

Centennial City Clerk Monthly Report January 2011

Activity

Boards and Commissions

The City Clerk staffed the organizational meetings for the Senior Citizen Commission and the Liquor Licensing Authority during the month of January.

City Council Meetings

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

Elections and Election Commission

The Election Commission met on January 13th and January 25th. The Commission members worked with the City Attorney's Office to draft a Municipal Candidate Campaign Finance Manual for use in the upcoming City Election. They also reviewed documents to be included in the information packets distributed by the City Clerk to candidates in July.

Liquor Licensing

The Centennial Liquor Licensing Authority conducted a Public Hearing on January 6, 2011 concerning an application for Hotel/Restaurant Liquor Licenses for Dewmar Inc., dba Centennial Maid-Rite, 7470 A S. University Blvd, Centennial. The Liquor Licensing Authority approved this application.

An application for a new Beer & Wine License was received from Canvas and Cocktails, Inc., dba Canvas and Cocktails, 6855 S. York Street B1-124, Centennial. This application was scheduled for Public Hearing before the Liquor Licensing Authority on February 3, 2011.

Five (5) renewal applications were processed by the Deputy City Clerk in January.

Passports

Ninety-four (94) passport applications were accepted and sent to the U.S. Department of State in January. Thirty-four (34) photos were taken.

Public Records Request

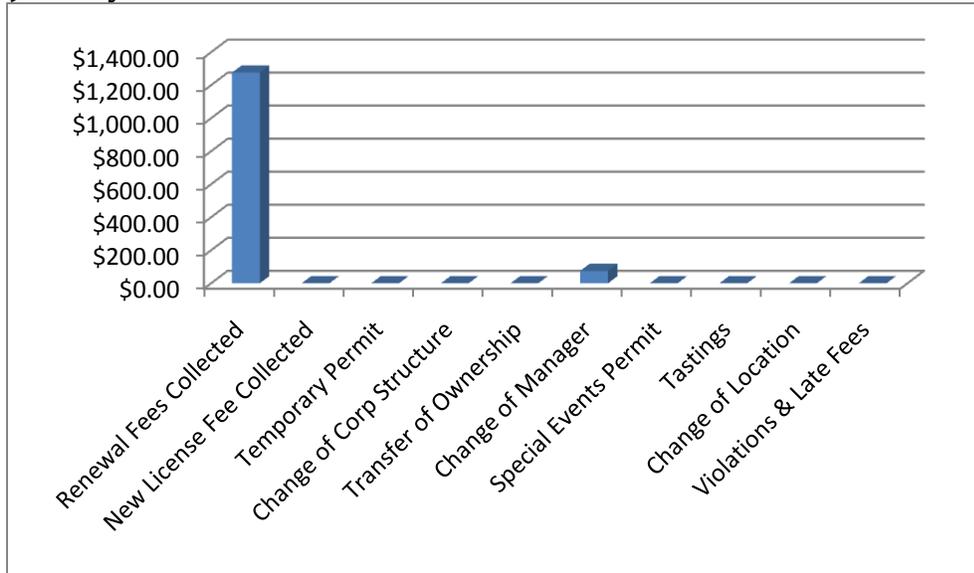
The City Clerk’s office processed nine (9) public records requests in January. All requests were completed in a timely manner according to the Colorado Open Records Act.

Fees

Liquor Licensing

Total Licensing Fees Collected January 2011: **\$1,351.25**
 (Compared to Total Licensing Fees Collected in January 2010: \$2,876.25)

January 2011



Passports

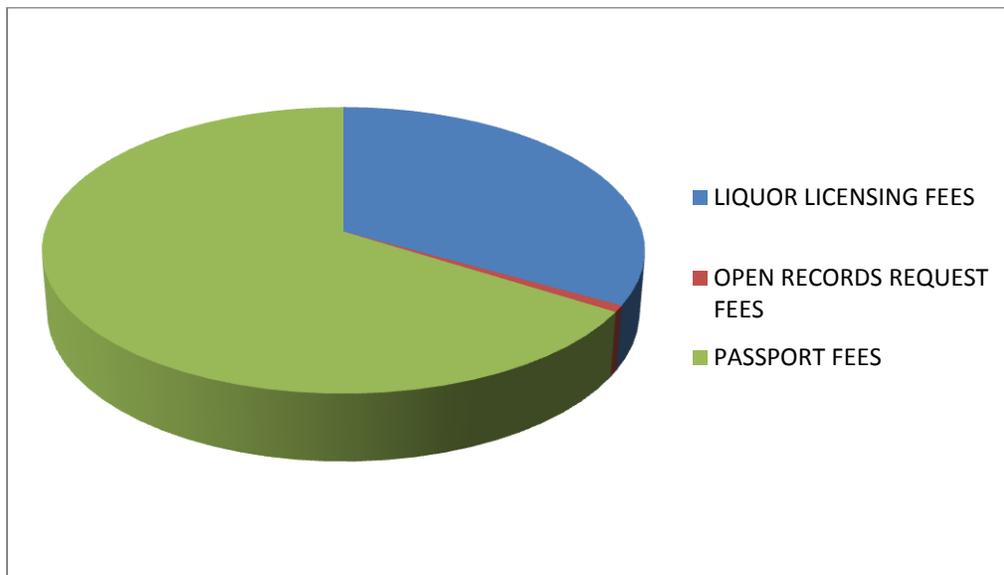
Total Passport Fees Collected January 2011: **\$2,690.00**
 Execution Fees to the City of Centennial: \$2,350.00
 Photo Fees Collected: \$340.00

Public Records Request

Total Public Records Request Fees Collected January 2011: **\$30.00**
 Year to Date Total Fees Collected 2011: **\$30.00**

Total Fees Collected by the City Clerk’s Office Year to Date (2011): \$4,071.25

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES
\$1,351.25	\$30.00	\$2,690.00



Special Projects

On January 21st, the City Clerk and Deputy City Clerk attended the CMCA transition meeting in Westminster. Brenda Madison, City Clerk, will serve as Past-President of CMCA for 2011. Barbara Setterlind, Deputy City Clerk, will serve as the Ways & Means Committee Chair for 2011.

The City Clerk’s Office conducted two SIRE training classes for new employees in January. Five new employees were trained using the SIRE Agenda Management program and in general City Council agenda planning timelines.