



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL AND MARIJUANA CONTROL OFFICE

550 W 7TH AVENUE, STE 1600
Anchorage, AK 99501
Main: 907.269.0350

To: Alcoholic Beverage Control Board
Date: June 24, 2025
From: Kevin Richard, Director
RE: Director's Report

- **Introduction**

- This report summarizes the activities of the Alcohol and Marijuana Control Office (AMCO) from the last board meetings held April 2025.

- **Discussion Topics**

- **AO 358**

- The Board has received copies of Administrative Order 358 issued by the Governor on May 9, 2025. This has placed restrictions on travel, implemented a hiring freeze, and a freeze on the promulgation of new regulations by all agencies. AMCO has submitted and received waivers for the hiring of a Licensing Examiner 2 and a Special Investigator 1. When reviewing regulatory projects, I encourage the Board to consider which are necessary to protect the safety of the public or to meet other essential State responsibilities.

- **Licensing**

- Jane Sawyer and her staff will update you on the progress that has been made since the April 2025 board meetings. There is currently a vacancy for a Regulatory Specialist 2

- **Enforcement**

- Investigator Joe Bankowski will update you on the activities of the AMCO Enforcement Unit since the April board meetings. There is currently a vacancy in the Enforcement Unit for one Special Investigator I.

- **Administrative**

- The AMCO Administrative Unit has a vacancy for an Administrative Assistant I position. Staff is working to reclassify the position to bring it more in-line with the job responsibilities.

- **Legislative Review**

- SB 15 passed in the last legislative session and became law on 4/28/2025. AMCO has a representative monitor each of the hearings. Ongoing legislative matters will be addressed later in the agenda.

- **Topics to be Considered**

- **Delegated Authorities to the Director**

- AS 04.06.080 allows the ABCB to delegate authorities to the Director. Under 3 AAC 305.035 this delegation must be reviewed annually or upon change of



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director. The attached memorandum and list of delegations is provided for the board's consideration.

- **E-Mail Balloting**
 - AMCO has conferred with Law on the status of e-mail balloting for the approval of license applications. It is in the best interest of licensees that AMCO and the Board focus on other areas to gain efficiency in the licensing process. There is legal research required before I am comfortable with the potential legal risk. This requires resources that are better suited to assist licensees. I do ask that the board continue to consider the use of an online board management system for organizational purposes and be receptive to potentially holding additional online-only special meetings for the purposes of issuing licenses.
- **AK-ACCIS Agency-Side Application Entry**
 - AMCO has identified an area for improvement in agency-side application entry. The AK-ACCIS contractor has been tasked with providing a quote and solution for agency-side application entry. This will allow AMCO staff to more efficiently enter paper applications into our database. AMCO will reduce the backlog of aged applications and allow for more accurate reporting to the Board.
- **Best Practices for Applications**
 - In addition to the FAQ available on AMCO's internet homepage, AMCO will begin working on "Best Practices" documents for licensees that will address some of the most common application errors we see.
- **Next Board Meeting**
 - The next Alcoholic Beverage Control Board meetings are scheduled for September 16th in Anchorage, AK.

A handwritten signature in black ink, appearing to read "K. Richard".

Kevin Richard
Director
Alcohol & Marijuana Control Office
kevin.richard@alaska.gov



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Thursday, June 19, 2025

To: Alcoholic Beverage Control Board
From: Kevin Richard, Director
RE: Delegations of Authority to the Director (2025)

Alcoholic Beverage Control Board Members,

The Alcoholic Beverage Control Board ("ABCB") may delegate authority to the director under AS 04.06.080. Delegable authorities include duties other than to propose and adopt regulations and duties defined in AS 04.06.090(b). The most recent comprehensive delegation of authority document I could find is from April 15th, 2022. According to the meeting minutes from April 15th, there were no questions by the board and no action was taken. 3 AAC 305.035 requires the delegation(s) of authority to be reviewed annually and upon change of director.

Carefully review the delegations provided on the attached pages and determine if the delegations can be approved or require amendment.

Sincerely,

A handwritten signature in black ink, appearing to read "KR", with a stylized flourish at the end.

Kevin Richard
Director

**Alcoholic Beverage Control Board
Delegations of Authority to the Director
AS 04.06.080, 3 AAC 305.035**

Form #	Form Title	Nature of the Delegation
AB-00	New License Application & Associated forms (inc. Endorsements)	Director may issue temporary licenses/approvals. Board has final consideration.
AB-01	Transfer License Application & Associated Forms (inc. Endorsements)	Director may issue temporary licenses/approvals. Board has final consideration.
AB-10	New Education Course Provider Application	Board has final consideration.
AB-13	Business Name Change	Director or Licensing Supervisor has final consideration.
AB-14	Premises Diagram Change	Director has final consideration.
AB-17	Renewal Application & Associated Forms	Director may issue temporary licenses/approvals. Board has final consideration.
AB-18	Entertainment Time Extension Request	Director has final consideration.
*	Permit Applications*	Enforcement has final consideration.
AB-25	Supplier Certification	Form is uploaded to file - no approvals required.
AB-26	Wholesale Business Transaction Affidavit	Director or Licensing Supervisor has final consideration.
AB-29	Waiver Application	Director or Licensing Supervisor has final consideration for first and second waivers of operation. Board has final consideration for third and further waivers of operation.
AB-30	Proof of Minimum Operations	Enforcement has final consideration.
AB-32	Request for Removal from Restricted Purchaser List	Enforcement has final consideration.
AB-34	Alternating Premises Request	Enforcement has final consideration.
AB-35	Seasonal Alternating Premises	Enforcement has final consideration.
AB-38	Off-Storage Warehouse Request	Enforcement has final consideration.
AB-39	Change of Officers	Director or Licensing Supervisor has final consideration.



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Board Approval: ☐ Yes ☐ Yes, With Amendment ☐ No

Board Amendments:

Board Approval Date: June 24, 2025

*** Permit applications include permits on various forms under AS 04.09.600-710:**

610-Beverage Dispensary Caterer's Permit

620-Restaurant Caterer's Dining Permit

630-Club Caterer's Permit,

640-Art Exhibit Event Permit

650-Music Festival Permit

660-Nonprofit Organization Event Permit

670-Alcoholic Beverage Auction Permit

680-Package Store Tasting Event Permit

690-Inventory Resale Permit

700-Live Music or Entertainment Permit

710- Conditional Contractor's Permit