

**NEIGHBORHOOD DEVELOPMENT FUND
Not-for-Profit Transmittal and Approval Form**

received
8-7-14 *ES*

Applicant/Program: City of Hurstbourne/Sidewalk and Ramp ADA Compliance Improvements

Executive Summary of Request:

This project is for the City of Hurstbourne sidewalk and ADA compliant ramp improvements program that started in 2011 with inventories and evaluations. This phase will provide sidewalk and ramp ADA required improvements.

Is this program/project a fundraiser?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is this applicant a faith based organization?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this application include funding for sub-grantee(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

I have reviewed the attached Neighborhood Development Fund Application and have found it complete and within Metro Council guidelines and request approval of funding in the following amount(s). I have read the organization's statement of public purpose to be furthered by the funds requested and I agree that the public purpose is legitimate. I have also completed the disclosure section below, if required.

<u>18</u>	<u><i>Marilyn Parker</i></u>	<u>\$26,000.00</u>	<u>8/6/14</u>
District #	Primary Sponsor Signature	Amount	Date

Primary Sponsor Disclosure
List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

There are no personal or business relationships with the applicant.

Approved by:

_____ Date _____
Appropriations Committee Chairman

Clerk's Office Only:

Request Amount: _____ Committee Amended Appropriation: _____
Original Appropriation: _____ Council Amended Appropriation: _____

OFFICE OF METRO COUNCIL CLERK

REVIEWED
DATE 8-12-14 TIME 3:23pm



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 1 – APPLICANT INFORMATION			
Legal Name of Applicant Organization:		City of Hurstbourne	
<i>(as listed on: http://www.sos.kv.gov/business/records)</i>			
Main Office Street & Mailing Address: 304 Whittington Parkway			
Website: www.hurstbourne.org			
Applicant Contact:	Mr. Jim Leidgen	Title:	City Manager/Administrator
Phone:	(502) 426-4808	Email:	jim@hurstbourne.org
Financial Contact:	Ms. Trisha Sikkema	Title:	Accountant
Phone:	(502) 426-4808	Email:	trisha@hurstbourne.org
Organization's Representative who attended NDF Training: Mr. Jim Leidgen			
SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION			
PROGRAM/PROJECT NAME:			
Total Request: (\$)	30,000	Total Metro Award (this program) in previous year: (\$)	30,000
Purpose of Request (check all that apply):			
<input type="checkbox"/> Operating Funds (generally cannot exceed 33% of agency's total operating budget) <input type="checkbox"/> Programming/services/events for direct benefit to community or qualified individuals <input checked="" type="checkbox"/> Capital Project of the organization (equipment, furnishing, building, etc)			
The Following are Required Attachments:			
<input checked="" type="checkbox"/> IRS Exempt Status Determination Letter <input checked="" type="checkbox"/> Current Year Projected Budget <input checked="" type="checkbox"/> List of Board of Directors (include term & term limits) <input checked="" type="checkbox"/> Current financial statement <input type="checkbox"/> Most recent IRS Form 990 or 1120-H <input type="checkbox"/> Articles of Incorporation <input checked="" type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense		<input type="checkbox"/> Signed lease if rent costs are being requested <input checked="" type="checkbox"/> IRS Form W9 <input type="checkbox"/> Evaluation forms if used in the proposed program <input checked="" type="checkbox"/> Annual audit (if required by organization) <input type="checkbox"/> Faith Based Organization Certification Form, if required <input checked="" type="checkbox"/> Staff including the 3 highest paid staff	
For the current fiscal year ending June 30, list all funds appropriated and/or received from Louisville Metro Government for this or any other program or expense, including funds received through Metro Federal Grants, from any department or Metro Council Appropriation (Neighborhood Development Funds). Attach additional sheet if necessary.			
Source:		Amount: (\$)	
Source:		Amount: (\$)	
Source:		Amount: (\$)	
Has the applicant contacted the BBB Charity Review for participation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Has the applicant met the BBB Charity Review Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No			

JOL



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 3 -- AGENCY DETAILS

Describe Agency's Vision, Mission and Services:

The City of Hurstbourne's goal is to make the "City" a "walkable" community, allowing residents to "connect" to other portions of the City, and ensure that people with disabilities may also utilize the sidewalks.

A handwritten signature in blue ink, appearing to be "JSL", written over the "Applicant's Initials" label.



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 4 – PROGRAM/PROJECT NARRATIVE:

A: Describe the program/project start and end dates, a description of the program/project and applicable data with regards to specific client population the program will address (attach related flyers, planning minutes, designs, event permits, proposals for services/goods, etc.):

This project is Phase IV for the City of Hurstbourne Improvements Program that started in 2011 with inventories and evaluations. This phase will provide sidewalk and ramp improvements along Colonel Anderson Parkway and will be completed in the fall of 2014. The project will take approximately 90 calendar days.

B: Describe specifically how the funding will be spent including identification of funding to sub grantee(s):

The funding will allow the City of Hurstbourne to construct handicap ramps and sidewalk improvements along Colonel Anderson Parkway. Phase IV engineer's estimate is \$40,389.00

A handwritten signature in blue ink, appearing to be "JL", written over a horizontal line.



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

C: If this request is a fundraiser, please detail how the proceeds will be spent:

N/A

D: For Expenditure Reimbursement Only – The grant award period begins with the Metro Council approval date and ends on June 30 of Metro fiscal year in which the grant is approved. If any part of this funding request is for funds to be spent before the grant award period, identify the applicable circumstances:

Effective October 24, 2013, reimbursements should not be made unless an emergency can be demonstrated by the primary council sponsor. The funding request is a reimbursement of the following expenditures (attach invoices or proof of payment):

- ✓ Attach a copy of invoices and/or receipts to provide proof of purchase of activities associated with the work plan identified in this application.
- ✓ Attach a copy of cancelled checks to provide proof of payment of the invoices or receipts associated with the work plan identified in this application.

The funding request is a reimbursement of the following expenditures that will probably be incurred after the application date, but prior to the execution of the grant agreement:

- ✓ If selecting this option, the invoice, receipt and payment documentation should not be available as of the date of this application.

The Grantee will be required to submit financial reporting in accordance with the reporting schedule provided in the grant agreement.

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LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

E: Describe the program's benefits to those being served (measurable outcomes). Include the program's process for collecting data and the indicators that will be tracked to measure the benefits to those being served:

The improvement of handicap ramps and sidewalks within the City of Hurstbourne will allow pedestrians (including the disabled) to utilize the sidewalks to connect from residential areas to commercial areas within the City. These improvements will "enhance the quality of life" for residents and visitors within the City. The City receives numerous calls related to ramp and sidewalk improvements on a regular basis, and an audit performed in 2011 helped to prioritize areas of need.

F: Briefly describe any existing collaborative relationships the organization has with other community organizations. Describe what those partners are bringing to the relationship in general and to this program/project specifically.

N/A

JOL



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 5 – PROGRAM/PROJECT BUDGET SUMMARY

THE PROGRAM/PROJECT BUDGET SHOULD REALISTICALLY ESTIMATE WHAT AMOUNT IS NEEDED FROM METRO GOVERNMENT AND WHAT IS EXPECTED FROM OTHER SOURCES.

Program/Project Expenses	Column 1	Column 2	Column (1+2)=3
	Proposed Metro Funds	Non-Metro Funds	Total Funds
A: Personnel Costs Including Benefits			
B: Rent/Utilities			
C: Office Supplies			
D: Telephone			
E: In-town Travel			
F: Client Assistance (Attach Detailed List)			
G: Professional Service Contracts			
H: Program Materials			
I: Community Events & Festivals (Attach Detail List)			
J: Small Equipment	\$30,000	\$10,389	\$40,389
K: Capital Equipment			
L: Other Expenses (Attach Detail List)	\$30,000	\$10,389	\$40,389
*TOTAL PROGRAM/PROJECT FUNDS			
% of Program Budget	74.3 %	25.7 %	100%

List funding sources for total program/project costs in Column 2, Non-Metro Funds:

Other State, Federal or Local Government	
United Way	
Private Contributions (do not include individual donor names)	
Fees Collected from Program Participants	
Other (please specify)	\$10,389
Total Revenue for Column 2 Expenses **	\$10,389

***Total of Column 1 MUST match "Total Request on Page 1, Section 2"**

****Must equal or exceed total in column 2.**



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

Detail of In-Kind Contributions for this PROGRAM only: Includes Volunteers, Space, Utilities, etc. (Include anything not bought with cash revenues of the agency).

Donor [*] /Type of Contribution	Value of Contribution	Method of Valuation
N/A		
<i>Total Value of In-Kind (to match Program Budget Line item. Volunteer Contribution & Other In Kind)</i>		

*** DONOR INFORMATION REFERS TO WHO MADE THE IN KIND CONTRIBUTION. VOLUNTEERS NEED NOT BE LISTED INDIVIDUALLY, BUT GROUPED TOGETHER ON ONE LINE AS A TOTAL NOTING HOW MANY HOURS PER PERSON PER WEEK**

Agency Fiscal Year Start Date: July 1, 2014

Does your Agency anticipate a significant increase or decrease in your budget from the current fiscal year to the budget projected for next fiscal year? NO YES

If YES, please explain:



LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 6 - CERTIFICATIONS & ASSURANCES

By signing Section 7 of the Grant Application, the authorized official signing for the applicant organization certifies and assures to the best of his or her knowledge and/or belief the following Assurances and Certifications. If there is any reason why one or more of the assurances or certifications listed cannot be certified or assured, please explain in writing and attach to this application.

Standard Assurances

1. Applicant understands this application and its attachments as well as any resulting grant agreement, reports and proof of expenditure is subject to Kentucky's open records law.
2. Applicant will establish safeguards to prohibit employees or any person that receives compensation from awarded funds from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. Applicant and any sub grantee will give Louisville Metro Government access to and the right to examine all paper or electronic records related to the awarded grant for up to five years of the grant agreement date.
4. Applicant assures compliance with the grant requirements and will monitor the performance of any third party (sub-grantee).
5. The Agency is in good standing with the Kentucky Secretary of State, Louisville Metro Government, the Jefferson County Revenue Commission, the Internal Revenue Service, and the Louisville Metro Human Relations Commission.
6. Applicant understands failure to provide the services, programs, or projects included in the agreement will result in funds being withheld or requested to be returned if previously disbursed.
7. Applicant understands they must return to Louisville Metro any unexpended funds by July 31 following the Metro Louisville's fiscal year end.
8. Applicant understands they must provide proof of all expenditures (cancelled checks, receipts, paid invoices). The Applicant understands the failure to provide proof of expenditures as required in the grant agreement could result in funding being withheld or requested to be returned if previously disbursed.
9. Applicant understands if this application is approved, the grant agreement will identify an award period that begins with the Metro Council approval date, and will end with June 30 of the fiscal year in which the grant is approved. Expenditures associated with this award expected to occur prior to the award period (approval date) must be disclosed in this application in order to be considered compliant with the grant agreement.
10. Applicant understands if we choose to incur expenditures prior to the approval of the application by the Metro Council, there is no guarantee that funding will be reimbursed, as the Council may choose not to award the application.
11. Applicant understands if the grant agreement is not returned to Louisville Metro within 30 days of its mailing to the applicant, the approval is automatically revoked.

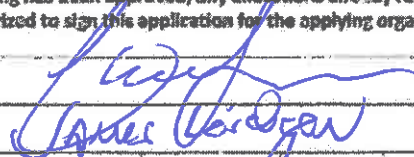
Standard Certifications

1. The Agency certifies it will not use Louisville Metro Government funds for any religious, political or fraternal activities.
2. The Agency has a written Affirmative Action/Equal Opportunity Policy.
3. The Agency does not discriminate in employment or in provision of any service/program/activity/event based on age, color, disabled status, national origin, race, religion, sex, gender identity or sexual orientation, or Vietnam era veteran status.
4. The Agency certifies it will not require clients, recipients, or beneficiaries to participate in religious, political, fraternal or like activities as a condition for receiving services, programs, or projects included in the awarding letter of the grant agreement.
5. The Agency understands the Americans with Disabilities Act (ADA) and makes reasonable accommodations.

Relationship Disclosure: List below any relationship you or any member of your Board of Directors or employees has with any Councilperson, Councilperson's family, Councilperson's staff or any Louisville Metro Government employee.

SECTION 7 - CERTIFICATIONS & ASSURANCES

I certify under the penalty of law the information in this application (including, without limitation, "Certifications and Assurances") is accurate to the best of my knowledge. I am aware my organization will not be eligible for funding if investigation at any time shows falsification. If falsification is shown after funding has been approved, any allocations already received and expended are subject to be repaid. I further certify that I am legally authorized to sign this application for the applying organization and have initialed each page of the application.

Signature of Legal Signatory:		Date:	7/24/14
Legal Signatory: (please print):	James C. Morgan	Title:	E.A.O.
Phone:	502 426-4808	Extension:	-
Email:	Jim@hustbarwe.org		

JCM

**City of Hurstbourne
 ADA Ramps Improvement Project - FY2014-15
 OPTIONS FOR PHASE 4 - ADJUSTED TO BUDGET**



Engineer's Estimate

Colonel Anderson Parkway - Sidewalk & Ramp Improvements

	Description	#Panels	S.F.	Quantity	Unit	\$/Unit	Cost
1	Sidewalks (Demo & Install)	140	3500	389	S.Y.	\$55	\$21,389
2	Ramps w/Tactile			22	Each	\$700	\$15,400
3	Tactile Strip on Existing			0	Each	\$450	\$0
4	Adjust Utilities to Grade			6	Each	\$350	\$2,100
5	Topsoil/Seed & Straw			1	LS	\$1,500	\$1,500
Estimated Cost							\$40,389

Total Cost \$40,389



JULY 2014

CITY OF HURSTBOURNE, KENTUCKY ORDINANCE NO. 14-04

**AN ORDINANCE ADOPTING AN ANNUAL BUDGET FOR THE CITY OF HURSTBOURNE FOR THE FISCAL YEAR JULY 1, 2014 TO JUNE 30, 2015
BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS
FOR THE OPERATION OF CITY GOVERNMENT**

WHEREAS, an annual budget proposal has been prepared and delivered to the City Commission; and

WHEREAS, the City Commission has reviewed said budget proposal and made necessary modifications in public session, now, therefore, BE IT ORDAINED BY THE CITY OF HURSTBOURNE:

Section 1: That the annual budget for the fiscal year ending June 30, 2015, is hereby adopted as follows:

	<u>General Fund</u>	<u>Road Fund</u>	<u>TOTAL</u>
Resources Available:			
Prior Yr. Carry-Forward & Funds Appropriations	\$318,340	\$0	\$318,340
 REVENUES:			
State Road Fund		\$98,000	\$98,000
Property Taxes	\$1,140,000		\$1,140,000
Interest and Penalties	\$5,000		\$5,000
Insurance Premium Tax	\$600,000		\$600,000
Cable Franchise Fees	\$25,000		\$25,000
Bank Deposit Tax	\$62,000		\$62,000
Sign Fees	\$6,500		\$6,500
Alcohol Beverage Fees	\$20,000		\$20,000
Home Occupation Fees	\$1,000		\$1,000
Business License Fees	\$10,000		\$10,000
Coal/Mineral Tax	\$500		\$500
Interest General Fund	\$25,000		\$25,000
Miscellaneous Income	<u>\$5,000</u>		<u>\$5,000</u>
Subtotal Revenues	\$1,900,000	\$98,000	\$1,998,000
 Property Tax Discounts	(\$55,000)	\$0	(\$55,000)
 TOTAL REVENUES	\$1,845,000	\$98,000	\$1,943,000
 Total Resources available for Appropriations	\$2,163,340	\$98,000	\$2,261,340
 APPROPRIATIONS:			
General Government	\$520,840		\$520,840
Public Works	\$961,000	\$98,000	\$1,059,000
Public Safety	\$250,000		\$250,000
Sanitation-Code Enforcement	\$431,500		\$431,500
 TOTAL APPROPRIATIONS	\$2,163,340	\$98,000	\$2,261,340

Section 2: This Ordinance shall take effect upon passage and publication.

First Reading held on: Tuesday, June 10, 2014

Passed and Approved on: Tuesday, June 24, 2014

Attest: Robert English, Mayor James E. Leidgen, City Clerk



**STEPHENS
& LAWSON**
Certified Public Accountants

Independent Auditor's Report

To the Mayor and Members of the City Commission
City of Hurstbourne, Kentucky

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the City of Hurstbourne, Kentucky, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involved performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. According we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the City of Hurstbourne, Kentucky, as of June 30, 2013, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 7 and 25 through 29 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 10, 2013, on our consideration of the City of Hurstbourne, Kentucky's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Hurstbourne, Kentucky's internal control over financial reporting on compliance.

Stephens & Lawson, CPAs

Louisville, Kentucky
December 10, 2013

City of Hurstbourne

Municipal Order 14-01

(RELATING TO APPOINTING THE SUPERINTENDENTS FOR CITY DEPARTMENTS)

WHEREAS, KRS 83A.140(6) requires the formal designation of superintendents over City Departments at the first meeting of each year; and,

**NOW THEREFORE, BE IT ORDERED BY THE
HURSTBOURNE CITY COMMISSION**

Section 1: The following superintendent assignments are made for:
Calendar Year 2014.

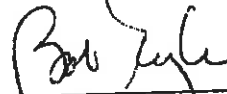
General Government	Ed Dahlem
Public Safety	Earl Hubbuch
Public Works	Lois Wagner
Sanitation/Code Enforcement	Ben Jackson

Section 2: Each of the Department superintendents shall serve as the Chairperson of their respective Department Executive Committee.

Section 3: This Municipal Order shall be in effect from and after its adoption by the City Commission.

Adopted at a Regular Meeting of the Hurstbourne City Commission
held on Jan 14th, 2014.

APPROVED:



Bob English, Mayor

Date: 1/14/14

ATTEST:


Jim Leidgen, City Clerk

Date: 1-14-14

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
CITY OF HURSTBOURNE

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
304 WHITTINGTON PARKWAY, STE 100

City, state, and ZIP code
LOUISVILLE, KY 40222

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

or

Employer identification number
61 100 9697

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶  Date ▶ **5-17-14**

General instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purpose of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Hurstbourne, Kentucky

Kentucky Secretary of State

Printable Version	Search Again
Class:	4
Status:	Active
Incorporated:	1982-08-12
County:	Jefferson
Area Development	KIPDA
County Seat	No

There are no pictures for Hurstbourne, Kentucky.
Post one on our website today. [Click Here.](#)

[Interactive Map](#)
(Courtesy Kentucky Geography Network)

Notes: 1980 population: 3,530

Links:
[ADD Website](#)
[County Website](#)

Population Estimates:
1990: 4412
1991: 4501
1992: 4607
1993: 4640
1994: 4639
1995: 4638
1996: 4616
1997: 4614
1998: 4624
1999: 4739
<small>*Compiled by the Ky. State Data Center. Population Estimates may change as city boundaries are adjusted.</small>

Mayor	Robert English
Meeting Times:	2nd & 4th Tue 4:30pm
Office Hours:	Mon-Fri 9:00am-5:00pm
Website:	www.hurstbourne.org

Current Filings (KRS 81.045 to present date)

Date Filed	Type	Ordinance	Map Status	Notes
2014-07-28	Declaration	pursuant to HB 331 (2014)		Acknowledgment of Reclassification (Home Rule), Statement of Form of Government (Mayor-Commission), Name of City, & Year of Incorporation
2000-12-27	Resignation & Appointment			City Commissioner
2000-04-27	Appointment			City Commissioner
1983-05-26	Census			Population: 3,530 (1980)
1983-01-26	Annexation	Ord. #8, Series FYE1983	MAPPABLE	
1982-09-15	Incorporation	82-CI-00902	MAPPABLE	Jefferson Circuit Court Judgment

City of Hurstbourne

1. **List of Hurstbourne City Commissioners with term and term limits for each one.**

Bob English, Mayor – 4 years – Ending December 31, 2014

Ed Dahlem, Commissioner – 2 years – Ending December 31, 2014

Lois Wagner, Commissioner – 2 years – Ending December 31, 2014

Earl Hubbuch, Commissioner – 2 years – Ending December 31, 2014

Ben Jackson, Commissioner – 2 years – Ending December 31, 2014

2. **List of the three highest paid staff.**

Staff of only two:

Jim Leidgen, City Administrative Officer

Victoria Lemke, Administrative Assistant

Jim Leidgen

City Administrative Officer

NDF NON-PROFIT APPLICATION CHECKLIST

Legal Name of Applicant Organization: <i>City of Hurstbourne</i>		
Program Name:	Request Amount <i>\$30,000.00</i>	Yes/No/NA
Request form: Is the NDF request form signed by all Council Member(s) appropriating funding?		<i>Yes</i>
Request form: Is the funding proposed less than or equal to the request amount?		<i>Yes</i>
Request form: Have all known Council or Staff relationships to the Agency been adequately disclosed on the cover sheet?		<i>Yes</i>
Application Page 1: Has prior Metro funds committed/granted been disclosed?		<i>N/A</i>
Application Page 1: Is the application properly signed and dated by authorized signatory?		<i>Yes</i>
Application Page 3: Reimbursement funding – One or two boxes checked if any expenses are incurred before the grant award period. Is all required documentation included?		<i>Yes</i>
Application Pages 3 – 5: Is the proposed public purpose of the program well-documented?		<i>Yes</i>
Application 4: Is there adequate documentation of how the proceeds of the fundraiser will be spent?		<i>N/A</i>
Application Budget Page 6: Does the application budget reflect only the revenue and expenses of the project/program (page 6) if the request is not an operating budget request? Is all detail schedules included for “Metro, Non Metro and Total” expense funds for client assistance, community events & festivals and other expenses? And does the Non-Metro Revenue equal the Non-Metro expenses?		<i>Yes</i>
Faith Based Organizations: Is the signed Faith Based Form signed and included?		<i>N/A</i>
Jefferson County Only: Will all funding be spent in Louisville/Jefferson County?		<i>Yes</i>
Capital Project(s) request: Is the cost estimate(s) from proposed vendor(s) included?		<i>Yes</i>
Good Standing: Is the entity in good standing with: <ul style="list-style-type: none"> • Kentucky Secretary of State – include Secretary of State website information on organization • Louisville Metro Government – check OMB monthly report filed in Council Financial Reports • Internal Revenue Service – most recent Form 990 included 		<i>Yes</i>
Separate Taxing Districts: If Metro funding is for a separate taxing district, is the funding appropriated for a program outside the legal responsibility of that taxing district?		<i>No</i>
Small Cities: Is the resolution included agreeing to partner with Louisville Metro on the capital project? (IRS Determination letter not required, Form 990 not required, but KY SOS acknowledgement is)		<i>Yes</i>
Operating Requests: Is recommended operating funding less than or equal to 33% of total operating budget?		<i>N/A</i>
IRS Exempt Proof: Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?		<i>N/A</i>
Operating Budget: Is the organization’s current fiscal year operating budget included?		<i>Yes</i>
Ordinance Required: Is the amount committed by Council members greater than \$5,000 to any one project/program within an organization in this fiscal year.		<i>Yes</i>
Board Members: Is the entity’s board member list (with term length/term limits) included?		<i>Yes</i>
Staff: Is a list of the highest paid staff included with their expected annual personnel costs?		<i>Yes</i>
Annual Audit: Is the most recent annual audit (if required by organization) included?		<i>Yes</i>
Rent Requests: Is a copy of signed lease included?		<i>N/A</i>
Articles of Incorporation: Are the Articles of Incorporation of the organization included?		
IRS Form W-9: Is the IRS Form W-9 included?		<i>Yes</i>
Evaluation Forms: Are the evaluation forms (if program participants are given evaluation forms) included?		<i>N/A</i>
Affirmative Action: Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required by the organization)?		<i>N/A</i>
Prepared by: <i>Laura Chapman</i>		Date: <i>8/6/14</i>