

Code Compliance Team

Structure for Nightlife Establishment Technical Assistance and Enforcement (excluding retail establishments)

CCT Background

The Code Compliance Team (CCT) was established by the City to provide a framework for nightlife business assistance and to coordinate enforcement efforts among a number of different stakeholders and is a core component of the Seattle Nightlife Initiative. The goal of the CCT is to implement an assistance and enforcement strategy for managing a safe and vibrant nightlife in Seattle via a collaborative effort among City, County and State agencies. A Policy Team oversees the work of the CCT and provides policy and program guidance. These teams were established to encourage coordination and cooperation among city departments, and to address the complex issues surrounding the nighttime economy and mixed use neighborhoods.

I. **Code Compliance Team (CCT)** – Meets once a month. Day to day technical assistance and enforcement staff/regulators or their representatives reporting on nightlife activity and making recommendations for Policy Team considerations.

1. OED – Rachel White
2. SPD – Vice Bob Peth
3. SPD – Precinct CPT Reps
4. City Attorney – Precinct Liaisons
5. Fire Marshall – Capt. Lee Allen
6. SDOT – Ken Ewalt
7. FAS – Brenda Strickland (tax)
8. DPD – Diane Davis
9. Liquor – Susan Blaker
10. Health – Chris Skilton
11. Mayor’s Office – Ainsley Close
12. Nightlife Coordinqator – Bill Reddy*

*Also staffs the CCT

II. **CCT Policy Team** – Meets once a month or as needed. Tracks trends and development and makes recommendations regarding new governmental policies. Examples include, noise and sound ordinance issues, density, zoning, food service, new licensing programs, deployment, definitions, etc.

1. Law – Bob Scales
2. FAS – Denise Movius
3. OED – James Keblas
4. SPD - Assistant Chief Mike Sanford
5. Mayor’s Office – Carl Marquardt

Staffed by Nightlife Coordinator – Bill Reddy

CCT Processes

1. Nightlife Coordinator distributes ‘Call for Agenda Items’ regarding issues associated with nightlife establishments. CCT members respond and final Agenda is disseminated to CCT prior to monthly meeting.

2. Emergency and/or immediate Public Safety matters are addressed on a case-by-case basis as outlined below in 'Workflows' section.
3. At monthly CCT meetings, agenda items discussed and new discussion items raised. Workflows proceed as outlined below.
4. Policy decisions are addressed at quarterly Policy Team Meetings.
5. Bi-Annual CCT Reports to be completed by Nightlife Coordinator issued to the Policy Team for review

CCT Meeting Schedule 2010: 3rd Tuesday of every month from 2:00 – 3:30

CCT Policy Team Meeting Schedule 2010: 4th Tuesday of every month from 1:00 – 2:00

CCT Reports Submitted

June 30

Dec. 31

CCT Workflows for Technical Assistance, Early Intervention, Public Safety and Liquor License Objections

Non-Emergency & Non-Public Safety Issues

1. Issues deemed non-emergency and/or not imminently endangering public safety will be discussed at the CCT and next steps will be determined by OED/FAS after consultation with the rest of the team.
2. OED/FAS will distribute summary of status/resolution to Policy Team upon completion, and report status to CCT at monthly meetings.

Early Intervention / Technical Assistance

1. Get report from CCT about problem establishments
2. Collect all incident reports on establishment
 - a. Decide what action we want owner to take
3. CCT representatives meet with establishment owner/promoter
 - a. Explain reason for the meeting, ask if there are any questions
 - b. Ask owner/promoter to respond to incidents
 - c. Provide and explain best practices sheet
 - d. Provide liquor and security training opportunities sheet
 - e. Explain how City will follow up
 - i. Letter
 - ii. SPD visits
 - iii. Liquor visits
 - iv. OED
4. Report to Mayor's Office with notes and letter
 - a. Mayor's Office to get signature and send letter if appropriate
5. Report back to CCT for comprehensive follow up enforcement

Public Safety Issues & Emergency Response

1. In response to emergency and imminent public safety issues, SPD and the City Attorney's Office (CAO) will take immediate action without prior CCT communication. Information will be provided to CCT as appropriate and without endangering ongoing investigations or operations.
2. If ongoing negotiation with the licensee is appropriate, the CAO Precinct Liaison will take the lead on discussions or intervention, and will advise OED/DEA if technical assistance is required.
3. Issues will be summarized by Precinct Liaison and brought to CCT at next scheduled meeting, and any additional action prescribed by Policy Team.

Liquor License Objections

1. CCT members review renewals and new applications.
2. CAO Precinct Liaison drafts objection letters and submits drafts to the Policy Team, who, by consensus makes the decision whether to object. If consensus cannot be achieved, the Mayor will make the decision.
3. If negotiation with the licensee is appropriate, the CAO Precinct Liaison will take the lead on discussions relating to objections. FAS and OED will take the lead in providing any technical assistance. If the licensee retains a lawyer, all contacts must be through the CAO. The CCT will decide which is which.
4. Letters are signed as follows:
 - a. All objection and revocation letters - SPD Chief or Assistant Chief
 - a. Emergency Suspension – Mayor