

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 7, 2022

Re: Clerk's Department Report – July 2022

- **Boards/Commissions that will need members appointed:**
 - **Federal Urban Systems Advisory Committee** We are still short one citizen member of the committee with the open position's term ending January 31, 2025. If Council is aware of anyone that would like to serve on this committee, please direct them to complete an application available at City Hall or on our website.
- Received confirmation that Double D Liquors has paid their June & July Department of Revenue Invoices.
- Working with JD on organizing first all employee meeting, formulating plans and processes for moving forward with current work loads and potential work loads.
- Maintenance of cemetery files and long-term record storage.
- Maintenance of bid files and long-term storage.
- Records Maintenance, Filing, and regular responsibilities and duties.