

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

**Primary Sponsor:** Councilwoman Barbara Sexton Smith

**Amount:** \$1,642.00

**Date:** July 29, 2019

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**

Printing and Installation of Lock, Take and Hide signs that will be placed in District 4. 100 signs will be printed and placed in various locations throughout District 4. LMPD has agreed to match funds of \$1,642.00 in order to total \$3,284.00 estimate

**City Agency:**

LMPD

**Contact Person:**

Kristie Martin

**Agency Phone:**

574-3752

**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.**

4



District #

*Barbara Sexton Smith*  
 Council Member Signature

\$1,642.00

Amount

July 29, 2019

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:**

Lock, Take and Hide Signs for District 4

**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:** Signs and Marketing

**Program/Project Name:** Lock, Take and Hide Signs for District 4

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?	No	<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?	Yes	<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.	<i>yes</i>	<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.	<i>yes</i>	<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.	<i>NA</i>	<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:** \_\_\_\_\_ Wanda Mitchell-Smith \_\_\_\_\_

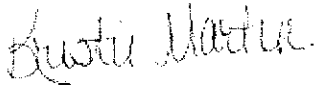
**Date:** July 29, 2019

**Mitchell-Smith, Wanda D.**

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**From:** Martin, Kristie L  
**Sent:** Friday, August 9, 2019 9:55 AM  
**To:** Mitchell-Smith, Wanda D.  
**Subject:** RE: have 2 questions

Yes mam



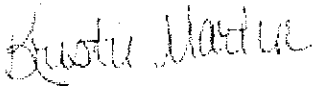
**Fiscal Administrator-LMPD/Internal Audit  
Office of Management & Budget  
Louisville Metro Government  
611 W Jefferson St 3<sup>rd</sup> Floor  
Louisville, KY 40202  
Ph: 502 574 3752**

**From:** Mitchell-Smith, Wanda D. <Wanda.Mitchell-Smith@louisvilleky.gov>  
**Sent:** Friday, August 09, 2019 9:53 AM  
**To:** Martin, Kristie L <Kristie.Martin@louisvilleky.gov>  
**Subject:** RE: have 2 questions

I will have to make changes to the paperwork. Will you accept the funds?

**From:** Martin, Kristie L <Kristie.Martin@louisvilleky.gov>  
**Sent:** Friday, August 9, 2019 9:00 AM  
**To:** Mitchell-Smith, Wanda D. <Wanda.Mitchell-Smith@louisvilleky.gov>  
**Subject:** RE: have 2 questions

Sorry for the late response, but the funds can come to LMPD



**Fiscal Administrator-LMPD/Internal Audit  
Office of Management & Budget  
Louisville Metro Government  
611 W Jefferson St 3<sup>rd</sup> Floor  
Louisville, KY 40202  
Ph: 502 574 3752**

**From:** Mitchell-Smith, Wanda D. <Wanda.Mitchell-Smith@louisvilleky.gov>  
**Sent:** Wednesday, July 31, 2019 3:26 PM

**To:** Martin, Kristie L <[Kristie.Martin@louisvilleky.gov](mailto:Kristie.Martin@louisvilleky.gov)>  
**Subject:** FW: have 2 questions

Hey Kirstie,

Do the funds need to go through Public Works, Matthew Hines or through you for the signs? Please Advise, thank you.



*Wanda Mitchell-Smith*  
Legislative Assistant  
Office of Councilwoman Barbara Sexton Smith  
601 W. Jefferson Street | Louisville, Kentucky 40202  
(502) 574-1104

Click [here](#) to sign up for the District 4 eNewsletter

**From:** Oliver, Robert L <[Robert.Oliver@louisvilleky.gov](mailto:Robert.Oliver@louisvilleky.gov)>  
**Sent:** Wednesday, July 31, 2019 2:41 PM  
**To:** Mitchell-Smith, Wanda D. <[Wanda.Mitchell-Smith@louisvilleky.gov](mailto:Wanda.Mitchell-Smith@louisvilleky.gov)>  
**Subject:** RE: have 2 questions

Can you double check with Kristie? I'm not sure how/where she needs it to go.

**From:** Mitchell-Smith, Wanda D.  
**Sent:** Wednesday, July 31, 2019 2:37 PM  
**To:** Oliver, Robert L  
**Subject:** RE: have 2 questions

Not yet. She is doing half of the request. So will this go to Matthew Hines in Public Works, since they will be doing the signs? I will have all of the necessary documents ready before days end.



*Wanda Mitchell-Smith*  
Legislative Assistant  
Office of Councilwoman Barbara Sexton Smith  
601 W. Jefferson Street | Louisville, Kentucky 40202  
(502) 574-1104

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**From:** Oliver, Robert L <[Robert.Oliver@louisvilleky.gov](mailto:Robert.Oliver@louisvilleky.gov)>  
**Sent:** Wednesday, July 31, 2019 2:25 PM  
**To:** Mitchell-Smith, Wanda D. <[Wanda.Mitchell-Smith@louisvilleky.gov](mailto:Wanda.Mitchell-Smith@louisvilleky.gov)>  
**Subject:** have 2 questions

Hi Wanda,

Just wanted to check with you on 2 things so I have answers for my lieutenant. Have you sent the money over to Kristie Martin yet and can you advise how much? Once Kristie gets the money I need to fill out a PO request, if Barbara has giving half or more, I know what to put in the dollar amount on the request.

**Officer Robert Oliver**

Louisville Metro Police Dept. 1<sup>st</sup> Div  
416 N 29<sup>th</sup> St, Louisville, KY 40212  
Division Resource Officer  
Division Warrant/Traffic  
Honor Guard Unit  
Work 502-574-7167  
[Robert.oliver@louisvilleky.gov](mailto:Robert.oliver@louisvilleky.gov)

## Mitchell-Smith, Wanda D.

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**From:** Oliver, Robert L  
**Sent:** Wednesday, June 12, 2019 5:31 PM  
**To:** Hines, William A  
**Cc:** Itschner, James R; Jennings, Patricia A  
**Subject:** RE: requesting cost of street signs

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Sir,

Thank you for your prompt reply. I completely understand the installation limitations, however is it possible to give me a dollar figure for placing on existing poles (if that's possible) and a dollar figure for a new pole with installation? CW Sexton-Smith won't approve/ let me proceed without knowing the amount of money this will cost.

---

**From:** Hines, William A  
**Sent:** Monday, June 10, 2019 8:50 AM  
**To:** Oliver, Robert L  
**Cc:** Jennings, Patricia A  
**Subject:** RE: requesting cost of street signs

Good morning Officer,

- We can accommodate this request.
- The cost to make (1) multicolor print (12"x18") sign \$30.24 so **(100) plus installation cost \$260 would come to a total of \$3284.**
- Our installation limitations include installing post in asphalt and needing permission to mount on buildings.

Any other questions feel free

Thank you,

**William A. Hines III**  
Labor Supervisor  
Louisville Metro Public Works & Assets  
Signs & Markings Division  
3507 Newburg Rd  
Louisville, KY 40218  
Phone: (502) 794-6862  
Fax: (502) 458-4868  
<https://louisvilleky.gov/>



**From:** Oliver, Robert L <[Robert.Oliver@louisvilleky.gov](mailto:Robert.Oliver@louisvilleky.gov)>

**Sent:** Friday, June 7, 2019 3:53 PM

**To:** Jennings, Patricia A <[Patricia.Jennings@louisvilleky.gov](mailto:Patricia.Jennings@louisvilleky.gov)>; Hall, Barbara C <[Barbara.Hall@louisvilleky.gov](mailto:Barbara.Hall@louisvilleky.gov)>

**Cc:** Itschner, James R <[James.Itschner@louisvilleky.gov](mailto:James.Itschner@louisvilleky.gov)>

**Subject:** requesting cost of street signs

Hello,

My name is Robert Oliver and I am a Resource Officer in the 1<sup>st</sup> Division.

This afternoon my counterpart, my supervisor and I had a meeting with Councilwoman Sexton-Smith. The meeting was a proposal for a new street sign (crime prevention sign). CW Sexton-Smith is backing my proposal but wanted me to contact you with a few questions. Attached is a picture of the street sign (measurements are 12"X18"). These signs will be posted in the downtown area, highly visited locations (i.e. YUM Center, Waterfront Park, etc.) and around parking lots/garages.

My questions are;

1. can you make this sign?
2. if so what would be the cost for 100 signs?
3. what would be the installation price if we buy the signs from you?
4. what would be the installation price if we buy the signs from another vendor?
5. Lastly can you advise on the restrictions for mounting the signs on other existing poles such as street signs, parking signs, and buildings

I will be out of the office next week June 10-14 for training but I would love to meet with you the following week to get started on this project.

### **Officer Robert Oliver**

Louisville Metro Police Dept. 1<sup>st</sup> Div

416 N 29<sup>th</sup> St, Louisville, KY 40212

Division Resource Officer

Division Warrant/Traffic

Honor Guard Unit

Work 502-574-7167

Cell 812-989-5252

[Robert.oliver@louisvilleky.gov](mailto:Robert.oliver@louisvilleky.gov)



## Oliver, Robert L

---

**From:** Hines, William A  
**Sent:** Monday, June 10, 2019 8:50 AM  
**To:** Oliver, Robert L  
**Cc:** Jennings, Patricia A  
**Subject:** RE: requesting cost of street signs  
**Attachments:** Lock, Take, Hide pic.jpg

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning Officer,

- We can accommodate this request.
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Thank you,

### William A. Hines III

Labor Supervisor  
Louisville Metro Public Works & Assets  
Signs & Markings Division  
3507 Newburg Rd  
Louisville, KY 40218  
Phone: (502) 794-6862  
Fax: (502) 458-4868  
<https://louisvilleky.gov/>



**From:** Oliver, Robert L <[Robert.Oliver@louisvilleky.gov](mailto:Robert.Oliver@louisvilleky.gov)>  
**Sent:** Friday, June 7, 2019 3:53 PM  
**To:** Jennings, Patricia A <[Patricia.Jennings@louisvilleky.gov](mailto:Patricia.Jennings@louisvilleky.gov)>; Hall, Barbara C <[Barbara.Hall@louisvilleky.gov](mailto:Barbara.Hall@louisvilleky.gov)>  
**Cc:** Itschner, James R <[James.Itschner@louisvilleky.gov](mailto:James.Itschner@louisvilleky.gov)>  
**Subject:** requesting cost of street signs

Hello,

My name is Robert Oliver and I am a Resource Officer in the 1<sup>st</sup> Division.

This afternoon my counterpart, my supervisor and I had a meeting with Councilwoman Sexton-Smith. The meeting was a proposal for a new street sign (crime prevention sign). CW Sexton-Smith is backing my proposal but wanted me to



9824 Bluegrass Parkway  
 Louisville, KY 40299  
 (502) 454-4321

# ESTIMATE

## EST-431

Payment Terms: 50% Deposit > \$200

Created Date: 4/30/2019

**DESCRIPTION: Parking lot signs**

**Bill To:** LMPD  
 633 West Jefferson St  
 Louisville, KY 40203  
 US

**Pickup At:** Signarama Louisville East  
 9824 Bluegrass Parkway  
 Louisville, KY 40299  
 US

**Requested By:** Robert Oliver  
 Email: robert.oliver@louisvilleky.gov

**Salesperson:** Jo Bratcher  
 Work Phone: 502-454-4321  
 Cell Phone: 502-377-5554

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	(50) NON Reflective Lock, Take, Hide Parking lot signs Pricing for budget plan to add Parking lot instruction signs to various lots in the downtown area. These will be non reflective signs made from .080 alum blanks at the size of 12x18" that will say LOCK TAKE HIDE	1	\$1,210.00	\$1,210.00
2	(100)NON Reflective Lock, Take, Hide Parking lot signs	1	\$2,090.00	\$2,090.00
3	(250) NON Reflective Lock, Take, Hide Parking lot signs	1	\$4,810.00	\$4,810.00
4	(500) NON Reflective Lock, Take, Hide Parking lot signs	1	\$8,010.00	\$8,010.00
			<b>Subtotal:</b>	\$16,120.00
			<b>Taxes:</b>	\$964.80
			<b>Grand Total:</b>	\$17,084.80

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



Estimate No.  
Estimate Printed On

4403  
7/25/2019

JULY 2019  
Attn:  
  
Louisville, KY 40299

Acct #: 10212  
Terms: ith balance at Net 15 Days  
Phone: 502-000-0000 /  
Fax:  
E-Mail:

Prepared For ,

**ROBERT OLIVER REFLECTIVE PARKING SIGNS** **Estimate Description**

Product Code	Sides	Color	Quantity	Vertical	Horizontal	Price @	Total:
ALUM	1	REFLECTIVE	100.00	18.00	12.00	\$ 26.84	\$2,684.00
<b>Description</b> AVERY ENGINEER GRADE REFLECTIVE WITH FULL COLOR PRINT ROUNDED CORNERS 2 HOLES							

.063 GUAGE ALUMINUM

Product Code	Sides	Color	Quantity	Vertical	Horizontal	Price @	Total:
ALUM	1	REFLECTIVE	100.00	18.00	12.00	\$ 35.75	\$3,575.00
<b>Description</b> AVERY ENGINEER GRADE REFLECTIVE WITH FULL COLOR PRINT ROUNDED CORNERS 2 HOLES							

.080 GUAGE ALUMINUM

Notes:

<b>Sub-Total</b>	\$6,259.00
<b>Sales Tax</b>	\$375.54
<b>Shipping</b>	\$0.00
<b>Total:</b>	<b>\$6,634.54</b>

Yours Sincerely,

**GREG HOSKINSON**

**Mitchell-Smith, Wanda D.**

---

**From:** Hines, William A  
**Sent:** Tuesday, July 30, 2019 1:33 PM  
**To:** Mitchell-Smith, Wanda D.  
**Cc:** Roades, Bonnie J  
**Subject:** RE: CP sign final design  
**Attachments:** RE: Changes to crime prevention sign; RE: requesting cost of street signs

Good afternoon Wanda,

Yes, whenever you are ready cost center or CIF will do.

Bonnie- I have attached info for your records

Thank you,

**William A. Hines III**

Labor Supervisor  
Louisville Metro Public Works & Assets  
Signs & Markings Division  
3507 Newburg Rd  
Louisville, KY 40218  
Phone: (502) 794-6862  
Fax: (502) 458-4868  
<https://louisvilleky.gov/>



**From:** Mitchell-Smith, Wanda D. <Wanda.Mitchell-Smith@louisvilleky.gov>  
**Sent:** Tuesday, July 30, 2019 12:24 PM  
**To:** Hines, William A <William.Hines@louisvilleky.gov>  
**Subject:** FW: CP sign final design

Good Afternoon,

Are you willing to accept the funds for the Lock, Take and Hide signs? Please advise. Thanks you.



*Wanda Mitchell-Smith*

Legislative Assistant  
Office of Councilwoman Barbara Sexton Smith  
601 W. Jefferson Street | Louisville, Kentucky 40202  
(502) 574-1104

Click [here](#) to sign up for the District 4 eNewsletter

**From:** Mitchell-Smith, Wanda D.  
**Sent:** Monday, July 29, 2019 4:34 PM  
**To:** Oliver, Robert L <[Robert.Oliver@louisvilleky.gov](mailto:Robert.Oliver@louisvilleky.gov)>  
**Subject:** RE: CP sign final design

Ok. Thanks.

**From:** Oliver, Robert L <[Robert.Oliver@louisvilleky.gov](mailto:Robert.Oliver@louisvilleky.gov)>  
**Sent:** Monday, July 29, 2019 4:32 PM  
**To:** Mitchell-Smith, Wanda D. <[Wanda.Mitchell-Smith@louisvilleky.gov](mailto:Wanda.Mitchell-Smith@louisvilleky.gov)>  
**Subject:** RE: CP sign final design

I was leaving that up to CW Sexton-Smith. The Chiefs office said they will give at least half.

---

**From:** Mitchell-Smith, Wanda D.  
**Sent:** Monday, July 29, 2019 3:58 PM  
**To:** Oliver, Robert L  
**Subject:** RE: CP sign final design

Is District 4 to pay the entire amount or ½ of the request?

**From:** Oliver, Robert L <[Robert.Oliver@louisvilleky.gov](mailto:Robert.Oliver@louisvilleky.gov)>  
**Sent:** Thursday, July 25, 2019 1:55 PM  
**To:** Mitchell-Smith, Wanda D. <[Wanda.Mitchell-Smith@louisvilleky.gov](mailto:Wanda.Mitchell-Smith@louisvilleky.gov)>  
**Subject:** CP sign final design

Here is the final design

**Officer Robert Oliver**

Louisville Metro Police Dept. 1<sup>st</sup> Div  
416 N 29<sup>th</sup> St, Louisville, KY 40212  
Division Resource Officer  
Division Warrant/Traffic  
Honor Guard Unit  
Work 502-574-7167  
[Robert.oliver@louisvilleky.gov](mailto:Robert.oliver@louisvilleky.gov)

**Mitchell-Smith, Wanda D.**

---

**From:** Oliver, Robert L  
**Sent:** Thursday, July 18, 2019 3:20 PM  
**To:** Hall, Barbara C  
**Cc:** Itschner, James R; Hines, William A  
**Subject:** RE: Changes to crime prevention sign

**Follow Up Flag:** FollowUp  
**Flag Status:** Flagged

That looks good, that's the one we will go with.

---

**From:** Hall, Barbara C  
**Sent:** Thursday, July 18, 2019 3:06 PM  
**To:** Oliver, Robert L  
**Cc:** Itschner, James R; Hines, William A  
**Subject:** RE: Changes to crime prevention sign

You got, sir! Here you go:



Happy Thursday,

BC (Barbara) Hall, Sign Tech

Louisville Metro Public Works  
Division of Signs & Markings  
3507 Newburg Rd  
Louisville, KY 40218  
(502) 574-4618 Shop 1  
(502) 574-4381 Shop 2



DEPARTMENT OF  
**PUBLIC WORKS**  
Division of Signs & Markings

---

**From:** Oliver, Robert L  
**Sent:** Thursday, July 18, 2019 2:56 PM  
**To:** Hall, Barbara C  
**Cc:** Itschner, James R; Hines, William A  
**Subject:** RE: Changes to crime prevention sign

Hi Barbara,  
I think I would like to go with Option 4 (option 2 but change the blue letters to white).

Mr. Hines,  
I talked to Kristie Martin today from Management and Budget, she told me the process for billing, and since one of the council members is paying for a portion I have to wait on their money to get to Ms. Martin before I can place the order.

---

**From:** Hall, Barbara C  
**Sent:** Monday, July 15, 2019 1:49 PM  
**To:** Oliver, Robert L  
**Cc:** Itschner, James R; Hines, William A  
**Subject:** RE: Changes to crime prevention sign

Robert,

Here a few different options for you:

*BAH*