

Centennial City Clerk

Monthly Report

JULY 2012

Activity

Boards and Commissions

The City Clerk staffed two ad hoc Appointment Committees and served on both as the City Manager's appointee. Eight applicants were interviewed for the Senior Commission, resulting in recommendations for appointment of three new members and re-appointment of one member. The Election Commission ad hoc interviewed four applicants resulting in a recommendation for re-appointment of one member.

City Council Meetings

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

Elections

The Election Commission met on July 24th. The commissioners, along with Assistant City Attorney Maureen Juran, worked on the creation of an ordinance that would provide a process to handle complaints and violations Campaign Finance laws.

Senior Commission

The City Clerk staffed the July Senior Commission meeting. City Manager John Danielson presented a goal-setting exercise for the members.

Liquor Licensing

The Centennial Liquor Licensing Authority did not meet in July.

Three applications for Special Events Permits were received and processed in July. The Edelweiss Preservation Foundation was granted a Special Event Permit for their October Fest celebration at 6878 S. Yosemite Street, Centennial, on October 25th. The Littleton Fire Fighters Foundation was granted a Special Event Permit for their fundraising event at 6878 S. Yosemite Street, Centennial on August 9th. Arapahoe Community College Foundation was granted a Special Event Permit for a Chalk Art Festival at 6911 S. University Blvd, Centennial, on September 8th.

Ten (10) renewal applications were processed by the Deputy City Clerk in July.

Five (5) Special Occasion Alcohol Permits applications were processed and approved by the City Clerk’s office in July. Three (3) permits were issued for the Large Shelter and two (2) permits were issued for the Coffee Shelter in Centennial Center Park.

Passports

One-hundred and ninety-seven (197) passport applications were accepted and sent to the U.S. Department of State in July. Eight-six (86) photos were taken.

Public Records Request

The City Clerk’s office processed six (6) public records requests in July. All requests were completed in a timely manner according to the Colorado Open Records Act.

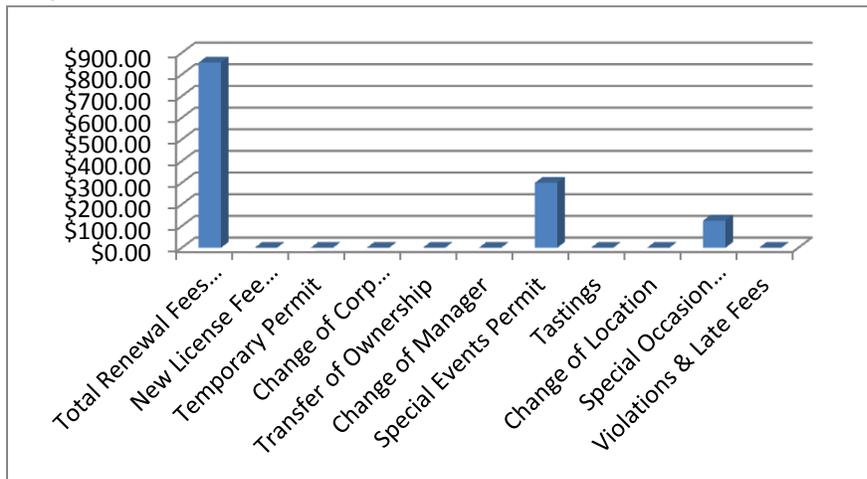
Fees

Liquor Licensing

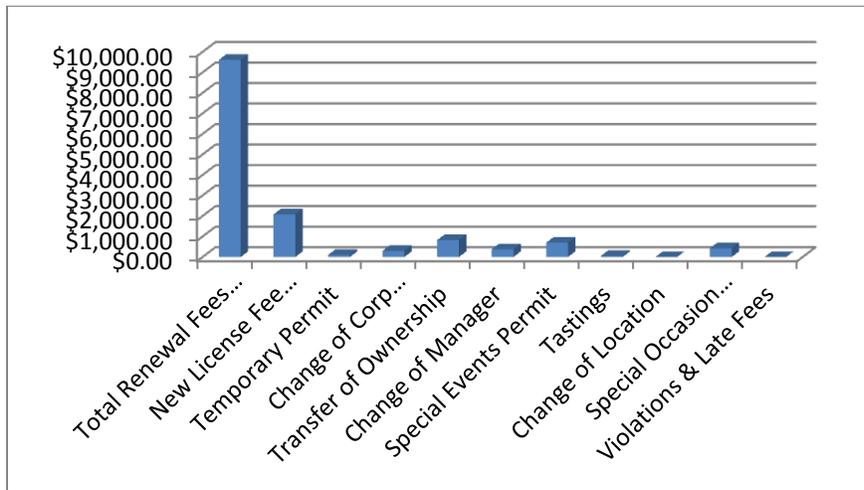
Total Licensing Fees Collected July 2012: **\$1,280.00**

(Compared to Total Licensing Fees Collected in July 2011: \$2,582.50)

July 2012



Year to Date



Passports

Total Passport Fees Collected July 2012: **\$5,785.00**

Execution Fees to the City of Centennial: \$4,925.00

Photo Fees Collected: \$860.00

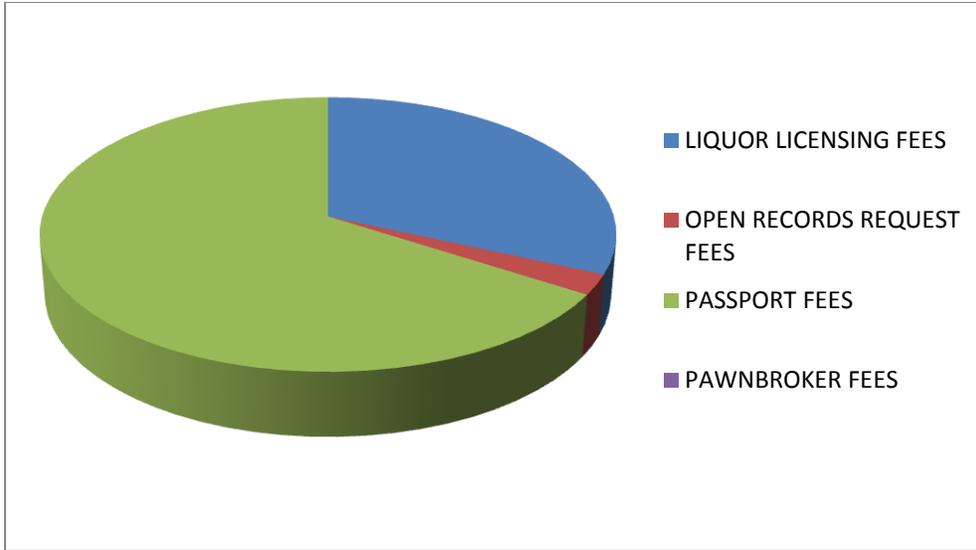
Public Records Request

Total Public Records Request Fees Collected July 2012: **\$0.00**

Year to Date Total Fees Collected 2012: **\$1,087.50**

Total Fees Collected by the City Clerk’s Office Year to Date (2012): \$45,650.00

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES	PAWNBROKER FEES
\$ 14,467.50	\$1,087.50	\$30,095.00	\$0.00



Special Projects and Training

The Deputy City Clerk attended Colorado Municipal Clerk’s Master Academy at CU-Boulder on July 10th and 11th.

The City Clerk’s staff attended “Fraud Training” at the US Department of State’s Office on July 18th.

The Passport Clerk attended Colorado Secretary of State’s Notary Training on July 26th.