

# Centennial City Clerk Monthly Report MAY 2014

## Activity

### **City Council Meetings**

The City Clerk and Deputy City Clerk staffed three City Council meeting in May. Audio recordings of each meeting and approved minutes are available via the city's web site at [www.centennialcolorado.com](http://www.centennialcolorado.com).

The City Clerk's Office organized a Friday Focus meeting for City Council members in May. Land Use topics were presented by the Community Development staff.

### **Boards and Commissions**

The City Clerk and Deputy City Clerk staffed the Ad Hoc Appointment Committee for the Election Commission in May.

### **Liquor Licensing**

The Liquor Licensing Authority did not meet in May.

Two new applications were submitted to the City Clerk's Office in May. An application for a new Retail Liquor Store was received SDK Enterprises, dba Piney Creek Liquor,, 15442 E. Orchard Road, which was set for Public Hearing on June 5<sup>th</sup>. An application for a Beer & Wine License was received from LTF Club Operations Co. Inc., dba Life Time Fitness, 5000 E. Dry Creek Road, which was set for Public Hearing on June 19<sup>th</sup>.

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

Seven (7) applications for Use Restriction Exemptions for shelter rentals in Centennial Center Park were received and processed in May.

### **Passports**

Two-hundred and forty-one (241) passport applications were accepted and sent to the U.S. Department of State in May. Ninety-one (91) photos were taken.

### Public Records Request

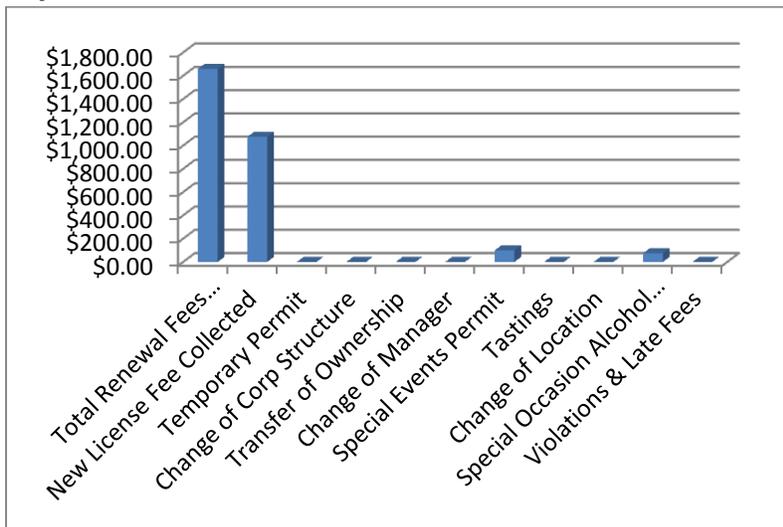
The City Clerk’s office processed fifteen (15) public records requests in May. All requests were completed in a timely manner according to the Colorado Open Records Act.

**Fees**

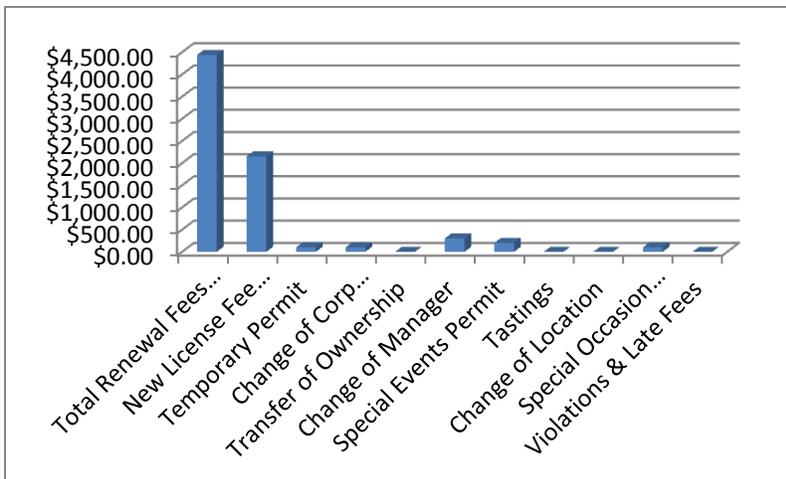
### Liquor Licensing

Total Licensing Fees Collected May 2014: **\$4,086.25**

#### May 2014



**Year to Date: \$11,473.75**



**Passports**

Total Passport Fees Collected May 2014: **\$6,935.00**

Execution Fees to the City of Centennial: \$6,025.00

Photo Fees Collected: \$910.00

**Public Records Request**

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

Year to Date Total Fees Collected 2014: **\$176.75**

**Total Fees Collected by the City Clerk's Office Year to Date (2014): \$52,115.50**

<b>LIQUOR LICENSING FEES</b>	<b>OPEN RECORDS REQUEST FEES</b>	<b>PASSPORT FEES</b>	<b>PAWNBROKER FEES</b>
<b>\$11,458.75</b>	<b>\$176.75</b>	<b>\$37,765.00</b>	<b>\$2,715.00</b>

**Special Projects**

The City Clerk's Office attended the Municipal Clerk's Week Luncheon arranged by the City of Englewood on May 8<sup>th</sup>.

On May 14<sup>th</sup>, the Deputy City Clerk, along with the Deputy City Attorney, presented to the Metro Area Liquor Investigators information on Authority Member training and liquor licensing public hearing procedures.