



Legislation Details (With Text)

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**Title:** Committee update on tobacco license compliance checks.

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1/16/2024	1	Committee of the Whole	(INFORMATION ONLY)	
1/2/2024	1	Rules, Administration, and Procedure	discussed and filed	

**TO:** Rules, Administration and Procedures Committee

**FROM:** City Staff

**DATE:** December 28, 2023

**SUBJECT:**

Committee update on tobacco license compliance checks.

**PURPOSE:**

To update the Rules, Administration and Procedures (RAP) Committee on the process/procedure related to compliance checks by the Aurora Police Department (APD) and newly licensed tobacco establishments.

**BACKGROUND:**

In November of 2023, staff introduced an amendment to Chapter 13 regarding Tobacco. The amendment sought to make the process for addressing items identified in applicant's background checks mirror that of what is in liquor section of the code. During the presentation the RAP Committee had questions regarding compliance checks by the APD. This memo seeks to address those questions.

Representatives from the Finance Department (Revenue & Collections), Law Department and the Mayor's Office met with the APD to discuss the process for compliance checks for new businesses in early December.

**DISCUSSION:**

The city code vests the responsibility for license administration in the Finance Department. The manager of Revenue & Collections (R&C) serves as the License Administrator for several city-issues licenses, including tobacco/alternative nicotine, video gaming, mobile food units, taxi cabs and

amusement devices to name a few. Liquor licenses are managed by the city's Deputy Liquor Commissioner, the City Clerk. R&C is under new leadership and is working to update legacy processes and procedures, including communication with city departments/divisions.

In the meeting with APD, it was discovered there was no set process for communicating newly licensed tobacco/alternative nicotine establishments with the police department. APD conducts regular compliance checks on a quarterly basis and responds to complaints on an as-needed basis. It was determined that it would be most efficient for R&C to send the list of newly licensed establishments to APD on a quarterly basis. APD will then prioritize visiting the new businesses in the next round of compliance visits.

Any businesses not in compliance will be subject to more frequent visits by APD, and the law department will provide orders from the hearings to the PD and the Aldermen's Office for awareness as well.

The discussion was beneficial and established a straightforward process of communication between the APD and the city license administrator.

**IMPACT STATEMENT:**

No action is required as this is just a staff report.

**RECOMMENDATIONS:**

N/A.

cc: Rules, Administration and Procedures Committee