

# Centennial City Clerk Monthly Report March 2010

## Activity

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

Recruitment began in March for three of the City's quasi-judicial boards: Board of Adjustment, Board of Review and Planning and Zoning Commission. Interviews and appointments will be completed in May.

### **City Council Meetings**

The City Clerk and Deputy City Clerk staffed four City Council Meetings in March. 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 March 4, 2010 concerning an application of a Hotel/Restaurant Liquor License for Cantina Laredo Denver/Omaha LP, dba Cantina Laredo #131, 6851 S. Gaylord Street #B2-236, Centennial. This license was approved by the Authority.

Ten renewal applications were processed by the Deputy City Clerk.

A Transfer Hotel/Restaurant Liquor License application was received and processed for Los Dos Potrillos LLC, dba Los Dos Potrillos, 8251 S. Holly Street, Centennial. A temporary license was approved by the City Clerk for the operation of this establishment while the State of Colorado processes and approves the Transfer application.

A Transfer of 3.2 Beer Liquor License was received and processed for Smart & Final Stores, LLC, dba SmartCo Foods, 16746 Smoky Hill Road, Centennial, (formally Albertsons). A temporary

license was approved by the City Clerk for the operation of this establishment while the State of Colorado processes and approves the Transfer application.

### Passports

The City Clerk and staff spent March 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 12 public records requests in March. All requests were completed in a timely manner according to the Colorado Open Records Act.

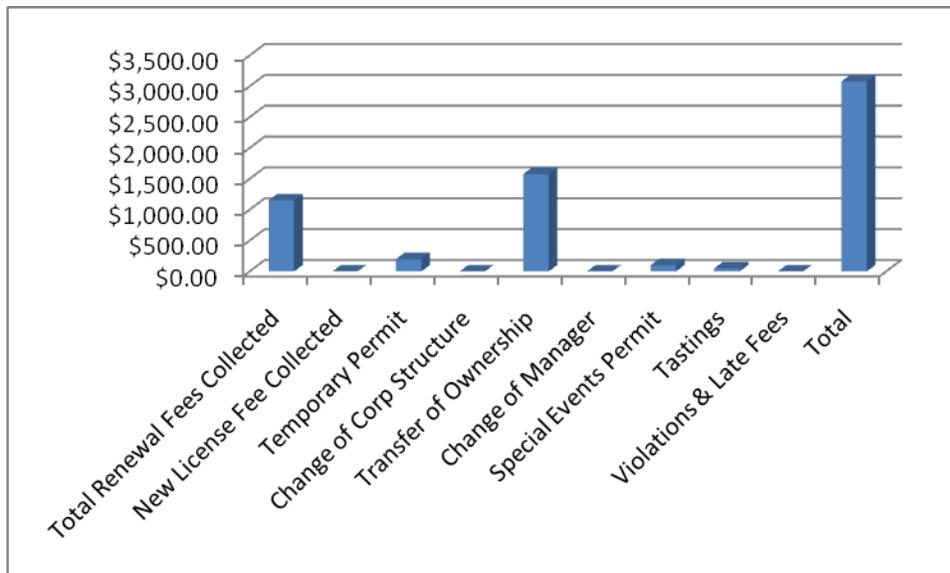
## Fees

### Liquor Licensing

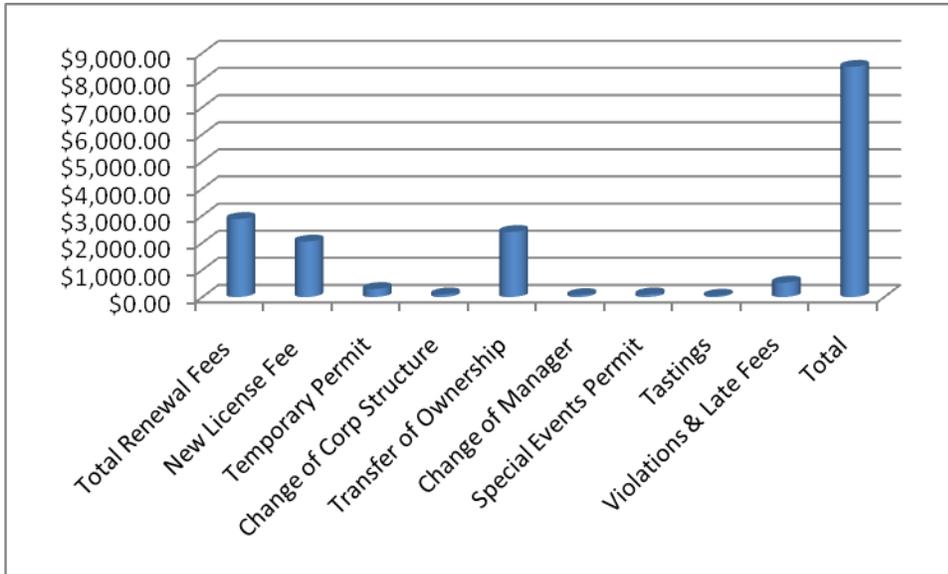
Total Licensing Fees Collected March 2010: **\$3,081.25**  
 (Compared to Total Licensing Fees Collected in March 2009: \$2,700.47)  
 Year to Date Total Fees Collected: **\$8,494.09**

#### 2010 Centennial Liquor Licensing Fees Collected:

##### March



### Year to Date



### Passports

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

### Public Records Request

Total Fees Collected March 2010: \$39.25

Year to Date Total Fees Collected: **\$348.00**