



MEMORANDUM

TO: Robert Klein, Chair, and Members of the ABC Board DATE: November 6, 2017
FROM: Sarah Oates, Program Coordinator RE: Licensing Report

Staff Updates and Workloads

As Director McConnell has already mentioned, two new Occupational Licensing Examiners, Anthony "TJ" Zielinski and Carrie Craig, will begin working with us on November 16. Throughout the renewal season, they will be working exclusively on liquor license renewal and permit applications, as we expect these items to take up the majority of the licensing team's time during that period.

License Renewal Applications

On October 31, 2017, we mailed out 965 license renewal applications to all licensees who hold 2016/2017 licenses. We have already had a number of them returned as undeliverable due to outdated/invalid mailing addresses, and our administrative team has gone above and beyond by reaching out to those licensees and requesting updated mailing addresses.

Delegation of First and Second Waiver Applications

During its September 13, 2017 meeting, the ABC Board mentioned the idea of delegating to the director the authority to approve first and second applications to waive the operating requirements set forth in AS 04.11.330. As you can see, there are eleven applications for first and second waivers on this agenda, and with renewal season in full-swing, we anticipate receiving at least that many between now and the January Board meeting. If it is the Board's desire to delegate this authority to the director, we would request that this be done by means of a formal vote on the record.

Proposed Regulation Project

Currently, 3 AAC 304.175(e) states that *"An application for the transfer of a liquor license received after October 1 of the year in which the license expires must be accompanied by an application to renew the liquor license."*

However, AS 04.11.270(b)(1) states that *"...on or before November 1, the director shall mail a renewal application to each licensee whose license, unless renewed, will expire on December 31 of that year..."*

Due to our massive workloads and staffing issues in recent years, renewal applications have not been sent out until on or immediately before November 1. This means that licensees who submit transfer applications from October 2-31 require special renewal applications to be created for them, which can be a burden for our staff. I am asking the Board to consider opening a regulation project to change the month from October to November in 3 AAC 304.175(e), to bring it in alignment with AS 04.11.270.