

**Louisville Metro Council City Agency Request**  
**Neighborhood Development Fund (NDF)**  
**■ Capital Infrastructure Fund (CIF)**  
**Municipal Aid Program (MAP)**  
**Paving Fund (PAV)**


**Primary Sponsor:** Councilman Coan

**Amount:** 13,200 **Date:** 8.24.17

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**  
Ellerbe Ave sidewalk/ ditch project - see attached

**City Agency:** Public Works and Assets  
**Contact Person:** Craig Allen, Engineer I  
**Agency Phone:** 502 574 6159

**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.**

8   13,200 8.24.17  
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

<b>Interagency Name:</b> Public Works and Assets	
<b>Program/Project Name:</b> Ellerbe Avenue sidewalk/ ditch program	
	<b>Yes/No/NA</b>
<b>Request Form:</b> Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes <input type="checkbox"/>
<b>Request Form:</b> If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA <input type="checkbox"/>
<b>Request Form:</b> If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA <input type="checkbox"/>
<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 <input type="checkbox"/>
<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.	Yes <input type="checkbox"/>
<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.	Yes <input type="checkbox"/>
<b>Ordinance Required:</b> Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	NA <input type="checkbox"/>
<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?	NA <input type="checkbox"/>
<b>Supporting Documentation:</b> Does the attachment include a valid estimate and description of cost?	Yes <input type="checkbox"/>

**Submitted by:** Jasmine Masterson **Date:** 8.24.17

## NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

**Interagency Name:** Public Works & Assets

**Program/Project Name:** Ellerbe Avenue sidewalk/ditch program

	Yes/No/NA	
<b>Request Form:</b> Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes	<input type="checkbox"/>
<b>Request Form:</b> If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA	<input type="checkbox"/>
<b>Request Form:</b> If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA	<input type="checkbox"/>
<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	<input type="checkbox"/>
<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.	Yes	<input type="checkbox"/>
<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.	Yes	<input type="checkbox"/>
<b>Ordinance Required:</b> Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	NA	<input type="checkbox"/>
<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?	NA	<input type="checkbox"/>
<b>Supporting Documentation:</b> Does the attachment include a valid estimate and description of cost?	Yes	<input type="checkbox"/>

Submitted by: *Beth Stenberg*

Date: 7-20-17

## Helton, Jessamyn

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**From:** Stenberg, Beth  
**Sent:** Wednesday, August 23, 2017 4:00 PM  
**To:** Masterson, Jasmine; Allen, Craig L  
**Cc:** Coan, Brandon; Helton, Jessamyn  
**Subject:** RE: Ellerbe Curb and Gutter Estimate

It definitely can be changed, but the request form that CM Coan signed has to be changed too. Jess, can you help with the technical aspects of this please?

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**From:** Masterson, Jasmine  
**Sent:** Wednesday, August 23, 2017 3:43 PM  
**To:** Stenberg, Beth; Allen, Craig L  
**Cc:** Coan, Brandon  
**Subject:** RE: Ellerbe Curb and Gutter Estimate

Beth,

The "agenda date" in Granicus is 9/6. Can I just change the amount in Granicus since it hasn't gone to committee yet?

Thank you

Jasmine Masterson  
Legislative Aide  
Councilman Brandon Coan  
District 8

601 West Jefferson St  
Louisville, KY 40202

Email: [jasmine.masterson@louisvilleky.gov](mailto:jasmine.masterson@louisvilleky.gov)

Office: (502) 574-1108

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**From:** Stenberg, Beth  
**Sent:** Wednesday, August 16, 2017 2:52 PM  
**To:** Masterson, Jasmine; Allen, Craig L  
**Cc:** Councilman Brandon Coan; Stenberg, Beth  
**Subject:** RE: Ellerbe Curb and Gutter Estimate

Yes. Without me looking it up... If it is already approved, we just need to bring it back for reconsideration and amend the amount. It is not on the agenda for today...

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**From:** Masterson, Jasmine  
**Sent:** Wednesday, August 16, 2017 1:20 PM  
**To:** Allen, Craig L  
**Cc:** Councilman Brandon Coan; Stenberg, Beth  
**Subject:** Re: Ellerbe Curb and Gutter Estimate

So I guess it's gone up a little bit since the last quote we've received. I believe we've already started the appropriations process for this. Beth - is there a way to amend the CIF request we've already submitted?

Thank you

Jasmine Masterson  
Legislative Aide  
Councilman Brandon Coan  
District 8  
601 West Jefferson St  
Louisville, KY 40202

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**From:** Allen, Craig L

**Sent:** Tuesday, August 15, 2017 8:15 AM

**To:** Masterson, Jasmine

**Subject:** Ellerbe Curb and Gutter Estimate

Jasmine,

The estimate for the curb and gutter repair on Ellerbe Ave, between the Episcopal Church and the Jewish Synagogue, is \$13,200. if you have any other questions please let me know.

Thanks,  
Craig Allen  
Engineer I  
Metro Public Works

## **Masterson, Jasmine**

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**From:** Allen, Craig L  
**Sent:** Friday, February 17, 2017 2:53 PM  
**To:** Masterson, Jasmine; Coan, Brandon  
**Cc:** Brown, Jeffrey E  
**Subject:** RE: Service Request #4604741

Hi Jasmine and Councilman Coan,

The gutter installation at the corner of Woodbourne & Ellerbe is estimated at \$12,500. You can use this email as part of your appropriations paper work if you are able to fund this repair. Please let me know as soon as you are able to so I can start amending this work into the current contract.

Thanks,  
Craig Allen  
Engineer I  
Louisville Metro Public Works  
574-6159

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**From:** Masterson, Jasmine  
**Sent:** Thursday, February 16, 2017 3:48 PM  
**To:** Allen, Craig L  
**Cc:** Coan, Brandon; Brown, Jeffrey E  
**Subject:** RE: Service Request #4604741

Hi Craig,

Any update on a price for this?

Thank you

Jasmine Masterson  
Legislative Aide  
Councilman Brandon Coan  
District 8  
601 West Jefferson St  
Louisville, KY 40202  
Email: [jasmine.masterson@louisvilleky.gov](mailto:jasmine.masterson@louisvilleky.gov)  
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**From:** Allen, Craig L  
**Sent:** Friday, February 10, 2017 7:37 AM  
**To:** Masterson, Jasmine  
**Cc:** Coan, Brandon; Brown, Jeffrey E  
**Subject:** RE: Service Request #4604741

Hi Jasmine,

Email: [jasmine.masterson@louisvilleky.gov](mailto:jasmine.masterson@louisvilleky.gov)

Office: (502) 574-1108

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**From:** Allen, Craig L  
**Sent:** Wednesday, February 8, 2017 11:39 AM  
**To:** Masterson, Jasmine; Haines, Matthew R  
**Cc:** Coan, Brandon; Brown, Jeffrey E  
**Subject:** RE: Service Request #4604741

Jasmine,

I just looked into this one and called Mr. Zegart. We are meeting at the corner of Woodbourne & Ellerbe tomorrow at 11. After the meeting I'll send a follow up email.

Thank you,  
Craig Allen  
Engineer I  
Louisville Metro Public Works  
574-6159

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**From:** Masterson, Jasmine  
**Sent:** Wednesday, February 08, 2017 11:11 AM  
**To:** Allen, Craig L; Haines, Matthew R  
**Cc:** Coan, Brandon  
**Subject:** Service Request #4604741

Hi Craig and Matt,

Wanted to follow up on this service request to see if you could give me any information on it.

Thank you

Jasmine Masterson  
Legislative Aide  
Councilman Brandon Coan  
District 8  
601 West Jefferson St  
Louisville, KY 40202

Email: [jasmine.masterson@louisvilleky.gov](mailto:jasmine.masterson@louisvilleky.gov)

Office: (502) 574-1108

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