

NDF102021LMPD21

Louisville Metro Council City Agency Request

✓ **Neighborhood Development Fund (NDF)**

Capital Infrastructure Fund (CIF)

Municipal Aid Program (MAP)

Paving Fund (PAV)

Primary Sponsor: Councilwoman Nicole George


Amount: \$1,020 **Date:** 9/28/2021

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):
\$1,020 of D21 NDF to LMPD Community Engagement Unit for four (4) supplemental, new neighborhood watch signs. These will be placed at locations specified by the District 21 office.

As stated on page 4 of LMPD's Neighborhood Watch Club Registration Form, "The cost is \$255.00 per additional Neighborhood Watch sign. This covers the total cost of fabrication, material, and installation." Public Works will install.

City Agency: LMPD Community Engagement Unit
Contact Person: Marina Gerdes
Agency Phone: 502-574-8698

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.

21  \$1,020 9/28/2021
District # Council Member Signature Amount Date

Approved by: _____ **Date** _____
Appropriations Committee Chairman
Clerk's Office & OMB Use Only:
Request Amount: _____ **Amended Amount:** _____
Reference #: NDF102021LMPD21 **To OMB:** _____
Budget Revision #: _____
Account #: _____
To Project Manager: _____ **Completion Date:** _____
Actual Cost: _____ **Funds Returned:** _____

NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

Interagency Name: LMPD Community Engagement Unit	
Program/Project Name: Supplemental Neighborhood Watch Signs for District 21	
	Yes/No/NA
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.	NA <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.	NA <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?	No <input type="checkbox"/>
Supporting Documentation: Does the attachment include a valid estimate and description of cost?	Yes <input type="checkbox"/>

Submitted by: Rachel Roarx, District 21 Legislative Aide

Date: 9/28/2021

Roarx, Rachel G.

From: Roarx, Rachel G.
Sent: Wednesday, September 29, 2021 1:42 PM
To: Gerdes, Marina D.
Cc: George, Nicole A.; Sacra, Tony
Subject: RE: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

To clarify the funding will be NDF not CIF.

From: Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>
Sent: Tuesday, September 28, 2021 1:34 PM
To: Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>; Sacra, Tony <Tony.Sacra@louisvilleky.gov>
Subject: Re: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

Hi Rachel,

Yes, we agree to accept the funds from District 21 in the amount of \$1,020 CIF to LMPD Community Engagement Unit for four (4) supplemental, new LMPD Neighborhood Watch signs to be placed at the locations specified by the District 21 office.

Thank you!

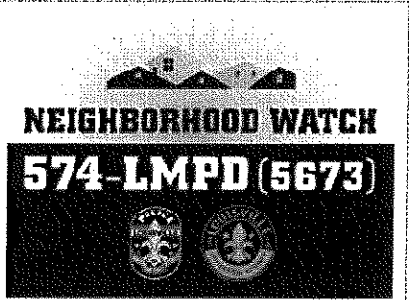
Marina Gerdes Mason
Administrative Specialist
LMPD Community Engagement Unit
400 S 1st Street
Office: 502-574-8698
marina.gerdes@louisvilleky.gov

From: Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>
Sent: Tuesday, September 28, 2021 1:05 PM
To: Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>
Subject: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

Marina,

Do you agree to accept the funds from District 21 in the amount of \$1,020 CIF to LMPD Community Engagement Unit for four (4) supplemental, new neighborhood watch signs? These will be placed at the locations specified by the District 21 office.

As stated on page 4 of LMPD's Neighborhood Watch Club Registration Form, *"The cost is \$255.00 per additional Neighborhood Watch sign. This covers the total cost of fabrication, material, and installation."*



Louisville Metro Neighborhood Watch Club Registration

All Louisville Metro Police Department (LMPD) Neighborhood Watch clubs must complete this registration form. Please email your completed Neighborhood Watch club registration form to the LMPD Neighborhood Watch Coordinator at NeighborhoodWatch@louisvilleky.gov or mail it to the **Community Engagement Unit** (address below) at your earliest convenience.

Club Registration Date:

Primary Contact / Captain:

Name:

Address:

City, State, ZIP:

Phone Number (Cell):

Phone Number (Home or Work):

Email Address:

Secondary Contact / Co-Captain:

Name:

Address:

City, State, ZIP:

Phone Number (Cell):

Phone Number (Home or Work):

Email Address:

Please complete the following questions with the most current or accurate information at time of club registration:

Name of Neighborhood Watch Club:

Number of Homes, Apartment/Condo Units, etc. in Neighborhood Watch Club:

Number of Neighborhood Watch Club Members:

Neighborhood/Municipality/Place Where Neighborhood Watch Club is Located:

Tip: Use the following web map to enter your home address into the finder. The drop-down window will provide data on that specific location – neighborhood, municipality, designated place, ZIP code, and Metro Council district, where applicable. → <https://apps.lojic.org/neighborhoods/>

Which blocks, streets, subdivision(s), or apartment/condo complex(es) does your Neighborhood Watch cover?

What are the directional boundaries of your Neighborhood Watch?

(Example: North – Main St; South – Frank Ave; East – S Madison Ave; West – N Watterson Trl)

Is your Neighborhood Watch club affiliated with a Neighborhood Association or Homeowner’s Association (HOA)?

Name of Neighborhood Association or Homeowners’ Association (HOA), if applicable:

What are the greatest safety threats or crime problems in your neighborhood?

Do you need individual Home Security Surveys?

Tip: If requested, a PDF document will be emailed to the Captain to distribute among the rest of the club’s members. This survey is intended for your private use only. Do not share confidential information with others.

The following questions must be verified by your designated Division Resource Officer (DRO) before submitting this registration form to the Neighborhood Watch Coordinator.

Police Division:

Police Beat:

Name of Division Resource Officer(s):

Metro Council District:

Name of Metro Council Representative:

Request for Neighborhood Watch Signage:

- **We are requesting our first, complimentary Neighborhood Watch sign.** Please accurately describe the location where you would like your first sign placed. (Example: "Attach sign to utility pole at NW corner of Smith and Baker streets, facing Baker St).

- **Our Neighborhood Watch club will pay for _____ additional sign(s).** Additional Sign Location(s):

*Tip: The cost is \$255.00 per additional Neighborhood Watch sign. This covers the total cost of fabrication, material, and installation. Payments must be made by check **ONLY** with checks made payable to **Louisville Metro Public Works**. Your Neighborhood Watch club is responsible for all maintenance and replacements.*

- **We currently have an old sign that needs to be replaced.** Sign Location:

General Reminder: Please inform your LMPD Division Resource Officer and Neighborhood Watch Coordinator as soon as possible if your club experiences any of the following: the primary contact/Captain's information changes; if another club member is elected Captain; or if the club becomes inactive. It is your responsibility to properly communicate any issues or changes within your club to your DRO and Neighborhood Watch Coordinator.



**Louisville Metro Police Department
Community Engagement Unit
400 S 1st St (2nd floor)
Louisville, KY 40202
NeighborhoodWatch@louisvilleky.gov**

Harward, Sonya

From: Bell, LaTonya J.
Sent: Tuesday, October 12, 2021 2:17 PM
To: Harward, Sonya; Roarx, Rachel G.; George, Nicole A.
Cc: Robinson, Cara E.; MetroCouncilClerk
Subject: FW: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

Good afternoon,

Sonya, please include this email within the NDF102021LMPD21 packet. Thanks.

**10. NDF102021L APPROPRIATING \$1,020 FROM DISTRICT 21 NEIGHBORHOOD
MPD21 DEVELOPMENT FUNDS TO LOUISVILLE METRO POLICE
DEPARTMENT'S COMMUNITY ENGAGEMENT UNIT FOR FOUR
NEIGHBORHOOD WATCH SIGNS FOR SPECIFIC LOCATIONS IN
DISTRICT 21.**

Sponsors: Primary Nicole George (D-21)

Attachments: [NDF102021LMPD21.pdf](#)

Comments: District 21 will be the middleman between the Neighborhood Watch Club, HOA, and Neighborhood Association located in District 21 and the LMPD's Community Engagement Unit. According to the LMPD's Neighborhood Watch Club Registration process, District 21 will need to ensure the designated Neighborhood Watch Club, Homeowner's Association (HOA), or Neighborhood Association completes and submits the latest revision of the Louisville Metro Neighborhood Watch Club Registration packet to the LMPD's Community Engagement Unit prior to the signs being produced and installed.

Although, NDF funds will be used to pay for the Neighborhood Watch Signs production and installation cost, the Neighborhood Watch Club, HOA, or Neighborhood Association will be the owner of the signs once the signs are produced and installed at the location(s) specified in the Louisville Metro Neighborhood Watch Club Registration packet. The Neighborhood Watch Club, HOA, or Neighborhood Association will be responsible for all maintenance and replacements, not Metro Government.

From: Bell, LaTonya J.
Sent: Thursday, September 30, 2021 4:08 PM
To: Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>; Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>; Harward, Sonya <Sonya.Harward@louisvilleky.gov>
Subject: RE: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

Good afternoon,

Thank you all for meeting with me through WebEx yesterday.

Based on our discussion,

D21 will be the middleman between the Neighborhood Watch Club, HOA, and Neighborhood Association located in D21 and LMPD's Community Engagement Unit.

D21 will revised its CIF Agency Request form by changing it to a NDF Agency Request form and ensuring that the scope of the project is documented correctly within the required supporting documentation.

- D21 plans to appropriate NDF funds to LMPD's Community Engagement Unit to pay for the Neighborhood Watch Signs on behalf of Neighborhood Watch Clubs, HOAs, or Neighborhood Associations as designated by D21.
- Also, D21 will need to ensure the designated Neighborhood Watch Club, HOA, or Neighborhood Association completes and submits the latest revision of the Louisville Metro Neighborhood Watch Club Registration packet to LMPD's Community Engagement Unit.
- Although D21 plans to appropriate NDF funds for the production and installation of Neighborhood Watch Signs within D21; the Neighborhood Watch Club, HOA, or Neighborhood Association will be the owner of the signs once the signs are produced and installed at the location(s) specified in the Louisville Metro Neighborhood Watch Club Registration packet. The Neighborhood Watch Club, HOA, or Neighborhood Association will be responsible for all maintenance and replacements, not Metro Government.

Marina agreed to provide LaTonya and Rachel with a copy of the *future* revision of the Louisville Metro Neighborhood Watch Club Registration packet when it is available. Marina, is the current Louisville Metro Neighborhood Watch Club Registration packet available on LMPD's webpage? If yes, please share the webpage link with us. Again, thank you for educating me on the Louisville Metro Neighborhood Watch Club Registration process and history. Thanks.

Marina and Rachel, please let me know if I misinterpreted any of our discussion.

Thank you for your time and assistance.

LaTonya

From: Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>
Sent: Wednesday, September 29, 2021 12:44 PM
To: Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>
Cc: Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>; George, Nicole A. <Nicole.George@louisvilleky.gov>
Subject: Re: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

1:30 works for me.

Sent from my iPhone

On Sep 29, 2021, at 12:10 PM, Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov> wrote:

Yes, I'm available at either 1:00 or 1:30PM!

Marina Gerdes Mason
Administrative Specialist
LMPD Community Engagement Unit
400 S 1st Street
Office: 502-574-8698
marina.gerdes@louisvilleky.gov

From: Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>
Sent: Wednesday, September 29, 2021 11:43 AM
To: Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>; Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>
Subject: RE: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

Rachel, based on Marina's response below, the club or association will be the owner of the signs although D21 will be paying for the signs. Therefore, D21 will need to do a NDF Agency Request.

Marina and Rachel, will you be available this afternoon for a brief WebEx meeting to discuss this further at 1pm or 1:30pm? Thanks.

From: Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>
Sent: Wednesday, September 29, 2021 11:11 AM
To: Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>; Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>
Subject: Re: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

Hi LaTonya,

That sounds great! We still ask that a Neighborhood Watch Registration Packet be filled out and submitted by the civilian Neighborhood Watch members (i.e. club "Captain") so that we can keep accurate records of the program's club locations. However, if D21 wants to take the lead on purchasing signs/selecting locations on behalf of any NW clubs within their District, that is totally fine by us.

Please let me know if there is anything else I can do!

Marina Gerdes Mason

Administrative Specialist
LMPD Community Engagement Unit
400 S 1st Street
Office: 502-574-8698
marina.gerdes@louisvilleky.gov

From: Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>
Sent: Wednesday, September 29, 2021 10:47 AM
To: Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>; Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>
Subject: RE: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

Marina, thank you for following up.

Per my phone conversation with Rachel after I sent my email below, she stated D21 wants to fund the purchase of Neighborhood Watch Signs and D21 wants to determine where the signs are to be installed within D21. Also, Rachel mentioned the signs have a useful life of more than one year. D21's request is slightly different from the Louisville Metro Neighborhood Watch Club Registration packet that focus on Neighborhood Watch club, Neighborhood Association or Homeowner's Association applying for the signs.

If LMPD agrees to accept D21 funds to purchase and install the signs as requested by D21, then D21 will need to submit a CIF Agency Request packet to the Clerk's office. Thanks.

From: Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>
Sent: Wednesday, September 29, 2021 10:38 AM
To: Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>; Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>
Subject: Re: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

Hi LaTonya,

I just spoke with Bonnie Roades from Public Works to confirm some information.

Yes, once the Neighborhood Watch signs have been produced & installed, they become the property of that designated Neighborhood Watch club. Therefore, any replacements or maintenance costs must be covered by that club, HOA, or Neighborhood Association. Public Works is still available to repair or replace signs so long as the cost is covered. LMPD's Community Engagement Unit simply does not have the budget flexibility to repair, replace, and provide new signs for all of the NW clubs across all 8 Divisions, hence why the signs become the responsibility of each NW club after installation. I can also confirm that the signs should last well over one year (I have personally seen signs that have been installed for 3+ years that still look brand new)!

I hope this helps. Please let me know if you have any other questions!

Marina Gerdes Mason
Administrative Specialist
LMPD Community Engagement Unit
400 S 1st Street
Office: 502-574-8698
marina.gerdes@louisvilleky.gov

From: Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>
Sent: Wednesday, September 29, 2021 10:19 AM
To: Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>; Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>
Subject: RE: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

My question is if the Council Office purchases, does the city then own even through there is no maintenance plan.

From: Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>
Sent: Wednesday, September 29, 2021 10:02 AM
To: Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>; Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>
Subject: FW: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

Good morning,

Marina,

I left you a voice message but wanted to follow-up by email as well. Based on the information within the Louisville Metro Neighborhood Watch Club Registration packet, it appears the first Neighborhood Watch Sign is provided complimentary by LMPD, then an additional or replacement signs are provided at a cost to the Neighborhood Watch club, Neighborhood Association or Homeowner's Association. Will the club or the association be the owner of the Neighborhood Watch Signs once they are produced and installed? Also, does the Neighborhood Watch Signs have a useful life of more than one year? Thanks.

Rachel,

If the Neighborhood Watch club, Neighborhood Association or Homeowner's Association will be the owner of the Neighborhood Watch Signs once they are produced and installed, then D21 needs to submit a **NDF** Agency Request Form packet to fund the below request. If LMPD will be the owner of the Neighborhood Watch Signs once they are produced and installed **and** the signs have a useful life of more than one year, then D21 will need to submit a **CIF** Agency Request Form packet. Thanks.

From: Roarx, Rachel G. <Rachel.Roarx@louisvilleky.gov>
Sent: Tuesday, September 28, 2021 1:19 PM
To: Bell, LaTonya J. <LaTonya.Bell2@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>
Subject: FW: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

LaTonya – Do you think CIF funds are most appropriate for Neighborhood Watch signs or is it NDF since LMPD does not agree to fund a replacement if damaged?

I felt CIF made the most sense but let me know your guidance.

From: Roarx, Rachel G.
Sent: Tuesday, September 28, 2021 1:05 PM
To: Gerdes, Marina D. <Marina.Gerdes@louisvilleky.gov>
Cc: George, Nicole A. <Nicole.George@louisvilleky.gov>
Subject: Appropriation - 4 New, Supplemental Neighborhood Watch Signs

Marina,

Do you agree to accept the funds from District 21 in the amount of \$1,020 CIF to LMPD Community Engagement Unit for four (4) supplemental, new neighborhood watch signs? These will be placed at the locations specified by the District 21 office.

As stated on page 4 of LMPD's Neighborhood Watch Club Registration Form, *"The cost is **\$255.00 per additional Neighborhood Watch sign**. This covers the total cost of fabrication, material, and installation."*

<image001.png>

Rachel Roarx | Legislative Aide

Office of District 21 Councilwoman Nicole George
City Hall | 601 W. Jefferson St. | 3rd Floor
Office: (502) 574-1121

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