

Centennial City Clerk Monthly Report October 2010

Activity

Boards and Commission

The Ad Hoc Appointment Committee for the Open Space Advisory Board accepted applications through October 22nd for openings for two regular positions and one alternate position. Interviews will be held in November.

City Council Meetings

The City Clerk and Deputy City Clerk staffed three City Council meetings in October. 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 held a Joint Meeting with City Council on October 13th to discuss redistricting options and changes in the Elections Ordinance.

The Election Commission met on October 26th to continue discussions on the proposed changes to the Election Ordinance. The Commission discussed changes regarding elections, nomination of elected officers, and campaign finance reporting.

The Election Commission continued community outreach regarding redistricting. Commission Members, led by Chair Brenda Madison, presented the three proposed options for redistricting the city at the joint District 1 & 2 meeting on October 20th. Information was also placed on the City's Web site for citizens to give feedback on the options.

The Election Commission held three Redistricting Open Houses during October. The Open Houses were held on October 5th at the South Metro Chamber of Commerce, on October 6th at the Civic Center, and on October 26th at the Smoky Hill Metro District Clubhouse.

Liquor Licensing

The Centennial Liquor Licensing Authority conducted Public Hearings on October 7, 2010 concerning applications for Hotel/Restaurant Liquor Licenses for Snooze SoGlo LLC, dba Snooze, 6781 S. York Street #515, Centennial and Valley Club Lanes, LLC, dba Celebrity Lanes, 7550 Arapahoe Road, Centennial. The Authority approved both applications.

An application for a new Hotel/Restaurant Liquor License was received for Pho 95 Noodle House LLC, dba Pho 95 Noodle House and Grill, 6879 S. Vine Street #714, Centennial. This application was scheduled for Public Hearing before the Liquor Licensing Authority on November 4, 2010. Additionally, an application for a new Hotel/Restaurant Liquor License was received for FB Chester, LLC, dba Fatburger, 8255 Chester #100, Centennial. This application was scheduled for Public Hearing before the Liquor Licensing Authority on December 2, 2010.

Nine (9) renewal applications were processed by the Deputy City Clerk in October.

Passports

Ninety-two (92) passport applications were accepted and sent to the U.S. Department of State in October. Forty-six (46) photos were taken.

Public Records Request

The City Clerk's office processed eight (8) public records requests in October. All requests were completed in a timely manner according to the Colorado Open Records Act.

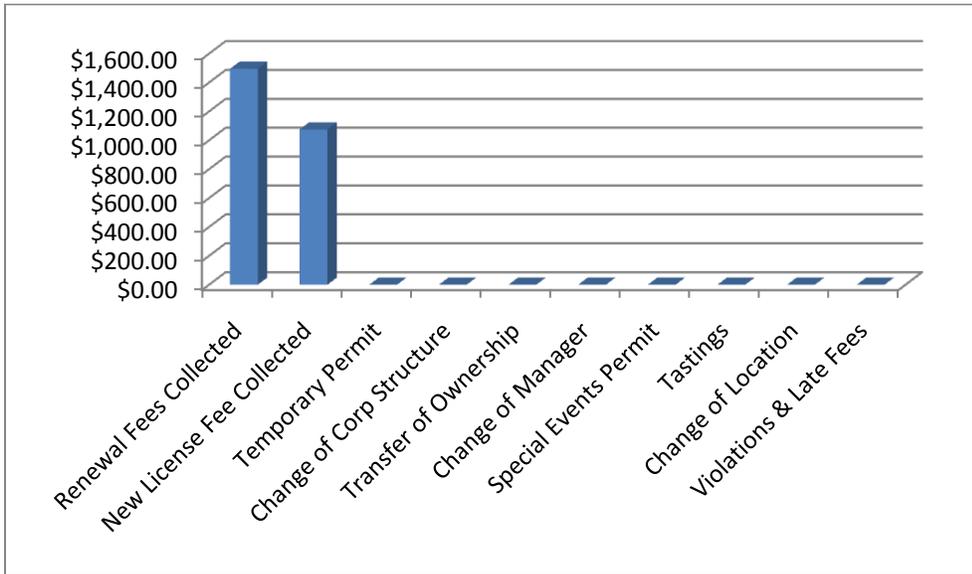
Fees

Liquor Licensing

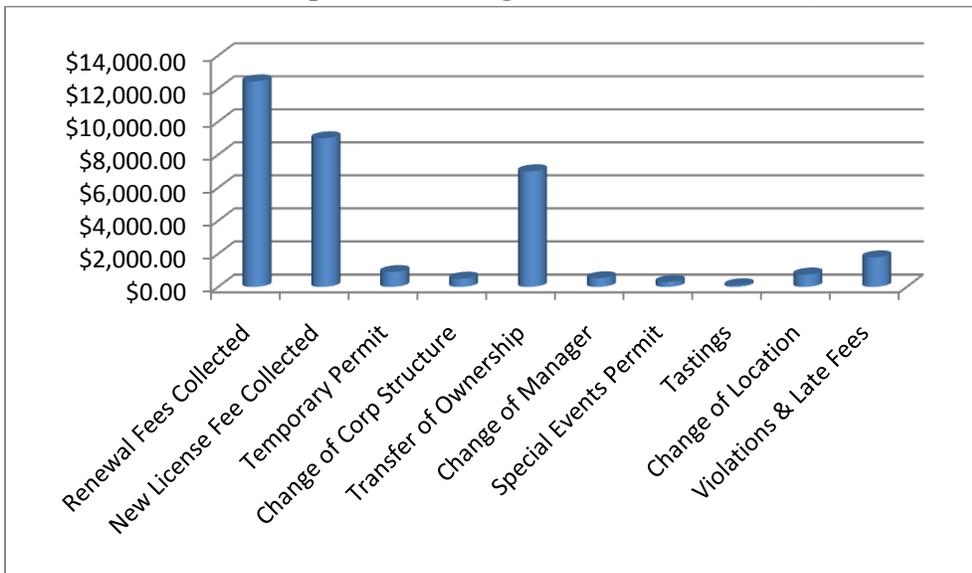
Total Licensing Fees Collected October 2010: **\$2,570.00**

(Compared to Total Licensing Fees Collected in October 2009: \$1,230.00)

October



Year to Date Total Liquor Licensing Fees Collected: \$33,308.79



Passports

Total Passport Fees Collected October 2010: **\$2,760.00**

Execution Fees to the City of Centennial: **\$2,300.00**

Photo Fees Collected: **\$460.00**

Year to Date Total Passport Fees Collected 2010: **\$28,900.00**

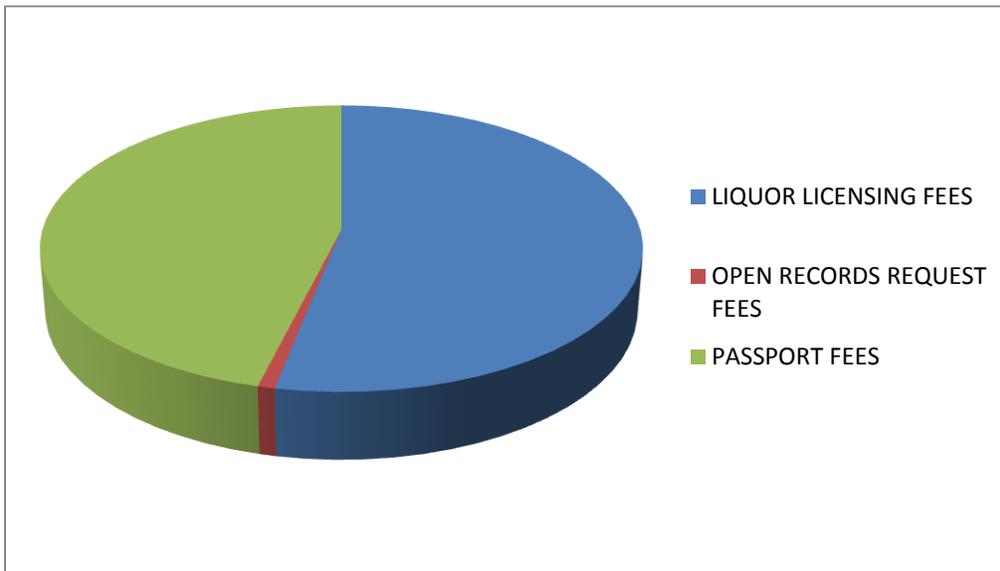
Public Records Request

Total Public Records Request Fees Collected October 2010: **\$78.00**

Year to Date Total Fees Collected 2010: **\$ 504.25**

Total Fees Collected by the City Clerk’s Office Year to Date (2010): \$62,713.04

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES
\$33,308.79	\$504.25	\$28,900.00



Special Projects

Barbara Setterlind, Deputy City Clerk, and Patty Putfark, Senior RIM Clerk, hosted the CMCA Records Committee’s meeting on October 15th. The Records Committee is working with the Terry Ketelsen, Colorado State Archivist, on a ten-year comprehensive review and update of the Colorado Municipal Records Retention Schedule.

The City Clerk's Office conducted an annual records destruction of City records from all City Departments. Fifty-five (55) boxes of records were destroyed in accordance with the Colorado Municipal Records Retention Schedule. Destruction was done via secured shredding with Iron Mountain.