



## MEMORANDUM

TO: Alcoholic Beverage Control Board

DATE: October 15, 2020

FROM: Carrie Craig, Records and Licensing  
Supervisor

RE: Licensing Report

### Staff Changes

On September 28<sup>th</sup>, we received a notice of resignation from TJ Zielinski and his last day was October 9<sup>th</sup>. TJ worked primarily with marijuana applications and his knowledge and dedication will be missed by all.

The vacant Occupational Licensing Examiner position was posted to Workplace Alaska on October 7<sup>th</sup> and will close on October 20<sup>th</sup>.

Randi Baker, our senior alcohol examiner will begin learning the marijuana application processes and regulations. Olivia Frank and Nate Hall will continue processing alcohol license applications.

### Alcohol Application Statistics

There are approximately 920 licenses that are due to renew for the 2021-2022 cycle. Alaska Statute 04.11.270 requires renewal applications be mailed to the mailing address on record no later than November 1<sup>st</sup>. However, with the hard work of AMCO staff, those applications were mailed to licensees on October 1<sup>st</sup> and 2<sup>nd</sup>. A new feature this year is that blank renewal applications and the supplemental forms are available for downloading on our website.

Licensees may have already noticed some changes to the renewal application this year. We have decided not to include the pre-populated areas on the forms. This change was made because we are always striving to find ways to streamline the processes and to keep it as simple as possible for all parties. For example, instead of having 6 different renewal applications, we now have two – one General Renewal and one Package Store Renewal. The only difference between the two is Section 2 in regard to the written orders for package stores. That said, we have already identified some areas for improvement for the next renewal season, such as including a fee schedule with the cover letter.

All submitted applications should either be emailed, mailed or they can be dropped off in our new drop box outside our office. If the application is determined to be incomplete, an examiner will attempt to contact the licensee by telephone or email. If unsuccessful, an "incomplete letter", which details what corrections are necessary, will be emailed to the contact email provided on the application. Licensees should monitor both their regular email and their junk/spam email folders. If there is no email provided, the letter will be mailed. As a reminder, all applications are reviewed and processed in date order.

There are 8 new applications, 31 transfer applications and 8 renewal applications to be considered on this agenda.

### Permit Application Statistics & Information

Since August 1st, we have received approximately 53 permit applications for events around the state. Out of

those applications, staff has issued about 46 permits. All counts are approximate and will change by the time this report is read into the record.

I would like to remind licensees that licensing questions/concerns/applications may be submitted via email to [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov), except for fingerprints and payments.

Permit questions/concerns/applications may be sent to [amco.permits@alaska.gov](mailto:amco.permits@alaska.gov) or you may call 907-269-0350 and follow the necessary prompts.

AMCO staff is working diligently to keep wait times as short as possible, but please keep in mind that applicants may experience a longer waiting period due to the current renewal season as well as the Covid-19 pandemic.