

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: _____

District # 13

Council Member Signature Vicki Aubrey Welch

Amount \$2,500.00

Date 11-9-17

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.

City Agency: Public Works
 Contact Person: Jeff Brown
 Agency Phone: 502-7736054

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):
 Kentucky Historical Society Permanent Marker to commemorate the Kenwood Drive-in

Amount: \$2500
 Date: 11/6/17

Primary Sponsor: Vicki Aubrey Welch

Louisville Metro Council City Agency Request

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

NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

Interagency Name:

Program/Project Name:

Yes/No/NA

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

Submitted by:

Elizabeth Alexander

Date:

11/7/17

Alexander, Elizabeth

From: Brown, Jeffrey E
Sent: Thursday, November 9, 2017 10:55 AM
To: Alexander, Elizabeth
Welch, Vicki A
Cc:
Subject: RE: Kenwood Drive In Marker

We will accept the funds for the proposed marker in the right-of-way near 7001 Southside Dr

Jeffrey Brown, PE

From: Alexander, Elizabeth
Sent: Thursday, November 09, 2017 10:47 AM
To: Brown, Jeffrey E
Cc: Welch, Vicki A
Subject: Kenwood Drive In Marker
Importance: High

Good morning,
We have received a request from the Inroquois Civic Club and Neighborhood Association for \$2500 for a permanent marker to commemorate the Kenwood Drive-in located at 7001 Southside Drive. Assuming your department will be the one's handling the marker's placement in the right of way, would it be appropriate to send the CIF through Public Works? We would appreciate your assistance.

Thanks,
Elizabeth



Elizabeth Alexander | Legislative Aide
Office of Councilwoman Vicki Aubrey Welch
601 W. Jefferson Street | Louisville, KY 40202
p: (502) 574-1113 f: (502) 574-4422
www.louisvilleky.gov/district13



**KENTUCKY TOURISM, ARTS AND HERITAGE CABINET
KENTUCKY HISTORICAL SOCIETY**

Matthew G. Bevin
Governor

**100 West Broadway
Frankfort, Kentucky 40601
Phone 502-564-1792
Fax 502-564-4701
www.history.ky.gov**

Don Parkinson
Secretary
Kent Whitworth
Executive Director

October 26, 2017

Dear Ms. Buzan:

The Kentucky Historical Society was very happy with quality of applications we received in September. After review by our advisory committee, we have approved the applications that, we believe, will be excellent additions to the Kentucky Historical Markers. I am happy to report that the Kenwood Drive-In topic was approved.

I have enclosed an invoice for the marker. As soon as we receive payment, we will begin the process of verifying the research and editing the text. Keep in mind that we may request more information from you during this process. Once we have a draft of the text ready, we will send it to you for your approval. When both you and KHS have approved the text, we will have you sign off on it and the marker will be ordered.

It takes 6-8 weeks from the time the marker is ordered, until it is delivered to the DOT facility in your district. Please keep that in mind as you are planning the date for the marker dedication. I have enclosed information about planning the dedication, as well as the dedication worksheets. Please complete the form and return 30 days prior to the dedication.

If you have any questions in the meantime, feel free to shoot me an email (andrew.patrick@ky.gov).

Sincerely,

Andrew Patrick, PhD
Community Engagement Coordinator



INVOICE

KENTUCKY HISTORICAL SOCIETY

100 West Broadway

Frankfort, KY 40601

Phone (502) 564-1792 Fax (502) 564-4701

DATE: OCTOBER 26, 2017

TO:

Stefanie Buzan

230 Kenwood Hill Rd.

Louisville, KY 40214

COMMENTS OR SPECIAL INSTRUCTIONS:

Please address envelope c/o Historical Highway Marker Program. Marker will be installed by KYTC.
 Note: Please allow 6-8 weeks for delivery once marker is ordered.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Kenwood Drive-In County: Jefferson Location: 7001 Southside Drive, Louisville		2300.00
	SUBTOTAL		2300.00
	SALES TAX		
	SHIPPING & HANDLING		
	TOTAL DUE		2300.00

Please make all checks payable to Kentucky Historical Society

If you have any questions concerning this invoice, contact
 Dr. Andrew Patrick, andrew.patrick@ky.gov

Thank you!



Historical Marker Dedication Information

Historical marker sponsors increase public awareness through a celebration of the marker's installation. These marker dedications offer an opportunity to re-tell the marker's historical account and to recognize the men and women responsible for its placement. Always organized by the local sponsors, these marker dedications are popular community events frequently covered by the local media. Dedication ceremonies usually include 1) remarks by the marker sponsor or other local expert on the history and background of the marker subject, 2) brief remarks by the Kentucky Historical Society representative and 3) unveiling of the marker. Some local sponsors choose to continue the celebration with a reception and/or refreshments following the dedication ceremony.

Kentucky Historical Society will do our best to accommodate your chosen dedication date, especially if the date corresponds to an anniversary or local event. We will also attempt to have a representative on site to speak at the dedication. However, since our program covers the entire Commonwealth, we can only schedule one dedication ceremony per date. Dedication ceremonies are scheduled on a first-received basis, so please submit your request as far in advance as possible.

When planning a dedication ceremony, please be aware of:

- **location**- many have limited space for attendees and parking
- **weather considerations**- inclement weather is always possible!
- **local calendar**- are there other local events scheduled at the same time?

We will provide an unveiling cover and up to 50 customized dedication programs. Information to be included in the printed program must be received at least 30 days before the dedication date. The Kentucky Historical Society can not provide equipment such as chairs, podium, microphone, etc. If such items are desired, they should be procured by the local sponsor.

PUBLICITY: The Kentucky Historical Society will send a press release on the marker dedication ceremony to local media outlets. Because these outlets need releases two weeks before the actual event, we must have all pertinent information three weeks before the dedication ceremony. You may, also, submit any other related publicity to local media outlets.

NOTES ON MARKER INSTALLATION: 2-3 weeks prior to the dedication, please notify Before You Dig by calling 811 or use their website at <http://811now.com>. They will need to know the location that the marker will be installed by the KY. Department of Transportation and that the hole will be 3-feet deep. Please keep in mind that the KY-DOT will **only** install the posts in the ground (not sidewalks or pavement).

Historical Marker Dedication Program Information



Please fill in your information as completely as possible within the space provided. Feel free to omit or add items according to how you plan your ceremony. Thank you!

Name of Marker _____
County _____

Dedication date _____
Time _____

Welcome & Introduction of Dignitaries _____
(name)

_____ (title)

Remarks by _____
(name) (title)

_____ (name) (title)

_____ (name) (title)

_____ (name) (title)

Dedication address by _____
(name) (title)

Unveiling of marker by _____
(name) (title)

_____ (name) (title)

_____ (name) (title)

Other (music, invocation, etc.) _____
(type)

By _____
(name) (title)