

CITY COMMISSION MEETING
AGENDA FOR JANUARY 23, 2018
5:30 P.M.
CITY HALL COMMISSION CHAMBERS
300 SOUTH FIFTH STREET

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

ADDITIONS/DELETIONS

PRESENTATION(S): **FY2017 Comprehensive Annual Financial Report (CAFR) – J. Perkins/Kemper CPA (David Hampton)**
Barkley Regional Airport Audit – R. Roof

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.

	I. <u>CONSENT AGENDA:</u>
	A. <u>MINUTES</u>
	B. <u>APPOINTMENT(S)</u>
	1. Electric Plant Board
	C. <u>MOTION(S)</u>
	1. R & F Documents
	D. <u>MUNICIPAL ORDER(S)</u>
	1. Personnel Actions – M. RUSSELL
	2. Approve and Authorize Assistance to Firefighters Grant Application – FIRE CHIEF KYLE
	3. Authorize Transfer of Real Property located at 809 South 4 th Street to the City – G. CHERRY

		4. Approve African-American Cultural Heritage Action Fund Grant Application – T. TRACY
	II.	<u>ORDINANCE(S) – ADOPTION</u>
		A. Approval of Conveyance of Paducah Water Works Surplus Property Known As the Massac Pump Station Property – JASON PETERSEN (PADUCAH WATER)
		B. FY2018 Budget Amendment for City Hall Improvements Phase I & Greenway Trail Phase V – R. MURPHY/J. PERKINS
		C. Accept Bid of A&K Construction for Paducah City Hall Improvements Phase I – R. MURPHY
		D. Approve Contract with BFW Engineering for Greenway Trail Phase V Design Services – R. MURPHY
	III.	<u>ORDINANCE(S) – INTRODUCTION</u>
		A. Amend FY2017-18 Budget to Transfer Funds for Executive Search Firm Contract Costs for City Manager Recruitment – J. PERKINS
		B. Approve & Authorize Contract with Strategic Government Resources (SGR) for City Manager Recruitment – M. RUSSELL
	IV.	<u>COMMENTS</u>
		A. Comments from the City Manager
		B. Comments from the Board of Commissioners
		C. Comments from the Audience
	V.	<u>EXECUTIVE SESSION</u>

DOCUMENTS

1. Notice of Cancellation for the Board of Commissioners of the City of Paducah for January 16, 2018
2. Commissioner's Deed for 2901 Virginia Street
3. Contracts/Agreements:
 - a. Amendment No. 1 to Employment Contract with Mark Thompson for Appointment as Interim City Manager
 - b. Agreement with Wilbert Vault Company of Paducah, Inc. for Oak Grove Cemetery Burial Services (MO # 2054)
 - c. Agreement with AFSCME for 2018-2021 (ORD # 2018-1-8508)
 - d. Agreement to Employ Tammara Tracy as Paducah Planning Director (MO # 2050)
4. City of Paducah Comprehensive Annual Financial Report for Year Ended June 30, 2017

CITY OF PADUCAH
January 23, 2018

Upon the recommendation of the City Manager, the Board of Commissioners of the City of Paducah order that the personnel changes on the attached list be approved.

City Manager's Signature

Date

CITY OF PADUCAH
 PERSONNEL ACTIONS
 January 23, 2018

PAYROLL ADJUSTMENTS/TRANSFERS/PROMOTIONS/TEMPORARY ASSIGNMENTS

	<u>PREVIOUS POSITION AND BASE RATE OF PAY</u>	<u>CURRENT POSITION AND BASE RATE OF PAY</u>	<u>NCS/CS</u>	<u>FLSA</u>	<u>EFFECTIVE DATE</u>
<u>FINANCE</u>					
Mason, Stephanie M.	Account Clerk \$15.39/Hr.	Account Clerk \$15.85/Hr.	NCS	Non-Ex	February 15, 2018
Oliver, Dylan M	Account Clerk \$14.79/Hr.	Account Clerk \$15.37/Hr.	NCS	Non-Ex	February 15, 2018
Coursey, Jason L.	Equipment Operator \$19.33/Hr.	EPW Street Supervisor \$22.50/Hr.	NCS	Exempt	January 18, 2018
Riley, David J.	Equipment Operator \$19.33/Hr.	EPW Street Supervisor \$22.50/Hr.	NCS	Exempt	January 18, 2018

TERMINATIONS - FULL-TIME (F/T)

<u>FIRE - SUPPRESSION</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Fowler, Joseph B.	Deputy Fire Marshal 1	Resigned	January 11, 2018

**Agenda Action Form
Paducah City Commission**

Meeting Date: 23 January 2018

Short Title: FY2017 Assistance to Firefighters Grant

Ordinance Emergency Municipal Order Resolution Motion

Staff Work By: Chief Steve Kyle, D/C Matt Tinsley, Adam Shull
Presentation By: Fire Chief Steve Kyle

Background Information: The Paducah Fire Department proposes to submit a grant application to the Department of Homeland Security, Federal Emergency Management Agency (FEMA). The primary goal of the Assistance to Firefighter Grant Program (AFG) is to meet the firefighting and emergency response needs of fire departments and emergency service organizations.

The request for funding in the FY2017 AFG Application is for a heavy rescue truck. The department's Technical Rescue Team uses the current truck, which pulls a trailer full of equipment for the team's various capabilities. The Technical Rescue Team has continually added capabilities – High and Low angle Rope Rescue, Trench Rescue, Confined Space Rescue and Structural Collapse Rescue. As capabilities are added so is the equipment necessary for those activities. The current rescue truck is becoming overloaded, which is a safety concern, and it's prohibiting future growth of the Technical Rescue Team.

The total project cost is estimated at \$240,000. A 10% match in the amount of \$24,000 is required, which will come from the Fire Department's FY2018 general fund.

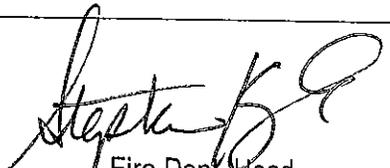
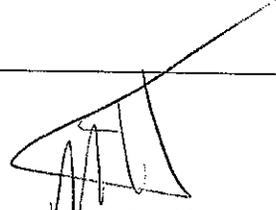
Goal: Strong Economy Quality Services Vital Neighborhoods Restored Downtowns

Funds Available: Account Name:
 Account Number:
 Project Number:

Finance

Staff Recommendation: Authorize and direct the planning department to submit a FY2017 AFG application electronically through the FEMA web application portal.

Attachments: None

 Fire Dept. Head	City Clerk	 City Manager
--	------------	---

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE A GRANT APPLICATION AND ALL DOCUMENTS NECESSARY THROUGH THE DEPARTMENT OF HOMELAND SECURITY, FEDERAL EMERGENCY MANAGEMENT AGENCY, FOR A MATCHING GRANT IN THE AMOUNT OF \$216,000 FOR A HEAVY RESCUE TRUCK FOR THE PADUCAH FIRE DEPARTMENT

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. The Mayor is hereby authorized to execute a grant application and all documents necessary through the Department of Homeland Security, Federal Emergency Management Agency, for a matching grant in the amount of \$216,000 for a heavy rescue truck for the Paducah Fire Department. Local cash match will be in the amount of \$24,000.

SECTION 2. This order shall be in full force and effect from and after the date of its adoption.

Mayor

ATTEST:

Tammara S. Sanderson, City Clerk

Adopted by the Board of Commissioners, January 23, 2018
Recorded by Tammara S. Sanderson, City Clerk, January 23, 2018
\\mo\grants\app-fire-homeland security FEMA 1-2018

Agenda Action Form Paducah City Commission

Meeting Date: January 23, 2018

Short Title: Transfer Property 809 South 4th Street

Ordinance Emergency Municipal Order Resolution Motion

Staff Work By: Greg Cherry
Presentation By: Greg Cherry

Background Information: Hazel Enterprises, LLC - wants to donate this property to the City of Paducah. This will benefit the City to receive this property versus foreclosure expenses. The property will be turned over to Planning for future re-development.

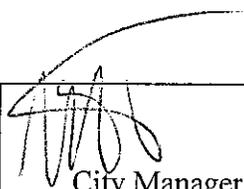
Goal: Strong Economy Quality Services Vital Neighborhoods Restored
Downtowns

Funds Available: Account Name: N/A
Account Number: N/A

N/A Finance

Staff Recommendation: Authorize Mayor Brandi Harless to sign a Consideration Certificate for the addendum to a deed of conveyance transferring property 809 South 4th Street to the City of Paducah.

Attachments:

 Department Head	City Clerk	 City Manager
--	------------	--

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER ACCEPTING THE REAL PROPERTY
LOCATED AT 809 SOUTH 4TH STREET TO THE CITY OF PADUCAH IN LIEU OF
FORCLOSURE WITH NOMINAL OR NO CONSIDERATION, AND AUTHORIZING
THE MAYOR TO EXECUTE A CONSIDERATION CERTIFICATE IN THE
ADDENDUM TO THE DEED

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. The City of Paducah hereby accepts the transfer of real
property located at 809 South 4th Street from Hazel Enterprises, LLC in lieu of
foreclosure with nominal or no consideration.

SECTION 2. The Mayor is hereby authorized to execute a Consideration
Certificate in the Addendum to the Deed to accept the property approved in Section 1
above.

SECTION 3. This Order shall be in full force and effect from and after
the date of its adoption.

Mayor

ATTEST:

Tammara S. Sanderson, City Clerk

Adopted by the Board of Commissioners, January 23, 2018
Recorded by Tammara S. Sanderson, City Clerk, January 23, 2018
\\mo\prop pur – 809 South 4th

ADDENDUM TO DEED OF CONVEYANCE

This ADDENDUM TO DEED OF CONVEYANCE was made by the Grantee because the parties were unable to agree to the fair cash value of the property. Grantor maintains that the fair cash value of the property is best determined by referring to the most recent assessment of the McCracken County Property Valuation Administrator's Office. Grantee maintains that the fair cash value of the property is best determined by the most recent sale of the property, wherein on July 24, 2017, Mark L. Ashburn, Master Commissioner, offered the property for sale at public outcry to the highest bidder, and Grantor purchased the property for \$500.00. Grantee further maintains that this fair cash value of \$500.00 is more accurate, as the deed notes that the consideration for this transaction is "GRANTEE's waiver and release of any and all obligations and/or liabilities on the part of GRANTOR imposed by Court Order and/or GRANTEE's City Code of Ordinances with respect to the property herein conveyed . . ." Grantee further maintains that this fair cash value of \$500.00 is more accurate, as the City of Paducah, Kentucky, placed an Emergency Demolition Order on the structure, and pursuant to that Emergency Demolition Order, the Court's Findings of Fact, Conclusions of Law, Summary Judgment and Order of Sale in Civil Action No. 16-CI-00611 ordered "the structure on the real property . . . known as 809 South 4th Street, Paducah, Kentucky presents an imminent and immediate danger to the public, and must be razed, with that demolition commencing no later than 90 days after the deed has been confirmed by the Judge in the public sale by the Master Commissioner, and being completed no later than 120 days after the deed has been confirmed by the Judge in the public sale by the Master Commissioner,"

The Grantee hereby swears and affirms, under penalty of perjury, that the transfer is by gift or with nominal or no consideration. The Grantee joins this deed for the sole purpose of certifying the consideration.

CONSIDERATION CERTIFICATE

The grantee, being duly sworn, does certify that the transfer effected by the foregoing deed is a gift or with nominal or no consideration and the estimated fair cash value of the property described in the foregoing deed is \$500.00.

IN WITNESS WHEREOF, the Grantee has hereunto set its hand.

BRANDI HARLESS, Mayor

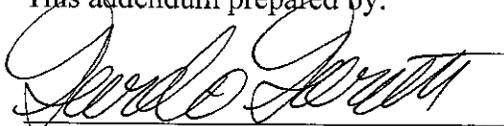
STATE OF KENTUCKY)
COUNTY OF MCCRACKEN)

The foregoing instrument was sworn and acknowledged before me this _____ day of _____, 2018, by BRANDI HARLESS, Mayor of the City of Paducah, Kentucky, Grantee.

My commission expires _____.

Notary Public, State at Large

This addendum prepared by:



HOUSMAN, GARATT & DUNCAN, PLLC
P.O. Box 1196
Paducah, KY 42002-1196

QUITCLAIM DEED

THIS QUITCLAIM DEED is made and entered into this 17th day of November, 2017, by and between Hazel Enterprises, LLC, Trustee for 809 South 4th Street Trust, whose address is 303 Main Street, P.O. Box 196, Hazel, KY 42049 (hereinafter "GRANTOR"), and the City of Paducah, Kentucky, whose address is 300 South 5th St, Paducah, KY 42003, which shall also serve as in-care-of address for tax purposes under KRS 382.135(c), (hereinafter "GRANTEE").

W-I-T-N-E-S-S-E-T-H

That the GRANTOR, for and in consideration of GRANTEE's waiver and release of any and all obligations and/or liabilities on the part of GRANTOR imposed by Court Order and/or GRANTEE's City Code of Ordinances with respect to the property herein conveyed, the receipt of which is hereby acknowledged, does hereby remise, release, quitclaim, and convey unto the GRANTEE, all right, title, interest, or claim of the GRANTOR in and to the property known as 809 SOUTH 4TH STREET, which is more particularly described as follows, to wit:

Being one-half of Lot 3 and one half of Lot 2 in Block 10, Upper Town of Paducah, Kentucky, fronting 51 feet 3 inches on 4th Street, and adjoining the corner lot located at 4th and Tennessee Streets, and running back for depth 165 feet to an alley 16 feet wide.

Also the following strip of land adjoining the above described lot or parcel of land, described as follows:

Beginning at the southeast corner of the Singleton Realty Investment Company, 51 feet 3 inches from the Grief line on the corner of 4th and Tennessee Streets; thence South and parallel with 4th Street a distance of 5 feet; thence West 165 feet to an 18-foot alley; thence North 5 feet to the Singleton Realty Investment Company's property, 51 feet 3 inches from the Grief line; thence East and parallel with Singleton Realty Investment Company's line to 4th Street, the place of beginning.

Being the same property conveyed to GRANTOR by Commissioner's Deed dated _____, 2017, of record in Deed Book _____, Page _____, McCracken County Court Clerk's Office.

Pursuant to KRS Chapter 382, the GRANTOR and GRANTEE, being duly sworn, certify that the consideration stated in the foregoing deed is the full consideration given for the transfer of the property described herein, and that the fair cash value of said property is \$49,000.00, as per the most recent assessment of the McCracken County Property Valuation Administrator's Office.

IN TESTIMONY WHEREOF, the Parties have hereunto set their hand on this date first above written, the GRANTOR, by and through its authorized member, and the GRANTEE, by and through its authorized agent, for the sole purpose of certifying the consideration/fair cash value in compliance with KRS Chapter 382.

GRANTOR:

HAZEL ENTERPRISES, LLC,
Trustee for 809 SOUTH 4TH STREET TRUST

By: *Ray Gough*
Ray Gough, as Authorized Member

GRANTEE:

CITY OF PADUCAH, KENTUCKY

By: _____
Print Name: _____
as Authorized Agent

COMMONWEALTH OF KENTUCKY)
COUNTY OF CALLOWAY)

I hereby certify that the foregoing QUITCLAIM DEED and Certification of Consideration/Fair Cash Value was acknowledged and sworn to before me by Ray Gough, as Authorized Member for GRANTOR Hazel Enterprises, LLC, Trustee for 809 South 4th Street Trust, to be his voluntary act and deed, on this the 17th day of November, 2017.



Joyce Goeschel
Notary Public – State at Large
Print Name Joyce Goeschel
My Commission Expires: July 13, 2019

COMMONWEALTH OF KENTUCKY)
COUNTY OF _____)

I hereby certify that the foregoing Certification of Consideration/Fair Cash Value was acknowledged and sworn to before me by _____, as Authorized Agent for GRANTEE City of Paducah, Kentucky, to be his/her voluntary act and deed, on this the _____ day of _____, 2017.

Notary Public – State at Large
Print Name _____
My Commission Expires: _____

No title abstract was requested or performed,
and this instrument was prepared by:

Combs Law Office, PLLC
112 W. Court Street, Suite 201
Prestonsburg, KY 41653
(606) 886-8140

By: 
Clyde Combs, Jr., Attorney at Law

**Agenda Action Form
Paducah City Commission**

Meeting Date: 23 January 2018

Short Title: African-American Cultural Heritage Action Fund grant application

Ordinance Emergency Municipal Order Resolution Motion

Staff Work By: Adam Shull
Presentation By: Tammara Tracy

Background Information: The National Trust for Historic Preservation offers a new grant program called the African-American Cultural Heritage Action Fund and it's designed to advance ongoing preservation activities for historic places that focus on African-American cultural heritage. Sites, museums and landscapes representing African American cultural heritage are eligible grant recipients and eligible project categories are Capital Projects, Organizational Capacity Building, Project Planning and Programming and Interpretation. Grants made from the Fund will range from \$50,000 to \$150,000.

The Planning Department wishes to apply for a \$50,000 grant within the Capital Projects category for the Hotel Metropolitan on Oscar Cross Avenue. Since 1999, the Upper Town Heritage Foundation has worked to restore the Paducah landmark that opened in 1909 as the only lodging option for black people traveling through Paducah. Some of the century's most notable politicians, athletes and musicians, such as B.B. King, Ella Fitzgerald and Louis Armstrong, stayed at the hotel that is now a black history museum and gathering point for the community. The grant funds would pay for rehabilitating the Purple Room, a building offset from the Hotel that was constructed during segregation for parties, community meetings and performances by the various big bands that traveled through Paducah. Grant funds will help ongoing electrical system updates, historic window restoration and ceiling repair. The Hotel Metropolitan also needs its flooring reinforced.

Matching funds are not required for the grant application. Applying is a two-step process that begins with a Letter of Intent due online Jan. 31. The Letter of Intent review period will take approximately eight weeks and if it is accepted, a full application will be requested. Instructions on how to complete the full application will be sent only to those organizations moving forward, and applicants will have approximately six weeks to complete and submit the full application.

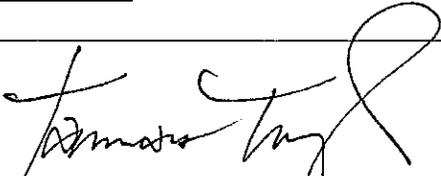
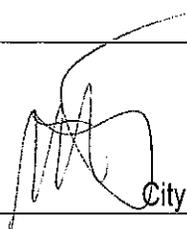
Goal: Strong Economy Quality Services Vital Neighborhoods Restored Downtowns

Funds Available: Account Name:
 Account Number:
 Project Number:

Finance

Staff Recommendation: Authorize and direct the planning department to submit a Letter of Intent to the African-American Cultural Heritage Action Fund for the Hotel Metropolitan.

Attachments: None

 Planning Dept. Director	City Clerk	 City Manager
---	------------	---

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER AUTHORIZING AND DIRECTING THE PLANNING DEPARTMENT TO SUBMIT A LETTER OF INTENT FOR AN AFRICAN-AMERICAN CULTURAL HERITAGE ACTION FUND GRANT FROM THE NATIONAL TRUST FOR HISTORIC PRESERVATION ON BEHALF OF THE HOTEL METROPOLITAN FOR THE PURPLE ROOM REHABILITATION PROJECT

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. The Planning Department is hereby authorized and directed to submit a Letter of Intent for an African-American Cultural Heritage Action Fund Grant through the National Trust for Historic Preservation in the amount of \$50,000 on behalf of the Hotel Metropolitan to be used for the Purple Room Rehabilitation Project. The City will be designated the award recipient and act as the fiscal agent for the Hotel Metropolitan. No local match is required.

SECTION 2. This order shall be in full force and effect from and after the date of its adoption.

Mayor

ATTEST:

Tammara S. Sanderson, City Clerk

Adopted by the Board of Commissioners, January 23, 2018
Recorded by Tammara S. Sanderson, City Clerk, January 23, 2018
\\mo\grants\app-Cultural Heritage Action Fund - hotel metropolitan

**AGENDA ACTION FORM
PADUCAH CITY COMMISSION**

Meeting Date: January 9, 2018

Short Title: **APPROVAL OF CONVEYANCE OF PADUCAH WATER SURPLUS PROPERTY KNOWN AS THE MASSAC PUMP STATION PROPERTY.**

Ordinance Emergency Municipal Order Resolution Motion

Staff Work By: Jason Petersen/Bill Robertson
Presentation By: Jason Petersen- Paducah Water

Background Information:

Paducah Water has declared this real property of the old Massac Water System as surplus property. Due to this property being a substandard parcel of land with no real value Paducah Water declared it was in the best interest of Paducah Water to accept sealed bids for the sale of the land. The only bidder was Derrick Lee Miller and wife, Shera Ann Miller, who own adjoining land on two sides of the surplus property and have family ties to the original land owner. The bid was \$10.00.

Paducah Water is desirous of obtaining the authorization of the City Commission to proceed with the transfer of the property as outlined in the proposed quitclaim deed.

Goal: Strong Economy Quality Services Vital Neighborhoods Restored Downtowns

Funds Available: Account Name:
Account Number:

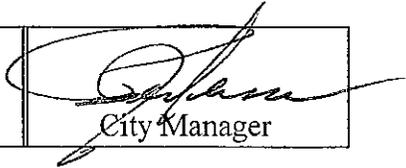
Finance

Staff Recommendation:

Approval of the transfer of the real property by quitclaim deed to the highest and only bidder, Derrick Lee Miller and wife, Shera Ann Miller.

Attachments:

Proposed quitclaim deed

Department Head	City Clerk	 City Manager
-----------------	------------	--

Clark

Agenda Action Form Paducah City Commission

Meeting Date: January 9, 2018

Short Title: **FY2018 Budget Amendment** – City Hall Project (General Fund); and Greenway Trail Phase 5 local match (Capital Improvements Fund).

Ordinance Emergency Municipal Order Resolution Motion

Staff Work By: Jonathan Perkins, Tammy Sanderson, Maegan Mansfield, Rick Murphy, Audra Herndon, and Jeff Pederson

Presentation By: Jeff Pederson, Jonathan Perkins or Rick Murphy

Background Information:

Capital Improvements Fund (4000) – The **Greenway Trail Phase 5** will require at least \$100,790 in local matching funds, which leverages grant funds in excess of \$403,150. Known details for how local funds will be used are included in a separate agenda action form request (titled: *Greenway Trail Phase 5 – Contract for Professional Services with BFW Engineering, Inc.*). Therefore, it is necessary to transfer \$100,790 from the Boyles Trust Fund (PA0092), currently held and available in the Capital Improvements Fund to the Greenway Trail Phase 5 Project (PA0111).

All of the budget increase will be funded with Boyles Trust Funds (PA0092), with a funds transfer to the Greenway Trail Phase 5 Project (PA0111), all of which are in the City’s Capital Improvements Fund (4000).

General Fund (1000) – When the FY2018 budget was drafted in spring of 2017, the cost to rehabilitate **City Hall Phase 1** (PF0076) was not yet known. With actual bids in hand, the cost is now known and the details of such are included in a separate agenda action form request (titled: *Approval of A&K Construction for City Hall Phase I*). Under a separate document, the total cost of the project is shown as \$4,293,781 while \$4,037,565 is currently budgeted and available. Therefore, an additional \$256,216 will be necessary from the General Fund. It is anticipated that most, if not all, of this General Fund transfer will be reimbursed to the City in the future with ‘historic tax credit payments’.

All of this budget increase will be funded with General Fund (1000) fund reserves, with a funds transfer to the City Hall Phase I Project (PF0076) Capital Improvements Fund (4000).

Goal: Strong Economy Quality Services Vital Neighborhoods Restored Downtowns

Funds Available: Account Name: Various
Account Number: Various

 1/5/2018
Finance

Staff Recommendation:

Approve budget amendments as proposed.

Attachments:

Department Head	City Clerk	City Manager
-----------------	------------	--------------

Agenda Action Form Paducah City Commission

Meeting Date: January 9th, 2018

Short Title: Approval of A&K Construction for City Hall Phase I

Ordinance Emergency Municipal Order Resolution Motion

Staff Work By: Maegan Mansfield, P.E., EPW Proj Mgr

Presentation By: Rick Murphy, P.E., City Engineer-Public Works Director

Background Information:

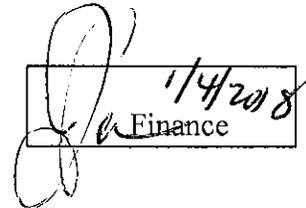
On November 30th, 2017, the design team for City Hall Phase I Improvements opened construction bids for the project. Three contractors submitted bids as follows: MP Lawson Construction-\$4,442,000.00, Ray Black & Son Inc.-\$4,397,000.00, and A&K Construction-\$4,087,400.00. The apparent low bid was A&K Construction.

Due to the proposed window manufacturer, Winco Manufacturing Company (A&K's Window Supplier), not being able to meet the Kentucky Heritage Council requirements during bid review, A&K Construction's base bid has increased to \$4,293,781.00. The increase in A&K's bid as allowed by the project specifications is due to switching to St. Cloud windows in order to meet requirements of the Kentucky Heritage Council. It is understood that if the original window manufacturer (Winco) may be approved by the Kentucky Heritage Council, the base bid will decrease back to the original amount of \$4,087,400.00.

It is recommended that A&K construction's modified base bid of \$4,293,781.00 be approved based on the assumption that the budget increase for the project is approved.

Goal: Strong Economy Quality Services Vital Neighborhoods Restored Downtowns

Funds Available: Account Name: City Hall Phase I
Improvements
Account Number: PF0076-001-20000-20002
Project Number: PF0076

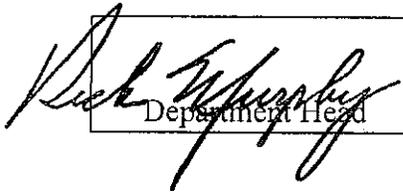
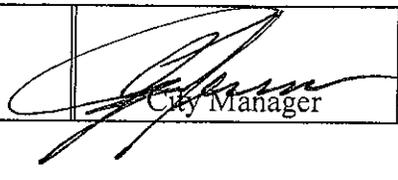

Finance

Staff Recommendation:

Authorize the Mayor to enter into a contract with A&K Construction, having a revised base bid of \$4,293,781.00 for the City Hall Phase I Improvements project.

Attachments:

Letter from A&K discussing use of St. Cloud windows, A&K Form of Proposal dated 11/30/17, A&K Construction Letter dated 12/19/2017, Marcum Engineering Proposal Recommendation Letter

 Department Head	City Clerk	 City Manager
--	------------	--

**Agenda Action Form
Paducah City Commission**

Meeting Date: January 9th, 2018

Short Title: Greenway Trail Phase 5 - Contract for Professional Services with BFW Engineering, Inc.

Ordinance Emergency Municipal Order Resolution Motion

Staff Work By: Maegan Mansfield, P.E., EPW Proj. Mgr

Presentation By: Rick Murphy, P.E., City Engineer and Public Works Director

Background Information:

On July 23rd, 2017, the Engineering Public Works (EPW) Department published in the *Paducah Sun* a Request for Proposals (RFP) for engineering services related to the Phase 5 extension of the Greenway Trail. Proposals were due on August, 9 2017. The EPW Department received two RFPs from HDR Engineering, Inc. and BFW Engineering, Inc.

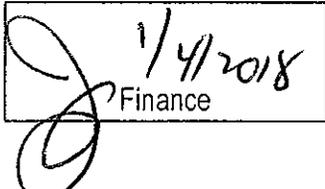
The review committee was made up of City of Paducah Parks Services Director, Mark Thompson, Rick Murphy P.E. City Engineer & Public Works Director, and Maegan Mansfield, Engineering Public Works Project Manager. Interviews were held for each firm on August 24th, 2017. Each review team member scored the proposals and interviews. BFW Engineering, Inc. had the highest cumulative score.

On November 27th, 2017, the committee met with BFW Engineering, Inc. to begin contract negotiations. After review and discussions with BFW Engineering, Inc., a contract was submitted to EPW by BFW Engineering, Inc. in amount of \$45,900 for design services through construction procurement. The EPW team will be providing construction administration services in-house for this project.

Greenway Trail Phase V begins at the end of Greenway Trail Phase IV and terminates at Jefferson Street. Several ancillary items such as landscaping, architectural improvements to existing structures on the trail, and trail seating are included in this phase. The total project budget is \$503,945 with \$403,156 coming from TAP grant and \$100,789 coming from City match. The City match will be funded by using the Boyle's estate account designated for the Greenway Trail.

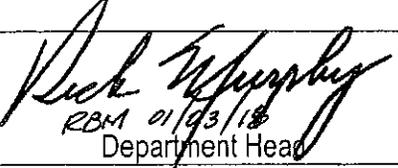
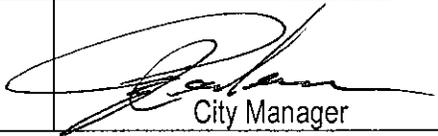
Goal: Strong Economy Quality Services Vital Neighborhoods Restored Downtowns

Funds Available: Account Name: Greenway Trail Ph. 5
Project Number: PA0111
Account Number: N/A


Finance

Staff Recommendation: Authorize the mayor to execute a contract with BFW Engineering, Inc. in the amount of \$45,900.00 for engineering design services for this project.

Attachments: Contract agreement with BFW Engineering

 RBM 01/23/18 Department Head	City Clerk	 City Manager
--	------------	--

Agenda Action Form Paducah City Commission

Meeting Date: January 23, 2018

Short Title: **FY2018 Budget Amendment** – Executive Search Firm Contract Cost (General Fund).

Ordinance Emergency Municipal Order Resolution Motion

Staff Work By: Jonathan Perkins, Martin Russell

Presentation By: Jonathan Perkins

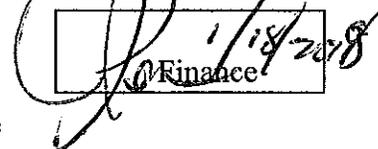
Background Information:

General Fund (1000) – In the next few weeks the City Commission will be approving a contract with an executive search firm (SGR) in order to recruit a City Manager. With actual proposals in hand, the cost is known and the details of such are included in a separate agenda action form request (titled: *Approval and Authorize Contract with Strategic Government Resources (SGR) for City Manager Recruitment*). Therefore, \$28,000 will be necessary from the General Fund.

All of this budget increase will be funded with General Fund (1000) fund reserves, with a funds transfer to the Human Resources 'Contract Services' (1000 3511 523070).

Goal: Strong Economy Quality Services Vital Neighborhoods Restored Downtowns

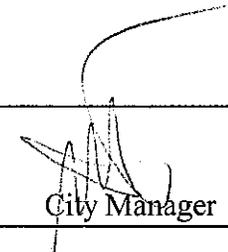
Funds Available: Account Name: General Fund fund reserve
Account Number: General Fund fund reserve


Finance

Staff Recommendation:

Approve budget amendment as proposed.

Attachments:

Department Head	City Clerk	 City Manager
-----------------	------------	--

ORDINANCE NO. 2018-2-_____

AN ORDINANCE AMENDING ORDINANCE NO. 2017-06-8487,
ENTITLED, "AN ORDINANCE ADOPTING THE CITY OF PADUCAH,
KENTUCKY, ANNUAL BUDGET FOR THE FISCAL YEAR JULY 1, 2017,
THROUGH JUNE 30, 2018, BY ESTIMATING REVENUES AND RESOURCES AND
APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT"

WHEREAS, the City intends to approve a contract with an executive
search firm for the purpose of recruiting a new City Manager; and

WHEREAS, the City has an actual proposal in hand with a cost of
\$28,000 for executive search firm services; and

WHEREAS, this expense was unforeseen and is not provided for in the
current FY2018 budget; and

WHEREAS, KRS prohibits expenses to exceed the budget in any
department, it is necessary to amend the City's FY2018 budget.

BE IT ORDAINED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the annual budget for the fiscal year beginning July 1,
2017, and ending June 30, 2018, Ordinance No. 2017-06-8487, be amended by the
following re-appropriations:

- Transfer \$28,000 from the General Fund (1000) fund reserves to the
Human Resources 'Contract Services' Account (1000 3511 523070)

SECTION 2. This ordinance shall be read on two separate days and will
become effective upon summary publication pursuant to KRS Chapter 424.

Mayor

ATTEST:

Tammara S. Sanderson, City Clerk

Introduced by the Board of Commissioners, January 23, 2018
Adopted by the Board of Commissioners, February 13, 2018
Recorded Tammara S. Sanderson, City Clerk, February 13, 2018
Published by The Paducah Sun, _____
\\ord\finance\budget amend 2017-18 - Feb 2018 (3rd Amendment)

Agenda Action Form Paducah City Commission

Meeting Date: January 23, 2018

Short Title: Approve and Authorize an Agreement with an Executive Search Firm for the City Manager Position

Ordinance Emergency Municipal Order Resolution Motion

Staff Work By: Martin Russell

Presentation By: Martin Russell

Background Information: The Human Resource Department recommended 3 executive search firms that specialize in local government recruiting for City Manager's. On January 9th the firms listed below gave presentations.

- ***GovHR USA Executive Recruiters*** is based out of Northbrook IL, with over 600 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. Their base fee is \$14000.00 with additional expenses not exceed \$7500.00. Total proposed: \$21,500.00

- ***Springstead Waters*** is based out of Kansas City Mo. with 50 plus years of service to the public sector and over 465 executive recruitments across the country. Their total all inclusive fee proposal: \$24,500.00

- ***Strategic Government Resources (SGR)*** is located out of Keller Texas, founded in 1999 and fully owned by former City Manager Ron Holifield. Ron has spent two decades in city management, which included service as City Manager in several cities. He founded SGR for the express purpose of helping local governments be more successful by recruiting, assessing and developing innovative, collaborative, authentic leaders. Specializing in executive recruiting, live training, online training, leadership development, assessments, consulting, and various other services to promote local governments. Professional Services \$18,500.00 with additional expenses not to exceed \$9,500.00. Total proposed: \$28,000.00

At the conclusion of the January 9th Commission meeting, the Board voted to hire Strategic Government Resources (SGR) to conduct the recruitment

process.

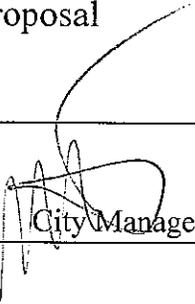
Goal: Strong Economy Quality Services Vital Neighborhoods Restored Downtowns

Funds Available: Account Name: Other Contractual Services
Account Number: 10003501-523070

 1/18/2018
Finance

Staff Recommendation: In order to move the process forward the next step is for the Board of Commissioners to authorize execution of a contract with SGR in an amount not to exceed \$28,000.00.

Attachments: Strategic Government Resources proposal

Department Head	City Clerk	 City Manager
-----------------	------------	--

AN ORDINANCE OF THE CITY OF PADUCAH, KENTUCKY
ACCEPTING THE PROPOSAL OF STRATEGIC GOVERNMENT RESOURCES
(SGR) TO ASSIST THE CITY WITH RECRUITING SERVICES FOR SELECTION
OF A CITY MANAGER AND AUTHORIZING THE MAYOR TO EXECUTE ALL
DOCUMENTS RELATED TO SAME

BE IT ORDAINED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the City of Paducah hereby accepts the proposal of
Strategic Government Resources (SGR) for services to assist the City of Paducah with
recruiting and selecting a City Manager in an amount not to exceed \$28,000.

SECTION 2. That the Mayor is hereby authorized to execute all
documents relating to same accepted in Section 1 above.

SECTION 3. This expenditure will be charged to the Human Resources
Contract Services Account (1000 3511 523070).

SECTION 4. This ordinance shall be read on two separate days and will
become effective upon summary publication pursuant to KRS Chapter 424.

Mayor

ATTEST:

Tammara S. Sanderson, City Clerk

Introduced by the Board of Commissioners, January 23, 2018
Adopted by the Board of Commissioners, February 13, 2018
Recorded by Tammara S. Sanderson, City Clerk, February 13, 2018
Published by *The Paducah Sun*, _____
\\ord\contract-Recruit Firm-City Mgr 2018



Date: January 10, 2018

**Agreement for Executive Recruitment Services
For City Manager Position
By and Between Strategic Government Resources and City of Paducah, Kentucky**

City of Paducah, Kentucky
c/o Martin Russell, HR Director
mrussell@paducahky.gov
("Client")

Strategic Government Resources
c/o Cindy Hanna, Managing Director of Finance
CindyHanna@GovernmentResource.com
("SGR")

Scope of Services. SGR shall provide all services for recruitment as described in the formal proposal submitted and described in abbreviated form as follows:

- Develop a position profile and recruitment brochure for the position.
- Place ads in appropriate professional publications, as approved.
- Social media and email marketing of position.
- Identify high-probability prospects and follow up with those prospects.
- Receive, track, and maintain all inquiries and applications.
- Conduct a "triage" level review of all resumes and conduct initial phone/email conversations with candidates.
- Develop written questionnaire customized to the position, distribute questionnaires to semifinalist candidates, and evaluate responses.
- Conduct pre-recorded online interviews with up to 12 semifinalist candidates.
- Conduct Stage 1 Media Searches on up to 12 semifinalist candidates.
- Provide periodic updates regarding the progress of the search, as frequently as desired.
- Assist Organization in developing a short list of up to 6 finalist candidates recommended for interviews, and present a verbal briefing on relevant issues related to each.
- Assist in preparation of recommended interview questions and of the interview process.
- Conduct comprehensive Stage 2 Media Searches on up to 6 finalist candidates.
- Conduct psychometric assessments on up to 6 finalist candidates.
- Conduct full character checks with standard references, as well as non-provided reference checks.

- Conduct comprehensive background investigation on up to 6 finalist candidates consisting of criminal, sex offender, civil, and credit check conducted by an outside investigative entity on a contract basis.

The Organization shall:

- Provide photos/graphics and information necessary to develop position profile brochure.
- Provide reproduction of hard copy brochure production, if desired.
- Provide any direct mailings desired by the Organization.
- Provide legal opinions to SGR regarding when and if any information must be released in accordance with Public Information requests.
- Reimburse finalists for travel-related expenses to interview.

SGR shall be compensated by the Organization as detailed below:

- Pricing
 - Professional Services = \$18,500
 - Expenses Not-to-Exceed = \$9,500
 - **Not-to-Exceed Maximum Price = \$28,000*** *(Plus any optional services as described below, if desired.)*
- Expense Items *(included in not-to-exceed price above)* - SGR considers incidentals to be covered by the professional services fee, and we do not bill the client for any expenses except for those explicitly detailed herein. The expense items included in the not-to-exceed amount are as follows.
 - Professional production of a high-quality brochure. This brochure (typically four pages) is produced by SGR's graphic designer for a flat fee of \$1,500.
 - Ad placement in appropriate professional publications, including trade journals and websites, to announce the position is billed at actual cost. Newspaper ads are not included in the not-to-exceed expenses.
 - Printing of documents and materials are billed at 26 cents per page per copy, plus binders/binding. Shipping/mailing documents (to one location) is included in the not-to-exceed expenses above. Shipping is billed at actual cost. Flash drives are billed at \$10 each.
 - Online Interviews. There is a cost of \$200 for each recorded online interview (up to 12 semifinalist candidates included in not-to-exceed expenses above).
 - Psychometric Assessments. There is a cost of \$150 per candidate for each psychometric analysis instrument (up to 6 finalist candidates included in not-to-exceed expenses above).
 - Comprehensive Media Reports – Stage 2. There is a cost of \$500 per candidate (up to 6 finalist candidates included in not-to-exceed expenses above).

- Comprehensive Background Investigation Reports. There is a cost of \$300 per candidate for our comprehensive background screening reports prepared by our licensed private investigations provider (up to 6 finalist candidates included in not-to-exceed expenses above).
 - Travel and related costs for the Recruiter are incurred for the benefit of the client. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
 - Up to four (4) visits/trips by the Recruiter to the Organization. Any additional visits/trips by the Recruiter will be billed over and above the not-to-exceed maximum price.
- Billing
 - Professional fees for the search are billed in three equal installments during the course of the search. The initial installment is billed after the Organizational Inquiry and Analysis is completed. The second installment is billed when semifinalists are selected. The final installment is billed at the conclusion of the search. Expense (reimbursable) items and supplemental services will be billed with each of the three installments, as appropriate.

Client Contact for Invoicing:

Name: _____

Position: _____

Email: _____

Phone: _____

- Optional/Supplemental Services (**not included in not-to-exceed maximum price above**)
 - Candidate Travel. Candidates are typically reimbursed directly by the Organization for travel expenses. If the Organization prefers a different arrangement for candidate travel, SGR will be glad to accommodate the Organization's wishes.
 - Site Visits to Communities of Finalist Candidates will be charged at a day rate of \$1,000 per day, plus travel expenses.
 - In the unexpected event the Organization shall request that unusual out of pocket expenses be incurred, said expenses will be reimbursed at the actual cost with no mark-up for overhead.
 - If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Terms and Conditions:

- SGR guarantees that the Organization will be satisfied with the results of the recruitment process, or SGR will repeat the entire process at no additional professional fee until the Organization selects a candidate. Additionally, if the Organization selects a candidate (that SGR has fully vetted through our recruitment process) who resigns or is released within 18 months of their hire date, SGR will repeat the process at no additional professional fee to the Organization. If the Organization circumvents SGR's recruitment process and selects a candidate that did not participate in the full recruitment process, this service guarantee is null and void.
- The Organization reserves the right to terminate this agreement at any time upon giving SGR seven days advanced written notice. In such event SGR will be compensated for all work satisfactorily completed up to and through the date of termination. In addition, SGR shall provide to the Organization all information obtained during the search process through the date of termination.
- The Organization acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects throughout the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates who SGR may be having conversations with as part of the recruitment process, may be damaging to the prospects and to SGR. Accordingly, the Organization acknowledges and, to the extent provided by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of, SGR, regardless of whether such information has been shared with the Organization or not, including all decisions regarding release of information, until such time that a finalist is named. At the time finalists are determined, all information related to the finalists shall become the property of the Organization and all decisions regarding public disclosure shall be determined by the Organization, except that psychometric assessments, questionnaires, and any information produced by SGR is proprietary and shall not become the property of the Organization or subject to disclosure.

Approved and Agreed to, this the _____ day of _____, 2018 by and between

Cindy Hanna, Managing Director of Finance
Strategic Government Resources

City of Paducah

Printed Name: _____

Title: _____