



**CITY COMMISSION MEETING  
 AGENDA FOR OCTOBER 24, 2023  
 5:00 PM  
 CITY HALL COMMISSION CHAMBERS  
 300 SOUTH FIFTH STREET**

*Any member of the public who wishes to make comments to the Board of Commissioners is asked to fill out a Public Comment Sheet and place it in the box located at the end of the Commissioner's desk on the left side of the Commission Chambers. The Mayor will call on you to speak during the **Public Comments** section of the Agenda.*

**ROLL CALL**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS/DELETIONS**

**PROCLAMATION** Hunger and Homelessness Awareness Month - Heather Anderson - McKinney-Vento Liaison - Paducah Public Schools

**PUBLIC COMMENTS**

**MAYOR'S REMARKS**

*Items on the Consent Agenda are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Agenda and considered separately. The City Clerk will read the items recommended for approval.*

	<b>I.</b>	<b><u>CONSENT AGENDA</u></b>
	A.	Approve Minutes for October 10, 2023
	B.	Receive & File Documents
	C.	Personnel Actions
	D.	Approve Contract Amendment with Tyler Technologies - <b>E. STUBER</b>
	E.	FY2024 Position and Pay Schedule Update - <b>S. WILCOX</b>
	F.	FY2024 Job Grade Schedule Update - <b>S. WILCOX</b>
	G.	Approve the Application and Acceptance of a 2023 Kentucky League of Cities Liability Grant in the Amount of \$3,000. - <b>S. WILCOX</b>
	H.	Authorize the Acceptance of a GameTime Playground Grant in the Amount of \$37,584.50 and execute purchase agreement in the amount of \$66,942.57 - <b>A. CLARK</b>
	<b>II.</b>	<b><u>MUNICIPAL ORDER(S)</u></b>

		A.	BFW Professional Services Contract to assist with Engineering Department Transition - <b>D. JORDAN</b>
	<b>III.</b>	<b><u>ORDINANCE(S) - ADOPTION</u></b>	
		A.	Trails End Subdivision: Final Plat Approval and Surety Approval - <b>M. TOWNSEND</b>
	<b>IV.</b>	<b><u>DISCUSSION</u></b>	
		A.	Paducah Preservation Opportunities Assessment - <b>Brent Leggs, Rhodes Heritage Group</b>
		B.	Sanitation Rates Discussion - <b>C. YARBER</b>
		C.	Safe Haven Baby Box Location Update - <b>S. KYLE</b>
		D.	Paducah-McCracken County Convention & Expo Center Update - <b>D. JORDAN</b>
	<b>V.</b>	<b><u>COMMENTS</u></b>	
		A.	Comments from the City Manager
		B.	Comments from the Board of Commissioners
	<b>VI.</b>	<b><u>EXECUTIVE SESSION</u></b>	

# Agenda Action Form

## Paducah City Commission

Meeting Date: October 24, 2023

Short Title: Approve Contract Amendment with Tyler Technologies - **E. STUBER**

Category: Municipal Order

Staff Work  
By: Eric Stuber  
Presentation  
By: Eric Stuber

**Background Information:** Prior to renewal, we reviewed our current contract with Tyler Technologies and made note of a couple of items we would like to clean up. Specifically, 1) The removal of the Fixed Assets, Inventory, Work Orders, Fleet and Facility Management, and KY Tax Lien modules. 2) The addition of Resident Access and Payroll with Employee Access modules.

The Fixed Assets and KY Tax Lien modules are not used by Finance. The Inventory, Work Orders, and Fleet and Facility Management modules will not be used in lieu of a separate system that provides more robust Public Works management and will better streamline their processes and improve efficiencies.

The Resident Access and Payroll with Employee Access modules will upgrade the current modules Citizen Self Service and Employee Self Service respectively.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:  
Account Number:

Staff Recommendation: Approval.

Attachments:

1. MO contract-software-amendment-tyler 10-2023
2. Paducah KY Amendment 092823-Remove Saas Add Access Migrations 100423

# Agenda Action Form Paducah City Commission

Meeting Date: October 24, 2023

Short Title: FY2024 Position and Pay Schedule Update - **S. WILCOX**

Category: Municipal Order

Staff Work  
By: Stefanie  
Wilcox  
Presentation  
By: Stefanie  
Wilcox

**Background Information:** The FY2024 Position and Pay schedule has been updated to move a Laborer position in Parks to a Maintenance Tech position, and to change the HR Generalist position to a Senior HR Generalist. All other changes are related to Personnel Actions that have occurred since the last Position and Pay Schedule was approved.

Does this Agenda Action Item align with a Commission Priority? No  
If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:  
Account Number:

**Staff Recommendation:** To approve the updated FY2024 Position and Pay Schedule with recommended changes.

**Attachments:**

1. MO Position and Pay Schedule FY2023-2024 10-24-2023
2. Position and Pay Schedule -Oct 24 2023

# Agenda Action Form

## Paducah City Commission

Meeting Date: October 24, 2023

Short Title: FY2024 Job Grade Schedule Update - **S. WILCOX**

Category: Municipal Order

Staff Work By: Stefanie  
Wilcox  
Presentation By: Stefanie  
Wilcox

**Background Information:** The FY2024 Job Grade Schedule has been adjusted to move the E911 Communications Services Manager position from a grade 13 to a grade 14. It has been determined that the duties related to the position better align with grade 14.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:  
Account Number:

**Staff Recommendation:** It is recommended to approve the updated Job Grade Schedule with changes.

**Attachments:**

1. MO job grade schedule FY2023-2024 10-24-2023
2. Job Grade Schedule 10 24 2024

# Agenda Action Form

## Paducah City Commission

Meeting Date: October 24, 2023

Short Title: Approve the Application and Acceptance of a 2023 Kentucky League of Cities Liability Grant in the Amount of \$3,000. - **S. WILCOX**

Category: Municipal Order

Staff Work By: Braden Throgmorton, Stefanie Wilcox, Hope Reasons  
Presentation By: Stefanie Wilcox

**Background Information:** The Liability Grant is a 50/50 matching grant for approved purchases. Members with Liability premiums before taxes of \$35,000 and above are eligible for up to \$3,000 grant reimbursement. The City of Paducah is requesting \$3,000 for the reimbursement of fees associated with the Kentucky Association of Chief's of Police Accreditation Program. The Kentucky Association of Chief's of Police Accreditation Program is intended to provide law enforcement agencies of the Commonwealth with an avenue for demonstrating that they meet commonly accepted professional standards for efficient and effective operations. Law Enforcement executives who choose to have their agencies accredited under this program have examined all aspects of their operations. They have made conscious decisions about policies and procedures that fit the law enforcement requirements of their jurisdictions and have implemented those policies and trained their employees in their use. By investing in this, we are holding ourselves to a higher standard in all aspects of law enforcement. The additional amount added to the grant is from the Parks Department adding additional playground equipment to Noble Park. This will earn us the full grant amount.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority: [Commission Priorities List](#)

Communications Plan:

Funds Available: Account Name:  
Account Number:

**Staff Recommendation:** Authorize the application and acceptance of the 2023 KLC Liability Grant and for the Mayor to sign all documentation related to same.

**Attachments:**

1. MO app & award - klc Liability grant 2023
2. DOC101823-10182023164420
3. DOC101823-10182023164427
4. DOC101823-10182023164437
5. Accreditation Invoice 2023
6. Accreditation Payment 2023

# Agenda Action Form

## Paducah City Commission

Meeting Date: October 24, 2023

**Short Title:** Authorize the Acceptance of a GameTime Playground Grant in the Amount of \$37,584.50 and execute purchase agreement in the amount of \$66,942.57 - **A. CLARK**

**Category:** Municipal Order

Staff Work By: Amie  
Clark, Hope Reasons  
Presentation By: Amie  
Clark

**Background Information:** For a limited time, GameTime is offering up to 100% matching funds on playground systems. With up to 100% matching funds, GameTime is helping communities bring play to more children and families. The playground grant funds are available toward the purchase of new play systems based on need and on a first-come, first-served basis. Any parks department, school, nonprofit, or other youth organization is eligible for playground equipment funding from GameTime.

On October 10, 2023, the Board of Commissioners approved the application for the grant with MO 2811. This grant requires a 100% match. Requesting authorization to accept grant funds and execute a purchase agreement for the purchase of playground structure, swings, sensory seat, freight, and installation of the equipment, in the amount of \$66,942.57. Funding for the match will come from the Land and Water Conservation Fund Grant and Parks Department Funding.

**Does this Agenda Action Item align with a Commission Priority? Yes**

If yes, please list the Commission Priority: Facility Enhancements and Improvements

**Communications Plan:**

**Funds Available:** Account Name: Keiler Park Playground

Account Number: PA0130

**Staff Recommendation:** Authorize the acceptance of the GameTime Playground Grant and authorize the Mayor to sign purchase agreement and all documents related to same.

**Attachments:**

1. award- GameTime Discount Grant Keiler Park

# Agenda Action Form

## Paducah City Commission

Meeting Date: October 24, 2023

Short Title: BFW Professional Services Contract to assist with Engineering Department Transition - **D. JORDAN**

Category: Municipal Order

Staff Work  
By: Daron  
Jordan  
Presentation  
By: Daron  
Jordan

**Background Information:** This Municipal Order authorizes the City to accept the hourly professional fee schedule of Bacon Farmer Workman Engineering & Testing, Inc. for engineering services to be provided to the City of Paducah. BFW will act on an on-call basis for miscellaneous services related to the transition of the City Engineer's office. These services will be related to guidance and consultation for ongoing capital projects, street rehabilitation program, floodwall management, and other needs as determined by the City of Paducah. Rates will be approved at unit prices as shown on the Fee Schedule.

Does this Agenda Action Item align with a Commission Priority? No  
If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name: Contractual for Service

Account Number: 1000 3307 523070

Staff Recommendation: Approval.

Attachments:

1. MO agree-BFW Professional Services Fee Schedule
2. BFW On-Call Engineering Services



# Agenda Action Form Paducah City Commission

Meeting Date: October 24, 2023

Short Title: Trails End Subdivision: Final Plat Approval and Surety Approval - **M. TOWNSEND**

Category: Ordinance

Staff Work By: Melanie  
Townsend, Josh Sommer  
Presentation By: Rick Murphy

**Background Information:** The final plat of subdivision, the subdivision roadway plans, and stormwater management plans submitted for Trails End Subdivision have been reviewed and are approved, as noted by a letter dated August 1, 2023, issued by the City Engineer. The aforementioned letter was mailed to the Engineer of Record and Owner. On September 1, 2023, the Paducah Planning Commission adopted a Resolution approving the final plat of subdivision.

The City Engineer required \$ 365,000 to be submitted as a surety for the completion of public improvements. Walker Properties of Western Kentucky, LLC has submitted a \$365,000 surety in the form of a surety bond issued by Merchants National Bonding, Inc. for completion of subdivision public improvements pursuant to the City of Paducah Ordinances.

Does this Agenda Action Item align with a Commission Priority? No

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:  
Account Number:

**Staff Recommendation:** To adopt an ordinance authorizing the Mayor to execute the Final Plat of Subdivision, Surety Bond with Walker Properties of Western Kentucky, LLC, and to accept the dedication of the public right of way and easements as shown on the Final Plat of Subdivision for Trails End Subdivision.

**Attachments:**

1. ORD subd- Trails End Subdivision 125 Ridgeview Street
2. Trails End\_Final Subdivision Plat
3. Trails End Subd\_Signed Surety Bond Agreement
4. Subdivision Plans Review Letter - Trails End Subdivision
5. Trails End Subdivision\_PC Resolution