

ADMINISTRATIVE VOTING SESSION

July 1, 2020

1. **t/a Lee's Restaurant**, review file regarding previously approved license conversion request to a Class A, Beer, Wine and Liquor license and previously approved transfer of location application.
2. **t/a Colony South Hotel and Conference Center**, see letter dated June 23, 2020 regarding a request to change the trade name to t/a Capital Plaza Hotel.
3. Quarterly Inspection Productivity Report
4. Review Previously Presented 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**
5. Minutes:
 - a. Administrative Voting Session – June 23, 2020
6. Scheduled Meetings:
 - a. August 5, 2020 @ 7:00 p.m.
 - b. August 12, 2020 @ 7:00 p.m.
 - c. August 25, 2020 @ 10:00 a.m.
7. Personnel Matter - to appoint new Board of License Commissioners' attorney.