

**Louisville Metro Council City Agency Request**

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



**Primary Sponsor:** Brandon Coan

**Amount:** \$3,000 **Date:** 2.21.19

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**  
 \$3,000 to the Department of Emergency Services/ Office of Special Events for costs associated with special event fees for the 46th Annual St. Patrick's Parade.

**City Agency:** Department of Emergency Services/ Office of Special Events  
**Contact Person:** Doug Sweeney  
**Agency Phone:** 502 574 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.**

		3,000	2.21.19
District #	Council Member Signature	Amount	Date

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

## NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

**Interagency Name:** Department of Emergency Services/ Office of Special Events

**Program/Project Name:** St. Patrick's Parade

	Yes/No/NA	
<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:** 2.26.19



**Louisville-Jefferson County Metro Government**  
**Department of Emergency Services**  
**Office of Special Events**

410 S. 5th Street, Suite 323 - Louisville, KY 40202  
 Phone: 502.572-3513 Email: doug.sweeney@louisvilleky.gov

## Estimated Event Permit Invoice

**Invoice Due Date: Tuesday, 23 April, 2019**

THE ANCIENT ORDER OF HIBERNIAN  
 1425 Eastern Pkwy  
 Louisville, Kentucky 40204

**Event Name:** St Patrick's Parade  
**Permit Number:** EVE930556  
**Location:** Baxter Ave/Broadway and Lexington

Road Closure - see attachment  
**Category:** Parade (OTHER)

To obtain this Event Permit please remit the amount shown at the bottom of this invoice to the Office of Special Events. All checks should be payable to Metro Finance. Please be informed that the non-contracted costs shown below are estimates. It is possible that some costs may exceed the amount shown, in these cases an Invoice will be issued after the event has taken place. It is also possible that the costs may not meet the estimated costs shown below. In these cases a refund will be issued to for the difference.

### FEE DETAILS

<u>Fee Type</u>	<u>Amount Charged</u>	<u>Amount Paid</u>	<u>Amount Due</u>	<u>Date Paid</u>
PWA-SWM-GARBAGE BOXES	\$198.75	\$0.00	\$198.75	
PWA-SWM-GARBAGE BAGS (SINGLE)	\$6.36	\$0.00	\$6.36	
PWA-SWM-SWEEPER (EQUIPMENT)	\$803.76	\$0.00	\$803.76	
EMA/METROSAFE DISPATCHER	\$243.00	\$0.00	\$243.00	
PWA-SM-CUSTOM SIGNS	\$754.69	\$0.00	\$754.69	
LMPD (Staff Coverage)	\$13,912.50	\$0.00	\$13,912.50	
<b>Totals:</b>	<b>\$15,919.06</b>	<b>\$0.00</b>	<b>\$15,919.06</b>	

**Amount Due: \$15,919.06**

I THE ANCIENT ORDER OF HIBERNIAN agree to pay in full the estimated cost of \$15,919.06 and shown above. I understand that if additional services or levels of service that exceed those quoted are provided then I agree to pay any additional charges that are assessed.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Please take the time to complete the Special Events Survey at: <https://louisvilleky.wufoo.com/forms/r13lamo01g95xy/>

Please make checks, money orders, cashier's checks or certified checks payable to Metro Finance and mail to the Office of Special Events 410 S. 5th St., Ste. 323, Louisville, Ky. 40202. You may also pay in person by check or credit card at the saem location during regular business hours. You may receive additional invoices for any additional metro services provided. Services from Metro Parks, PARC, and Water Front Development are billed separately.

## **Weatherby, Jasmine**

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**From:** Sweeney, Doug L  
**Sent:** Wednesday, February 27, 2019 3:30 PM  
**To:** Weatherby, Jasmine  
**Subject:** RE: Hibernian Participation in Plantings this year

Yes, the Special Events office will accept \$3,000 from Metro Council District 8's office towards payment of the 2019 St. Patrick's Day parade fees billed out of this office.

**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:** Weatherby, Jasmine  
**Sent:** Wednesday, February 27, 2019 3:28 PM  
**To:** Sweeney, Doug L <[Doug.Sweeney@louisvilleky.gov](mailto:Doug.Sweeney@louisvilleky.gov)>  
**Subject:** RE: Hibernian Participation in Plantings this year

Sounds good. Can you write back and specifically say that Special Events is willing to accept \$3000 from our office for expenses for the parades? We need this for the CIF application that we submit in order to get the money moving.

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

Help your friends and neighbors stay informed! Share [this link](#) to spread the joy of District 8 eNews.

**From:** Sweeney, Doug L <[Doug.Sweeney@louisvilleky.gov](mailto:Doug.Sweeney@louisvilleky.gov)>  
**Sent:** Wednesday, February 27, 2019 2:59 PM  
**To:** Weatherby, Jasmine <[Jasmine.Weatherby@louisvilleky.gov](mailto:Jasmine.Weatherby@louisvilleky.gov)>; Jones, Kelly <[Kelly.Jones@louisvilleky.gov](mailto:Kelly.Jones@louisvilleky.gov)>  
**Cc:** Brown, Andrea S <[Andrea.Brown@louisvilleky.gov](mailto:Andrea.Brown@louisvilleky.gov)>  
**Subject:** RE: Hibernian Participation in Plantings this year

Hi Jasmine – we are happy to accept your contribution towards the Hibernian's bill. Just keep me in the loop on its progress towards an interdepartmental billing.