



MEMORANDUM

TO: Alcoholic Beverage Control Board DATE: September 8, 2022
FROM: Carrie Craig, Records and Licensing Supervisor RE: Licensing Report

Staff Changes

Marijuana examiner, Oliva Frank, submitted her resignation on August 2nd. The position had been posted and it closed at 5:00 pm September 15th. We anticipate interviewing candidates after these board meetings and our goal is to have two new examiners onboarded no later than the end of October, which is perfect timing to begin learning the alcohol renewal processes.

Amid the growing backlog of marijuana applications, and a massive amount of marijuana renewal intake to process with their expiration deadline looming over us, staff unanimously declared “all hands on deck”. Nathan Hall, Maya Ali and even the director sacrificed a few Saturdays to complete the renewal intake ahead of the deadline. Maya and her assistant Christel Brito, processed all the renewal payments. Audrey Saylor scanned all the physical paperwork that had been submitted into the appropriate folders. Nathan, myself and the director focused on logging the information into the marijuana tracking queue and database.

Additionally, Acting Program Coordinator, Jane Sawyer, began cross-training the other examiners, along with myself and the director, on the process of the reviewing of various marijuana applications. One of AMCO’s goals is to have every examiner knowledgeable in all statutes, regulations and the processing of alcohol and marijuana documents.

I know I said this at our last meeting, but it bears repeating: big thanks to the Licensing and Admin staff for their hard work, dedication and excellent sense of humor over the last few months.

Alcohol License Application Statistics

Renewals

It’s renewal season in a few short weeks and this year there are 907 licenses to be renewed. By the time of this meeting, I will have sat down with our Acting Program Coordinator, Jane Sawyer, to brainstorm ways we can make this process less painful for both the licensees and staff by making significant changes to the forms. I anticipate sending the updated applications out to everyone the first week of October, so licensees should watch their mailboxes shortly thereafter.

New/Transfer Applications

Since January 1, 2022 to the date of this report, we have received a total of 168 new and transfer applications. At our previous meeting, I reported 141 had been received. For comparison, in 2021 AMCO received 139 new and transfers within the same timeframe. Currently there are less than 5 of these applications in the queue waiting for review by an examiner.

On today’s agenda, you will see there are approximately 55 new and transfer applications for the board’s consideration.

Permit Application Statistics

In addition to managing the front desk, phones and walk-ins, Jennifer has continued to be very busy with permit applications. Since our last board meeting in June to the date of this report, AMCO received 271 permit applications and

out of that total, issued approximately 246 permits.

In 2019, pre-pandemic and during the same timeframe as above, we had received 312 applications and issued 299 permits.

Bits and Pieces

Enforcement has now taken on the review process for AB-14's which are the licensed premises diagram change forms, as well as the marijuana equivalent, but licensees should note that they will need to obtain local governing body approval prior to submitting the form and payment to AMCO.

If an applicant or licensee has significant questions or requires detailed assistance regarding their application documents, I strongly urge them to call or email our Anchorage office and schedule a one-on-one appointment with an examiner. Staff is always ready to assist walk-ins with quick questions; however, they will not be able to deem an application complete at that moment – that happens later after a thorough review and the applicant will be notified.

The holidays are approaching quickly and licensees should be reminded that permit applications must be submitted to us at least 5 business days in advance of the event after obtaining local law enforcement approval. Special event permits, which are applied for by non-profit agencies, must submit the permit application 10 business days in advance of the event. AMCO is aware there have been some delays with law enforcement reviewing and signing the permit forms, so I would encourage licensees to plan accordingly.

In case licensees were not aware, our office will accept digital signatures and notaries.

Reminders

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 continues to work diligently to keep wait times as short as possible.