

CITY OF **DOUGLAS** WYOMING

HOME OF THE JACKALOPE.

To: Mayor Kemper & Members of the City Council;
Administrator Jonathan Teichert

From: Chaz Schumacher
City Clerk

Date: July 8, 2021

Re: Clerk's Department Report – July 2021

- Worked with Administrator Teichert, Chief Byerly, and City Attorney Armstrong to update liquor license ordinances to bring them into compliance with the upcoming changes to State Statutes as well as additional proposed language & permit updates.
- Continue to process Special Event Permits and 24-hour alcohol permits that are coming in for summer events. Provide updated information to the Police Department in relation to these events to ensure emergency services have contact information and other important information.
- Participated in the 4th of July activities at Bartling Park, will continue to be involved in the planning processes and conversations for these type of community events.
- Collaborated with Brandon Frye to develop a process for the engraving portion of columbarium sales, continue to update records as graves are sold and burial permits issued.
- Review and updates to Aid to Others Agreements for 2022 Fiscal Year, working with Mike Armstrong, Chief Byerly and his department, and other department heads a pertinent to the agreements being reviewed.
- Records Maintenance, Filing, and regular responsibilities and duties.