



**Albuquerque Public Art Program
Cultural Services Department**

URBAN ENHANCEMENT TRUST FUND COMMITTEE MEETING

Monday, August 16, 2018 4:00 p.m.

Room 605, 6th Floor, CSD Conference Room

One Civic Plaza, NE

Albuquerque, NM 87103

Members Present

Ashley Otero, Dist. 1

Vacant, Dist. 3

Steve Borbas, Dist. 7

John Rockwell, Dist. 4

Stanley Allen, Dist. 6

Carole Sullivan, Dist. 8

Christopher Couls, Dist. 9

Gabrielle Marie Uballez, Member-at-large

Nancy Zastudil, Member-at-large

Staff Present

Sherry Brueggemann, Division Manager

Matt Carter, Project Planner/Coordinator

Members Absent

Meaghan Cavanaugh, Dist. 5

Julia Youngs, Dist. 2

I. Meeting Called to Order: at 4:11 p.m. by staff.

II. Approval of the Agenda: Agenda approved as submitted.

III. Approval of Minutes: July 23, 2018: S. Borbas moved to approve the minutes. C. Couls seconded. All approved.

IV. Public Comment: None.

V. Review and Continued Discussions:

A. M. Carter presented to the UETF committee the updated UETF Application and Application Guidelines. S. Brueggemann gave a brief review to UETF members that was absent from the previous meeting. This year the committee has been working on updating and clarifying some language in the application as well as updating what will be required for support materials multiple sponsored projects by one organizations and how projects relate to organizations mission. S. Brueggemann also stated that staff is still waiting on the final accounting report from the city that relate to UETF funds but feel confident to report that the

funding amount can increase to \$350,000 up 50,000 from the previous two cycles. With the increase discussion occurred related to the request limit of 12,000. It was determined that even with an increase in funding they would like to keep the funding limit at \$12,000 in order to fund a few more organizations. M .Carter identified the areas that were updated from the previous meeting in both the application and application guidelines. The UETF committee spent the majority of the meeting review and discussing in more detail each section of the application as well as the application rating sheet. Particular attention was spent on the budget rating/scoring section. C. Sullivan moved that each section of the 4 sections Project description, Organizational Capacity, Impact on the Community, and Budget will receive 25 points each for a total of 100 pts available, J. Rockwell 2nd, unanimously approved.

Staff will update the recommended changes to each section of the application as well as the rating sheet and present the final for review at the next meeting.

The UETF committee identified the follow dates for the FY20-21 funding cycle review. Two public meeting to announce the upcoming cycle will be held at the South Broadway Cultural Center on Sept. 20 and 21st. Time and dates will be confirmed with South Broadway. The application deadline ,October 25, 2018 at 4:00 p.m. The committee will have two review meetings to discuss the proposals December 8th and a follow up meeting to finalize the recommendations on December 13th from 4-6 p.m.

VI. New Business/ Discussions/ Updates:

VII. Announcements:

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

VIII. Adjourn: Staff adjourned meeting at 5:42 pm. Next meeting August 28, 2018 from 5p.m.- 6 p.m..

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