

## Louisville Metro Council City Agency Request

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


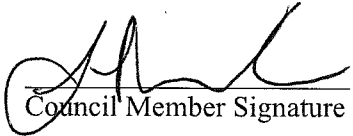
**Primary Sponsor:** Councilman Brandon Coan

**Amount:** 500 **Date:** 10.30.18

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**  
 \$500 toward fees associated with the 2018 Belknap Festival paid to the Office of Special Events.

**City Agency:** Office of Special Events/ Emergency Services  
**Contact Person:** Doug Sweeney  
**Agency Phone:** 502 572 3513

**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.**

 District #	 Council Member Signature	500.00 Amount	10.30.18 Date
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**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:**  
Office of Special Events/ Belknap 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	_____	\$ _____
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

<b>Interagency Name:</b> Office of Special Events	
<b>Program/Project Name:</b>	Belknap Festival
	<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.	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.	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 Weatherby **Date:** 10.30.18



## **Weatherby, Jasmine**

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**From:** Sweeney, Doug L  
**Sent:** Friday, April 19, 2019 8:38 AM  
**To:** Weatherby, Jasmine  
**Subject:** RE: Belknap Fall Festival

Yes, jasmine. I am willing to accept \$500 from the Metro Council District 8 office as payment towards the Belknap Festival fess that were due after their event last fall.

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)

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**From:** Weatherby, Jasmine  
**Sent:** Thursday, April 18, 2019 4:55 PM  
**To:** Sweeney, Doug L <[Doug.Sweeney@louisvilleky.gov](mailto:Doug.Sweeney@louisvilleky.gov)>  
**Subject:** FW: Belknap Fall Festival

Hi Doug,

I have to resubmit all the paperwork for this transfer. Can you confirm that you are willing to accept \$500 from our office for the Belknap Festival expenses now that their 501c3 status has been reinstated?

Thank you

Jasmine Weatherby  
Legislative Aide  
Councilman Brandon Coan  
District 8  
601 West Jefferson St  
Louisville, KY 40202  
Email: [jasmine.weatherby@louisvilleky.gov](mailto:jasmine.weatherby@louisvilleky.gov)  
Office: (502) 574-1108

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**From:** Weatherby, Jasmine  
**Sent:** Monday, October 29, 2018 2:14 PM  
**To:** Coan, Brandon <[Brandon.Coan@louisvilleky.gov](mailto:Brandon.Coan@louisvilleky.gov)>; Sweeney, Doug L <[Doug.Sweeney@louisvilleky.gov](mailto:Doug.Sweeney@louisvilleky.gov)>; Alan Rubin <[alanrubin@iglou.com](mailto:alanrubin@iglou.com)>

Cc: 'Patrick Carrico' <phc1210@gmail.com>

Subject: RE: Belknap Fall Festival

Doug – I need in writing (responding to this email is fine) that you will accept \$500 from our office toward expenses related to the Belknap Festival. Once I have that from you, I can start getting the paperwork together.

Thank you

Jasmine Weatherby  
Legislative Aide  
Councilman Brandon Coan  
District 8  
601 West Jefferson St  
Louisville, KY 40202  
Email: [jasmine.weatherby@louisvilleky.gov](mailto:jasmine.weatherby@louisvilleky.gov)  
Office: (502) 574-1108

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**From:** Coan, Brandon

**Sent:** Monday, October 29, 2018 1:43 PM

**To:** Sweeney, Doug L <[Doug.Sweeney@louisvilleky.gov](mailto:Doug.Sweeney@louisvilleky.gov)>; Alan Rubin <[alanrubin@iglou.com](mailto:alanrubin@iglou.com)>; Weatherby, Jasmine <[Jasmine.Weatherby@louisvilleky.gov](mailto:Jasmine.Weatherby@louisvilleky.gov)>

**Cc:** 'Patrick Carrico' <phc1210@gmail.com>

**Subject:** RE: Belknap Fall Festival

Adding Jasmine – someone took her off. Jasmine handles all of this. Yes, we're happy to cover \$500 NDF for the Belknap Festival. We'll budget for it next year, too, but you guys still need to ask us in advance next time. Thanks very much.

Brandon Coan

Metro Council District 8  
(502) 574-1108

601 W. Jefferson Street  
Louisville, KY 40202

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**From:** Sweeney, Doug L

**Sent:** Monday, October 29, 2018 12:41 PM

**To:** Alan Rubin <[alanrubin@iglou.com](mailto:alanrubin@iglou.com)>

**Cc:** 'Patrick Carrico' <[phc1210@gmail.com](mailto:phc1210@gmail.com)>; Coan, Brandon <[Brandon.Coan@louisvilleky.gov](mailto:Brandon.Coan@louisvilleky.gov)>

**Subject:** RE: Belknap Fall Festival

Hi Alan –

Yes, \$198 will be the balance due from you, once Councilman Coan confirms that they are in fact covering (and transferring) \$500 from his office. Has that process been started, Brandon? Not sure how that works, exactly.

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)

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**From:** Alan Rubin <[alanrubin@iglou.com](mailto:alanrubin@iglou.com)>  
**Sent:** Monday, October 29, 2018 12:21 PM  
**To:** Sweeney, Doug L <[Doug.Sweeney@louisvilleky.gov](mailto:Doug.Sweeney@louisvilleky.gov)>  
**Cc:** 'Patrick Carrico' <[phc1210@gmail.com](mailto:phc1210@gmail.com)>; Coan, Brandon <[Brandon.Coan@louisvilleky.gov](mailto:Brandon.Coan@louisvilleky.gov)>  
**Subject:** RE: Belknap Fall Festival

Patrick,

Can you get Doug a check for the balance due after the City bills Brandon Coans office for the NDF grant money (see below) I though Brandon's office was going to send \$500 from an NDF grant so I think that leaves \$198 due? Doug can you confirm the balance at this time? I think you guys indicated a 501 (c)(4) did not qualify for the charitable discount so we would owe the balance after the NDF Grant from Brandon Coan's office Correct?

Thanks.

Alan S. Rubin  
Belknap Neighborhood Assoc.  
502.587.1050  
502.587.9137 Fax  
[alanrubin@iglou.com](mailto:alanrubin@iglou.com)

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**From:** Sweeney, Doug L [<mailto:Doug.Sweeney@louisvilleky.gov>]  
**Sent:** Monday, October 29, 2018 10:30 AM  
**To:** Patrick Carrico; Alan Rubin  
**Cc:** Coan, Brandon; Weatherby, Jasmine  
**Subject:** RE: Belknap Fall Festival

Hello –

Following up. Can you advise status of payment, Patrick, or Alan?

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:** Sweeney, Doug L

**Sent:** Tuesday, October 23, 2018 8:52 AM

**To:** 'Patrick Carrico' <[phc1210@gmail.com](mailto:phc1210@gmail.com)>

**Cc:** Coan, Brandon <[Brandon.Coan@louisvilleky.gov](mailto:Brandon.Coan@louisvilleky.gov)>; Alan Rubin <[alanrubin@iglou.com](mailto:alanrubin@iglou.com)>; Weatherby, Jasmine <[Jasmine.Weatherby@louisvilleky.gov](mailto:Jasmine.Weatherby@louisvilleky.gov)>; Stenberg, Beth <[Beth.Stenberg@louisvilleky.gov](mailto:Beth.Stenberg@louisvilleky.gov)>; Bell, LaTonya J. <[LaTonya.Bell2@louisvilleky.gov](mailto:LaTonya.Bell2@louisvilleky.gov)>; Jones, Kelly <[Kelly.Jones@louisvilleky.gov](mailto:Kelly.Jones@louisvilleky.gov)>

**Subject:** RE: Belknap Fall Festival

Thanks for sending, Patrick. However, our rules only recognize 501 (c)(3) non-profits; the letter states that your designation is 501 (c)(4).

Has that determination been changed since the issuance of your IRS letter?

Also, there is a possibility that the status has been revoked or suspended – although, as the insert below states, it could have been reinstated. It is not uncommon for this to occur – and is easily remedied. The last official notice was March of this year.

Doug.

## **Auto-Revocation List**

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Organizations whose federal tax exempt status was automatically revoked for not filing a Form 99 because an organization appears on this list, it does not mean the organization is currently revoked.

**Exemption Type:** 501(c)(4)

**Exemption Reinstatement Date:**

**Revocation Date:** 11-15-2017

**Revocation Posting Date:** 03-12-2018

**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:** Patrick Carrico <phc1210@gmail.com>

**Sent:** Monday, October 22, 2018 4:50 PM

**To:** Sweeney, Doug L <Doug.Sweeney@louisvilleky.gov>

**Cc:** Coan, Brandon <Brandon.Coan@louisvilleky.gov>; Alan Rubin <alanrubin@iglou.com>; Weatherby, Jasmine <Jasmine.Weatherby@louisvilleky.gov>; Stenberg, Beth <Beth.Stenberg@louisvilleky.gov>; Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>

**Subject:** Re: Belknap Fall Festival

Doug, does the attached letter meet your requirements? Sorry I'm a little new to this.

On Fri, Oct 19, 2018, 12:57 PM Sweeney, Doug L <Doug.Sweeney@louisvilleky.gov> wrote:

Should not be a problem, with NDF. I just need to receive the IRS letter, and I can adjust the fees. I will then need confirmation that the funds have been transferred from your office, Brandon.

**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:** Coan, Brandon

**Sent:** Friday, October 19, 2018 10:03 AM

**To:** Sweeney, Doug L <Doug.Sweeney@louisvilleky.gov>; Alan Rubin <alanrubin@iglou.com>

**Cc:** Weatherby, Jasmine <Jasmine.Weatherby@louisvilleky.gov>; Stenberg, Beth <Beth.Stenberg@louisvilleky.gov>; Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>

**Subject:** RE: Belknap Fall Festival

Alan – the 25% discount (\$174.5) leaves you a balance of \$523.50. My office provides funding of up to \$500 for District 8 events like the Belknap Festival. Nobody applied for such funding this year but: a) you should in the future; and b) if it's not too late and you haven't already paid the city's invoice then we'd be happy to try to cover \$500 for you this year, leaving you a balance of \$23.50.

Doug – can you please confirm that all Belknap Festival expenses are due and owing to the city and therefore easy for us to simply transfer NDF to cover? Thanks very much.

Brandon Coan

Metro Council District 8

(502) 574-1108

601 W. Jefferson Street

Louisville, KY 40202

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**From:** Sweeney, Doug L  
**Sent:** Friday, October 19, 2018 9:22 AM  
**To:** Alan Rubin <[alanrubin@iglou.com](mailto:alanrubin@iglou.com)>  
**Cc:** Coan, Brandon <[Brandon.Coan@louisvilleky.gov](mailto:Brandon.Coan@louisvilleky.gov)>  
**Subject:** RE: Belknap Fall Festival

Yes, Alan - \$400 is for the signs. It was included as part of the \$698.00 that was listed in the memorandum of agreement. That is the minimum cost for signs. Of course, they can't predict the weather or the ability of cardboard signs to withstand a lot of rain.

Non-profits are given discount. However, you did not indicate that on your application (see screenshot of your app, below). That said, if you will send me a copy of your IRS letter of determination, I can adjust the fees, lowering them by 25%.

Thanks –



**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:** Alan Rubin <[alanrubin@iglou.com](mailto:alanrubin@iglou.com)>  
**Sent:** Thursday, October 18, 2018 4:22 PM  
**To:** Sweeney, Doug L <[Doug.Sweeney@louisvilleky.gov](mailto:Doug.Sweeney@louisvilleky.gov)>  
**Cc:** Coan, Brandon <[Brandon.Coan@louisvilleky.gov](mailto:Brandon.Coan@louisvilleky.gov)>  
**Subject:** RE: Belknap Fall Festival

Doug,

I am a little confused, what is the additional \$400 for the signs? As you know it rained all day on Friday and the signs did not make it through the festival. Are we being charged for the disposable signs? We are a non profit and would sure appreciate a break on this especially since the weather really hurt our attendance this year.

Alan S. Rubin

Attorney At Law

231 S. Fifth St. Suite 200

Louisville KY 40202

502.587.1050

502.587.9137 Fax

[alanrubin@iglou.com](mailto:alanrubin@iglou.com)

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**From:** Sweeney, Doug L [<mailto:Doug.Sweeney@louisvilleky.gov>]

**Sent:** Thursday, October 18, 2018 3:02 PM

**To:** [alanrubin@iglou.com](mailto:alanrubin@iglou.com)

**Subject:** Belknap Fall Festival

Hello Alan –

I have attached the final invoice for you event. Please make your check out to “Metro Finance” and send to my attention using the information in my signature lines below.  
Please write EVE926236 (your permit number) in the memo line.

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)

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