



**Department/Project:**  
\$11,560.23 (D-2 NDF) to Emergency Services-Office of Special Events for Newburg Days Festival.

### **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	Barbara Shanklin -	\$ 11,560.23
District 3	_____	\$ _____
District 4	_____	\$ _____
District 5	_____	\$ _____
District 6	_____	\$ _____
District 7	_____	\$ _____
District 8	_____	\$ _____
District 9	_____	\$ _____
District 10	_____	\$ _____
District 11	_____	\$ _____
District 12	_____	\$ _____
District 13	_____	\$ _____
District 14	_____	\$ _____
District 15	_____	\$ _____
District 16	_____	\$ _____
District 17	_____	\$ _____
District 18	_____	\$ _____
District 19	_____	\$ _____
District 20	_____	\$ _____
District 21	_____	\$ _____
District 22	_____	\$ _____
District 23	_____	\$ _____
District 24	_____	\$ _____
District 25	_____	\$ _____
District 26	_____	\$ _____

## NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

**Interagency Name:** Metro Emergency Services - Office of Special Events

**Program/Project Name:** \$11,560.23 (D-2 NDF) to Office of Special Events for Newburg Days Festival.

	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.	NA <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.	NA <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.	Yes <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?	No <input type="checkbox"/>
<b>Supporting Documentation:</b> Does the attachment include a valid estimate and description of cost?	Yes <input type="checkbox"/>

**Submitted by:** \_\_\_\_\_ Caleb Howard

**Date:** 08/29/2019



Louisville-Jefferson County Metro Government

Emergency Services

410 S. 5th Street, Suite 323 Louisville, KY 40202

Office of Special Events

Phone: 502.572.3513 Email: Doug.Sweeney@louisvilleky.gov

Estimated Special Event Permit Invoice

CALEB HOWARD

KY

Event Name: Newburg Days Festival

Permit Number: LIC-SPE-19-00093

Location: 5009 E INDIAN TRL

Category: Parade/Motorcade

Below are the fees (estimated) that will be due upon completion of your event. To obtain your permit, you will need to sign below.

By signing you agree to pay the listed fees. As noted, these are estimates. It is possible additional services or levels of service may be required or incurred; your signature guarantees that you will pay those costs, also.

Examples of additional fees could be labor costs that exceeded what were originally anticipated (an event runs longer than was estimated, or additional manpower is requested after this agreement is signed, or more waste bags are requested, or other supplies are requested).

Upon completion of the permitted event, you will be sent a Final Invoice reflecting all accrued fees. It is possible that the costs may not meet the estimated costs shown below. In these cases, the Final Invoice will reflect that and your bill will be less than the estimate amount listed on this document.

FEE DETAILS

Table with 5 columns: Fee Type, Amount Charged, Amount Paid, Amount Due, Date Paid. Rows include Parade/Motorcade, LMPD-Police Officer, Generic / In Stock Signs, and Totals.

Amount Due: \$11,560.23

I Caleb Howard agree to pay in full the estimated cost of \$11,560.23 shown above. I understand that if additional services or levels of service that exceed those quoted are provided then I agree to pay any additional charges that are assessed.

Signature line with handwritten signature

Date line with handwritten date 08/29/2019

Please take the time to complete the Special Events Survey at: https://Louisvilleky.wufoo.com/forms/r13lamo01g95exy/

Please make checks, money orders, cashier's checks or certified checks payable to Metro Finance and mail to Emergency Services Special Events 410 S. 5th St., Ste. 323, Louisville, Ky. 40202. You may also pay in person by check or credit card at 410 S. 5th St., Ste. 323, Louisville, Ky, 40202 during regular business hours. You may receive additional invoices for any additional metro services provided. Services from Metro Parks, PARC, and Water Front Development are billed separately.

## Howard, Caleb A.

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**From:** Sweeney, Doug L  
**Sent:** Tuesday, August 27, 2019 1:11 PM  
**To:** Howard, Caleb A.  
**Cc:** Shanklin, Barbara; Maddox, Norma P  
**Subject:** RE: Newburg Days estimated invoice LIC-SPE-19-00093  
**Attachments:** Newburg Days Estimated Invoice Revised..pdf

Hi Caleb –

I realized your non-profit discount had not been applied. I have revised the estimated invoice; it reduces the cost by over \$3,800.00.

By the way, signs fees were (before discount) \$575. The Signs Dept supervisor said he has never been tasked with signing “No Parking” for the event before. You may want to consider if that is something you think you will still need (you might consult the PD).

Doug.

**Doug Sweeney**  
Special Events Manager  
Louisville Metro Emergency Services  
410 S. 5<sup>th</sup> Street, Suite 323  
Louisville Kentucky 40202  
(502) 572-3513  
[doug.sweeney@louisvilleky.gov](mailto:doug.sweeney@louisvilleky.gov)

**From:** Howard, Caleb A.  
**Sent:** Friday, August 23, 2019 12:17 PM  
**To:** Sweeney, Doug L <Doug.Sweeney@louisvilleky.gov>  
**Cc:** Shanklin, Barbara <Barbara.Shanklin@louisvilleky.gov>; Maddox, Norma P <Norma.Maddox@louisvilleky.gov>  
**Subject:** RE: Newburg Days estimated invoice LIC-SPE-19-00093

Mr. Sweeney,

Attached you will find the signed Special Permit invoice for the Newburg Days Festival. Thank you for working with us in figuring out just how all this works. If you have any questions or concerns, please don't hesitate to reach back out to me.

Thank you again,



**Caleb Howard**  
Legislative Assistant to

Councilwoman Dr. Barbara Shanklin  
District 2  
Louisville Metro Council  
Phone: (502) 574-2787  
Email: [Caleb.Howard@louisvilleky.gov](mailto:Caleb.Howard@louisvilleky.gov)

**From:** Sweeney, Doug L <[Doug.Sweeney@louisvilleky.gov](mailto:Doug.Sweeney@louisvilleky.gov)>  
**Sent:** Tuesday, August 20, 2019 8:56 AM  
**To:** Howard, Caleb A. <[Caleb.Howard@louisvilleky.gov](mailto:Caleb.Howard@louisvilleky.gov)>  
**Subject:** Newburg Days estimated invoice LIC-SPE-19-00093

Hello Caleb –

I have attached an estimated invoice for the listed event. Is it the intention of the council person to pay the costs out of discretionary funds, via interdepartmental transfer? Please let me know, and also sign, date, and return the attached estimate. Your permit will then be ready for issued.

Thanks!

Doug

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(502) 572-3513  
[doug.sweeney@louisvilleky.gov](mailto:doug.sweeney@louisvilleky.gov)

## Howard, Caleb A.

---

**From:** Sweeney, Doug L  
**Sent:** Friday, August 23, 2019 1:37 PM  
**To:** Howard, Caleb A.  
**Cc:** Shanklin, Barbara; Maddox, Norma P  
**Subject:** RE: Newburg Days estimated invoice LIC-SPE-19-00093

No problem, that is to be expected.

Thank you!

Doug

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(502) 572-3513  
[doug.sweeney@louisvilleky.gov](mailto:doug.sweeney@louisvilleky.gov)

**From:** Howard, Caleb A.  
**Sent:** Friday, August 23, 2019 12:44 PM  
**To:** Sweeney, Doug L <Doug.Sweeney@louisvilleky.gov>  
**Cc:** Shanklin, Barbara <Barbara.Shanklin@louisvilleky.gov>; Maddox, Norma P <Norma.Maddox@louisvilleky.gov>  
**Subject:** RE: Newburg Days estimated invoice LIC-SPE-19-00093

Mr. Sweeney,

OK, that's great! Also, Dr. Shanklin wanted me to let you know that the funds will be transferred to you all via an interagency NDF, and that the closest upcoming deadline for that should be September 9, 2019. I am still going to try to get the paperwork ready to go and filed by the early part of next week, just so I can be sure that it can be considered by the Appropriations Committee as soon as possible. We just wanted to let you all know, as there will be a bit of a delay in getting you all the funds until the item passes the Appropriations Committee.

Thanks,



**Caleb Howard**  
Legislative Assistant to  
Councilwoman Dr. Barbara Shanklin  
District 2  
Louisville Metro Council  
Phone: (502) 574-2787



Email: [Caleb.Howard@louisvilleky.gov](mailto:Caleb.Howard@louisvilleky.gov)

**From:** Sweeney, Doug L <[Doug.Sweeney@louisvilleky.gov](mailto:Doug.Sweeney@louisvilleky.gov)>  
**Sent:** Friday, August 23, 2019 12:26 PM  
**To:** Howard, Caleb A. <[Caleb.Howard@louisvilleky.gov](mailto:Caleb.Howard@louisvilleky.gov)>  
**Subject:** RE: Newburg Days estimated invoice LIC-SPE-19-00093

Thanks! I noticed that the fee was double billed; \$40 will be removed from final.

**Doug Sweeney**  
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[doug.sweeney@louisvilleky.gov](mailto:doug.sweeney@louisvilleky.gov)

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**Cc:** Shanklin, Barbara <[Barbara.Shanklin@louisvilleky.gov](mailto:Barbara.Shanklin@louisvilleky.gov)>; Maddox, Norma P <[Norma.Maddox@louisvilleky.gov](mailto:Norma.Maddox@louisvilleky.gov)>  
**Subject:** RE: Newburg Days estimated invoice LIC-SPE-19-00093

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Thank you again,



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District 2  
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Phone: (502) 574-2787  
Email: [Caleb.Howard@louisvilleky.gov](mailto:Caleb.Howard@louisvilleky.gov)

**From:** Sweeney, Doug L <[Doug.Sweeney@louisvilleky.gov](mailto:Doug.Sweeney@louisvilleky.gov)>  
**Sent:** Tuesday, August 20, 2019 8:56 AM  
**To:** Howard, Caleb A. <[Caleb.Howard@louisvilleky.gov](mailto:Caleb.Howard@louisvilleky.gov)>  
**Subject:** Newburg Days estimated invoice LIC-SPE-19-00093

Hello Caleb –

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Thanks!

Doug

**Doug Sweeney**

Special Events Manager

Louisville Metro Emergency Services

410 S. 5<sup>th</sup> Street, Suite 323

Louisville Kentucky 40202

(502) 572-3513

[doug.sweeney@louisvilleky.gov](mailto:doug.sweeney@louisvilleky.gov)

## Howard, Caleb A.

---

**From:** Hines, William A  
**Sent:** Thursday, August 22, 2019 2:39 PM  
**To:** Sweeney, Doug L; Howard, Caleb A.  
**Cc:** Shanklin, Barbara; Maddox, Norma P  
**Subject:** Re: Newburg Days estimated invoice LIC-SPE-19-00093

Doug,

The fee is not based on any number of signs. There is a \$400 fee for generic (NO STOPPING SATURDAY) small event signs under a mile, \$500 fee for custom (NO STOPPING SATURDAY 11AM-2PM)small events signs under a mile. We keep the generic signs on hand, the custom we do not so it has an additional \$75 set up fee to fabricate signs. Both fees include installation and removal.

Thanks,  
William

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** "Sweeney, Doug L" <Doug.Sweeney@louisvilleky.gov>  
**Date:** 8/22/19 2:25 PM (GMT-05:00)  
**To:** "Howard, Caleb A." <Caleb.Howard@louisvilleky.gov>, "Hines, William A" <William.Hines@louisvilleky.gov>  
**Cc:** "Shanklin, Barbara" <Barbara.Shanklin@louisvilleky.gov>, "Maddox, Norma P" <Norma.Maddox@louisvilleky.gov>  
**Subject:** RE: Newburg Days estimated invoice LIC-SPE-19-00093

I will defer to Mr. William Hines.

William, they were billed \$575; how many does that come out to?

Thanks -

**Doug Sweeney**  
Special Events Manager  
Louisville Metro Emergency Services  
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(502) 572-3513  
[doug.sweeney@louisvilleky.gov](mailto:doug.sweeney@louisvilleky.gov)

**From:** Howard, Caleb A.  
**Sent:** Thursday, August 22, 2019 10:42 AM  
**To:** Sweeney, Doug L <Doug.Sweeney@louisvilleky.gov>

**Cc:** Shanklin, Barbara <Barbara.Shanklin@louisvilleky.gov>; Maddox, Norma P <Norma.Maddox@louisvilleky.gov>  
**Subject:** RE: Newburg Days estimated invoice LIC-SPE-19-00093

Oh ok; Dr. Shanklin was wondering if you happen to know how many of these signs we are to receive for the festival?

Thanks,



**Caleb Howard**

Legislative Assistant to  
Councilwoman Dr. Barbara Shanklin  
District 2  
Louisville Metro Council  
Phone: (502) 574-2787  
Email: [Caleb.Howard@louisvilleky.gov](mailto:Caleb.Howard@louisvilleky.gov)

## Howard, Caleb A.

---

**From:** Sweeney, Doug L  
**Sent:** Thursday, August 22, 2019 9:59 AM  
**To:** Howard, Caleb A.  
**Cc:** Shanklin, Barbara; Maddox, Norma P; Jones, Kelly  
**Subject:** RE: Newburg Days estimated invoice LIC-SPE-19-00093

Thanks. This is not really a change in policy, just one in how I understood it. I have been instructed that city *agencies* are not to be charged for events they put on. When discussing this with my boss, I learned that it did not apply to Metro Council However, metro council has been given funds to pay for events - discretionary and NDF, I believe. I should have been charging all along.

Doug

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**To:** Sweeney, Doug L <Doug.Sweeney@louisvilleky.gov>  
**Cc:** Shanklin, Barbara <Barbara.Shanklin@louisvilleky.gov>; Maddox, Norma P <Norma.Maddox@louisvilleky.gov>  
**Subject:** RE: Newburg Days estimated invoice LIC-SPE-19-00093

Mr. Sweeney,

Dr. Shanklin was wondering about the cost of the signs on the invoice. Is that price reflective of renting the signs, or are we purchasing the signs to keep? If the price is simply to rent the signs, I think Councilwoman Shanklin would prefer to nix the signs in an attempt to save some money.

Also, honestly, this is the first year that the Councilwoman has had to pay for the police presence at Newburg Day, and after talking with some of the other Councilmembers, it seems as though many of them have not had to pay for police to be at their events in the past. Because of this, we have been attempting to figure out why this year we are being asked to pay what we consider to be a pretty large amount for LMPD and the other items associated with the festival. Is this a new practice, or do you know if other Councilmembers' events were set up differently? Obviously we would like to be able to save as much money as possible considering our smaller budget this year, but we also want to be sure to follow whatever protocol is necessary. If you get a chance to clear up some of these questions for us, feel free to reach back out to me or Councilwoman Shanklin.

Thank you for your time and help,



**Caleb Howard**

Legislative Assistant to  
Councilwoman Dr. Barbara Shanklin  
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Louisville Metro Council  
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Email: [Caleb.Howard@louisvilleky.gov](mailto:Caleb.Howard@louisvilleky.gov)

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Thanks!

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