

Louisville Metro Council City Agency Request

- **Neighborhood Development Fund (NDF)**
- Capital Infrastructure Fund (CIF)**
- Municipal Aid Program (MAP)**
- Paving Fund (PAV)**


Primary Sponsor: Councilwoman Angela Leet

Amount: \$1,564.00 **Date:** 9/10/18

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):
 Louisville Metro Police Department for SRO Officer serving in District 7 schools to attend the 2018 Annual School Safety Conference, as part of the Annual National Association of School Resource Officers Annual Conference. The conference offers essential information, classes and training for SROs. Conference was held in June of 2018 in Reno, Nevada. Funds will be used for costs associated with travel, airfare and hotel cost. Registration was covered by the Louisville Metro Police Foundation.

City Agency: LMPD /OMB
Contact Person: Sgt. Curtis Lipsy / Kristie Martin
Agency Phone: 502-574-7010

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose and have the attached documentation from the receiving department concerning the project/expenditure.

7	<input checked="" type="checkbox"/>		\$1,564.00	9/10/2018
District #		Council Member Signature	Amount	Date

Approved by: _____
 Appropriations Committee Chairman Date

Clerk's Office & OMB Use Only:

Request Amount: _____ Amended Amount: _____

Reference #: _____ To OMB: _____

Budget Revision #: _____

Account #: _____

To Project Manager: _____ Completion Date: _____

Actual Cost: _____ Funds Returned: _____

NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

Interagency Name: Louisville Metro Police Department
Program/Project Name: SRO Conference

	Yes/No/NA	
Request Form: Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes	<input type="checkbox"/>
Request Form: If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA	<input type="checkbox"/>
Request Form: If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA	<input type="checkbox"/>
Request Form: If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA	<input type="checkbox"/>
Funding Source: If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.	NA	<input type="checkbox"/>
Funding Source: If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.	NA	<input type="checkbox"/>
Ordinance Required: Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	No	<input type="checkbox"/>
Ordinance Required: Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	NA	<input type="checkbox"/>
Supporting Documentation: Does the attachment include a valid estimate and description of cost?	Yes	<input type="checkbox"/>

Submitted by: Eutliss

Date: 9/10/18



Louisville Metro Council

Angela Leet
District 7 Councilwoman

Erin Hinson
Legislative Assistant

MEMORANDUM

To: Metro Council Appropriations Committee
From: Councilwoman Angela Leet
RE: District 7 allocation to LMPD for School Resource Officer Conference reimbursement

Dear Committee Members,

On March 13, 2018 the School Resource Officer (SRO) and the Principal from Kammerer Middle School requested funds in the amount of \$1,564.00 to offset the cost associated with his travel to the National School Resource Officer's convention in Reno Nevada in June.

The item is before you today as an emergency reimbursement request. It had been my intention to sign onto the NDF request for this conference that was processed through the District 13 office; however, in the process of filing that NDF we discovered that Officer Pate paid for the items with his personal funds.

It has taken some time for LMPD, OMB and the District 7 office to figure out the best way to handle the reimbursement. This is the reason the item is before you today as a reimbursement request.

Thank you for your consideration.


Angela Leet

District 7 Councilwoman



LOUISVILLE METRO OUT-OF-TOWN TRAVEL AUTHORIZATION REQUEST

Finance Use Only:	
Employee Supplier #	_____
Travel #	_____
Advance CK#	_____
Date	_____

Date of Request 2/6/2018
 Employee Name Michael S Pate Dept Metro Police
 Employee Phone 502-773-0908 E-Mail Address Michael.Pate@louisvilleky.gov
 Contact: Curtis Lipsey Contact Phone 502-639-6795
 Destination: Reno, NV
 Travel Dates 6/24/2018 to 6/29/2018
 Conference Title (if applicable) National School Safety Conference
 Purpose of Trip _____

(all conference information including costs must be attached)

Estimated Expenses:

Cost Center	Fund	Dept	Divison	Unit/Act	Account
					523583

Department Use:	
Prepaid:	
Airfare	\$ _____
Registration	\$ _____
Other (Describe):	\$ _____
Total Estimated Prepayments:	\$ 0.00
Total Estimated Cost of Travel	\$ 336.00

Employee Advance:	
Per Diem	\$ <u>336.00</u>
Hotel	\$ _____
Local Transportation	_____
Other (Describe):	_____
Total Estimated Advance:	\$ 336.00

Employee Travel Agreement:

I certify that the proposed travel is for official Metro Government business and this this request conforms to Metro Government travel regulations. I agree to properly document the travel expenses and to provide a full and complete reporting of expenses within ten (10) business days of returning. I agree to have the full amount of the advance deducted from my wages should I fail to properly document the expenses for which the advance was granted.

Employee Signature: Michael S. Pate Date: _____

APPROVALS	
Department Executive	Date: <u>4-11-18</u>
Cabinet Dir/Council Pres	Date: _____
Finance Department	Date: _____

Upon approval, the Finance Dept will issue the travel advance check and travel expense report form three business days prior to the scheduled trip.

Daily Rates

Jun. 24th, 2018 \$130.00
 Jun. 25th, 2018 \$130.00
 Jun. 26th, 2018 \$130.00
 Jun. 27th, 2018 \$130.00
 Jun. 28th, 2018 \$130.00

Reservation Total: \$650.00

Resort Fee: Waived

Resort Fee Tax: Waived

Tourism Surcharge: \$10.00

Reservation Tax: \$84.50

Estimated Total w/ Taxes: \$744.50

*Estimated total does not include room upgrade fees.

*Major credit card required for deposit at check-in.

*Check-in Time: 3:00pm | Checkout Time: 11:00am

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Air itinerary

AIR Confirmation: OEQVWP

Confirmation Date: 01/26/2018

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
PATE/MICHAEL SE AN	Join or Add #	5261407434700	Jan 27, 2019	2451

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Date	Flight	Departure/Arrival
Sun Jun 24	4345	Depart LOUISVILLE, KY (SDF) on Southwest Airlines at 06:55 PM Arrive in PHOENIX, AZ (PHX) at 07:35 PM Wanna Get Away
	3350	Change planes to Southwest Airlines in PHOENIX, AZ (PHX) at 10:00 PM Arrive in RENO/TAHOE, NV (RNO) at 11:40 PM Travel Time 7 hrs 45 mins Wanna Get Away
Fri Jun 29	2046	Depart RENO/TAHOE, NV (RNO) on Southwest Airlines at 02:25 PM Arrive in LAS VEGAS, NV (LAS) at 03:40 PM Wanna Get Away
	1477	Change planes to Southwest Airlines in LAS VEGAS, NV (LAS) at 06:50 PM Arrive in LOUISVILLE, KY (SDF) at 01:20 AM, Next Day Travel Time 7 hrs 55 mins Wanna Get Away

Check in for your flight(s): 24 hours before your trip on [Southwest.com](#) or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.

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30 minutes before departure: We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.

10 minutes before departure: You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

If you do not plan to travel on your flight: In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel

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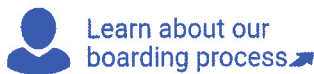
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REQ UPGRADE TO Y -BG WN
 5261407434699: NONREFUNDABLE/NONTRANSFERABLE STANDBY REQ
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 Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

SDF WN X/PHX WN RNO186.98WN X/LAS WN SDF221.40USD408.38END ZP
 SDF4.20PHX4.20RNO4.20LAS4.20 XF SDF3.0PHX4.5RNO4.5LAS4.5

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Cost and Payment Summary

AIR - OEQVWP

Base Fare	\$ 816.76	Payment Information
Excise Taxes	\$ 61.26	Payment Type: Visa XXXXXXXXXXXX6520
September 11th Security Fee	\$ 22.40	Date: Jan 26, 2018
Segment Fee	\$ 33.60	Payment Amount: \$483.51
Passenger Facility Charge	\$ 33.00	
Total Air Cost	\$ 967.02	Payment Type: Visa XXXXXXXXXXXX6520
		Date: Jan 26, 2018
		Payment Amount: \$483.51

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