

# Louisville Metro Council City Agency Request

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

(0-354) TMP-357

**Primary Sponsor:** Marianne Butler

**Amount:** \$1,610                      **Date:** October 14, 2015

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**  
 SPOT Clinic to be held in District 15. This event is open and available to the public.

**City Agency:** Animal Services  
**Contact Person:** Skip Kalkhof  
**Agency Phone:** 502-574-5385

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.

<u>15</u>		<u>\$1,610</u>	<u>10/14/15</u>
District #	Council Member Signature	Amount	Date

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Appropriations Committee Chairman

**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: \_\_\_\_\_

**CIF, NDF, MAP OR PAV INTERAGENCY CHECKLIST**

**Interagency Name:** Animal Services

**Program/Project Name:** SPOT 2015-16

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

**Prepared by:**

*Autry*

**Date:** October 14, 2015

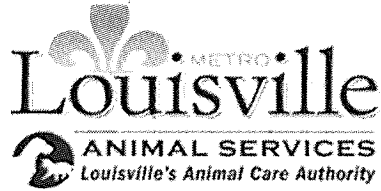


3705 Manslick Road · Louisville, Kentucky 40215 · (502) 361-1318

fax (502) 363-9742 · www.louisvilleky.gov/AnimalServices · animals@louisvilleky.gov

## INVOICE

<b>Date: 10-05-2015</b>	<b>REMITT TO:</b>
	<b>3705 Manslick Rd.</b>
<b>Invoice Number: District1511142015</b>	<b>Louisville, KY 40215</b>
<b>SOLD TO: District 15</b>	
<b>ATTENTION: Marianne Butler</b>	
<b>ADDRESS 601 West Jefferson St.</b>	
<b>CITY, STATE, ZIP Louisville, KY. 40202</b>	
<b>Attn: Susan Hughes</b>	
<a href="mailto:susan.hughes@louisvilleky.gov">susan.hughes@louisvilleky.gov</a>	
<b>CUSTOMER ORDER NO.</b>	
	<b>SOLD BY Laura Crook</b>
<b>DESCRIPTION OF EVENT</b>	
<b>11-14-2015 Rabies Clinic</b>	<b>PRICE \$750.00</b>
<b>Salvation Army Building, Front Lot - 1010 Beecher St. 9am to 12pm (noon) With SPOT Vehicle</b>	
<b>TOTAL DUE</b>	<b>\$750.00</b>



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## INVOICE

<b>Date: 10-05-2015</b>	<b>REMITT TO:</b>
	<b>3705 Manslick Rd.</b>
<b>Invoice Number: District1505142016</b>	<b>Louisville, KY 40215</b>
<b>SOLD TO: District 15</b>	
<b>ATTENTION: Marianne Butler</b>	
<b>ADDRESS 601 West Jefferson St.</b>	
<b>CITY, STATE, ZIP Louisville, KY. 40202</b>	
<b>Attn: Susan Hughes</b>	
<a href="mailto:susan.hughes@louisvilleky.gov">susan.hughes@louisvilleky.gov</a>	
<b>CUSTOMER ORDER NO.</b>	
	<b>SOLD BY Laura Crook</b>
<b>DESCRIPTION OF EVENT</b>	
<b>05-14-2016 Rabies Clinic</b>	<b>PRICE \$750.00</b>
<b>Salvation Army Building, Front Lot - 1010 Beecher St. 9am to 12pm (noon) With SPOT Vehicle</b>	
<b>TOTAL DUE</b>	<b>\$750.00</b>

## Hughes, Susan

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**From:** Kalkhof, Skip  
**Sent:** Monday, October 05, 2015 4:57 PM  
**To:** Hughes, Susan; Crook, Laura  
**Cc:** Lockett, Daniel R  
**Subject:** RE: SPOT Programs

Ms. Hughes,  
It has averaged a 17 to 22 coupons at each event.

Regards,

*Skip*

**Skip Kalkhof**  
**502-574-5385**  
**Assistant Coordinator**  
**Metro Animal Services**



DEPARTMENT OF  
**ANIMAL  
SERVICES**

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**From:** Hughes, Susan  
**Sent:** Monday, October 05, 2015 4:55 PM  
**To:** Crook, Laura  
**Cc:** Kalkhof, Skip; Lockett, Daniel R  
**Subject:** RE: SPOT Programs

Thanks Laura. Can you let us know approximately how many \$5 coupons were used in the last 2 programs. I would like to send enough funding to possibly cover the coupons as well. I realize that is just an estimate –but may help both offices in the long run. We may even have a surplus from last year. I will process as soon as you confirm.

Thanks so much Laura.

Susan

***Susan W. Hughes***

Legislative Assistant to  
Councilwoman Marianne Butler  
District 15  
502-574-1115

**From:** Crook, Laura  
**Sent:** Monday, October 05, 2015 4:37 PM  
**To:** Hughes, Susan  
**Cc:** Kalkhof, Skip; Lockett, Daniel R  
**Subject:** RE: SPOT Programs

Mrs. Hughes,

Attached are invoices for each of the two District 15 rabies clinics on November 14<sup>th</sup> and May 14<sup>th</sup>. Please let me know if you need anything else.

Thanks,

Laura Crook  
Public Education Coordinator  
Louisville Metro Animal Services

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**From:** Kalkhof, Skip  
**Sent:** Monday, October 05, 2015 2:53 PM  
**To:** Crook, Laura  
**Subject:** FW: SPOT Programs

Laura,  
See me today if you get a chance.

Thanks,

*Skip*

**Skip Kalkhof**  
502-574-5385  
Assistant Coordinator  
Metro Animal Services



DEPARTMENT OF  
**ANIMAL  
SERVICES**

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**From:** Lockett, Daniel R  
**Sent:** Monday, October 05, 2015 2:45 PM  
**To:** Kalkhof, Skip  
**Subject:** SPOT Programs

Hi Skip! I hope all is well!

Mrs. Hughes, here in the District 15 office is putting together an NDF to pay for our next 2 SPOT events sponsored by Councilwoman Butler. (Saturday, November 14, 2015 & Saturday, May 14, 2016) I have been in touch with Mrs. Crook there at Animal Services and she received the OK for these dates for our next 2 events. What we need now is an invoice to pay for these 2 events. Can you or someone else possibly forward this to Mrs. Hughes

([Susan.Hughes@louisvilleky.gov](mailto:Susan.Hughes@louisvilleky.gov)) and copy me. Thank you Sir for your help! I know we offer coupons, however we will account for that. Thanks!

Daniel Lockett, Jr.  
Administrative Clerk District 15  
Councilwoman Marianne Butler  
office-502-574-1115  
fax-502-574-4455