Change Management,
- Vulnerability Management,
- Incident Management,
- Service Continuity Management,
- Risk Management,
- External Dependencies Management,
- Training and Awareness, and
- Situational Awareness.

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## PARTICIPANTS


To conduct a CRR, CISA recommends that you involve a cross-functional team representing business, operations, security, information technology, and maintenance areas, including those responsible for the functions below:

- IT policy and governance (e.g., Chief Information Security Officer)
- IT security planning and management (e.g., Director of Information Technology)
- IT infrastructure (e.g., network/system administrator)

- IT operations (e.g., configuration/change managers)
- Business operations (e.g., operations manager)
- Business continuity and disaster recovery planning (e.g., BC/DR manager)
- Risk management (e.g., enterprise/operations risk manager)
- Procurement and vendor management (e.g., contracts and legal support managers)

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## BENEFITS AND OUTCOMES



The CRR provides a better understanding of an organization's cybersecurity posture. The review provides an improved organization-wide awareness of the need for effective cybersecurity management; a review of capabilities most important to ensuring the continuity of critical services during times of operational stress and crisis; a verification of management success; a catalyst for dialog between participants from different functional areas within your organization; and a comprehensive final report that maps the relative maturity of the organizational resilience processes in each of the 10 domains, and that includes improvement options for consideration, using recognized standards and best practices as well as references to the CERTRMM.

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## DATA PRIVACY



The CRR report is created exclusively for your organization's internal use. All data collected and analysis performed during a CRR assessment is afforded protection under the DHS Protected Critical Infrastructure Information (PCII) Program. PCII program protection means that DHS employees are trained in the safeguarding and handling of PCII, DHS cannot publicly disclose PCII, and PCII cannot be used for regulatory purposes. To learn more, please visit [www.dhs.gov/pcii](http://www.dhs.gov/pcii).

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## ASSOCIATION TO THE CYBERSECURITY FRAMEWORK



The principles and recommended practices within the CRR align with the Cybersecurity Framework (CSF) developed by the National Institute of Standards and Technology (NIST). After performing a CRR, your organization can compare the results to the criteria of the NIST CSF to identify gaps and, where appropriate, recommended improvement efforts. A reference crosswalk mapping the relationship of the CRR goals and practices to the NIST CSF categories and subcategories is included in the CRR self-assessment kit. An organization's assessment of CRR practices and capabilities may or may not indicate that the organization is fully aligned to the NIST CSF.





# EXTERNAL DEPENDENCIES MANAGEMENT ASSESSMENT

THE CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY (CISA) OFFERS THE EXTERNAL DEPENDENCIES MANAGEMENT (EDM) ASSESSMENT ON A VOLUNTARY, NO-COST BASIS FOR CRITICAL INFRASTRUCTURE ORGANIZATIONS AND STATE, LOCAL, TRIBAL, AND TERRITORIAL GOVERNMENTS. ADMINISTERED BY REGIONALLY-LOCATED CYBERSECURITY ADVISORS, THE ASSESSMENT PROVIDES AN ORGANIZATION WITH A BETTER UNDERSTANDING OF HOW THEY MANAGE RISKS ARISING FROM DEPENDENCES ON THE INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SUPPLY CHAIN.

## FORMAT AND GOALS

The EDM Assessment is conducted as a four-hour session at a location of your choosing and facilitated by trained DHS representatives. Your organization can use the assessment by itself and as the first step in an improvement effort. You also may use it in conjunction with CISA's External Dependencies Management Method, which provides a rigorous, repeatable way to identify and manage specific suppliers or other external entities that your organization depends on to support its mission.

The goals of the assessment are to:

- Evaluate the activities and practices your organization uses to manage risks arising from external dependencies.
- Provide an objective review of your organization's capabilities in the assessed areas and recommendations offering a roadmap for improvement based on industry-leading practices.

## APPROACH

Risks associated with the ICT supply chain have grown dramatically with expanded outsourcing of technology and infrastructure. Failures in managing these risks have resulted in incidents affecting millions of people.

The EDM Assessment focuses on the relationship between your organization's high-value services and assets (people, technology, facilities, and information) and evaluates how you manage risks incurred from using the ICT supply chain to support these high-value services. The ICT supply chain consists of outside parties that operate, provide, or support information and communications technology. Common examples include externally provided web and data hosting, telecommunications services, and data centers, as well as any service that depends on the secure use of ICT.

Through the EDM Assessment, your organization will evaluate:

- Relationship Formation – how your organization considers third-party risks, selects external entities, and forms relationships with them so that risk is managed from the start.
- Relationship Management and Governance – how your organization manages ongoing relationships with external entities to support and strengthen your critical services at a managed level of risk and costs.

- Service Protection and Sustainment – how your organization plans for, anticipates, and manages disruption or incidents related to external entities.

The EDM Assessment evolved from the DHS Cyber Resilience Review (CRR) and, like the CRR, is based on the CERT Resilience Management Model (CERT-RMM), a process improvement model developed by Carnegie Mellon University's Software Engineering Institute.

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## BENEFITS AND OUTCOMES

Through an EDM Assessment, your organization will gain a better understanding of your cybersecurity posture relating to external dependencies. The assessment provides:

- An opportunity for participants from different parts of your organization to discuss issues relating to vendors and reliance on external entities;
- Options for consideration that guide improvement efforts, using recognized standards and best practices drawn from such sources as the CERT-RMM, NIST standards, and the NIST Cybersecurity Framework; and
- A comprehensive report on your third-party risk management practices and capabilities.

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## DATA PRIVACY

The EDM Assessment report is created exclusively for your organization's internal use. All data collected and analysis performed during an EDM assessment is afforded protection under the CISA Protected Critical Infrastructure Information (PCII) Program. PCII program protection means that CISA employees are trained in the safeguarding and handling of PCII, CISA cannot publicly disclose PCII, and PCII cannot be used for regulatory purposes. To learn more, please visit [www.dhs.gov/pcii](http://www.dhs.gov/pcii).

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## PARTICIPANTS

To conduct an EDM assessment, CISA recommends that you involve a cross-functional team that includes those responsible for the functions shown in the following.

- IT security planning and management (e.g., Director of Information Technology)
- IT operations (e.g., configuration/change managers)
- Risk managers, in particular operations risk (e.g., enterprise/operations risk manager)
- Business continuity and disaster recovery planning (e.g., BC/DR manager)
- IT policy and governance (e.g., Chief Information Security Officer)
- Business management (e.g., operations manager)
- Procurement and vendor management (e.g., contracts and legal support managers)
- Legal

**From:** Justin Schilling <jschilling@wyomuni.org>  
**Sent:** Wednesday, May 26, 2021 12:59 PM  
**Subject:** WAM ARPA Resource Page

Dear WAM members:

ARPA funds have been on our minds, here is some information.

I have been having discussions with WAM Staff, the State Auditor, the Governor's office, and my city staff about the ARPA funding. As of last Friday, the State Auditor's office informed us that they had not yet received the money earmarked for Wyoming's 97 "non-entitlement" cities and towns from the Federal Treasury. The money for all 23 counties, plus the two "metropolitan" municipalities of Casper and Cheyenne, has been available directly from Washington for the last couple weeks, and those entities have started to receive their funds. The legislation is clear that once the State receives the funding, they will have 30 days to send it on to the remaining 97 cities and towns. They can ask for an additional 30 days, but as of this email I have not heard any rumblings about an extension, and both the Auditor and Governor have expressed their intention to meet the 30-day deadline.

To be sure all of you are ready to receive your funding, we have created a page on the WAM website dedicated to bringing you resources and information on the ARPA funds. It can be accessed by [clicking here](#). The page will feature links to the Treasury Department and State Auditor's office showing the guidelines on how the ARPA money can be spent, an excel spreadsheet formula which will calculate how much money each municipality can qualify as **revenue replacement** (which will have the most amount of flexibility for expenditures), issues pertaining to independent audits and reporting, when your documents need to be submitted to the State and Treasury departments, and how much time we have to spend the funds, which right now looks like 2024 or 2026 for qualified infrastructure projects.

These funds will hopefully provide our municipalities with some support as we move forward. However, I have been reminded by many at the Federal, State and local levels that there will be penalties for rash decision making. Sound advice is to be patient as we begin to receive our first payments and remember we will have a lot more time to determine how to spend these funds. The Governor's office is still working on a defined plan as to how he wants the State monies allocated, and the Legislature is considering holding a special session in mid-July. Many of the items the state and even individual counties are determining to fund will most definitely have an impact on our cities and towns. Finding ways to capitalize on those projects, whether from a public safety or infrastructure standpoint, and avoiding redundancy, will help extend the use of our funds.

I know we have great resources within our local municipalities and your association is working on ways to bring those resources together to help everyone. Please reach out to WAM if you have questions, thoughts, or insights, as we work together to ensure maximum benefit for all our members.

Sincerely,

Matt Hall  
Mayor City of Cody  
WAM President

## Casper's Council of People with Disabilities (CCPD)

MINUTES from Meeting Held on Thursday, May 20, 2021 at 11:30 AM

Participation via Microsoft Teams Online & In-Person at City Hall, 200 North David St., Casper

*Attendees:* Voting Members: Austin Berlin, Chairperson; Renate Pullen, Secretary; Ardell Breed, Linda Jones, Masha Flinn, Steven McNichols, John Wall, Bonnie Wilson

*Liaisons, Alternates & Guests:* Matt Kowalski, County Liaison; Jeremy Yates, Casper Area MPO; Liz Becher, Community Development Director, City of Casper; Geri Daily, City of Casper

1. Roll Call
2. Minutes from April 29, 2021 Meeting – Steven McNichols made a motion to approve the minutes, and John Wall seconded the motion. The CCPD members approved the minutes from the previous meeting.
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD: Liz Becher updated the group that the new City of Casper transit operation opened May 8<sup>th</sup> as planned and is up and running. The change has been very positive. She requested any other feedback. John Wall did get positive feedback from those riding the bus system. John asked about Independent Living tickets, and Liz reported, yes, they were produced and picked up by Susan Bentley last week. Masha reported that ASSIST is running smoothly and didn't experience any issues.
4. Question & Answer (Q & A) with the City Council Representative: Nothing to report.
5. Old Business:
  - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
    - o QOL Committee – Zulima Lopez, Chairperson
      - o Public transportation priorities & projects – Jeremy Yates with Casper Area MPO updated the Council on multiple projects. Multiple plans are out for public comment at this time including the Public Participation Plan. The public comment period will end June 11<sup>th</sup>. The Lathrop Road Traffic Study is open for public comment through June 14<sup>th</sup>. These plans are available at the Library as well as Evansville and Mills Town Halls. Jeremy can provide copies to anyone that requests them. Trails Plans are coming. They are updating their bike and pedestrian plan. They would like input from this council at the public meetings. There is a conversion study going on regarding 1-way streets downtown going back to 2-way streets. There is a study regarding Yellowstone Hwy intersection with 1<sup>st</sup> Street as it is difficult to cross. A complete streets plan is coming. Bonnie asked about dates for the public meetings, and Jeremy reported these are still being planned for this summer. Jeremy updated the group on the Transit Strategic Development Plan as it will be released for public comment soon. John asked about posting on the CCPD Facebook page with this information. The Casper Area MPO is on Facebook as well @casperareamPO. Jeremy will share their press releases moving forward to this group via email.

- Geri Daily provided an update from Zulima in her absence. The Quality of Life Sub-Committee will meet on June 8<sup>th</sup> at 9 AM to resume discussion of the transportation priorities and develop a plan to address them.
  - The CCPD is invited to join a stakeholder meeting for the bicycle/pedestrian plan in early June; Zulima will attend on Wednesday or Thursday June 9 or 10, but other members are encouraged to participate.
  - Meeting with Lisa Scroggins, Natrona County Public Library and Rotary: Matt Kowalski is facilitating the meeting with his county contact. There is a tentative meeting the week of June 7, 2021 to discuss partnering opportunities.
- Public Relations (PR) Committee – John Wall, Chairperson
  - John provided an update for the PR Sub-Committee. John reported that it is Global Accessibility Awareness Day and shared this information on Facebook. There is a Zoom meeting on June 25<sup>th</sup> regarding this topic.
  - Geri Daily provided an update on the CCPD website for Zulima in her absence. The URL will cost \$125.00/year. The suggested URL address is casperdisabilitycouncil.org which is the same as our email address. Renate Pullen made a motion to purchase the \$125/year URL as casperdisabilitycouncil.org, and John Wall seconded the motion and it passed.
    - Website is still being built.
      - a. Main page with mission/purpose and contact information
      - b. Subpage with Council member information, meeting information, agendas, minutes, financial reports, etc.
      - c. Subpage with subcommittee information and info on the projects that the Council or the City is working on of interest to the disabled community and status of these projects
      - d. Please send photos to use on the website! The City has Adobe subscription for stock photos if needed.
      - e. Other website possibilities?
        - i. Quick links to other relevant organizations (which ones?) and our FB page.
        - ii. Info on how to make cash, in kind, or credit card donations with “Donate Now” button for instant credit card donations.
        - iii. Monthly rotating “Did you Know?” Section to highlight beneficial services.
        - iv. News feeds regarding disability issues.
      - f. Working with City’s Information Technology Division to ensure site accessibility is good for all types of disabilities.
- Events Committee – Nikki Green, Chairperson
  - Renate Pullen & Bonnie Wilson reported the Events Sub-Committee met regarding the CCPD participation in the upcoming City Parade on July 13<sup>th</sup>. The sub-committee would like to have a booth along the parade route or at David Street Station to sell the calendars, hand out small bottled waters and have some type of sensory or fun activity for people. The group was not sure about the exact parade route, but Jeremy stated he would be able to locate the plans and get those to us. Bonnie reiterated that we need a commitment and participation from the group at the booth on July 13<sup>th</sup>. The group

anticipates being there from about 8:30 or 9 AM until 2 PM. The parade runs from 10 AM to 12 PM. More information to come as we learn the exact parade route. The group can send out a schedule for CCPD members to sign up for a "shift" at the booth. Renate also mentioned that we could hand out a resource list as well, which was a project the Events Sub-Committee was working on when COVID hit last year.

○ Fundraising Committee – Linda Jones, Chairperson

- Calendar Fundraising Project Update – There are still calendars available for members to sell. A few members provided money to Geri Daily for calendars they sold. John sold 20 calendars so far. Bonnie provided feedback she has heard on the calendars that they are too large. John agreed he has heard this feedback as well. People have said they would prefer a spiral bound smaller calendar. The late timing in the year is also a hindrance in sales. Linda reported that she is getting feedback that the price is too high at \$10. She would like to do a Memorial Day sale on the calendars. Linda also bought notebooks for \$1 (20 notebooks) to possibly put with the calendars at the parade as an added bonus to try to sell them.
  - A motion was made by Bonnie Wilson and seconded by John Wall to reduce the price of the calendar to \$5.00/each. The calendars were printed for \$1.63/calendar, so there will still be a profit at \$5. This was approved by the CCPD members.
  - Liz Becher stated she would like to sell the calendars at the transit office. Liz will pick them up from Geri at City Hall.

6. New Business:

- Financial Report – Presented by Geri Daily in Zulima's absence – The report is attached to these minutes.
- Renate provided Zulima's update regarding an application received from the community for membership on the CCPD. More to come when Zulima returns at our next meeting.
- CCPD Member, Michelle Onstott, is resigning from the Council due to moving out of state and emailed her resignation letter to the CCPD members. She will be missed!

The meeting adjourned at 12:25 PM. The next meeting is scheduled on June 24, 2021 at 11:30 AM.

Minutes taken by: Renate Pullen, Secretary

**CCPD Treasurer Report - May 2021**

**CCPD Revenues as of 5/19/2021**

<b>Name</b>	<b>Deposit Date</b>	<b>Amount</b>	<b>Comment</b>
Linda Jones	4/29/2021	\$ 50.00	Check - Calendar sales
Zulima Lopez	4/29/2021	\$ 20.00	Cash - Calendar sales
Renate Pullen	4/29/2021	\$ 10.00	Cash - Calendar sales
<b>Total Revenue</b>		<b>\$ 80.00</b>	

**CCPD Expenses as of 5/19/2021**

<b>Vendor</b>	<b>Invoice Date</b>	<b>Date Paid</b>	<b>Amount</b>	<b>Check or Card</b>
Mountain States Lithographing	4/7/2021	4/21/2021	\$ 162.50	Check
<b>Total Expenses</b>			<b>\$ 162.50</b>	
<b>Budget</b>			<b>\$ 1,623.19</b>	
<b>Remaining Budget</b>			<b>\$ 1,460.69</b>	
<b>Fund Balance</b>			<b>\$</b>	<b>1,540.69</b>

DATE: JUNE 2, 2021  
TO: CIVIL SERVICE COMMISSION  
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN  
SUBJECT: CIVIL SERVICE COMMISSION MEETING

**CIVIL SERVICE COMMISSION MEETING**

**WEDNESDAY, JUNE 2, 2021**

**1:00 P.M.**

**CITY HALL – 200 N. DAVID ST  
DOWNSTAIRS MEETING ROOM**

**AGENDA**

1. Approval of May 5, 2021 Meeting Minutes
2. Certify Senior Police Officer List
3. Other Business
4. Set Next Meeting Date(s)  
July 7<sup>th</sup> – Certify Fire Engineer List, Certify Police Officer List  
August 4<sup>th</sup> - TBD
5. Adjourn