



MEMORANDUM

TO: Alcoholic Beverage Control Board DATE: April 4, 2022
FROM: Carrie Craig, Records and Licensing Supervisor RE: Licensing Report

Staff Changes

On February 7, 2022 Colleen Button submitted her resignation as an Occupational Licensing Examiner. Her last day was March 1st and we miss her dedication and sense of humor.

After a successful recruitment, Audrey Saylor became our new licensing examiner on April 4, 2022. She joins us from the Department of Administration as an Accounting Technician and is working closely with the other alcohol examiners learning how to review alcohol renewal applications. A big thank you to Kristina and Regina for assisting with her training.

Updated Alcohol Forms

As Director Klinkhart mentioned in his report, we have removed the notary requirement from most of the application forms. We have also made the forms as fillable as possible on our website for everyone's convenience. There are also some newer forms available to the public, like the Off-Site/Warehouse Storage application. We are currently working on a form for licensees to report a change of officers. I hope to make that available on the website shortly.

Through trial and error, we discovered that the updated forms appear best on certain browsers such as Google Chrome or Firefox. If anyone is having problems with the forms online please contact our office and we will send the correct form.

Alcohol Application Statistics

Renewals

To date, we have completed the intake process for 896 renewal applications out of the 926 that were required to renew for 2022-2023. Currently 717 have been claimed by an examiner for processing and 696 have already been deemed complete. For most of the 200+ licenses that have been received before February 28th and are pending review, we have issued a temporary extension letter to allow continued operations for their 2020-2021 license.

For comparison, during the previous renewal cycle, there were about 920 licenses to be renewed and at the March 30, 2021 meeting, I informed the board that we had completed 469 renewals with a large backlog of 470 renewals still waiting to be processed and deemed complete.

Expiration letters were sent via mail and email on March 4, 2022 in accordance with AS 04.11.540. Our office expired 37 alcohol licenses for failure to renew by February 28, 2022. Last year, we expired just over 50 licenses and in 2020, we expired approximately 70 licenses.

On today's agenda, there are 4 reinstatement and renewal requests and 355 other renewal applications for the board's consideration.

New/Transfer Applications

Since January 1, 2022 to the date of this report, we have received a total of 103 new and transfer applications. For comparison, in 2021 AMCO received 60 new and transfer applications within the same timeframe. Currently there are 69

new and transfer applications in the queue waiting for review by an examiner.

On today's agenda, there are approximately 76 new and transfer applications for the board's consideration.

Permit Application Statistics

In addition to managing the front desk, phones and walk-ins, Jennifer has been very busy with permit applications. Since January 1, 2022 to the date of this report, AMCO received 189 permit applications and out of that total, issued approximately 173 permits. In 2021 during the same time frame, 40 permit applications were submitted to our office and we issued approximately 37 permits.

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.