



## MEMORANDUM

TO: Robert Klein, Chair and  
Members of the Board

DATE: November 22, 2016

FROM: Cynthia Franklin, Director

RE: Director's Report

### Licensing Section

The Licensing Section has begun processing renewal applications. On November 1, 2016, Sarah Oates, Program Coordinator, sent renewal notices and new renewal application forms to nearly 1000 licensees. Licensees must use the renewal forms sent to them by Ms. Oates. The notice contains detailed instructions and each section of the application form has its own instructions. Shilo Senquiz has been working on new and transfer liquor license applications on her own, with help here and there from Ms. Oates. Craig Douglas and I have taken over permit processing to free up Ms. Senquiz's time so that she can work on license applications. For renewal processing, the licensing team is all hands on deck.

### Enforcement Section

Enforcement has been quite busy inspecting new and newly transferred marijuana and liquor licensed establishments. The team continues to meet its stated goal of having an investigator in person present for inspection of every new marijuana establishment.

Longtime ABC Investigator Rich Finney from our Fairbanks office announced his retirement effective November 30, 2016. Rich had the most longevity of any AMCO employee and we appreciate his experience on the job. We wish Rich the best in retirement.

### Administration Section

Craig Douglas brought us to the finish line of the 16<sup>th</sup> floor remodel project for AMCO. The licensing and administrative teams, along with the director have reoccupied Suite 1600 and the enforcement team has moved into Suite 1610 right next door and with a connecting doorway to the main office. One of the biggest benefits of the remodel is our new conference room, which will allow licensees to meet with examiners here on 16 without having to stand in the hall.

The administrative team is now performing the administrative tasks for new, transfer and renewal liquor license applications. Joe Samaniego is setting up the renewals, making sure they are entered on the renewal spreadsheet, printing the CBPL page and other administrative tasks, while Naomi is doing the same on new and transfer licenses. This is helping the licensing team look at more applications in a day than if they were also setting up the application file. Many thanks and kudos to Joe and Naomi for stepping up and helping out!



### **AMCO's New Local Government Specialist**

AMCO's new Local Government Specialist IV began work on December 1, 2016. The AMCO team welcomes Jed Smith. Jed had an excellent reputation in his previous position as a Local Government Specialist for the Division of Community and Regional Affairs. We look forward to putting Jed to work. Jed reports to the Program Coordinator, Sarah Oates.

In addition to education issues and responding to questions, the AMCO LGS will take on the regulations projects. We currently have one ABC regulations project and six MCB regulations projects out for written public comment until January 13, 2016. We will give Jed plenty of projects to cut his APA teeth on.

### **Title 4 Stakeholders Group and Director Presentations**

The Title 4 stakeholders group is continuing to meet with Senator Micciche to finalize language of the rewrite bill for Title 4. This has been a very long process and we are optimistic that the Senator will help us get the revisions passed in a manner that the group agreed upon.

The Director presented at the Alaska Municipal Attorneys Association's annual meeting in Anchorage on November 14, as well as the Municipal Clerk's Association meeting and the Municipal Planners Association meeting. On November 18, I provided a refresher presentation on club licenses at the Elks annual all chapter meeting in Anchorage.