



## MEMORANDUM

TO: Alcoholic Beverage Control Board

DATE: March 31, 2020

FROM: Carrie Craig, Records and Licensing  
Supervisor

RE: Licensing Report

### Staff Changes

January 27<sup>th</sup>, 2020 was Olivia Frank's first day at the AMCO office. Since that day, she has trained with John Church and Randi Baker and quickly mastered the art of processing renewal applications.

Ms. Baker and Ms. Frank will be working with Mr. Church on learning the new and transfer application processes as well as the review of change documents such as the License Premises Diagram Change, Business Name Change, Change of Officers, Offsite Storage applications etc.

Unfortunately, we have received notice that Mr. Church will be leaving AMCO mid-April. I know that I speak for all the staff that he will be missed terribly, and we have sincerely enjoyed working with him. AMCO staff wishes him the best of luck in all his future endeavors.

### Alcohol Application Statistics

Since our office sent out 948 renewal applications, we have received approximately 890+ applications and there are about 460+ renewals deemed complete to be considered on this agenda. Approximately 70 licenses failed to submit timely renewal applications and have received expiration letters. There are four reinstatement requests to be considered on this agenda.

Any application that was postmarked, emailed, or brought into the AMCO office after close of business on December 31, 2019, was 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 renewal applications and required fees not postmarked or received in AMCO's Anchorage office by February 28, 2020, resulted in expiration of the liquor license, as set forth under AS 04.11.540.

As of January 1, 2020, there have been 16 new license applications and 24 transfer license applications. According to our data there are approximately 19 transfer and 10 new license applications to be considered in this agenda.

Any incomplete new, transfer or renewal applications as well as required reinstatement requests with all applicable fees were due to the AMCO office by close of business March 13, 2020 in order to be scheduled for this agenda. If they were received on or after March 14, 2020 those applications should be scheduled for June board meeting once deemed complete by an examiner.

I would like to remind licensees that applications may be submitted via email to [alcohol.licensing@alaska.gov](mailto: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**

Since January 2020, there have been approximately 60 permit applications submitted and 53 of those permits were approved and issued. Considering the recent Covid-19 crisis, many events have been cancelled and we have noticed a lessor amount of permit applications being submitted.

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.

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