

Centennial City Clerk

Monthly Report

JULY 2013

Activity

Boards and Commissions

The City Clerk sat on the ad hoc Appointment Committee for the Senior Commission during July. Ten applicants were interviewed for five regular position openings and two alternate positions.

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.

Election Commission

The Election Commission met on July 16, 2013. They also attended the Candidate Information meeting held on July 16th.

Senior Commission

The Senior Commission met for their monthly meeting on July 9, 2013.

Liquor Licensing

The Liquor Licensing Authority met on July 18, 2013 for a Public Hearing. Fontana Sushi 1 Inc., dba Fontana Sushi, 19741 E. Smoky Hill Road #A3, Centennial, appeared and was approved for a Hotel/Restaurant liquor license by the Authority.

Twelve (12) renewal applications were processed by the Deputy City Clerk in July.

Eight (8) Special Occasion Alcohol Use Restriction Exemption applications were processed and approved by the City Clerk's office in July for Centennial Center Park.

Passports

Two-hundred fifty-five (255) passport applications were accepted and sent to the U.S. Department of State in July. One-hundred seventy-seven (277) photos were taken.

Public Records Request

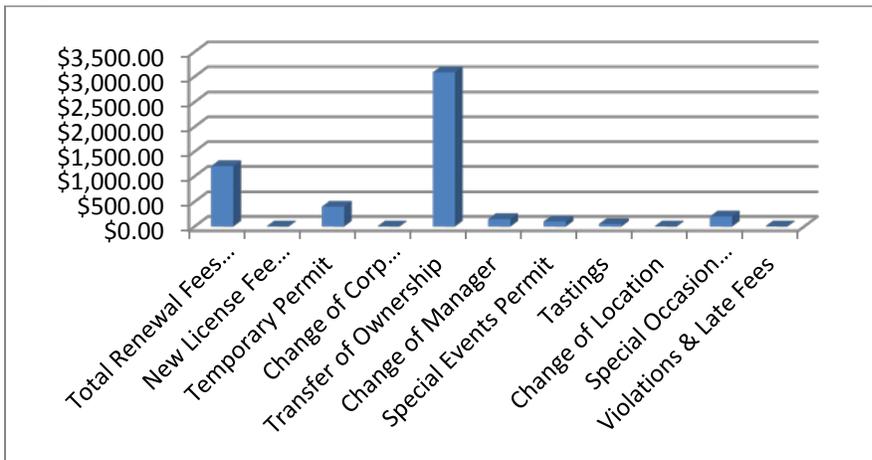
The City Clerk’s office processed four (4) public records requests in July. All requests were completed in a timely manner according to the Colorado Open Records Act.

Fees

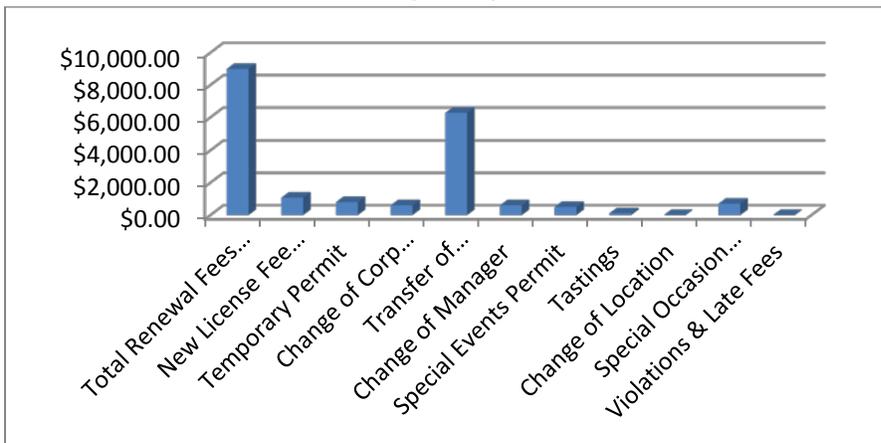
Liquor Licensing

Total Licensing Fees Collected July 2013: **\$5,191.25**

July 2013



Year to Date Fees Collected (2013): \$19,648.75



Passports

Total Passport Fees Collected July 2013: **\$8,145.00**

Execution Fees to the City of Centennial: \$6,375.00

Photo Fees Collected: \$1,770.00

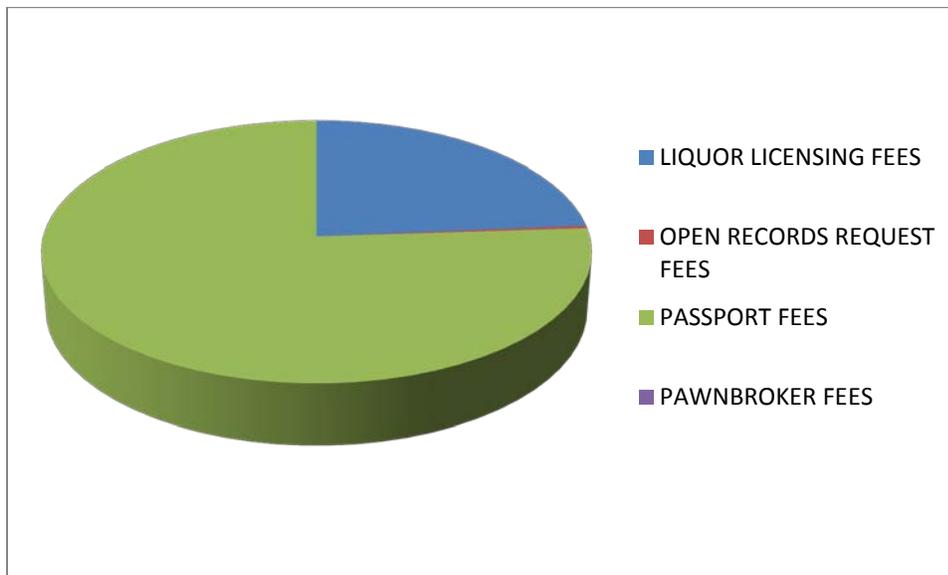
Public Records Request

Total Public Records Request Fees Collected July 2013: **\$155.00**

Year to Date Total Fees Collected 2013: **\$250.00**

Total Fees Collected by the City Clerk’s Office Year to Date (2013): \$82,998.75

| LIQUOR LICENSING FEES | OPEN RECORDS REQUEST FEES | PASSPORT FEES | PAWNBROKER FEES |
|------------------------------|----------------------------------|----------------------|------------------------|
| \$19,648.75 | \$250.00 | \$63,100.00 | \$0.00 |



Special Projects / Trainings

The Records Clerk attended Colorado Municipal Clerk’s Association Institute classes at the University of Boulder on July 8th – 12th.

The City Clerk, along with other City Staff, conducted a Candidate Information meeting on July 16th for Candidates of the City Council and Mayor in the November election.