

Centennial City Clerk

Monthly Report

APRIL 2013

Activity

Boards and Commissions

The City Clerk staffed the ad hoc appointment committees in April for the Board of Review and the Planning and Zoning Commission. Additionally, the City Clerk will act as the City Manager's appointee in April and May for the Election Commission ad hoc appointment committee.

City Council Meetings

The City Clerk and Deputy City Clerk staffed three City Council meetings in April. Audio recordings of each meeting and approved minutes are available via the city's web site at www.centennialcolorado.com.

Senior Commission

The Senior Commission met for their monthly meeting on April 23rd.

Liquor Licensing

The Liquor Licensing Authority Meeting did not meet in April.

Fifteen (15) renewal applications were processed by the Deputy City Clerk in March.

Two applications for Special Event Permits were received and processed in April. The Friends of Horses Rescue and Adoption were granted a permit for a fundraising event at 6351 S. Peoria Street on May 4th. The Littleton Firefighters Foundation were granted a permit for their annual hockey tournament fundraiser at South Suburban Ice Area, 6580 S. Vine Street on May 17th through May 19th.

One (1) Special Occasion Alcohol Permit application was processed and approved by the City Clerk's office in April. The permit was issued for the Large Shelter for an event in the August.

Passports

Two-hundred and seventy-one (271) passport applications were accepted and sent to the U.S. Department of State in April. One-hundred and eighty-one photos were taken.

Public Records Request

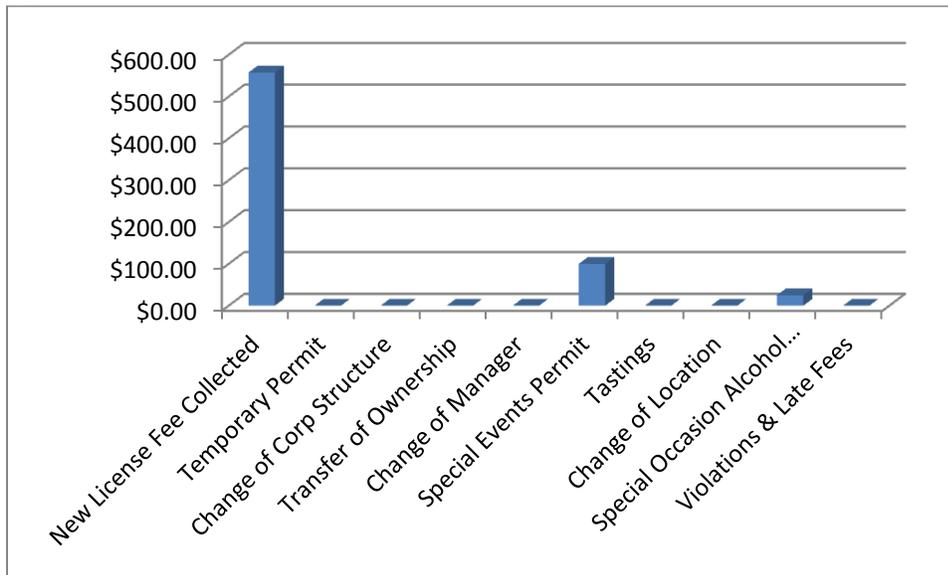
The City Clerk’s office processed four (4) public records requests in April. All requests were completed in a timely manner according to the Colorado Open Records Act.

Fees

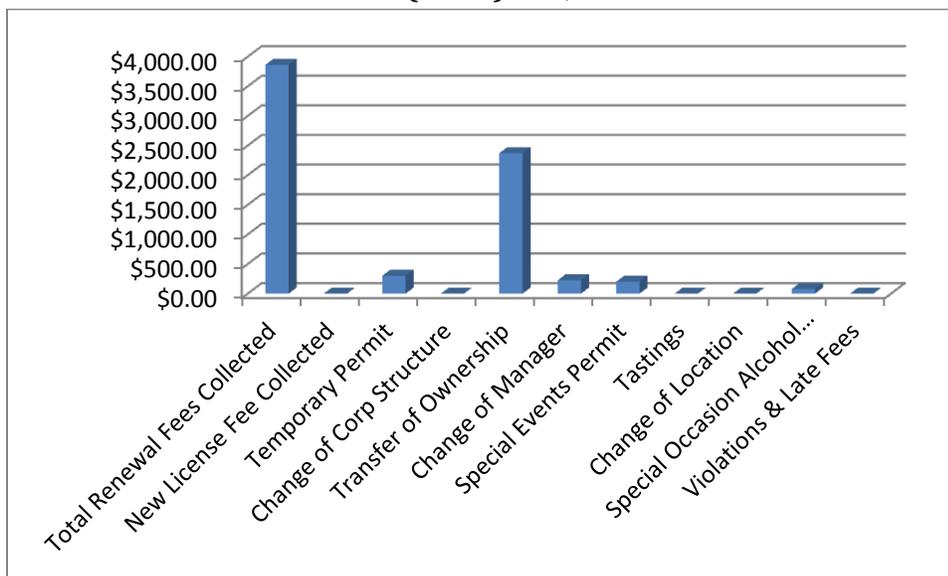
Liquor Licensing

Total Licensing Fees Collected April 2013: **\$682.50**

April 2013



Year to Date Fees Collected (2013): \$7,031.25



Passports

Total Passport Fees Collected April 2013: **\$6,775.00**

Execution Fees to the City of Centennial: \$1,810.00

Photo Fees Collected: \$8,585.00

Public Records Request

Total Public Records Request Fees Collected April 2013: **\$25.00**

Year to Date Total Fees Collected 2013: **\$25.00**

Total Fees Collected by the City Clerk’s Office Year to Date (2013): \$43,406.25

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES	PAWNBROKER FEES
\$6,323.75	\$25.00	\$36,375.00	\$0.00

Special Projects / Trainings

The Deputy City Clerk attended a Liquor Roundtable discussion on April 5th at the Colorado Municipal League with State Liquor Licensing and other municipal clerks.