



**To:** Mayor and City Council Members

**From:** Steven L. Schinker, City Manager

**Date:** July 20, 2020

**Subject:** Liquor License Holder Compliance with COVID-19 Requirements

At the July 14, 2020, meeting, the City Council requested staff to outline the process that will be used to ensure that bar owners abide by the social distancing and other public health requirements established by the Governor. This memo is meant to provide that outline.

Step 1. The City Attorney will transmit a letter to the bar owners communicating the Governor's COVID-19 social distancing and public health requirements. In addition, they will be warned that failure to comply with these requirements could result in a revocation or temporary suspension of their liquor licenses.

Step 2. The Police Department will deliver copies of the City Attorney's letter to the local bar owners/managers during a courtesy visit. At that time, we can identify questions the owners might have, clarify expectations, and provide assistance as they plan for the coming year.

Step 3. The Police Department will then monitor the bars as workload and officer availability allows.

Step 4. If the Police Department identifies a violation, or the Department receives a complaint about an establishment, they will first discuss the matter with the manager and seek their cooperation in correcting the situation without issuing a citation.

Step 5. If a bar manager is unwilling or unable to comply with the Governor's directives, the Police Department will document the continued pattern of violation and issue a citation.

Step 6. If a citation is issued for failure to comply with the Governor's directive, the Police Department will notify the Legal Department.

Step 7. The Legal Department will then set up a hearing for the City Council to consider action to suspend the liquor license for a period of time, revoke the liquor license, or impose a civil penalty up to \$1,000.

(Please note that liquor license suspensions, revocations, or civil penalties may be appealed to the Iowa Alcoholic Beverage Division.)

C: Mark Lambert, City Attorney  
Chuck Cychosz, Police Chief  
Geoff Huff, Police Commander  
Jason Tuttle, Police Commander