



**CITY COMMISSION MEETING  
 AGENDA FOR JUNE 11, 2024  
 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**

**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 the May 28, 2024, Board of Commissioners Meeting
	B.	Receive & File Documents
	C.	Reappointment of Carol Young to the Paducah-McCracken County Senior Citizens Board
	D.	Personnel Actions
	E.	Position and Pay Schedule for upcoming Fiscal Year 2025 Cost of Living Adjustments - <b>S. WILCOX</b>
	F.	Job Grade Schedule Updated for Fiscal Year 2025 - <b>S. WILCOX</b>
	<b>II.</b>	<b><u>MUNICIPAL ORDERS</u></b>
	A.	Approve the Interim Planning Director Employment Agreement with Carol Gault - <b>D. JORDAN</b>
	B.	Approve Development Agreement with C.I.R.CO Construction for 318 Broadway Street - <b>M. SMOLEN</b>

		C.	Accept the 2024-2026 House Bill 1 Appropriation in the Amount of \$3.5 million for the Build Grant Project - <b>H. REASONS &amp; M. TOWNSEND</b>
	<b>III.</b>	<b><u>ORDINANCE(S) - ADOPTION</u></b>	
		A.	Amend the Code of Ordinances to create a new section of the City of Paducah Zoning Code related to Reasonable Accommodation for Recovery Homes - <b>J. SOMMER</b>
		B.	Approve the Fiscal Year 2025 Budget (07/01/2024 -- 06/30/2025) for the City of Paducah - <b>D. JORDAN &amp; A. KYLE</b>
	<b>IV.</b>	<b><u>ORDINANCE(S) - INTRODUCTION</u></b>	
		A.	Approve an Ordinance Creating a Real Estate Parcel Fee for the Funding of 911 Services, Maintenance, and Equipment - <b>D. JORDAN</b>
	<b>V.</b>	<b><u>DISCUSSION</u></b>	
		A.	Paducah Sports Park Discussion - <b>Steve Ervin &amp; Jeff Canter</b>
	<b>VI.</b>	<b><u>COMMENTS</u></b>	
		A.	Comments from the City Manager
		B.	Comments from the Board of Commissioners
	<b>VII.</b>	<b><u>EXECUTIVE SESSION</u></b>	

# Agenda Action Form Paducah City Commission

Meeting Date: June 11, 2024

Short Title: Position and Pay Schedule for upcoming Fiscal Year 2025 Cost of Living Adjustments - S.  
**WILCOX**

Category: Municipal Order

Staff Work  
By: Stefanie  
Wilcox  
Presentation  
By: Stefanie  
Wilcox

**Background Information:** The Position and Pay Schedule is updated to include a four percent (4%) cost of living adjustment (COLA) for all employees based on budgeted amounts for fiscal year 2025. This increase will take effect on June 27, 2025. Additionally, the position and pay schedule is updated to account for all filled and vacant positions, it removes the Recreation Superintendent position and allocates an additional supervisor to the Maintenance Division, and creates two new Recreation Supervisor positions. One Recreation Supervisor position was previously a Senior Recreation Specialist. Newly budgeted positions for fiscal year 2025 are adding a Customer Experience Representative to the Customer Experience Department and an Engineering Technician II position to the Engineering Department.

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 Position and Pay Scheduled with recommended cost of living adjustments for employees and other position related changes.

**Attachments:**

1. MO Position and Pay Schedule FY2023-2024 Amendment 3
2. Position and Pay Schedule - Jun 27 2024

# Agenda Action Form

## Paducah City Commission

Meeting Date: June 11, 2024

Short Title: Job Grade Schedule Updated for Fiscal Year 2025 - **S. WILCOX**

Category: Municipal Order

Staff Work  
By: Stefanie  
Wilcox  
Presentation  
By: Stefanie  
Wilcox

**Background Information:** The Job Grade Schedule is being updated to add the Recreation Supervisor position to range eleven, and adding an Engineering Technician II position to range twelve. All salaries for all ranges are being increased by four percent (4%) for the city-wide employee cost of living adjustment that will take place at the beginning of Fiscal Year 2025.

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: Approve the updated Job Grade Schedule with recommended changes.

Attachments:

1. pay grade schedule Annual FY2023-2024 Amendment 2
2. Job Grade Schedule 06 27 2024

# Agenda Action Form Paducah City Commission

Meeting Date: June 11, 2024

Short Title: Approve the Interim Planning Director Employment Agreement with Carol Gault - **D. JORDAN**

Category: Municipal Order

Staff Work  
By: Daron  
Jordan  
Presentation  
By: Daron  
Jordan

**Background Information:** The Planning Department is currently without a Director and this employment agreement would appoint Carol Gault as the Interim Planning Director beginning June 13, 2024, for a six-month period, to assume all duties and responsibilities as described in the Planning Director job description. All employment terms are defined in the agreement and, if mutually agreed upon, could be extended with the Board of Commissioner's approval.

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 and sign the Interim Planning Director Employment Agreement with Carol Gault.

**Attachments:**

1. MO agree-employment – Carol Gault – Interim Planning Director
2. Planning Director Employment Agreement (002)

# Agenda Action Form

## Paducah City Commission

Meeting Date: June 11, 2024

Short Title: Approve Development Agreement with C.I.R.CO Construction for 318 Broadway Street - **M. SMOLEN**

Category: Municipal Order

Staff Work By: Michelle Smolen, Josh Sommer, Lindsay Parish  
Presentation By: Michelle Smolen

**Background Information:** The City wishes to enter into a Development Agreement with [C.I.R.CO](#) Construction for City owned vacant real estate located at 318 Broadway Street (formerly the Kresge Building site).

The proposed project is for a multi-use green space. The developer agrees to construct a four-sided bar in the center of the space, to be owned and operated by Hardin Calhoun LLC dba Over/Under. Developer will also construct bathrooms and a playground area adjacent to 314 Broadway. There will be a concrete pad constructed adjacent to the building located at 100 S. 4<sup>th</sup> Street, Paducah, KY, spanning the length of said building, which will serve as a space for vendors and pop-up shops. At the back of the Property, Developer will build a permanent stage and tiered levels of seating using landscape and hardscape. Throughout the space, Developer will plant mature trees and construct walking paths, benches, tables and chairs. This space will be open to the community daily from sunrise to sunset.

The proposed Development Agreement includes the proposed timeline:

- Developer shall submit a set of design plans for the project to the Planning Director for review and approval within thirty (30) days of the Effective Date
- Developer shall initiate construction of the Development within thirty (30) days of transfer of the property.
- Developer shall utilize its best efforts to complete the Development within a period of fifteen (15) months following commencement of the work.

The Developer has also agreed to a purchase price of \$10,000. The property will not be transferred until the Developer has obtained all necessary permits and approvals from the City. Finally, the Development Agreement also includes a reversion clause should the Developer fail to meet obligations in the agreement.

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

If yes, please list the Commission Priority: Downtown

Communications Plan:

Funds Available: Account Name:  
Account Number:

Staff Recommendation: Approve the Development Agreement with [C.I.R.CO](#) Construction for 318 Broadway

**Attachments:**

1. MO Development Agreement – C.I.R.CO 318 Broadway – Kresge Site
2. 318 Broadway Development Agreement Signed
3. Exhibit A

# Agenda Action Form Paducah City Commission

Meeting Date: June 11, 2024

Short Title: Accept the 2024-2026 House Bill 1 Appropriation in the Amount of \$3.5 million for the Build Grant Project - **H. REASONS & M. TOWNSEND**

Category: Municipal Order

Staff Work  
By: Hope  
Reasons  
Presentation  
By: Hope  
Reasons

**Background Information:** The City of Paducah has been appropriated \$3.5 million in the 2024-26 House Bill 1 for the BUILD Grant Project. These funds will be administered as a grant through the Department for Local Government. Per the letter received from DLG:

"On behalf of the Executive Branch, and the staff of the Department for Local Government (DLG), I am pleased to inform you of the inclusion in the Commonwealth's fiscal year 2024-25 budget of state grant funds for the above-referenced project. The appropriation will be administered by the DLG, Office of State Grants (OSG). The administration of this appropriation is contingent upon the acceptance of the conditions outlined below:

1. Applicant shall be registered to do business with the Commonwealth.
2. Applicant shall submit an Authorizing Resolution by its governing body or board;
3. Applicant shall enter into a Memorandum of Agreement (MOA) with the Commonwealth;"

This Municipal Order will fulfill the requirement for number 2 above and will allow DLG to send the MOA.

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:** Approve the Municipal Order to accept the \$3.5 million in appropriated funding through the Department for Local Government and authorize the Mayor to sign all documentation related to same.

Attachments:

1. MO award – BUILD Grant – State DLG House Bill Funds \$3.5 mil
2. Award Letter Draft



# Agenda Action Form

## Paducah City Commission

Meeting Date: June 11, 2024

Short Title: Amend the Code of Ordinances to create a new section of the City of Paducah Zoning Code related to Reasonable Accommodation for Recovery Homes - **J. SOMMER**

Category: Ordinance

Staff Work By: Josh Sommer  
Presentation By: Josh  
Sommer

Background Information: This proposed text amendment is intended to provide a streamlined approach for the approval of Recovery Homes, while protecting the rights of handicapped individuals and the character of the surrounding neighborhood.

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

If yes, please list the Commission Priority: Commission Priorities List Operational Efficiencies

Communications Plan:

Funds Available: Account Name:  
Account Number:

Staff Recommendation: Approval

Attachments:

1. ORD 126-88 Reasonable Accommodation for Recovery Homes Updated
2. TXT2024-0001 Reasonable accommodation BOC
3. Signed Resolution

# Agenda Action Form

## Paducah City Commission

Meeting Date: June 11, 2024

Short Title: Approve the Fiscal Year 2025 Budget (07/01/2024 -- 06/30/2025) for the City of Paducah - **D. JORDAN & J. PERKINS**

Category: Ordinance

Staff Work By: Audra Kyle, Kamra Davenport, Kristi Grayi, Karen Queen, Jonathan Perkins

Presentation By: Daron Jordan, Jonathan Perkins, Audra Kyle

Background Information: The proposed Fiscal Year 2025 budget...

1. Includes all annual debt service payment obligations;
2. Includes 4% wage adjustments as contractually obligated for IAFF, FOP, and AFSCME; and, 4% for non-represented full-time employees;
3. Allows for the minimum 10% General, Investment and Solid Waste Funds reserve requirement;
4. Utilizes 'unreserved cash balances' for the General, Investment, Fleet Lease Trust and Bond Funds;
5. Includes State mandated pension contributions;
6. Includes appropriations for numerous outside agencies;
7. Includes funding for BOC priorities; and,
8. Assumes a 4% increase in real estate property tax levy (to be voted on in a separate tax levy ordinance in fall of 2024).

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

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

Communications Plan:

Funds Available: Account Name: Various

Account Number: Various

Staff Recommendation: Recommend the BOC approve the FY2025 budget proposal

Attachments:

1. Budget FY2025 Ordinance
2. Ordinance - Publication, (FY2025)
3. Summary by type for Clerk

# Agenda Action Form

## Paducah City Commission

Meeting Date: June 11, 2024

Short Title: Approve an Ordinance Creating a Real Estate Parcel Fee for the Funding of 911 Services, Maintenance, and Equipment - **D. JORDAN**

Category: Ordinance

Staff Work By: Daron Jordan,  
Jonathan Perkins  
Presentation By: Daron Jordan

**Background Information:** The City of Paducah and McCracken County have entered into an Interlocal Cooperation Agreement for the provision of joint 911 services. There is currently a fee-based system for financial support based upon a per-month charge on “land-line” phones in Paducah, McCracken County, Kentucky. Due to the ever-increasing use and reliance on mobile phones and the concomitant decreasing existence of land-line phones has resulted in a significant decrease in revenues to support the operations of emergency 911 communication services in Paducah, McCracken County. The reduction in revenues has resulted in inadequate funding to continue operating emergency 911 communication services in Paducah, McCracken County, Kentucky. A real estate parcel fee would assist in the funding of emergency 911 communication services and also ensure the distribution of funding to a broader range of citizens rather than just those who have land-line phones

This ordinance establishes an annual parcel fee on all occupied individual residential units and all occupied individual commercial, religious, charitable, educational, and public use units located within the territorial limits of the City of Paducah. The fee will be used for the delivery of Enhanced 911 emergency telephone service and the associated maintenance of systems and devices, including but not limited to, operating costs of the Paducah-McCracken County 911 Services Center and purchase and maintenance of E911 equipment.

The ordinance sets annual parcel fees as follows:

- Super Commercial Retail Unit (contains structure in excess of 25,000 sq. ft.) \$1,550
- Large Commercial Retail Unit (contains structure between 7,500 and 25,000 sq. ft.) \$860
- Medium Commercial Retail Unit (contains structure between 2,500 and 7,500 sq. ft.) \$325
- Small Commercial Retail Unit (structure between 1 and 2,500 sq. ft.) \$210
- Non-Retail Commercial Units \$150
- Public Use Units (emergency service, governmental, religious, charitable, and educational) \$35
- Residential Units \$45

Parcel fees shall be placed upon the City of Paducah’s property tax bills beginning with the 2024 tax bill and continuing every year thereafter. The due dates will be the same as the property tax due dates set by the Board of Commissioners. In the first year, occupied rental units will be eligible to claim a credit of \$22.50 per unit against the annual fee due.

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

If yes, please list the Commission Priority: 911 Radio Equipment Upgrade, Governance, and Revenue

Communications Plan:

Funds Available: Account Name:  
Account Number:

Staff Recommendation: Approval.

Attachments:

1. ORD PARCEL FEE ORDINANCE