

# Louisville Metro Council City Agency Request

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

**Primary Sponsor:** President David Yates

**Amount:**

**Date:** 04-01-2016

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**

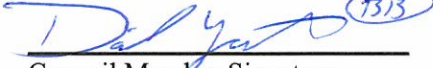
The 2016 Kentucky Municipal Clerk's Association (KMCA) Spring Conference is being held in Louisville this year and the KIPDA/KMCA is hosting it at the Louisville East Marriott from April 20 - 22. Our own Council Clerk is the Chair of the Education Committee and is deeply involved with the planning of this conference. The conference provides continued education opportunities for Municipal Clerks across the state of Kentucky assisting in achieving the Masters level of Clerk certification. The committee of Clerks from the KIPDA region are all responsible for soliciting sponsorships and donations from commercial companies and other cities across the region. Mr. Stephen Ott, our Clerk, is requesting a total of \$5,000 from his Council to help support this event and put a "splash" on for the Municipal Clerks that will be visiting our great city during this event. This will be a "pass-through" with the Economic Development department to the KIPDA KMCA Municipal Clerks (see attached email from Econ. Dev.). You will also find attached the latest budget for the event.

**City Agency:** Louisville Forward/Economic Development

**Contact Person:** Matt Yates

**Agency Phone:** 574-6279

**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>25</u>		<u>\$500</u>	<u>4/1/16</u>
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: _____

### Additional Signatures

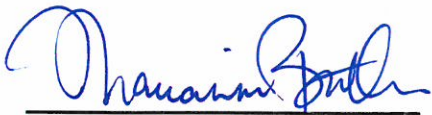


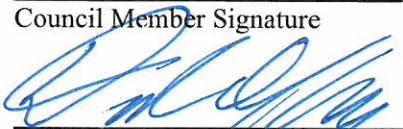

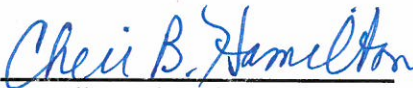
I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.

<u>8</u> District #	<u>Thomas L. Owen</u> Council Member Signature	<u>\$400</u> Amount	<u>4/14/16</u> Date
<u>13</u> District #	<u>Vicki Aubrey Welch KT</u> Council Member Signature	<u>\$250</u> Amount	<u>4/7/16</u> Date
<u>24</u> District #	<u>Madonna Hood</u> Council Member Signature	<u>\$250</u> Amount	<u>4-5-16</u> Date
<u>17</u> District #	<u>Adam H</u> Council Member Signature	<u>\$250</u> Amount	<u>4/14/16</u> Date
<u>14</u> District #	<u>Cindi Fowler</u> Council Member Signature	<u>\$350</u> Amount	<u>4/14/16</u> Date
<u>2</u> District #	<u>Barbara Franklin</u> Council Member Signature	<u>\$250</u> Amount	<u>4-4-16</u> Date
<u>11</u> District #	<u>Kenia J. Krane</u> Council Member Signature	<u>250.00</u> Amount	<u>4-6-16</u> Date
<u>3</u> District #	<u>Mary C. Fortridge</u> Council Member Signature	<u>\$250</u> Amount	 Date
<u>4</u> District #	<u>Deborahandy I KK</u> Council Member Signature	<u>\$500</u> Amount	<u>4-6-16</u> Date
<u>1</u> District #	<u>Debra L. Linn</u> Council Member Signature	<u>\$250</u> Amount	 Date
<u>21</u> District #	<u>Paul Garner</u> Council Member Signature	<u>\$300</u> Amount	<u>4/14/16</u> Date

Department/Project: Louisville Forward/Economic Development - 2016 KMCA Spring Conference

### 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.**

District #	Council Member Signature	Amount	Date
15		\$100	
16		\$250	4/11/16
9		\$250	4/12/16
6		\$100	4-12-16
12		250	4.14.16
5		\$250	4-14-16



**CIF, NDF, MAP OR PAV INTERAGENCY CHECKLIST****Interagency Name:** Louisville Forward/Economic Development**Program/Project Name:** 2016 KMCA/KIPDA Spring Conference in Louisville, KY

	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?	NA
<b>Supporting Documentation:</b> Does the attachment include a valid estimate and description of cost?	Yes

**Prepared by:****Date:** 04-01-2016

## Ott, Stephen

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**From:** Yates, Matt T  
**Sent:** Thursday, March 31, 2016 1:14 PM  
**To:** Wiederwohl, Mary Ellen; Ott, Stephen  
**Subject:** RE: Request from the Metro Council Clerk!

Stephen,  
Economic Development will accept \$5,000 in NDF to be used as a sponsorship for KIPDA/KMCA 2016 Spring Conference. Once the funds are transferred from Metro Council, please send me formal request for sponsorship.  
Thanks,  
Matt

---

**From:** Wiederwohl, Mary Ellen  
**Sent:** Thursday, March 31, 2016 11:15 AM  
**To:** Ott, Stephen; Yates, Matt T  
**Subject:** Re: Request from the Metro Council Clerk!

Hi Stephen! Trapped in meetings for a bit - and don't want to delay you!

Matt Yates, copied here, can help make that happen through Economic Development. Matt came over to our team from OMB last year, but he assists us with such matters in addition to his project management responsibilities.

Sent from my iPad

On Mar 31, 2016, at 11:06 AM, Ott, Stephen <[Stephen.Ott@louisvilleky.gov](mailto:Stephen.Ott@louisvilleky.gov)> wrote:

Mary Ellen,

If you have a chance this morning, would you please give me a call at x3085 or on my cell at (502) 572-8348? I have a request of Louisville Forward regarding the department being a "pass-through" for \$5,000 to KIPDA for the Kentucky Municipal Clerks Association 2016 Spring Conference. I'll explain more when you call. Thanks.

<image001.gif>

**H. Stephen Ott**

Clerk for  
Louisville Metro Council

601 W. Jefferson Street, Suite 103  
Louisville, KY 40202  
(502)574-3085, Fax 574-3363

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2016 KMCA SPRING CONFERENCE-REVISED BUDGET - MARCH 30, 2016																	
Revenue	No.	Fee	Total														
Sponsor (Welcome Reception)	1	\$ -	\$ 1,500	Unconfirmed													
Sponsor - General	2	\$ 5,000	\$ 10,000	Confirmed - Not Received													
Sponsor - Banquet	1	\$ 5,000	\$ 3,000	Actual to Date													
Sponsors - Other			\$ 3,300	Actual to Date													
KMCA Education Sponsor			\$ 2,500	Confirmed & Received													
Registrations	96	\$ 175	\$ 16,450	Actual to Date													
Registrations	1	\$ 195	\$ 195	Actual to Date													
Registrations - Other			\$ 300	Actual to Date													
	Total Revenues		\$ 37,245														
Expense	No.	Cost per Person	General	Tues.				Wed.		Thurs. April 21, 2016					Friday		Banquet
				Welcome	Breakfast	Educational Sessions	Break	20-Apr-16 Lunch	Break	Breakfast	Educational Sessions	Break	Lunch	Break	22-Apr-16 Breakfast	Educational Sessions	Lunch
Name Badges	125	\$ 2	\$ -														
Sponsor signs			\$ 500														
Host Gift	100	\$ 20	\$ 2,000														
Miscellaneous Expenses (Extra Rooms, Meals, Etc.)			\$ 3,000														
Welcome (hors d'oeuvres)	60			\$ 1,500													
Meeting Room Rental			\$ 625														
Speaker Gifts (Clerks Panel)	6	\$ 25	\$ 150														
15 Speakers Gifts @ 20.00			\$ 300														
Door Prizes - Kindle, Etc.			\$ 3,000														
AV			\$ 2,000														
Breakfast (Buffet)	80	\$ 17			\$ 1,360												
Breakfast (Buffet)	97	\$ 17								\$ 1,649							
Breakfast	97	\$ 13													\$ 1,261		
Education facilitator plus travel						\$ 500					\$ 2,100						
Education Travel (3 Speakers)											\$ 250						
Education Speaker Room																	
Educational Materials/Misc.											\$ 700						
Lunch (Buffet)	99	\$ 37						\$ 3,663									
Lunch (Buffet)	97	\$ 32											\$ 3,104				
Lunch (Buffett) Banquet	85	\$ 34															\$ 2,890
Break	99	\$ 10					\$ 990										
Break	99	\$ 15							\$ 1,485								
Break	97	\$ 4										\$ 388					



## RACING TO SUCCESS

2016 KMCA

## Spring Conference

April 20-22, 2016

HOSTED BY  
K.I.T.D.A. Municipal Clerks  
Association



MARRIOTT LOUISVILLE EAST  
1903 Embassy Square Blvd.  
Louisville, KY 40299

## Hotel Accommodations Reservation Deadline March 19, 2016

Marriott Louisville East  
1903 Embassy Square Blvd.  
Louisville, KY 40299

### Online Registration:

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_el\\_new&eventID=13907154](https://resweb.passkey.com/Resweb.do?mode=welcome_el_new&eventID=13907154)

Or call 1-877-495-8694  
(Corporate Reservations)

Please let them know you are with Kentucky  
Municipal Clerks Association to receive the  
special rate of: \$127.00 Per Night

(Plus local taxes per night)

A credit card is required at time of booking.  
Please bring your City's tax exempt  
certificate to avoid paying state tax.

### CONFERENCE CHECK-IN & REGISTRATION

Tuesday, April 19, 2016

3:00 P.M.-7:00 P.M.

7:00 P.M.- 8:00 P.M. - RECEPTION  
Steamboat Room

Wednesday - Thursday Registration

8:00 A.M. - 4:00 P.M.

All Conference Training Will Be Held on First  
Floor Commonwealth C

All Provided Meals Will Be on First Floor  
Commonwealth D

Buses Will Be Provided to Take Everyone to the  
Outlet Malls in Simpsonville One Evening

Be Sure to Mark If You Will Need  
Transportation to the Outlet Mall on the  
Registration Form

KIPDA Municipal Clerks Association  
Attn: Sandra Doane, Treasurer  
City of Eminence  
P.O. Box 163  
Eminence, KY 40019



## WEDNESDAY, APRIL 20<sup>TH</sup>

Breakfast/Registration  
7:00 a.m. – 8:00 a.m.

Mayor Greg Fischer, Louisville Metro  
Mayor Bill Dieruf, Jeffersonstown, Ky  
Welcome

8:00 a.m. – 8:30 a.m.

Your Attitude Makes the Difference

Rich "Mr. POS" Wilkins  
8:30 a.m. – 10:00 a.m.

Legislative Update  
J. D. Chaney, KLC

10:00 a.m. – 12:00 p.m.

### LUNCH

12:00 p.m. – 1:00 p.m.  
Louisville History

Metro Council Member Tom Owen

Insurance Reporting  
Dawn Harlow, KLC

1:00 p.m. – 3:00 p.m.

Ask a Clerk

Panel of Senior Clerks  
3:00 p.m. – 5:00 p.m.

## THURSDAY, APRIL 21<sup>ST</sup>

Breakfast  
7:00 a.m. – 8:00 a.m.

Cybersecurity Compliance  
James Meece, Chief Information Security Officer  
for LMG

8:00 a.m. – 10:00 a.m.

Leadership Skills  
Zella Pearson

10:00 a.m. – 12:00 p.m.

### LUNCH

12:00 p.m. – 1:00 p.m.

Occupational Tax Reporting  
Barbara Reed, President KOLA

1:00 p.m. – 3:00 p.m.

Accountability vs. Blame  
Zella Pearson

3:00 p.m. – 5:00 p.m.

## FRIDAY, APRIL 22<sup>ND</sup>

### Breakfast

7:00 a.m. – 8:00 a.m.

Surplus Property, Donations, Oath of Office,  
Ordinances, Resolutions, etc.

Chris Johnson & Laura Ross, KLC

8:00 a.m. – 11:00 a.m.

KMCA Business Meeting  
with Lunch

11:00 a.m. – 12:00 p.m.

### 2016 SPRING CONFERENCE REGISTRATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

ADD District: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### FULL CONFERENCE REGISTRATION

KMCA Member: By 3-21-16 \$175 \_\_\_\_\_  
After 3-22-16 \$195 \_\_\_\_\_

1 Day of Training & Lunch: \$100 \_\_\_\_\_  
- Day Requested \_\_\_\_\_

I will be attending Friday banquet \_\_\_\_\_

I will be attending the Tuesday Reception \_\_\_\_\_

I will need transportation to the Outlet Mall \_\_\_\_\_

Banquet Only (Friday): \$50 \_\_\_\_\_

Please list any special needs below:  
\_\_\_\_\_  
\_\_\_\_\_

Please return form with check payable to:

KIPDA Municipal Clerks Association  
Attn: Sandra A. Doane, Treasurer  
City of Eminence  
P.O. Box 163  
Eminence, KY 40019



## Boles, Brian

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**From:** Yates, David  
**Sent:** Friday, April 01, 2016 1:31 PM  
**To:** Boles, Brian  
**Subject:** NDF Signature

Brian,

Please sign the Clerk's NDF for me at an amount of \$500.

Thank you,



### David Yates

Office of the President  
District 25 Councilman  
601 West Jefferson St, 1st floor  
Louisville, KY 40202  
Email: [david.yates@louisvilleky.gov](mailto:david.yates@louisvilleky.gov)  
Office: (502) 574-1125

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## Helton, Jessamyn

---

**From:** Welch, Vicki A  
**Sent:** Sunday, April 03, 2016 8:58 PM  
**To:** Ott, Stephen; Benson, Stuart; Blackwell, Rick; Boles, Brian; Bowman, Michael; Butler, Marianne; Carroll, Debbie; Chapman, Lisa E.; Dearing, Jared; Denton, Julie; Derouen, Andrea; Downard, Kelly; Eatherly, Kip; Engel, Robin; Ethridge, Kyle; Flood, Madonna; Fowler, Cindi; Franklin Gray, Lisa A.; Friend-Ellis, Myra; Green, Jessica; Hamilton, Cheri; Harrington, Scott; Hinson, Erin; Hodge, Monica; Hollander, Bill H.; Hughes, Susan; James, David A; Johnson, Dan D; Kennedy, Liz; King, Keidra; Kramer, Kevin; Leet, Angela; Long, Terra L; Maddox, Norma P; Mathews, Bryan L; Mulvihill, Patrick; Nichols, Barbara J; Noble, Jeffrey T; Owen, Tom; Parker, Marilyn; Peden, James; Peers, Carrie G; Sanders, Donna; Shanklin, Barbara; Smith, Chanelle Emily; Smith, Wanda M; Stuckel, Glen; Tandy, David; Torsky, John N; Triplett, Kevin D; Weathers, Charles; Webster, Angela; Woolridge, Mary; Yates, David  
**Cc:** MetroCouncilClerk; Stenberg, Beth; Yates, Matt T  
**Subject:** RE: 2016 KMCA/KIPDA Spring Conference Inter-Agency NDF Request  
**Importance:** High

District 13 will appropriate \$250 & Kevin Triplett can sign for me in my absence.  
Thank you,

Vicki Aubrey Welch

Councilwoman District 13  
Louisville Metro Council  
502-574-1113  
[vicki.welch@louisvilleky.gov](mailto:vicki.welch@louisvilleky.gov)  
[www.louisvilleky.gov/district13](http://www.louisvilleky.gov/district13)

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**From:** Ott, Stephen  
**Sent:** Friday, April 01, 2016 1:41 PM  
**To:** Benson, Stuart; Blackwell, Rick; Boles, Brian; Bowman, Michael; Butler, Marianne; Carroll, Debbie; Chapman, Lisa E.; Dearing, Jared; Denton, Julie; Derouen, Andrea; Downard, Kelly; Eatherly, Kip; Engel, Robin; Ethridge, Kyle; Flood, Madonna; Fowler, Cindi; Franklin Gray, Lisa A.; Friend-Ellis, Myra; Green, Jessica; Hamilton, Cheri; Harrington, Scott; Hinson, Erin; Hodge, Monica; Hollander, Bill H.; Hughes, Susan; James, David A; Johnson, Dan D; Kennedy, Liz; King, Keidra; Kramer, Kevin; Leet, Angela; Long, Terra L; Maddox, Norma P; Mathews, Bryan L; Mulvihill, Patrick; Nichols, Barbara J; Noble, Jeffrey T; Owen, Tom; Parker, Marilyn; Peden, James; Peers, Carrie G; Sanders, Donna; Shanklin, Barbara; Smith, Chanelle Emily; Smith, Wanda M; Stuckel, Glen; Tandy, David; Torsky, John N; Triplett, Kevin D; Weathers, Charles; Webster, Angela; Welch, Vicki A; Woolridge, Mary; Yates, David  
**Cc:** MetroCouncilClerk; Stenberg, Beth; Franklin Gray, Lisa A.; Yates, Matt T  
**Subject:** 2016 KMCA/KIPDA Spring Conference Inter-Agency NDF Request

Council Members and L.A.'s,

As a Municipal Clerk, I belong to an international and state wide association of Municipal Clerks. The state association, Kentucky Municipal Clerk's Association (KMCA), is divided up into Area Development Districts or "ADD" districts. Each year KMCA has a Spring Conference and this year it is being held in Louisville from April 20-22. Our ADD district is hosting the event and I am the Chair of the Education Committee and very involved with the planning, producing and conducting the

## Helton, Jessamyn

---

**From:** Derouen, Andrea  
**Sent:** Monday, April 04, 2016 8:24 AM  
**To:** Helton, Jessamyn  
**Subject:** FW: 2016 KMCA/KIPDA Spring Conference Inter-Agency NDF Request

I will be down later--

---

**From:** Flood, Madonna  
**Sent:** Monday, April 04, 2016 8:07 AM  
**To:** Ott, Stephen  
**Cc:** Derouen, Andrea  
**Subject:** Re: 2016 KMCA/KIPDA Spring Conference Inter-Agency NDF Request

I will help - \$250 - Andrea can sign my name to this NDF - let me know if you need anything else

Sent from my iPhone

On Apr 1, 2016, at 1:41 PM, Ott, Stephen <[Stephen.Ott@louisvilleky.gov](mailto:Stephen.Ott@louisvilleky.gov)> wrote:

Council Members and L.A.'s,

As a Municipal Clerk, I belong to an international and state wide association of Municipal Clerks. The state association, Kentucky Municipal Clerk's Association (KMCA), is divided up into Area Development Districts or "ADD" districts. Each year KMCA has a Spring Conference and this year it is being held in Louisville from April 20-22. Our ADD district is hosting the event and I am the Chair of the Education Committee and very involved with the planning, producing and conducting the conference. All of the Committee members are soliciting financial sponsorships and donations from commercial companies and cities across our district. Which brings me to the purpose of this email.

I met with President Yates to ask if he would take lead and support my request of **\$5,000** from the Council and he committed \$500, for what I hope to be the first of many positive responses from the Council. Please review the attached NDF City Agency Request for your consideration. For your convenience, I have copied the description from the application:

*The 2016 Kentucky Municipal Clerk's Association (KMCA) Spring Conference is being held in Louisville this year and the KIPDA/KMCA is hosting it at the Louisville East Marriott from April 20 - 22. Our own Council Clerk is the Chair of the Education Committee and is deeply involved with the planning of this conference. The conference provides continued education opportunities for Municipal Clerks across the state of Kentucky assisting in achieving the Masters level of Clerk certification. The committee of Clerks from the KIPDA region are all responsible for soliciting sponsorships and donations from commercial companies and other cities across the region. Mr. Stephen Ott, our Clerk, is requesting a total of \$5,000 from his Council to help support this event and put a "splash" on for the Municipal Clerks that will be visiting our great city during this event. This will be a "pass-through" with the Economic Development department to*



## Helton, Jessamyn

---

**From:** Shanklin, Barbara  
**Sent:** Tuesday, April 05, 2016 5:50 PM  
**To:** Helton, Jessamyn  
**Subject:** Re: New Business Deadline for the April 14, 2016 Metro Council Meeting

Jess please allow Jared to sign my name for the speed bumps and \$250 for Steve's conference. Thanks.

Sent from my iPhone

On Apr 5, 2016, at 2:21 PM, Helton, Jessamyn <[Jessamyn.Helton@louisvilleky.gov](mailto:Jessamyn.Helton@louisvilleky.gov)> wrote:

The deadline for New Business Legislation is **April 11, 2016 by 12:00 p.m. (Noon)** for the Thursday, April 14, 2016 Metro Council Meeting Agenda.

As a reminder; if you need legislation on the April 14<sup>th</sup> Metro Council agenda for a first reading, you need to begin the process now. If you wait until Thursday or Friday of this week, there's a good chance it will not be submitted to the Clerk's Office by the New Business deadline of noon on April 11<sup>th</sup>. If legislation does not make the noon deadline, but still needs to be on the April 14<sup>th</sup> Metro Council agenda for a first reading, the Council President must approve the late addition to the agenda.

Legislation for New Business must be received by the Council Clerk's Office by the noon deadline and:

1. Be submitted through the **Granicus/Legistar** system
2. Have a sponsor from the Metro Council
3. Have a fully executed hard copy signed by the County Attorney

If you are having difficulty with the Granicus/Legistar system, please don't hesitate to call the Clerk's Office at x3902.

Please share this message to those in your department responsible for producing and filing legislation.

Thank you.

Jess Helton  
Info Systems Coordinator/Assistant Clerk  
Louisville Metro Council  
601 West Jefferson Street, 1st Floor  
Louisville, KY 40202  
Phone - 502-574-2704  
Fax - 502-574-3363  
email -[jessamyn.helton@louisvilleky.gov](mailto:jessamyn.helton@louisvilleky.gov)



## Helton, Jessamyn

---

**From:** Woolridge, Mary  
**Sent:** Wednesday, April 06, 2016 5:47 PM  
**To:** Ott, Stephen; Helton, Jessamyn  
**Cc:** Sanders, Donna  
**Subject:** Fwd: 2016 KMCA/KIPDA Spring Conference Inter-Agency NDF Request  
**Attachments:** image001.gif

Just to make it official **District 3**, as Donna Sanders has said, will appropriate **\$250.00**. She has my permission to sign my name.

Thanks,

Sent from my iPad

Begin forwarded message:

**From:** "Sanders, Donna" <[Donna.Sanders@louisvilleky.gov](mailto:Donna.Sanders@louisvilleky.gov)>  
**Date:** April 6, 2016 at 4:51:27 PM EDT  
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