



MEMORANDUM

TO: Alcoholic Beverage Control Board

DATE: February 23, 2023

FROM: Carrie Craig, Records and Licensing Supervisor

RE: Licensing Report

Staff Changes

We had some significant staffing changes since our December meeting, which Director Wilson spoke about in her earlier report. I was thrilled that Kristina secured the Acting Regulations Specialist position. I know she is going to excel and I am proud of her. We miss her expertise on the licensing side, but we are coping.

Some of you may have already met or corresponded with Donovan Bennett – Smith, he joined our team mid-January. He comes to us from the marijuana industry and is very enthusiastic to learn the licensing processes here at AMCO. He is currently reviewing alcohol renewal applications and has several of them on this agenda. I will begin training Donovan and Christel Brito on the review processes for new, transfer and change applications shortly after the conclusion of these meetings.

Nathan Hall has moved to a higher position within DCCED at the end of January. The team was sad to see him go and miss interacting with him on daily basis, but we are happy for his new opportunity to continue to grow and learn new things.

After the recruitment process for Nate’s position, I was excited to promote Sam from our Administrative Assistant to the vacant Examiner position. He started mid-February and is working with Audrey and Regina in marijuana while still processing alcohol event permits until we complete the recruitment for his assistant position.

The admin assistant recruitment will close February 27th and I should have additional information by the time of the meeting.

Alcohol License Application Statistics

Renewals

The expiration warning letters were mailed for approximately 60 licenses on February 7th, which is lower than the previous renewal cycle of 129 warnings.

On February 10th, we drafted and mailed 460+ temporary extension letters to those licensees who had submitted their renewal paperwork and paid the required fees. These letters should be posted next to their 2021/2022 license and will expire after 90 days, which is May 29, 2023.

2023/2024 Renewal Stats as of 2/23/23

Received	Not Received	Reviewed, Incomplete	Reviewed, Complete	To Be Reviewed	December Agenda	March Agenda	Not Renewing
851	48	78	375	389	203	174	9

Reminder for licensees: if your application and full payment was not postmarked or in our office February 28, 2023 or earlier, your license is expired.

New/Transfer Applications

2022 Master Queue Stats as of 2/23/23					
Received	Reviewed, Incomplete	Reviewed, Complete	To Be Reviewed	March Agenda	Withdrew
226	4	215	0	24	7

2023 Master Queue Stats as of 2/23/23					
Received	Reviewed, Incomplete	Reviewed, Complete	To Be Reviewed	March Agenda	Withdrew
40	3	18	19	18	0

Permit Application Statistics

2022 Permit Queue Stats as of 2/23/23					
Received	Time Extension Requests	Issued	Withdrew	Denied	Pending
1272	10	1012	60	11	0

2023 Permit Queue Stats as of 2/23/23					
Received	Time Extension Requests	Issued	Withdrew	Denied	Pending
165	0	150	7	0	8

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.