

Centennial City Clerk Monthly Report DECEMBER 2013

Activity

City Council Meetings

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

The City Clerk and Deputy City Clerk planned and participated in new City Council Member Orientation sessions on December 16th and 17th.

Boards and Commissions

The City Clerk staffed the ad hoc Appointment Committee for the three Finance Committees in December.

Liquor Licensing

The Liquor Licensing Authority met on December 6th and 19th.

The Liquor Licensing Authority held Public Hearings on December 5th for new Hotel/Restaurant Liquor License applications for: DJC Corporations, dba Nonna's Italian Bistro Market & Deli, 11877 E. Arapahoe Road, Ste B; PizzaDoodle, LLC, dba PizzaDoodle, 6830 S. University Blvd; and B&L Enterprises, dba The Retro Diner, 7470 S. University Blvd A-1. The Authority approved each application.

The Liquor Licensing Authority held a Public Hearing on December 19th for a new application for Beer & Wine license from Larkburger of Colorado, LLC, dba Larkburger, 7530 S. University Blvd, Unit 100. The Authority approved this application.

Thirteen (13) renewal applications were processed by the Deputy City Clerk in December.

As of December 31st, there are one-hundred and thirty-one (131) liquor licensees within the City of Centennial. The following is a breakdown of the number of licenses per class:

| | |
|---------------------------|----|
| Hotel/Restaurant | 77 |
| Tavern | 5 |
| Beer & Wine | 5 |
| Brew Pub | 2 |
| Retail Liquor Store | 16 |
| Liquor Licensed Drugstore | 1 |
| 3.2 Beer | 25 |

Passports

One-hundred ninety-eight (198) passport applications were accepted and sent to the U.S. Department of State in December. One-hundred and three (103) photos were taken.

Public Records Request

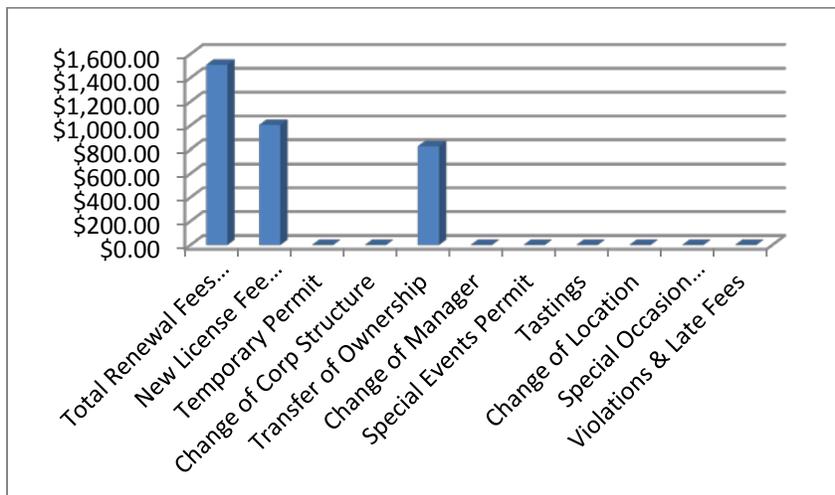
The City Clerk’s office processed seven (7) public records requests in December. All requests were completed in a timely manner according to the Colorado Open Records Act.

Fees

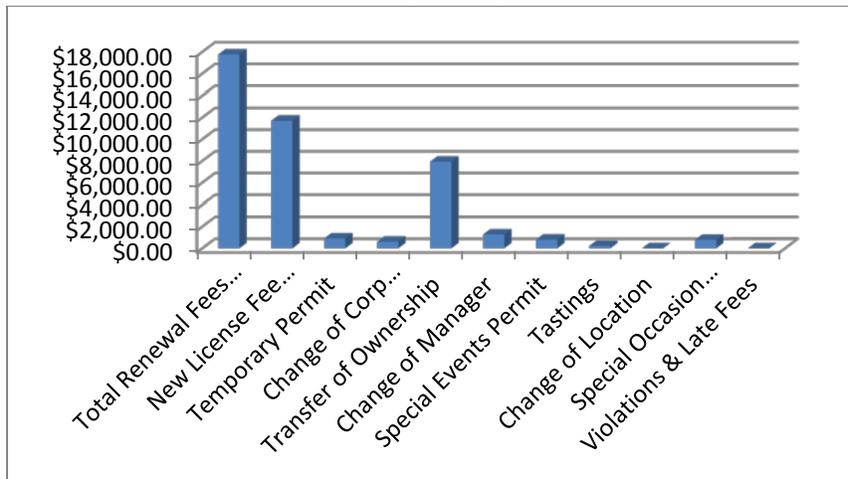
Liquor Licensing

Total Licensing Fees Collected December 2013: **\$3,338.75**

December 2013



Year to Date Fees Collected (2013): \$41,940.00



Passports

Total Passport Fees Collected December 2013: **\$5,980.00**

Execution Fees to the City of Centennial: \$4,950.00

Photo Fees Collected: \$1,030.00

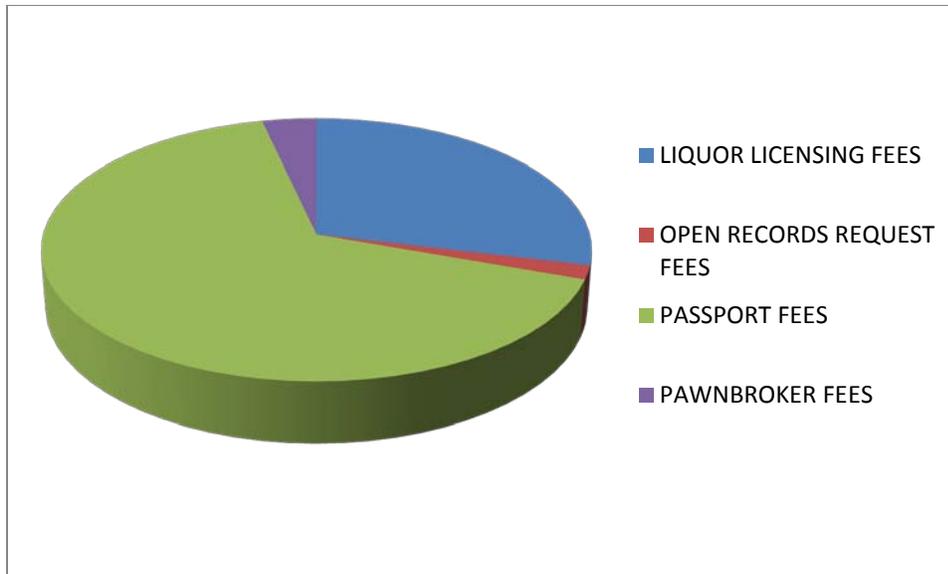
Public Records Request

Total Public Records Request Fees Collected December 2013: **\$0.00**

Year to Date Total Fees Collected 2013: **\$2,483.25**

Total Fees Collected by the City Clerk's Office Year to Date (2013): \$145,933.25

| LIQUOR LICENSING FEES | OPEN RECORDS REQUEST FEES | PASSPORT FEES | PAWNBROKER FEES |
|------------------------------|----------------------------------|----------------------|------------------------|
| \$41,940.00 | \$2,483.25 | \$98,295.00 | \$5,215.00 |



Special Projects / Trainings

The Deputy City Clerk, along with IT Staff conducted three SIRE training classes for staff on December 12th & 13th. Over twenty-five staff members attended the sessions.

The City Clerk and Deputy City Clerk, co-chaired the Tiger Team that planned and conducted the new City Council Member Orientation sessions on December 16th & 17th.