



MEMORANDUM

TO: Alcoholic Beverage Control Board

DATE: December 28,
2020

FROM: Carrie Craig, Records and Licensing
Supervisor

RE: Licensing Report

2020 has been a challenging year with the pandemic, adjusting our office procedures and policies to allow for staff and licensee's safety, and staffing changes all while struggling to keep up with our day to day work. Everyone at AMCO has shown resilience, creativity, they have maintained their flexibility and have gone far above and beyond to continue providing aid to both the alcohol and the marijuana industries.

Staff Changes

Unfortunately, we were unable to successfully fill the vacant Occupational Licensing Examiner position therefore we will be reposting the position.

Randi Baker, has begun her training with Jacqlene Drulis in the marijuana application processes and regulations. Olivia Frank and Nate Hall will continue processing alcohol license applications.

Alcohol Application Statistics

Renewals

There are approximately 920 licenses that are due to renew for the 2021-2022 cycle. To date, we have received approximately 590 renewal applications.

For comparison, last year at this time, our office had received 734 renewal applications out of a total of 948 that were required to renew.

In the spirit of community-based licensing, a reminder email was sent to all licensees who had not submitted their required renewal application as of December 9th. The email contained information about the December 31, 2020 deadline and penalty fee if submitted after that date, a link to our website where the application and supplemental documentation could be downloaded, a list of the appropriate fees, our email and mailing address. After this email was sent, our office has been experiencing an increase of renewal questions, concerns and applications by licensees.

Expiration warning letters will be sent via mail and email on or before February 15, 2021 in accordance with AS 04.11.550. However, the statute clearly says that failure to mail the letter by the 15th does not waive the requirement that the application for renewal be filed by February 28th.

New/Transfer Applications

Within the calendar year 2020, there have been a total of 169 new and transfer applications submitted for processing. 137 of those applications have been deemed complete by an examiner.

For comparison, in 2019 AMCO received 264 new and transfer applications and 234 of those were deemed complete.

Permit Application Statistics

At the time of this writing, AMCO received 407 permit applications and out of that total, issued approximately 370.

For comparison, 1541 permit applications were submitted to our office and we issued approximately 1480 permits.

Reminders

Any 2021/2022 renewal application that is postmarked, emailed, or dropped in AMCO's drop box in Anchorage after 11:59 pm on February 29, 2021 will result in expiration of the liquor license.

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.

Licensing questions/concerns/applications may be submitted via email to alcohol.licensing@alaska.gov, except for fingerprints and payments, or you may call 907-269-0350 and follow the necessary prompts.

Permit questions/concerns/applications may be sent to 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.