



MEMORANDUM

TO: Board Chair and Members of the ABC Board DATE: October 15, 2018

FROM: Sarah Oates, Program Coordinator RE: Licensing & Education Report

Staff Updates and Workloads

The licensing unit currently has two vacancies – the licensing Administrative Assistant (AAI) position and an Occupational Licensing Examiner (OLE) position. The former licensing AAI, Campbell Anderson, transferred to our administrative unit and has generously continued to process permits and assist with license application intake while we recruit to fill the vacancy. The OLE vacancy is due to the promotion of former examiner Mikal Milton to the Records & Licensing Supervisor position. She now oversees our licensing team and has been training with me over the past few weeks on procedures for board meeting preparation and alcohol license renewal preparation. Interviews were conducted for the AAI last week, and interviews will be conducted for the OLE position this Friday.

Alcohol License Renewal Applications

On Monday, September 24, our team mailed out 909 license renewal applications. Very few of those were returned to us as undeliverable, and our team has reached out to the licensees for those that have. So far, we have received 59 renewal applications.

As a reminder, I strongly encourage licensees – in the best interests of all – to submit their renewal applications as soon as possible, in order to provide examiners adequate time to review applications and licensees adequate time to submit any necessary corrections.

Any licensee who provides a contact email address should monitor that email inbox and junk folder, in case an incomplete letter is sent by a licensing examiner that requests corrections to the application. A licensee will be required to submit all corrections to complete an application by the deadline provided in an incomplete letter, in order to avoid potential late penalties or license expiration for failure to renew in a timely manner.



Education and Outreach

Local Government Specialist Jed Smith will be providing training to all interested participants during today's 1:00pm lunch break regarding the license renewal application process. The training will include a highlight of form changes since the previous renewal period, a review of the top mistakes that license examiners see on applications (which can cause delays), tips and tricks for a smoother renewal process, and a Q&A session. The goal is to provide clear expectations of licensees and AMCO staff, and to reduce confusion about renewal processes and timelines.

Neon-colored postcards like the one below were mailed out to all licensees who are due to renew this year. Information regarding additional training opportunities and reference materials will be posted to AMCO's website.

Questions about the alcohol license renewal process?

License renewal season is upon us and there are a number of changes to the process this year. Our team wants to help you be prepared!

AMCO will host an overview of the changes and a question and answer session during the lunch break at the upcoming Alcoholic Beverage Control Board meeting at 145 Main Street Loop in Kenai on **October 15**.



The logo for the Alcoholic Beverage Control Office (AMCO) of the State of Alaska, featuring a circular design with the text "ALCOHOL & MARIJUANA CONTROL OFFICE" and "AMCO" in the center.

If you have questions, please contact Jedediah Smith
(907) 334-2195 or jedediah.smith@alaska.gov

Additional training opportunities will be provided in the coming weeks. Please check our homepage for more info.
<https://www.commerce.alaska.gov/web/amco>

Shared Licensed Premises Spaces for Multiple Licenses/Licensees

The licensing team has recently received numerous applications for licenses that share licensed premises areas in two different scenarios, neither of which is clearly permitted nor prohibited in current law. Each of the two scenarios is logical in an operational sense, but staff would like clear guidance from the Board regarding each.



Scenario 1:

A licensee applies for multiple manufacturing licenses (brewery, winery, distillery) that share many, or all, licensed premises areas with each other. The same equipment could be used to produce both cider – which requires a winery license – and beer, and distillers may choose to use house-made beer as a base for the production of spirits. Production, packaging/bottling, storing, and tasting of all manufactured goods could efficiently take place in shared spaces between the various manufacturing license types.

Scenario 2:

Two different licensees apply for wholesale licenses in the same warehouse. The licensees hold joint right of possession over the property, and the licensed premises diagrams include a shared space for sorting, temporary storage, an shipping of inventory.

2018 Licensing & Education Statistics as of October 8, 2018

Alcohol licensing emails received/sent:	48,447
Alcohol event permit applications:	1,122
Alcohol new/transfer applications:	275
Alcohol renewal applications:	1,030
Marijuana licensing emails received/sent:	31,695
Marijuana new/transfer applications:	167
Marijuana renewal applications:	213
Local government/education emails:	17,243