

**Louisville Metro Council City Agency Request**

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


**Primary Sponsor:** Councilman Brandon Coan

**Amount:** 1500 **Date:** 3/10/17

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**  
 Money to LMPD for staff coverage for St. Patrick's Day Parade for public safety. Splitting costs with Hibernians. Parade route is Baxter Avenue and Bardstown Road.

**City Agency:** LMPD  
**Contact Person:** Amy McTyeire  
**Agency Phone:** 5025747421

**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.**

8   1500 3/10/17  
 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: \_\_\_\_\_

Department/Project:

### Additional Signatures

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

#### Council Member Signature and Amount

District 1	_____	\$ _____
District 2	_____	\$ _____
District 3	_____	\$ _____
District 4	_____	\$ _____
District 5	_____	\$ _____
District 6	_____	\$ _____
District 7	_____	\$ _____
District 8	_____	\$ _____
District 9	_____	\$ _____
District 10	_____	\$ _____
District 11	_____	\$ _____
District 12	_____	\$ _____
District 13	_____	\$ _____
District 14	_____	\$ _____
District 15	_____	\$ _____
District 16	_____	\$ _____
District 17	_____	\$ _____
District 18	_____	\$ _____
District 19	_____	\$ _____
District 20	_____	\$ _____
District 21	_____	\$ _____
District 22	_____	\$ _____
District 23	_____	\$ _____
District 24	_____	\$ _____
District 25	_____	\$ _____
District 26	_____	\$ _____

## NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

**Interagency Name:** LMPD

**Program/Project Name:** St. Patrick's Day 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.	No <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 Masterson \_\_\_\_\_

**Date:** 3/10/17 \_\_\_\_\_



## **Masterson, Jasmine**

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**From:** McTyeire, Amy  
**Sent:** Thursday, March 9, 2017 5:15 PM  
**To:** Masterson, Jasmine  
**Cc:** Martin, Kristie L  
**Subject:** FW: D8 NDF Transfer for St. Patrick's Day Parade

Jasmine:

Please process the NDF and LMPD will use it toward the parade on March 11.

Amy ~

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**From:** Tully, Michael  
**Sent:** Thursday, March 09, 2017 5:03 PM  
**To:** McTyeire, Amy  
**Cc:** Jones, Kelly; Flaherty, Curtis; Taylor, Albertina L; Martin, Kristie L; Masterson, Jasmine  
**Subject:** RE: D8 NDF Transfer for St. Patrick's Day Parade

Amy,

This will be fine. I will take an additional \$1500 prior to sending out the official invoice.

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**From:** McTyeire, Amy  
**Sent:** Thursday, March 09, 2017 4:38 PM  
**To:** Tully, Michael  
**Cc:** Jones, Kelly; Flaherty, Curtis; Taylor, Albertina L; Martin, Kristie L; Masterson, Jasmine  
**Subject:** FW: D8 NDF Transfer for St. Patrick's Day Parade

Mr. Tully:

Councilman Coan would like to provide \$1,500 towards the Ancient Order of Hibernians for LMPD services for the St. Patrick's Day Parade which is this Saturday, March 11<sup>th</sup>.

If everyone's in agreement, we will move \$1,500 of the expense from LMPD general fund expense and charge it to council NDF funds and EMA will need to reduce the invoice to the Ancient Order of Hibernians by this amount.

Does this meet with everyone's approval?

Amy ~

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**From:** McTyeire, Amy  
**Sent:** Thursday, March 09, 2017 4:20 PM  
**To:** Flaherty, Curtis  
**Subject:** RE: D8 NDF Transfer for St. Patrick's Day Parade

We need to provide the council documentation that we will spend funds, if appropriated on this event. Will you agree to spend this \$1,500 on staffing the event?

Amy ~

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**From:** Flaherty, Curtis  
**Sent:** Thursday, March 09, 2017 4:13 PM  
**To:** McTyeire, Amy  
**Cc:** Parks, Shara  
**Subject:** RE: D8 NDF Transfer for St. Patrick's Day Parade

Amy,

It is staffed through the Special Events Unit, which is part of CSD.

*Curtis*

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**From:** McTyeire, Amy  
**Sent:** Thursday, March 09, 2017 3:05 PM  
**To:** Flaherty, Curtis; Parks, Shara  
**Subject:** FW: D8 NDF Transfer for St. Patrick's Day Parade

Is Saturday's St. Patrick's Day parade staffed through Community Events, or the 5<sup>th</sup> Division? We need to provide the council documentation that we will spend funds, if appropriated on this event.

Amy ~

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**From:** Masterson, Jasmine  
**Sent:** Thursday, March 09, 2017 3:02 PM  
**To:** McTyeire, Amy  
**Cc:** Coan, Brandon  
**Subject:** D8 NDF Transfer for St. Patrick's Day Parade

Hi Amy,

Per our phone conversation, I am emailing you to request written confirmation from Major Flaherty that LMPD will accept \$1,500 from Councilman Brandon Coan's office to defer the expenses paid by the Ancient Order of Hibernians for LMPD services for the St. Patricks Day Parade this Saturday, March 11<sup>th</sup>.

Thank you

Jasmine Masterson  
Legislative Aide  
Councilman Brandon Coan  
District 8  
601 West Jefferson St  
Louisville, KY 40202  
Email: [jasmine.masterson@louisvilleky.gov](mailto:jasmine.masterson@louisvilleky.gov)  
Office: (502) 574-1108

Please sign-up to receive important notifications regarding District 8! Our goal is to increase from zero to 8,000 engaged subscribers by 2019.



Contracted Special Events Memorandum of Agreement  
*between*  
Louisville Metro Government  
*and*  
the Meghan Murphy (Event Producer)  
for St. Patrick's Day Parade 2017 (Event Name)

**I. Purpose of Agreement**

This Memorandum of Agreement (MOA) sets out the terms by which Louisville Metro and Meghan Murphy (Event Producer) work together for the purposes of hosting an efficient, safe and environmentally friendly special event in the City of Louisville.

**II. Roles and Responsibilities**

*Event Producer*

- a. Event Producer/Point of contact is the designated responsible party for said event
- b. Event Producer/ Point of Contact reviews and understands Louisville Metro's <sup>1</sup>Special Events Handbook and agrees to host said event based upon its guidelines and the executed MOA
- c. Ensures all appropriate Metro departments and needed services are requested 90 days prior to the event start date
- d. Ensures any event changes are expressed to all Metro departments no later than two-weeks of the event start date
- e. Ensures outside vendor(s) are utilized at Event Producer/Point of Contact expense for services not provided by Louisville Metro departments
- f. Ensures all Metro permits are secured before the start date of said event
- g. Ensures said event follows all event <sup>2</sup>recycling guidelines
- h. Ensures said location, property and streets/roads, etc. are cleaned up and restored to its original state
- i. Ensures full payment is remitted to Louisville Metro within 30 days per the executed MOA

**III. Roles and Responsibilities**

*Louisville Metro Government/Metro Agencies*

- a. Agrees to provide staff to deliver available services requested for said event
- b. Ensures all supporting Metro departments are in regular contact with Event Producer/ Point of Contact
- c. Ensures at least two-week notice or more is given to the Event Producer/Point of Contact if Metro services cannot be provided
- d. Ensures requested location, property and streets/roads, etc. is available for said event

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<sup>1</sup>SPECIAL EVENTS HANDBOOK

<sup>2</sup> Event Recycling Guide

Louisville-Jefferson County Metro Government/Chapter 100 Parades and Public Assemblies



Contracted Special Events Memorandum of Agreement  
*between*  
 Louisville Metro Government  
*and*  
 the Meghan Murphy (Event Producer)  
 for St. Patrick's Day Parade 2017 (Event Name)

**IV. Event Details**

Name of Event	St. Patrick's Day Parade 2017
Event Description	PARADE- EVENT NUMBER 17EVE1000
City Services Requested	SEE ATTACHED PERMIT INVOICE

**V. Duration of Agreement**

This agreement for duration of services remains in effect between Louisville Metro Government and St. Patrick's Day Parade (event name) from 3/11/2017 3:00PM (start date) to 3/11/2017 8:00PM (end date) Meghan Murphy (Event Producer) Meghan Murphy (Point of Contact).

**VI. Payment Due/Schedule**

Louisville Metro Government will administer an invoice in the amount of \$ 19,827.51 for the requested and agreed upon city services. If additional services are requested or required, invoice amount could increase. Final invoice will be sent with all fees 7 business days after event. This invoice will be paid in one installment within 30 days per this MOA.

**VII. Final invoice Due Date**

Final Invoice payment due date is: April 25, 2017

**VIII. Signatures of Parties**

*Director/ Deputy Director of Emergency Services*

Signature: [Signature] Printed Name: Kelly R. Jones Date: 2-20-17

*Special Events Director, Emergency Services*

Signature: [Signature] Printed Name: Michael S. Tully Date: 2-16-17

*Event Producer*

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_





Louisville-Jefferson County Metro Government  
**Department of Codes & Regulations**

**Licenses & Permits Division**

444 S. 5th Street, Suite 200 - Louisville, KY 40202  
 Phone: 502.574.3591 Web Site: <https://louisvilleky.gov/government/codes-regulations>

**Estimated Event Permit Invoice**

Invoice Due Date: Tuesday, 25 April, 2017

MEGHAN MURPHY ANCIENT ORDER OF HIBE  
 1134 EVERETT AVE  
 LOUISVILLE, KY 40204

**Event Name:** ST PATRICK'S PARADE 2017  
**Permit Number:** 17EVE1000  
**Location:** BROADWAY TO BAXTER TO  
 BARDSTOWN RD TO WINDSOR  
 PL  
**Category:** Large (COMMUNITY)

To obtain this Event Permit please remit the amount shown at the bottom of this Invoice to the Department of Codes and Regulations. 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>
Application Fee	\$75.00	\$0.00	\$75.00	
PWA-SWM-GARBAGE BOXES	\$187.50	\$0.00	\$187.50	
PWA-SWM-CASE OF GARBAGE BAGS	\$18.00	\$0.00	\$18.00	
PWA-SWM-SWEEPER (EQUIPMENT)	\$803.76	\$0.00	\$803.76	
PWA-SM-CUSTOM	\$754.50	\$0.00	\$754.50	
PWA-SM CUST SIGN FAB / SCRNR PRT SET UP	\$56.25	\$0.00	\$56.25	
LMPD (Staff Coverage)	\$17,932.50	\$0.00	\$17,932.50	

<b>Total</b>	<b>\$19,827.51</b>	<b>\$0.00</b>	<b>\$19,827.51</b>	
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**Amount Due: \$19,827.51**

I MEGHAN MURPHY ANCIENT ORDER OF HIBERNIANS agree to pay in full the estimated cost of \$19,827.51 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/r13lam01q95exy/>

Please make checks, money orders, cashier's checks or certified checks payable to Metro Finance and mail to Codes & Regulations Special Events 444 S. 5th St., Ste. 200, Louisville, Ky. 40202. You may also pay in person by check or credit card at 444 S. 5th St., Louisville, Ky. 40202 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.

Permit Number: 17EVE1000

