

## ADMINISTRATIVE VOTING SESSION

June 23, 2020

1. **Report from the Chief Liquor Inspector:**
  - a. **Public Nuisances**
    - i. **t/a El Puente De Oro**
2. **t/a Dumm's 250 Texas BBQ**, see letter dated May 15, 2020 regarding a request to withdraw the previously approved transfer application.
3. **t/a Chevy's Fresh Mex**, see letter dated June 10, 2020 regarding the surrender of the Alcoholic Beverage License due to the business closing permanently.
4. **t/a Best Western**, see letter dated June 8, 2020 regarding a request to extend the service area of the lounge to the ballroom to allow for social distancing.
5. **t/a Kenilworth Avenue**, see letter dated June 17, 2020 regarding a request add a walk in cooler.
6. Review Previously Presented Standard Operating Procedures
  - a. **Fine Collection**
  - b. **Growler Permit Application**
  - c. **Protest of the renewal of an Alcoholic Beverage License**
  - d. **Public Hearing**
  - e. **Renewal of Alcoholic Beverage License**
  - f. **Social Media**
  - g. **Transfer Application**
7. Present Proposed Standard Operating Procedures
  - a. **Alcohol Related Complaints**
  - b. **Attire and Grooming**
  - c. **Employee Past Performance Appraisal**
  - d. **Inspection Staff Workload Assessment**
  - e. **Retention Schedule**
  - f. **Scheduling Inspection Assignments and Reporting**
  - g. **Scheduling Inspection General**
  - h. **Special Investigations**
8. Minutes:
  - a. **Administrative Voting Session – June 10, 2020**

**9. Scheduled Meetings:**

- a. July 1, 2020 @ 7:00 p.m.
- b. July 28, 2020 @ 10:00 a.m.