

# Centennial City Clerk Monthly Report February 2010

## Activity

### **Boards and Commissions – Ad Hoc Appointment Committees**

No activity in February.

### **City Council Meetings**

The City Clerk and Deputy City Clerk staffed three City Council Meetings in February. Live Audio Streaming of all Council Meetings began on February 1, 2010. Audio recordings of each meeting and approved minutes are available via the city's web site at [www.centennialcolorado.com](http://www.centennialcolorado.com).

### **Elections and Election Commission**

No activity in March.

### **Liquor Licensing**

The Centennial Liquor Licensing Authority conducted a public hearing on February 4, 2010 concerning an application of a Hotel/Restaurant Liquor License for Green Chili Inc., dba Little Anita's Mexican Food, 6882 S. Yosemite Street, Centennial. This license was approved by the Authority.

Five renewal applications were processed by the Deputy City Clerk.

One surrender of a Hotel/Restaurant Liquor License was received from SM & LDCC Inc., dba Wasabi Japanese Restaurant, 15444 E. Orchard Drive, Centennial. This establishment closed in February 2010.

### **Passports**

The Centennial City Clerk's Office was accepted as a Passport Application location. The City Clerk and staff spent February getting ready for the additional responsibility involved with becoming a Passport Application Acceptance Facility. This included purchasing equipment, preparing the office

space and developing procedures for passport application processing. The City will open as a passport application acceptance location on April 1, 2010.

### Public Records Request

The City Clerk’s office processed 5 public records requests in February. All requests were completed in a timely manner according to the Colorado Open Records Act.

## Fees/Revenues Received

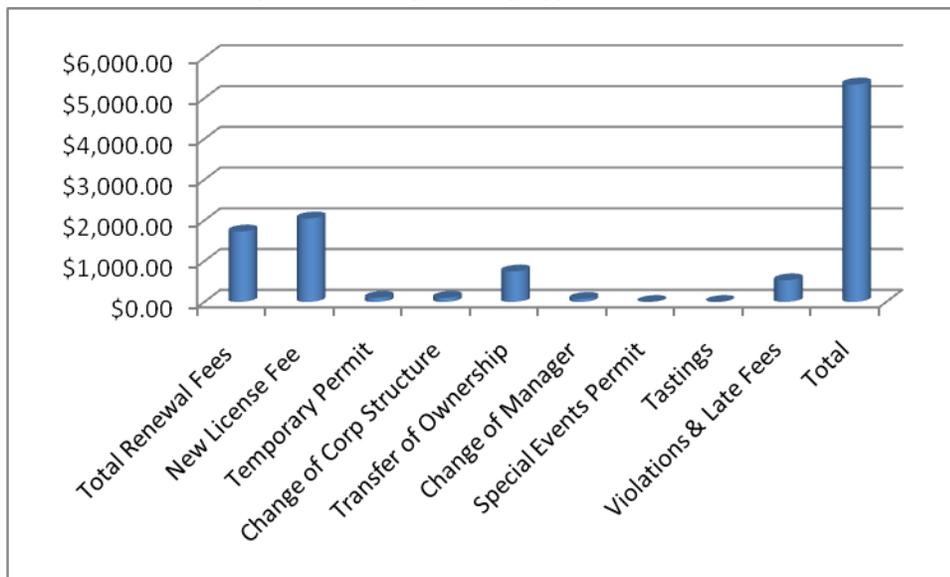
### Liquor Licensing

Total Licensing Fees Collected February 2010: **\$2,536.59**

(Compared to Total Licensing Fees Collected in February 2009: **\$971.25**)

Year to Date Total Fees Collected: **\$5,337.84**

#### 2010 Year to Date Liquor Licensing Fees by Type



### Passports

No fees were collected in February. Passport acceptance will begin April 1, 2010.

### Public Records Request

Total Fees Collected February 2010: **\$5.75**

Year to Date Total Fees Collected: **\$308.75**

**Special Projects**

Barbara Setterlind, Assistant Deputy City Clerk, and Patty Putfark, Senior RIM Clerk, attended a Colorado Municipal Clerks Association Records Committee meeting to discuss the upcoming recodification of the Colorado Municipal Records Retention Manual.