



**CITY COMMISSION MEETING
AGENDA FOR JUNE 24, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
300 SOUTH FIFTH STREET**

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

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

ADDITIONS/DELETIONS

EMPLOYEE INTRODUCTIONS Wes Banks, Planning Dept. Intern - C. GAULT

EMPLOYEE INTRODUCTIONS Alyssa Blanchard, Engineering Intern - G. GUEBERT

PRESENTATION Citizens' Academy Graduation - Cathy Bryant-Quimby

PUBLIC COMMENTS

MAYOR'S REMARKS

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

	I.	<u>CONSENT AGENDA</u>
	A.	Approve Minutes for June 10, 2025
	B.	Receive & File Documents
	C.	Personnel Actions
	D.	Approve the Job Grade Schedule for FY2026 - S. WILCOX
	E.	Approve the Position and Pay Schedule for FY2026 - S. WILCOX
	F.	City of Paducah FY2026 Title VI Program Plan Adoption - S. WILCOX
	G.	Employment Agreement with Matthew Wentworth - B. LAIRD
	H.	Authorize the City Manager to release a Request for Bids for a Non-Exclusive Telecommunications Franchise - L. PARISH

		I.	Approve Contract For Services with Paducah Junior College, Inc., for the Community Scholarship Program in the amount of \$100,000.00 - D. JORDAN
	II.	<u>MUNICIPAL ORDER(S)</u>	
		A.	Authorize the City Manager to release a Request for Proposals for Design and Construction Administration Services for the design of a new Maintenance Building for the Parks and Recreation Department - A. CLARK
		B.	Authorize the City Manager to release a Request for Proposals for the construction of a restroom facility at Robert Coleman Park - A. CLARK
		C.	School Resource Officer Agreement with Paducah Public Schools - B. LAIRD
	III.	<u>ORDINANCE(S) - ADOPTION</u>	
		A.	Health Insurance Fund - budget amendment for FY2025 - J. PERKINS
	IV.	<u>COMMENTS</u>	
		A.	Comments from the City Manager
		B.	Comments from the Board of Commissioners
	V.	<u>EXECUTIVE SESSION</u>	

June 10, 2025

At a Regular Meeting of the Paducah Board of Commissioners held on Tuesday, June 10, 2025, at 5:00 p.m. in the Commission Chambers of City Hall located at 300 South 5th Street, Mayor George Bray presided. Upon call of the roll by City Clerk, Lindsay Parish, the following answered to their names: Commissioners Henderson, Smith, Thomas, Wilson, and Mayor Bray (5).

INVOCATION

Commissioner Thomas led the Invocation.

PLEDGE OF ALLEGIANCE

The Mayor led the pledge.

ADDITION

The City Manager added the following item to the agenda: A Municipal Order to Approve an Agreement with KEES for Hotel Metropolitan Executive Director Search.

PRESENTATION

Communications Manager Pam Spencer provided the following summary:

Paducah Cooperative Ministry Executive Director Lacy Boling provided an overview of various local and state statistics regarding how a lack of housing is driving homelessness. Boling first mentioned the number of students in the McCracken County and Paducah Public school systems who were enrolled in McKinney-Vento programming for homeless assistance during the 2024-2025 school year (248 in Paducah and 212 in McCracken County). Boling also pointed out the results of the 2024 McCracken County Point in Time count which noted an increase in the homeless population count to nearly 200. As determined by the Kentucky Housing Corporation, McCracken County currently has a housing supply gap of 3,805. This number is expected to increase by 39 percent by 2029. The fair market rent is \$992 in McCracken County for a two-bedroom apartment which means the estimated hourly wage that a full-time employee must earn to afford a home at HUD's fair market rent is \$19.08. Boling then shared similar statistics for the State of Kentucky noting the lack of a housing supply.

PUBLIC COMMENTS

- Randall Barnes thanked the Commission and the Brooks Stadium Board for their work in donating land to be used for the new Paducah Tilghman Softball facility.
- Rhonda Smith spoke about Southside Public Art Update and Affordable Housing.

CONSENT AGENDA

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

June 10, 2025

the items on the Consent Agenda.

I(A)	Approve Minutes for the May 27, 2025, Board of Commissioners meeting.
I(B)	Receive and File Documents
I(C)	Reappointment of Ryan Garner and Joint Reappointment of Bill Bartleman, to the Paducah-McCracken County Convention Center Corporation Board. These terms shall expire June 30, 2028.
I(D)	Appointment of Alexis Marrs to replace Heather Coltharp, whose term expired, and Jana Dawson, to replace Michael Campbell, who resigned, to the Historical & Architectural Review Commission (HARC). Said terms shall expire June 10, 2028, and November 27, 2026, respectively.
I(E)	Appointment of Leslie Heath to the Paducah Planning Commission, to replace Micky Carman, who resigned. Said term shall expire August 31, 2027.
I(F)	Personnel Actions

Commissioner Henderson offered Motion, seconded by Commissioner Smith, that the items on the consent agenda be adopted as presented.

Adopted on call of the roll yeas, Commissioners Henderson, Smith, Thomas, Wilson and Mayor Bray (5).

MUNICIPAL ORDER

APPROVE AN AGREEMENT WITH KEES (KRISTNER EDDY EXECUTIVE SERVICES) FOR EXECUTIVE SEARCH SERVICES FOR HIRING THE HOTEL METROPOLITAN EXECUTIVE DIRECTOR

Commissioner Smith offered Motion, seconded by Commissioner Henderson, that the Board of Commissioners adopt a Municipal Order, entitled, “A MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH KISTNER EDDY EXECUTIVE SERVICES, INC. (KEES) FOR EXECUTIVE SEARCH SERVICES RELATED TO THE HOTEL METROPOLITAN EXECUTIVE DIRECTOR POSITION.”

Adopted on call of the roll yeas, Commissioners Henderson, Smith, Thomas, Wilson and Mayor Bray (5). **(MO #3054; BK 14)**

ORDINANCE ADOPTION

BUDGET ORDINANCE FY2026

Commissioner Thomas, offered Motion seconded by Commissioner Wilson, that the Board of Commissioner adopt an Ordinance entitled, “AN ORDINANCE ADOPTING THE CITY OF

June 10, 2025

PADUCAH, KENTUCKY, ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR JULY 1, 2025, THROUGH JUNE 30, 2026, BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT.” This Ordinance is summarized as follows: Adopting the City of Paducah annual budget for Fiscal Year July 1, 2025, through June 30, 2026, by estimating revenues and resources and appropriating funds for the operation of City Government at \$137,778,934, and summarized by fund as follows:

	<u>FUNDS</u>	<u>APPROPRIATIONS</u>
1000	GENERAL	\$51,198,934
2300	MAP	3,116,000
2400	INVESTMENT	7,887,440
2500	TIF	123,000
2000	E911	3,343,495
2200	OPIOID	53,096
2700	COURT AWARDS	112,165
2800	ROOM TAX	1,855,000
3000	DEBT	5,567,361
4000	CIP	11,947,805
4200	BOND FUND	33,795,280
5000	SOLID WASTE	8,052,519
5300	TRANSIENT BOAT DOCK	444,544
1100	RENTAL	142,513
7000	FLEET MAINTENANCE	1,092,826
7100	FLEET LEASE TRUST	2,853,765
7200	INSURANCE	1,330,581
7300	HEALTH INSURANCE	4,045,470
8100	PFPF	731,715
8400	OTHER TRUSTS	<u>85,425</u>
		<u>\$137,778,934</u>

Adopted on call of the roll yeas, Commissioners Henderson, Smith, Thomas, Wilson and Mayor Bray (5). **(ORD 2025-06-8847; BK 37)**

ORDINANCE INTRODUCTION

FY2025 BUDGET AMENDMENT – HEALTH INSURANCE FUND

Commissioner Wilson offered motion, seconded by Commissioner Thomas, that the Board of Commissioners introduce an Ordinance entitled, “AN ORDINANCE AMENDING ORDINANCE NO. 2024-06-8815, ENTITLED, “AN ORDINANCE ADOPTING THE CITY OF PADUCAH, KENTUCKY, ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR

June 10, 2025

JULY 1, 2024, THROUGH JUNE 30, 2025, 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, 2024, and ending June 30, 2025, as adopted by Ordinance No. 2024-06-8815, be amended by the following re-appropriations:

- Transfer \$710,000 from the Health Insurance Funds’ fund balance to the FY2025 Health Insurance Claims Account.

OTHER BUSINESS

EMPLOYEE CONCERN APPEAL

Communications Manager Pam Spencer provided the following summary:

City of Paducah Fire Department employee, Matt Meiser, brought forth an employee concern appeal to the Board of Commissioners as permitted in the City’s Employee Concerns Policy regarding the City’s Progressive Discipline Policy.

DISCUSSIONS

Communications Manager Pam Spencer provided the following summaries:

Spec Building Discussion and Grant Award

Greater Paducah Economic Development President/CEO Bruce Wilcox provided a brief history of the construction of spec buildings in Paducah and McCracken County, summarized current spec buildings across Kentucky, and announced that the local community has been successful in receiving a \$2 million grant toward the construction of a spec building. In March, the City approved a letter of support with the McCracken County Fiscal Court supporting GPED’s application for grant funding through the Kentucky Product Development Initiative (KPDI) to construct a 100,000-square-foot speculative building in Industrial Park West. The competitive grant has been approved with an award of \$2 million. Future action would be taken by the City Commission to formally accept the grant.

Riverfront Infrastructure Improvement Project (BUILD Grant) Update

Engineering Project Manager Melanie Townsend updated the Board on the construction projects included in the Riverfront Infrastructure Improvement Project (BUILD grant project).

Construction on this project started in November 2024. Since then there has been significant work in the area on the river side of the floodwall near the transient dock with concrete work now beginning. The reconfiguration of the Convention Center floodwall opening at North 5th Street is underway and expected to continue until August. Later this summer there will be work on the intersections of 6th and Park Avenue; 3rd and Madison; and 2nd and Jefferson.

One of the most substantial projects included in this Riverfront Infrastructure Improvement Project is the construction of a new riverfront excursion pier. This new landing pier will greatly enhance the experience and accessibility for Paducah’s riverboat passengers. This week,

June 10, 2025

demolition work by Jim Smith Contracting began on the river side of the floodwall just downstream from the Foot of Broadway in preparation for the pier's construction. One lane of Water Street is closed between Broadway and Jefferson.

Later this month, contractor, C.J. Mahan, will mobilize to start the pier construction with materials and equipment arriving by barge. Crews will work Monday through Saturday on this phase of the project which is expected to wrap up with the substantial completion of the pier and excursion plaza by spring to summer of 2026. Crews will not be working on July 4.

Since much of the pier work will be facilitated from a barge, the Foot of Broadway, Schultz Park, the transient dock and landmass, and the Greenway Trail (except on the river side of the floodwall between Broadway and Jefferson Street) will remain open during construction.

Please note that part of this work will include pile driving which is planned to start at the end June/early July. Pile driving is expected to last until early September and will be noisy. This 540-foot pier requires numerous mooring and support piles that will be driven into the riverbed leading to the noise. This pier will have 18 piles that are 48 inches in diameter and three mooring dolphins of equivalent size. Furthermore, there will be dozens of smaller support piles and a bulkhead. The machinery (a pile-driving hammer) to install these piles will be located on a barge and held in place by a crane. The barges will be in place for the project's duration. After the piles are completed, the decking for the pier will be installed from the barge along with a 15-foot wide sidewalk to connect the pier to the landing at the Broadway floodwall opening.

Paducah is using a \$10.4 million grant (Better Utilizing Investments to Leverage Development (BUILD) Grant) through the Maritime Administration along with \$3.5 million in State funds to cover the majority of the project's construction cost.

COMMENTS:

- Commissioner Henderson attended the Southside Revitalization meeting. He thanked Planning Director Carol Gault and the Planning Department team for the presentation. He wants to continue to make the Southside an affordable place for families to live.
- Mayor Bray said he was unable to attend, but he had heard great things about the meeting and is encouraged by the discussion.
- Commissioner Smith also attended the meeting. He wishes for the City to work to preserve the history of the Southside.

EXECUTIVE SESSION:

Commissioner Henderson offered motion, seconded by Commissioner Smith, that the Board of Commissioners go into closed session for discussion of matters pertaining to the following topics:

- Discussions of proposed or pending litigation against or on behalf of the public agency KRS 61.810(1)(c)

June 10, 2025

Adopted on call of the roll yeas, Commissioners Guess, Henderson, Smith, Wilson and Mayor Bray (5)

RECONVENE IN OPEN SESSION

Commissioner Wilson offered motion, seconded by Commissioner Henderson, that the Paducah Board of Commissioners reconvene in open session.

Adopted on call of the roll yeas, Commissioners Henderson, Smith, Thomas, Wilson, and Mayor Bray (5).

ADJOURN

Commissioner Thomas offered Motion, seconded by Commissioner Smith, that the meeting be adjourned.

Adopted on call of the roll yeas, Commissioners Henderson, Smith, Thomas, Wilson, and Mayor Bray (5).

TIME ADJOURNED: 7:20 p.m.

ADOPTED: June 24, 2025

George Bray, Mayor

ATTEST:

Lindsay Parish, City Clerk

June 24, 2025

RECEIVE AND FILE DOCUMENTS:

Contract File:

1. Mutually Agreeable Staffing Agreement – TempsPlus, Inc. – MO #3033
2. Participation Addendum – NASPO ValuePoint (Xybix Systems) – MO #3040
3. Transfer of Maintenance Rights for KY 3238 (Water Street) from Commonwealth of Kentucky to City of Paducah (ORD 2023-05-8773)
4. Communications International – purchased off previous contract – Quote – MO #3044

Financials:

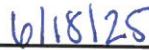
1. Letter of Engagement – Williams Williams & Lentz – GPED audit

CITY OF PADUCAH
June 24, 2025

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



City Manager's Office Signature



Date

**CITY OF PADUCAH
PERSONNEL ACTIONS
June 24, 2025**

NEW HIRES - PART-TIME (P/T)

<u>PARKS AND RECREATION</u>	<u>POSITION</u>	<u>RATE</u>	<u>NCS/CS</u>	<u>FLSA</u>	<u>EFFECTIVE DATE</u>
Chandler, Drehanha R.	Pool Attendant	\$11.50/hr	NCS	Non-Ex	June 12, 2025
Coughenour, Jeri L.	Recreation Leader - Athletics	\$14.00/hr	NCS	Non-Ex	June 17, 2025
Hill, Sarah M	Lifeguard	\$12.50/hr	NCS	Non-Ex	June 12, 2025
McPike, Chance T.	Temp - Recreation Leader	\$12.50/hr	NCS	Non-Ex	June 18, 2025
McPike, Elias W.	Temp - Parks Maintenance Laborer	\$12.50/hr	NCS	Non-Ex	June 18, 2025
Phill, D'Meya L.	Recreation Leader - SYWP	\$12.50/hr	NCS	Non-Ex	June 12, 2025
Redd, Isaiah S.	Parks Laborer Intern	\$12.50/hr	NCS	Non-Ex	June 12, 2025
<u>PLANNING</u>					
Banks, Weslan M.	Planning Intern	\$18.00/hr	NCS	Non-Ex	June 9, 2025
<u>PUBLIC WORKS</u>					
Hilton, Aiden J.	Fleet Intern	\$12.50/hr	NCS	Non-Ex	June 12, 2025

PAYROLL ADJUSTMENTS/TRANSFERS/PROMOTIONS/TEMPORARY ASSIGNMENTS (FULL-TIME)

<u>CUSTOMER EXPERIENCE</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>
Bryant-Quimby, Cathy	Senior Customer Experience Rep. \$25.48/hr	Senior Customer Experience Rep. \$26.12/hr	NCS	Ex	June 12, 2025
Bryant-Quimby, Cathy	Senior Customer Experience Rep. \$26.12/hr	Senior Customer Experience Rep. \$26.90/hr	NCS	Ex	June 26, 2025
<u>ENGINEERING</u>					
Guebert, Gregory E.	City Engineer \$64.91/hr	City Engineer \$66.53/hr	NCS	Ex	May 29, 2025
Guebert, Gregory E.	City Engineer \$66.53/hr	City Engineer \$68.53/hr	NCS	Ex	May 29, 2025
<u>PARKS & RECREATION</u>					
Kearney, Ashley	Recreation Supervisor \$28.85/hr	Recreation Supervisor \$29.57/hr	NCS	Ex	May 15, 2025
Kearney, Ashley	Recreation Supervisor \$29.57/hr	Recreation Supervisor \$30.46/hr	NCS	Ex	June 26, 2025
Kimball, Elizabeth	Recreation Specialist \$23.04/hr	Recreation Specialist \$23.73/hr	NCS	Non-Ex	June 26, 2025
Kirks, Kennedy M.	Recreation Specialist \$23.03/hr	Recreation Specialist \$23.72/hr	NCS	Non-Ex	June 26, 2025
Stepter, Drake	Recreation Specialist \$22.47/hr	Recreation Specialist \$23.14/hr	NCS	Non-Ex	June 26, 2025
Willoughby, John	Maintenance Supervisor \$27.62/hr	Maintenance Supervisor \$28.17/hr	NCS	Ex	June 12, 2025
Willoughby, John	Maintenance Supervisor \$28.17/hr	Maintenance Supervisor \$29.02/hr	NCS	Ex	June 12, 2025

TERMINATIONS - FULL-TIME (F/T)

<u>E911</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Mitchell, Amiya	Telecommunicator	Resignation	June 16, 2025
<u>POLICE</u>			
Biller, John M.	Evidence Technician	Termination	June 17, 2025
Counts, Travis B.	Police Officer	Retirement	July 31, 2025
Davie, Dana L.	Police Officer	Retirement	July 31, 2025
Hayes, Joseph A.	Assistant Chief of Police	Retirement	July 31, 2025

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Approve the Job Grade Schedule for FY2026 - **S. WILCOX**

Category: Municipal Order

Staff Work
By: Stefanie Wilcox
Presentation
By: Stefanie Wilcox

Background Information: Each grade in the Job Grade Schedule is being increased to coincide with the fiscal year 3% cost of living adjustment provided for all non-union positions. The schedule also creates an Assistant Director of Planning position in the Planning Department at grade 14.

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

If yes, please list the Commission Priority: City Staffing Needs

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve the updated Job Grade Schedule to be effective June 26, 2025, with recommended changes.

Attachments:

1. MO job grade schedule FY2026
2. Job Grade Schedule 06 26 2025

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER APPROVING THE JOB GRADE SCHEDULE FOR
THE EMPLOYEES OF THE CITY OF PADUCAH, KENTUCKY FOR FISCAL
YEAR 2026

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. The City of Paducah hereby adopts and approves the Job Grade
Schedule for Fiscal Year 2026 as attached hereto.

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

George Bray, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, _____
Recorded by Lindsay Parish, City Clerk, _____
\\mo\job grade schedule FY2026

City of Paducah, KY
Job Grade Schedule
Effective June 26, 2025

1.03

Grade	Proposed Job Title	Minimum	Midpoint	Maximum
18				
	City Manager	134,123	174,360	214,597
17				
	Assistant City Manager	113,961	145,300	176,639
	City Engineer	113,961	145,300	176,639
	Director of Finance	113,961	145,300	176,639
	Fire Chief	113,961	145,300	176,639
	Police Chief	113,961	145,300	176,639
16				
	Chief Technology Director	96,988	123,660	150,331
	Director of Parks & Recreation	96,988	123,660	150,331
	Director of Planning	96,988	123,660	150,331
	Director of Public Works	96,988	123,660	150,331
15				
	City Clerk/Director of Customer Experience	89,931	114,662	139,393
	Controller	89,931	114,662	139,393
	Deputy Fire Chief - Operations	89,931	114,662	139,393
	Deputy Fire Chief - Prevention	89,931	114,662	139,393
	Director of Human Resources	89,931	114,662	139,393
	Police Assistant Chief	89,931	114,662	139,393
14				
	Assistant City Engineer	82,874	105,665	128,455
	Assistant Director of Parks	82,874	105,665	128,455
	<u>Assistant Director of Planning</u>	82,874	105,665	128,455
	Assistant Director of Public Works	82,874	105,665	128,455
	Assistant Director of Recreation	82,874	105,665	128,455
	E 911 Communication Services Manager	82,874	105,665	128,455
	Fire Assistant Chief	82,874	105,665	128,455
	Police Captain	82,874	105,665	128,455
	Revenue Manager	82,874	105,665	128,455
13				
	Communications Manager	74,807	93,509	112,210
	Engineer Project Manager	74,807	93,509	112,210
	Engineer Technician III	74,807	93,509	112,210
	Fleet Superintendent	74,807	93,509	112,210
	Floodwall Superintendent	74,807	93,509	112,210
	Maintenance Superintendent	74,807	93,509	112,210
	Recreation Superintendent	74,807	93,509	112,210
	Risk/Safety Manager	74,807	93,509	112,210
	Software Manager	74,807	93,509	112,210
	Solid Waste Superintendent	74,807	93,509	112,210
	Streets Superintendent	74,807	93,509	112,210
12				
	Assistant E-911 Communication Services Manager	66,201	82,751	99,301
	Battalion Chief/Fire Training Officer	66,201	82,751	99,301
	Chief Building Inspector	66,201	82,751	99,301
	Chief Electrical Inspector	66,201	82,751	99,301
	Deputy Fire Marshal	66,201	82,751	99,301
	Engineering Technician II	66,201	82,751	99,301
	GIS and Application Support Manager	66,201	82,751	99,301
	Planner III	66,201	82,751	99,301
	Projects and Grants Coordinator	66,201	82,751	99,301
	Senior Accountant	66,201	82,751	99,301
11				
	Crime Analyst II	58,585	73,231	87,877
	Engineer Technician	58,585	73,231	87,877
	GIS Specialist	58,585	73,231	87,877
	Landscape Supervisor	58,585	73,231	87,877
	Revenue Auditor	58,585	73,231	87,877
	Planner II	58,585	73,231	87,877
	Recreation Supervisor	58,585	73,231	87,877
	Software Specialist	58,585	73,231	87,877
	Supervisor Fleet	58,585	73,231	87,877
	Supervisor Maintenance	58,585	73,231	87,877
	Supervisor Solid Waste	58,585	73,231	87,877
	Supervisor Street	58,585	73,231	87,877
	Systems Administrator	58,585	73,231	87,877
10				
	Accountant	52,308	65,385	78,462
	Assistant City Clerk	52,308	65,385	78,462
	Assistant to the Mayor and Commissioners	52,308	65,385	78,462
	Crime Analyst I	52,308	65,385	78,462
	Deflection Specialist	52,308	65,385	78,462
	Deputy Building Inspector	52,308	65,385	78,462
	Deputy Electrical Inspector	52,308	65,385	78,462
	Development Liaison	52,308	65,385	78,462
	Diversity Specialist	52,308	65,385	78,462

Downtown Development Specialist	52,308	65,385	78,462
E-911 Shift Supervisor	52,308	65,385	78,462
E-911 System Administrator	52,308	65,385	78,462
Grants Administrator	52,308	65,385	78,462
Planner I	52,308	65,385	78,462
Records Division Manager	52,308	65,385	78,462
Senior Help Desk Technician	52,308	65,385	78,462
Senior Human Resources Generalist	52,308	65,385	78,462
Senior Recreation Specialist	52,308	65,385	78,462
Supervisor Compost	52,308	65,385	78,462
Systems Technician	52,308	65,385	78,462
9			
Codes Enforcement Officer II	47,657	58,379	69,102
Fleet Mechanic II	47,657	58,379	69,102
Human Resources Generalist	47,657	58,379	69,102
Recreation Specialist	47,657	58,379	69,102
Revenue Technician II	47,657	58,379	69,102
Senior Administrative Assistant	47,657	58,379	69,102
Senior Customer Experience Representative	47,657	58,379	69,102
8			
Codes Enforcement Officer I	42,551	52,124	61,698
E-911 Telecommunicator	42,551	52,124	61,698
E-911 Terminal Agency Coordinator	42,551	52,124	61,698
Fleet Mechanic I	42,551	52,124	61,698
Help Desk Technician	42,551	52,124	61,698
Revenue Technician	42,551	52,124	61,698
Senior Evidence Technician	42,551	52,124	61,698
Senior Records Clerk	42,551	52,124	61,698
7			
Administrative Assistant	38,334	46,959	55,584
Customer Experience Representative	38,334	46,959	55,584
Evidence Technician	38,334	46,959	55,584
Permit Technician	38,334	46,959	55,584
Records Clerk	38,334	46,959	55,584
2			
Parking & Traffic Control Assistant	23,862	28,635	33,407

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Approve the Position and Pay Schedule for FY2026 - **S. WILCOX**

Category: Municipal Order

Staff Work
By: Stefanie
Wilcox
Presentation
By: Stefanie
Wilcox

Background Information: Approve the Position and Pay Schedule for all City personnel to include the budgeted 3.0% cost of living adjustment effective June 26th, per negotiated terms of labor contracts with AFSCME, Police, and Fire, as well as an adjustment for all other non-union City employees. The Position and Pay schedule adds the following newly budgeted positions; an Assistant Director of Planning in the Planning Department, three Firefighters in the Suppression Division of Fire, a Code Enforcement Officer in the Prevention Division of Fire, three Right of Way Maintenance positions in the Street Division of Public Works, and one new Recreation Specialist for the Recreation Division of the Parks Department. The Pay and Position Schedule also includes newly filled positions, new vacancies, and other position changes over the last few months.

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

If yes, please list the Commission Priority: City Staffing Needs

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approved the recommended changes for the Fiscal Year 2026 Position and Pay Schedule to be effective June 26, 2025.

Attachments:

1. MO Position and Pay Schedule FY2025-2026
2. Position and Pay Schedule -Jun 26 2025

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER ADOPTING THE POSITION AND PAY SCHEDULE
FOR THE FULL-TIME EMPLOYEES OF THE CITY OF PADUCAH,
KENTUCKY FOR FISCAL YEAR 2026

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the City of Paducah hereby adopts the FY2026 Position and
Pay Schedule for the employees of the City of Paducah as attached hereto.

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

George Bray, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, _____
Recorded by Lindsay Parish, City Clerk, _____
mo/Position and Pay Schedule FY2025-2026

Section A.									
ADMINISTRATION		AUTHORIZED POSITIONS			FY 26	FY 25			
					HOURLY WAGE ADJ.	HOURLY WAGE ADJ.			
POSITIONS	BUDGET TOTAL	FILLED NON-CS	RCSS/CS	VACANT	RATE	RATE	HOURS WORK	EXEMPT NON-EXEMPT	PAY GRADE
City Manager	1	1			<u>96.48</u>	93.67	40	E	18
Assistant City Manager	1	1			<u>69.11</u>	67.10	40	E	17
Assistant to the City Manager							40	E	
Assistant to the Mayor and Commissioners	1			1	<u>0.00</u>	0.00	40	E	10
Projects and Grants Coordinator	1	1			<u>35.97</u>	34.92	40	E	12
Grants Administrator					<u>0.00</u>	0.00	40	E	10
Senior Administrative Assistant	1	1			<u>31.18</u>	30.27	40	NE	9
Communications Manager	1	1			<u>50.63</u>	49.16	40	E	13
Total Budgeted/Filled for Department		6	5	0	1				

Note: Moved ERP Manager and BA Positions to Technology Department (02/23)

Note: Moved Grants Administrator position from Finance to Administration

Section B.									
CITY CLERK / CUSTOMER EXPERIENCE DEPT.		AUTHORIZED POSITIONS			FY 26	FY 25			
					HOURLY WAGE ADJ.	HOURLY WAGE ADJ.			
POSITIONS	BUDGET TOTAL	FILLED NON-CS	RCSS/CS	VACANT	RATE	RATE	HOURS WORK	EXEMPT NON-EXEMPT	PAY GRADE
City Clerk / Customer Experience Director	1	1			<u>56.09</u>	54.46	40	E	15
Assistant City Clerk	1	1			<u>35.57</u>	34.53	40	NE	10
Senior Customer Experience Representative	1	1			<u>26.24</u>	25.48	40	E	9
Development Liaison	1	<u>1</u>		4	<u>27.23</u>	26.44	40	E	10
Customer Experience Representatives	1	1			<u>24.38</u>	23.67	40	NE	7
Total Budgeted/Filled for Department		5	5	0	0				

Note: Moved Customer Experience Representative position from CX/Clerk to IT

Section C.									
FINANCE DEPARTMENT		AUTHORIZED POSITIONS			FY 26	FY 25			
					HOURLY WAGE ADJ.	HOURLY WAGE ADJ.			
POSITIONS	BUDGET TOTAL	FILLED NON-CS	RCSS/CS	VACANT	RATE	RATE	HOURS WORK	EXEMPT NON-EXEMPT	PAY GRADE
Administration									
Director of Finance	1	1			<u>95.35</u>	92.57	40	E	17
Senior Administrative Assistant	1	1			<u>27.73</u>	26.92	40	NE	9
Accounting/Payroll									
Controller	1	1			<u>61.04</u>	59.26	40	E	15
Senior Accountant	1	1			<u>39.39</u>	38.24	40	E	12
Accountant	2	1			<u>29.05</u>	28.20	40	E	10
		1			<u>29.01</u>	28.16	40	E	10
Revenue									
Revenue Manager	1	1			<u>44.26</u>	42.97	40	E	14
Account Clerk							40	NE	
							40	NE	
Revenue Tech II							40	NE	9
Revenue Tech.	3	1		4	<u>23.38</u>	22.70	40	NE	8
		1			<u>22.66</u>	22.00	40	NE	8
		<u>1</u>			<u>21.61</u>	20.98			
Revenue Auditor	2	<u>1</u>		4	<u>35.21</u>	34.18	40	E	11
		1			<u>32.11</u>	31.17			
Total Budgeted/Filled for Department		12	12	0	0				

Note: The Revenue Tech III was removed and a Revenue Tech added.

* Position Red Light 2021

Note: RCSS - Individuals Retain Civil Service Status

Section D.

TECHNOLOGY DEPARTMENT				AUTHORIZED POSITIONS	FY 26	FY 25			
					HOURLY WAGE ADJ.	HOURLY WAGE ADJ.	HOURS	EXEMPT	PAY
POSITIONS	BUDGET TOTAL	FILLED NON-CS	RCSS/CS	VACANT	RATE	RATE	WORK	NONEXEMPT	GRADE
Chief Technology Director	1	1			<u>61.05</u>	59.27	40	E	16
Software Manager	1	1			<u>47.51</u>	46.13	40	E	13
Software Specialist	1	1			<u>33.98</u>	32.99	40	E	11
Systems Administrator	1	1			<u>31.73</u>	30.81	40	E	11
Systems Technician	1	1			<u>33.67</u>	32.69	40	E	10
Help Desk Technician	1	1			<u>22.54</u>	21.88	40	NE	8
GIS and Application Support Manager	1			1	0.00	0.00	40	E	12
GIS Specialist	1	1			<u>31.70</u>	30.78	40	E	11
Total Budgeted/Filled for Department									

Section E.

PLANNING DEPARTMENT				AUTHORIZED POSITIONS	FY 25	FY 25			
					HOURLY WAGE ADJ.	HOURLY WAGE ADJ.	HOURS	EXEMPT	PAY
POSITIONS	BUDGET TOTAL	FILLED NON-CS	RCSS/CS	VACANT	RATE	RATE	WORK	NONEXEMPT	GRADE
Director of Planning	1	1			<u>54.83</u>	53.23	40	E	16
Assistant Director of Planning	<u>1</u>			<u>1</u>	<u>0.00</u>	0.00	<u>40</u>	<u>E</u>	<u>14</u>
Planner III	1	1			<u>38.95</u>	37.82	40	E	12
Senior Administrative Assistant	1	1			<u>33.66</u>	32.68	40	NE	9
Administrative Assistant							40	NE	7
Planner II	2	1		1	<u>31.36</u>	30.45	40	E	11
Planner I	1	1			<u>26.75</u>	25.97	40	E	10
Downtown Development Specialist	1	1			<u>29.36</u>	28.50	40	E	10
Total Budgeted/Filled for Department									

* Position Red Light 2021

Section F.

POLICE DEPARTMENT				AUTHORIZED POSITIONS	FY 26	FY 25			
					HOURLY WAGE ADJ.	HOURLY WAGE ADJ.	HOURS	EXEMPT	PAY
POSITIONS	BUDGET TOTAL	FILLED NON-CS	RCSS/CS	VACANT	RATE	RATE	WORK	NON-EXEMPT	GRADE
Police Chief	1	1			<u>73.70</u>	71.55	40	E	17
Police Assistant Chief	2	1			<u>59.75</u>	58.01	40	E	15
		1			<u>58.49</u>	56.79			
Captains	6	1			<u>51.89</u>	50.38	40	E	14
		1			<u>49.06</u>	47.63			
		2			<u>47.63</u>	46.24			
		1			<u>46.30</u>	44.95			
		1			<u>43.86</u>	42.58			
Sergeants	9						40	NE	
5 years		2			<u>35.54</u>	34.51			
10 years		5			<u>37.32</u>	36.24			
15 years		3			<u>39.19</u>	38.04			
20 years					<u>41.15</u>	39.95			
25+ years					<u>43.20</u>	41.95			
Police Officer	63***			10			40	NE	
Police Officer - Recruit		2			<u>28.24</u>	27.42			
1 year		8			<u>28.24</u>	27.42			
3 years		14			<u>29.72</u>	28.85			
5 years		10			<u>31.19</u>	30.28			
10 years		11			<u>32.76</u>	31.80			

15 years		5		<u>34.39</u>	33.39			
20 years		3		<u>36.12</u>	35.07			
25 years				<u>37.92</u>	36.82			
Senior Administrative Assistant	3	1		<u>23.49</u>	22.81	40	NE	9
		1		<u>26.32</u>	25.55			
		1		<u>28.56</u>	27.73			
Administrative Assistant						40	NE	7
Crime Analyst						40	E	10
Crime Analyst II	1	1		<u>29.74</u>	28.87	40	E	11
Deflection Specialist	1	1		<u>26.40</u>	25.63	40	E	10
Records Manager	1	1		<u>30.46</u>	29.57	40	E	10
Senior Records Clerk								
Records Clerk	2	1		<u>26.19</u>	25.43	40	NE	7
		<u>1</u>	<u>1</u>	<u>20.09</u>	19.50			
Senior Evidence Technician	1	1		<u>24.97</u>	24.24	40	NE	8
Evidence Technician	1	1		<u>22.66</u>	22.00	40	NE	7
Total Budgeted/Filled for Department		91	82	0	9			

* Position Red Light 2021

POLICE DEPARTMENT CON'T		AUTHORIZED POSITIONS			FY 26	FY 25		
					HOURLY WAGE ADJ.	HOURLY WAGE ADJ.		
		BUDGET TOTAL	FILLED NON-CS	RCSS/CS	VACANT	RATE	RATE	PAY GRADE
POSITIONS							HOURS WORK	EXEMPT NON-EXEMPT
<u>911 Communications Services</u>								
911 Communications Services Manager	1	1				<u>52.94</u>	51.40	14
Assistant 911 Communications Services Manager	1	1				<u>37.02</u>	35.94	12
Terminal Agency Coordinator	1	1				<u>27.58</u>	26.78	8
911 System Administrator	1	1				<u>33.56</u>	32.58	10
Shift Supervisor	4				<u>2</u> <u>3</u>	0.00	0.00	10
			1			<u>34.17</u>	33.17	10
			<u>1</u>			<u>34.07</u>	33.08	
Telecommunicator	14				<u>1</u>		36/48	8
			1			<u>31.66</u>	30.74	8
			1			<u>31.16</u>	30.25	8
			1			<u>28.93</u>	28.09	8
			1			<u>25.10</u>	24.37	8
			1			<u>24.62</u>	23.90	8
			1			<u>22.46</u>	21.81	8
			1			<u>22.03</u>	21.39	8
			2			<u>21.83</u>	21.19	8
			1			<u>21.82</u>	21.18	8
			2			<u>21.39</u>	20.77	8
			1			<u>20.97</u>	20.36	8
			<u>4</u>			<u>20.46</u>	19.86	8
Senior Administrative Assistant	1	1				<u>34.15</u>	33.16	9

* Position Red Light 2021

Note: Police Department Secretary/Public Information Officer is provided two hours minimum call-out pay.

**Note: Police Department adjustments will be made in accordance to Union Contract once the Captain's promotional process is completed.

***Note: The Police Officer authorization number increased by 3 in order to fulfill the COPS Grant for School Resource Officers for the next 4 years. 6/22/2021

****911**

*Note: 36/48 refers to the 12 hour schedule that has people working an alternating three and four 12-hour shifts per week, or 2184 hours per year

New system administrator position added and data entry clerk moved into position.

Add Pays: 1) 1 TAC \$1/hr 2) 2 CTO's \$0.50/hr

**** A supervisor position is filled

Total Budgeted/Filled for Department	23	20	0	3	
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Section G.

FIRE DEPARTMENT	AUTHORIZED POSITIONS			FY 26	FY 25
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* Position Red Light 2021

** Position Frozen 2009

Note: Executive Assistant I moved to Prevention from Administration

Note: Firefighter Relief Driver is not a new position. \$0.10 is factored in the pay rate

Note: A person may hold the position of Code Enforcement Officer I for a period not to exceed one year without becoming a certified Property Maintenance Inspector.

Note: To be considered for the position of Code Enforcement Officer II must obtain Property Maintenance Inspector I, Level I Building Inspector and successful review.

Note:* A person may hold the position of Deputy Building Inspector Level I for a period not to exceed two years without becoming certified.

Note: A person may hold the position of Deputy Electrical Inspector Level I for a period not to exceed one year without becoming certified.

Note: Building Inspector levels are equivalent to steps. These levels are dictated by state certification, and successful performance review.

Note: Deputy Fire Marshal to have State certification within one year.

Note: To be considered for Deputy Fire Marshal II must obtain NFPA Fire Inspector I, and II, and successful review.

Note: To be considered for Deputy Fire Marshal III must obtain NFPA Fire protection plan review and successful performance review.

Note: As Inspection's Civil Service positions are eliminated through attrition they will be filled as Non-Civil Service positions.

Note: RCSS - Individuals Retain Civil Service Status

Section H.					AUTHORIZED POSITIONS		FY 26	FY 25		
							HOURLY WAGE ADJ.	HOURLY WAGE ADJ.	HOURS WORK	PAY GRADE
ENGINEERING POSITIONS					BUDGET TOTAL	FILLED NON-CS RCSS/CS				
City Engineer					1	1	<u>66.86</u>	64.91	40	E 17
Assistant City Engineer					1		<u>0.00</u>	<u>0.00</u>	40	E 14
Engineer Project Manager					1	1	<u>43.26</u>	42.00	40	E 13
Engineering Technician					1	1	<u>33.39</u>	32.42	40	E 11
Engineering Tec II					1	<u>1</u>	<u>41.11</u>	39.91		
Engineering Tech III					1	1	<u>50.13</u>	48.67	40	E 13
Senior Administrative Assistant					1	1	<u>29.66</u>	28.80	40	NE 9

Floodwall Division

EPW Floodwall Superintendent					1	1	<u>44.64</u>	43.34	40	E 13
Floodwall Operator					4				40	NE
80%							<u>20.82</u>	20.22		NE
85%							<u>22.13</u>	21.48		NE
90%							<u>23.43</u>	22.74		NE
95%							<u>24.73</u>	24.01		NE
100%						3	<u>26.03</u>	25.27		NE
Total Budgeted/Filled for Department					12	10				

* Position Red Light 2021

Note: positions are eliminated through attrition they will be filled as a Non-Civil Service positions.

Note: RCSS - Individuals Retain Civil Service Status

Note: As the Floodwall Operators' CS positions are eliminated through attrition they will be filled as Non-Civil Service positions.

Section I.					AUTHORIZED POSITIONS		FY 26	FY 25		
							HOURLY WAGE ADJ.	HOURLY WAGE ADJ.	HOURS WORK	PAY GRADE
PUBLIC WORKS DEPT. POSITIONS					BUDGET TOTAL	FILLED NON-CS RCSS/CS				
Public Works Director					1	1	<u>66.05</u>	64.13	40	E 16
Assistant Public Works Director					1	1	<u>56.66</u>	55.01	40	E 14
Administrative Assistant					1	1	<u>22.36</u>	21.71	40	NE 7

Street Division

Street Superintendent					1	1	<u>41.29</u>	40.09	40	E 13
Street Supervisor					1	1	<u>34.02</u>	33.03	40	E 11
Landscape Supervisor					1	1	<u>35.29</u>	34.26	40	E 11
Equipment Operator					3					NE
80%							<u>21.03</u>	20.42		
85%							<u>22.35</u>	21.69		
90%							<u>23.66</u>	22.97		
95%							<u>24.98</u>	24.24		
100%						3	<u>26.29</u>	25.52		
Concrete Finisher					1					NE
80%							<u>20.11</u>	19.53		

CITY OF PADUCAH		FY 2026 POSITION AND PAY SCHEDULE					June 26, 2025		
	85%				<u>21.37</u>	20.75			
	90%				<u>22.63</u>	21.97			
	95%				<u>23.88</u>	23.19			
	100%				<u>25.14</u>	24.41			
Right-Of-Way Maintenance Person	<u>18</u>	<u>45</u>		<u>6</u>			NE		
80%					<u>19.46</u>	18.90			
85%		1			<u>20.68</u>	20.08			
90%					<u>21.90</u>	21.26			
95%		1			<u>23.11</u>	22.44			
100%		8	2		<u>24.33</u>	23.62			
Laborer							NE		
80%					<u>18.12</u>	17.59			
85%					<u>19.25</u>	18.69			
90%					<u>20.39</u>	19.79			
95%					<u>21.52</u>	20.89			
100%					<u>22.65</u>	21.99			
Maintenance Division									
Maintenance Superintendent	1	1			<u>43.73</u>	42.46	40	E	13
Maintenance Supervisor	1	1			<u>31.62</u>	30.70	40	E	11
Janitor / Collector	4			<u>1</u>				NE	
80%					<u>17.70</u>	17.18			
85%					<u>18.80</u>	18.25			
90%		<u>1</u>			<u>19.91</u>	19.32			
95%					<u>21.01</u>	20.40			
100%		3			<u>22.12</u>	21.47			
Traffic Technician	1			1				NE	
80%					<u>20.26</u>	19.67			
85%					<u>21.53</u>	20.90			
90%					<u>22.80</u>	22.13			
95%					<u>24.06</u>	23.36			
100%					<u>25.33</u>	24.59			
Master Electrician	1			1*	0.00	0.00		NE	10
Maintenance Technician	5			<u>2</u> 1*				NE	
80%					<u>20.26</u>	19.67			
85%					<u>21.53</u>	20.90			
90%		1			<u>22.80</u>	22.13			
95%					<u>24.06</u>	23.36			
100%		2			<u>25.33</u>	24.59			
Fleet Maintenance Division									
Fleet Superintendent	1	1			<u>41.79</u>	40.57	40	E	13
Fleet Supervisor	1	1			<u>37.06</u>	35.98	40	E	11
Senior Administrative Assistant	1	1			<u>27.43</u>	26.63	40	NE	9
Fleet Mechanic I								NE	8
Fleet Mechanic II	5			<u>2</u> <u>1</u>				NE	9
		1			<u>25.69</u>	24.94			
		1			<u>23.49</u>	22.81			
		1			<u>22.91</u>	22.24			
		<u>4</u>			<u>28.99</u>	<u>28.15</u>			
Solid Waste Division									
Solid Waste Superintendent	1	1			<u>40.05</u>	38.88	40	E	13
Solid Waste Supervisor	1	<u>1</u>		<u>4</u>	<u>30.96</u>	30.06	40	E	11
Compost Operations Supervisor	1	<u>1</u>		<u>4</u>	<u>30.46</u>	29.57	40	E	10
<u>Senior</u> Administrative Assistant	1	1			<u>26.93</u>	26.15	40	NE	9
Laborer	1			1				NE	
80%					<u>18.12</u>	17.59			
85%					<u>19.25</u>	18.69			
90%					<u>20.39</u>	19.79			
95%					<u>21.52</u>	20.89			
100%					<u>22.65</u>	21.99			
Truck Driver	17			<u>4</u>				NE	

80%	1		<u>19.89</u>	19.30	
85%			<u>21.13</u>	20.51	
90%	1		<u>22.37</u>	21.72	
95%	3		<u>23.62</u>	22.92	
100%	8		<u>24.86</u>	24.13	
Right-Of-Way Maintenance Person	0				NE
80%			<u>19.46</u>	18.90	
85%			<u>20.68</u>	20.08	
90%			<u>21.90</u>	21.26	
95%			<u>23.11</u>	22.44	
100%			<u>24.33</u>	23.62	
Compost Equipment Operator	2	<u>1</u>			NE
80%			<u>21.03</u>	20.42	
85%			<u>22.35</u>	21.69	
90%			<u>23.66</u>	22.97	
95%	<u>4</u>		<u>24.98</u>	24.24	
100%	1		<u>26.29</u>	25.52	
Total Budgeted/Filled for Department		73	52	2	19

* Position Red Light 2021

Note: positions are eliminated through attrition they will be filled as a Non-Civil Service positions.

Note: RCSS - Individuals Retain Civil Service Status

Note: As the Floodwall Operators' CS positions are eliminated through attrition they will be filled as Non-Civil Service positions.

Note: AFSCME employees in the classificaton above shall be eligible to receive "Shift Differential" of \$0.35/Hr.

Note: AFSCME employees in the above classification shall be eligible to receive \$0.50/Hr as a "Work Leader".

Section J.

PARKS & RECREATION DEPARTMENT	AUTHORIZED POSITIONS			FY 26	FY 25	HOURS	EXEMPT	PAY
	BUDGET	FILLED		VACANT	HOURLY WAGE ADJ. RATE	HOURLY WAGE ADJ. RATE	WORK	NON-EXEMPT GRADE
		NON-CS	RCSS/CS					
POSITION	TOTAL							
Director of Parks & Recreation	1	1			<u>56.95</u>	55.29	40	E 16
Assistant Director of Parks	1	<u>1</u>		4	<u>42.04</u>	40.82	40	E 14
Assistant Director of Recreation	1	1			<u>44.22</u>	42.93		
Recreation Supervisor	2	1		<u>1</u>	<u>29.72</u>	28.85	40	E 11
		<u>4</u>			<u>27.44</u>	25.44	40	E 11
Senior Recreation Specialist					<u>0.00</u>	0.00	40	E 10
Recreation Specialist	<u>4</u> 3	1		<u>1</u>	<u>23.73</u>	23.04	40	<u>NE</u> E 9
		1			<u>23.72</u>	23.03		
		1			<u>23.14</u>	22.47		
Senior Administrative Assistant	1	1			<u>30.57</u>	29.68		NE 9
Administrative Assistant	1	1			<u>23.24</u>	22.56		NE 7
Maintenance Division								
Supervisor	3			<u>2</u>				E 11
		<u>4</u>			<u>30.50</u>	28.48	40	
		1			<u>28.45</u>	27.62	40	
Laborer	12			<u>1</u>				NE
80%		4			<u>18.12</u>	17.59		
85%		1			<u>19.25</u>	18.69		
90%					<u>20.39</u>	19.79		
95%		3			<u>21.52</u>	20.89		
100%		2	1		<u>22.65</u>	21.99		
Right-Of-Way Maintenance Person	1			4				NE
80%					<u>19.46</u>	18.90		
85%					<u>20.68</u>	20.08		
90%		<u>1</u>			<u>21.90</u>	21.26		
95%					<u>23.11</u>	22.44		
100%					<u>24.33</u>	23.62		
Maintenance Technician	1							NE

80%		<u>20.26</u>	19.67
85%		<u>21.53</u>	20.90
90%		<u>22.80</u>	22.13
95%		<u>24.06</u>	23.36
100%	1	<u>25.33</u>	24.59

Total Budgeted/Filled for Department	28	22	1	5
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* Position Red Light 2021

Note: Recreation Superintendent moved to Assistant Director Position, and Parks Maintenenace Superintendent moved to Public works, and then Parks & Rec. Super created and Rec. Specialist promoted.

Note: As positions are eliminated through attrition they will be filled as Non-Civil Service positions.

Note: RCSS - Individuals Retain Civil Service Status

Note: AFSCME employees in the classificaton above shall be eligible to receive "Shift Differential" of \$0.35/Hr.

Note: AFSCME employees in the above classification shall be eligible to receive \$0.50/Hr as a "Work Leader".

Section K.

HUMAN RESOURCES & RISK	AUTHORIZED POSITIONS			FY 26	FY 25	HOURS WORK	EXEMPT NON-EXEMPT	PAY GRADE
	BUDGET	FILLED	VACANT	HOURLY WAGE ADJ. RATE	HOURLY WAGE ADJ. RATE			
POSITIONS	TOTAL	NON-CS	RCSS/CS					
Director of Human Resources	1	1		<u>63.75</u>	61.89	40	E	15
Risk Manager	1	<u>1</u>		<u>41.60</u>	40.39	40	E	13
Diversity Specialist	1	1		<u>33.71</u>	32.73	40	E	10
Senior HR Generalist	1	1		<u>31.97</u>	31.04	40	E	10
Administrative Assistant	1	<u>1</u>		<u>21.33</u>	20.71	40	NE	7
Total Budgeted/Filled for Department	5	5	0					

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: City of Paducah FY2026 Title VI Program Plan Adoption - **S. WILCOX**

Category: Municipal Order

Staff Work
By: Stefanie
Wilcox
Presentation
By: Stefanie
Wilcox

Background Information: The City of Paducah (City), as a federal grant recipient, is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments with a new Program Plan Adoption each year. Section 601 of Title VI of the Civil Rights Act of 1964 requires that “No person in the United States, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving Federal financial assistance.” Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. The City is committed to enforcing the provisions of Title VI and protecting the rights and opportunities of all persons associated with the agency. The city’s commitment includes following all applicable laws and regulations that affect the region and those organizations, both public and private, which participate and benefit through our programs. The City will take positive and realistic affirmative steps to ensure that all persons and/or firms wishing to participate in its programs are given an equal and equitable chance to participate. Along with the Title VI Program, a Disability Nondiscrimination Policy and an accommodation request process will be created as well.

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 and renew the City of Paducah Title VI Program Plan effective July 1, 2025.

Attachments:

1. MO Title VI Program Plan FY26
2. FINAL COP Title VI Plan FY26

MUNICIPAL ORDER NO. _____

**A MUNICIPAL ORDER ADOPTING THE TITLE VI PROGRAM PLAN
FOR THE CITY OF PADUCAH FOR JULY 1, 2025 THROUGH JUNE 30,
2026**

WHEREAS, the City of Paducah (City), as a federal grant recipient, is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments; and

WHEREAS, the City is committed to enforcing the provisions of Title VI and protecting the rights and opportunities of all persons associated with the agency; and

WHEREAS, the City now wishes to approve and implement the City of Paducah Title VI Program Plan.

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

SECTION 1. That the City of Paducah hereby approves and implements the City of Paducah Title VI Program Plan, which shall be effective July 1, 2025, through June 30, 2026.

SECTION 2. That the Mayor is hereby authorized to execute all documents necessary as authorized in Section 1, above.

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

George Bray, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, _____
Recorded by Claudia Meeks, Assistant City Clerk, _____
\\mo\Title VI Program Plan FY26



TITLE VI PROGRAM PLAN

City of Paducah

July 1, 2025 – June 30, 2026

Daron Jordan, City Manager
Stefanie Wilcox, Human Resources Director & Title VI Coordinator

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I. GLOSSARY/DEFINITIONS

Affirmative Action: a good-faith effort to eliminate past and present discrimination in all federally assisted programs and to ensure future nondiscriminatory practices.

African American (Black): A person having origins in any of the black racial groups of Africa.

American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Applicant: an eligible public entity or organization that submits an application for financial assistance under a program administered on behalf of the State.

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Assurance: a written “policy statement” or “contractual agreement” signed by the agency head in which a recipient agrees to administer federally assisted programs in accordance with civil rights laws and regulations.

Beneficiary: any person or group of people (other than states) entitled to receive benefits, directly or indirectly, from any federally assisted program (*i.e.*, relocated persons, impacted citizens, communities, etc.).

CITY: shall refer to the City of Paducah, a home rule city of the Commonwealth of Kentucky.

City Manager: The City of Paducah City Manager is responsible for Title VI activities in accordance with KYTC policies and directives as well as state/federal statute/law and state/federal administrative regulations and have the authority to appoint Title VI Designee(s) for the City.

Complaint: a verbal or written allegation of discrimination that indicates that a federally assisted program is operated in such a manner that it results in disparity of treatment to persons or groups of persons because of race, color or national origin.

Compliance: a satisfactory condition wherein an applicant, recipient, or sub recipient has effectively implemented all of the Title VI requirements or can demonstrate that every good-faith effort toward achieving this end has been made.

Contract: a mutually binding legal relationship or any modification thereof obligating the seller to furnish supplies or services, including construction, and obligating the buyer to pay for them. Throughout this document, a lease is considered a contract.

Contractor: any person, corporation, partnership, organization, or incorporated association that participates, through a contract or subcontract, in any program or activity covered by this plan including lessees.

Discrimination: involves any act or inaction, whether intentional or unintentional in any program or activity of a federal aid recipient, sub recipient, or contractor, which results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, sex, national origin, age, disability or in the case of disability, failing to make a reasonable accommodation.

Division: one of the administrative subdivisions of an office of the Kentucky Transportation Cabinet. The term *district* should be considered equivalent to *division* as an administrative subdivision of an office of the KYTC.

Federal Assistance:

- Grants and loans of federal funds
- The grant or donation of federal property and interests in property
- The detail of federal personnel
- The sale and lease of, and the permission to use (on other than a casual or transient basis), federal property or any interest in such property without
- Consideration or with nominal consideration, or with consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient
- Any federal agreement, arrangement, or other contract that has, as one of its purposes, the provision of assistance

Federal Highway Administration or FHWA: agency within the U.S. Department of Transportation that supports State and local governments in the design, construction and maintenance of the Nation's highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands Highway Program).

Grantee: any public or private agency, institution or organization to whom federal financial assistance is intended for any program.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

Interpretation: The process of listening to something in one language and orally interpreting it in another. The mix of LEP services under the Oral Languages Services is as follows:

- Hiring bilingual staff
- Hiring staff interpreters
- Using telephone interpreter lines
- Using community volunteers
- Use of family members, friends, and other customers/passengers as interpreters

Kentucky Transportation Cabinet or KYTC: the agency of Kentucky charged by its laws with the responsibility for all modes of transportation.

Limited English Proficiency or LEP: Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be limited English proficient.

Metropolitan Planning Organization or MPO: policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all Urbanized Areas (UZA) of populations over 50,000, as determined by the US Census. MPOs are designated by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census) or in accordance with procedures established by applicable State or local law. When submitting the transportation improvement program (described below), to the State for inclusion in the statewide program, MPOs self-certify that they have met all federal requirements.

Minority: A person or groups of persons differing from others in some characteristics who may be subjected to differential treatment based on race, color or national origin. Includes *African Americans, Hispanics or Latinos, American Indian or Alaska Native, Asians and Native Hawaiian or Other Pacific Islander*.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Non-compliance: the condition wherein a recipient has failed to meet prescribed requirements and has shown a lack of good-faith effort in implementing all of the Title VI requirements.

Non-minority or non-minority group people: Caucasians

Persons: Where designation of persons by race, color or national origin is required, the following designations ordinarily may be used: “White not of Hispanic origin,” “Black not of Hispanic origin,” “Hispanic,” “Asian or Pacific Islander,” “American Indian or Alaskan Native.” Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

Primary recipient: KYTC or any department, division, or agency authorized to request federal assistance on behalf of sub-recipients and to distribute financial assistance to sub-recipient’s contracts for carrying out a program.

Program: includes any highway, project, or activity that provides services, financial aid or other benefits to individuals, including education or training, work opportunities, health, welfare, rehabilitation, housing or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient (i.e. Planning, Environment, Design, Right-of-Way, Construction, Safety, & Research).

Program area officials: the officials who are responsible for carrying out technical program responsibilities.

Public participation: an open process in which the rights of the community to be informed to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals.

Recipient: Kentucky or any political subdivision or instrumentality thereof or any public or private agency, institution, or organization or other entity; or any individual in Kentucky to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term “**recipient**” does not include any ultimate beneficiary under any such program. Examples of recipients include MPOs, Council of Governments (COG), towns, cities, counties, school districts or any sub recipient.

Secretary: The chief administrative officer of the Kentucky Transportation Cabinet or KYTC.

Statewide Transportation Improvement Program or STIP: statewide transportation improvement program (STIP) for all areas of the State covering a period of at least four years. The STIP is a staged, multi-year, statewide intermodal program of transportation projects, consistent with the statewide transportation plan and planning processes as well as metropolitan plans, transportation improvement programs (TIP), and planning processes. The STIP must be developed in cooperation with the metropolitan planning organizations (MPO), public transit providers, and any Regional Transportation Planning Organizations (RTPO) in the State and must be compatible with the TIPs for the metropolitan areas in the State.

Statewide Transportation Plan or STP: a long-range transportation plan that provides for the development and implementation of the multimodal transportation system (including transit, highway, bicycle, pedestrian and accessible transportation) for the State. This plan must identify how the transportation system will meet the State’s economic, transportation, development and sustainability goals for at least a 20-year planning horizon.

Sub-grantee: Any public or private agency, institution, or organization to whom federal financial assistance is intended (through another recipient) for any program.

Title VI Officer, Coordinator or Liaison: refers to the responsible City official in matters relating to Title VI. The Title VI Officer, Coordinator or Liaison reports to and assists the City Manager of the City in carrying out the required Title VI responsibilities.

Title VI Program: the system of requirements developed to implement Title VI of the Civil Rights Act of 1964. When appropriate, the phrase “Title VI Program” also refers to the civil rights provisions of other federal non-discrimination authorities to the extent that they prohibit discrimination on the grounds of race, color, national origin, sex, age and disability, including income level and Limited English Proficiency in programs or activities receiving federal financial assistance.

Translation: Translation is the replacement of a written text from one language into an equivalent written text in another language.

Transportation Improvement Programs or TIP: plan developed by Metropolitan Planning Organization cooperation with the State and public transit providers detailing a list of upcoming transportation projects, covering a period of at least four years. It should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects and safety projects included in the State's Strategic Highway Safety Plan. The TIP should include all regionally significant projects receiving FHWA or FTA funds, or for which FHWA or FTA approval is required.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

II. OVERVIEW

Title VI of the Civil Rights Act of 1964 is a non-discrimination statute. Specifically, Title VI provides that “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 subjected to discrimination under any program or activity receiving federal financial assistance” (42 U.S.C. Section 2000d). Each federal department and agency, which is empowered to extend Federal financial assistance to any program or activity, by way of grant, loan, federal personnel or any federal agreement contract is authorized and directed to make the provisions of Section 2000d of this title.

The City of Paducah Board of Commissioners is the governing body of the City. As a recipient of federal funds through grant program(s), the City is subject to Title VI of the Civil Rights Act of 1964. The City works to ensure that nondiscriminatory services are offered throughout the region thereby enhancing both the quality of life and the economic vitality.

Non-Discrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.)
- Section 162 (a) of the Federal Aid Highway Act of 1973 (23 USC 324)
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- Americans With Disabilities Act of 1990
- Civil Rights Restoration Act of 1987
- 49 CFR Part 21
- 23 CFR Part 200
- U.S. DOT Order 1050.2
- Executive Order #12898 (Environmental Justice)
- Executive Order #13166 (Limited-English-Proficiency)



City of Paducah

300 South 5th Street
Paducah, KY 42003
(270) 444-8550
Fax: (270) 444-8515
www.paducahky.gov

The City of Paducah

TITLE VI “STATEMENT OF POLICY”

The City of Paducah (CITY) is committed to a policy of non-discrimination in the conduct of its business, including its Title VI responsibilities – delivery of equitable and accessible transportation services. CITY recognizes its responsibilities to the communities in which it operates and to the society it serves. It is CITY’s policy to utilize to its best efforts to assure their “Statement of Policy” is accomplished.

Statement of Policy:

CITY as a federal grant recipient, is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments. Section 601 of Title VI of the Civil Rights Act of 1964 requires that “No person in the United States, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving Federal financial assistance.” Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

CITY is committed to enforcing the provisions of Title VI and protecting the rights and opportunities of all persons associated with the agency. CITY’s commitment includes following all applicable laws and regulations that affect the Region and those organizations, both public and private, which participate and benefit through our programs.

CITY will take positive and realistic affirmative steps to ensure that all persons and/or firms wishing to participate in its programs are given an equal and equitable chance to participate.

CITY’s sub-recipients and contractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities and services.

CITY is responsible for providing leadership, direction and policy to ensure compliance with Title

VI of the 1964 Civil Rights Act in respect to its transit services. Any person(s) who feels that they have been discriminated against is encouraged to report such violations in writing to the local transit authority's office:

CITY's objective is to:

- A. Encourage local transit agencies to provide that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- B. Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- C. Make efforts to provide meaningful access to programs and activities by persons with limited English proficiency;
- D. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- E. Work to prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations and to notify beneficiaries of protections available under Title VI;
- F. Adhere to the Title VI reporting requirements of the Federal Transit Administration through the annual Certification and Assurance module in TEAM and provide written Title VI policy documentation every three years as required in as required in FTA circular 4702.1A;
- G. Provide public notification of Title VI protections in all public places where CITY conducts business or operations.

The responsibility for carrying out CITY's commitment to this program has been delegated by the City Manager to Stefanie Wilcox, a Title VI Compliance Officer who will receive and investigate Title VI complaints which come through the complaint procedure. However, all managers, supervisors and employees share in the responsibility for making CITY's Title VI Program a success. Additional information concerning CITY's obligations and the complaint procedure can be found on the CITY's web site www.paducahky.gov or by calling 270-444-8800.



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City of Paducah

Title VI Policy Statement

It is the policy of the City of Paducah (CITY) to afford equal opportunity to all persons to the end that no person in the United States shall, on the grounds of race, color, sex, disability, age or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Government.

Program and activities to which this policy applies include, but are not limited to, the use of grants in connection with federal-aid highway systems, the Surface Transportation and Reauthorization & Reform Act of 2015, the Highway Safety Act of 1966 and the National Traffic and Motor Vehicle and Safety Act of 1966, leases of real property and the grant of permits, licenses, easements and rights of way covering real property, Urban Mass Transportation Research Programs, and other grants for the support of basic scientific research.

This policy shall be prominently posted in all personnel office, EEO offices, and on the CITY's internal website.

Signed and approved this _____ day of June 2025.

Daron Jordan
City Manager

III. GENERAL REPORTING

TITLE VI NOTICE TO THE PUBLIC

See next page for the notice that is posted in all CITY administrative reception areas and transfer centers. The text is printed on all route and schedule guides and is stated on the CITY website.



City of Paducah

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Notifying the Public of Rights Under Title VI

City of Paducah (CITY)

The CITY operates its programs without regard to race, color and national origin in accordance with the Title VI of the Civil Rights Act. Any person who believes she or he has been subjected to discrimination prohibited under Title VI may file a complaint with CITY.

To request or receive additional information on CITY's civil rights program and the procedures and/or to file a complaint, please contact the person listed below:

Stefanie Wilcox, Title VI Coordinator
City of Paducah
300 South 5th Street
Paducah, Kentucky 42003

Telephone: 270-444-8540 TTY 800-648-6056
Email Address: swilcox@paducahky.gov

Visit website: www.paducahky.gov

To file a discrimination complaint, the written complaint must be filed to the address above within 180 days of the alleged discrimination. Written complaints may also be filed with the U.S. Department of Transportation/Federal Transit Administration (FTA) no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by FTA. **Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC 20590. Written complaints may also be filed with the KYTC Office of Transportation Delivery Project Manager or Title VI Coordinator, Kentucky Transportation Cabinet, 200 Mero Street, Frankfort, KY 40622.** To accommodate limited English proficient individuals, oral complaints to be documented and/or translated may also be given at the above address.

If information is needed in another language, contact CITY at 270-444-8540.



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Notificación al público de los derechos bajo el Título VI

City of Paducah (CITY)

CITY opera sus programas sin tener en cuenta la raza, el color y origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que ella o él ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Titulo VI puede presentar una queja ante CITY.

Para más información sobre el programa de derechos civiles de CITY y los procedimientos para presentar una queja, comuníquese con el CITY a:

Stefanie Wilcox, Coordinador Título VI
Ciudad de Paducah
300 Calle Quinta Sur
Paducah, Kentucky 42003

Teléfono: 270-247-7171 TTY 800-648-6056
Dirección de correo electrónico: swilcox@paducahky.gov

Visite el sitio web: www.paducahky.gov

Para presentar una queja por discriminación, la queja por escrito debe presentarse a la dirección antes mencionada dentro de los 180 días de la supuesta discriminación. Las quejas por escrito también se pueden presentar ante el Departamento de Transporte de los EE. UU. / Administración Federal de Tránsito (FTA) a más tardar 180 días después de la fecha de la supuesta discriminación, a menos que el FTA prorrogue el plazo de presentación. **Atención: Coordinador del Programa Título VI, Edificio Este, 5to Piso-TCR, 1200 New Jersey Ave., SE Washington, DC 20590. También se pueden presentar quejas por escrito ante el Gerente del Proyecto de Entrega de la Oficina de Transporte de KYTC o Coordinador del Título VI, Gabinete de Transporte de Kentucky, 200 Mero Street, Frankfort, KY 40622.** Para dar cabida a personas con conocimientos limitados de inglés, las quejas orales que deben documentarse y / o traducirse también pueden presentarse en la dirección anterior.

Si necesita información en otro idioma, comuníquese con CITY al 270-444-8540.

Title VI Program Coordinator or Liaison

Daron Jordan, City Manager, has overall responsibility for implementation, compliance and reporting with respect to Title VI. Inquiries related to these activities should be directed to:

City Manager
Daron Jordan
300 South 5th Street
Paducah, KY 42003
(270) 444-8800
(270) 444-8503
djordan@paducahky.gov

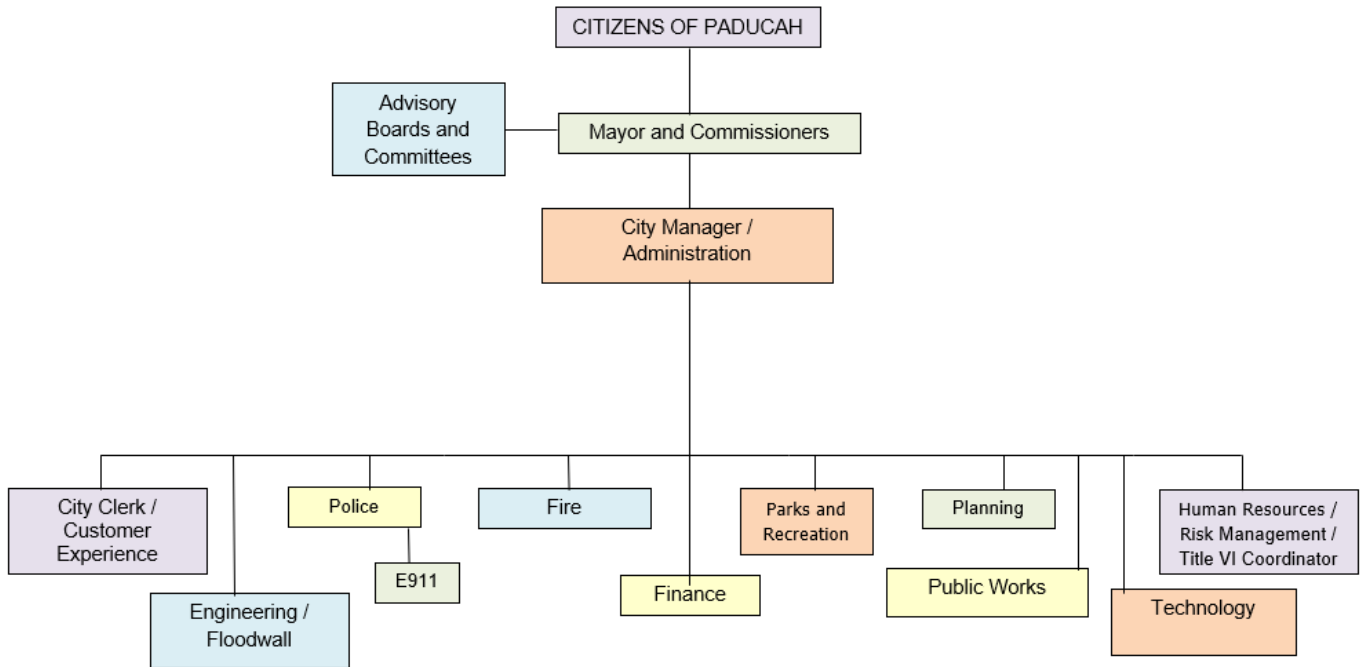
Title VI Coordinator
Stefanie Wilcox
300 South 5th Street
Paducah, KY 42003
(270) 444-8800
(270) 444-8540
swilcox@paducahky.gov

Stefanie Wilcox is designated as the Title VI Coordinator and is responsible for the oversight and coordination of CITY's compliance with Title VI and all related statutes, regulations and directives. The Title VI Coordinator has direct access to the CITY's City Manager. General responsibilities of the Title VI Coordinator include but are not limited to the following:

- Coordinating Title VI program development with Metropolitan Planning Organizations (MPOs), Local Public Agencies (LPAs) and CITY managers and staff
- Establishing procedures for processing Title VI program reviews and/or sub-recipient/contractor reviews
- Coordinating Title VI training for CITY staff, sub-recipients/contractors and stakeholders
- Preparing required reports
- Providing guidance and advice on the Title VI Program to CITY staff
- Annually updating CITY's Title VI Program Plan

CITY OF PADUCAH TITLE VI ORG CHART

ORGANIZATIONAL CHART



The summary of race and national origin for City of Paducah employees is as follows:

RACE/NATIONAL ORGIN	NUMBER	PERCENTAGE
White Females	75	24%
White Males	191	62%
African American Females	8	3%
African American Males	26	8%
Hispanic Females	3	1%
Hispanic Males	3	1%
Other Females	2	1%
Other Males	2	1%
Total	310	100%

IV. STATEMENT OF ASSURANCES



City of Paducah

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STANDARD TITLE VI ASSURANCE

City of Paducah

The City of Paducah, (hereinafter referred to as the “Subrecipient”) hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat. 252, 42 U.S.C. 2000d-4 (hereinafter referred to as the “Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the “Regulations”) and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby give assurance that it will promptly take any necessary measures to effectuate the agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specifies assurances with respects to its Federal-aid Highway Program:

1. That the Recipient agrees that each “facility” and each “program” as defined in subsections 21.23(b) and 21.23I of the Regulations and will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject of the Regulations made in connection with the Federal-aid Highway Program and, in an adapted form in all proposals for negotiated agreements.

Construction Proposals

The City of Paducah, in accordance with the provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the regulations of the Federal Department of Transportation (49 CFR, Part 21), issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that the contract entered into pursuant to this advertisement will be awarded to the lowest responsible bidder without discrimination on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability.

Agreements for Other Services

Compliance with Regulations: The Consultant shall comply with the regulations of the City of Paducah and the Department of Highways, relative to nondiscrimination in Federally Assisted Programs of the CITY, Department of Highways (49 CFR, Part 21) which are herein incorporated by reference and made a part of this contract.

3. That the Recipient shall insert one of these nondiscrimination clauses in every contract subject to the Act and the Regulations.
4. That the Recipient shall also insert into every relevant contract a clause stating that the contractors will not discriminate against any employee or applicant for employment because of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, these assurances shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of real property, these assurances shall extend to rights to space on, over, or under such property.
7. That these assurances obligate the Recipients for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, real property or interest therein or structures of improvement thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefit; or (b) the period during which the Recipient retains ownership or possession of the property.

Statement of Assurances

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8. The recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the delegated authority, to give a reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the Act, the Regulations and these assurances.
9. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and these assurances.

These assurances are given in consideration of, and for, obtaining all Federal grants, loans, contracts, property, discounts, and/or other Federal financial assistance extended after the date hereof, to the Recipient by the U.S. Department of Transportation under the Federal-aid Highway Program. The person whose signature appears below is authorized to sign these assurances on behalf of the Recipient.

Signed and approved this ____ day of June 2025.

Daron Jordan
City Manager

V. PROGRAM REVIEW PROCEDURES

Each division within CITY and all its departments and program areas are responsible for the following under Title VI:

- Collecting and analyzing data on minority and low-income populations to determine the potential impact of proposed plans, programs and projects
- Ensuring all contract documents contain the appropriate Title VI provisions
- Consulting with the Title VI Officer, Coordinator or Liaison and the City Manager when complaints are received, prior to sending any information to KYTC.
- Ensuring that all people are treated equitably regardless of race, color or national origin
- Monitoring Title VI accomplishments, notifying the Title VI Officer, Coordinator or Liaison of problem areas and summarizing activities for inclusion in the Title VI Plan Update
- Developing and updating internal policies and procedures to ensure Title VI compliance during all phases of projects and activities
- Ensuring that all business pertaining to the selection, negotiation, and administration of consultant contracts and agreements is accomplished without discrimination based on race, color or national origin
- Ensuring that efforts are made to include minority and women owned businesses in consideration for contracts
- Ensuring that internal and external publications and all other relevant communications disseminated to the public include the Title VI policy reference
- Providing reasonable accommodations, information in the appropriate language or interpreters as needed for individuals with disabilities and LEP persons

Special Emphasis Program Areas

The CITY does not currently have any “Special Emphasis Program Areas.” Based on the information collected through program review procedures, the Title VI Coordinator will determine whether a program area will be identified as a “Special Emphasis Program Area.” If a “Special Emphasis Program Area” is identified, a plan will be drafted on how best to remedy the trend or pattern of discrimination. The Title VI Coordinator will notify the City Manager of the CITY, who will ensure that the program area complies with the remediation plan.

Sub-Recipient Review Procedures

Each sub-recipient of federal funds under grants administered by the CITY shall have a Title VI plan which shall be available for review by CITY staff. The CITY shall periodically review all programs funded through federal assistance for those sub-recipients who have been found by the CITY to be in non-compliance with Title VI. Reviews will use a desk audit, self-survey, and/or onsite inspections. Employees or grant sub-recipients who refuse to voluntarily comply with Title VI or to take corrective actions required by the CITY shall face disciplinary action, or in the case of grant sub-recipients, may face termination or suspension of the contractual relationship with the CITY. Any trends, patterns of discrimination, or complaints filed against a sub-recipient will automatically trigger the review process.

VI. PROGRAMS OR ACTIVITIES SUBJECT TO TITLE VI

- A. U.S. Housing and Urban Development's Community Development Block Grant (CDBG), U.S. Federal Highway Administration funding, U.S. Department of Labor's Workforce Innovation and Opportunity Act (WIOA), funding and U.S. Health and Human Services, Administration for Community Living programs. Funds are designated for the following program areas:

- Housing
- Community Projects
- Public Services
- Public Facilities
- Economic Development
- Community Emergency Relief Fund
- U.S. Department of Labor WIOA
- Transportation
- Aging

The U.S. Department of Housing and Urban Development (HUD) funded Community Development Block Grant (CDBG) program for DLG, Federal Highway Administration, Department of Labor, WIOA, and Health and Human Services, Administration for Community Living to provide assistance to communities for use in revitalizing neighborhoods, expanding affordable housing and economic opportunities, providing infrastructure and/or improving community facilities, providing workforce development to the Purchase region, and the provision of services for our Senior Citizens.

- B. The Land and Water Conservation Fund (LWCF) provides federal grant funds to protect important natural areas, to acquire land for outdoor recreation and to development or renovate public outdoor recreation facilities such as campgrounds, picnic areas, sports & playfields, swimming facilities, boating facilities, fishing facilities, trail, natural areas and passive parks.

Potential Beneficiaries: Cities and counties, state and federal agencies are eligible to apply for funding. The maximum grant amount is \$250,000. The minimum amount is \$12,500. It is a 50% matching reimbursement program.

- C. The Recreational Trails Program provides grant funds to develop and renovate recreation trails for both motorized and non-motorized use. It does not fund equipment such as mowers and gators.

Potential Beneficiaries: Eligible applicants are city and county governments, state and federal agencies, and non-profit organizations.

- D. The ARC is a federal-state economic development program. To assist in the economic development of Appalachia through a diversity of projects in the areas of public infrastructure (water, sewer, solid waste, housing, and telecommunications), human resource development (education/workforce development, affordable/accessible healthcare, and leadership development) and business/entrepreneurial development.

Potential Beneficiaries Local governments, special districts, and non-profit entities that include Kentucky's 51 most eastern and south-central Counties are eligible to apply for the grant dollars. Thirty-two "distressed" counties also have access to a separate restricted allocation of funds.

- E. The National Forest Receipt-Sharing Payments program provides "pass-through" funds to counties. The State Local Finance Officer receives notice of wire transfer from the US Department of Agriculture Forest Service for funds to be distributed annually to various counties.

Potential Beneficiaries: Counties.

The Flood Control Receipts program provides "pass-through" funds to counties. The State Local Finance Officer receives a check annually from the US Army Corps of Engineers. The check is deposited with the KY State Treasurer, authorization for payment to Counties is processed and checks are then prepared to send this money to the Counties in accordance with the statement from the federal government which was enclosed with the check.

Potential Beneficiaries: Counties.

The Kentucky Infrastructure Authority administers two federal grant programs from the Environmental Protection Agency:

1. Capitalization Grants for Clean Water State Revolving Funds provides assistance for: (1) construction of publicly owned wastewater treatment works; and (2) nonpoint source management activities. Funds are loaned to local government entities.
2. Capitalization Grants for Drinking Water State Revolving Funds provides assistance for infrastructure improvement projects that are needed to achieve or maintain compliance with Safe Drinking Water Act requirements, protect public health, and assist systems with economic need. Funds are loaned to local government entities.

VII. COMPLIANCE

- A. The CITY shall make every effort to regulate, monitor, review, and report on the federal programs to assure compliance.
- B. Upon a finding by the CITY of noncompliance, CITY shall take the following actions with regard to:

1. Processing

The compliance officer shall immediately notify the Responsible Official in writing of the violations held to constitute noncompliance with Title VI and of the steps necessary to correct these violations.

2. Reporting

The compliance officer shall notify the sub-recipient or employee found to be in noncompliance, in writing within 30 days of the compliance officer's report of noncompliance, of the violations and corrective measures necessary to remedy the violations.

3. Resolution

The CITY shall attempt to secure voluntary compliance with Title VI. In the event that efforts to secure voluntary compliance are not secured within a reasonable period of time, the compliance officer will notify the Responsible Official, in writing, of the recommended corrective action.

4. Enforcement of corrective actions

The Responsible Official shall implement corrective actions within thirty (30) days of receipt and acceptance of the notification of recommended corrective action.

Employees or grant sub-recipients who refuse to voluntarily comply with Title VI or to take corrective actions required by the CITY shall face disciplinary action, or in the case of grant sub-recipients, may face termination or suspension of the contractual relationship with CITY.

5. Monitoring of programs

The CITY shall undertake to periodically monitor all programs funded through federal assistance for those sub-recipients who have been found by the CITY to be in non-compliance with Title VI.

VIII. ENVIRONMENTAL JUSTICE (EJ)

Executive Order (E.O. 12898) was issued to focus federal attention on the environmental and human health conditions in minority and low-income communities to promote non-discrimination in federal programs substantially affecting human health and the environment and to provide minority and low-income communities access to public information on and an opportunity for public participation in matters relating to human health or the environment. The CITY will utilize the US Census Bureau data, the American Community survey data, and the following checklist to identify targeted populations:

- Make a list of potential demographic groups to consider for the region or start with the required EJ populations defined by the Executive Order and supportive guidance
- Consider groups that are underrepresented in typical public involvement and transportation decision making processes, have limited access to the full benefits of the transportation system or have encountered disproportionate impacts from past transportation decisions
- Decide on the level of detail required for identifying groups spatially and identifying data sources to use to conduct a spatial demographic profile
- Engage leaders and representatives of demographic groups to help identify target populations, spatially and non-spatially

IX. AGENCY TITLE VI TRAINING PLAN

All CITY staff will be provided with the Title VI plan and will be educated on procedures and services available. Each employee is required annually to receive and document Title VI training and acknowledge that it is the employee's responsibility to abide by the Title VI plan and seek clarification, if necessary. This information will also be part of the CITY's staff orientation process for new hires. Annual employee training will be conducted in April and/or May of 2025. Each employee will view the training at their individual workstation. Employee will sign an acknowledgement (see example at Appendix F) that they have understood the Title VI training and have the responsibility of abiding by the Title VI nondiscrimination plan. Those training records will be on file at the CITY.

Part of CITY's Title VI plan is deciding what level of staff training is needed. It is important that staff members, especially those having contact with the public, know their obligation to provide meaningful access to information and services for Title VI covered persons. Even staff members who do not interact regularly with Title VI covered persons should be aware of and understand the Title VI plan. Properly training staff is a key element in the effective implementation of the Title VI plan.

Staff and Operations staff are trained to recognize when a Title VI covered person is need of assistance. This awareness training, which is delivered by video, is included in Reservations Orientation and Initial On-The-Job Training.

X. DATA COLLECTION/REPORTING/ANALYSIS

Statistical data on race, color, national origin, sex, age, disability, and LEP of participants in and beneficiaries of the CITY's programs, (i.e., affected populations, and participants) will be gathered, analyzed, and maintained by the CITY to determine the transportation investment benefits and burdens to the population, including minority and low-income populations. Each of the CITY's Program Areas will maintain data relative to their programs and activities. Data gathering procedures will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of Title VI program administration. Analysis of the data collected by the program emphasis areas may include:

- The race, color, national origin, sex, age, disability, income and LEP of the population eligible to be served
- Socioeconomic Assessment to evaluate project's potential impacts to the human environment
- Persons to include in the decision-making process
- Percent of benefits allocated to persons below the poverty line vs. persons above the poverty line
- Distribution of benefits (dollars, facilities, systems, projects) to groups and communities
- Projected population increases versus planned facilities and types of facilities
- Language needs assessment
- Transportation needs of all persons within boundaries of plans or projects
- Strategies to address impacts
- The manner in which services are or will be provided and the related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination
- The location of existing or proposed facilities connected with the program and related information for determining whether the location has or will have the effect of unnecessarily denying access to any persons on the basis of prohibited discrimination
- The present or proposed membership, by race, color, national origin, sex, disability and age, in any planning or advisory body which is an integral part of the program
- Strategies to disseminate information

XI. CITY TITLE VI COMPLAINT PROCEDURE

These procedures cover all complaints under Title VI of the Civil Rights Act of 1964, Executive Order 12898 “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” (1964), and Executive Order 13166 “Improving Access to Services for Person with Limited English Proficiency” (2000), for alleged discrimination in any program or activity administered by City of Paducah.

Any person who believes she/he or any specific class of persons has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities, based upon race, color, or national origin by City of Paducah (hereinafter referred to as “CITY”) may file a written complaint in accordance with the following procedure:

Who can file?

Any person who believes they—or with a specific class of persons—were subjected to discrimination on the basis of race, color, or national origin in the programs and activities of a CITY may file a Title VI complaint.

Where can one file?

Complaints may be filed with KYTC, FHWA Division Offices, the FHWA Headquarters Office of Civil Rights, the United States Department of Transportation (USDOT) Departmental Office of Civil Rights, or the U.S. Department of Justice. See addresses below.

When must one file?

According to U.S. DOT regulations, 49 CFR § 21.11(b), a complaint must be filed not later than 180 days after the date of the last instance of alleged discrimination, unless the time for filing is extended by the investigating agency.

What should a complaint look like?

Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail. However, the complainant may call CITY and provide the allegations by telephone, and the agency will transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for correction and signature. A complaint should contain at least the following information:

- A written explanation of what has happened;
- A way to contact the complainant;
- The basis of the complaint (e.g., race, color, national origin);
- The identification of a specific person/people and the respondent (e.g., agency/organization) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s). Complaint should indicate if the alleged discrimination is on-going.

How are complaints routed?

FHWA is responsible for all decisions regarding whether a complaint should be accepted, dismissed, or referred to another agency. With this understanding, complaints should be routed in the following ways:

- All complaints should be routed to the FHWA Headquarters Office of Civil Rights (HCR) for processing. HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against CITY.
- Complaints filed with CITY will be forwarded to KYTC, KYTC will forward the complaint to Kentucky's FHWA Division Office, which will forward the complaint to HCR. If a complaint is filed with KYTC, then the KYTC will forward the complaint to Kentucky's FHWA Division Office, which should forward the complaint to HCR.
- CITY and KYTC must log all complaints received.
- When HCR decides on whether to accept, dismiss, or transfer the complaint, HCR will notify the Complainant, the Kentucky FHWA Division Office, KYTC, and CITY.

Complaints may be sent to:
Kentucky Transportation Cabinet
Office for Civil Rights
200 Mero Street, 6th Floor
Frankfort, KY 40622

And/Or

US Federal Highway Administration Kentucky Division
John C Watts Federal Building
330 W Broadway St Ste 264,
Frankfort, KY 40601
Attention: Civil Rights Specialist

And/Or

Federal Highway Administration Headquarters - Office of Civil Rights
1200 New Jersey Avenue, SE HCR-40, Room E81-101
Washington, DC 20590
202-366-0693 or Fax: 202-366-1599
TTY: 202-366-5751

Additionally, complaints may be filed with the U.S. Department of Justice at:

Federal Coordination and Compliance Section - NWB Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

What are the potential outcomes for processing a complaint?

There are four potential outcomes for processing complaints:

- **Accept:** if a complaint is timely filed (see “**When must one file?**” above), contains sufficient information to support a claim under Title VI, and concerns matters under FHWA’s jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- **Procedural Dismissal:** if a complaint is not timely filed (see “**When must one file?**” above), is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Kentucky Division Office a written notice that it is dismissing the complaint.
- **Referral/Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Kentucky Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

HCR is responsible for conducting all investigations of KYTC and CITY. In the case of a complaint filed against CITY, HCR may either conduct the investigation itself, or it may delegate the investigation to KYTC. If HCR chooses to delegate the investigation of CITY, HCR will communicate its acceptance of the complaint to the complainant and respondent, but KYTC will conduct all data requests, interviews, and analysis. KYTC will then create a Report of Investigation (ROI), which it will send to HCR. Finally, HCR will review the ROI and compose a Letter of Finding based on the ROI. All Letters of finding issued by FHWA are administratively final.

What are the timeframes for investigations?

For FHWA, there is no regulatory timeframe for completing investigations. However, FHWA strives to complete all tasks within 180 days from the date of acceptance. If KYTC is delegated an investigation from FHWA, 23 CFR §200.9(b)(3) provides that KYTC must complete investigations within 60 days of receipt (meaning the date it receives the delegated complaint from FHWA).

Investigation files are confidential and will be maintained by KYTC. The contents of such files will only be disclosed to appropriate KYTC personnel and federal authorities in accordance with Federal and State laws. KYTC will retain files in accordance with records retention schedules and all Federal guidelines.

A. CITY TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS

FTA Circular 4702.1B, Chapter III, Paragraph 7: In order to comply with the reporting requirements of 49 CFR 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations; lawsuits, and complaints naming the recipient.

In accordance with 49 CFR 21.9(b), CITY must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by CITY in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to Kentucky Transportation Cabinet.

CITY has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years of calendar years 2021, 2022 and 2023. A summary of these incidents is recorded in Table 1.

Table 1: Summary of Investigations, Lawsuits, and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1. N/A	N/A	N/A	N/A	N/A
2.				
Lawsuits				
1. N/A	N/A	N/A	N/A	N/A
2.				
Complaints				
1. N/A	N/A	N/A	N/A	N/A
2.				

XII. PUBLIC PARTICIPATION PLAN

Public Involvement Plan/Community Outreach

The Public Participation Plan for CITY was developed to ensure that all members of the public, including minorities, disabled, low income, LEP populations, are encouraged to participate in the decision-making process. The public outreach strategies described in the Plan are designed to provide public with effective access to information about CITY services and to provide means for considering public comment.

Community Outreach is a requirement of Title VI. Recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of the recipient.

As an agency receiving federal financial assistance, we have made the following community outreach efforts:

- Conduct local or regional public / information meetings as requested
- Utilizing CITY Monthly Updates to reach educate and inform the public on various programs
- Conducting meetings with local officials and interested community leaders
- Using e-mail distribution lists to provide information to interested persons and agencies
- Committee reports during the monthly CITY Board of Director's meetings
- Using the CITY Web Site, Facebook and Instagram to post projects/information/comments and providing a link for public feedback
- Address civic groups, chamber meetings, government meetings
- Attending fiscal court and city council meetings
- Utilize existing services / programs at the CITY to distribute information (i.e. Housing, Aging, Workforce Investment)
- Use surveys in newsletters, mail-outs, emails, Survey Monkey, etc. to gain public input

Third Party Groups

The CITY will seek to increase public outreach to the underserved populations by contacting third party groups and asking for their assistance in creating public awareness concerning transportation related issues. The agencies, groups or people that wish to provide assistance can be utilized to distribute materials pertaining to the statewide planning process. The members may be able to utilize their brochures, newsletters, word of mouth, etc. concerning public meetings, announcements of public review and comment periods for statewide planning documents by sharing and distributing the information with the populations they service. These groups may include, but not be limited to the following:

Senior citizen centers
Public libraries
Public health departments
Public transit authorities
NAACP
Housing authorities
Post offices
County or city clerk's office
United Way
Churches
Migrant education programs
Adult education programs
Chamber of commerce
Community based services
Human relations commissions
State government agencies
Disabled American Veterans

Public Meetings

The CITY will hold local or regional public information/input meetings as requested to provide additional opportunities for public comments.

Newspapers

Information can be sent to the local newspapers in the region. While none are identified as targeting specific traditionally underserved audiences, all have the potential to have traditionally underserved subscribers. Information can be distributed to the newspapers relating to media releases with announcements of meeting dates and locations, announcements of documents available for public review and comment, and information about the statewide planning process.

Radio

Information can be sent to radio stations that serve the region. None are identified as targeting specific traditionally underserved audiences, but all have the potential to have traditionally served underserved listeners. Public meeting invitations can be sent to the stations along with media releases with announcements of meeting dates and locations and information about the statewide planning process or statewide documents available for public review and comment.

Television

Information can be sent to television stations that serve the region. This could include regular network broadcast stations as well as local cable access channels that may be available throughout the region. These channels can also be utilized in creating public awareness.

Traveling Exhibits

Traveling exhibits may be used to display information about public meetings, review of statewide documents and the statewide planning process. The following locations may be utilized to display information:

Public libraries
Post offices

County courthouses
City halls
Community centers, meeting halls, churches
Chamber of commerce
KYTC Highway District 1 office
City of Paducah office
Schools
Public housing authorities
Senior citizen centers or housing
Malls, restaurants, shopping centers
Special event locations
Other identified locations through planning process

Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan)

The two year transportation authorization entitled Fixing America's Surface Transportation (FAST) Act as amended by Federal and State Grants under Section 5311 Rural Area Formula Program, Appalachian Development Transportation Assistance, Commonwealth Veterans Transportation Program and JARC (Job Access and Reverse Commute) Programs under the Federal Transit Act of 1964, as amended funds would be used for capital equipment and transit operations. Under the requirements of Moving Ahead for Progress in the 21st Century (MAP-21) and the Enhanced Mobility of Senior and Individuals with Disabilities Program (5310) meetings are and will be held to make improvements on a local coordinated plan for public transit.

Public Notification.

The CITY will disseminate Title VI Program information to employees, contractors, sub-recipients and beneficiaries, as well as to the public. A variety of public notification and participation procedures will be used to encourage the early and continuous involvement of citizens, communities, and others interested in the planning process and decisions of the CITY. The CITY will discuss and/or distribute Title VI information using mass media including, but not limited to the following:

- Policy statements
- Inclusion of Title VI language in contracts
- New employee orientation
- Federal EEO posters
- CITY website
- Standard procedures manual
- Significant publications, i.e., newspapers, brochures, and written literature
- Mailings
- Meetings open to the public
- Events

Further notices informing the public and all employees that the CITY complies with Title VI of the Civil Rights Act of 1964 will be displayed in a prominent place.

Customer Complaint Process

Citizens may call the CITY at 270-444-8540 to lodge a complaint or comment. All complaints/comments are input into a database and then distributed to the relevant manager who researches the complaint and responds back to the citizen.

Bilingual Outreach

Upon request CITY provides Spanish-speaking guests with information on public transit services in Spanish. Staff will assist with outreach programs and public meetings as requested.

CITY submits an annual Section 5304 request to the Kentucky Transportation Cabinet and as part of this process a regional coordination meeting is conducted. All meetings will seek to incorporate minority, individuals with disabilities and LEP individuals' and their ability to provide feedback.

Practices which will be included:

- a. Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities
- b. Coordinating with community and faith-based organizations, education institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- c. Providing opportunities for public participation through means other than written communications, such as personal interviews or use of audio or video recording devices to capture oral comments.

XIII. LANGUAGE ACCESS PLAN

CITY has taken excerpts from “Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers” as prepared by The Federal Transit Administration Office of Civil Rights, dated April 13, 2007.

CITY recognizes the need to provide equal service opportunities for all individuals in the service area. Most individuals living in the United States read, write, speak, and understand English. There are many individuals, however, for whom English is not their primary language. The 2020 census shows that 40.5 million individuals speak Spanish and over 10.8 million individuals speak an Asian or Pacific Island language at home. If these individuals have a limited ability to read, write, speak, or understand English, they are limited English proficient, or “LEP.”

Language for LEP individuals can potentially hinder some individuals from arranging transportation services needed. The Federal Government funds an array of services that can be made meaningfully accessible to otherwise eligible LEP persons. The Federal Government is committed to improving the accessibility of these programs and activities to eligible LEP persons, a goal that reinforces its equally important commitment to promoting programs and activities designed to help individuals learn English.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance. The Supreme Court, in *Lau v. Nichols*, 414 U.S. 563 (1974), interpreted Title VI regulations prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination (page 5).

Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services. Federal agencies were instructed to publish guidance for their respective recipients in order to assist them with their obligations to LEP persons under Title VI. The Executive Order states that recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons (Pages 5-6).

The U.S. DOT published revised guidance for its recipients on December 14, 2005. This document states that Title VI and its implementing regulations require that DOT recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP) and that recipients should use DOT LEP Guidance to determine how best to comply with statutory

and regulatory obligations to provide meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are LEP (page 6).

The FTA references the DOT LEP guidance in its Circular 4702.1A, “Title VI and Title VI-Dependent Guidelines for FTA Recipients,” which was published on April 13, 2007. Chapter IV, Part 4 of this Circular reiterates the requirement to take responsible steps to ensure meaningful access to benefits, services, and information for LEP persons and suggests that FTA recipients and sub-recipients develop a language implementation plan consistent with the provisions of Section VII of the DOT LEP guidance (page 6).

In accordance with the Executive Order, the U.S. Department of Transportation issued Policy Guidance Concerning Recipient’s Responsibilities to Limited English Proficient (LEP) Persons, which is modeled after DOJ’s guidance. As described in the guidance, DOT recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. The guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient’s entire program or activity, i.e., to all parts of a recipient’s operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to people’s lives.
4. The resources available to the recipient and costs.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets. The intent of DOT’s guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments. After completing the above four-factor analysis, recipients can determine the appropriate “mix” of LEP services required. Recipients have two main ways to provide language services: oral

interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis. For instance, a motor vehicle department or an emergency hazardous material cleanup team in a largely Hispanic neighborhood may need immediate oral interpreters available and decide to hire full-time bilingual staff. In contrast, there may be circumstances where the importance and nature of the activity and number or proportion and frequency of contact with LEP persons may be low and the costs and resources needed to provide language services may be high in which pre-arranged language services for the particular service may not be necessary. The languages spoken by the LEP individuals with whom the recipient has frequent contact often determine the languages into which documents will be translated and the types of interpreters provided.

Plan for Assisting Persons of Limited English Proficiency

How to Identify an LEP Person Who Needs Language Assistance?

Below are tools to help identify persons who may need language assistance:

1. Examine records requests for language assistance from past scheduled transportation needs to anticipate the possible need for assistance at upcoming appointments;
2. When CITY sets up at events, set up a sign-in sheet table, have a staff member greet and briefly speak to each attendee. To informally gauge the attendee's ability to speak and understand English, ask a question that requires a full sentence reply;
3. Staff should keep lists of individuals seeking language assistances on telephones, in office and on vehicles;
4. Post a notice of available language assistance on CITY vehicles, subcontractor vehicles and reception area.
5. Persons who do not speak English as their primary language and who have a limited ability to read, speak write or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit or encounter.

Title 49 CFR, Appendix C, Section (3)(iv) requires that "the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin." For purposes of this requirement, "facilities" does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations, CITY will ensure the following:

CITY will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. City of Paducah will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare

the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.

When evaluating locations of facilities, CITY will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.

If CITY determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, CITY may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. CITY must demonstrate and document how both tests are met. CITY will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

MEANINGFUL ACCESS FOUR FACTOR ANALYSIS

(1) THE NUMBER OR PROPORTION OF LEP PERSONS ELIGIBLE TO BE SERVED OR LIKELY TO BE ENCOUNTERED BY A PROGRAM, ACTIVITY OR SERVICE OF THE RECIPIENT:

FROM THE U.S. CENSUS BUREAU 2019 ACS 5-YEAR ESTIMATES, 58.5 MILLION PEOPLE OF THE U.S. POPULATION WERE HISPANIC OR LATINO ORIGIN MAKING PEOPLE OF HISPANIC ORIGIN THE NATION'S LARGEST ETHNIC OR RACIAL MINORITY. 40.7 MILLION IS THE NUMBER OF U.S. RESIDENTS 5 AND OLDER WHO SPEAK SPANISH AT HOME IN. THIS IS A 135 PERCENT INCREASE SINCE 1990 WHEN IT WAS 17.3 MILLION. THOSE WHO SPEAK SPANISH AT HOME CONSTITUTED 12.5 PERCENT OF U.S. RESIDENTS 5 AND OLDER. MORE THAN HALF OF THESE SPANISH SPEAKERS SPOKE ENGLISH "VERY WELL."

Kentucky Demographics: According to the U.S. Census Bureau, the American Community Survey 5-Year Estimate indicated that Kentucky was ranked 39 out of 50 by percent of population Age 5+ Spanish Speaking. The total number of Spanish Speaking in Kentucky was 113,336 out of a total population of 4,526,154 Age 5+. According to these statistics 2.5% of Kentucky Residents Age 5+ are Spanish Speaking.

(2) THE FREQUENCY WITH WHICH LEP INDIVIDUALS COME IN CONTACT WITH THE PROGRAM, ACTIVITY, OR SERVICE:

The numbers are clearly showing an increase in the number of foreign-born residents in Kentucky as well as an increase in the number of Spanish Speaking residents. CITY will continue to monitor changes in demographics as they become available through Census and Studies. CITY will also work closely with local agencies in an effort to monitor developments in the region.

CITY will monitor the frequency with which LEP individuals come in contact with the program and services. CITY will report all encounters with LEP persons on the OTD Section 5304 Monthly

Report. Reporting accuracy will improve with ongoing training and tracking measures implemented.

(3) THE NATURE AND IMPORTANCE OF THE PROGRAM, ACTIVITY, OR SERVICE PROVIDED BY THE PROGRAM:

CITY understands they play an important role in the lives of our community. The individuals utilizing public transportation services in the region need this mobility to maintain a continued quality of life. A LEP person's inability to use public transit may hinder their ability to access health care, education or employment. CITY will continue to outreach to all individuals and promote their efforts. This will increase their need to promote their services for individuals to realize the service is available. When they speak to groups, they make them aware they will assist any individual with LEP.

(4) THE RESOURCES AVAILABLE TO THE RECIPIENT AND FOR LEP OUTREACH, AS WELL AS THE COSTS ASSOCIATED WITH THAT OUTREACH:

These additional language assistance tools will be utilized to assist LEP individuals at no additional cost:

www.freetranslation.com is used to translate Transportation Committee agendas and other documents as necessary.

With adequate notice CITY will use Murray State University's Institute for International Studies interpreters to provide information in other languages. The ESL contact person is Weihong Gao and may be contacted at 270/809-4103. An alternate contact for translation services is Vince Medlock and he can be reached at 270/293-8315.

The University of Tennessee Martin provides a third translation option through their Office of International Affairs. The contact person is Ms. Lori Jackson and she can be contacted at 731/881-3582. Karli Smith is a Program Resource Specialist and she can be reached at 731/881-7420. The International Admissions office can be reached at 731/881-7344.

The US Census 2000 Language Identification Flashcard is available to assist staff in assessing LEP needs.

A Google Translation Browser has been added to the CITY website, so all posted documents are available in multiple languages.

IMPLEMENTATION PLAN

Staff Training

Part of CITY's LEP plan is determining what level of staff training is needed. It is important for staff members, especially those having frequent contact with the public, to understand the obligation to provide meaningful access to information and services for LEP persons. Likewise, staff members who are less likely to interact with LEP persons should also be aware of and have a level of understanding of the resources available to CITY for assisting LEP persons. Properly training staff is key in the effective implementation of a LEP plan. Staff will be trained annually to recognize when a LEP person is in need of language assistance and respond by providing information in a format that the LEP person can understand.

LANGUAGE ASSISTANCE MEASURES

1. Staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
2. The following resources will be available to accommodate LEP persons:
 - a. A list of volunteer Spanish Language interpreters will be maintained and will provide within a reasonable time period.
 - b. Language interpretation will be accessed for all languages through a telephone interpretation service for critical need situations.
3. Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information about the transit program and services.
4. Include "Spanish" on all job recruitment notices.
5. Incorporate an option for machine translation into multiple languages for CITY's website (www.purchaseadd.org).

Outreach Techniques

When the staff prepares a document or schedules a meeting for which the target audience is expected to include LEP individuals, the documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population. Interpreters will be available as requested.

Monitoring and Updating the LEP Plan

This plan is designed to be flexible and is one that can be easily updated. As such, it is important to consider whether new documents and services need to be made accessible for LEP persons, and also to monitor changes in demographics and types of services, and to update the LEP plan when appropriate. At a minimum, the CITY will follow the Title VI program update schedule for the LEP plan.

Each update should examine all plan components such as:

1. How many LEP persons were encountered?
2. Were their needs met?
3. What is the current LEP population in the OTO region?
4. Has there been a change in the types of languages where translation services are needed?
5. Determine whether local language assistance programs have been effective and sufficient to meet the need.
6. Determine where CITY's fully complies with goals of this LEP Plan
7. Determine whether complaints have been received concerning the failure to meet the needs of LEP individuals
8. Maintain a Title VI complaint log, to include LEP issues and basis of complaints.

Safe Harbor Provision

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

SPEAK ENGLISH "LESS THAN VERY WELL"
TOTALS BY COUNTY

County	Total Pop 5 years and Older	Speaks English Less Than Very Well	Percentage (%)
McCracken	63,305	726	1.1

American Community Survey 5-Year Estimates (2017-2021)

As outlined in the previous chart, McCracken County does not contain a LEP group of over 1,000. CITY will provide good faith efforts to meet the needs of the LEP population, if and when necessary. CITY may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures.

XIV. MINORITY REPRESENTATION

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color or national origin, “deny a person the opportunity to participate as a member of a planning, advisory or similar body which is an integral part of the program.” Recipients that have transit-related, nonelected planning board, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committee.

The CITY governing body consists of five (5) board members elected by City residents. There is a Mayor that serves a four-year term, and City Commissioners that serve two-year terms. The highest voted for Commissioner serves as Mayor-Pro-Tem in the absence of the Mayor.

Currently the five members consist of, four (4) men and one (1) woman with four (3) Caucasians and one (2) African American.

CITY is committed to meeting the needs of the region’s citizens and ensuring that no person is excluded from participation in or denied the benefits of its services. Efforts to encourage participation of minorities on the board are a mission of the board of commissioners. As well, CITY strives to ensure that the composition of the employee body reflects a representation of minority participation. CITY will continue to encourage minority groups to consider employment with the City.

XV. DEMOGRAPHICS OF CITY

Percent of Minority Population

Race and Hispanic Origin	Paducah city, Kentucky	McCracken County, Kentucky
Population estimates, July 1, 2024, (V2024)	26,712	67,550
PEOPLE		
Race and Hispanic Origin		
White alone, percent	70.9%	84.6%
Black alone, percent (a) (a)	20.1%	11.3%
American Indian and Alaska Native alone, percent (a) (a)	0.2%	0.4%
Asian alone, percent (a) (a)	1.8%	1.0%
Native Hawaiian and Other Pacific Islander alone, percent (a) (a)	0.0%	0.1%
Two or More Races, percent	5.9%	2.7%
Hispanic or Latino, percent (b) (b)	2.7%	3.5%
White alone, not Hispanic or Latino, percent	70.5%	81.7%

Percent of Adult Population with a Disability

Health	Paducah city, Kentucky	McCracken County, Kentucky
Population estimates, July 1, 2024, (V2024)	26,712	67,550
PEOPLE		
Health		
With a disability, under age 65 years, percent, 2019-2023	15.8%	12.0%
Persons without health insurance, under age 65 years, percent	6.7%	6.6%

Percent of Population in Poverty Status

Income & Poverty	Paducah city, Kentucky	McCracken County, Kentucky
Population estimates, July 1, 2024, (V2024)	26,712	67,550
PEOPLE		
Income & Poverty		
Median households income (in 2023 dollars), 2019-2023	\$51,243	\$62,385
Per capita income in past 12 months (in 2023 dollars), 2019-2023	\$42,296	\$38,598
Persons in poverty, percent	21.5%	15.7%

Percent of Population Over 65 Years of Age

Age and Sex	Paducah city, Kentucky	McCracken County, Kentucky
Population estimates, July 1, 2024, (V2024)	26,712	67,550
PEOPLE		
Age and Sex		
Persons under 5 years, percent	5.3%	5.4%
Persons under 18 years, percent	19.8%	21.6%
Persons 65 years and over, percent	18.4%	20.9%
Female persons, percent	53.1%	51.6%

Percent of Population with Limited English Proficiency (LEP)

Families & Living Arrange...	Paducah city, Kentucky	McCracken County, Kentucky
Population estimates, July 1, 2024, (V2024)	26,712	67,550
PEOPLE		
Families & Living Arrangements		
Households, 2019-2023	11,609	27,287
Persons per household, 2019-2023	2.22	2.43
Living in the same house 1 year ago, percent of persons age 1 year+ , 2019-2023	88.4%	90.7%
Language other than English spoken at home, percent of persons age 5 years+, 2019-2023	3.1%	2.6%

Population Estimates, July 1, 2024 (V2024) -- Paducah city, McCracken County, KY." Quick Facts, <https://www.census.gov/quickfacts/fact/table/paducahcitykentucky,mccrackencountykentucky/PST045223>. Accessed 12 June 2025.

XVI. REVIEW OF STA DIRECTIVES

The CITY's Title VI Implementation Plan is designed to comply with the statutes and requirements under the law and as directed by KYTC/FHWA to accomplish the goals of the Title VI Act of 1964.

The table below is a list of resources that include laws, procedures, directives, plans and/or guidance used by the CITY to develop and administer Title VI implementation.

DIVISION/OFFICE	PROCEDURES, MANUAL, DIRECTIVE
KYTC	Official Order 110248: Standard Title VI Assurance (6/27/2016)
KYTC	Official Order 110249: Title VI Policy Statement (6/27/2016)
KYTC	Title VI Program Plan (10/1/2021 – 9/30/2022)
KYTC	Language Access Plan (LAP) (10/1/2020 – 9/30/2021)
FHWA	Title VI Implementation Plan Checklist
FWHA (Video)	Overview of Civil Rights Program Requirements for Local Public Agencies
United States Code	Title VI 1964 Civil Rights Act

XVII. COMPLIANCE/NONCOMPLIANCE REPORTING

Throughout the year, the Title VI Coordinator periodically meets with the directors and the division heads of CITY to review the policies and procedures relative to Title VI. This includes, but is not limited to, a review of files and statistics of complaints received for investigation and services offered to recipients and beneficiaries of CITY's services.

In the event of noncompliance with this, plan or applicable regulations and laws are determined via a complaint investigation or through the self-survey process; the CITY will make every effort to attain full compliance.

The Title VI Coordinator shall notify the appropriate program head in the event a complaint investigation, compliance review or self-survey indicates noncompliance. The notification shall state the condition of noncompliance, recommended approach to correct the situation, and the time period for the response and corrective action. The Title VI Coordinator may conduct an interview to consult with the program head regarding the correct approach to remedy noncompliance.

XVIII. APPENDICES¹

¹ Appendices A-E contain the U.S. DOT Order No. 1050.2A

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the (*Title of Recipient*) will accept title to the lands and maintain the project constructed thereon in accordance with (*Name of Appropriate Legislative Authority*), the Regulations for the Administration of Federal Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (*Title of Recipient*) all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto (*Title of Recipient*) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (*Title of Recipient*), its successors and assigns.

The (*Title of Recipient*), in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over or under such lands hereby conveyed [,] [and]² (2) that the (*Title of Recipient*) will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be

² Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI

amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].³

³ Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits or similar instruments entered into by the (*Title of Recipient*) pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:
 - 1. In the event facilities are constructed, maintained or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, (*Title of Recipient*) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.⁴
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the (*Title of Recipient*) will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the (*Title of Recipient*) and its assigns.⁵

⁴ See footnote 9

⁵ Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by (Title of Recipient) pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race, color or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.) in the event of breach of any of the above nondiscrimination covenants, (Title of Recipient) will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.⁶
- C. With respect to deeds in the event of breach of any of the above nondiscrimination covenants, (Title of Recipient) will there upon revert to, vest in and become the absolute property of (Title of Recipient) and its assigns.

⁶ Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to the following:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 ET seq).

APPENDIX F

Active employees will complete the training and sign an acknowledgement (example below) that they understand the training and will abide by the Title VI nondiscrimination plan in accordance with the training.

CITY OF PADUCAH

TITLE VI ANNUAL TRAINING

I confirm that I listened, and understood the Title VI training, also I understand that as an employee, it is my responsibility to abide by the Title VI nondiscrimination plan, in accordance with the training.

If I have questions about the plan, or materials presented I understand it is my responsibility to seek clarification.

Employee Signature_____

Date_____

Print name_____

XVIII. BOARD POLICY APPROVAL

POLICY APPROVAL BY THE GOVERNING BOARD

Final governing Board Approval for the TITLE VI “STATEMENT OF POLICY”
is made this _____ day of June 2025.

George P. Bray, Mayor

City of Paducah

Mayor Signature

Date

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Employment Agreement with Matthew Wentworth - **B. LAIRD**

Category: Municipal Order

Staff Work
By: Brian Laird
Presentation
By: Brian Laird

Background Information: Matt Wentworth is a retired Paducah police officer who returned to work with us last year. He currently serves as part of our deflection team. Kentucky Retirement Systems requires an annual contract for retired police officers to return to work.

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 employment agreement.

Attachments:

1. MO agree-employment – Matthew Wentworth – PD 2025-2026
2. 2025 Wentworth contract

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER APPROVING AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF PADUCAH AND POLICE OFFICER MATTHEW WENTWORTH, AND AUTHORIZING THE MAYOR TO EXECUTE SAME

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. Authorization. The Board of Commissioners of the City of Paducah hereby approves and the Mayor of the City of Paducah, Kentucky, is hereby authorized to execute an Employment Agreement with Police Officer Matthew Wentworth to be employed in the Paducah Police Department.

SECTION 2. Effective Date. This Order shall be in full force and effect on and after the date as approved by the Board of Commissioners of the City of Paducah, Kentucky.

George Bray, Mayor

ATTEST:

Claudia S. Meeks, Assistant City Clerk

Adopted by the Board of Commissioners, _____

Recorded by Lindsay Parish, City Clerk, _____

\\mo\agree-employment – Matthew Wentworth – PD 2025-2026

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT made and entered into on this the ____ day of July, 2025, by and between the CITY OF PADUCAH, KENTUCKY, a municipal corporation, hereinafter referred to as EMPLOYER, and Matthew Wentworth, a retired police officer, hereinafter referred to as EMPLOYEE.

WITNESSETH:

WHEREAS, EMPLOYER, in its capacity as a municipal corporation maintains a municipal police department; and

WHEREAS, in order to attract highly qualified persons to the field of law enforcement and to retain qualified and experienced officers for the purpose of providing maximum protection and safety to the citizens of and visitors to the City of Paducah and its environs, EMPLOYER intends to utilize the provisions of KRS 95.022 for purposes of hiring police officers who have retired from the Kentucky Employees Retirement System, the County Employees Retirement System, or the State Police Retirement System; and

WHEREAS, EMPLOYER has determined that a need exists for the employment of a retired police officer in the City of Paducah;

WHEREAS, EMPLOYEE is a retired "police officer", as that term is defined in KRS 95.022.

WHEREAS, EMPLOYEE has retired from the County Employees Retirement System, and wishes to enter into a one (1) year contract with EMPLOYER pursuant to KRS 95.022; and

WHEREAS, EMPLOYEE confirms that he/she has at least twenty (20) years of service credit, has been separated from service for the period required by KRS 61.637, i.e., for 62

months (length of time), retired with no administrative charges pending, and participated in the Law Enforcement Foundation Program fund under KRS 15.410 to 15.510 or retired as a commissioned officer pursuant to KRS Chapter 16.

NOW THEREFORE IN CONSIDERATION OF the aforesaid premises and the hereinafter stated terms and conditions, the Parties hereby agree as follows:

1. EMPLOYER hereby agrees to employ EMPLOYEE to serve for a one (1) year employment term, which term shall begin on July 11, 2025, and end on July 10, 2026.

2. EMPLOYER shall pay the EMPLOYEE a salary of \$ 33.74 per hour during the term of this Agreement.

3. The Parties herein confirm that there is/was no preexisting agreement between the Parties for EMPLOYEE to return to work for EMPLOYER prior to EMPLOYEE'S retirement.

4. EMPLOYEE will be employed in the position of Police Officer. The job description for that position is attached hereto and incorporated herein by reference.

5. EMPLOYEE understands that he is not eligible to receive health insurance coverage from EMPLOYER during his employment and EMPLOYER will not pay any employer contributions or retiree health expense reimbursements to the Kentucky Retirement Systems during his employment.

6. EMPLOYEE will be subject to all policies and procedures of the City of Paducah and the Paducah Police Department, with the exception of all policies relating to leave time.

7. With respect to leave, EMPLOYEE is entitled to 20 days (160 hours) of vacation leave and 10 days (80 hours) of sick leave during the Term of this Agreement. EMPLOYEE cannot carry over, nor is he entitled to receive a pay-out, for unused leave time at the end of the Term of this Agreement.

8. EMPLOYEE is entitled to all paid holidays recognized by the City of Paducah. If EMPLOYEE is scheduled to work a recognized holiday, he will be paid at a rate of double his regular hourly rate up to eight (8) hours.

9. EMPLOYEE shall be subject to the provisions of KRS 15.520 and KRS 95.450 during his employment. However, a decision to not renew this Agreement shall not be considered a disciplinary action or deprivation subject to due process.

10. EMPLOYEE understands and agrees that he will not be a member of the Fraternal Order of Police Bargaining Unit while employed pursuant to the provisions of this Agreement. Pursuant to written Agreement, retained on file at the Paducah Police Department, the FOP Bargaining Unit has specifically agreed that any employee hired pursuant to the provisions of KRS 95.022 will not be a member therein.

11. EMPLOYER and EMPLOYEE agree to file a copy of this Agreement, along with the attached job description with EMPLOYEE'S retirement system.

12. EMPLOYEE certifies that he/she has read the foregoing Employment Agreement and has had an opportunity to confer with counsel of his/her own choosing and after such consultation agrees to the terms hereof.

IN TESTIMONY WHEREOF witness the signatures of the parties this the date and year first above written.

CITY OF PADUCAH, KENTUCKY.

CITY REPRESENTATIVE

DATE: _____



EMPLOYEE

DATE: 6/16/2025

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Authorize the City Manager to release a Request for Bids for a Non-Exclusive Telecommunications Franchise - **L. PARISH**

Category: Municipal Order

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

Background Information: This Municipal Order authorizes and directs the City Manager to issue and advertise a Request for Proposals for non-exclusive telecommunications franchises in accordance with Code of Ordinances Chapter 108. All recommended franchise agreements will be brought back to the City Commission for approval and execution at the conclusion of the RFP review process.

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.

Attachments:

1. MO RFP – Telecommunications Franchise 2025

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER AUTHORIZING AND DIRECTING THE CITY MANAGER TO INITIATE A REQUEST FOR PROPOSALS FOR A NON-EXCLUSIVE TELECOMMUNICATIONS FRANCHISE IN PADUCAH, KENTUCKY, IN ACCORDANCE WITH CHAPTER 108 “TELECOMMUNICATIONS” OF THE CODE OF ORDINANCES

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the City Manager is hereby authorized and directed to develop, advertise, and initiate a Request for Proposals for the purpose of soliciting non-exclusive telecommunication franchises within the City of Paducah.

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

George Bray, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, _____
Recorded by Lindsay Parish, City Clerk, _____
MORFP – Telecommunications Franchise 2025

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Approve Contract For Services with Paducah Junior College, Inc., for the Community Scholarship Program in the amount of \$100,000.00 - **D. JORDAN**

Category: Municipal Order

Staff Work By: Claudia
Meeks, Daron Jordan
Presentation By: Daron
Jordan

Background Information: The FY2025 Budget was approved on June 11, 2024, by Ordinance No. 2024-06-8815. The budget included payment to Paducah Junior College, Inc., for continued support of the Community Scholarship Program , in the amount of \$100,000. The Board of Commissioners is now desirous of entering into a contract with Paducah Junior College, Inc. for FY2025 services in the amount of \$100,000 payable by June 30, 2025.

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

Communications Plan:

Funds Available: Account Name: Investment Fund

Account Number: 2400 0401 580790

Staff Recommendation: Approve Contract with Paducah Junior College, Inc., in the amount of \$100,000.

Attachments:

1. mo - contract - Paducah Junior College FY25 - community scholarship
2. Contract For Services - PJC Community Scholarship FY2025

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER OF THE CITY OF PADUCAH AUTHORIZING AN FY2025 CONTRACT FOR SERVICES WITH PADUCAH JUNIOR COLLEGE, INC., FOR THE COMMUNITY SCHOLARSHIP PROGRAM IN THE AMOUNT OF \$100,000, AND AUTHORIZING THE MAYOR TO EXECUTE SAID CONTRACT, THE MEMORANDUM OF UNDERSTANDING REGARDING THE COMMUNITY SCHOLARSHIP PROGRAM, AND ANY OTHER DOCUMENTS RELATED THERETO.

SECTION 1. That the Mayor is hereby authorized to execute a contract with Paducah Junior College, Inc. in the amount of \$100,000 for the Community Scholarship Program, which shall be payable no later than June 30, 2025. This contract shall expire June 30, 2025. The Mayor is further authorized to execute a Memorandum of Understanding creating a public-private educational partnership, as well as any other documents related thereto.

SECTION 2. This expenditure shall be charged to the Investment Fund, Account No. 24000401-580790.

SECTION 3. This Municipal Order shall be effective from and after the date of its adoption.

George Bray, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners June 24, 2025
Recorded by Lindsay Parish, City Clerk, June 24, 2025
\\mo\\contract – Paducah Junior College FY25 – Community Scholarship

CONTRACT FOR SERVICES

This Contract for Services, effective this _____ day of _____, 2025, by and between the **CITY OF PADUCAH** ("City") and **PADUCAH JUNIOR COLLEGE, INC.** (PJC, Inc.).

WITNESSETH:

WHEREAS, promoting education to students in the Paducah/McCracken County area and exposing them to post-secondary education serves a valid public purpose; and

WHEREAS, improving the education level of our community's young people will both make the Paducah workforce more attractive to investors and employers and enhance the life potential of individual students; and

WHEREAS, the City of Paducah desires to contract with PJC, Inc., for the services to be described herein under the terms and conditions set forth in this Contract for Services.

NOW THEREFORE, in consideration of the foregoing premises and the mutual covenants as herein set forth, the parties do covenant and agree as follows:

SECTION 1: TERM The term of this contract for services shall be from the effective date of the contract until June 30, 2025.

SECTION 2: TERMINATION Either party may terminate this Contract for Services upon failure of any party to comply with any provision of this agreement provided any such party notifies the other in writing of such failure and the breaching party fails to correct the breach within thirty (30) calendar days of the notice.

SECTION 3: OPERATIONS PAYMENT In consideration of providing education and training and to carry out the objectives of PJC, Inc., the City shall pay PJC, Inc., the sum of ONE HUNDRED THOUSAND AND NO/100 (\$100,000) DOLLARS in a one-time amount no later than June 30, 2025. PJC, Inc., shall provide an invoice to the City of Paducah prior to payment being made. In the event that this contract for services is terminated, the City shall not be obligated to make any further payments.

SECTION 4: OBJECTIVES AND SERVICES - PJC, Inc., will guarantee Paducah and McCracken County 8th graders who meet prescribed standards through their final four years of high school, a tuition scholarship for up to sixty (60) hours of college credit at WKCTC.

SECTION 5: ACCOUNTING

(A) PJC, Inc., shall conduct all accounting, payroll, and financial management.

(B) PJC, Inc., shall supply an annual financial audit to the City within two weeks of its completion.

(C) PJC will provide a written financial report as of December 31st and June 30th during the term of this contract to the City Manager's Office by the 15th day of the 2nd month following the reporting date. The financial report, at minimum, shall disclose the dollar amounts that the City, County and others (each shown separately) have contributed to the PJC for the Community Scholarship program by fiscal year and the interest earned thereon. The report shall fully disclose how funds were used by fiscal year and purpose.

SECTION 6: ENTIRE AGREEMENT This contract for services embodies the entire agreement between the parties and all prior negotiations and agreements are merged in this agreement. This agreement shall completely and fully supersede all other prior agreements, both written and oral, between the parties.

SECTION 7: WITHDRAWAL OF FUNDS Notwithstanding any other provision in this Contract for Services, in the event it is determined that any funds provided to PJC, Inc. are used for some purpose other than in furtherance of the services described herein, the City shall have the right to immediately withdraw any and all further funding and shall immediately have the right to terminate this Contract for Services without advance notice and shall have the right to all remedies provided in the law to seek reimbursement for all monies not properly accounted.

Witness the signature of the parties as of the year and date first written above.

CITY OF PADUCAH

GEORGE BRAY, Mayor

PADUCAH JUNIOR COLLEGE, INC.

Name _____

Title _____

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Authorize the City Manager to release a Request for Proposals for Design and Construction Administration Services for the design of a new Maintenance Building for the Parks and Recreation Department - **A. CLARK**

Category: Municipal Order

Staff Work By: Amie Clark
Presentation By: Amie Clark

Background Information: Authorize the City Manager to release a Request for Proposals for the Design and Construction Administration Services for a new maintenance building for the Parks and Recreation Department.

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name: Maintenance Bldg Design

Account Number: PA0137

Staff Recommendation: Approve

Attachments:

1. RFP – Parks & Rec Maintenance Building Design and Management

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER AUTHORIZING AND DIRECTING THE CITY MANAGER TO
INITIATE A REQUEST FOR PROPOSALS FOR DESIGN AND CONSTRUCTION
ADMINISTRATION SERVICES FOR A NEW MAINTENANCE BUILDING FOR THE
PARKS AND RECREATION DEPARTMENT

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the City Manager is hereby authorized and directed to
develop, advertise, and initiate a Request for Proposals for the design and construction
management services for a new maintenance building for the Parks and Recreation
Department.

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

George Bray, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, _____
Recorded by Lindsay Parish, City Clerk, _____
MO\RFP – Parks & Rec Maintenance Building Design and Management

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Authorize the City Manager to release a Request for Proposals for the construction of a restroom facility at Robert Coleman Park - **A. CLARK**

Category: Municipal Order

Staff Work By: Amie Clark

Presentation By: Amie Clark

Background Information: Authorize the City Manager to release a Request for Proposals for the construction of a public restroom facility to be located in Robert Coleman Park.

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

If yes, please list the Commission Priority: Southside Improvements.

Communications Plan:

Funds Available: Account Name: Robert Coleman Spray Ground Project

Account Number: PA0134

Staff Recommendation: Approve

Attachments:

1. MO RFB – Restroom Robert Coleman Park

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER AUTHORIZING AND DIRECTING THE CITY MANAGER TO
INITIATE A REQUEST FOR BIDS FOR THE CONSTRUCTION OF A RESTROOM
FACILITY AT ROBERT COLEMAN PARK

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY:

SECTION 1. That the City Manager is hereby authorized and directed to
develop, advertise, and initiate a Request for Bids for the construction of a restroom facility at
Robert Coleman Park.

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

George Bray, Mayor

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, _____
Recorded by Lindsay Parish, City Clerk, _____
MORFB – Restroom Robert Coleman Park

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: School Resource Officer Agreement with Paducah Public Schools - **B. LAIRD**

Category: Municipal Order

Staff Work
By: Brian Laird
Presentation
By: Brian Laird

Background Information: In 2021, the Paducah Police Department and Paducah Public Schools entered a partnership for school resource officers. This agreement was funded partially by a COPS grant which has expired. The current agreement between the City of Paducah and Paducah Public Schools expires June 30, 2025. This new one-year agreement outlines cost sharing for the continued partnership. Paducah Public Schools will reimburse the City for 70% of the cost for each police officer.

This agreement was approved by the Paducah Public School Board on May 12, 2025.

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

If yes, please list the Commission Priority:

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve the agreement

Attachments:

1. MO Paducah Independent School District – Resource Officers 2025
2. sro agreement signed

MUNICIPAL ORDER NO. _____

A MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE A
SCHOOL RESOURCE OFFICER AGREEMENT BETWEEN THE CITY OF PADUCAH
AND THE PADUCAH PUBLIC SCHOOL SYSTEM FOR SCHOOL YEAR 2025

BE IT ORDERED BY THE CITY OF PADUCAH, KENTUCKY,

SECTION 1. That the City of Paducah hereby authorizes the Mayor to execute a
School Resource Officer Agreement with Paducah Public Schools, in substantially the form
attached hereto and made part hereof (Exhibit A).

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

Mayor George Bray

ATTEST:

Lindsay Parish, City Clerk

Adopted by the Board of Commissioners, _____
Recorded by Lindsay Parish, City Clerk, _____
\\mo\Paducah Independent School District – Resource Officers 2025

**City of Paducah and Paducah Public Schools
School Resource Officer Agreement
School Year 2025**

THIS AGREEMENT made and entered into this 25th day of June, 2025, by and between the City of Paducah and the Paducah Public School System for one (1) year commencing August 1, 2025 and expiring July 31, 2026. It is expressly agreed and understood that the Paducah Public School System and the City of Paducah shall not be bound hereby beyond the one (1) year term but may continue the services as set forth herein, at which time a new Agreement may be negotiated.

WITNESSETH:

WHEREAS as part of HB330 and as particularly codified in KRS 158.441, the 1998 General Assembly authorized the provisions for School Resource Officer (hereinafter “SRO”) services by means of a contract to be entered into by a local school district through its Board and a law enforcement agency;

WHEREAS, the Paducah Public School System and the City of Paducah desire to set forth in this School Resource Officer Agreement (hereinafter “SRO Agreement”) the specific terms and conditions of the services to be provided by said SRO and School System;

Purpose

The purpose of this Agreement is to engage in a partnership between the Paducah Police Department and the Paducah Public School System to maintain a School Resource Officer Program (hereinafter “SRO Program”). The Paducah Police Department, contingent on the availability of and hiring of qualified officers to fulfill the role of SRO, will endeavor to provide two (2) certified police officers for the duration of this Agreement.

**City of Paducah and Paducah Public Schools
School Resource Officer Agreement
School Year 2025**

The purpose of maintaining an SRO Program will be to provide the youth of the community with a safe learning environment which is free of distractions created by the fear of violence. In doing this, each SRO will assist in meeting the needs of students to help create a promising future while building stronger relationships between the youth of the community and the law enforcement officers tasked with their protection.

I. Roles and Responsibilities of the Paducah Police Department

The Paducah Police Department SRO team will be tasked with the following duties:

The Paducah Police Department will:

- Provide a safe and secure learning environment for students and teachers.
- Coordinate with other community resources such as non-profits that provide services to youth in need, the Cabinet for Health and Family Services, the Department of Juvenile Justice, Child Protective Services, Paducah Schools Student Resource Office, and other partners who may assist in the development of the youth of our community.
- Provide safety training and education for both students and school faculty.
- Promote positive relationships between the Paducah Police Department, youth, their parents and faculty.
- Ensure the SRO is a positive role model who upholds both the values of the Paducah Police Department and that of the Paducah Public School System.
- Ensure the SRO assists with security at special events, sporting events and other after-school programs as designated by the school administration and a designee of the Chief of Police.

**City of Paducah and Paducah Public Schools
School Resource Officer Agreement
School Year 2025**

- Provide criminal reporting and investigate services as outlined by Kentucky Revised Statutes, Paducah Police Department Policies and Procedures and Paducah Public School System Policies and Procedures.
- Maintain detailed records and reports of weekly activities for both the school and police department chain of command.
- Assist with school security measures and security assessments.
- Assist with the maintenance of youth programs such as, Handle With Care as outlined in the School Safety & Resiliency Act, Family Accountability, Intervention and Response Team (FAIR Team), D.A.R.E. and the Summer Lunch Program.
- Take appropriate law-enforcement action when necessary while weighing the protection and safety of students.
- Assist with victim advocacy of at-risk students.
- Assist with the administration of KRS 156.095, KRS 158.1559, KRS 158.4412, 158.162, KRS 620.030 and the directives outlined therein.
- Take an active role in Positive Behavior Interventions and Supports (PBIS) within the school.
- Ensure that only under exigent circumstances or through direct supervisor approval shall the SRO leave the campus during school hours.

In fulfilling these duties, the Paducah Public School System understands that the SRO(s) will not act as a school disciplinarian, as disciplining students is the responsibility of the school. Acts of truancy and violations of the school's standards of conduct will be enforced by school faculty.

**City of Paducah and Paducah Public Schools
School Resource Officer Agreement
School Year 2025**

II. Roles and Responsibilities of the Paducah Public School System

The Paducah Public School System will:

- Provide SRO(s) with a secure location for the storing of files, documents and personal belongings.
- Provide a private location for the SRO(s) to speak with possible victims, at-risk youth, and youth who are suspected to be involved in criminal activity.
- Provide usual and customary office supplies the SRO(s) may require.
- Provide each SRO with a Paducah Public School System Policy and Procedure Manual.

III. Authority

All SRO(s) will be certified police officers as specified within KRS 15.380 to KRS 14.404. The Paducah Police Department recognizes and respects the authority of the principal, and his or her designee, to be the primary leader and manager of each school campus. The SRO, however, has the authority and responsibility to ensure proper decisions are made in reference to crimes, crime scenes, and any incidents that pose a serious threat to public safety.

During any law enforcement-related event on a school campus, the SRO will consult the principal or designee in the law enforcement decisions being made to resolve the incident when feasible. During any law enforcement related event, it may become necessary for the SRO to temporarily take charge of the incident and/or school campus to protect the integrity of the investigation and/or crime scene and ensure the safety of the students and staff, until properly relieved.

**City of Paducah and Paducah Public Schools
School Resource Officer Agreement
School Year 2025**

IV. Chain of Command

SRO(s) assigned to the Paducah Public School System shall follow the regular chain of command structure as established by the Paducah Police Department Policies and Procedures and as designated by the Chief of Police. Each SRO will be assigned to a designated school(s) and shall report to said school during regular session. The SRO(s) will meet and communicate with school faculty on a daily basis to address any needs or issues which may arise.

V.

Term and Cancellation. The Term for this Agreement is one (1) year with the effective date of August 1, 2025. Either Party may cancel this Agreement for any reason or no reason upon 90 days' written notice. Notice in this regard shall be effective upon the date the Notice is delivered via email or placed in the mail. Notices shall be provided to the following:

CITY OF PADUCAH:

CHIEF OF POLICE BRIAN LAIRD

1400 Broadway

Paducah, KY 42001

blaird@paducahky.gov

PADUCAH PUBLIC SCHOOL SYSTEM:

Donald I. Shively, EdD

PO Box 2550

Paducah, KY 42002-2550

donald.shively@paducah.kyschools.us

**City of Paducah and Paducah Public Schools
School Resource Officer Agreement
School Year 2025**

VI. Selection of SRO(s)

SRO(s) shall be vetted in the same manner and by the same governing policies and procedures as all Paducah Police Department Officers. The Paducah Public School System shall be allowed to participate in the interviewing and selection of vetted and qualified applicants.

VII. Cost Reimbursement

The parties acknowledge and agree that the Paducah Public School System is responsible for and will reimburse the City of Paducah General Government for 70 percent of all costs and expenses for assigned SRO's incurred by the City of Paducah in relation to this Agreement.

“Costs and expenses” are defined as salaries, benefits, overtime, clothing, training, and equipment. The City will not charge Paducah Public School System for costs related to vehicle maintenance and fuel.

The City of Paducah will invoice the Paducah Public School System on a quarterly basis. During the 4th quarter billing cycle, the City of Paducah Finance department shall reconcile any payroll related changes to salary and fringe benefits. Examples of this include, but are not limited to, changes in Federal, State or Local payroll law and/or the Kentucky Retirement System.

In the event that an SRO position cannot be filled, the Paducah Public School System will not be liable for reimbursement of the vacant position(s).

**City of Paducah and Paducah Public Schools
School Resource Officer Agreement
School Year 2025**

VIII. No Discrimination and/or Civil Rights Violations

The Parties will endeavor to ensure that their employees and/or agents do not violate any discrimination and/or civil rights laws, specifically including, but not limited to: Section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); Section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); Section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102); Section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); Section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); Section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and Section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)).

IX. No Exclusion or Disqualification, Fraud, Bribery or Gratuity

The Paducah Public School System hereby acknowledges and verifies that it is not excluded or disqualified from participation in federal assistance programs and agrees to comply with subpart C of the OMB guidance in 2 C.F.R. Part 180 (Government-wide Debarment and Suspension) and subpart C of 2 C.F.R. Part 2867 (DOJ-specific requirements). The Paducah Public School System also agrees that if it becomes aware of any federal violations involving fraud, bribery, or gratuity that may affect the awarded federal funds, it will immediately contact the Chief of Police of the Paducah Police Department so that a report may be made to the Department of Justice.

**City of Paducah and Paducah Public Schools
School Resource Officer Agreement
School Year 2025**

X. Entire Agreement

The Parties Acknowledge that this is the entire agreement between them but further understand that this Agreement may be subject to modifications and revisions in an ongoing joint effort to keep same compliant with State and Federal laws and regulations.

Entered into this the 25th day of June, 2025.

Paducah Public Schools

City of Paducah

BY: DONN D. I. SHIVELY
5/13/25

BY: _____

Agenda Action Form

Paducah City Commission

Meeting Date: June 24, 2025

Short Title: Health Insurance Fund - budget amendment for FY2025 - **J. PERKINS**

Category: Ordinance

Staff Work By: Kristi Gray, Audra Herndon,
Jonathan Perkins

Presentation By: Jonathan Perkins

Background Information: In order for the City to cover all 'health insurance fund claims' it will be necessary for a budget amendment to be authorized by the City Commission. The FY2025 'Claims' account will be increased by \$710 thousand and fully funded by the Health Insurance Funds' fund balance for the same.

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

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

Communications Plan:

Funds Available: Account Name:
Account Number:

Staff Recommendation: Approve the budget amendment

Attachments:

1. ORD budget amend FY2025 – Health Insurance
2. FY2025 Claims projection

ORDINANCE NO. 2025-____ - _____

AN ORDINANCE AMENDING ORDINANCE NO. 2024-06-8815, ENTITLED, “AN ORDINANCE ADOPTING THE CITY OF PADUCAH, KENTUCKY, ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR JULY 1, 2024, THROUGH JUNE 30, 2025, BY ESTIMATING REVENUES AND RESOURCES AND APPROPRIATING FUNDS FOR THE OPERATION OF CITY GOVERNMENT”

WHEREAS, in order for the City to cover all health insurance fund claims, it is necessary for a budget amendment to be authorized by the City Commission.

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

SECTION 1. That the annual budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as adopted by Ordinance No. 2024-06-8815, be amended by the following re-appropriations:

- Transfer \$710,000 from the Health Insurance Funds’ fund balance to the FY2025 Health Insurance Claims Account.

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

George Bray, Mayor

ATTEST:

Lindsay Parish, City Clerk

Introduced by the Board of Commissioners, June 10, 2025

Adopted by the Board of Commissioners, _____

Recorded Lindsay Parish, City Clerk, _____

Published by *The Paducah Sun*, _____

\\ord\\finance\\budget amend FY2025 – Health Insurance

5/22/2025

Claims are exceeding the FY2025 (current fiscal year) appropriated Health Insurance claims account.

The following table is a 30K foot view of the situation:

Medical Claims – FY2025 <i>(fiscal year NOT completed as of this writing, values are estimates or projections)</i>		
Health Insurance Fund Current Appropriation – FY2025	\$2.394M	
Fiscal Year Claims paid-to-date	\$2.674M	Claims paid through May 14, 2025
HUB Projected Total Claims for FY2025	\$3.100M	Projections by DJ Story
Total needed to get through FY2025	\$0.706M	Need BOC budget adjustment approval
JSA:		
Premiums paid to City’s plan 7/1/24 – March 31, 2025	\$215,207	
Claims paid for JSA July 1, 2024 – March 31, 2025	\$297,946	
City’s subsidy for JSA claims through March 31, 2025	(\$82,739)	
<i>Source for JSA data is DJ Story; source for HUB Projected claims through FY2025 is DJ Story with HUB</i>		

We need to ask the BOC to amend our FY2025 budget by asking for a budget amendment of \$706,000. This will hopefully cover the balance of FY2025 claims.