



2019 FEB 26 PM 4:15
OFFICE OF THE
SECRETARY

MURIEL BOWSER
MAYOR

FEB 26 2019

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

Pursuant to section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law § 2-142; D.C. Official Code § 1-523.01) and section 3 of the Office of and Commission on Nightlife and Culture Establishment Act of 2018, effective December 13, 2018 (D.C. Law 22-191; D.C. Official Code § 3-662), I am pleased to nominate the following person:

Shawn Townsend
400 Galloway Street NE
APT 319S
Washington, DC 20011
(Ward 5)

for appointment as the Director of the Office of Nightlife and Culture, to serve at the pleasure of the Mayor.

Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser".
Muriel Bowser



Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

Chairman Phil Mendelson, at the request of the Mayor, introduced the following resolution,
which was referred to the Committee on _____.

To confirm the appointment of Shawn Townsend as the Director of the Office of Nightlife and
Culture of the District of Columbia.

RESOLVED, BY COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution
may be cited as the "Director of the Office of Nightlife and Culture Shawn Townsend
Confirmation Resolution of 2019".

Sec. 2. The Council of the District of Columbia confirms the appointment of:

Shawn Townsend
400 Galloway Street NE
APT 319S
Washington, DC 20011
(Ward 5)

as the Director of the Office of Nightlife and Culture, in accordance with section 3 of the Office
of and Commission on Nightlife and Culture Establishment Act of 2018, effective December 13,
2018 (D.C. Law 22-191; D.C. Official Code § 3-662), and in accordance with section 2 of the
Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-
523.01 (2017 Supp.)), to serve at the pleasure of the Mayor.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution,
upon its adoption, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

Shawn J. Townsend

MISSION

"To ensure the District of Columbia sustains a thriving Nightlife & Cultural community, while promoting a safe and desirable nightlife experience inclusive for all."

EDUCATION

Bachelor of Arts in Journalism & Mass Communications, 2005

New Mexico State University – Las Cruces, New Mexico

SKILLS

- Strategic Planning
- Organizational Development
- Relationship Management
- Public Safety & Security
- Constituent Services
- Investigative Techniques
- Project Management
- Regulatory Compliance
- Community Integration
- Community Outreach

PROFESSIONAL EXPERIENCE

D.C. Alcoholic Beverage Regulation Administration (ABRA), Washington D.C.,
Supervisory Investigator, July 2018 – Present

HIGHLIGHTS

- **Public Outreach & Engagement:** Engage with residents, local businesses, and District agencies to mitigate concerns related to activity at or near alcohol-licensed establishments. Attends community meetings to respond to resident concerns on behalf of the Agency. Conduct neighborhood walk-throughs with community/business/government stakeholders to assist with identifying potential issues related to ABRA establishments.
- **Project Management:** Manages and provides regulatory guidance to the investigative staff within the Agency's Enforcement Division. Plans and directs investigations to develop facts with supporting documentation in response to public protest of an ABRA establishment's ABC License; citizen complaints; MPD referrals (Assaults, Sexual Harassment, Homicides, Public Safety, etc.); the sale of alcoholic beverages to minors, and additional violations of Title 25 of the D.C. Official Code and Title 23 of the DCMR.
- **Relationship Management:** Serves as a liaison to District Government, Federal Government, and other government entities regarding mutual interests of concern related to ABRA establishments. Provides recommendations for regulatory compliance and public safety improvements.

KEY DUTIES

- Assists the Agency's Chief of Enforcement with the overall planning, coordinating, and implementation of District funds allocated for the Enforcement Division.
- Conducts performance evaluations of the Enforcement Division, and provides recommendations for process improvement.
- Reviews, edits, and tracks investigative reports submitted to the Alcoholic Beverage Control (ABC) Board.
- Manages and tracks stats of the Agency's Noise Task Force efforts to curve noise violations at/near ABRA establishments.
- Tracks and maintains monthly performance stats for the Agency's Enforcement Division.
- Responds to resident complaints and inquiries from D.C. Council and the Executive Office of the Mayor (EOM) regarding Agency enforcement.
- Serves as the Agency's Hotline point of contact (Sunday-Thursday) for resident complaints and notifications from other regulatory agencies regarding ABRA establishments, and responds as needed.

D.C. Alcoholic Beverage Regulation Administration (ABRA), Washington D.C.,
Investigator, February 2014 – July 2018

HIGHLIGHTS

- **Regulatory Compliance:** Conducted routine Regulatory Inspections of ABC licensed establishments to ensure compliance with D.C. Official Code Title 25 and D.C. Municipal Regulations Title 23 (Rotating Shift).
- **Investigative Techniques:** Conducted an investigation into a stabbing that occurred at an alcohol-licensed establishment in the District. During the course of the investigation, an employee of the establishment attempted to bribe the investigator. The employee was arrested, found guilty of Attempted Bribery, and the establishment's alcohol license was later revoked by the ABC Board. D.C. Official Code §25-823(a)(9) was created as a result of this investigation.
- **Public Safety & Security:** Successfully conducted joint investigations with the Metropolitan Police Department (MPD), the Department of Regulatory and Consumer Affairs, and Fire & EMS (FEMS) regarding cannabis/marijuana events hosted at ABRA establishments. Cases resulted in MPD arrests, infraction notices, and ABC License revocations. Conducted security assessments of ABC licensed establishments as ordered by the Alcoholic Beverage Control Board, and provided public safety tips to Licensees.
- **Community Outreach:** Conducted year-round Sale to Minor (STM) Compliance Checks at alcohol-licensed establishments in the District to monitor compliance with D.C. Alcohol Laws & ABRA Regulations. Conducted alcohol awareness outreach at local universities through the Agency's D.C. Double Check Program.

KEY DUTIES

- Prepared extensive and accurate investigative and protest reports containing sufficient information related to findings and conclusions of an investigation.
- Conducted surveillance and initiated undercover operations of selected ABC establishments.
- Offered testimony to the ABC Board related to observations made, investigative actions taken, and statements made in an investigative report.
- Conducted Final Inspections of ABC establishments prior to the issuance of an ABC License.
- Enforced ABC regulations during special events, such as festivals and street fairs, identify issues, and recommended appropriate action.
- Conducted background investigations of applicants for ABC licenses to ensure their suitability for licensure.
- Examined and audited records of purchase, inventory, payments, and import permits for violations of credit and import regulations of alcohol-licensed establishments.

District of Columbia Office of Police Complaints (OPC), Washington D.C., Investigator, January 2013 – February 2014

- Planned, organized, and conducted investigations of complaints by citizens against members of the Metropolitan Police Department (MPD) and D.C. Housing Authority Police (DCHAP) by collecting and reviewing evidence, drafting interview questions, conducting interviews, field canvassing, taking sworn statements from civilians and witness officers, requesting/retrieving various pertinent documents for further examination, and preparing case files for the United States Attorney's Office.
- Attended community outreach events designed to disseminate information related to the Agency and its functions.

District of Columbia Public Schools / Office of School Security, Washington D.C., Investigator, January 2010 – January 2013

HIGHLIGHTS

- **Investigative Techniques:** Conducted investigations into allegations of Sexual Harassment, Fraud, Bribery, Conflict of Interest, Corporal Punishment, and other offenses in which deception occurs within DCPS involving employees and students. Provided recommendations to the Agency's General Counsel.
- Conducted an investigation involving staff members and students. Concluded by reporting that a teacher admittedly stole a D.C. Comprehensive Assessment System (CAS) Test Booklet. This discovery prevented DCPS from spending approximately \$1M to replace test booklets.
- **Public Safety & Security:** Collaborated with the Metropolitan Police Department (MPD) to ensure safety of children during school based activities. Worked in conjunction with MPD to resolve complex case matters. Coordinated and conduct security assessments of recently renovated and/or new schools.

- **Community Outreach:** Conducted Corporal Punishment Awareness presentations to community stakeholders, parents, and teachers.
- **Project Management:** Assisted with the development and daily maintenance of the Investigative Division's database for the efficient tracking of incident reports and investigations. Assigned, monitored, and reviewed investigations in the absence of the Chief Investigator.

Palmetto Strategy Group LLC, Charleston, S.C.

Business Development Consultant/Political Strategist, January 2006 – December 2009

HIGHLIGHTS

Seven Café Restaurant & Lounge

- Developed start-up idea into a coherent business plan.
- Optimized restaurant/bar design.
- Oversaw daily operations.
- Led the creation of an information system to automate paper-based and time intensive processes.
- Trained and on-boarded new staff and provided quality control.

Heyward Consulting

- Represented clients before governmental bodies at the local, state, and national levels.
- Analyzed trends in the state budget and governance and provided recommendations to public officials that provided support to clients.



Office of Mayor Muriel Bowser
John A. Wilson Building | 1350 Pennsylvania Ave, NW, Suite 300 | Washington, DC 20004

Shawn Townsend



Shawn Townsend was appointed by Mayor Muriel Bowser as the District of Columbia's first Director of the Mayor's Office of Nightlife and Culture in Washington, D.C.

Mr. Townsend most recently served as a Supervisory Investigator at the Alcoholic Beverage Regulation Administration (ABRA), in Washington D.C., where he led a team of six investigators. He has extensive knowledge and work experience engaging with nightlife establishments to resolve challenges and leading business training and engagement opportunities.

Prior to becoming an investigator at ABRA in 2014, Mr. Townsend worked as an investigator at the DC Office of Police Complaints as well as at the District of Columbia Public Schools. Before joining DC Government, Mr. Townsend was instrumental in launching and managing a bar and lounge in Charleston, South Carolina; through this experience, he gained an inside knowledge of the nightlife industry.

A Ward 5 resident, Mr. Townsend received a Bachelor of Arts in Journalism and Mass Communications from New Mexico State University.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

To: Alana Intrieri, Steve Walker
From: Betsy Cavendish
Date: January 14, 2019
Subject: Legal sufficiency review of Resolution nominating Shawn Townsend as Director of the Office of Nightlife and Culture

This is to Certify that this office has reviewed the above-referenced legislation and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call me at 202-724-7681.

A handwritten signature in black ink that reads 'Elizabeth A. Cavendish'. The signature is written in a cursive style.

Elizabeth Cavendish