



# City Council Report

**Date:** September 23, 2024  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Doug Fugate, Revenue Collections and Licensing Administrator  
**Subject:** Delegation of Authority to the City Manager to Recommend Approval or Denial of Special Event Liquor License Applications (**Citywide**)

## Purpose and Recommendation

Council is requested to approve an ordinance to delegate authority to recommend Special Event Liquor License applications to the City Manager.

## Background / Discussion

Liquor license applications start at the Arizona Department of Liquor License and Control (DLLC). They are then sent to the City for a recommendation for approval or denial. Staff currently presents an agenda item to the City Council for this recommendation back to the DLLC.

Forty-two Special Event Liquor license applications were processed in fiscal year 2024. These license applications often come through on very tight timelines. Council asked staff to investigate delegating these specific application recommendations to the City Manager.

State law requires the recommendation to the DLLC be approved, “by the governing body of the City or town, or the governing body’s designee”. (A.R.S. § 4-203.02 (B))

This ordinance will delegate the authority to recommend approval or denial to the City Manager.

## Alternatives

Not approving the ordinance will simply keep the existing process of Council approval for these applications.