

Centennial City Clerk

Monthly Report

FEBRUARY 2013

Activity

City Council Meetings

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

The City Clerk's Office organized two Friday Focus meetings for City Council members in February. Topics presented by staff were on Public Works and Annexations.

Boards and Commissions

The City Clerk and Deputy City Clerk staffed the ad hoc Appointment Committee to recruit members of the Liquor Licensing Authority during the month of February. Two regular members were re-appointed and two new alternate members were appointed by Council.

Liquor Licensing

The Liquor Licensing Authority met on February 6th and February 20th.

The Liquor Licensing Authority held Public Hearings on February 6th for new 3.2 Beer application for Whole Foods Market Rocky Mountain/Southwest LP, dba Whole Foods Market, 6853 S. York Street, Ste. 119. The Authority also held a Public Hearing on February 20th for a new Hotel/Restaurant Liquor License application for Chirstian Living Communities, dba Someren Glen, 4751 & 4761 E. Costilla Ave. The Authority approved each application.

One new application for Liquor License was submitted to the City Clerk's Office in February. An application was received for a Beer & Wine Liquor License was received from Smashburger Acquisition Denver LLC, dba Smashburger #1249, 15795 E. Arapahoe Road Ste D. Hearings for each of the above mentioned applications will be held by the Liquor Licensing Authority on March 20, 2014.

Eight (8) renewal applications were processed by the Deputy City Clerk in February.

Passports

Three-hundred and five (305) passport applications were accepted and sent to the U.S. Department of State in February. One-hundred and fifty (150) photos were taken.

Pawn Broker’s Licensing

One new application for an Internet Pawnbroker was submitted to the City Clerk’s Office in February from Asset Equities, Inc, dba Asset Equities 12835 E. Arapahoe Road Ste 710. It was reviewed and approved by the City Clerk and sent to the City Manager’s Office for approval.

Public Records Request

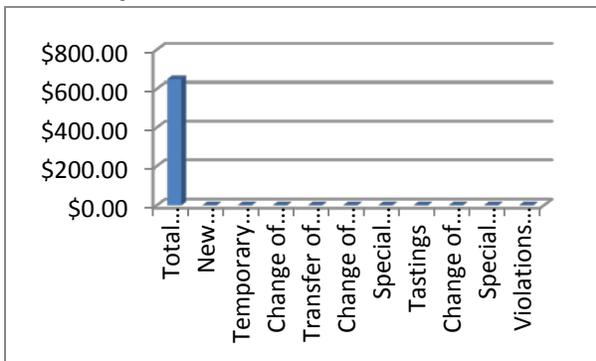
The City Clerk’s office processed five (5) public records requests in February. All requests were completed in a timely manner according to the Colorado Open Records Act.

Fees

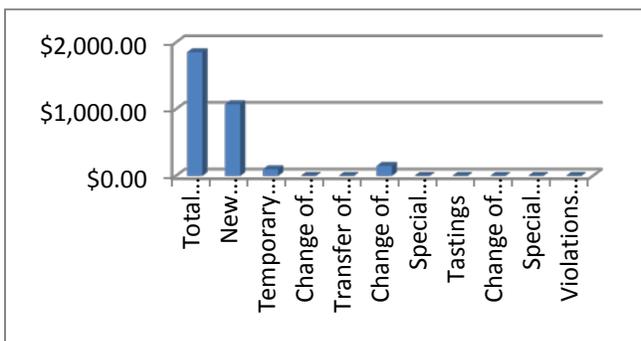
Liquor Licensing

Total Licensing Fees Collected February 2014: **\$657.50**

February 2014



Year to Date



Passports

Total Passport Fees Collected February 2014: **\$9,125.00**

Execution Fees to the City of Centennial: \$7,625.00

Photo Fees Collected: \$1,500.00

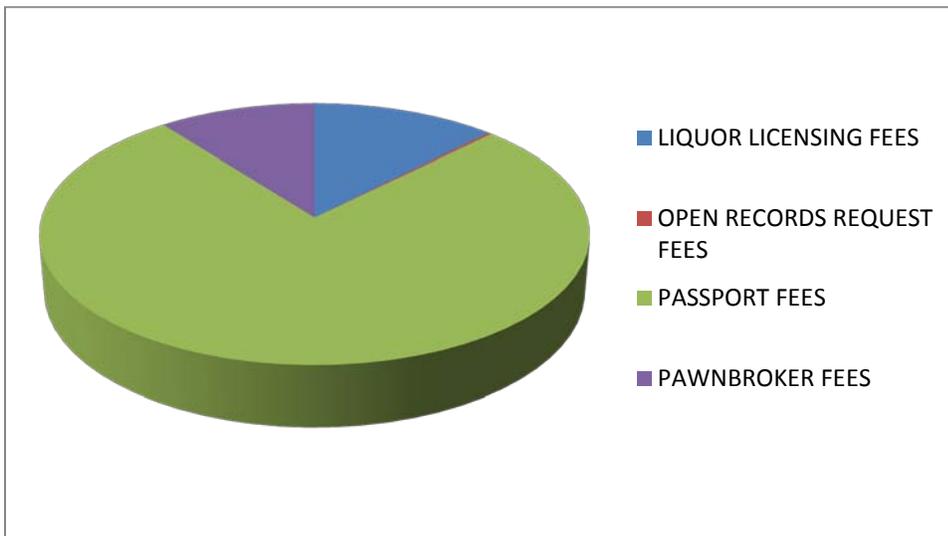
Public Records Request

Total Public Records Request Fees Collected February 2014: **\$25.00**

Year to Date Total Fees Collected 2014: **\$60.00**

Total Fees Collected by the City Clerk’s Office Year to Date (2014): \$25,952.50

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES	PAWNBROKER FEES
\$3,187.50	\$60.00	\$19,990.00	\$ 2,715.00



Special Projects

The Deputy City Clerk attended a meeting at the State Archivists Office with members of the Colorado Municipal Clerk’s Association Records Committee to discuss updates to the Colorado Municipal Records Retention Manual and issues with electronic records.