

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


**Primary Sponsor:** Councilman Brandon Coan

**Amount:** \$2,220 **Date:** Oct 29, 2019

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**  
 Transferring \$2,220 to Public Works for the fabrication and installation of six "positive change" boxes to be installed along the Bardstown Road corridor, with two boxes each (North and Southbound) at the intersections of Highland Avenue, Grinstead Drive, and Eastern Parkway. Change deposited in the boxes will be donated to the Coalition for the Homeless.

**City Agency:** Public Works  
**Contact Person:** Jeff Brown  
**Agency Phone:** 574 0065

**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          |  | \$2,220 | Oct 29, 2019 |
| 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:**  
Public Works/ Positive Change Boxes

### 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  | _____ | \$ _____ |
| 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:** Public Works

**Program/Project Name:**

Positive Change Boxes

**Yes/No/NA**

**Request Form:** Is the Request Signed by all Council Member(s) Appropriating Funding?

Yes

**Request Form:** If matching funds are to be used, are they disclosed with account numbers in the request form description?

NA

**Request Form:** If matching funds are to be used, does the amount of the request exclude the matching fund amount?

NA

**Request Form:** If other funds are to be used for this project, are they disclosed with account numbers in the request form description?

NA

**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.

Yes

**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.

Yes

**Ordinance Required:** Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.

No

**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?

No

**Supporting Documentation:** Does the attachment include a valid estimate and description of cost?

Yes

**Submitted by:** \_\_\_\_\_ Jasmine Weatherby

**Date:** Oct 29, 2019

## **Weatherby, Jasmine**

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**From:** Coan, Brandon  
**Sent:** Friday, October 25, 2019 3:05 PM  
**To:** James Wells - BBB; Brown, Jeffrey E; Derreck Hughes - BBB; nharris@louhomeless.org; Weatherby, Jasmine  
**Subject:** RE: "Positive Change Boxes"

Hi, guys. Can someone from BBB call (or meet with) me next week to go over the graphic design for the boxes? As discussed, I plan to keep the basic downtown design but remove all references (visual and verbal) to the LDP. Whatever other changes we make should be simple.

Also, just to get this down electronically for everyone, here are the 6 locations we've identified:

- 1) Bardstown Rd & Baxter Ave at Highland Ave, on the corner where the old Chase Bank is;
- 2) Bardstown Rd & Baxter Ave at Highland Ave, on the corner where Wicks Pizza is;
- 3) Bardstown Rd & Grinstead Dr, on the corner where the "Fat Lamb" shopping center/TARC stop is;
- 4) Bardstown Rd & Grinstead Dr, on the corner where the Wendy's is;
- 5) Bardstown Rd & Eastern Pkwy, on the corner where the Valvoline/TARC stop is; and
- 6) Bardstown Rd & Eastern Pkwy, on the corner where Studioworks is.

Appreciate everyone's help on this and look forward to making it a reality.

SBC

**From:** James Wells - BBB <jwells@blockbyblock.com>  
**Sent:** Monday, October 21, 2019 10:22 AM  
**To:** Brown, Jeffrey E <Jeffrey.Brown@louisvilleky.gov>; Coan, Brandon <Brandon.Coan@louisvilleky.gov>; Derreck Hughes - BBB <dhughes@blockbyblock.com>; nharris@louhomeless.org  
**Subject:** Re: "Positive Change Boxes"

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I spoke with Sellersburg Metal this morning and am awaiting answers for:

2019 Cost - He doesn't think the cost will go up, but he's confirming his current steel cost.

Lead Time - these are custom builds, so he'll need to schedule into production

Redesign - following some feedback from us, he's looking at the drawings to see if a redesign is feasible...this shouldn't add any lead time as the drawings are on file and any changes would fit within the original design parameters.

Will keep everyone posted as I get fresh updates.

Thanks,

James

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**From:** Brown, Jeffrey E <Jeffrey.Brown@louisvilleky.gov>

**Sent:** Monday, October 21, 2019 8:07 AM

**To:** Coan, Brandon <Brandon.Coan@louisvilleky.gov>; Derreck Hughes - BBB <dhughes@blockbyblock.com>; James Wells - BBB <jwells@blockbyblock.com>; nharris@louhomeless.org <nharris@louhomeless.org>

**Subject:** RE: "Positive Change Boxes"

Public Works will accept \$2,220 for the donation boxes.

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**From:** Coan, Brandon <Brandon.Coan@louisvilleky.gov>

**Sent:** Friday, October 18, 2019 12:56 PM

**To:** Derreck Hughes - BBB <dhughes@blockbyblock.com>; James Wells - BBB <jwells@blockbyblock.com>; Brown, Jeffrey E <Jeffrey.Brown@louisvilleky.gov>; nharris@louhomeless.org

**Subject:** RE: "Positive Change Boxes"

Guys – we’ve settled on needing boxes at six locations. I am adding Jeff Brown from Public Works because the money likely has to flow thru his shop first before it goes to the ultimate vendor – that would just be Block by Block, correct?

Jeff – will you accept a CIF transfer of \$2,220 for this purpose?

We will send you the installation addresses later; I know we need to get the ordering taken care of first.

Also, Coalition for the Homeless has agreed to be our servicing partner. Natalie Harris is copied here. We will appreciate your help with some basic “training” on best practices for retrieving the donations, etc. at the appropriate time.

Best Regards,  
Brandon

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**From:** Derreck Hughes - BBB <dhughes@blockbyblock.com>

**Sent:** Wednesday, October 16, 2019 3:46 PM

**To:** James Wells - BBB <jwells@blockbyblock.com>; Coan, Brandon <Brandon.Coan@louisvilleky.gov>

**Subject:** RE: "Positive Change Boxes"

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Hey Brandon,

I hope all has been well. I keep expecting to hear good news out of our endeavors on the Bardstown Rd. BID formation.

Branding the boxes would be \$25 per to include design work, production of the decals and installation. So to add that to James' calculation we're looking at \$370 per all in.

Let's catch up soon.

Derreck Hughes  
Vice President of Operations  
Block by Block  
O: 502-749-1551 ext. 103  
C: 502-592-3263  
[www.blockbyblock.com](http://www.blockbyblock.com)

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**From:** James Wells - BBB  
**Sent:** Wednesday, October 16, 2019 2:14 PM  
**To:** Coan, Brandon <[Brandon.Coan@louisvilleky.gov](mailto:Brandon.Coan@louisvilleky.gov)>  
**Cc:** Derreck Hughes - BBB <[dhughes@blockbyblock.com](mailto:dhughes@blockbyblock.com)>  
**Subject:** Re: "Positive Change Boxes"

Brandon,

Derreck will need to speak in regards to assistance with the branding, however, assuming boxes are still available at \$295 (I'll reach out shortly to try to confirm that)...

\$295 Box.  
\$ 50 each for install  
\$ \_\_\_\_ design costs

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**From:** Coan, Brandon <[Brandon.Coan@louisvilleky.gov](mailto:Brandon.Coan@louisvilleky.gov)>  
**Sent:** Wednesday, October 16, 2019 2:10 PM  
**To:** James Wells - BBB <[jwells@blockbyblock.com](mailto:jwells@blockbyblock.com)>  
**Cc:** Derreck Hughes - BBB <[dhughes@blockbyblock.com](mailto:dhughes@blockbyblock.com)>  
**Subject:** RE: "Positive Change Boxes"

Thank you so kindly, James and Derreck. I will confirm the number and location of boxes, as well as branding, asap. Can you estimate the total unit cost – all in – per box? I know before you said \$295 "raw," plus there's whatever else there is to finish the boxes and the installation fee. \$500? \$600? more? It's okay if don't know for sure; I just need a reliable estimate.

Best Regards,  
Brandon

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**From:** James Wells - BBB <[jwells@blockbyblock.com](mailto:jwells@blockbyblock.com)>  
**Sent:** Wednesday, October 16, 2019 1:44 PM  
**To:** Coan, Brandon <[Brandon.Coan@louisvilleky.gov](mailto:Brandon.Coan@louisvilleky.gov)>  
**Cc:** Derreck Hughes - BBB <[dhughes@blockbyblock.com](mailto:dhughes@blockbyblock.com)>  
**Subject:** "Positive Change Boxes"

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Mr. Coan,

Following up on our phone call, Block By Block would be willing to assist you with ordering, branding, and installation of between 6-10 boxes.

Once you've determined the quantity that you have funding for, I will be your contact for initiating the order with Sellersburg Metal.

BBB office staff will assist with branding design; with the city's potential "Better Way" initiative it may be worth considering going this route instead of co-opting the "Positive Change" branding.

BBB will also assist in securing a private party to handle the installation at a per unit fee.

Please be aware that any work I do on this project will be outside of my role with LDP, working specifically for BBB.

Thanks,

**James Wells**

**Operations Manager**

Block By Block - Louisville Downtown Partnership

554 South Fourth Street, Louisville, KY 40202

Cell: 502-664-5585

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