



MEMORANDUM

TO: Alcoholic Beverage Control Board DATE: January 10, 2022
FROM: Carrie Craig, Records and Licensing Supervisor RE: Licensing Report

Staff Changes

December 20, 2021 was the first day for our newest licensing examiner, Regina Cruz. She joins us from the Department of Labor Unemployment office and is quickly becoming skilled in reviewing alcohol renewal applications. A big thank you to Kristina and Colleen for going above and beyond in assisting with Regina's training. With the delicious goodies she has brought into the office to share while remaining COVID conscious, Regina is rapidly becoming the favorite employee.

Training related to completing and reviewing alcohol applications continues. It is a long and complicated process, but the team has been successful by providing the ABC Board with a full agenda. I am always proud of the entire licensing staff.

Alcohol Application Statistics

Renewals

To date, we have completed the intake process for 768 renewal applications out of the 926 that were required to renew for 2022-2023. Currently 413 have been claimed by an examiner for processing and 358 have already been deemed complete. Our average processing time in 2021, from the date the application enters the queue to it being deemed complete by an examiner, is 10 days.

Any renewal application postmarked or emailed after January 3, 2022, will be assessed a \$500.00 non-refundable late fee in addition to the other required fees per AS 04.11.270(b)(3).

Expiration warning letters will be sent via mail and email on or before February 15, 2022 in accordance with AS 04.11.550.

Any application and required fees not postmarked or received in AMCO's Anchorage office by February 28, 2022, will result in expiration of the liquor license, as set forth under AS 04.11.540.

New/Transfer Applications

Within the calendar year 2021, we have deemed 171 applications complete and our average processing time for these applications was approximately 3 months. For comparison, in 2020 we completed 136 applications with an average turn-around time of 50 days. Currently our queue shows there are 35 applications for review.

Permit Application Statistics

In 2021, AMCO received 712 permit applications and out of that total, issued approximately 664 permits. To compare, we received 438 of applications and issued 401 in 2020.

Reminders

Licensing questions/concerns/applications may be submitted via email to alcohol.licensing@alaska.gov, except for fingerprints and payments, or you may call 907-269-0350 and follow the necessary prompts.

Permit questions/concerns/applications may be sent to amco.permits@alaska.gov or you may call 907-269-0350 and follow the necessary prompts.

AMCO staff continues to work diligently to keep wait times as short as possible.