

NOTICE OF CALLED MEETING OF THE
BOARD OF COMMISSIONERS
OF THE
CITY OF PADUCAH, KENTUCKY

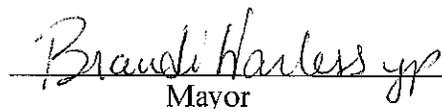
TO: Media & Public

There will be a Called Meeting of the Board of Commissioners of the City of Paducah at 5:30 p.m., on Tuesday, March 31, 2020, in the Commission Chambers on the second floor of the Paducah City Hall, located at 300 South Fifth Street, Paducah, Kentucky. The Agenda for the meeting is attached to this notice.

In order to keep the Commission and public safe in the midst of the COVID-19 outbreak and in accordance with Kentucky Executive Order 2020-243, this meeting **will not** be open to the public. However, the public is invited to view the meeting on Youtube at <https://www.youtube.com/user/paducahkygov> or on the government access channel Government 11 (Comcast channel 11).

Members of the news media may attend the meeting in the Commission Chambers at City Hall. **We ask that if you are a member of the news media who plans to attend, please do the following:**

- Contact Lindsay Parish at 270-444-8506 or lparish@paducahky.gov to let us know to expect you.
- Arrive at City Hall at 5:00 p.m. to be allowed access into City Hall.
- Limit the number of reporters and camera operators who attend as we work to comply with the Governor's ban on gatherings of 10 or more people.
- Sit at least 6 feet away from other people while in the Commission Chambers.
- All interviews after the meeting must be done by phone.


Mayor

CERTIFICATE OF SERVICE

Executed by electronic mail and facsimile of a copy to Public/Media at 4:15
P.M. on March 27, 2020.


City Clerk



**CALLED CITY COMMISSION MEETING
AGENDA FOR MARCH 31, 2020
5:30 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

DELETIONS

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.		Approve Minutes for March 10, 2020
	B.		Receive & File Documents
	C.		Appointment of Mary Katz, April Cochran, Steven Page, Cindy Ragland and Shand Stamper to the Paducah Creative and Cultural Council
	D.		Appoint Deborah Edmonds to the Paducah Convention & Visitors Bureau
	E.		Reappointment of Paul King, Brad Arterburn, and Shirley Walker and appointment of Melissa Yates to the Forest Hills Village, Inc., Board.
	F.		Personnel Actions
	G.		KDLA Local Records Grant Program Application and Acceptance for the Paducah Police Department - B LAIRD
	H.		2019 Bulletproof Vest Partnership Grant Acceptance - B LAIRD
	I.		2020-2021 Kentucky Hazardous Waste Grant Application - C YARBER

		J.	Approve Tyler Technologies ERP Contract Amendment Change Order - M SMOLEN
		K.	Approve Application for the KDLA Local Records Grant for the City Clerk's Office - L PARISH
		L.	KOHS 2020 Grant Application in the amount of \$437,172.81 for radio upgrades for the Paducah Police Department - B LAIRD
	II.	<u>RESOLUTION(S)</u>	
		A.	Authorize the Engineering Project Manager of the Engineering Department to be Applicant Agent for all FEMA and KYEM documentation required for Federal Disaster Assistance related to the 2020 Flood and Severe Weather Events - R MURPHY
	III.	<u>MUNICIPAL ORDER(S)</u>	
		A.	Approve Municipal order providing for compliance with the “Families First Coronavirus Response Act” to assist with the impact of COVID-19 – S SUAZO
	IV.	<u>ORDINANCE(S) - EMERGENCY</u>	
		A.	Emergency Response Stimulus and Relief for COVID-19 - J ARNDT
	V.	<u>ORDINANCE(S) - ADOPTION</u>	
		A. Approve Budget Amendment in the amount of \$141,000 for the Replacement of Paxton park Grounds Equipment - J ARNDT	
		B. Approve a Budget Amendment in the amount of \$80,000 for For the Buckner Lane Bridge Project - J ARNDT	
		C. Approval of a Professional Services Contract with BFW Engineering & Testing, Inc. in the amount of \$154,036.00 for Engineering Services for the Buckner Lane Bridge Project - R MURPHY	
		D. Approve Professional Services Contract for a Classification and Compensation Study for a base fee of \$39,000 with additional expenses not to exceed \$1,600 with CBIZ Benefits & Insurance Services, Inc. d/b/a CBIZ Talent and Compensation Solutions - S SUAZO	

	VI.	<u>ORDINANCE(S) - INTRODUCTION</u>	
		A.	Closure of a Portion of an Alley Between 160 and 200 Bruce Avenue - R MURPHY
		B.	Approval of contract with Jim Smith Contracting, LLC in the amount of \$479,350.50 for the Greenway Trail Phase V project - R MURPHY
		C.	Approval of a Professional Services Contract with BFW Engineering & Testing, Inc. in the amount of \$250,000 for the Environmental Assessment Services for the Paducah Riverfront Infrastructure Improvement Project (BUILD Grant) - R MURPHY
	VII.	<u>COMMENTS</u>	
		A.	Comments from the City Manager
		B.	Comments from the Board of Commissioners
	VIII.	<u>EXECUTIVE SESSION</u>	

March 10, 2020

At a Regular Meeting of the Board of Commissioners, held on Tuesday, March 10, 2020, at 5:30 p.m., in the Commission Chambers of City Hall located at 300 South 5th Street, Mayor Harless presided, and upon call of the roll by the City Clerk, the following answered to their names: Commissioners Abraham, McElroy, Watkins, Wilson and Mayor Harless (5).

INVOCATION:

Commissioner McElroy led the Invocation.

PLEDGE OF ALLEGIANCE

Mayor Harless led the pledge.

PRESENTATIONS

Public Information Officer, Pam Spencer, provided the following summaries for presentations:

COVID-19 Update

Lindsey Cunningham, Purchase District Health Department epidemiologist, provided an update on COVID-19, a novel coronavirus. Cunningham says in Kentucky, eight people have tested positive for the virus with no positive reports in our region. Citizens can find the latest information about COVID-19 in Kentucky by visiting the Kentucky Department of Public Health's website at <http://kycovid19.ky.gov>. Kentucky has set up a hotline for concerned citizens at 1-800-722-5725. For more information, visit the CDC's webpage dedicated to COVID-19 at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Annual Audit Presentation (Comprehensive Annual Financial Report)

Finance Director Jonathan Perkins and David Hampton of Kemper CPA Group, LLP provided an overview of the City's Comprehensive Annual Financial Report (CAFR) which includes the City audit. The audit is required by State law; however, the CAFR is a voluntary document that the City prepares to provide additional information and transparency to the public. The report is for the fiscal year that ended June 30, 2019. Paducah is one of the few cities in Kentucky that prepares a CAFR. For 28 consecutive years, Paducah has been awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA). The entire CAFR report and previous audits dating back to 2001 can be found on the City's website, www.paducahky.gov.

Parking Assessment Study Presentation

Project Manager Mohammad Nouri with Concepts21 presented to the Paducah Board of Commissioners the findings from the downtown parking study that was initiated in 2019. The study included an open-house public information event on February 13 which over a four-hour period, citizens were able to provide their input. The study analyzed the current parking supply in a 12-block area with a focus around the block at Broadway and 2nd Street, the city-owned lot. The assessment considers how parking will be impacted by the proposed City Block re-development project in addition to identifying present parking needs and providing parking recommendations. Visit <http://paducahky.gov/downtown-redevelopment> to read the entire parking study.

The City Block development, which is being developed by a private developer, is proposed for the city-owned lot and would include a 4 ½ story hotel on Jefferson and a 3-story mixed-used residential and commercial complex along Broadway. Between the two developments would be the town square and public parking with 172 parking spaces. The parking supply within a one block area of the development (including the 172 spaces as part of the development) is 560 spaces. Nouri says no immediate action is required to accommodate the parking for this project, "There is room for this growth in downtown."

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In the 12-block area, the study identified 608 off-street public parking spaces, 541 off-street parking space with neighbor agreements, and 563 on-street or curbside parking spaces for a total of 1712 spaces. An occupancy study was performed to determine parking usage during weekdays and weekends in November and December which reflect typical daily usage in addition to special event usage (the Small Business Saturday Shopping Event). Regarding the public parking lot spaces (608 total), the average utilization rate on a normal weekend or weekday is approximately 22 percent.

A large portion of the study focused on improvement strategies to better manage the existing parking supply in downtown and plan for future growth. Recommendations include the following:

- Identify and mark the individual on-street parking spaces that are not marked and explore angled parking in areas;
- Determine accessible parking locations;
- Upgrade signage, lighting, and wayfinding;
- Secure spaces in city-owned lots for downtown business employees; and
- Evaluate the need for a future parking garage.

CONSENT AGENDA

Mayor Harless asked if the Board wanted any items on the Consent Agenda removed for separate consideration. There were no items removed. Mayor Harless asked the City Clerk to read the items on the Consent Agenda.

I(A)	Approve Minutes for the February 25, 2020 Meeting of the Board of Commissioners of the City of Paducah
I(B)	<p>Receive and File Documents:</p> <p><u>Deed File:</u></p> <ol style="list-style-type: none">1. Quitclaim Deed – City of Paducah to 1469 Properties, LLC – Alley Closure West Side of 6th Street between 600 and 606 Broadway, 105 and 111 South 6th Street and 603 Kentucky Avenue (ORD 2019-12-8601)2. Quitclaim Deed – City of Paducah to Irvin Cobb Limited Partnership - Alley Closure West Side of 6th Street between 600 and 606 Broadway, 105 and 111 South 6th Street and 603 Kentucky Avenue (ORD 2019-12-8601) <p><u>Contract File:</u></p> <ol style="list-style-type: none">1. Cable Television Franchise Agreement between City of Paducah and Comcast of the South – ORD 2020-02-86182. Agreement to Purchase an Explosive Ordinance Disposal (EOD) Robot between City of Paducah and Remotec, Inc. – MO #23253. Fuel Supply Agreement between JSC Terminal, LLC d/b/a Midwest Terminal and City of Paducah – ORD 2020-02-8615 <p><u>Financials File:</u></p> <ol style="list-style-type: none">1. Paducah Water Works – Period ending January 31, 20202. City of Paducah – Comprehensive Annual Financial Report – Year Ended June 30, 2019 <p><u>Bids File:</u></p> <ol style="list-style-type: none">1. Surplus Property – Bid of Michael Petter 831 Campbell Street – MO #2322

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	<p>2. Surplus Property – Bid of Dr. Velma J. Dennis – 2706 Ohio Street – MO #2323</p> <p>3. Paducah Police Department – Bomb Squad – Explosive Ordinance Disposal (EOD) Robot – MO #2325</p>
I(C)	Appointment of Mark Kettler and reappointment of John Gill to the Paducah Golf Commission. Mark Kettler will fulfill the unexpired term of Bill Griggs, who resigned. Said term shall expire March 26, 2022. John Gill’s new term shall expire March 26, 2024.
I(D)	Personnel Actions
I(E)	A MUNICIPAL ORDER APPOINTING SIDONIE HANCOCK TO FILL THE VACANCY OF THE LATE DR. WALLY MONTGOMERY AS A MEMBER OF THE BOARD OF TRUSTEES FOR THE OPERATION OF A MUNICIPAL COLLEGE IN THE CITY OF PADUCAH, KENTUCKY, FOR A PERIOD OF SIX YEARS, SAID TERM SHALL EXPIRE MARCH 20, 2026 (MO #2327; BK 11)
I(F)	A MUNICIPAL ORDER ACCEPTING GRANT FUNDS THROUGH THE KENTUCKY OFFICE OF HOMELAND SECURITY (KOHS) FOR A 2019 GRANT AWARD IN THE AMOUNT OF \$97,000 FOR AN AIRPORT TERMINAL ACCESS CONTROL SYSTEM FOR BARKLEY REGIONAL AIRPORT AND AUTHORIZING THE MAYOR TO EXECUTE THE GRANT AGREEMENT, KENTUCKY PROCUREMENT POLICY AND ALL DOCUMENTS RELATED TO SAME (MO #2328; BK 11)
I(G)	A MUNICIPAL ORDER ADOPTING CHANGE ORDER NO. 4 TO THE LICENSE AND SERVICES AGREEMENT WITH TYLER TECHNOLOGIES, INC., FOR THE COMPUTER AIDED DISPATCH SYSTEM FOR THE CITY OF PADUCAH 911 SERVICES DIVISION TO REMOVE TWO SOFTWARE MODULES AND TO PURCHASE TWO SOFTWARE MODULES WITH THE CURRENTLY AVAILABLE SOFTWARE CREDIT, RESULTING IN A REMAINING SOFTWARE CREDIT BALANCE OF \$14,614 AND NO CHANGE TO THE TOTAL CONTRACT AMOUNT AND AUTHORIZING THE MAYOR TO EXECUTE THE CHANGE ORDER (MO#2329; BK 11)

Mayor Harless offered motion, seconded by Commissioner McElroy, that the consent agenda be adopted as presented.

Adopted on call of the roll, yeas, Mayor Harless, Commissioners Abraham, McElroy, Watkins, and Wilson (5)

RESOLUTION

Commissioner Abraham offered motion, seconded by Commissioner McElroy that the Board of Commissioners adopt a Resolution entitled, “A RESOLUTION OF THE CITY OF PADUCAH, KENTUCKY, IN SUPPORT OF HOUSE BILL 484 THAT WILL REORGANIZE THE KENTUCKY RETIREMENT SYSTEMS AND CREATE AN INDEPENDENT COUNTY EMPLOYEES RETIREMENT SYSTEM BOARD OF TRUSTEES”

Adopted on call of the roll, yeas, Mayor Harless, Commissioners McElroy, Watkins, and Wilson (4); Commissioner Abraham abstained from the vote.

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ORDINANCE(S) – ADOPTIONS

ACCEPT BID OF ADAMS CONTRACTING LLC, PERKINS CREEK “BOB LEEPER” PEDESTRIAN BRIDGE PROJECT

Commissioner McElroy offered motion, seconded by Commissioner Abraham, that the Board of Commissioners adopt an Ordinance entitled, “AN ORDINANCE ACCEPTING THE BID OF ADAMS CONTRACTING, LLC, IN THE AMOUNT OF \$274,121 FOR THE PERKINS CREEK “BOB LEEPER” PEDESTRIAN BRIDGE PROJECT, AND AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR SAME.” This Ordinance accepts the bid of Adams Contracting, LLC, in the amount of \$274,121, for the Perkins Creek “Bob Leeper” Pedestrian Bridge Project and authorizes the Mayor to execute a contract with Adams Contracting. Further, this ordinance authorizes the Finance Director to transfer \$80,000 from the Boyles Estate Trust into the Bob Leeper Bridge project account for expenditures related to the project.

Adopted on call of the roll, yeas, Commissioner Abraham, McElroy, Watkins, Wilson and Mayor Harless (5). **(ORD #2020-03-8619, BK 36)**

APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH BFW ENGINEERING & TESTING, INC., FOR THE FLOODWALL SEAL CLOSURE PROJECT

Commissioner Watkins offered motion, seconded by Commissioner Wilson, that the Board of Commissioners adopt an Ordinance entitled, “AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH BFW ENGINEERING & TESTING, INC. IN AN AMOUNT NOT TO EXCEED \$52,204 FOR THE FLOODWALL SEAL CLOSURE PROJECT.” This Ordinance authorizes the Mayor to execute a professional services agreement in an amount not to exceed \$52,204 with BFW Engineering & Testing, Inc. for professional services related to the Floodwall Seal Closure Project.

Adopted on call of the roll, yeas, Commissioner Abraham, McElroy, Watkins, Wilson and Mayor Harless (5). **(ORD #2020-03-8620, BK 36)**

AMEND CODE OF ORDINANCES SECTION 78-32 RELATED TO VACATION LEAVE

Commissioner Wilson offered motion, seconded by Commissioner Watkins, that the Board of Commissioners adopt an Ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 78 OF THE CODE OF ORDINANCES OF THE CITY OF PADUCAH.” This Ordinance is summarized as follows: This ordinance amends Section 78-32 of the Code of Ordinances of the City of Paducah to increase the rate at which vacation time accrues for employees of the City of Paducah based on the number of years of employment. During the first nine (9) years of employment, vacation time shall accrue per pay period for a total of 120 hours per year. At the beginning of the tenth year, vacation time shall accrue per pay period for a total of 160 hours per year. At the beginning of the fifteenth year, vacation time shall accrue per pay period for a total of 200 hours per year. At the beginning of the twentieth year, vacation time shall accrue per pay period for a total of 240 hours per year. Each member may accrue up to a maximum of 400 hours of vacation at any one time. These rates do not apply to employees whose vacation accruals are governed by the rates set forth in the current applicable collective bargaining agreements, or otherwise specified in the ordinance.

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Adopted on call of the roll, yeas, Commissioner Abraham, McElroy, Watkins, Wilson and Mayor Harless (5). **(ORD #2020-03-8621, BK 36)**

APPROVE A BUDGET AMENDMENT FOR BUILD GRANT MATCH AND PROJECT RELATED EXPENSES

Commissioner Watkins offered motion, seconded by Commissioner Wilson, that the Board of Commissioners adopt an Ordinance entitled, “AN ORDINANCE AMENDING ORDINANCE NO. 2019-6-8578, ENTITLED, ‘AN ORDINANCE ADOPTING THE CITY OF PADUCAH, KENTUCKY, ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR JULY 1, 2019, THROUGH JUNE 30, 2020, BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT’.” This Ordinance is summarized as follows: That the annual budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, Ordinance No. 2019-6-8578, be amended by the following re-appropriation:

- Transfer \$1,500,000 from the FY2020 General Fund Unreserved Fund Balance to the BUILD Grant Project (DT0050) Project Account

Adopted on call of the roll, yeas, Commissioner Abraham, McElroy, Watkins, Wilson and Mayor Harless (5). **(ORD #2020-03-8622, BK 36)**

ORDINANCE(S) – INTRODUCTION

APPROVE BUDGET AMENDMENT IN THE AMOUNT OF \$141,000 FOR THE REPLACEMENT OF PAXTON PARK GROUNDS EQUIPMENT

Commissioner McElroy offered motion, seconded by Commissioner Abraham, that the Board of Commissioners introduce an Ordinance entitled, “AN ORDINANCE AMENDING ORDINANCE NO. 2019-6-8578, ENTITLED, “AN ORDINANCE ADOPTING THE CITY OF PADUCAH, KENTUCKY, ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR JULY 1, 2019, THROUGH JUNE 30, 2020, BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT” This Ordinance is summarized as follows: That the annual budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, as adopted by Ordinance No. 2019-6-8578, be amended by the following re-appropriations:

- Transfer \$141,000 from the FY2020 Fleet Trust Fund Fund Balance to the Fleet Trust Fund.

APPROVE A BUDGET AMENDMENT IN THE AMOUNT OF \$80,000 FOR THE BUCKER LANE BRIDGE PROJECT

Commissioner Watkins offered motion, seconded by Commissioner Wilson, that the Board of Commissioners introduce an Ordinance entitled, “AN ORDINANCE AMENDING ORDINANCE NO. 2019-6-8578, ENTITLED, “AN ORDINANCE ADOPTING THE CITY OF PADUCAH, KENTUCKY, ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR JULY 1, 2019, THROUGH JUNE 30, 2020, BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT” This Ordinance is

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summarized as follows: That the annual budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, as adopted by Ordinance No. 2019-6-8578, be amended by the following re-appropriations:

- Transfer \$80,000 from the FY2020 Unreserved MAP Fund fund balance to the Flood Mitigation – Bridge Design Project Account PF0077

APPROVAL OF A PROFESSIONAL SERVICES CONTRACT WITH BFW ENGINEERING & TESTING, INC., IN THE AMOUNT OF \$154,036 FOR ENGINEERING SERVICES FOR THE BUCKNER LANE BRIDGE PROJECT

Commissioner Wilson offered motion, seconded by Commissioner Watkins, that the Board of Commissioners introduce an Ordinance entitled, “AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH BFW ENGINEERING & TESTING, INC. IN AN AMOUNT OF \$154,036 FOR SURVEY, ROADWAY AND STRUCTURE DESIGN FOR THE BUCKNER LANE BRIDGE REPLACEMENT OVER CROOKED CREEK”. This Ordinance is summarized as follows: This Ordinance authorizes the Mayor to execute a professional services agreement in an amount of \$154,036 with BFW Engineering & Testing, Inc. for professional services related to the Buckner Lane Bridge Replacement Project. This expenditure shall be charged to the Flood Mitigation-Bridge Design Project No. PF0077.

APPROVE PROFESSIONAL SERVICE CONTRACT FOR A CLASSIFICATION AND COMPENSATION STUDY FOR A BASE FEE OF \$39,000 WITH ADDITIONAL EXPENSES NOT TO EXCEED \$1,600 WITH CBIZ BENEFITS & INSURANCE SERVICES., INC. d/b/a CBIZ TALENT AND COMPENSATION SOLUTIONS

Commissioner Abraham offered Motion, seconded by Commissioner McElroy, that the Board of Commissioners introduce an Ordinance entitled, “AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH CBIZ BENEFITS & INSURANCE SERVICES, INC. IN AN AMOUNT OF \$39,000 PLUS DIRECT EXPENSES IN AN AMOUNT NOT TO EXCEED \$1,600 FOR A CLASSIFICATION AND COMPENSATION STUDY FOR THE CITY OF PADUCAH.” This Ordinance is summarized as follows: That the Mayor is hereby authorized to execute a professional services agreement in the amount of \$39,000, plus direct expenses in an amount not to exceed \$1,600, with CBIZ Benefits & Insurance Services, Inc., for a classification and compensation study for the City of Paducah. This expenditure shall be charged to the Pay & Class Study 2020 Project Account No. MR0077.

DISCUSSION

Public Information Officer, Pam Spencer, offered the following summary of the discussion:

2020 Our Paducah Strategic Plan Discussion

Assistant City Manager Michelle Smolen provided an overview of the Our Paducah Strategic Plan document that incorporates updates from the Board. At the January 25 meeting of the Paducah Board of Commissioners, the Board reviewed the initiatives listed in the plan and prioritized items. Smolen says the final document will be brought before the Board for approval at the March 24 meeting.

PUBLIC COMMENTS

The following members of the audience offered public comments about the Parking Lot/Study:

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Matt Baker, Alberta Davis, Melinda Winchester, Nick Warren, Ron Ward, Clayton Norton Regina Varvel and George Bray also offered public comments.

ADJOURN

Mayor Harless offered motion, seconded by Commissioner Wilson, to adjourn the meeting. All in favor.

Meeting ended at approximately 7:37 p.m.

ADOPTED: March 31, 2020

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

March 31, 2020

Minute File:

1. Downtown Paducah Parking Assessment – Concepts 21
2. Geotechnical Subsurface Investigation – City Block Development
3. HDR – Phase II Preliminary Environmental Site Investigation (PSI)
4. Declaration of Local State of Emergency – February 17, 2020 Flooding
5. Revocation – State telecom distribution fund – cable franchise fee – February 27, 2020
6. Certificate of Liability Insurance – Murco, Inc.
7. Certificate of Liability Insurance – McClusky Concrete Construction, Inc.
8. Certificate of Liability Insurance – Coast to Coast Signs, LLC
9. Paducah Parks and Recreation Master Plan – **(MO#2324)**

Deed File:

1. Deed of Conveyance – City of Paducah to James M. Hardin and Jackie K. Bradford – 164 Clements Street **(MO #2309)**
2. Deed of Conveyance – Michael and Tina Tolbert to City of Paducah – 1314 Oscar Cross **(MO #2314)**

Contract File:

1. Agreement between City of Paducah and Adams Contracting LLC for Perkins Creek Pedestrian Bridge Project **(ORD 2020-03-8619)**
2. Engineering for Various Floodwall Closures – BFW Engineering & Testing **(ORD 2020-03-8620)**
3. Amendment to Tyler Technologies Contract (911)– **(MO #2329)**
4. American Queen Steamboat Company Docking Agreement (Signed by CM)
5. Grant Agreement – City of Paducah – Yeiser Art Center – Kentucky Arts Council Grant **(MO #2312)**
- 6.

Financials File:

1. GPEDC, Inc. – Financial Statement for year ended June 30, 2019

Bids File:

1. Bids for Rough Mower for Paxton Park Golf Course
 - a. Hutson
 - b. ERB Turf Equipment, Inc. *Bid Winner

- c. Kenney Machinery
- 2. Bids for Greens Mower for Paxton Park Golf Course
 - a. Kenney Machinery *Bid Winner
 - b. ERB Turf Equipment, Inc.

Proposals File:

CITY OF PADUCAH
March 31, 2020

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 Office



Date

**CITY OF PADUCAH
PERSONNEL ACTIONS
March 31, 2020**

NEW HIRE - FULL-TIME (FT)						
<u>PUBLIC WORKS - STREETS</u>	<u>POSITION</u>	<u>RATE</u>	<u>NCS/CS</u>	<u>FLSA</u>	<u>EFFECTIVE DATE</u>	
Stephenson, Patrick H.	Street Superintendent	\$30.77/hr	NCS	Ex	March 23, 2020	
*Note: Patrick will start with 10 paid days of vacation, available for use immediately, waiving the 6 month waiting period.						
Tate, Demacho S.	ROW Maintenance Person	\$16.97/hr	NCS	Non-Ex	March 26, 2020	
<u>POLICE OPERATIONS</u>	<u>POSITION</u>	<u>RATE</u>	<u>NCS/CS</u>	<u>FLSA</u>	<u>EFFECTIVE DATE</u>	
Cook, Dylan	Police Officer	\$24.18/hr	NCS	Non-Ex	April 9, 2020	
NEW HIRE - PART-TIME (PT)						
<u>PARKS AND RECREATION</u>	<u>POSITION</u>	<u>RATE</u>	<u>NCS/CS</u>	<u>FLSA</u>	<u>EFFECTIVE DATE</u>	
Shannon, Mack	Recreation Leader - Athletics	\$11.00/hr	NCS	Non-Ex	March 26, 2020	
PAYROLL ADJUSTMENTS/TRANSFERS/PROMOTIONS/TEMPORARY ASSIGNMENTS						
<u>PUBLIC WORKS - SOLID WASTE</u>	<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>	
Stubblefield, Adrian D.	ROW Maintenance Person \$18.86/hr	Truck Driver \$18.72/hr	NCS	Non-Ex	March 26, 2020	
Orenduff, Hunter	ROW Maintenance Person \$18.86/hr	Truck Driver \$18.72/hr	NCS	Non-Ex	March 26, 2020	
Williams, Sean S.	ROW Maintenance Person \$18.86/hr	Truck Driver \$18.72/hr	NCS	Non-Ex	March 26, 2020	
<u>PUBLIC WORKS - STREETS</u>						
Marshall, Christopher E.	Parks Maintenance - Laborer \$14.93/hr	Laborer \$17.56/hr	NCS	Non-Ex	March 26, 2020	
Wade, Edward	Parks Maintenance - Laborer \$14.05/hr	Laborer \$17.56/hr	NCS	Non-Ex	March 26, 2020	
<u>PARKS AND RECREATION</u>						
Johnson, Molly M.	Special Events Superintendent \$29.10/hr	Special Events Superintendent \$29.97/hr	NCS	Ex	March 26, 2020	
Downing, Jr., David W.	Interim Parks Maintenance Supervisor \$22.00/hr	Parks Maintenance Supervisor \$22.50/hr	NCS	Non-Ex	March 26, 2020	
Meadows, Chelsi	Maintenance Technician \$20.12/hr	Parks Maintenance Supervisor \$22.50/hr	NCS	Non-Ex	March 26, 2020	
<u>FINANCE</u>						
Dunn, Kamra	Accountant \$18.93/hr	Accountant \$19.40/hr	NCS	Ex	March 26, 2020	
Young, Stacey	Revenue Manager \$35.10/hr	Revenue Manager \$35.98/hr	NCS	Ex	March 26, 2020	
<u>POLICE - E911</u>						
Stephan, Hillary	Telecommunicator \$17.13/hr	Telecommunicator \$18.15/hr	NCS	Non-Ex	April 4, 2020	
Scutt, Austin	Telecommunicator \$17.13/hr	Telecommunicator \$18.15/hr	NCS	Non-Ex	April 4, 2020	
TERMINATIONS - FULL-TIME (FT)						
<u>PUBLIC WORKS - STREETS</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>			
McDaniel, Jacob L.	ROW Maintenance Person	Termination	March 6, 2020			

Agenda Action Form Paducah City Commission

Meeting Date: March 31, 2020

Short Title: KDLA Local Records Grant Program Application and Acceptance for the Paducah Police Department - **B LAIRD**

Category: Municipal Order

Staff Work By: Ty Wilson
Presentation By: Brian Laird

Background Information: The Kentucky Local Records Branch provides records management assistance to more than 2,900 local government agencies in the Commonwealth. The Paducah Police Department wishes to apply for a Kentucky Department of Libraries and Archives (KDLA) grant to digitize approximately 54 boxes of felony case files that state law requires to be stored for 80 years. The size of the boxes and files has created a lack of storage space and accessibility issues and digitizing them will allow for easier access to the file information. The work to scan and digitize the files will be competitively bid according to the city's and KDLA's guidelines (bid attached). No match is required. The grant amount is dependent upon the bids received. The grant request will be in the amount of \$33,529 based on the bids received.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
 Account Number:

Staff Recommendation: Authorize and direct the Mayor to execute all required grant application documents. Authorize and direct the Mayor to execute all required documentation to accept an award if offered by KDLA.

Attachments:

1. Bid Packet 2021_1
2. Municipal Order



CITY OF PADUCAH

300 South 5th Street

P. O. Box 2267

Paducah, KY 42002-2267

Phone: (270) 444-8530

Fax: (270) 443-5058

James W. Arndt
City Manager
ICMA - CM

Michelle Smolen
Assistant City Manager
ICMA

INVITATION FOR BID PROPOSAL

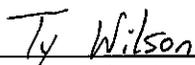
The Office of the Paducah Police Department is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions – See Attachment A

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. **Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.**
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. **Offerers must provide services or materials within the term of the grant following the beginning of the FY 2021 and subsequent availability of state funds.**
11. **Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.**
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than **2pm CDT, March 4, 2020** to be considered.



Signature/Title
Grants Administrator



Printed Name



Date

Attachment A

February 16, 2020

Project (Bid) Specifications: Paducah Police Department (PPD)

Section I – Scanning/Digitizing Paper Records

1. Scan/digitize approximately 200K pages (Approximately 80 cubic feet of paper records or 54 mixed sized boxes) – Felony Investigation Files, L6669
 - o Electronic Arrangement (Mirror Boxes) - Electronic files must be foldered and subfoldered just as they currently are arranged as paper files, i.e., foldered by box number, thereby subfoldered chronological by case folders. Each image must be searchable (OCR, or other). Documents are to be repacked in boxes maintaining original numeric and chronological order.
 - o Documents (boxes) must be picked up from, and returned to, facility storage shelving at PPD.
 - o Vender must provide both physical and electronic document access to PPD for the entirety of project (while paper documents are off-site being converted).
2. Provide scanned images on an external portable media in a format preferred by PPD. E.g., Vender provides PDF images on an external hard-drive.
3. Provide copies of scanned images to Kentucky Department of Library & Archives on an external portable media.

Section II – Miscellaneous Equipment (boxes)

1. Repack each set of records as originally marked/identified (per box label) into new one (1) cubic foot archival boxes. Some records will need to go from a single box to multiple boxes, in these cases boxes must be identified as box 1 of 2, 2 of 2, etc. Grantee must approve storage boxes. (Preferred box size is 1 cubic foot and of archival quality. New labels will be created by vendor and placed on repacked boxes.)

NOTE: It is the sole responsibility of the prospective bidder to evaluate box conditions, sheet sizes, sheet/page counts, location pickup and delivery, record arrangement, and any other aspect of this bid not explicitly expressed in these specifications.

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A **NO BID**.

Bids must be returned no later than 2pm CDT, March 4, 2020 to:

**Ty Wilson, Grants Administrator
300 South Fifth Street, 2nd Floor
PO Box 2267
Paducah, KY 42002-2267**

****MARK ENVELOPE WITH “BID: PPD RECORDS”****

To arrange an onsite review and/or for questions, please contact:

Amy Travis, Records Manager
Phone: (270) 444-8547
Email: atravis@paducahky.gov

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDS THROUGH THE KENTUCKY DEPARTMENT FOR LIBRARIES & ARCHIVES (KDLA) FOR A FY2020 LOCAL RECORDS PROGRAM GRANT IN THE AMOUNT OF \$33,529 BASED ON THE BIDS RECEIVED, FOR SERVICES RELATED TO DIGITIZING RECORDS FOR THE PADUCAH POLICE DEPARTMENT AND AUTHORIZING THE MAYOR TO EXECUTE THE GRANT AGREEMENT AND ALL DOCUMENTS RELATED TO SAME.

WHEREAS, The Kentucky Local Records Branch provides records management assistance to more than 2,900 local government agencies in the Commonwealth. The Paducah Police Department wishes to apply for a Kentucky Department of Libraries and Archives (KDLA) grant to digitize approximately 54 boxes of felony case files that state law requires to be stored for 80 years.

NOW, THEREFORE, BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the City of Paducah hereby authorizes the submission of an application for an FY2020 Kentucky Department of Libraries and Archives Grant for the Paducah Police Department. It is anticipated that this grant will be in the amount of \$33,529 based upon the bids received by the City of Paducah. No local cash or in-kind match is required.

SECTION 2. That the City of Paducah hereby accepts the FY2020 Kentucky Department of Libraries and Archives Grant in the sum awarded through the Kentucky Local Records Branch to digitize approximately 54 boxes of felony case files.

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

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners March 31, 2020

Recorded by Lindsay Parish, City Clerk March 31, 2020

MO\grants\PD app and award – Local Records KDLA Grant – digitizing records – 2020

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: 2019 Bulletproof Vest Partnership Grant Acceptance - **B LAIRD**

Category: Municipal Order

Staff Work By: Robin Newberry, Ty Wilson

Presentation By: Brian Laird

Background Information: The U.S. Department of Justice (DOJ) Bulletproof Vest Partnership (BVP) Grant Program, an online application, provides a maximum 50-percent reimbursement for the purchase of body armor for police. The City received \$14,060 from this grant program in 2016 and \$6,330 in 2018.

The National Institute of Justice, the research, development and evaluation agency of the United States Department of Justice, sets the only nationally accepted standards for body armor worn by law enforcement officers. NIJ recognizes an industry standard of a five-year life span on body armor. The Department of Justice BVP also recognizes five-year life span on body armor. In light of these industry standards and endorsements by the preeminent law enforcement agencies, the Paducah Police Department follows a five-year replacement plan on body armor worn by law enforcement officers.

The Police Department applied for this grant under Municipal Order 2233 and was awarded the grant in the amount of \$4,367.71. This grant requires a 50% match, which will be provided from FY20 operating funds.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
 Account Number:

Staff Recommendation: Authorize the Mayor to execute all grant award documents

Attachments:

1. Municipal Order

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER ACCEPTING GRANT FUNDS THROUGH THE U.S. DEPARTMENT OF JUSTICE FOR A 2019 U.S. BULLETPROOF VEST PARTNERSHIP GRANT AWARD IN AN AMOUNT OF \$4,367.71 FOR THE PURCHASE OF BODY ARMOR VESTS FOR USE BY THE PADUCAH POLICE DEPARTMENT

WHEREAS, the City of Paducah applied for a 2019 U.S. Bulletproof Vest Partnership Grant in the amount of \$6,752 through the U.S. Department of Justice, adopted by Municipal Order No. 2233 on May 15, 2019, to be used for the purchase of body armor vests for the Paducah Police Department; and

WHEREAS, the U.S. Department of Justice has approved the application and is now ready to award this grant in the amount of \$4,367.71.

NOW, THEREFORE, BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the Paducah Police Department is hereby authorized to draw down grant funds as acceptance of grant conditions for a 2019 U.S. Bulletproof Vest Partnership Grant through the U.S. Department of Justice in the amount of \$4,367.71 to be used to purchase body armor vests for the Police Department. The 50% local match of \$4,367.71 will be provided by the Police Department's FY2020 operating funds.

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

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, March 31, 2020
Recorded by Lindsay Parish, City Clerk, March 31, 2020
\\mo\grants\award - police-bulletproof vest 2019

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: 2020-2021 Kentucky Hazardous Waste Grant Application - **C YARBER**

Category: Municipal Order

Staff Work By: Ty Wilson

Presentation By: Chris Yarber

Background Information: The Kentucky Division of Waste Management, through the Household Hazardous Waste Award Program, funds cities across the commonwealth for annual clean-up days. This grant award program provides a partial reimbursement for the expenses incurred by the city for the disposal and advertising/education of Spring Clean-up Day. For the past 27 years, this project has been a collaborative effort between the McCracken County Fiscal Court and the City of Paducah.

The Engineering/Public Works and Planning Departments desire to submit an application for the 2020-2021 Kentucky Division of Waste Management Household Hazardous Waste Award Program. This grant requires a 25% cash or in-kind match. The City will act as the Lead Agency/Fiscal Agent and seeks an award of \$25,500, which will be combined with the required local cash match of \$6,375 for a project totaling \$31,875. Local cash match will be divided equally between the city and the county. As in previous years, the City's share of the local cash match will be paid through the Engineer/Public Works account number 50002209-520040.

Any award offered as a result of this application will require an Inter-local Agreement to be signed and will be brought before the City Commission and Fiscal Court for consideration.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
 Account Number:

Staff Recommendation: Authorize and direct the Mayor to execute all required application documents.

Attachments:

1. Municipal Order

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER AUTHORIZING AN APPLICATION FOR A 2020-2021 KENTUCKY HOUSEHOLD HAZARDOUS WASTE GRANT THROUGH THE KENTUCKY DIVISION OF WASTE MANAGEMENT IN AN AMOUNT OF \$25,500 TO ASSIST IN FUNDING THE CITY/COUNTY ANNUAL SPRING CLEAN-UP DAY AND AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS RELATED TO SAME

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. The City of Paducah hereby authorizes the submission of a joint application with the McCracken County Fiscal Court for a Kentucky Household Hazardous Waste Grant through the Kentucky Division of Waste Management in the amount of \$25,500 to assist in funding the City/County Annual Spring Clean-up Day.

SECTION 2. The City of Paducah and the McCracken County Fiscal Court hereby agree that the City shall act as the lead government agency in meeting all grant requirements, including the local cash match of \$6,375.00 that will be split 50/50 with the McCracken County Fiscal Court.

SECTION 3. The City's match of \$3,187.50 will be funded through the Engineering/Public Works account number 50000 2209 520040. Funding for the local cash match will be subject to approval of appropriation in the Engineering/Public Works FY2021 budget.

SECTION 4. This order shall be in full force and effect from and after the date of its adoption.

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, March 31, 2020
Recorded by Lindsay Parish, City Clerk, March 31, 2020
\\mo\grants\app-Household Hazardous Waste Clean Up Day 2020-2021

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Approve Tyler Technologies ERP Contract Amendment Change Order - **M SMOLEN**

Category: Municipal Order

Staff Work By: Michelle Smolen

Presentation By: Michelle Smolen

Background Information: Under Ordinance No. 2016-6-8373, the City of Paducah previously authorized a contract Tyler Technologies, Inc. for the initial cost and fees associated with the Enterprise Resource Planning software project.

City staff is recommending to amend the contract through a change order for the following actions:

- Converting Codes & Permitting business process consulting costs to implementation days for the Energov implementation
- Removing the Property Tax Enhancement for tax bill installments and converting the budget to an additional property tax form and travel expenses
- Changing the Statement of Work dates for property tax, payroll & HR and work orders.

This is change order is primarily administrative and is not a revision of the contractual amount.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
 Account Number:

Staff Recommendation: Authorize the Mayor to Execute the Tyler Technologies ERP Contract Amendment Change Order

Attachments:

1. Municipal Order

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH TYLER TECHNOLOGIES FOR THE LICENSE OF SOFTWARE AND THE PROCUREMENT OF RELATED PRODUCTS AND SERVICES

WHEREAS, by Ordinance No. 2016-6-8373, the City and Tyler Technologies, Inc. executed a contract for Tyler to provide software and related products and services that will accommodate the City's data processing needs; and

WHEREAS, Ordinance No. 2018-6-8534 amended the contract to include 18 post implementation days from the initial RFP response to be shared across all six phases; and

WHEREAS, Municipal Order No. 2142 amended the contract to allow for the \$23,000 designated for conversions and forms to be used instead for 18 additional implementation days at a cost of \$22,950; and

WHEREAS, Municipal Order No. 2284 to amended the agreement with Tyler Technologies to remove certain services and to add services related to the implementation of Energov software; and

WHEREAS, the City now desires to amend the contract with Tyler Technologies to convert Codes & Permitting business process consulting costs to implementation days for the Energov implementation, remove the Property Tax Enhancement for tax bill installments and converting the budget to an additional property tax form and travel expenses, and change the Statement of Work dates for property tax, payroll & HR and work orders.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. The City Commission hereby approves an amendment to the contract with Tyler Technologies, Inc. in order to convert Codes & Permitting business process consulting costs to implementation days for the Energov implementation, remove the Property Tax Enhancement for tax bill installments and converting the budget to an additional property tax form and travel expenses, and change the Statement of Work dates for property tax, payroll & HR and work orders.

SECTION 2. The City Commission does hereby authorize and instruct the Mayor to execute the “Amendment” in behalf of the City.

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

MAYOR

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, March 31, 2020

Recorded by Lindsay Parish, City Clerk, March 31, 2020

\\ord\contract-software-amendment-tyler 3-20

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Approve Application for the KDLA Local Records Grant for the City Clerk's Office - L
PARISH

Category: Municipal Order

Staff Work By: Ty Wilson, Claudia Meeks, Lindsay Parish
Presentation By: Lindsay Parish

Background Information: The Kentucky Local Records Branch provides records management assistance to more than 2,900 local government agencies in the Commonwealth. The Paducah City Clerk wishes to apply for a Kentucky Department for Libraries and Archives (KDLA) grant to digitize permanent records including Ordinance Books #1-18 and Minutes Books 2-26. These are permanent records which date back to the mid 1800's. The digitized versions will be uploaded and made available for public viewing in order to improve ease of access and to safeguard the original records. The work to digitize the records have been bid according to the city's and KDLA's guidelines. No match is required. The grant request will be in the amount of \$16,567 based on the bids received.

Does this Agenda Action Item align with a Strategic Plan Action Step? Yes

If yes, please list the Action Step Item Codes(s): O-2 Create and sustain a customer centric culture aligned with our organizational values.

Funds Available: Account Name:
 Account Number:

Staff Recommendation: Approve a Municipal Order to apply for and accept Kentucky Department for Local Records Grant for the City Clerk's Office.

Attachments:

1. Municipal Order

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER A MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDS THROUGH THE KENTUCKY DEPARTMENT FOR LIBRARIES & ARCHIVES (KDLA) FOR A FY2020 LOCAL RECORDS PROGRAM GRANT IN THE AMOUNT OF \$16,567 BASED ON THE BIDS RECEIVED, FOR THE PURCHASE OF SERVICES RELATED TO DIGITIZING PERMANENT RECORDS FOR THE PADUCAH CITY CLERK'S OFFICE, AND AUTHORIZING THE MAYOR TO EXECUTE THE GRANT AGREEMENT AND ALL DOCUMENTS RELATED TO SAME

WHEREAS, the Kentucky Local Records Branch provides records management assistance to more than 2,900 local government agencies in the Commonwealth; and

WHEREAS, the Paducah City Clerk's Office wishes to apply for a Kentucky Department of Libraries and Archives (KDLA) grant to digitize permanent records including Ordinance Books #1-18 and Minutes Books #2-26.

NOW, THEREFORE, BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the City of Paducah hereby authorizes the submission of an application for an FY2020 Kentucky Department of Libraries and Archives Grant for the Paducah City Clerk's Office. It is anticipated that this grant will be in the amount of \$16,567 based upon the bids received by the City of Paducah. No local cash or in-kind match is required.

SECTION 2. That the City of Paducah hereby accepts the FY2020 Kentucky Department of Libraries and Archives Grant in the sum awarded through the Kentucky Local Records Branch to digitize permanent records including Ordinance Books #1-18 and Minutes Books 2-26. These are permanent records that date back to the mid 1800's.

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

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners March 31, 2020

Recorded by Lindsay Parish, City Clerk March 31, 2020

MO\grants\PD app and award – Local Records KDLA Grant – digitizing records – 2020

Agenda Action Form Paducah City Commission

Meeting Date: March 31, 2020

Short Title: KOHS 2020 Grant Application in the amount of \$437,172.81 for radio upgrades for the Paducah Police Department - **B LAIRD**

Category: Municipal Order

Staff Work By: Ty Wilson, Justin Crowell

Presentation By: Brian Laird

Background Information: The Kentucky Office of Homeland Security (KOHS) grant program, funded by the U.S. Department of Homeland Security, can be used by city and county governments, area development districts and public universities to address high-priority preparedness gaps in order to prevent, protect against, mitigate, respond to , and recover from acts of terrorism. In 2018, the City of Paducah received \$117,582 for the purchase of four (4) bomb suits for the Police Department's FBI Certified Bomb Squad. In 2019, the City received \$442,181.76 for an EOD Robot.

For the 2020 KOHS funding cycle, the Paducah Police Department seeks funds for radio upgrades to replace all outdated handheld and mobile radios currently in use. The estimated cost will be \$437,172.81. There is not a match requirement for this project.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
 Account Number:

Staff Recommendation: Authorize and direct the Mayor to execute all required grant application documents including the Kentucky Procurement Policy.

Attachments:

1. Municipal Order

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE A GRANT APPLICATION AND ALL DOCUMENTS NECESSARY FOR A 2020 KENTUCKY OFFICE OF HOMELAND SECURITY GRANT IN THE AMOUNT OF \$437,172.81, TO ENABLE THE PADUCAH POLICE DEPARTMENT TO PURCHASE RADIO UPGRADES TO REPLACE ALL OUTDATED HANDHELD AND MOBILE RADIOS CURRENTLY IN USE

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 for a 2020 Kentucky Office of Homeland Security Grant in the amount of \$437,172.81, for the Paducah Police Department's Hand-Held and Mobile Radio Replacement Project. No local cash match or in-kind contributions are required.

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

Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, March 31, 2020
Recorded by Lindsay Parish, City Clerk, March 31, 2020
\\mo\grants\police-homeland security hand-held radios 2020

Agenda Action Form Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Authorize the Engineering Project Manager of the Engineering Department to be Applicant Agent for all FEMA and KYEM documentation required for Federal Disaster Assistance related to the 2020 Flood and Severe Weather Events - **R MURPHY**

Category: Resolution

Staff Work By: Melanie Townsend

Presentation By: Rick Murphy

Background Information: In order to receive Federal disaster assistance for the 2020 Flood and Severe Weather Events, the City of Paducah is required to designate an applicant agent. This applicant agent will be officially authorized to provide to KYEM (state) and FEMA (federal) all documentation, assurances and agreements as required to obtain Federal and State financial assistance.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
Account Number:

Staff Recommendation: To adopt a Resolution designating the Engineering Project Manager of the Engineering Department to be the City of Paducah's official applicant agent to provide to KYEM (state) and FEMA (federal) all documentation, assurance and agreements as required in order to obtain Federal and State financial assistance for the 2020 Flood and Severe Weather Events.

Attachments:

1. Resolution
2. KYEM Form 500 App Agt Appt (2)

RESOLUTION

A RESOLUTION AUTHORIZING THE ENGINEERING PROJECT MANAGER TO EXECUTE DOCUMENTS FOR AND ON BEHALF OF THE CITY OF PADUCAH TO APPLY FOR FINANCIAL ASSISTANCE THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR ALL MATTERS PERTAINING TO SUCH FEDERAL DISASTER ASSISTANCE

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That Melanie Townsend, Engineering Project Manager is hereby authorized to execute for and in behalf of the City of Paducah, a public entity established under the laws of the Commonwealth of Kentucky, this application and to file it in the appropriate State office for the purpose of obtaining certain Federal financial assistance under the Disaster Relief Act (Public Law 288, 93rd Congress) or otherwise available from the President's Disaster Relief Fund.

SECTION 2. That the City of Paducah, a public entity established under the laws of the Commonwealth of Kentucky, hereby authorizes its agent to provide to the State and to the Federal Emergency Management Agency (FEMA) for all matters pertaining to such Federal disaster assistance the assurances and agreements printed on the reverse side hereof.

SECTION 3. That this resolution shall take effect upon adoption as provided by law.

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, March 31, 2020
Recorded by Lindsay Parish, City Clerk, March 31, 2020
\\resoln\FEMA Funding 2020

CERTIFICATION

I, Lindsay Parish, duly appointed and City Clerk of the City of Paducah, Kentucky, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Commissioners of the City of Paducah, Kentucky, on the 31st day of March, 2020.

Date: _____

(Official Position)

(Signature)

DESIGNATION OF APPLICANT'S AGENT

RESOLUTION

BE IT RESOLVED BY _____ OF _____
(Governing Body) (Public Entity)

THAT _____,
(Name of Incumbent) (Official Position)

is hereby authorized to execute for and in behalf of _____

_____, a public entity established under the laws of the Commonwealth of Kentucky, this application and to file it in the appropriate State office for the purpose of obtaining certain Federal financial assistance under the Disaster Relief Act (Public Law 288, 93rd Congress) or otherwise available from the President's Disaster Relief Fund.

THAT _____, a public entity established under the laws of the Commonwealth of Kentucky, hereby authorizes its agent to provide to the State and to the Federal Emergency Management Agency (FEMA) for all matters pertaining to such Federal disaster assistance the assurances and agreements printed on the reverse side hereof.

Passed and approved this _____ day of _____, 20_____.

(Name and Title)

(Name and Title)

(Name and Title)

CERTIFICATION

I, _____, duly appointed and _____ of
(Title)

_____, do hereby certify that the above is a true and correct copy of a

resolution passed and approved by the _____ of _____
(Governing Body) (Public Entity)

on the _____ day of _____, 20_____.

Date: _____

(Official Position)

(Signature)

APPLICANT ASSURANCES

The applicant hereby assures and certifies that he will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally-assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.

3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.

4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.

5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.

6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.

7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.

10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.

11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.

14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.

15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

17. (To the best of his knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.

18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.

19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.

20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.

21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.

23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.

24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Approve Municipal order providing for compliance with the “Families First Coronavirus Response Act” to assist with the impact of COVID-19 – **S SUAZO**

Category: Municipal Order

Staff Work By: Stefanie Suazo

Presentation By: Stefanie Suazo

Background Information: Pursuant to the "Families First Coronavirus Response Act" signed into Law, which created the Emergency Paid Sick Leave Act, and the Emergency Family Medical Leave Expansion Act (EFMLEA), this Municipal Order shall provide eligible City employees for two weeks of paid leave at their regular rate of pay who qualify for any of the approved reasons listed, additionally all eligible employees will have job-protection for 12-weeks for other reasons resulting from the COVID-19 epidemic.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
Account Number:

Staff Recommendation: This Ordinance would support employees with isolation and quarantined situations allowing for additional leave for any employee diagnosed or with a documented exposure to COV-19. It will also grant job-protection for employees that may miss work due to the COVID-19 virus.

Attachments:

1. MO 2020 EFMLA-COVID19

MUNICIPAL ORDER 2020 - _____

MUNICIPAL ORDER PROVIDING FOR LEAVE UNDER THE
FAMILIES FIRST CORONAVIRUS RESPONSE ACT

WHEREAS, the President signed into law the “Families First Coronavirus Response Act” to assist with the impact of COVID-19, employees may be eligible for additional leave under the law;

WHEREAS, to comply with the temporary leave requirements, the City of Paducah, Kentucky, is altering its leave policy for city employees;

NOW, THEREFORE, BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

1. Pursuant to the Emergency Paid Sick Leave Act, all employees are eligible for two weeks of paid leave at their regular rate of pay for the following reasons. Eligible full-time employees will receive up to eighty (80) hours of paid sick leave. Eligible part-time employees will receive pay based on the average number of hours worked over the last six months. The Act allows the employers to exclude healthcare providers and emergency responders from the definition of employees who are allowed to take such leave.
 - a. Subject to a federal, state or local quarantine or isolation order related to COVID-19;
 - b. Advised by a healthcare provider to self-quarantine due to COVID-19 concerns;
 - c. Experiencing COVID-19 symptoms and seeking medical diagnosis;
 - d. Caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a healthcare provider to self-quarantine due to COVID-19 concerns (caring for another who is subject to an isolation order or advised to self-quarantine as described above is not limited to only family members).
 - e. Caring for the employee’s child if the child’s school or place of care is closed or the child’s care provider is unavailable due to COVID-19 precautions; or
 - f. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
2. Pursuant to the Emergency Family Medical Leave Expansion Act (EFMLEA), an employee that has been employed for thirty (30) days or more is eligible for up to twelve (12) weeks of job-protected leave to allow the employee, who is unable to work or telework, to care for the employee’s child (under 18 years of age) if the child’s school or place of care is closed or the childcare provider is unavailable due to a public health emergency. The Act allows the employers to exclude healthcare providers and emergency responders from the definition of employees who are allowed to take such leave.
 - a. The first 10 days of EFMLEA-qualified leave are unpaid. An employee may either be eligible for Emergency Paid Sick Leave as outlined in paragraph 1. or may take other paid leave concurrently with the EFMLEA.

- b. Beginning the third week of EFMLEA, an eligible employee shall be paid according to the following:
 - i. Full-time employees at two-thirds the employee's regular rate for the number of hours the employee would otherwise be normally scheduled. The EFMLEA limits this pay entitlement to \$200 per day and \$10,000 in the aggregate per employee.
 - ii. Employees who work a part-time or irregular schedule are entitled to be paid based on the average number of hours the employee worked for the six months prior to taking Emergency FMLA. Employees who have worked for less than six months prior to leave are entitled to the employee's reasonable expectation at hiring of the average number of hours the employee would normally be scheduled to work.
 - c. The city will return the employee to their prior position in accordance with the restoration requirements of the FMLA.
 - d. The city's FMLA leave is otherwise unchanged and any EFMLEA leave will count toward the employee's total twelve (12) weeks of job-protected FMLA leave.
3. The executive authority shall determine which employees are eligible for continued work or telework based on the needs and capacity of the city.

All other Employee Manual rules shall remain in force.

This order will terminate at the expiration of the Families First Coronavirus Relief Act, currently set for December 31, 2020.

On motion of _____, seconded by _____, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood: _____

INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING, this the 31st day of March, 2020.

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Introduced and Adopted by the Board of Commissioners, March 31, 2020

Recorded by Lindsay Parish, City Clerk, _____, 2020

Published by the *Paducah Sun*

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Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Emergency Response Stimulus and Relief for COVID-19 - **J ARNDT**

Category: Ordinance

Staff Work By: Lindsay Parish, Michelle Smolen, Jonathan Perkins, James Arndt, Chris Yarber, Brian Laird

Presentation By: James Arndt

Background Information: In order to combat the financial impact of the novel coronavirus (COVID-19) in the City of Paducah, this emergency ordinance provides for the following:

- Amends FY20 budget to move funds from various city accounts to a project account for relief efforts associated with the COVID-19 pandemic.
- Authorizes the Finance Director to appropriate \$150,000 of the funds transferred to the COVID-19 Stimulus (MR0079) Project for the Small Business Relief Fund Program, upon approval of the applications submitted. The remaining \$100,000 will be appropriated in the same manner upon receipt of donated funds from the Community Foundation of West Kentucky, but only in the form of 1-to-1 matching funds.
- Postpones the filing of the annual Gross Receipts License Tax (Business License Tax) to July 15, 2020, for calendar year filers. The deadline of July 15, 2020, is the same time established by the federal government and Internal Revenue Service.
- Establishes a 50% price reduction for solid waste collection for commercial (non-residential) rollouts and commercial dumpsters. This fee reduction will be in effect for commercial solid waste collection services provided during the months of April 2020 and May 2020. The City Manager is granted authority to extend this for two additional months as deemed necessary.
- The requirement for Taxicab Driver's License renewal is waived until July 1, 2020. The City Manager is granted authority to extend this for two additional months as deemed necessary.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name: COVID-19 Stimulus

Account Number: MR0079

Staff Recommendation: Approve as an emergency ordinance to provide relief during the COVID-19 pandemic.

Attachments:

1. Emergency – 2020 COVID-19 Stimulus Package

ORDINANCE NO. 2020-_____-_____

AN ORDINANCE AUTHORIZING A LOCAL ECONOMIC STIMULUS PACKAGE TO MITIGATE THE IMPACT OF THE COVID-19 PANDEMIC BY AMENDING ORDINANCE NO. 2019-6-8578; AUTHORIZING THE FINANCE DIRECTOR TO TRANSFER \$250,000 FROM VARIOUS PROJECTS/FUNDS TO A SMALL BUSINESS RELIEF FUND AND AUTHORIZING THE EXPENDITURE OF SAID FUNDS FOR SMALL BUSINESS RELIEF; APPROVING A GROSS RECEIPT TAX EXTENSION FOR CALENDAR FILERS; TEMPORARILY WAIVING TAXICAB DRIVER'S LICENSE RENEWAL REQUIREMENTS; TEMPORARILY REDUCING SOLID WASTE COLLECTION RATES FOR COMMERCIAL ACCOUNTS; AND DECLARING AN EMERGENCY TO EXIST

WHEREAS, the President of the United States and the Governor of Kentucky have both declared a State of Emergency in response to the novel coronavirus (COVID-19) pandemic; and

WHEREAS, the Mayor of the City of Paducah declared a State of Emergency on March 16, 2020 based upon the COVID-19 virus outbreak; and

WHEREAS, on March 18, 2020 and directly in response to the nationwide effects of COVID-19, the Internal Revenue Service announced tax payment relief for federal tax returns that are due by April 15, 2020 by automatically extending the tax payment deadline until July 15, 2020; and

WHEREAS, the City of Paducah Finance Director has recommended the implementation of similar tax relief for local gross receipts taxes due and collected pursuant to Chapter 106 of the Code of Ordinances of the City of Paducah, Kentucky; and

WHEREAS, the City of Paducah recognizes the local effects of the COVID-19 pandemic including the implementation of state and federal recommendations for social distancing, closing of businesses, and self-quarantining requests all in an effort to prevent the spread of this devastating virus; and

WHEREAS, the City of Paducah further recognizes the financial impact on local businesses, its employees and the citizens resulting from both the state and federal recommendations and, more recently, the necessary actions implemented by Executive Order by Governor Beshear to reduce the spread of COVID-19 in the Commonwealth of Kentucky; and

WHEREAS, in an effort to prevent any additional financial strain on the businesses and citizens of City of Paducah during these difficult times, the City of Paducah believes it to be in the best interests of the City to extend the deadline for which gross receipts taxes are to be paid for calendar filers under of the City of Paducah Code of Ordinances until July 15, 2020; and

WHEREAS, the City of Paducah desires to provide economic assistance to small businesses that are impacted by the COVID-19 pandemic by setting aside funds to be disbursed as relief and stimulus for the local economy; and

WHEREAS, the City of Paducah also desires to provide relief to local businesses by reducing the cost for commercial solid waste collection services; and

WHEREAS, the City Manager after consultation with the Finance Director, has advised the Mayor that the financial impact resulting from the proposed extensions, price reductions and payment to the local small business relief fund will not affect the City's ability to deliver the essential services relied upon by its citizens.

NOW THEREFORE, BE IT ORDAINED BY BOARD OF COMMISSIONERS OF THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. Budget Amendment. That the annual budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, as adopted by Ordinance No. 2019-6-8578, be amended by the following re-appropriations: Transfer \$250,000 to the COVID-19 Stimulus (MR0079) Project from the following account/projects:

- \$100,000 from the Administrative Contingency Account No. 10000106
524500
- \$80,000 from the Bike Plan Project CD0095
- \$20,000 from the Strategic Plan Outreach Project CD0094
- \$25,000 from the Streets & Sidewalks New Construction Project CD0092
- \$20,000 from the Micro Façade Project DT0035
- \$5,000 from Roof Stabilization Project DT0030

SECTION 2. Small Business Relief Fund. That the Finance Director is hereby authorized to appropriate \$150,000 of the funds transferred to the COVID-19 Stimulus (MR0079) Project for the Small Business Relief Fund Program, upon approval of applications submitted. The remaining \$100,000 will be appropriated in the same manner upon receipt of donated funds from the Community Foundation of West Kentucky, but only in the form of 1-to-1 matching funds.

SECTION 3. Gross Receipts License Deadline Extended. That in order to combat the financial impact of the novel coronavirus (COVID-19) in the City of Paducah, the filing of the annual Gross Receipts License Tax (Business License Tax) as outlined in Section 106-61 through 106-160 of the Code of Ordinances of the City of Paducah, Kentucky, is hereby postponed to July 15, 2020, for calendar year filers. The deadline of July 15, 2020, is the same time established by the federal government and Internal Revenue Service. The Finance Director shall ensure the tax relief provisions set forth in this Ordinance are effectuated.

SECTION 4. Solid Waste Collection Rates. That the City of Paducah hereby establishes a 50% price reduction for solid waste collection for commercial (non-residential) rollouts and commercial dumpsters. Municipal Order No. 2046 relating to the schedule of fees and charges for solid waste pick up is hereby temporarily amended in that commercial solid waste collection fees for commercial (non-residential) rollouts and commercial dumpsters is reduced by 50%. This fee reduction shall be in effect for commercial solid waste collection services provided during the months of April 2020 and May 2020. Further, authority is hereby granted to the City Manager to extend said price reduction on behalf of the City for up to two (2) additional month as deemed necessary.

SECTION 5. Taxicab License Renewals. That the City of Paducah hereby waives the requirement of Section 122-33(d) of the Code of Ordinances of the City of Paducah requiring the renewal of Taxicab Driver's License at least ten (10) days before the expiration of the existing license but no sooner than thirty (30) days before the license is set to expire. This requirement for Taxicab Driver's License renewal is hereby waived until July 1, 2020. Further, authority is hereby granted to the City Manager to extend said waiver of renewal requirement on behalf of the City for up to two (2) additional month as deemed necessary.

SECTION 6. Emergency Declared. Pursuant to KRS 83A.060, the City Commission suspends the requirement of a second reading of this ordinance. As grounds therefor, the City Commission does hereby declare an emergency to exist due to the need to mitigate the local economic effects of the COVID-19 pandemic.

SECTION 7. Severability. The provisions of this Ordinance are declared to be severable. If any section, phrase or provision shall for any reason be declared invalid, such declaration shall not affect the validity of the remainder of this Ordinance.

SECTION 8. Effective Date. This ordinance shall become effective immediately upon its adoption by affirmative vote of 2/3 or more of the legislative body.

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Introduced & Adopted by the Board of Commissioners March 31, 2020

Recorded by Lindsay Parish, Paducah City Clerk, March 31, 2020

Published by The Paducah Sun, _____

ORD\Emergency – 2020 COVID-19 Stimulus Package

Ordinance Prepared by Lindsay Parish

Attorney Review by Stacey Blankenship, KKHB

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Approve Budget Amendment in the amount of \$141,000 for the Replacement of Paxton park Grounds Equipment - **J ARNDT**

Category: Ordinance

Staff Work By: James Arndt, Jonathan Perkins, Mark Thompson, Lindsay Parish
Presentation By: James Arndt

Background Information: Paxton Park Municipal Golf Course is in need of new equipment for the golf course grounds. This budget amendment would move \$141,000 from the Fleet Trust Fund fund balance to the Fleet Trust Fund in order to make it available for the purchase of new mowers and equipment for Paxton Park.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve the Budget Amendment

Attachments:

1. budget amend 2019-20 - March 2020 (5th Amendment)

ORDINANCE NO. 2020-____ - _____

AN ORDINANCE AMENDING ORDINANCE NO. 2019-6-8578, ENTITLED, “AN ORDINANCE ADOPTING THE CITY OF PADUCAH, KENTUCKY, ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR JULY 1, 2019, THROUGH JUNE 30, 2020, BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT”

WHEREAS, Paxton Park Golf Course is in need of new equipment for the maintenance of the golf course grounds; and

WHEREAS, funds now need to be transferred into an appropriate account for expenses related to the purchase of new equipment for Paxton Park Golf Course; and

WHEREAS, KRS prohibits expenses to exceed the budget in any department and it is therefore necessary to amend the City’s FY2020 budget.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the annual budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, as adopted by Ordinance No. 2019-6-8578, be amended by the following re-appropriations:

- Transfer \$141,000 from the FY2020 Fleet Trust Fund Fund Balance to the Fleet Trust Fund.

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

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Introduced by the Board of Commissioners, March 10, 2020
Adopted by the Board of Commissioners, _____
Recorded Lindsay Parish, City Clerk, _____
Published by The Paducah Sun, _____

\ord\finance\budget amend 2019-20 - March 2020 (5th Amendment)

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Approve a Budget Amendment in the amount of \$80,000 for For the Buckner Lane Bridge Project - **J ARNDT**

Category: Ordinance

Staff Work By: Lindsay Parish, Jonathan Perkins

Presentation By: James Arndt

Background Information: This ordinance approves a budget amendment in the amount of \$80,000 from the Unreserved MAP Fund fund balance into the Flood Mitigation - Bridge Design Project Account PF0077 for funding for the Buckner Lane Bridge Project. These funds will be used for the professional services contract with BFW Engineering & Testing for the engineering design of the Buckner Lane Bridge Replacement project.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve the Budget Amendment.

Attachments:

1. Ordinance

ORDINANCE NO. 2020-____ - _____

AN ORDINANCE AMENDING ORDINANCE NO. 2019-6-8578, ENTITLED, “AN ORDINANCE ADOPTING THE CITY OF PADUCAH, KENTUCKY, ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR JULY 1, 2019, THROUGH JUNE 30, 2020, BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT”

WHEREAS, in a bridge report provided by the Kentucky Transportation Cabinet on September 30, 2019, the bridge on Buckner Lane over Crooked Creek was rated Poor overall with a substructure geometry rating of substandard; and

WHEREAS, funds now need to be transferred into an appropriate project account for expenses related to the survey, roadway design and structure design for the bridge/box culvert for the Buckner Lane Bridge replacement over crooked creek; and

WHEREAS, KRS prohibits expenses to exceed the budget in any department and it is therefore necessary to amend the City’s FY2020 budget.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the annual budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, as adopted by Ordinance No. 2019-6-8578, be amended by the following re-appropriations:

- Transfer \$80,000 from the FY2020 Unreserved MAP Fund fund balance to the Flood Mitigation – Bridge Design Project Account PF0077

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

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Introduced by the Board of Commissioners, March 10, 2020

Adopted by the Board of Commissioners, _____

Recorded Lindsay Parish, City Clerk, _____

Published by The Paducah Sun, _____

\\ord\finance\budget amend 2019-20 - March 2020 (4th Amendment)

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Approval of a Professional Services Contract with BFW Engineering & Testing, Inc. in the amount of \$154,036.00 for Engineering Services for the Buckner Lane Bridge Project - **R MURPHY**

Category: Ordinance

Staff Work By: Melanie Townsend

Presentation By: Rick Murphy

Background Information: On April 26, 2018, a major disaster declaration FEMA-4361-DR-KY was signed by the President for the 2018 Flooding and Severe Weather Events occurring February 21, 2018 through March 21, 2018. As a result, the City of Paducah applied for and received Disaster Relief Funding for the restoration of the Buckner Lane Bridge under Event 4361DR-KY. The Federal Emergency Management Agency (FEMA) has estimated \$438,775.00 total project cost with 75% Federal Share and 25% Non-Federal Share. FEMA has obligated \$329,081.00 in Federal funds for the Buckner Bridge Project. The Non-Federal Share of \$109,693.00 is split between State (\$52,652.00) and Local (\$57,041.00) cost shares.

In a bridge report provided by the Kentucky Transportation Cabinet on September 30, 2019, the bridge on Buckner Lane over Crooked Creek was rated Poor overall with a substructure geometry rating of substandard. The report identifies two (2) wooden piles under the bridge with 75% deterioration.

Pursuant to Section 2-659(1) of the City of Paducah Procurement Code, an Emergency was declared on January 23, 2020 necessitating the immediate replacement of the Buckner Lane Bridge over Crooked Creek. The deteriorated condition of the bridge needs immediate attention in order to prevent possible harm to Paducah citizens, emergency response access and convenience of traffic circulation.

Under emergency procurement procedure, BFW Engineering & Testing, Inc. has submitted a fee proposal for survey, roadway design and structure design for the bridge/box culvert for the Buckner Lane Bridge replacement over Crooked Creek in the amount of \$154,036.00.

Services not included in this scope of work, but included as options in the event the City wishes to take advantage of these project services, are as follows:

Utility Relocation Plans - \$1920.00

RW Negotiations (HMB Engineers) - \$32,000.00

Construction Inspection & Testing - \$64,800.00

The City of Paducah appropriated \$100,000 into Flood Mitigation- Bridge Design Project Account PF0077 in the FY2019 General Operating Budget as approved by Ordinance 2018-06-8537. A balance of \$74,565.00 is available to fund the Buckner Lane Bridge engineering services. An additional \$80,000 will be transferred from the unreserved MAP Fund Balance to fully fund the engineering design of the Buckner Lane Bridge replacement project.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:

Account Number:

Staff Recommendation: Authorize and direct the Mayor to sign a professional services contract with BFW Engineering & Testing, Inc. in the amount of \$154,036.00 for engineering services for the Buckner Lane Bridge Project.

Attachments:

1. FEE PROPOSAL BUCKNER LANE



BACON | FARMER | WORKMAN
ENGINEERING & TESTING, INC.

February 4, 2020

Mr. Rick Murphy City Engineer & Public Works Director
300 S. 5th St.
PO Box 2267
Paducah, KY 42002-2267

RE: SCOPE OF WORK & PROPOSED ENGINEERING FEE for the Survey, Roadway Design, & Structure Design for the Bridge / Box Culvert for the Buckner Lane bridge replacement over Crooked Creek.

Dear Mr. Murphy:

Bacon Farmer Workman Engineering & Testing, Inc. appreciates the opportunity to present this Scope of Work to provide the engineering services for the bridge replacement on Buckner Lane referenced above.

The **SCOPE OF WORK** that will be performed by BFW Engineering:

FIELD SURVEY

- a. Establish Horizontal and Vertical Control for the project.
- b. Provide Mobile Lidar. Provide additional DTM (topo, obscured areas, pavement edges, ditches, etc...) to supplement the LIDAR. Collect additional stream and field data necessary for drainage and the bridge replacement.
- c. Provide Deed Research and establish the existing RW and adjacent property lines and determine parcel ownership(s).
- d. Contact property owners requesting permission to enter properties. Locate impacted property corners / lines and existing monuments (rebars, iron pins, etc.) and other evidence to establish the property lines.

500 South 17th Street
P.O. Box 120
Paducah, KY 42002-0120
Phone: (270) 443-1995
Fax: (270) 443-1904

1215 Diuguid Drive
Murray, KY 42071
Phone: (270) 753-7307
Fax: (270) 759-4950

966 Double Bridge Road
Phone: (931) 359-4882
Lewisburg, TN 37091

403 N. Court Street
Marion, IL 62959
Phone: (618) 993-6700
Phone: (618) 997-9190
Fax: (618) 993-6717

- e. *Contact impacted utility owners and field locate the utilities. Utilities are to be "marked" by their respective owners. Locate visible utility features (i.e. poles, valves, manholes, etc...). For design purposes, estimated depths will be used to show the existing utilities on the plans. Actual depths will be verified during construction.*
- f. *Identify drainage features (i.e. pipe locations, sizes, and elevations).*
- g. *Stake Temporary Easements.*
- h. *Set Proposed RW Monumentation.*
- i. *Stake holes for geotechnical borings at the bridge abutments & box culvert.*
- j. *Provide a "Post" Construction survey for the LOMR submittal.*

CONCEPTUAL AND FINAL DESIGN PLANS

- a. *Develop Plan Sheets / Profile Sheet / Cross Sections.*
 - 1 - Project Layout Sheet*
 - 2 - Typical Sections (Using the City Standard Pavement Design).*
 - 2 - Summary of Quantities & General Notes Sheets*
 - 4 - 2 @ 1" = 50' Plan Sheets & 2 @ 1" = 5' Vertical Profile Sheets*
 - 8 - Cross Section Sheets (26 Roadway @ 50' intervals / 6 Ch-Ch)*
 - 1 - RW Strip Map*
 - 1 - RW Acquisition & Summary Sheet for affected Property Owners*
- b. *Develop horizontal and vertical alignments for the project.*
- c. *Develop Typical Section(s) for the project (using City std. pavement design).*
- d. *Develop Proposed Drainage Design.*
- e. *Coordinate the bridge & box hydraulics with Strand Associates (Strand Assoc. information will be used for all structure hydraulic sizing within the project).*
- f. *Coordinate permitting with the USACE / KY DOW. (A Nationwide Permit is anticipated for any channel modifications in Crooked Creek).*
- g. *Establish the Proposed RW & Easements lines.*
- h. *Calculate the proposed Right of Way and / or Easement areas.*



- i. Prepare Metes & Bound Description. (Legal descriptions, documents, and deed recording to be provided by the City of Paducah).*
- j. Provide Cross Sections and calculate the estimated Earthwork (at 50' intervals) for the roadway & channel change.*
- k. Develop a Permanent Signing Plan for the project.*
- l. Prepare (If needed) a Permanent striping plan for the project.*
- m. Develop a temporary erosion control plan. (the NOI & SWPPP are to be provided by the Contractor)*
- n. Notes will be provided to address the MOT during construction. (Buckner Lane will be closed to thru traffic during construction).*
- o. Calculate estimated quantities for bidding purposes.*
- p. Prepare an estimated construction cost estimate for bidding purposes.*
- q. Prepare General & Specific Notes.*
- r. Prepare the Construction Specifications using and Bid Document. (The City will be responsible for the bid advertisement).*

STRUCTURE DESIGN (BRIDGE & BOX CULVERT)

Provide the Foundation Design, Span Arrangement, and Elevation Layouts for the new Crooked Creek Bridge and box culvert on Buckner Lane.

Provide Seismic recommendations for the new bridge.

Perform a scour analysis at the Crooked Creek Bridge & box culvert.

GEOTECHNICAL SERVICES

- a. Provide 4 Geotechnical Boring holes (2 @ Crooked Creek bridge / 2 @ the box culvert).*
- b. Construction Materials Testing & Lab Analysis to be provided by the City.*
- c. Prepare a Geotechnical Report for the borings at the new bridge & new box culvert.*



MEETINGS

- a. *Attend miscellaneous project coordination meetings.*
- b. *Prepare Handouts & Displays for a Public Involvement Meeting.*
- c. *Coordinate RW / Easement purchases with the City Attorney.*

UTILITY RELOCATION PLANS (NOT IN SCOPE OF WORK)

*Some water line, power, fiber relocations are anticipated. Some minor sanitary sewer adjustments could be needed. Any utility relocation plans or drawings that may be required due to impacts of the project's design are **NOT** included in this Scope of Work. Should the need for utility relocation plans arise, a revised Scope of Work and contract modification could be negotiated at a later date to provide these additional services.*

RIGHT OF WAY NEGOTIATIONS & ACQUISITIONS (NOT IN SCOPE OF WORK)

*Some RW and / or easement purchases are anticipated. Any negotiations or acquisitions that may be required for the project's design are **NOT** included in this Scope of Work.*

CONSTRUCTION INSPECTION (NOT IN SCOPE OF WORK)

- a. *Provide general overall construction observation. (Estimated 4hr. on-site daily).*
- b. *Inspect construction procedures, installation, and materials.*
- c. *Provide estimation of the installed quantities.*
- d. *Verify existing subgrade for acceptance according to the KYTC Specifications prior to installation of aggregate base.*
- e. *Perform compaction testing on aggregate base using a Troxler Nuclear Density Gauge.*
- f. *Perform compaction testing on asphalt base & asphalt surface using a Troxler Nuclear Density Gauge.*
- g. *Verify asphalt thickness and placement temperatures during installation.*
- h. *Provide random concrete sampling for the Crooked Creek bridge & box culvert.*
- i. *Provide daily inspection reports along with compressive strength reports for concrete cylinders.*



j. BFW does **NOT** anticipate providing a set of the "As-built" drawings.

RESPONSIBILITIES OF THE CITY OF PADUCAH

- a. Provide the plans for Utility Relocations and / or adjustments.
- b. Provide Right of Way Negotiations & Acquisitions.
- c. Prepare Legal descriptions, documents, and record deeds for RW Purchases.
- d. Provide the Construction Inspection & Materials Testing.

PROPOSED FEE – (The work will be performed at our standard hourly rates).

Survey & Roadway Design	\$ 52,646.00
Structure Design (Bridge & Box)	\$ 58,000.00
Meetings	\$ 5,380.00
Geotechnical	\$ 6,400.00
Hydraulic Analysis	<u>\$ 31,610.00</u> (See Attached Strand Fee Proposal)
Total Cost (Not to Exceed)	\$154,036.00

SERVICES NOT INCLUDED IN THIS SCOPE OF WORK (See Attached Fee Proposal)

Utility Relocation Plans	\$ 1920.00
RW Negotiations (HMB Engineers)	\$32,000.00
Construction Inspection & Testing	\$64,800.00

We appreciate this opportunity and look forward to working with you and your staff on this project.

Sincerely,

Bacon Farmer Workman Engineering & Testing, Inc.



Mike McGregor PE, Project Manager

If you agree with this Scope of Work and Proposed Fee, please sign on the lines provided below and return to our office.

Authorization to Proceed :

Proposal Date – February 4, 2020

Mr. Rick Murphy, City Engineer & Public Works Director

300 S. 5th St.

PO Box 2267

Paducah, KY 42002-2267

Signature

Date

Name (Printed)

Title



BACON | FARMER | WORKMAN
ENGINEERING & TESTING, INC.

**BFW ENGINEERING FEE PROPOSAL
FOR CITY OF PADUCAH, KY
FOR BUCKNER LANE BRIDGE REPLACEMENT OVER CROOKED CREEK
FROM HANSEN ROAD TO PECAN DRIVE**

TASK DESCRIPTION	Unit	Cost	Hours	TOTAL
FIELD SURVEY				
1 Set Vert. / Horiz. Project Control (.25 miles)	Hour	\$110	8	\$880
2 Collect DTM (Mobile LiDar)	Hour	\$100	6	\$600
3 Collect Additional DTM for Obscured Areas	Hour	\$69	4	\$276
4 Process Survey Data	Hour	\$110	12	\$1,320
5 Deed Research	Hour	\$110	4	\$440
6 Contact Property Owners	Hour	\$110	6	\$660
7 Locate Property Corners	Hour	\$110	12	\$1,320
8 Establish Existing RW & Property Lines	Hour	\$110	16	\$1,760
9 Contact & Coordinate Utilities	Hour	\$110	8	\$880
10 Locate Existing Utilities (UG and OH / Low Wire)	Hour	\$69	12	\$828
11 Locate Exist. Drainage Structures (Box Culverts, Cross Drains & Entrance Pipes)	Hour	\$69	8	\$552
12 Stake Temporary Easements	Hour	\$110	6	\$660
13 Set Proposed RW Markers	Hour	\$110	16	\$1,760
14 Stake 4 Geotech Boring Holes For Box Culvert & Bridge Foundation Analysis	Hour	\$69	4	\$276
15 Post Construction Survey for LOMR Submittal	Hour	\$125	8	\$1,000
TOTAL SURVEY			130	\$13,212
CONCEPTUAL & FINAL DESIGN PLANS				
1 Develop Plan Sheets (Layout, 1"=50' Plan/Profile, RW Acquisition & Strip Map)	Hour	\$90	20	\$1,800
2 Prepare Proposed Typical Sections (Use City Standard Pavement Design)	Hour	\$108	12	\$1,296
3 Set Horizontal Alignment(s)	Hour	\$105	6	\$630
4 Set Vertical Grades	Hour	\$105	8	\$840
5 Design Side Street Grades	Hour	\$105	8	\$840
6 Develop Proposed Roadway & Drainage Design	Hour	\$105	40	\$4,200
7 Develop Proposed Roadway Model	Hour	\$105	24	\$2,520
8 Coordinate HEC-RAS at Crooked Creek with Strand Associates	Hour	\$125	40	\$5,000
9 Establish Proposed Right-of-Way & Easements on Plans	Hour	\$105	16	\$1,680
10 Calculate Right-of-Way & Easement Takes	Hour	\$100	12	\$1,200
11 Prepare Metes & Bounds for Legal Descriptions	Hour	\$100	12	\$1,200
12 Develop Cross Sections w/Proposed Ditching & Earthwork Volumes	Hour	\$90	48	\$4,320
13 Develop Final Signing Plan	Hour	\$108	16	\$1,728
14 Develop Temporary Erosion Control Plan	Hour	\$90	16	\$1,440
15 Develop MOT Notes	Hour	\$100	6	\$600
16 Calculate Quantities & Prepare Estimated Summary of Quantities Sheets	Hour	\$105	48	\$5,040
17 Prepare General Notes	Hour	\$105	4	\$420
18 Prepare & Update Construction Cost Estimate	Hour	\$105	16	\$1,680
19 Prepare Construction Specifications & Bid Document	Hour	\$125	24	\$3,000
TOTAL ROADWAY DESIGN			376	\$39,434

BRIDGE & BOX DESIGN

1 Crooked Creek Sesmic, Foundation Design, & Elevation Layouts	Hour	\$125	298	\$37,250
2 Seismic Analysis	Hour	\$125	42	\$5,250
3 New Box Culvert Design	Hour	\$125	120	\$15,000
4 Scour Analysis (Bridge & Box Culvert)	Hour	\$125	4	\$500

TOTAL BRIDGE & BOX DESIGN

422 \$58,000

MEETINGS

1 Meetings with City (2 Meetings / 3 Persons)	Hour	\$480	2	\$960
2 Public Involvement Meeting (Prepare Handouts & Displays)	Hour	\$125	16	\$2,000
3 Coordinate Deed Descriptions with City Attorney (1 Person)	Hour	\$125	4	\$500
4 Pre-Bid Meeting with Contractors (3 Persons)	Hour	\$480	2	\$960
5 Bid Opening with City and Contractors (3 Persons)	Hour	\$480	2	\$960

TOTAL MEETINGS

26 \$5,380

TOTAL SURVEY, ROADWAY DESIGN, BRIDGE & BOX DESIGN

954 \$116,026

GEOTECHNICAL SERVICES & GEOTECHNICAL REPORT

1 Drill Borings @ Crooked Creek Bridge Site (1 @ 70' & 1 @ 100'Depth)	LS			\$4,900
2 Drill Borings @ New Box Culvert (2 Borings @ 20' Depth)	LS			\$1,500

TOTAL GEOTECHNICAL

\$6,400

TOTAL BFW

954 \$122,426

SEWER / UTILITY RELOCATION PLANS (IF REQUIRED)

Provide Sewer Relocation Design	Hour	\$120	16	\$1,920
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RIGHT OF WAY NEGOTIATION & ACQUISITIONS (HMB ENGINEERS)

Negotiate RW and / or Easements with Property Owners (Based on an average per Parcel. Final Fee TBD based on complexity of Parcel) (Does not include appraisals, title, or closing costs)	Parcel	\$4,000	8	\$32,000
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CONSTRUCTION INSPECTION & TESTING

Construction Inspection & Testing (Estimated @ 9 months / 4 hrs. Day)	Hour	\$90	720	\$64,800
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**STRAND ASSOCIATES FEE PROPOSAL
FOR CITY OF PADUCAH, KY
FOR BUCKNER LANE BRIDGE REPLACEMENT OVER CROOKED CREEK
FROM HANSEN ROAD TO PECAN DRIVE**

TASK DESCRIPTION	Unit	Cost	Hours	TOTAL
HYDRAULIC DESIGN				
1 Hydraulic Analysis (Buckner Lane Bridge Replacement)	Hour	\$145	100	\$14,500
2 Hydraulic Analysis (Oakcrest Drive Tributary)	Hour	\$145	52	\$7,540
3 FEMA LOMR Submittal	Hour	\$145	56	\$8,120
TOTAL HYDRAULIC DESIGN			208	\$30,160
MEETINGS				
1 Meetings with City (1 Meetings / 1 Person)	Hour	\$145	8	\$1,160
2 Teleconference Meeting with City (1 Meeting / 1 Person)	Hour	\$145	2	\$290
TOTAL MEETINGS			10	\$1,450
TOTAL STRAND ASSOCIATES PROJECT COST			218	\$31,610

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Approve Professional Services Contract for a Classification and Compensation Study for a base fee of \$39,000 with additional expenses not to exceed \$1,600 with CBIZ Benefits & Insurance Services, Inc. d/b/a CBIZ Talent and Compensation Solutions - **S SUAZO**

Category: Municipal Order

Staff Work By: Stefanie Suazo

Presentation By: Stefanie Suazo

Background Information: The most recent classification and compensation study was completed in 2011, and it is recommended in order for the City to remain competitive to recruit and retain employees that it is time to review all positions and pay again. The compensation study would analyze the market competitiveness of the City's compensation structure and develop a new compensation structure for the City of Paducah to address both external and internal equity. The objective of the study will also be to provide the City with a compensation plan that will continue to accurately reflect job roles and responsibilities, establish an organizational structure that is flexible in order to accommodate the City's growth and well-aligned with its broader goals and strategies. Staff is also proposing to set aside funds for potential salary adjustments to be implemented in the FY2021 budget pending Commission approval.

Does this Agenda Action Item align with a Strategic Plan Action Step? Yes

If yes, please list the Action Step Item Codes(s): Recruitment and Retention

Funds Available: Account Name:
Account Number:

Staff Recommendation: Adopt a municipal order appropriating \$40,600 from the General Fund to a Project Account named Pay & Class Study 2020, to pay for professional services with CBIZ Talent and Compensation Solutions to complete the City's Pay and Classification Study.

Attachments:

1. Ordinance

ORDINANCE 2020-____ - _____

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH CBIZ BENEFITS & INSURANCE SERVICES, INC. IN AN AMOUNT OF \$39,000 PLUS DIRECT EXPENSES IN AN AMOUNT NOT TO EXCEED \$1,600 FOR A CLASSIFICATION AND COMPENSATION STUDY FOR THE CITY OF PADUCAH

WHEREAS, a written determination has been made by the City Manager that this constitutes a professional services purchase and will be a noncompetitive negotiation purchase, pursuant to KRS 45A.380(3).

NOW, THEREFORE, BE IT ORDAINED BY BOARD OF COMMISSIONERS OF THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the Mayor is hereby authorized to execute a professional services agreement with CBIZ Benefits & Insurance Services, Inc., for a classification and compensation study for the City of Paducah.

SECTION 2. This agreement shall be in the amount of \$39,000, plus direct expenses in an amount not to exceed \$1,600. This expenditure shall be charged to the Pay & Class Study 2020 Project Account No. MR0077.

SECTION 3. This ordinance shall be read on two separate days and will become effective upon summary publication pursuant to KRS Chapter 424.

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Introduced by the Board of Commissioners, March 10, 2020
Adopted by the Board of Commissioners, _____
Recorded Lindsay Parish, City Clerk, _____
Published by The Paducah Sun, _____
\\ord\Compensation Study 2020 CBIZ Benefits

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Closure of a Portion of an Alley Between 160 and 200 Bruce Avenue - **R MURPHY**

Category: Ordinance

Staff Work By: Melanie Townsend

Presentation By: Rick Murphy

Background Information: The following adjacent property owners have submitted an executed application requesting that a portion of an alley located between 160 and 200 Bruce Avenue be closed:

- William Curtis
- Kelly Curtis Morgan Walker and Scott Walker

On March 2, 2020, the Planning Commission held a public hearing and made a positive recommendation to the City Commission for this closure. All of the utility companies have agreed to this closure with a 50 foot wide ingress-egress and utility easement as shown on the plat.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
Account Number:

Staff Recommendation: To adopt an ordinance authorizing the closing of a portion of an alley between 160 and 200 Bruce Avenue be closed and authorizing the Mayor to execute the closure plat and all necessary documents to complete the transfer of property to the adjacent property owners.

Attachments:

1. Ordinance
2. Planning Commission closing alley_160 Bruce Ave 2
3. 160 Bruce Ave_plat survey alley closure 2

ORDINANCE NO. 2020-_____-_____

AN ORDINANCE PROVIDING FOR THE CLOSING OF A PORTION OF
PORTION OF AN ALLEY BETWEEN 160 AND 200 BRUCE AVENUE, AND AUTHORIZING
THE MAYOR TO EXECUTE ALL DOCUMENTS RELATING TO SAME

BE IT ORDAINED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the City of Paducah does hereby authorize the closing of a
portion of 160 and 200 Bruce Avenue as follows:

LEGAL DESCRIPTION
16 foot wide Alley Right of Way Closure

A portion of an existing 16 foot wide alley containing 0.1641 acres as surveyed by Ricky A. Tosh, PLS 2900 of the firm of Dummer Surveying & Engineering Services, Inc. of Paducah, Kentucky on December 30, 2019 located on the east side of Bruce Avenue and south of Pecan Drive in Block "A" of Hillcrest Subdivision in Paducah, McCracken County, Kentucky, and being more particularly described as follows:

Bearings described herein are based on a magnetic observation taken at the time of the survey.

All rebars and caps (set) are 1/2" diameter by 18" long rebar with a plastic cap stamped "R. TOSH KYPLS 2900" unless stated otherwise.

Beginning at a rebar and cap (set) in the east right-of-way of Bruce Avenue and the centerline of the 16 foot wide alley right-of-way, said rebar being 25.00 feet east of the centerline of Bruce Avenue, said centerline point be located 46.87 feet north of the centerline intersection of Valley View Drive and Bruce Avenue;

Thence with the east line of Bruce Avenue North 10 Degrees 24 Minutes 09 Seconds West for a distance of 8.13 feet to a 1/2" diameter rebar (found), said point being located 25.00 feet east at right angles from the centerline of Bruce Avenue;

Thence with a common line to the W.M. Curtis property recorded in Deed Book 1171, Page 226 and being Tract 4 of Plat Section "L", Page 1939 the following (2) two courses:

1. North 69 Degrees 28 Minutes 51 Seconds East for a distance of 148.18 feet to a 3/4" diameter iron pipe (found);
2. South 74 Degrees 49 Minutes 18 Seconds East for a distance of 302.46 feet to a rebar and cap (set);

Thence crossing the alley South 15 Degrees 10 Minutes 42 Seconds West for a distance of 16.00 feet to a 1/2" diameter rebar with a plastic cap stamped "DH Dummer PLS 1955" (found);

Thence along a common line to the Kelly Curtis Morgan Walker property described in Deed Book 900, Page 139 and being Lot 22B of Plat Section "K", Page 973 the following (2) two courses:

1. North 74 Degrees 49 Minutes 18 Seconds West for a distance of 297.31 feet to a rebar and cap (set);
2. South 69 Degrees 28 Minutes 51 Seconds West for a distance of 145.88 feet to a rebar and

cap (set), said point being located 25.00 feet east at right angles to the centerline of Bruce Avenue;

Thence with the east line of Bruce Avenue North 10 Degrees 24 Minutes 09 Seconds West for a distance of 8.13 feet to the Point of Beginning.

Together with and subject to covenants, easements, right of ways and restrictions of record and in existence.

SECTION 2. In support of its decision to close the aforesaid public way, the Board of Commissioners hereby makes the following findings of fact:

a. William Curtis, Kelly Curtis, Morgan Walker and Scott Walker, own the properties abutting the public way which the Board of Commissioners has authorized to be closed as is evidenced by the application for street and/or alley closing which is attached hereto and made part hereof.

b. On the 2nd day of March, 2020, the Paducah Planning Commission of the City of Paducah adopted a resolution recommending to the Mayor and Board of Commissioners of the City of Paducah closure of the aforesaid public way.

c. Written notice of the proposed closing was given to all property owners in or abutting the public way or the portion thereof being closed as is evidenced by the application for street and/or alley closing which is attached hereto and made a part hereof.

d. All property owners in or abutting the public way or the portion thereof being closed have given their written notarized consent to the closing as is evidenced by the application for street and/or alley closing which is attached hereto and made a part hereof.

SECTION 3. All requirements of KRS 82.405(1) and (2) having been met, the Board of Commissioners of the City of Paducah hereby concludes that the aforesaid public way, as described above, should be closed in accordance with the provisions of KRS 82.405.

SECTION 4. The Mayor is hereby authorized, empowered, and directed to execute a quitclaim deed from the City of Paducah to each of the property owners in or abutting the public way to be closed with each to acquire title to that portion of the public way contiguous to the property now owned by said property owners up to center line of the said public way. Provided, however, that the City shall reserve such easements upon the above described real property as it deems necessary. Said deed shall provide the reservation by the City of Paducah any easements affecting the herein described real property as described in Section 1 above. Further, the Mayor is hereby authorized, empowered, and directed to execute all documents related to the street closing as authorized in Section 1 above.

SECTION 5. This ordinance shall be read on two separate days and will become effective upon summary publication pursuant to KRS Chapter 424.

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Introduced by the Board of Commissioners, March 31, 2020

Adopted by the Board of Commissioners, _____

Recorded by Lindsay Parish, City Clerk, _____

Published by The Paducah Sun, _____

\ord\eng\st close\160 and 200 Bruce Avenue

CERTIFICATION

I, Lindsay Parish, hereby certify that I am the duly qualified and acting Clerk of the City of Paducah, Kentucky, and that the foregoing is a full, true and correct copy of Ordinance No.

_____ adopted by the Board of Commissioners of the City of Paducah at a meeting held on _____.

City Clerk

Exhibit A

City of Paducah, Kentucky
Public Right-of-Way Closure Application

A RESOLUTION CONSTITUTING THE FINAL REPORT OF THE PADUCAH PLANNING COMMISSION ON THE PROPOSED CLOSING OF A PORTION OF AN ALLEY BETWEEN 160 AND 200 BRUCE AVENUE.

WHEREAS, a public hearing was held on March 2, 2020 by the Paducah Planning Commission after advertisement pursuant to law, and

WHEREAS, this Commission has duly considered said proposal and has heard and considered the objections and suggestions of all interested parties who appeared at said hearing, and

WHEREAS, this Commission adopted a proposal to close a portion of an alley between 160 and 200 Bruce Avenue.

NOW THEREFORE, BE IT RESOLVED BY THE PADUCAH PLANNING COMMISSION:

SECTION 1. That this Commission recommend to the Mayor and Board of Commissioners of the City of Paducah to close a portion of an alley between 160 and 200 Bruce Avenue as follows:

**LEGAL DESCRIPTION
16 foot wide Alley Right of Way Closure**

A portion of an existing 16 foot wide alley containing 0.1641 acres as surveyed by Ricky A. Tosh, PLS 2900 of the firm of Dummer Surveying & Engineering Services, Inc. of Paducah, Kentucky on December 30, 2019 located on the east side of Bruce Avenue and south of Pecan Drive in Block "A" of Hillcrest Subdivision in Paducah, McCracken County, Kentucky, and being more particularly described as follows:

Bearings described herein are based on a magnetic observation taken at the time of the survey.

All rebars and caps (set) are 1/2" diameter by 18" long rebar with a plastic cap stamped "R. TOSH KYPLS 2900" unless stated otherwise.

Beginning at a rebar and cap (set) in the east right-of-way of Bruce Avenue and the centerline of the 16 foot wide alley right-of-way, said rebar being 25.00 feet east of the centerline of Bruce Avenue, said centerline point be located 46.87 feet north of the centerline intersection of Valley View Drive and Bruce Avenue;

Thence with the east line of Bruce Avenue North 10 Degrees 24 Minutes 09 Seconds West for a distance of 8.13 feet to a 1/2" diameter rebar (found), said point being located 25.00 feet east at right angles from the centerline of Bruce Avenue;

Thence with a common line to the W.M. Curtis property recorded in Deed Book 1171, Page 226 and being Tract 4 of Plat Section "L", Page 1939 the following (2) two courses:

1. North 69 Degrees 28 Minutes 51 Seconds East for a distance of 148.18 feet to a 3/4" diameter iron pipe (found);
2. South 74 Degrees 49 Minutes 18 Seconds East for a distance of 302.46 feet to a rebar and cap (set);

Thence crossing the alley South 15 Degrees 10 Minutes 42 Seconds West for a distance of 16.00 feet to a 1/2" diameter rebar with a plastic cap stamped "DH Dummer PLS 1955" (found);

Thence along a common line to the Kelly Curtis Morgan Walker property described in Deed Book 900, Page 139 and being Lot 22B of Plat Section "K", Page 973 the following (2) two courses:

1. North 74 Degrees 49 Minutes 18 Seconds West for a distance of 297.31 feet to a rebar and cap (set);
2. South 69 Degrees 28 Minutes 51 Seconds West for a distance of 145.88 feet to a rebar and cap (set), said point being located 25.00 feet east at right angles to the centerline of Bruce Avenue;

Thence with the east line of Bruce Avenue North 10 Degrees 24 Minutes 09 Seconds West for a distance of 8.13 feet to the Point of Beginning.

Together with and subject to covenants, easements, right of ways and restrictions of record and in existence.

SECTION 2. That this Resolution shall be treated as, and is, the final report of the Paducah Planning Commission respecting the matters appearing herein.

RECEIVED
MAR 03 2020
ENGINEERING
DEPARTMENT

SECTION 3. That if any section, paragraph or provision of this Resolution shall be found to be inoperative, ineffective or invalid for any cause, the deficiency or invalidity of such section, paragraph or provision shall not affect any other section, paragraph or provision hereof, it being the purpose and intent of this Resolution to make each and every section, paragraph and provision hereof separable from all other sections, paragraphs and provisions.

SECTION 4. Any agreements between the parties that are affected by the closure of this Right-of-Way shall be forwarded to the City Commission with this Resolution.


Cathy Crecelius, Chairwoman

Adopted by the Paducah Planning Commission on March 2, 2020

CERTIFICATE OF OWNERSHIP:
I (WE), DO (HEREBY CERTIFY THAT I AM (WE ARE) THE REAL PROPERTY OWNERS SHOWN AND DESCRIBED HEREON AND FREELY GIVE OUR CONSENT TO CLOSE THE PUBLIC RIGHT OF WAY AS SHOWN AND DESCRIBED HEREON.

OWNER	DATE	OWNER	DATE
OWNER	DATE	OWNER	DATE
OWNER	DATE	OWNER	DATE
OWNER	DATE	OWNER	DATE
OWNER	DATE	OWNER	DATE

CERTIFICATION OF ACKNOWLEDGMENT STATE OF KENTUCKY, COUNTY OF McCRACKEN:

I, _____ A NOTARY PUBLIC IN THE STATE & COUNTY OF KENTUCKY DO HEREBY CERTIFY THAT THE FOREGOING PLAT OF SURVEY WAS THIS DAY PRESENTED TO ME BY _____ KNOWN TO ME TOGETHER WITH THE CERTIFICATE OF OWNERSHIP AND DEDICATION SHOWN HEREON WHICH WAS EXECUTED IN MY PRESENCE AND ACKNOWLEDGED TO BE THEIR FREE ACT AND DEED.

WITNESS MY HAND AND SEAL THIS _____ DAY OF _____ 20____.
MY COMMISSION EXPIRES ON THE _____ DAY OF _____ 20____.

CERTIFICATION OF ACKNOWLEDGMENT STATE OF KENTUCKY, COUNTY OF McCRACKEN:

I, _____ A NOTARY PUBLIC IN THE STATE & COUNTY OF KENTUCKY DO HEREBY CERTIFY THAT THE FOREGOING PLAT OF SURVEY WAS THIS DAY PRESENTED TO ME BY _____ KNOWN TO ME TOGETHER WITH THE CERTIFICATE OF OWNERSHIP AND DEDICATION SHOWN HEREON WHICH WAS EXECUTED IN MY PRESENCE AND ACKNOWLEDGED TO BE THEIR FREE ACT AND DEED.

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MY COMMISSION EXPIRES ON THE _____ DAY OF _____ 20____.

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WITNESS MY HAND AND SEAL THIS _____ DAY OF _____ 20____.
MY COMMISSION EXPIRES ON THE _____ DAY OF _____ 20____.

CERTIFICATE OF APPROVAL:

UNDER THE AUTHORITY PROVIDED BY CHAPTER 100, KENTUCKY REVISED STATUTES, ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF PADUCAH, THIS PLAT HAS BEEN GIVEN APPROVAL AND ACCEPTED AS FOLLOWS:

APPROVED BY PADUCAH PLANNING AND ZONING COMMISSION MEETING HELD ON THE _____ DAY OF _____ 20____.

CHAIRMAN OF THE PLANNING AND ZONING COMMISSION _____

PUBLIC UTILITY OWNERS:
WE, THE UTILITY OWNERS INDICATED BELOW FREELY GIVE OUR CONSENT TO THE CLOSING OF THE PORTION OF THE 18 FOOT WIDE PUBLIC ALLEY RIGHT OF WAY LOCATED BETWEEN BRUCE AVENUE AND PECAN DRIVE AS SHOWN HEREON.

ATMOS ENERGY _____ DATE _____

BELLSOUTH TELECOMMUNICATIONS, INC. SIBA AT&T KENTUCKY _____ DATE _____

PADUCAH/McCRACKEN JOINT SEWER AGENCY (JSA) _____ DATE _____

DOMCAST CABLE OF PADUCAH, INC. _____ DATE _____

PADUCAH POWER SYSTEM _____ DATE _____

PADUCAH WATER _____ DATE _____

CITY OF PADUCAH STORM SEWER _____ DATE _____

MAYOR'S CERTIFICATE OF CITY APPROVAL:

IN ACCORDANCE WITH KENTUCKY REVISED STATUTES CHAPTER 92 AND BY ORDINANCE _____ I HEREBY CERTIFY THAT THE PUBLIC WAY AS SHOWN ON THIS PLAT HAS BEEN OFFICIALLY CLOSED.

MAYOR: CITY OF PADUCAH _____ DATE _____

CERTIFICATE OF RECORDING:

"STATE OF KENTUCKY, COUNTY OF McCRACKEN"
I, JULE BRIDGE, CLERK FOR THE COUNTY AND STATE AFFIDAVIT DO HEREBY CERTIFY THAT THIS PLAT WAS THIS DAY LOADED IN MY OFFICE FOR RECORD AND THAT I HAVE RECORDED SAME WITH THIS AND THE FOREGOING CERTIFICATE OF MY OFFICE.

GIVEN UNDER MY HAND AND SEAL THIS _____ DAY OF _____ 20____ BY _____ D.C.

RECORDED IN PLAT SECTION _____ PAGE _____

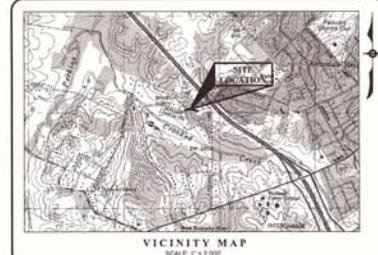
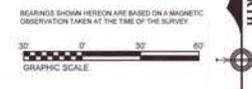
CERTIFICATE OF ACCURACY:

I, JOYCE PARMLEY, CLERK FOR THE COUNTY AND STATE AFFIDAVIT DO HEREBY CERTIFY THAT THE SURVEY SHOWN AND DESCRIBED HEREON WAS PERFORMED UNDER MY SUPERVISION BY THE METHOD OF RANDOM TRAVERSE WITH GISE SHORTS. THE UNADJUSTED PRECISION OF THE TRAVERSE WAS 1 M.D. THE BEARINGS AND DISTANCES SHOWN HEREON HAVE BEEN ADJUSTED. THIS SURVEY IS AN URBAN CLASS SURVEY AND MEETS THE ACCURACY, PRECISION AND SPECIFICATIONS OF THIS CLASS PER THE STANDARDS OF PRACTICE FOR PROFESSIONAL LAND SURVEYORS IN KENTUCKY (201 KAR 18.180). THIS SURVEY MEETS THE REQUIREMENTS OF THE CITY OF PADUCAH PLANNING AND ZONING COMMISSION AND ALL MONUMENTS HAVE BEEN FOUND OR SET AS SHOWN HEREON.

ROCKY A. TOSH, PLS. No. 2602, DATE _____

THE PROPERTY IS SUBJECT TO ALL RIGHT-OF-WAYS, EASEMENTS, COVENANTS, AND RESTRICTION OF RECORD AND IN EXISTENCE.

THIS DRAWING IS NOT VALID UNLESS ORIGINAL SIGNATURE AND SEAL ARE ATTACHED. ANY REPRODUCTION OR VARIANCE TO THIS SURVEY BY ELECTRONIC OR ANY OTHER MEANS ARE NOT TO BE CONSIDERED ISSUED BY THE LICENSED LAND SURVEYOR.



LEGEND

EXISTING MARKER - 1/4" METERS	PROPERTY LINE
12" DIA. X 18" LONG REBAR WITH PLASTIC CAP STAMPED "R. TOSH/KY 2007" WITH UNLESS NOTED OTHERWISE	ROAD CENTERLINE
	ADJOINING PROPERTY LINE
	EASEMENT LINE

FLOOD INFORMATION:
THE PROPERTY SHOWN HEREON IS LOCATED IN ZONE "X" AS SHOWN ON THE FEMA FLOOD INSURANCE RATE MAP NO. 21140C030F, DATED 11/21/11.
ZONE "X" - AREA DETERMINED TO BE OUTSIDE THE 5% ANNUAL CHANCE FLOODPLAIN.

TITLE OPINION:
THIS SURVEY WAS MADE WITHOUT THE BENEFIT OF A TITLE OPINION. A DILIGENT EFFORT WAS MADE AT THE TIME OF THIS SURVEY TO OBTAIN AND SHOW RIGHT-OF-WAYS, EASEMENTS, COVENANTS, AND RESTRICTIONS PERTAINING TO THIS PROPERTY. HOWEVER, THIS SURVEY IS SUBJECT TO THE FINDINGS THAT WOULD BE REVEALED IN AN ACCURATE TITLE OPINION.

INTENT:
THE INTENT OF THIS SURVEY IS TO CLOSE A PORTION OF THE 18 FOOT ALLEY LOCATED EAST OF BRUCE AVENUE, BETWEEN BRUCE AVENUE AND PECAN DRIVE AND TO ESTABLISH A 61 FOOT WIDE INGRESS/EGRESS AND UTILITY EASEMENT AS SHOWN HEREON.

BOUNDARY SURVEY:
THIS PLAT OF SURVEY REPRESENTS A BOUNDARY SURVEY AND COMPLES WITH 201 KAR 18.180.

CLIENT: WILLIAM CURTIS, 160 BRUCE AVENUE, PADUCAH, KY 42001
ADJOINING OWNERS: WILLIAM CURTIS, 100 BRUCE AVENUE, PADUCAH, KY 42001; KELLY CURTIS MORGAN WALKER, 200 BRUCE AVENUE, PADUCAH, KY 42001

COPYRIGHT:
ALL RIGHTS RESERVED - COPYRIGHT © 2020 DUMMER SURVEYING & ENGINEERING SERVICES, INC. No other all rights to the information shown herein. These plans may not be reproduced or copied without the express written consent of DUMMER SURVEYING & ENGINEERING SERVICES, INC. with full penalty of the law.

DATE	2/10/20	ADDED 5' WIDE IE & UTILITY EASEMENT	TAM	
BY				
DATE				
DATE	2/10/20	FIELD	130019	SCALE: 1" = 30'
DATE	2/11/20	FIELD	130019	BOOK NO.
DATE	2/11/20	FIELD	130019	BOOK NO.
DATE	2/11/20	FIELD	130019	BOOK NO.

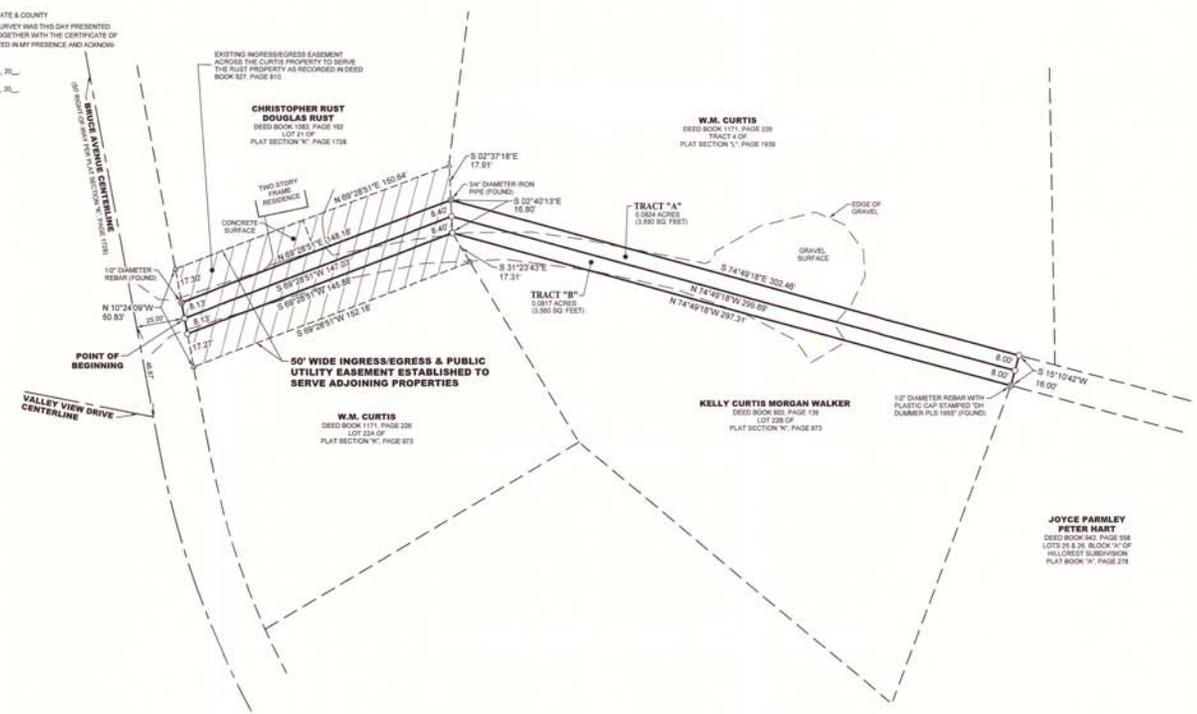
DUMMER SURVEYING & ENGINEERING SERVICES, INC.
434 South 6th Street, Paducah, Kentucky 42003
KY 275-444-0220, KY 275-444-0220, KY 275-444-0220
FAX 270-444-8463, FAX 270-444-8463, FAX 270-444-8463
www.dumder.com

PLAT OF SURVEY OF ALLEY CLOSING
IN BLOCK "A" OF HILLCREST SUBDIVISION
EAST SIDE OF BRUCE AVENUE, SOUTH OF PECAN DRIVE
PADUCAH, McCRACKEN COUNTY, KENTUCKY

RECEIVED FEB 12 2020 ENGINEERING DEPARTMENT

RECEIVED FEB 12 2020 Planning Department VAC 2020-021 075-1662 7436-2429

SHEET NO. **1** OF 1
JOB NO. 2019122



Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Approval of contract with Jim Smith Contracting, LLC in the amount of \$479,350.50 for the Greenway Trail Phase V project - **R MURPHY**

Category: Ordinance

Staff Work By: Melanie Townsend

Presentation By: Rick Murphy

Background Information: On February 25, 2020, sealed bids were opened and read aloud for the Greenway Trail Phase V Project. Two responsive and responsible bids were received with Jim Smith Contracting, LLC submitting the lowest base bid in the amount of \$479,350.50. This bid was 2.4% below the engineer's construction cost estimate.

This Project is primarily funded with a FHWA Transportation Enhancement Grant administered by the Kentucky Transportation Cabinet Office of Local Programs (KYTC-OLP) in the amount of \$432,500 with a 20% City match. The estimated project cost is \$540,625.00. Per Ordinance 2018-01-8511 an initial match amount of \$100,790.00 was transferred into the project account from the Boyles Trust Fund. An additional \$50,000 will be transferred from the Boyles Trust Fund to the Greenway Trails Phase V project account to fully fund the project as currently budgeted.

As required by the FHWA grant LPA process, documentation was forwarded to the KYTC-OLP recommending the award of the Project to Jim Smith Contracting, LLC, and confirmation was received from Ms. Kim Tompkins on March 11, 2020, copy attached.

Does this Agenda Action Item align with a Strategic Plan Action Step? Yes

If yes, please list the Action Step Item Codes(s): E-4: Continue developing the riverfront from the Carson Center to the Convention Center.

Funds Available: Account Name: Greenway Trail Phase V

Account Number: PA0111

Staff Recommendation: To receive and file the bids and adopt an Ordinance authorizing the Mayor to execute a contract with Jim Smith Contracting, LLC, in the amount of \$ 479,350.50 for construction of the Greenway Trail Phase V Project. In addition, authorizing the Finance Director to transfer \$50,000 from the Boyles Trust Fund into the Greenway Trail Phase V project account (PA0111).

Attachments:

1. Ordinance
2. 00500 - Agreement GWT5
3. 01-03201_Paducah - Greenway Trail Phase 5 - Notice to Proceed with Construction Award 2
4. Feb_2_2020_bid ads 2

ORDINANCE NO. 2020-_____ - _____

AN ORDINANCE ACCEPTING THE BID OF JIM SMITH CONTRACTING, LLC, IN THE AMOUNT OF \$479,350.50 FOR THE GREENWAY TRAIL PHASE V PROJECT, AND AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR SAME
BE IT ORDAINED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the City of Paducah accepts the bid of Jim Smith Contracting, LLC, in the amount of \$479,350.50, for the Greenway Trail Phase V Project, said bid being in substantial compliance with bid specifications, and advertisement for bids, as contained in the bid of Adams Contracting, LLC, of February 25, 2020.

SECTION 2. That the Mayor is hereby authorized to execute a contract with Jim Smith Contracting, LLC, for the Greenway Trail Phase V Project, authorized in Section 1 above, according to the specifications, bid proposal and all contract documents heretofore approved and incorporated in the bid.

SECTION 3. That the Finance Director is hereby authorized and instructed to transfer \$50,000 from the Boyles Estate Trust (PF0049) into the Greenway Trail Phase V Project Account (PA0111). The expenditure, authorized by Section 1 above, shall be charged to the Greenway Trail Phase V Project Account.

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

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Introduced by the Board of Commissioners, March 31, 2020
Adopted by the Board of Commissioners, _____
Recorded by Lindsay Parish, City Clerk, _____
Published by The Paducah Sun, _____
\ord\eng\agree- Jim Smith Contracting Greenway Trail Phase V

**CITY OF PADUCAH, KENTUCKY
ENGINEERING-PUBLIC WORKS DEPARTMENT**

AGREEMENT FOR GREENWAY TRAILS PHASE V PROJECT

THIS AGREEMENT, made this _____ day of _____, 2020 by and between the **CITY OF PADUCAH**, hereinafter called the **OWNER**, and **JIM SMITH CONTRACTING CO.,LLC**, hereinafter called the **CONTRACTOR**, for the consideration hereinafter named, agree as follows:

ARTICLE 1. SCOPE OF WORK

The Contractor agrees to furnish all the necessary labor, materials, equipment, tools and services necessary for the construction of the **GREENWAY TRAILS PHASE V PROJECT**. All Work shall be in accordance with this Agreement, the Plans, Specifications and any Addendum(s) issued.

Throughout the performance of this Contract, the Engineering-Public Works Department of the City of Paducah shall, in all respects, be acting as both Engineer and agent for the Owner, City of Paducah. All work done by the Contractor shall be completed under the general supervision of the Engineer.

ARTICLE 2. TIME FOR COMPLETION AND LIQUIDATED DAMAGES

The Contractor hereby agrees to commence work under this contract on or before a date to be specified in the Notice to Proceed and to fully complete the project **within One Hundred Fifty (150)** consecutive calendar days thereafter.

Failure of the Contractor to complete the work in the time specified above plus any extensions allowed in accordance with the General Conditions shall result in the assessment of liquidated damages for the delay (not as a penalty). Liquidated damages shall be in the amount of **\$500.00** per consecutive calendar day for failure to meet the final completion date and shall be withheld from final payment.

ARTICLE 3. THE CONTRACT SUM

The Owner agrees to pay the Contractor for the performance of the Contract, subject to additions and deductions provided therein: **Four Hundred Seventy-Nine Thousand, Three Hundred Fifty and 50/100 Dollars (\$479,350.50)** as quoted in the Bid Proposal by the Contractor dated February 25, 2020 which shall constitute full compensation for the work and services authorized herein.

ARTICLE 4. PROGRESS PAYMENTS

Payments for work completed will be made in accordance with the Specifications.

ARTICLE 5. ACCEPTANCE AND FINAL PAYMENT

Final payment shall be due sixty, **(60)** days after substantial completion of the work, provided the work will then be fully completed and the Contract fully performed in accordance with the specifications.

ARTICLE 6. GOVERNING LAW

The Parties agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the Commonwealth of Kentucky. The parties further agree that the venue for any legal proceeding relating to this Agreement shall exclusively be in McCracken County, Kentucky.

ARTICLE 7. THE CONTRACT DOCUMENTS

The Plans, Specifications and any addendum that may have been issued are fully a part of this Contract as if thereto attached or herein repeated.

IN WITNESS WHEREOF:

The parties hereto have executed this Agreement, the day and year first above written.

CONTRACTOR

BY _____
TITLE _____

ADDRESS:
1108 Dover Rd.
Grand Rivers, KY 42025

CITY OF PADUCAH, KENTUCKY

BY _____
Brandi Harless, Mayor

ADDRESS:
Post Office Box 2267
Paducah, Kentucky 42002-2267

From: [Tompkins, Kimberly J \(KYTC\)](#)
To: [Melanie Townsend](#); [Mike McGregor](#)
Cc: [Stansel, Rick L \(KYTC\)](#); [Kuntz, Chris C \(KYTC-D01\)](#)
Subject: 01-03201: Paducah - Greenway Trail Phase 5 - Notice to Proceed with Construction Award
Date: Wednesday, March 11, 2020 5:31:17 PM

READ THIS – KNOW THIS – DO THESE THINGS
and make sure the Contractor is aware of these requirements, please.

The Kentucky Transportation Cabinet, Office of Local Programs (KYTC OLP) has received and reviewed the bid documents submitted for the subject project.

Based on documents as submitted, KYTC OLP approves the award to Jim Smith Contracting

Continue to adhere to the provisions of the Federal-Aid Highway Program Project Development Guide for Local Public Agencies. Failure to follow these provisions can adversely affect your project. Any/All changes and alterations to your project must be submitted to OLP prior to construction or purchasing for review of compliance with State and Federal Regulations. Please review these reminders/requirements and forward this email/information to the contractor so they have it as well:

1. **Include the Project# on all project related paperwork and the subject line of emails: 01-03201.**
2. The amount of the construction phase award will be adjusted to reflect the amount of the successful bid. Excess funds will be returned for awards to other projects. Only pre-approved change orders may result in construction funding changes.
3. Finalize all payments for previous phases and forward so those phases may be closed.
4. Notify your OLP Project Manager of the date construction will begin.
5. Certified Payrolls must be checked by the LPA or consultant and forwarded to the KYTC PM with payment requests.
6. Daily Inspection Reports, signed by the appropriate personnel are required with test results & Buy America certs. They too, must be checked by the LPA or consultant and forwarded to the KYTC PM with payment requests.
7. Make sure the contractor knows to turn in the affidavit and copies of the invoices and cancelled checks for the DBE work during the course of the project. We must have documentation to prove the DBE goal was met and paid according to guidelines. It is understood DBEs work at different times on projects depending on their function; regardless, **copies must be turned in before the project is closed or final payment is made.**
8. Call the District Office to schedule a final inspection PRIOR to the contractor vacating the site. Any corrections must be completed before the project is closed or final payment is made.
9. **Make sure the contractor DOES NOT calculate retainage in their billing. Federal Guidelines do not allow retainage on these projects.**
10. If there is any potential deviation from the plans, short of an emergency, it needs to be approved before it is done! If you are not sure if OLP should be notified or if it will need a change order, call Mike Jones in OLP for an opinion. Changes without prior approval are not reimbursable.
11. The LPA can begin turning in reimbursement requests as early and as often as needed. We prefer monthly requests. If a payment schedule is negotiated, a copy must go to the OLP Project Manager. .

It is preferred that each Application for Payment include the invoice detailed breakdown, certified payroll, daily inspection reports (with test results or Buy America certificates), DBE paperwork if applicable and any other relevant information for the time frame being billed.

We look forward to working with you to move this project forward. If you have any questions, please contact me, rather than risk losing reimbursement

kt

Kim Tompkins

Transportation Alternatives Program (TAP) Coordinator
502-782-4737 Direct Line
Office of Local Programs
[OLP-TAP Webpage](#)

Include the project Item#, if awarded project, in the subject line of all emails.

From: Stansel, Rick L (KYTC) <Rick.Stansel@ky.gov>
Sent: Wednesday, March 4, 2020 2:36 PM
To: Tompkins, Kimberly J (KYTC) <Kimberly.Tompkins@ky.gov>

Cc: Jones, Michael R (KYTC) <MichaelR.Jones2@ky.gov>
Subject: City of Paducah - greenway Trail Phase 5 Item No. 01-3201

There were (2) two bids submitted on the subject project. The bids are as follows:

Bidder	Total Base Bid	Alt #1	Alt #2	Total Bid with Alternate(s)	Prequal? Y/N
Jim Smith Contracting	\$479,350.50	\$10,287.00	\$135,008.00	\$624,645.50	Y
Youngblood Excavating & Contr.	\$491,814.00	\$11,8713.00	\$155,398.00	\$648,083.00	Y
Engineer's Estimate	\$491,220.99	\$11,354.00	\$139,886.50	\$642,461.49	

The project will be awarded only on the Total Base Bid of \$479,350.50

-

Jim Smith Contracting's bid is (-) \$11,870.49 or (-) 2.4% below the Engineer's Estimate.

There is a **5% DBE goal** establish for the project

The project was advertised in the Paducah Sun for 23 days.

Jim Smith Contracting will utilize James Sanders Nursery a KYTC Certified and Prequalified DBE. Sanders Nursery will perform the work items, Tree Protection Zone Fencing & Signage, Shade Trees, Seeding and Protection, Excavate/Prep Planting Beds, Shrubs, Perennials/Glasses/Groundcover, Shredded Hardwood Mulch and Landscape Bed Edging for total of \$58,007.50 or 12.1% DBE participation.

Based on Jim Smith Contracting's bid being (-)\$11,870.49 or 2.4% below the Engineer's Estimate and the contractor meeting and exceeding the DBE goal of 5% with 12.1% DBE participation, it is recommended that a Notice to Proceed to Award be issued to the City of Paducah to award the subject project in the amount of \$479,350.50 to the low bidder Jim Smith Contracting.

If you have any questions, please advise.

Thank you,

Rick Stansel

KYTC Program Management

502-782-4739

Service Directory

1200 TREE SERVICE
HOME SERVICE DIRECTORY
ACE TREE
 & Stump Removal, LLC
 Aerial Bucket Truck
 Insured
 Free Estimates!
 (270) 898-8733
 (270) 210-2479

1276 ROOFING
HINES ROOFING
 Shingles & Metal
 35 Years Experience
 INSURED
 All Work Guaranteed
 270-443-6338
 270-556-5474

1306 SERVICES
The Paducah Sun
 Service Directory
 1x1 - 30 days
\$90.00
 Call for more info
 270-575-8700

PROFESSIONAL SERVICE DIRECTORY
\$90.00
 Run a Service Directory ad for 30 days for only...
 Call The Paducah Sun Classifieds at 575-8700 or 1-800-599-1771 (outside McCracken Co.)

Read The Want Ads Daily

0605 REAL ESTATE FOR RENT
 Donate your car, truck or van. Help veterans find jobs or start a business. Call Patriot Hearts Foundation. Fast, FREE pickup. Max tax deduction. Operators are standing by! Call 1-866-495-0115

0868 CARS FOR SALE
 Land for sale
BIDS ACCEPTED UNTIL 3 PM, MARCH 2, 2020
 2 Tracts in Carlisle County - South of Bardwell.
 1st Tract - CR 1229 & Hwy 51 S. (approx. 60 acres) (39.6 tillable)
 2nd Tract - 975 Hwy 51 S (approx. 97.94 acres/50.7 tillable)
 Property owned by: Brenda Joles, Larie Chandler & Kim Douglas
 Formerly owned by Evelyn Loney...

0955 LEGALS
 PREQUALIFICATION
 The Bidder's qualifications, along with all proposed Sub-Contractor's shall include, but be not limited to, being pre-qualified with the Kentucky Transportation Cabinet. A copy of the Certificate of Eligibility for the Bidder and all proposed Sub-Contractor's shall be included with the Bid Proposal for proof of Qualification.

0910 BUSINESS OPPORTUNITIES
GOVERNMENT WILDLIFE JOBS!
 Great Pay and Benefits. No Experience Necessary. The ticket to a dream job might really be a scam. To protect yourself, call the Federal Trade Commission toll-free, 1-877-FTC-HELP, or visit www.ftc.gov
 A public service message from The Paducah Sun and the FTC.

0955 LEGALS
 RECEIPT OF PROPOSALS
 The City of Paducah, Engineering Department will receive sealed bids for the "GREENWAY TRAIL PHASE V PROJECT" on Tuesday, February 25, 2020, at 2:00 p.m. CST. All Bids received will be publicly opened and read aloud in the Commission Chambers, Second Floor, City Hall, 300 South 5th Street, Paducah, Kentucky, on Thursday, February 13, 2020 at 2:00 p.m. CST.

0955 LEGALS
 CITY OF PADUCAH REQUEST FOR QUALIFICATION ENVIRONMENTAL ASSESSMENT
 The City of Paducah, Kentucky is requesting Statements of Qualifications (SOQ) from professional services firms for the purpose of providing Environmental Assessment for the Paducah BUILD Grant Project.
 The Scope of Services will include full environmental assessment for NEPA compliance and a FONSI designation for the project site. The services will also include permitting necessary for NEPA compliance.
 Information about the project and a complete Request for Qualifications (RFQ) package can be obtained by contacting Ty Wilson, Grants Administrator, at twilson@paducahky.gov or on the City of Paducah website www.paducahky.gov. Six (6) individual copies of the proposal should be submitted to City of Paducah, Attn: BUILD RFQ, City Clerk's Office, 300 South 5th Street, P.O. Box 2267, Paducah, KY 42002-2267 and clearly marked on the outside with Firm name, Project Title, and RFQ number. Proposals must be received no later than 4:30 p.m. CST on Tuesday, February 25, 2020.
 Inquiries regarding this RFQ should be directed to Ty Wilson, Grants Administrator, at twilson@paducahky.gov.
 Funding for the Paducah BUILD project is provided by the US Department of Transportation through the BUILD grant program.

0610 UNFINISHED APARTMENTS
 1 BR., Clean & Quiet location in Lone Oak 8475 me. 270-559-0211/270-217-5890
 LONE OAK Phlips St. 2BR 1.5B. No pets. \$520. 270-559-1575 or 270-217-6858

0670 BUSINESS PLACES/OFFICES FOR RENT
 Office space in association office park in Frankfort, near I-64 and US 127 South. Approximately 500 square feet in one portion of the building. Includes bathroom and access to kitchen area and conference room. Rent is \$750 per month and includes electricity, gas and water. Telephone and internet access is negotiable with additional monthly fee. Call Bonnie Howard at 502-223-8821 for more information or to make an appointment to see the office space.

0710 HOMES FOR SALE
 SEEING is believing! Don't buy property based on pictures or representations. For free information about avoiding time-share and real estate scams, write The Federal Trade Commission at Washington, DC 20580 or call the National Fraud Information Center, 1-800-876-7060.

TRANSPORTATION
0868 CARS FOR SALE
AUTOMOVER SPECIAL
 6 lines - 14 days
\$25.00
 only call 270-575-8700
CASH FOR CARS!
 We buy all cars! Junk, high-end, totaled - it doesn't matter! Get free towing and same day cash! NEWER MODELS too! Call 1-833-258-7036

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The Paducah Sun
 THIS IS A DAY - We're Not!

GUARANTEED RESULTS!
 We will advertise your house until it sells.*
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0955 LEGALS
 CONCERNED ELEMENTARY SCHOOL COOLING TOWER REPLACEMENT CONCERNED ELEMENTARY SCHOOL, McCRACKEN COUNTY, PADUCAH, KENTUCKY
INVITATION FOR BIDS
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SUDOKU

Concepts Sudoku By Dave Green

7	2	6		1	9
6	8		1	3	2
5		7	6		7
8	7		4	5	
4	1		2	8	6

Answer to previous puzzle

3	9	4	2	7	5	6	1	8
5	2	6	8	4	1	9	7	3
1	7	8	3	9	6	4	5	2
2	3	7	5	8	9	1	4	6
9	4	5	1	6	3	2	8	7
6	8	1	7	2	4	3	9	5
8	6	9	4	5	2	7	3	1
7	1	2	9	3	8	5	6	4
4	5	6	1	7	8	2	9	3

Difficulty Level ★★★★★

Agenda Action Form

Paducah City Commission

Meeting Date: March 31, 2020

Short Title: Approval of a Professional Services Contract with BFW Engineering & Testing, Inc. in the amount of \$250,000 for the Environmental Assessment Services for the Paducah Riverfront Infrastructure Improvement Project (BUILD Grant) - **R MURPHY**

Category: Ordinance

Staff Work By: Ty Wilson, Melanie Townsend

Presentation By: Rick Murphy

Background Information: In 2019, the City of Paducah was awarded the Better Utilizing Investments To Leverage Development (BUILD) Grant in the amount of \$10.4 million. The City has a required match of \$1.1 million. This grant is for the Paducah Riverfront Infrastructure Improvement Project, which includes: an excursion pier and plaza, transient dock landing improvements, and four intersection improvements and a multi-use pathway.

In order to execute a grant contract with MARAD (Maritime Administration), the City of Paducah must complete an Environmental Assessment to fulfill the National Environmental Protection Act (NEPA) requirements.

On February 2, 2020, a Request for Qualifications was released and the City received bids through February 25, 2020. After reviewing the statement of qualifications, and given the firm's and subcontractors' experience in the project area, BFW Engineering & Testing, Inc. was selected and was sent a request for a formal fee proposal. A fee proposal in the amount of \$250,000 was received on March 16th. The proposal is broken out by category: NEPA Document Preparation, Grant Compliance, Permitting, Biological/Ecological Resources, Cultural Resources, Socioeconomic, Noise, Public Communications, Traffic, and Utilities. Subcontractors included in the proposal are HDR Engineering, Redwing Environmental and Corn Island Archaeology.

This portion of the project is not covered by the grant funding and is not included in the City's match requirement. The expenses associated with the Environmental Assessment will be covered by the funds from the BUILD Grant Project account.

Does this Agenda Action Item align with a Strategic Plan Action Step? No

If yes, please list the Action Step Item Codes(s):

Funds Available: Account Name:
Account Number:

Staff Recommendation: Authorize and direct the Mayor to sign a professional services contract with BFW Engineering & Testing, Inc. in the amount of \$250,000 for environmental services for the Paducah Riverfront Infrastructure Improvement Project (BUILD Grant).

Attachments:

1. agree- BFW Environmental Assessment BUILD Grant
2. PaducahRiverfrontInfrastructureImprovement-FeeProposal-2020-03-16-FINAL 2
3. BUILD_EA_RFP Letter 2

ORDINANCE NO. 2020-_____-_____

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES CONTRACT WITH BFW ENGINEERING & TESTING, INC. IN THE AMOUNT OF \$250,000 FOR ENVIRONMENTAL SERVICES FOR THE PADUCAH RIVERFRONT INFRASTRUCTURE IMPROVEMENT PROJECT (BUILD GRANT)

WHEREAS, in 2019, the City of Paducah was awarded the Better Utilizing Investments To Leverage Development (BUILD) Grant in the amount of \$10.4 million for construction of an excursion pier and plaza, transient dock landing improvements, and four intersection improvements and a multi-use pathway; and

WHEREAS, in order to execute a grant contract with MARAD (Maritime Administration), the City of Paducah must complete an Environmental Assessment to fulfill the National Environmental Protection Act (NEPA) requirements; and

WHEREAS, on February 2, 2020, a Request for Qualifications was released and the City received bids through February 25, 2020; and

WHEREAS, BFW Engineering & Testing, Inc. was selected and offered a fee proposal in the amount of \$250,000.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the City of Paducah authorizes the Mayor to execute a professional services contract with BFW Engineering & Testing in the amount of \$250,000, for environmental services for the Paducah Riverfront Infrastructure Improvement Project (BUILD Grant).

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

Brandi Harless, Mayor

ATTEST:

Lindsay Parish, City Clerk

Introduced by the Board of Commissioners, March 31, 2020

Adopted by the Board of Commissioners, _____

Recorded by Lindsay Parish, City Clerk, _____

Published by The Paducah Sun, _____

\ord\eng\agree- BFW Environmental Assessment BUILD Grant



March 13, 2020

Ty Wilson
City of Paducah
300 South 5th Street
Post Office Box 2267
Paducah, KY 42003

RE: RFQ: 2020 – BUILD EA – Paducah Riverfront Infrastructure Improvement Project Environmental Assessment

Mr. Wilson:

Bacon Farmer Workman Engineering, Inc. (BFW) is pleased to submit this fee proposal for the Environmental Assessment of the Paducah Riverfront Infrastructure Improvement Project. BFW understands that there are three (3) components of the Paducah Riverfront Infrastructure Improvement Project: the excursion pier and plaza, riverfront park, and the intersection improvements / multi-use pathway. In order to meet all requirements of the BUILD grant, BFW understands that all environmental assessments and permitting are required in order to begin the construction of the Riverfront project.

Based on the needs for the Environmental Assessment, fees have been assigned to designated categories:

Paducah BUILD Grant EA Project	
NEPA Document Preparation	\$ 60,000.00
Grant Compliance	\$ 15,000.00
Permitting	\$ 60,000.00
Biological / Ecological Resources	\$ 35,000.00
Cultural Resources	\$ 20,000.00
Socioeconomic	\$ 20,000.00
Noise	\$ 10,000.00
Public Communications	\$ 10,000.00
Traffic	\$ 10,000.00
Utilities	\$ 10,000.00

These categories were discussed in more detail in the project approach portion of the RFQ which was previously submitted on February 25, 2020. However, a summary of these details is provided below:

NEPA Document Preparation

- Project Management support for the Project
- Preparation of documentation which will require submission to the Maritime Administration (MARAD) governing agency
- Coordination with City of Paducah on project design aspects
- Coordination with subconsultants for all individual NEPA categories

www.bfwengineers.com

- Determinations for grant compliance, permitting, biological/ecological resources, cultural resources, socioeconomic, noise, public communications, traffic, utilities, etc.

Grant Compliance

- Ensure compliance with Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR 200, as adopted by the Department of Transportation at 2 CFR part 1201
- Budgetary control and review

Permitting

- Section 401/404 Compliance with Kentucky Division of Water and United States Army Corps of Engineers
- Section 402 – Clean Water Act
- Section 10 Compliance with United States Army Corps of Engineers
- Floodway/Flood Area concurrence and associated permitting
- Coordination with United States Fish & Wildlife for Permit Compliance
- Preparation of all permitting materials which include but are not limited to permit applications, maps, preliminary design drawings, photographic documentation, etc.

Biological/Ecological Resources

- Coordination with United States Fish & Wildlife and Kentucky Fish & Wildlife for Permit Compliance
- Prepare Biological Assessment for the impacted endangered and threatened species and their habitats
- Prepare plans and reports for the designated critical habitats for mussel species – includes minimization and take impacts
- Does not include mussel surveys – assumes previous survey data will be utilized for the biological assessment
- Does not include in-lieu fee payments which could be required if compensatory mitigation is determined to be a permit condition

Cultural Resources

- Examine historic maps / aerial photographs to identify potential locations for historic archaeological sites that may be present within the project area
- Coordinate with Office of State Archaeology to determine the presence of known sites that may be present
- Perform site assessments to determine if archaeological sites exist
- Prepare technical reports of findings for submittal to Kentucky Heritage Council

Socioeconomic

- Review demographic datasets, proposed land use and community resources, existing project documents
- Coordinate/interview local officials, fire department, health department, etc.
- Prepare documentation of the impact analysis methodologies and study findings, including a description of the project area, socioeconomic resources and characteristics of the study area, potential project impacts and benefits, and proposed mitigation measures

Noise

- Review noise ordinances and coordinate with City Officials
- Identify existing and proposed noise receptors
- Existing noise receptors and conditions will be documented through photographs, mapping, as well as interviews with residents and business owners, as appropriate.

- Prepare documentation of impact analysis methodologies and study findings, including a description of the project area, noise resources and characteristics of the study area, potential project impacts and benefits, and proposed mitigation measures

Public Communication

- Develop and implement a comprehensive Public Involvement Plan (PIP) that draws upon the work plan to outline how, when and by whom all public involvement and outreach tasks will be managed
- Prepare and lead local stakeholder meetings
- Prepare and print any local stakeholder meeting materials
- Assist City of Paducah with Public Outreach comments

Traffic/Utilities

- Develop ADA accessible route with expanded pedestrian walkways
- Propose appropriate signage
- Coordinate with local utility companies to ensure compliance and adherence to local requirements

BFW is excited about this opportunity and is ready to begin this project. Should you have any questions, please feel free to call our office at 270-443-1995.

Sincerely,

Bacon Farmer Workman Engineering & Testing, Inc.



Mark Workman
Executive Vice President



CITY OF PADUCAH

300 South 5th Street
P. O. Box 2267
Paducah, KY 42002-2267
Phone: (270) 444-8530
Fax: (270) 443-5058

James W. Arndt
City Manager
ICMA - CM

Michelle Smolen
Assistant City Manager
ICMA

March 2, 2020

Bacon Farmer Workman Engineering & Testing, Inc.
500 South 17th Street
Paducah, KY 42003

Re: Paducah Riverfront Infrastructure Improvement Project
BUILD EA RFQ

Mr. Workman:

Thank you for your statement of qualifications for the Paducah Riverfront Infrastructure Improvement Project Environmental Assessment. Based on the superior qualifications of the project team assembled and proposed, we are pleased to select Bacon Farmer Workman Engineering & Testing, Inc. and proposed subcontractors for the environmental assessment services. We look forward to working with your project team to move the Paducah Riverfront Infrastructure Improvement Project Environmental Assessment forward.

Please prepare and forward a formal fee proposal for the Environmental Assessment Project as outlined in the Statement of Qualifications. You may email your fee proposal to twilson@paducahky.gov.

We will be in contact soon to set a fee proposal negotiation meeting.

Sincerely,

Jim Arndt
City Manager

JA/mt