

# CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.

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

From: Chaz Kokesh  
City Clerk

Date: July 18, 2023

Re: Clerk's Department Report – July 2023

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## **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:**

- Staff has met several times regarding the usage policy for City parks & facilities. We anticipate having information to the City Council for discussion and possible action at the August 14<sup>th</sup> meetings. We are gathering information from other Wyoming communities, reviewing our current processes, and formulating we feel are the best options for the City of Douglas in addressing our usage policies and procedures so that the needs of staff and the community can best be met.
- Will be meeting on July 20<sup>th</sup> with Michele Carter, Chairperson for the newly formed Arts & Culture Board of Trustees to discuss the best methods for moving forward, and to set up our first meeting with all trustees in early August.
- Continue to facilitate the Community Facility Task Force meetings.
- We continue to have a steady incoming of special event permits, 24-hour alcohol permits, and park shelter reservations.
- **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.
- Records Maintenance, Filing, and regular responsibilities and duties.