



**CITY COMMISSION MEETING
AGENDA FOR MARCH 28, 2023
5:00 PM
CITY HALL COMMISSION CHAMBERS
300 SOUTH FIFTH STREET**

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

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

PROCLAMATION National Donate Life Month - Vanessa Dallas, Family & Partnership Services Liaison with Kentucky Organ Donor Affiliates

PRESENTATION Quarterly Report from Paducah Convention & Visitor's Bureau - Mary Hammond

ADDITIONS/DELETIONS

MAYOR'S REMARKS

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

	I.	<u>CONSENT AGENDA</u>
	A.	Approve Minutes for March 10 & 14, 2023, Board of Commissioners Meetings
	B.	Receive & File Documents
	C.	Personnel Actions
	D.	Appointment of Kathy Montgomery to the Civic Beautification Board
	E.	Approve the Application for a 2023 Crumb Rubber/Tire-Derived Products Grant in the Amount of \$48,419 - A. CLARK
	F.	Purchase of Cisco HyperFlex Virtualization hardware on State contract from Trace3 in an amount not to exceed \$250,000 - E. STUBER
	II.	<u>MUNICIPAL ORDER(S)</u>
	A.	Site selection for relocation of Dog Parks and Sports Complex Update - A. CLARK & J. CANTER

		B.	Authorize the Mayor to accept bid from and enter into agreement with Midstates Construction in the amount of \$1,557,697.00 for the Robert Cherry Civic Center Renovation Project - A. CLARK
		C.	Adopt 2023 Commission Priorities - M. SMOLEN
	III.	<u>ORDINANCE(S) - ADOPTION</u>	
		A.	Approve a Budget Amendment for the Fleet Plan Budget FY2023 in an amount of \$156,870 - C. YARBER
		B.	Amend the FY23 City Budget to Increase Revenues and Expenditures for the Community Development Block Grant Fund by \$200,000 - H. REASONS
		C.	Approve 2023-2024 Resurfacing Program Contract with Jim Smith Contracting, LLC. - R. MURPHY
		D.	Amend the City Police Officers Educational Incentive Plan Ordinance - S. WILCOX
	IV.	<u>ORDINANCE(S) - INTRODUCTION</u>	
		A.	Approve the Agreement between the City of Paducah and the Professional Fire Fighters of Paducah, Local 168, International Association of Fire Fighters - S. WILCOX
		B.	Approve the Agreement between the City of Paducah and the Paducah Police Department Bargaining Unit - S. WILCOX
		C.	Amend Code of Ordinances Chapter 106 Taxation for Efficiency in Payroll Tax Processing - S. MILLAY & J. PERKINS
	V.	<u>COMMENTS</u>	
		A.	Comments from the City Manager
		B.	Comments from the Board of Commissioners
		C.	Comments from the Audience
	VI.	<u>EXECUTIVE SESSION</u>	

Agenda Action Form Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Approve the Application for a 2023 Crumb Rubber/Tire-Derived Products Grant in the Amount of \$48,419 - **A. CLARK**

Category: Municipal Order

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

Background Information: The Kentucky Energy and Environment Cabinet is accepting grant proposals for projects that promote the use of recycled Kentucky waste tires. In the 2011 regular session, the legislature passed House Bill 433, which established the Waste Tire Working Group (WTWG) in KRS 224.50-855, consisting of the director of the Division of Waste Management, the manager of the Recycling and Local Assistance Branch, one representative of the Kentucky Department of Agriculture, and two representatives of the Solid Waste Coordinators of Kentucky. The group provides advice and input to the cabinet regarding waste tire issues. Grant funding comes from the Waste Tire Trust Fund, established in 1998 by the Kentucky General Assembly to receive fees collected from new tire sales.

The Parks and Recreation Department is requesting to submit a grant application in the amount of \$48,419 for a poured-in-place playground surfacing at Coleman Park. This amount will cover the rubber material and freight. The total project cost is \$74,798. There is a 25% match requirement for this grant. The Parks and Recreation Department will be responsible for \$26,379 for installation of the poured-in-place surfacing and additional materials, which will satisfy the match requirement.

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve the application for the 2023 Crumb Rubber Grant in the amount of \$48,419 and authorize the Mayor to sign all documents related to same.

Attachments:

1. app - parks-Kentucky Environmental Projection – Crumb Rubber Grant 2023

Agenda Action Form

Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Purchase of Cisco HyperFlex Virtualization hardware on State contract from Trace3 in an amount not to exceed \$250,000 - **E. STUBER**

Category: Municipal Order

Staff Work
By: Eric Stuber
Presentation
By: Eric Stuber

Background Information: Shortly after arriving in July 2022, I conducted an internal assessment of all of our technology assets (servers, computers, routers, firewalls, etc.) to develop a lifecycle replacement plan.

It was found during this assessment that 85% of our servers were either at End of Life (EoL) or End of Service Life (EoSL). EoL means the manufacturer no longer makes the hardware, does not have replacement parts, and no longer provides patches/firmware for it. EoSL means the manufacturer no longer supports the product.

In addition to out of date hardware, we also are consuming a tremendous amount of power to run these 27 servers 24/7/365. Our power costs are approximately \$25,920 per year.

We also do not have a local replication site in the event something were to happen to our building. We do backup all of our servers each day and the backups are stored off-site in the cloud. However, if something were to happen to our building, we would have to purchase new hardware, wait for it to arrive, configure it, and then download all of the data from the cloud back to the new servers. This would take weeks if not months to do.

This equipment will allow us to convert 27 physical servers into virtual servers, give us a backup appliance on-site as well as a backup appliance at the McCracken County Emergency Management building on Coleman Road. In addition, it will reduce our power consumption by 75%

Equipment is available under NASPO ValuePoint DataCom Kentucky Master Agreement #758 2100000767. Trace3, LLC is an authorized fulfillment partner for the State.

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name: I/T - Virtualization 9.353

Account Number: EQ0031

Staff Recommendation: The City of Paducah hereby authorizes the Finance Director to make payment to Trace3, LLC for the purchase of Cisco HyperFlex virtualization hardware in an amount not to exceed \$250,000 and authorizes the Mayor to execute all documents related to same. This hardware will replace 27 physical servers that are at or exceed end-of-life per the manufacturer and allow for on-site backup as well as across-

town replication to be used for disaster recovery. This purchase is made in compliance with the NASPO ValuePoint DataCom Kentucky Master Agreement #758 2100000767

Attachments:

1. Trace 3 - Tech-virtualization hardware - 2023

Agenda Action Form

Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Site selection for relocation of Dog Parks and Sports Complex Update - **A. CLARK & J. CANTER**

Category: Municipal Order

Staff Work By: Amie Clark

Presentation By: Amie Clark, Jeff Canter

Background Information: September 7, 2022, the City of Paducah, McCracken County Fiscal Court, and McCracken County Sports Tourism Commission signed an Interlocal Agreement in regards to the construction of an Athletic Complex on the properties owned by the City, Stuart Nelson Park, and the County, Bluegrass Downs. January 24, 2023, the design team made an official recommendation to relocate the dog parks, currently located in Stuart Nelson Park to Noble Park as permissible in the Interlocal Agreement.

On February 28, 2023, the design team proposed 4 potential sites for discussion and the Board of Commissioners approved further investigation and planning into 2 of the 4 sites.

On March 9, staff visited both sites for additional review and discussion. Staff met with PFGW and BFW to discuss both sites. PFGW and BFW have compiled a list of pros and cons for further discussion and eventually site selection by the City.

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

If yes, please list the Commission Priority: Outdoor Sports Facilities

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve

Attachments:

1. MO - relocation of dog park to Anna Baumer site in Noble Park

Agenda Action Form

Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Authorize the Mayor to accept bid from and enter into agreement with Midstates Construction in the amount of \$1,557,697.00 for the Robert Cherry Civic Center Renovation Project - **A. CLARK**

Category: Municipal Order

Staff Work
By: Amie Clark, Jeff
Canter
Presentation
By: Amie Clark

Background Information: The City of Paducah completed a feasibility study in July 2021 for modification of the Robert Cherry Civic Center for mixed use to include administrative offices and community assembly space. In August 2021, the Board of Commissioners authorized the City Manager to release a Request for Proposals for Architectural Design and Construction Administrative Services for the Robert Cherry Civic Center Renovation project. On October 26, 2021, the City entered into an agreement with Peck Flannery Gream Warren for the Design and Construction of Administrative Services of the Robert Cherry Civic Center.

On February 15, 2023 Request for Proposals was released for the renovation of the Robert Cherry Civic Center to include the repair work required due to damage to the facility that occurred in September of 2022. Proposals were due March 8, 2023. 2 proposals were received. The design team and staff recommend acceptance of the proposal from Midstates Construction in the amount of \$1,557,697.00 for the completion of the project.

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

If yes, please list the Commission Priority: City Facilities

Communications Plan:

Funds Available: Account Name: ARPA Funding

Account Number: MR0093

Staff Recommendation: Authorize Mayor to accept bid and enter into agreement with Midstates Construction for the renovation of the Robert Cherry Civic Center and all documents related to same.

Attachments:

1. MO - agree – Midstates Construction – Robert Cherry Civic Center Renovation Project

Agenda Action Form

Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Adopt 2023 Commission Priorities - M. SMOLEN

Category: Municipal Order

Staff Work By: Daron Jordan,
Michelle Smolen
Presentation By: Michelle
Smolen

Background Information: The Board of Commissioners held a priority-setting session on Friday, March 10. The following ten Commission Priorities and five Continuous Improvements items were developed during the priority-setting session. The tactics for each priority will be presented during the Commission Meeting.

Commission Priorities

- Bike Lanes & Trails
- City Facilities
- Community Growth
- Downtown
- Housing
- Minority Inclusion
- Neighborhoods
- Quality of Life
- Revenue Equity
- Southside Enhancements

Continuous Improvements

- Stormwater
- Joint City/County Sports Plex
- 911 Radio Equipment Upgrade, Governance & Revenue
- Protecting Key Historical & Cultural Resources
- Continue Efforts to Improve Operational Efficiencies in the Development Process and Throughout All City Departments

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Adopt the 2023 Commission Priorities and Continuous Improvement Items

Agenda Action Form Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Approve a Budget Amendment for the Fleet Plan Budget FY2023 in an amount of \$156,870 - **C. YARBER**

Category: Ordinance

Staff Work By: Jim
Scutt, Debbie Collins
Presentation By: Chris
Yarber

Background Information: Funds need to be transferred/moved to the Fleet Plan Budget for FY2023 for Fleet Trust Vehicles. One (1) SUV for use by the Fire Department in the amount of \$48,000 and Two (2) Patrol SUV's for use by the Police Department in the amount of \$48,935 each, due to wrecked losses. Also, in accordance with the adopted Fleet Plan Budget for FY2023 Two (2) Pickups for use by the Facility Division and Parks Department were authorized to be purchased. Due to bid received over budget, additional funds of \$11,000 (Facility \$4,000 and Parks \$7,000) need to be added for purchase.

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name: Rolling Stock/Vehicle Fleet Lease Trust Fund
Fleet Trust Fund Balance

Account Number: 71000210 540050

Staff Recommendation: To authorize an Ordinance for a budget amendment to add \$156,870 from Fleet Trust Fund Balance to Account 71000210 540050 (Fleet Trust Budget) in order to purchase fleet vehicles out of the FY2023 budget.

Attachments:

1. ORD - budget amend FY2023 – Fleet – vehicle purchases - March

Agenda Action Form

Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Amend the FY23 City Budget to Increase Revenues and Expenditures for the Community Development Block Grant Fund by \$200,000 - **H. REASONS**

Category: Ordinance

Staff Work
By: Hope
Reasons
Presentation
By: Hope
Reasons

Background Information: The City of Paducah applied for and received a Community Development Block Grant in the amount of \$200,000 on behalf of the Four Rivers Recovery Center to assist with residential alcohol and drug treatment services. The Grant Agreement between the Commonwealth of Kentucky and City of Paducah requires:

Evidence of a budget ordinance/amendment indicating inclusion of CDBG-CV funds into the City's budget.

This ordinance will satisfy the Grant Agreement requirement for the budget amendment.

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve the budget amendment to increase revenues and expenditures by \$200,000.

Attachments:

1. ORD - budget amend FY2023 – Four Rivers Recovery Center
2. 22-006 Paducah Four Rivers RKY Exhibits

Agenda Action Form

Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Approve 2023-2024 Resurfacing Program Contract with Jim Smith Contracting, LLC. - **R. MURPHY**

Category: Ordinance

Staff Work
By: Brandy
Topper-Curtiss
Presentation
By: Rick Murphy

Background Information: On February 16, 2023, sealed bids were received for the City of Paducah's 2023-2024 Street Resurfacing Program. This program consists primarily of the bituminous resurfacing and milling of city streets in accordance with the yearly street resurfacing program. Jim Smith Contracting Company, LLC, submitted the only bid for the unit bid prices shown on the attached bid tab. The contract unit prices shall begin upon execution of the contract and end December 31, 2024. The contract has the option for an additional one-year renewal, ending December 31, 2025, upon the mutual agreement of both parties.

In accordance with the Specifications, the Contract unit prices may be adjusted in accordance with Section 109.07 "Price Adjustments" of the Kentucky Transportation Cabinet Department of Highways Standard Specifications for Road and Bridge Construction, latest edition.

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

Communications Plan: Coordinate with Communications Manager to provide public notice of projects.

Funds Available: Account Name: MAP Account

Account Number: 22002217-542270

Staff Recommendation: To receive and file the bid submitted for the 2023-2024 Street Resurfacing Program and adopt an Ordinance authorizing the Mayor to enter into an agreement with Jim Smith Contracting Company, LLC., for the unit prices listed on the attached bid tab for the 2023 and 2024 calendar year ending December 31, 2024, and allow "Price Adjustments" in accordance with the Kentucky Transportation Cabinet Department of Highways Standard Specifications for Road and Bridge Construction, latest edition; and to authorize the Mayor, subsequent to the recommendation of the City Engineer, to execute a "One-Year Renewal Agreement" extending the contract time period for the 2025 calendar year ending December 31, 2025, upon the mutual agreement of both parties.

Attachments:

1. ORD - resurfacing 2023-2024 – Jim Smith Contracting
2. Ad
3. Bid Tab
4. Paducah_2023-2024_Resurfacing Contract Bid Documents

Agenda Action Form Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Amend the City Police Officers Educational Incentive Plan Ordinance - **S. WILCOX**

Category: Ordinance

Staff Work
By: Stefanie
Wilcox
Presentation
By: Stefanie
Wilcox

Background Information: To promote higher education and to assist with recruitment and retention of Police Officers to the Paducah Police Department, the City is increasing the educational incentive payments by fifty percent to equal the following: Associates, \$75.00 per month; Bachelors, \$112.50 per month; and Masters, \$150.00 per month. There currently are fourteen (14) Officers with an Associates degree, thirty-six (36) Officers with a Bachelors degree, and five (5) with a Master's degree. The increased amounts will result in a twenty-three thousand and four hundred dollar (\$23,400) impact.

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve the recommended increase in the educational incentive plan payments to Police Officers for those who have completed higher education.

Attachments:

1. ORD - 2-278 – Educational incentive plan - Police

Agenda Action Form Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Approve the Agreement between the City of Paducah and the Professional Fire Fighters of Paducah, Local 168, International Association of Fire Fighters - **S. WILCOX**

Category: Ordinance

Staff Work By: Stefanie Wilcox
Presentation By: Stefanie Wilcox

Background Information:

The City of Paducah and The Professional Fire Fighters of Paducah – Local 168 Summary of Contract Changes

Article 5 – Payroll Deduction of Dues

- Language is deleted to coincide with the right to work language for the state.

Article 8 – Exchange of Duties and Union Business Leave

- Language added to allow for workback to discontinue if the employee is not following policy.

Article 9 – Workweek and Overtime

- Added double time for up to 6 hours related to emergency incidents when an employee is called in for a structure fire, natural disaster, technical rescue deployment, or hazmat deployment.

Article 10 – Clothing Allowance

- The uniform allowance is increased from \$900 to \$1,250; distributed in two equal installments.
- Equipment items have been removed from the union agreement and will be quarter mastered by administration.

Article 11 – Vacations

- Vacation accruals have been increased by two hours per month for each level based on years of service. The following table shows the illustrated changes:

Beginning Year	Through	Previous Accrual Hours	Previous Total Shifts per Year	New Accrual Hours	New Total Shifts per Year
1 st year	3 rd year	10	5	12	6
4 th year	10 th year	12	6	14	7
11 th year	15 th year	14	7	16	8
16 th year	20 th year	16	8	18	9
21 st year	25 th year	18	9	20	10
26 th		20	10	22	11

- The prepared schedule for selecting vacation slots will be updated to contain 17 leave slots. The leave slots will have 7 (24 hour) shifts. The slot language has been updated to designate individual slots to allow for more flexibility in the ability to use vacation time as needed and ease administration of scheduling vacations.
- After fifteen years of service, a firefighter can bank up to two unscheduled vacation days in their bank. This is an increase from the previous one day amount.

Article 12 – Holidays

- Added Juneteenth to the contract increasing Holidays from 11 total to 12 total per year.
- A member of the bargaining unit that works on a holiday should receive two times their hourly rate for an additional 12 hours. This is increased from the previous eight hours, but they must work the full 12 hours to receive the double-time pay.

Article 16 – Acting Pay

- Acting pay will be temporarily assigned when a position of higher responsibility than the position the employee currently holds due to a vacancy created by an employee retiring, resigning, terminated or an illness/injury that is foreseen to take more than 10 consecutive 24 hours shifts to return to full-duty. Filling vacation, sick, or other temporary absences on a shift will not count towards acting pay.
- Section 2 of Acting Pay refers to additional pay received by Captains filling in for Assistant Chiefs. These amounts are being increased from \$0.80 per hour to \$0.95 per hour total, changing the #2 rate from \$0.15 to \$0.25, and #3 from \$0.05 to \$0.10 per hour.

Article 20 – Health and Safety

- Agility tests will be performed between July 1st and September 30th of each year with the incentive payable in the second pay period of October of each year.
- The incentive amount for successful completion will be \$300 per year, increasing from \$250.
- The payments may be contributed to either the employees' Health Savings Account or Deferred Compensation account, depending on their eligibility.

Article 27 – Wage Rates

- Cost of living adjustments (COLAS) will be as follows - FY24 6%, FY25 4%, FY26 3%. No increases to the base rates were provided.
- Each member of the collective bargaining unit shall receive longevity pay as set by the City for all eligible City employees.
- The Fire Department's specialty teams, defined as Technical Rescue, Water Rescue, and Hazmat Teams, as designated by the Fire Chief, will receive bi-weekly specialty pay in the amount of forty dollars (\$40) per bi-weekly pay period.
- Honor Guard, Peer Support, or other similar skills determined by the fire Chief shall receive ten dollars (\$10) per bi-weekly pay period for skills utilized by the City outside of the regular assignment.

Sick Policy Change

The City agrees to update the sick policy to allow the members of the collective bargaining unit to have up to six (6) undocumented absences before disciplinary action is taken.

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:

Account Number:

Staff Recommendation: Approve the recommended contract changes for the IAFF Agreement effective July 1, 2023.

Attachments:

1. ORD - IAFF 2023-2026
2. 2023 IAFF Contract FINAL

Agenda Action Form

Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Approve the Agreement between the City of Paducah and the Paducah Police Department Bargaining Unit - **S. WILCOX**

Category: Ordinance

Staff Work By: Stefanie Wilcox
Presentation By: Stefanie Wilcox

Background Information:

The City of Paducah and The Paducah Police Department Bargaining Unit Summary Contract Changes

Article 1 – Clothing Allowance

- An increase for new-hire initial clothing allowance from \$1,000 to \$1,500.
- An increase to uniformed clothing allowance from \$900 to \$1,200.
- An increase to non-uniformed clothing allowance from \$1,000 to \$1,300, paid in 2 equal installments.

Article 9 – Disciplinary Procedures

- Correcting typo-o

Article 11 – Bargaining Unit Use of City Email

- This article was previously called Bulletin Board and has been updated to remove language related to the bulletin board and allowing the bargaining unit to use the City email system in place of the bulletin board.

Article 13 – Shift Assignment

- A request for an assignment change must be received by the supervisor on or before the first day of the shift bidding process. Shift bidding will begin on October 1st and April 1st each year.
- Upon contact an officer has two hours to respond to their shift bid before moving on to the next person.
- A Sergeant displaced for training purposes will be restored to their position at the end of the training period.

Article 14 – Health and Safety

- The current POPS test at the time of testing will be the standard requirement each year.
- The payments for successful completion will be credited to their choice of Health Savings account or Deferred Compensation account. It will be credited in the month of July.

Article 17 – Wage Rates

- Cost of living adjustments (COLAS) will be as follows - FY24 6%, FY25 4%, FY26 3%. No increases to the base rates were provided.
 - Specialty pay will be increase by \$10 per bi-weekly pay period. Drug Recognition Expert was removed, Honor Guard and Language Translator were added.
 - Certified Training Officer pay was increased from \$1.00 to \$1.25 per hour.
 - Detective Pay was increased from \$1.25 to \$1.50 per hour, detective on-call weekend pay was increased for the designated officer to receive two hour of overtime per day.
 - Shift differential for starting after 1 pm was changed from \$0.25 to \$0.50, and for starting after 6:00 pm from \$0.50 to \$1.00.
 - The wage rate table was updated to include rates with the corresponding COLA's.
 - Each member of the collective bargaining unit will receive longevity pay as set forth by City Policy.

Article 20 – Holidays

- Juneteenth was added to the contract.

Letter of Understanding –

- Contractual off-duty employment rates will change to \$60 per hour, and \$100 per hour for holidays.

Educational Incentive –

- The City agrees to update City Ordinance pertaining to educational incentives to match the following:

Degree	Current Annual Amount	New Annual Amount
Associates	\$600	\$900
Bachelors	\$900	\$1,350
Masters	\$1,200	\$1,800

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

Communications Plan:

Funds Available: Account Name:
 Account Number:

Staff Recommendation:

Attachments:

1. ORD - PD contract-bargaining unit - 2023-2026
2. FOP Contract 2023 FINAL

Agenda Action Form

Paducah City Commission

Meeting Date: March 28, 2023

Short Title: Amend Code of Ordinances Chapter 106 Taxation for Efficiency in Payroll Tax Processing - **S. MILLAY & J. PERKINS**

Category: Ordinance

Staff Work By: Stacey Young, Jonathan Perkins, Stephanie Millay, Lindsay Parish

Presentation By: Jonathan Perkins, Stephanie Millay

Background Information: In order to process payroll tax bulk filings more efficiently, the Finance Department is proposing this ordinance amendment to require payroll companies who file more than 6 returns per quarter to submit an electronic file in place of individual paper returns. Currently, Revenue Technicians manually process around 2,700 accounts that report to us on a quarterly basis with a paper return and a check. It is estimated that utilizing electronic files on bulk filing accounts may reduce up to 25% payroll tax quarterly data entry time. This ordinance is also required to enter into the development queue of software companies for creating an electronic file compatible with Tyler Technologies. This proposed efficiency improvement does not affect hours required to process business licenses, property tax, insurance premium tax payments or customer service time.

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

If yes, please list the Commission Priority: Operational efficiencies.

Communications Plan: Finance will communicate directly with payroll companies affected by this change.

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve an amendment to the Code of Ordinances.

Attachments:

1. ORD 106-180 Electronic Filing Payroll Processors