

5,000 Request

Louisville Metro Council City Agency Request

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


Primary Sponsor: Rick Blackwell

Amount: \$2500 Date: August 23, 2018

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**  
 The 2018 Fall Canoeing event will take place October 2-6. This year's events will involve three days of educational programming at JCPS partner ECHO Schools Chenoweth, Coleridge-Taylor and Young, and there will be public canoeing events at Shawnee park on Friday, October 5 and at Riverview Park on Saturday, October 6th. The goal of this event is to connect people from all over the city, and particularly from South and West Louisville, to outdoor recreation on the Ohio River.

**City Agency:** Metro Parks  
**Contact Person:** Bennett Knox  
**Agency Phone:** 502.366.2913

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.

12		\$1,000	8/23/2018
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: \_\_\_\_\_

Department/Project:  
Metro Parks/Fall Canoe Event

### Additional Signatures

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.

#### Council Member Signature and Amount

District 1	_____	\$ _____	
District 2	_____	\$ _____	
District 3	_____	\$ _____	
District 4	<i>Barbara Taylor Smith</i>	\$ 500 <sup>00</sup>	
District 5	<i>Cheer B. Hamilton</i>	\$ 1,500 <sup>00</sup>	1,250 <sup>00</sup> CRA
District 6	_____	\$ _____	
District 7	_____	\$ _____	
District 8	_____	\$ _____	
District 9	<i>Carson P. Myrhill</i>	\$ 250 <sup>00</sup>	
District 10	<i>Bill Hollard</i>	\$ 500 <sup>00</sup>	
District 11	_____	\$ _____	
District 12	_____	\$ _____	
District 13	<i>Vicki Aubrey Welch</i>	\$ 500 <sup>00</sup>	
District 14	<i>Levicki Fowler</i> (CA)	\$ 500 <sup>00</sup>	
District 15	_____	\$ _____	
District 16	_____	\$ _____	
District 17	_____	\$ _____	
District 18	_____	\$ _____	
District 19	_____	\$ _____	
District 20	_____	\$ _____	
District 21	_____	\$ _____	
District 22	_____	\$ _____	
District 23	_____	\$ _____	
District 24	_____	\$ _____	
District 25	<i>Dryden</i>	\$ 500 <sup>00</sup>	
District 26	_____	\$ _____	

## NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

<b>Interagency Name:</b> Metro Parks	
<b>Program/Project Name:</b>	Fall Canoe Event
	<b>Yes/No/NA</b>
<b>Request Form:</b> Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes
<b>Request Form:</b> If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA
<b>Request Form:</b> If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA
<b>Request Form:</b> If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA
<b>Funding Source:</b> 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
<b>Funding Source:</b> 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
<b>Ordinance Required:</b> Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	No
<b>Ordinance Required:</b> Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	No
<b>Supporting Documentation:</b> Does the attachment include a valid estimate and description of cost?	Yes

Submitted by: \_\_\_\_\_

Jan K. Magruder

Date: \_\_\_\_\_

## McQuillen, Liz

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**From:** Knox, Bennett  
**Sent:** Monday, July 23, 2018 11:06 AM  
**To:** Hamilton, Cheri; Blackwell, Rick  
**Cc:** McQuillen, Liz; Grissom, David R.; Ghose, Seve  
**Subject:** October Canoe event budget ("Canoemobile")

Hi CW Hamilton and CM Blackwell,

I'm sorry for the delay in getting this budget information to you for the 2018 Fall canoeing event. You'll notice that I'm not calling it Canoemobile and that is because this year our normal partner, Wilderness Inquiry, has had a capacity glitch and they are not able to come into town during our preferred window that corresponds to the JCPS day off for St. James Art Fair (Oct. through Oct 6<sup>th</sup>). That said, we have confirmed a local partner, Canoe KY, and on the positive side, their pricing is less than Wilderness Inquiry. So for this year's event we submit the following budget with a request from Metro Council of \$5,000. This will provide three days of educational programming for partner JCPS schools on the water (rotating in Chenoweth, Coleridge-Taylor, and Young this year) and two public canoeing events at Shawnee Park (Friday) and Riverview Park (Saturday).

We may end up still calling it Canoemobile, but we are working to get the okay from Wilderness Inquiry as that is their event name (possibly trademarked). We'll look to have them back next year as they've been a critical national partner and we plan to christen the new Shawnee boat ramp with them at that time. Our partnership with them over the years has been very strategic as their involvement with Canoemobile has been leveraged on a good many grants for the Louisville ECHO initiative. We'll look to leverage this partnership further as we seek to advance the Mill Creek area and restoration of Chickasaw Pond.

We'll make sure that you have our marketing materials/flyers in advance so we can coordinate the name of the event.

	Amount	Match	Source
Staffing	\$2,200	x	In-kind - JMF
Recreational Seasonals	\$400	x	U.S. Forest Service grant
Marketing (Facebook Ads)	\$500	x	U.S. Forest Service grant
Educational Supplies	\$300	x	In-kind - JMF
Bus Transportation for students	\$1000	x	U.S. Forest Service grant
T-shirts for students	\$600	x	U.S. Forest Service grant
Canoe Kentucky contract	\$5000		Request from Metro Council
Total Budget	\$10,000		
JMF Match	\$5,000		
Request from Council	\$5,000		

Thanks for your consideration!

Sincerely,

-Bennett

Bennett Knox, *MEM, CPRP*  
Parks Administrator  
Natural Areas Division/Jefferson Memorial Forest  
Louisville Parks & Recreation  
PO Box 467 Fairdale, KY 40118  
502.366.2913 (office)  
502.368-6517 (Fax)  
[www.memorialforest.com](http://www.memorialforest.com)



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**Our Natural Areas mission:**

*To protect and enhance our natural areas for this and future generations, while promoting environmental stewardship and education through community partnerships*

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**From:** Grissom, David R.  
**Sent:** Monday, July 23, 2018 10:08 AM  
**To:** Knox, Bennett  
**Subject:** FW: Jefferson Memorial Forest Community Canoe Event

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**From:** Grissom, David R.  
**Sent:** Monday, July 09, 2018 2:34 PM  
**To:** Knox, Bennett  
**Subject:** FW: Jefferson Memorial Forest Community Canoe Event

I just spoke with Nathan over the phone for staffing the event. His rate would be \$250/2 staff. He has committed 4-6 staff for the week and will begin recruiting more potentially with a max of 8 since we have 4 voyagers total. So with that rate each day will be as followed

Oct 2<sup>nd</sup> – 8 staff- \$1000  
Oct 3<sup>rd</sup> – 8 staff- \$1000  
Oct 4<sup>th</sup> – 8 staff- \$1000  
Oct 5<sup>th</sup> – 8 staff- \$1000  
Oct 6<sup>th</sup> – 8 staff- \$1000  
Total: \$5,000

He is also interested in sponsoring the event. I wasn't sure how that process worked so I copied you in a response.

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**From:** Nathan [<mailto:nathan@canoeky.com>]  
**Sent:** Saturday, July 07, 2018 11:14 AM  
**To:** Grissom, David R.; Allison; [nathan@canoeky.com](mailto:nathan@canoeky.com)  
**Subject:** Re: Jefferson Memorial Forest Community Canoe Event

David,

We are excited to partner with you all on this. I know Matt and I discussed being there for sure on the 5th and 6th, but we could work out being there the weekdays as well. What we would need is \$250.00 per two staff per day. So if you wanted us to man one canoe for the weekdays, or if you have volunteers, two staff could man two canoes with a volunteer in each, that would be \$250.00 per day. I could bring more on the Friday Saturday event, say 4 or 6, and that would be \$500.00 or \$750.00 per day.

Does this sound reasonable? I really have no idea how to price this, so I am flexible if need be. I need to be able to cover staff time as well as food costs and transportation. The cost just covers that. For the rest, I would hope you all might be willing to make us be considered a sponsor of the event.

Thoughts?

Also, a .pdf of our waiver is attached.

Happy Paddling

Nathan

On 7/6/2018 3:34 PM, Grissom, David R. wrote:

Hello Nathan,

Hope your summer is going well! I wanted to thank you for helping us out this year with our community canoe event in the fall; without you and your staff it would not have been possible. Thank you again.

Even though the dates are still a few months away, I wanted to go ahead and start figuring out the details for October. The dates themselves are Oct 2<sup>nd</sup>-6<sup>th</sup>. The 2<sup>nd</sup>-4<sup>th</sup> will be days that we work with our ECHO schools at Riverview Park, while the 5<sup>th</sup> and 6<sup>th</sup> are days we are open to the public at Shawnee Park(5<sup>th</sup>) and Riverview(6<sup>th</sup>).

Attached are last year's schedule for the school days and flyer from the public days to give you an idea of how long the events last program wise with some setup before and after. Discussing with Matt, our voyager canoes require two staff per boat and can carry up 13 passengers. In total we have 4 voyagers canoes.

For those dates, how many staff do you anticipate helping with those days and how much total do you think it would cost per day? Here in the next week or so we are looking at proposing an event budget to Metro Council to try and get matching funds and need an estimate on costs.

Also, do you have a Canoe KY waiver in a pdf form for parents of students to fill out ahead of time?

Thanks,

**David Grissom, Recreation Supervisor**  
Natural Areas Division/Jefferson Memorial Forest

Louisville Parks & Recreation  
PO Box 467 Fairdale, KY 40118  
502.366.5432 (office)  
502.363.4363 (Fax)  
[www.memorialforest.com](http://www.memorialforest.com)



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**From:** Douthitt, James M  
**Sent:** Wednesday, May 23, 2018 12:46 PM  
**To:** [nathan@canoeky.com](mailto:nathan@canoeky.com)  
**Subject:** Community Canoe Event, October 2018?

Hey Nathan,

Have an interesting questions to ask. Since 2012 we have hosted a huge community canoeing event called "CanoeMobile", coined by Wilderness Inquiry who travels all over the US bringing voyageur canoes to urban communities and Louisville is always a stop on the first weekend in October, specifically October 2<sup>nd</sup> – 6<sup>th</sup>. However this year Wilderness Inquiry is unavailable on our scheduled dates (we already have schools and parks scheduled, so no flexibility!). The conundrum is we need Voyageur canoe-competent staff to lead 45min- 1hr canoeing trips on the Ohio River while our staff leads on land activities. We are scrambling a bit and I just wanted to see if CanoeKY had the capacity to help with the Voyageurs, we supply voyageurs/ paddles/ PFDs. Of course we would pay your staff for their time, which is a detail we can work out. If you cannot make all days the most important days are the community days, Friday, October 5<sup>th</sup> and Saturday, October 6<sup>th</sup>. Let me know your thoughts and thanks, as always!

**J. Matthew Douthitt, Naturalist**  
Natural Areas Division/Jefferson Memorial Forest  
Louisville Metro Parks & Recreation  
PO Box 467 Fairdale, KY 40118  
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