



## **STAFF REPORT**

Date: January 17, 2018  
To: Community Services Commission  
From: Dana Bailey, Community Services  
Manager  
Subject: Briefing on the Application Review  
Committees (ARCs) Process and  
Timeline and Appointment of the three  
ARC Chairs

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### **RECOMMENDATION**

The purpose of this agenda item is to (1) brief the Commission on the annual funding application review and interview process and to (2) request that the Commission Chair appoint the three ARC Chairs and that the Commissioners identify one of the three ARC's that are of interest to them, in preparation for the upcoming FY 2018-2019 Agency application review and interview process.

### **BACKGROUND**

As part of the annual community agency funding process, Application Review Committees (ARCs) composed of Community Services Commissioners are convened each year to review and interview service provider funding applications for that funding year cycle. There are typically three ARC's established based on the funding categories and include an (1) Arts and Music ARC, (2) Infrastructure/Economic Development ARC, and the (3) Services ARC. The intent of the ARC's is to provide a forum for the Commissioners to interview agencies applying for the annual funding cycle, ask agency representatives clarifying questions pertaining to their funding applications, program effectiveness and outcomes or other questions that will assist the Commissioners in formulating their funding recommendations. The three ARC's present their recommendations to the full Community Services Commission, who subsequently, forward their funding recommendations to the City Council for Council consideration.

### **PROCESS TO ESTABLISH THE APPLICATION REVIEW COMMITTEES (ARC's)**

The Community Services Commission By-Laws state that the Vice-Chair of the

Commission shall be appointed as the Chair of the Services ARC. The By-Laws also state that the Commission Chairperson appoints the remaining ARC Chairs and Commissioners. Each ARC consists of no less than five Commissioners, and while there is no limit to the number of Commissioners that can sit on each individual ARC, no one Commissioner can sit on every ARC.

## **REVIEW AND INTERVIEW PROCESS**

Prior to the ARC meetings, Commissioners **must review all FY 2018-2019** applications, regardless of which ARC they chose. The review process includes Commissioners reviewing applications in City Data Services, a software system that has a unique evaluator pin furnished by staff. This system allows any Commissioner questions regarding the applications be submitted anonymously through the online evaluation tool. All questions are compiled to the respective ARC.

## **ARC'S INTERVIEW SCHEDULE**

It is recommended that all interviews be completed in two Saturdays; January 27<sup>th</sup> and February 3<sup>rd</sup>. The Service ARC will convene on Saturday, February 3<sup>rd</sup>, 2018. Interviews for the remaining applications are scheduled on Saturday, January 27<sup>th</sup>, 2018.

Due to the small number of applications in each of the remaining funding categories, staff requests that the Commission consider two options.

1. The Commission Chairperson can establish an Infrastructure/Economic Development ARC and an Arts & Music ARC, as has traditionally been done, or
2. The Commission Chairperson can establish one ARC who would review both the Infrastructure/Economic Development and Arts & Music funding category applications.

In either case, interviews for applicants in these remaining funding categories can be completed in one day (January 27<sup>th</sup>). Although staff recommends that one ARC interview the applications for those two funding categories, given the number of applications, it is at the discretion of the CSC to make this modification or continue with the three ARCs structure utilized in previous years.