

Current Audit Request Process for Alcohol Beverage Licensed Establishments

Who can make a request?

Anyone can make a request for an audit to be conducted (e.g. Alders, MPD, ALRC, citizens, etc.). All requests should be submitted to the Office of the City Attorney.

To who are requests made?

All requests for audits are reviewed by the liquor law prosecutor for the Office of the City Attorney, Jennifer Zilavy.

How is a decision to formally request an audit to the Finance Department made?

The Office of the City Attorney will make a determination based on all relevant circumstances whether to formally make a request for the Finance Department to conduct an audit of a licensed establishment. Once, the formal request is made to the Finance Department by the Office of the City Attorney, the Alcohol License Review Committee will receive notification of the audit request.

After an audit is complete, who gets the results?

Once the Finance Department completes the audit report, the results are given to the Office of the City Attorney and the Alcohol License Review Committee. No action is taken by the ALRC at this point.

What happens after the audit results are completed?

After the Office of the City Attorney receives the results of the audit, a determination will be made based on a combination of the audit results and the totality of the circumstances whether prosecution is warranted against the licensed establishment (i.e. suspension, revocation). Other options include a "probationary" period where the establishment has a certain time to improve the food/alcohol ratio, request for further conditions on the license, and/or summons to appear before the ALRC.