



MEMORANDUM

TO: Alcoholic Beverage Control Board DATE: September 10, 2019

FROM: Mikal Martin, Records and Licensing RE: Licensing Report
Supervisor

Waiver of Minimum Operating Requirements and Minimum Operations

Please be reminded that any license that is not operated for the minimum 240 hours in a calendar year is required to submit a waiver of operations. If the waiver is submitted "too late for board consideration at its last meeting of the calendar year for which waiver is requested" a \$1,000 late fee will be assessed in addition to the waiver fee. That means that this year, completed waivers including fees are due by no later than October 25th to avoid the late fee.

If the license was only operated to meet the minimum 240 hours, all of the documentation required by 3 AAC 304.170(j) must be submitted.

Alcohol Renewals

Alcohol renewals are required to be sent out by no later than November 1st of each year. However AMCO has been working to send out renewal applications earlier to give licensees more time to complete their applications. Last year they were sent out on September 24th and staff is working to send them out around that time this year. Starting on October 1st, any transfer application submitted will be required to include a renewal application for the transferring license to be deemed complete.

Renewal applications will be mailed to the current mailing address on file for each license that is due to renew during this renewal cycle; licensees are required to keep a valid mailing address on file with our office. If you are unsure if the mailing address on file with AMCO is current, please contact us to confirm.

If an email is provided on the application for renewal, this email address should be closely monitored **including the junk folder** in case corrections or additional documents are required to complete the renewal. All licensees who does not provide an email on their renewal application will be mailed any correction requirements which may delay the renewal process due to mailing times. Licensees are required to submit all corrections and documents to complete their application by the deadline in their incomplete letter. In order to avoid potential late penalties or expiration for failure to renew in a timely manner, I am urging applicants to

monitor their renewal process closely and respond promptly to any correspondence from the AMCO office.

As of the date of this report (8/30/2019) there are 948 licenses that will be required to renew this cycle. I strongly recommend that all licensees submit their renewals as soon as possible in order to allow the maximum amount of time to complete any corrections deemed necessary to their application(s).

I would like to remind licensees that they are not required to mail their applications in. Applications may be submitted via email to alcohol.licensing@alaska.gov, except for fingerprints and payments. As a reminder, do NOT send your credit card information via email. Instead, if you wish to pay via credit card please either provide a phone number at which to reach you so that AMCO staff can call for payment or provide a mailed copy of form AB-31 Credit Card Payment Form. As always, if there are questions regarding the renewal or any other licensing process, please contact the above email or call 907-269-0350 and follow the alcohol licensing prompts.

Permit Application Statistics & Information

There have been 294 permit applications submitted in June and July of this calendar year with 270 permits being issued so far. 184 of these permits were Caterer's Permits, 70 were Special Events Permits, 9 were Restaurant Caterer's Dinner Permits, 6 were Wine Auction Permits, and 2 were Club License Caterer's Permits.

Alcohol License Application Statistics

There have been 20 new license applications and 23 transfer license applications received in July and August of this year, for totals of 99 new and 89 transfers received in the 2019 calendar year. There are approximately 14 new license applications and 14 transfer applications deemed complete to be considered on this agenda.