

CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

To: Mayor & City Councilmembers;
Administrator J.D. Cox

From: Chaz Kokesh
City Clerk

Date: June 8, 2023

Re: Clerk's Department Report – June 2023

Liquor Licenses & Related Updates:

- DORA District:
 - The Downtown Outdoor Refreshment Area (DORA) is in full swing now! The season runs Thursdays through Saturdays, 4pm-Midnight, through Labor Day weekend.

General Updates:

- Participation in budget related meetings & discussions as we prepare for the budget hearing.
- Participation in discussion and interview panel for the hiring of Team & Community Liaison
- Providing information to interested candidates, seeking out information from related organizations, and preparing for the formation of our first Arts & Culture Board of Trustees. The deadline was extended to June 16th and we currently have applications from 5 community members.
- Working with JD, John Rabun, and Lance Orner to facilitate the first meeting of the Community Facility Task Force, we plan to hold this meeting the week of June 12th. I will be working as the staff member go-between for the task force and the city council and sharing communication and reports as requested.
- We are finally in the midst of summertime activities, with 24-hour alcohol permits and park reservations coming in steadily.
- Attendance at WAM June 7-9 in Cody, Wyoming, sessions included: Region 2/NEWY Meeting, Community Inventory & Goal Setting, 13 Pathways to Success, Membership Meeting, and the State Officer Fiscal Training.
- **Boards/Commissions that will need members appointed:**
 - **Federal Urban Systems Advisory Committee:** 1 citizen vacancy

Standard Responsibilities:

- Working with Celebration Crew to organize and plan team meetings for city staff members.
- Continue to work with JD to strategize internal organizational needs, team meetings, and goal setting.
- Continue to develop and expand social media presence for the city and updates to the website, as well as press releases as needed.
- Attendance to monthly Converse County Prevention Alliance meetings, providing a connection between the goals of this board and liquor licensing and establishments within Douglas.
- Records Maintenance, Filing, and regular responsibilities and duties.