



**Albuquerque Public Art Program  
Cultural Services Department**

**URBAN ENHANCEMENT TRUST FUND COMMITTEE MEETING**

**Saturday, December 8, 2018, 9:00 a.m. - 3:00 p.m.**

Anasazi Conference Room Lower Level Convention Center

Two Civic Plaza, NE

Albuquerque, NM 87103

**Members Present**

Ashley Otero, Dist. 1

Julia Youngs, Dist. 2

Vacant, Dist. 3

Stanley Allen, Dist. 6

Steve Borbas, Dist. 7

Carole Sullivan, Dist. 8

Christopher Coals, Dist. 9

Gabrielle Marie Uballez, Member-at-large

Nancy Zastudil, Member-at-large

**Staff Present**

Sherri Brueggemann, Division Manager

Matt Carter, UETF Program Coordinator

**Members Absent**

Meaghan Cavanaugh, Dist. 5

John Rockwell, Dist. 4

**I. Meeting Called to Order:** at 9:35 p.m. by staff.

**II. Approval of the Agenda:** Agenda approved as submitted. C. Coals moved, C. Sullivan 2<sup>nd</sup> All approved.

**III. Public Comment:** None.

**V. Review and Discussions FY 20-21 Applications:**

The UETF Staff with the UETF committee took a few minutes to review the process that will be used to review and discuss the 64 submitted applications for FY 20-21 UETF funding cycle. Staff provided a tentative schedule listed below that the committee can use as a guide for the day.

- 9:00 - Breakfast
- 9:30 –11:00 Review FY 20-21 Applications
- 11:00- 11:15 break
- 11:15- Noon- Continue review FY 20-21 applications
- Noon- 12:30 p.m. Lunch
- 12:30- 2:00 p.m. Review FY 20-21 Applications
- 2:00- 2:15 Break
- 2:15-3:00 Final Discussion

Staff distributed the spreadsheet that listed each application and the general ranking based on the UETF committee initial averaged scores. The spreadsheet was arranged in the order that the applications were received. The UETF committee spent a few minutes to familiarize themselves with the spreadsheet prior to beginning discussions on each application submitted. M. Carter noted that J. Rockwell was not able to attend the meeting but turned in his scores and M. Cavanaugh was also not able to attend and did not review. The ratings will be based on 9 members of the UETF Committee, except those who recused themselves from scoring which are then averaged on the 8 scores. M. Carter also noted that G. Uballez was not able to attend in person but will attend via the phone.

Staff reviewed with the UETF committee that at this meeting there will be no actions made or recommendations for funding. Each UETF member may go back and revise their original rating based on the discussions per each application. If a score is changed, it will need to be resubmitted to staff prior to the final review meeting on Thursday, December 13th.

Reviews and discussions of every application began at approximately 9:45 a.m. and concluded by approximately 2:00 pm, with one 15 minutes morning break and a 30 minute lunch break.

#### **VI. Score Revision Process Review:**

Staff provided to the UETF committee an sample example of the funding formula that was used to calculate the awarded dollar amount from the previous UETF cycle. Staff looked at how New Mexico Arts score and allocate funds for their grant program. NM Arts use score as a multiplier of the dollar amount requested. For example if an organization scored 85% that means the funding amount would be based on 85% of the request. This information was provided as an example of how the normalizing ratio will likely be applied to all the project budget requests this cycle. The Committee was reminded that they had express interest in trying to assure that those who asked for less than the full \$12,000 would receive the highest proportion as possible. To accomplish that the normalizing score will be adjusted for those project requesting lesser amounts. This will be determined after the final score are submitted. The UETF committee expressed an interest in trying to fund at least ½ of the submitted applications if possible and also interested in making sure those applications that scored 65 or higher will be able to be funded based on the available funding amount of \$350,000.

Staff again reviewed the process for revising individual scores with the UETF Committee. All revisions will need to be submitted by Tuesday, Dec. 11<sup>th</sup>.

At the end of the meeting the UETF committee discussed how they felt about the process and reflected on each committee members experience in reviewing the applications. The conversation ranged from how to be equitable and diverse in what UETF funds, how to encourage new groups that applied for funding, what is funded by UETF, and applicants not following the application guidelines. This conversation will be revisited in future UETF meetings.

#### **VII. Announcements:**

- a. UETF Committee: N/A
- b. Staff: N/A

**VIII. Adjourn:** Staff adjourned meeting at 2:15 pm. Next meeting December 13, 2018

Respectfully Submitted:  
Sherri Brueggemann, Public Art Urban Enhancement Division Manager