



## MEMORANDUM

TO: Robert Klein, Chair, and Members of the ABC Board      DATE: September 5, 2017  
FROM: Sarah Oates, Program Coordinator      RE: Licensing Report

### Agenda Closing Date

In order to be on the November, 2017 meeting agenda, applicants who have received incomplete letters must submit all corrections and complete documents by close of business **October 27, 2017**. Any other persons who wish to have documents included in the Board packet must also have them submitted by this deadline. Applications on this agenda were completed by August 25, and comments included in the Board packet were submitted by that date.

### Staff Updates and Workloads

As Director McConnell has already mentioned, our office has been operating with a skeleton crew. As of today's date, we have six vacant staff positions, four of which are licensing positions. I returned from my maternity leave on August 7. During the majority of the two months that I was gone, the licensing team had only one examiner whose time was solely dedicated to processing alcohol licensing work. Our administrative officer has stepped in on numerous occasions to help with processing permit applications, and I have been processing liquor license applications with my team. Response times for telephonic or email inquiries have slowed down as a result of us being understaffed.

### Email Notifications

In response to the Board's request to have increased communication with licensees and members of the public regarding proposed regulations projects, application deadlines, and Board meeting dates, I have been working with department staff to have a new email address and online sign-up created for persons who wish to receive these types of notifications. Although the sign-up isn't yet live, we hope to have this new email up and running by the November Board meeting.

### Proposed Regulation Project

The application fee of \$100 for each new or transfer application and \$200 each renewal application (set forth in 3 AAC 304.105(d)) is intended to cover the administrative costs of processing license applications, as this is the only fee that does not get forwarded to a local governing body. However, the costs of staff time to process these applications, particularly new and transfer applications, far exceeds what is collected in these fees. The Board might want to consider opening a regulation project to increase these fees, as they have not been changed in decades.