



MEMORANDUM

TO: Alcoholic Beverage Control Board

DATE: January 21, 2020

FROM: Carrie Craig, Records and Licensing
Supervisor

RE: Licensing Report

Staff Changes

On December 16, 2019, I stepped into the role as the new Records and Licensing Supervisor after Mikal Martin submitted her resignation. I have been with the AMCO team for just over two years as an Occupational Licensing Examiner. Mikal is a hard act to follow and her dedication, knowledge and drive is sorely missed by staff.

A hiring committee has interviewed multiple individuals for the Occupational Licensing Examiner position I vacated and as of January 8, 2020, we offered the job to Olivia Frank and she has accepted. Her start date is January 27th. Ms. Frank comes from the Division of Motor Vehicles with experience reviewing and processing applications while maintaining compliance with Alaska statutes and regulations. She will be a great asset to our team.

Currently, licensing examiner Randi Baker is focusing primarily on renewal applications and licensing examiner John Church is continuing to process both renewal and new/transfer alcohol applications.

Alcohol Renewals

There were approximately 948 licenses required to renew this cycle and as of the date of the drafting of this report approximately 827 have been received in our office. 449 renewal applications have been completed to date and 386 of those applications are to be considered in this agenda.

Because all 2018/2019 liquor licenses expire on February 28, 2020, we will only be issuing temporary licenses to those licensees whose application has been deemed complete on or after January 6, 2020 by an examiner. The temporary will allow the licensee to operate after February 28, 2020, while the renewal application is awaiting final approval from the ABC Board and applicable authorities.

Any application that is postmarked, emailed, or brought into the AMCO office after close of business on December 31, 2019, will be assessed a \$500.00 late fee in addition to the regular renewal fees, as set forth under AS 04.11.270(b)(3). Any incomplete application or any license application and required fees not postmarked or received in AMCO's Anchorage office by February 28, 2020, will result in expiration of the liquor license, as set forth under AS 04.11.540.

I would like to remind licensees that they are not required to mail their applications in. Applications may be submitted via email to alcohol.licensing@alaska.gov, except for fingerprints and payments. As a reminder, do NOT send your credit card information via email. Instead, if you wish to pay via credit card please either provide a phone number at which AMCO staff can call for payment or provide a mailed copy of form AB-31 Credit

Card Payment Form. As always, if there are questions regarding the renewal or any other licensing process, please contact the above email or call 907-269-0350 and follow the alcohol licensing prompts.

Permit Application Statistics & Information

Within the calendar year 2019, there have been 1,542 permit applications submitted and 1,502 permits were approved and issued.

As of the date of the writing of this report, our office has received approximately 22 permit applications and 5 have been approved beginning January 1, 2020.

Alcohol License Application Statistics

Within the calendar year 2019, there have been 131 new license applications and 132 transfer license applications. There are approximately 13 transfer and 18 new license applications to be considered in this agenda.

As of the date of the writing of this report, our office has received 3 transfer applications and 3 new license applications beginning January 1, 2020.