

Centennial City Clerk

Monthly Report

February 2011

Activity

Boards and Commissions

The Deputy City Clerk staffed the ad hoc appointment committee for the Liquor Licensing Authority. The City Clerk served as the staff member on this ad hoc appointment committee. Interviews were held on February 16, 2011 for six applicants. The three successful candidates will be recommended to City Council for appointment in March.

City Council Meetings

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

Liquor Licensing

The Centennial Liquor Licensing Authority conducted a Public Hearing on February 3, 2011 concerning an application for new Beer & Wine License was received from Canvas and Cocktails, Inc., dba Canvas and Cocktails, 6855 S. York Street B1-124, Centennial. The Liquor Licensing Authority approved this application.

The Centennial Liquor Licensing Authority also met on February 17, 2011 for the consideration of renewal of an existing Hotel/Restaurant Liquor License for Finn McCool's Bar and Grill LLC, dba Finn McCool's Bar and Grill, 8880 E. Arapahoe Road. The Authority was concerned with the number of calls for service by the Arapahoe County Sheriff's Department during the past year. The Authority instructed staff to renew this liquor license administratively.

Eight (8) renewal applications were processed by the Deputy City Clerk in February.

Passports

Ninety-three (93) passport applications were accepted and sent to the U.S. Department of State in February. Thirty-seven (37) photos were taken.

Public Records Request

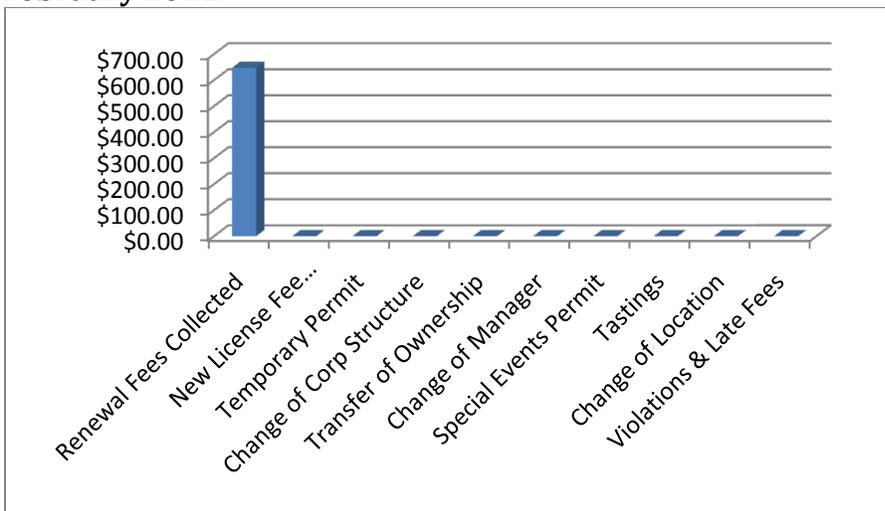
The City Clerk’s office processed twenty-three (23) public records requests in February. All requests were completed in a timely manner according to the Colorado Open Records Act.

Fees

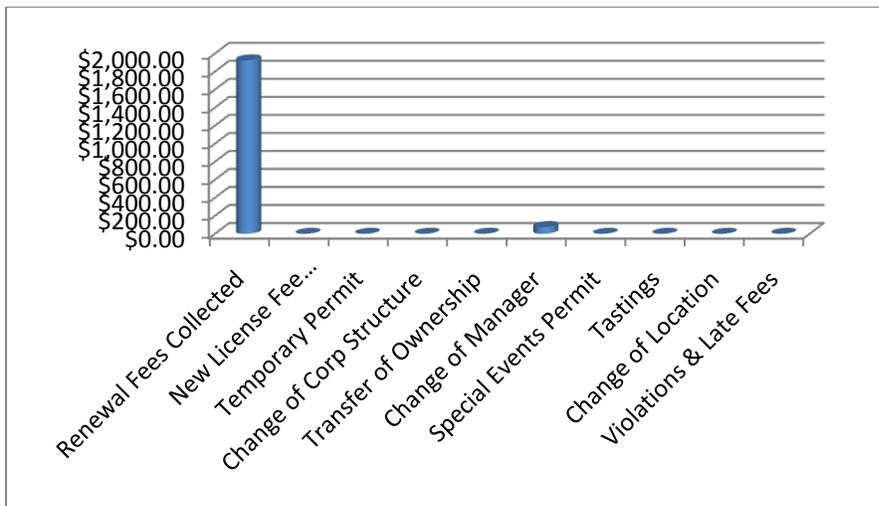
Liquor Licensing

Total Licensing Fees Collected February 2011: **\$647.50**
 (Compared to Total Licensing Fees Collected in February 2010: \$2,536.59)

February 2011



Year to Date 2011



Passports

Total Passport Fees Collected February 2011: **\$2,695.00**

Execution Fees to the City of Centennial: \$2,325.00

Photo Fees Collected: \$370.00

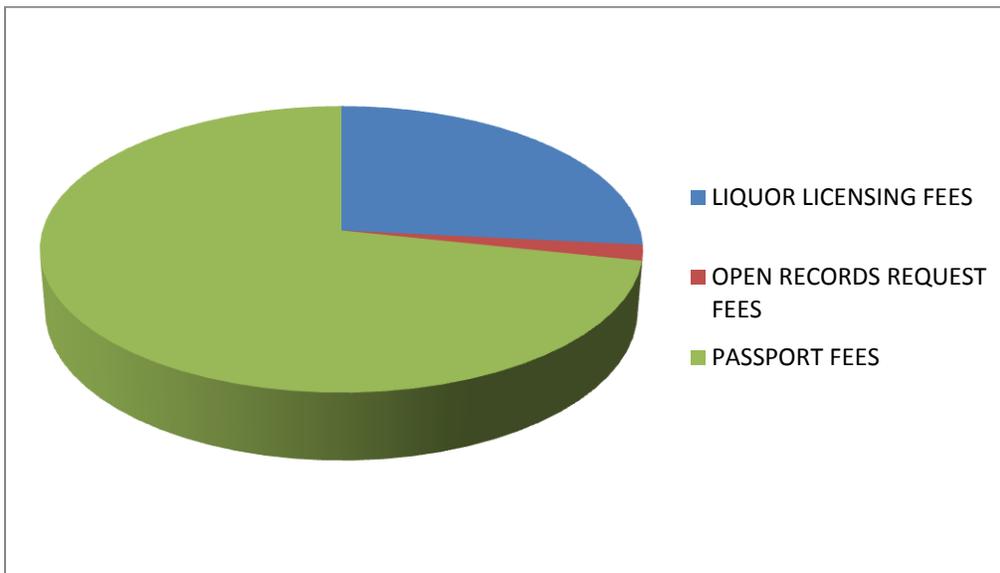
Public Records Request

Total Public Records Request Fees Collected February 2011: **\$103.00**

Year to Date Total Fees Collected 2011: **\$133.00**

Total Fees Collected by the City Clerk’s Office Year to Date (2011): \$7,516.75

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES
\$647.50	\$133.00	\$2,695.00



Special Projects

The City Clerk's Office conducted four SIRE/Agenda Timeline training classes for employees in February. The training also included a presentation, How to Write a Staff Report, given by the City Manager's Office.

The City Clerk and Deputy City Clerk attended a Buechner Institute for Governance breakfast forum discussing Election Reform in Colorado. This included a panel discussion regarding all-mail balloting in Colorado.