

**SPECIAL ALCOHOL FUND ADVISORY COMMITTEE  
Calendar for 2015-2016**

DATE	FUNCTION	ACTION
<b>September 2, 2015 6:00 p.m., Harmon Room</b>	<b>September Meeting</b>	Organization meeting / Determine Site Visit Teams. Review Forms and Mid Year Report (Liaison will have sent prior to meeting)
October 2015	<b>Fall Site Visits</b>	No Meeting, but Site Visits will be conducted and reports are due back by <b>October 23, 2015</b> .
<b>November 4, 2015 6:00 p.m., Harmon Room.</b>	<b>November Meeting</b>	Year end meeting for previous year funding. Review Site visit reports and members will discuss how their agencies were able to use the funds. Contracts will be sent to agencies for 2016 funding.
December 18, 2015	<b>Annual Report Due</b>	Agency reports are due to City by Friday December 18, 2015.
<b>February 3, 2016 6:00 p.m., Harmon Room</b>	<b>February Meeting</b>	Members will review application for the 2017 funding year and assign Spring Site Visit Teams <sup>1</sup> .
February 2016	<b>Public Notice</b>	Publication of notice of allocations applications in Mercury and put application online
Friday, April 1, 2016	<b>Application Deadline</b>	Deadline for agencies' 2017 funding applications
<b>April 6, 2016 6:00 p.m., Harmon Room</b>	<b>April Meeting</b>	Review applications and assign hearing dates and times for agencies
April 4-8, 2016	<b>Notification of Applicants</b>	Notify applicants of receipt of applications (request required information for incomplete applications), team assignments, site visits, public hearing date
April, 2016	<b>Spring Site Visits</b>	Focus on 2017 requests / 2016 1st quarter progress. Site visit report due prior to agency hearing. Site visits will be due by <b>Monday, May 2, 2016 (if applicable)</b> .
<b>Wednesday, May 4, 2016 Thursday, May 5, 2016 Wednesday, May 11, 2016 6:00 p.m. Harmon Room</b>	<b>Public Hearings</b>	Public Hearings for 2017 requests. Projected budget for upcoming budget year will be presented to Board members. Special Alcohol allocation hearings discussion. Prepare Presentation to Commission
<b>Thursday, May 12, 2016 6:00 p.m., Harmon Room</b>	<b>Deliberations</b>	Discussion and 2017 funding recommendations. Election of new officers.
<b>June 2016</b>	<b>Coordinate PowerPoint</b>	Liaison and board chair will coordinate to complete the City Commission PowerPoint presentation.
<b>June 28, 2016 5 p.m., City Commission Room</b>	<b>Commission Work Session</b>	Outside Agencies present budget requests

<sup>1</sup> Per resolution number 110414-B, Spring site visits are **not** mandatory; they are at the committee's discretion if they would like to learn more about any one agency.