

2013 Calendar City of Bowling Green 2012 Annual Report



City Manager's Letter

Dear Fellow Resident,

On behalf of the Bowling Green Board of Commissioners and the City of Bowling Green employees, it is our pleasure to present the **Seventh Annual City Report and Calendar**.

2012 marks a special time in our history as we celebrate the 200th anniversary of the City's incorporation.

Founded in 1798 as a quiet crossroads along our nation's ever westward frontier, Bowling Green has been blessed by opportunity, a strong vision of its potential, and the boundless "can do" attitude of its citizens and leaders.

As a city government, we too have worked to continue this legacy by:

- Providing the best possible municipal services at the lowest appropriate cost;
- Working tirelessly with others to help the community thrive economically;
- Seeking to do what is necessary to invest in a better Bowling Green; and,
- Accomplishing all of these things within the framework of an open representative government.

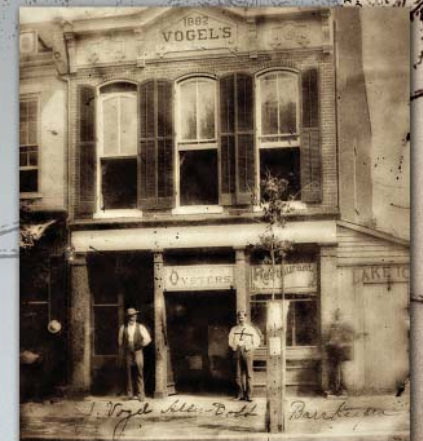
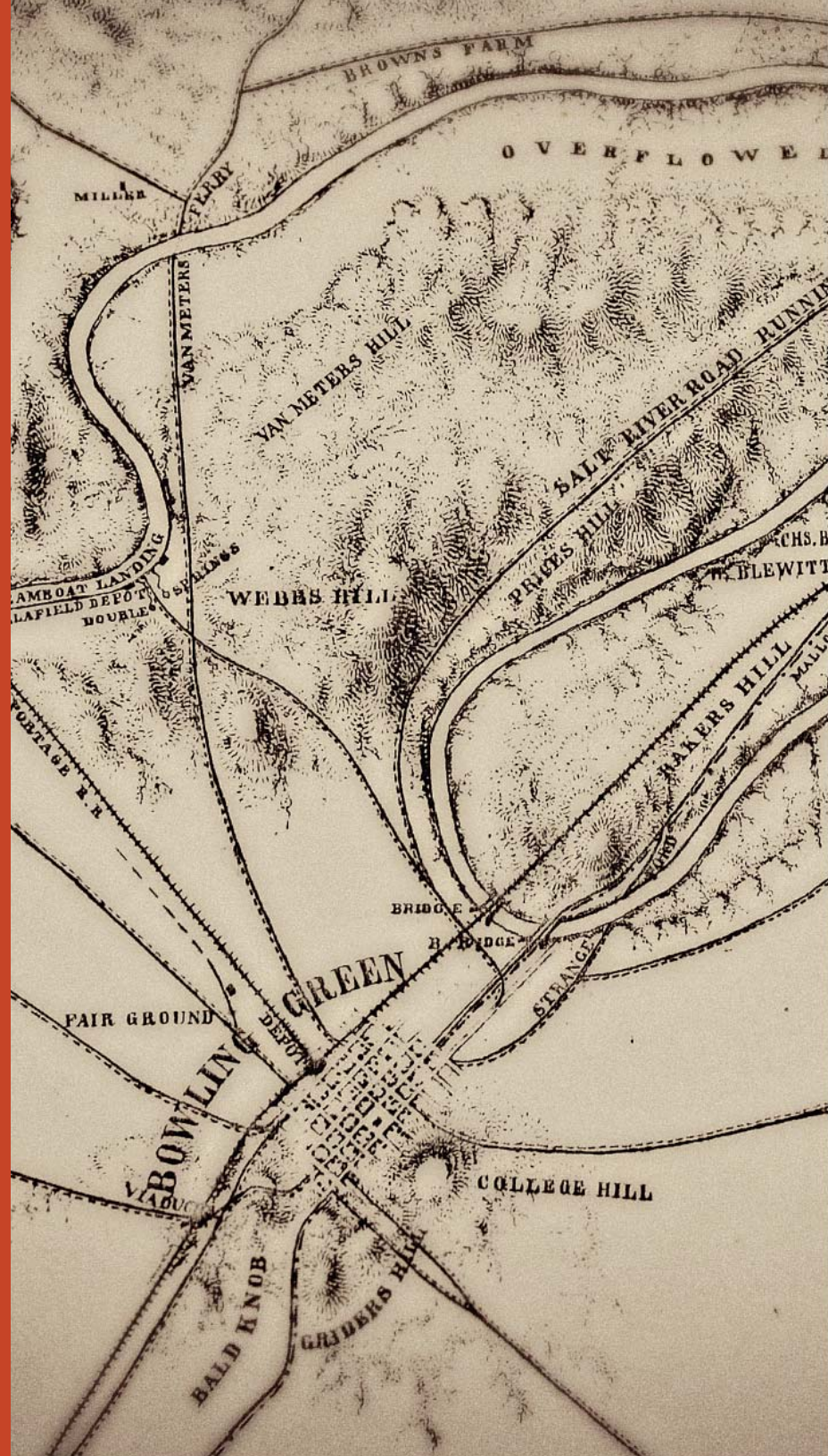
Hopefully we have met your expectations and invite you to review what your city government has done over the last year or so to fulfill these goals.

If you have any ideas that can help us better serve you, please let us know.

Finally, as we strive to meet the challenges of building a better tomorrow, please do not forget to take the time to rediscover the beauty of Kentucky's Hometown.

Bowling Green First,

Kevin D. DeFebbo
City Manager
November, 2012



Photos courtesy of Special Collections Library - WKU



Board of Commissioners & Senior Management Team

Board of Commissioners



Front Row, Left to Right: Mayor Bruce Wilkerson, Commissioner Melinda Hill, and Commissioner Brian "Slim" Nash

Back Row, Left to Right: Commissioner Bill Waltrip and Commissioner Joe Denning

Senior Management Team



Front Row, Left to Right: Lynn Hartley (Chief Information Officer), Gene Harmon (City Attorney), Kim Lancaster (Executive Assistant/Public Information Officer), and Jeff Meisel (Chief Financial Officer)

Back Row, Left to Right: Katie Schaller (Assistant City Manager/City Clerk), Kevin D. DeFebbo (City Manager), Greg Johnson (Fire Chief), Brent Childers (Neighborhood & Community Services Director), Mike Grubbs (Human Resources & Risk Management Director), Jeff Lashlee (Public Works Director), Doug Hawkins (Police Chief), Ernie Gouvas (Parks & Recreation Director, retired September 1, 2012), and Deborah Jenkins (Internal Auditor)

Vision

The City of Bowling Green is a dynamic urban center, which is a hometown for families and home of the nationally recognized Western Kentucky University.

It has a vibrant downtown and riverfront and a strong, growing economy.

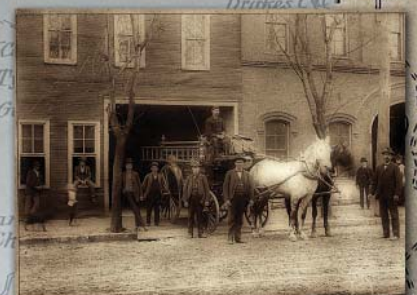
Our diverse Bowling Green residents have access to top quality education, can enjoy an active lifestyle with cultural, recreational and leisure opportunities and live in safe, livable neighborhoods.

We take pride in our great community.



Mission

The City of Bowling Green is committed to strengthening our vibrant community by focusing on quality of life, service delivery, fiscal responsibility, public safety, neighborhood revitalization, visionary leadership, and economic development.



Photos courtesy of Special Collections Library - WKU

2012: The Year in Review and a Look Ahead

ROADS AND TRANSPORTATION: BETTER WAYS TO GET AROUND TOWN

- Funding and support was provided for the operation of the GO bg Transit System.
- The Old Morgantown Road Project was completed and came in \$800,000 under budget.



- Completed 27 high priority drainage projects through structure repair, curb replacement, sidewalk repairs and altering existing drainage structures.
- Completed the South Park and Covington Street drainage projects which will greatly decrease stormwater issues in those areas.
- 12th Avenue was paved from Chestnut Street to Park Street.

January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 New Year's Day City Offices Closed	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Martin Luther King, Jr. Day City Offices Closed	22	23	24	25	26
27	28	29	30	31		

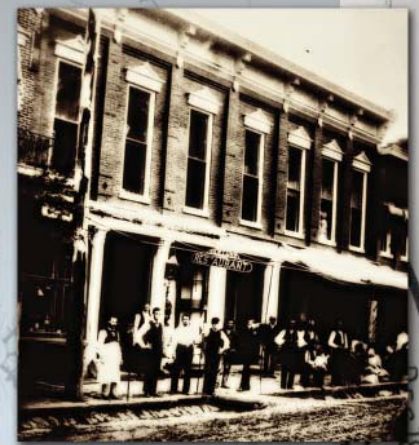
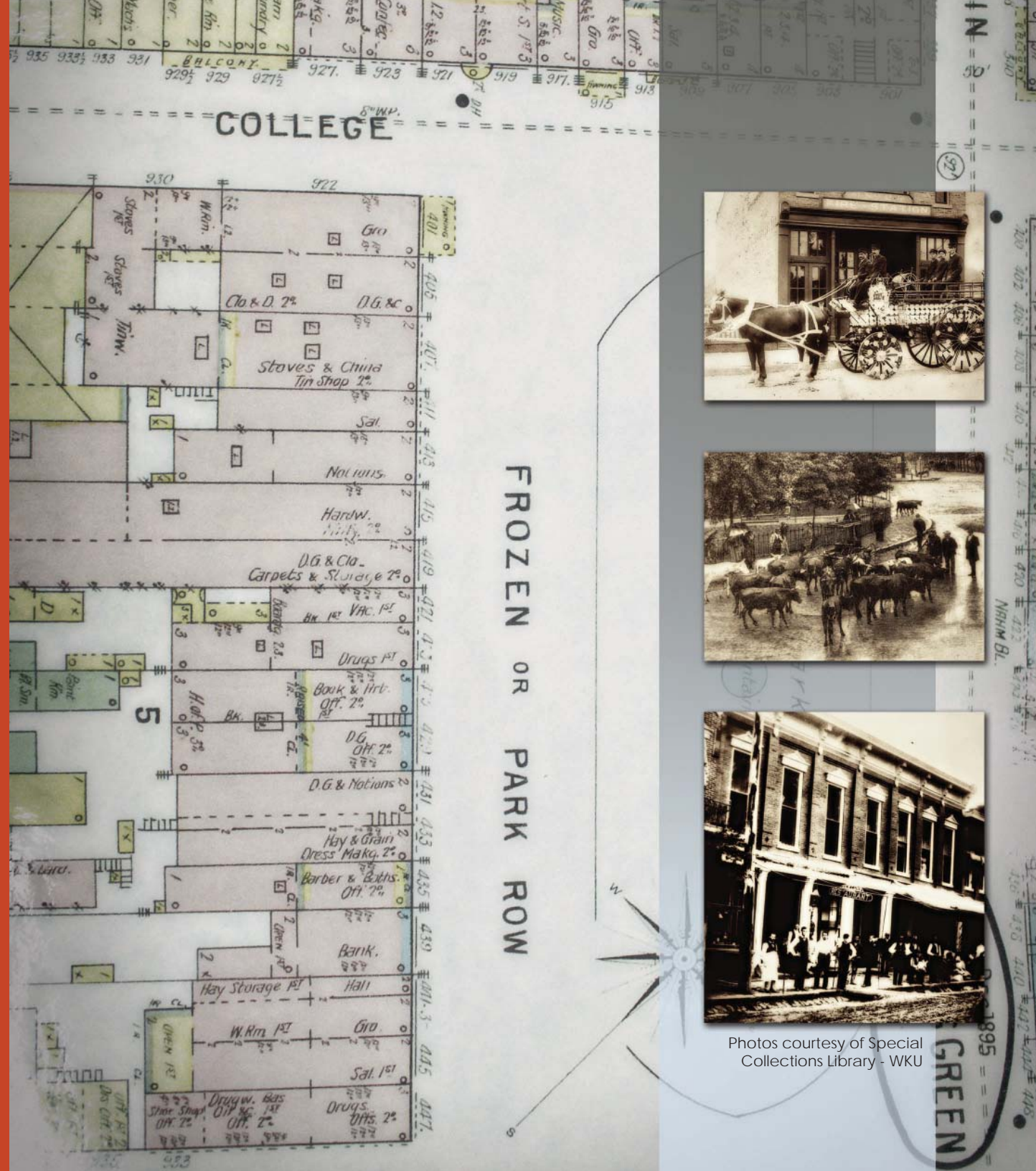
2013

STRONG NEIGHBORHOODS: IMPROVING INFRASTRUCTURE, EMPOWERING PEOPLE

- Assisted eight households with energy efficiency improvements.
- Neighborhood and Community Services (NCS) hired an International Communities Liaison to provide outreach and communication to the international population.



- Sidewalk and stormwater improvements were completed along Boatlanding Road with Community Development Block Grant (CDBG) funds.
- Partnered with Habitat for Humanity to coordinate volunteers for the Code Offense Volunteer Eligible Repair (COVER) program and assisted three households with repair of exterior code deficiencies.



Photos courtesy of Special Collections Library - WKU

DOWNTOWN REDEVELOPMENT/RIVERFRONT

- Management of Circus Square, Riverfront and Fountain Square Parks was taken over by City staff.
- Analyzed and presented the Block 6 Wrap Development Agreement to the Board of Commissioners and was approved.
- Multiple sidewalk repairs were completed on State Street, Chestnut Street, East Main Avenue and other downtown streets.
- Whiskey Run Storm Sewer was restored between Chestnut Street and State Street.



PUBLIC SAFETY: MORE STAFF, BETTER EQUIPMENT

- Added memory to all the Mobile Data Computers (MDC) to assist with speed after upgrading to Office 2010 and a new Document Management client.
- Bowling Green Fire Department (BGFDF) Burn Building was refurbished.



February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Groundhog Day
3	4	5	6	7	8	9
10	11	12 Lincoln's Birthday	13 Ash Wednesday	14 Valentine's Day	15	16
17	18 Presidents' Day Washington's Birthday	19	20	21	22	23
24	25	26	27	28		

2013

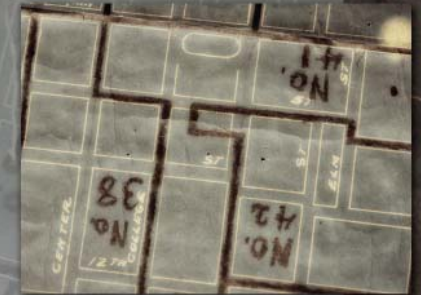
- Upgraded Plymovent Exhaust system in all fire stations.
- Implemented new evidence barcode system within the Police Department.
- The audio visual system in the criminal investigation interview rooms were networked to allow for viewing of live and archived interviews.



- Conducted 23,252 hours of fire training – 193.16 hours per person.
- Phase I of the digital forensics lab and equipment was completed which included defining the physical space for the lab and the purchase of hardware and software.
- 17 police officers were hired and trained.
- Six firefighters were hired and trained.



- Purchased a new air lift bag system for Rescue 6 truck, new extrication equipment for Engine 1 and a new breathing air compressor and fill station for BGFD.



Photos courtesy of Special Collections Library - WKU

PARKS AND RECREATION: NEW AND IMPROVED FACILITIES

- The lighting system at Pedigo Park was upgraded with CDBG funds.
- Parker Bennett Community Center improvement projects are ongoing with the roof repairs and shelter completed. The playground addition, landscaping, court sealing and fencing still remain.
- Lockers were installed and a storage building was built at Russell Sims Aquatic Center.
- Parks and Recreation received record participation of 1,195,902 visits (a 5% increase).



- Rounds of golf played increased at all three courses despite Paul Walker being closed the last month of the fiscal year for greens renovations.
- Overall revenues for Parks and Recreation increased 6%, or approximately \$2.7 million.



- Cardiovascular and selectorized equipment was replaced at the Parks and Recreation Fitness Facility.

March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10 Daylight Savings Time Begins	11	12	13	14	15	16
17 St. Patrick's Day	18	19	20 Spring Begins	21	22	23
24 Palm Sunday	25	26	27	28	29 Good Friday City Offices Closed	30
31 Easter						

2013

WAYS WE'RE SAVING MONEY

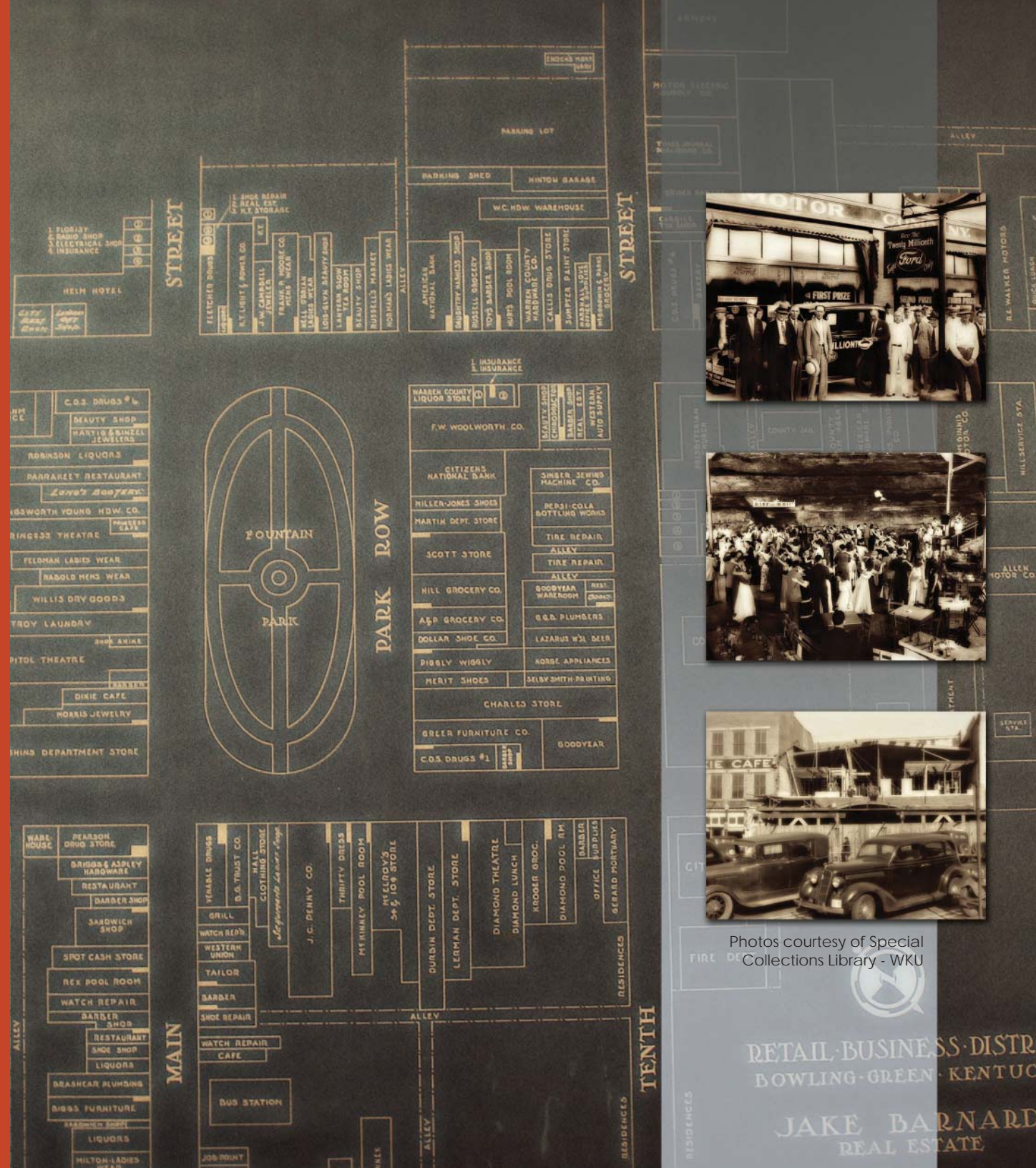
- Removed dependence on several Novell products including network login, which resulted in overall cost savings and less overhead.
- Finalized Kentucky League of Cities Insurance Services (KLCIS) endorsement reimbursement for auto and property schedules which returned over \$50,000 in excess premiums and is projected to save \$30,000 annually.



- Refinanced \$7,720,000 of the 2004A & 2004B G.O. Bonds which will save the City approximately \$809,000 over 12 years.
- Two support positions were combined into a single position within the Police Department to reduce salary and benefit costs.



- Public Works in-house staff continues to mow Glen Lily and Butler County landfills resulting in a net savings to the City.



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BOWLING · GREEN · KENTUC

JAKE BARNARD
REAL ESTATE

BETTER WAYS OF WORKING

- New PC desktops were installed for all employees with more memory, processor power, disk space, and software was updated to the latest Windows and Office suite products.
- Citizens are now able to submit complaints or requests directly via the City's website, automatically creating a work order in our system to assist with efficiency and allow for citizens to check the status of their complaint.



- A new extreme heat uniform was approved for BGPD patrol officers which maintains a uniform appearance while allowing for shorts and cooler shirt material.
- US Bank and the Finance Department worked together to create a means for citizens to pay property taxes online.



- LED light bulbs were purchased and installed in City office buildings to reduce energy consumption and cost.

April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	Earth Day 22	23	24	Administrative Professional's Day 25	Arbor Day 26	27
28	29	30				

2013

- Bowling Green Police Department adopted a new software management system for tracking and recording property and evidence in the control of BCPD.
- Fire Fleet mechanic duties were transferred to Public Works Fleet Division.



BETTER SECURITY

- Implemented Kaspersky anti-virus software which has resulted in a significant reduction in helpdesk tickets related to viruses.
- Completed installation of security cameras at the Public Works Fleet Division.
- Added physical security access and cameras to the Fire Department Headquarters Building and the Greenwood Fire Station.
- Worked with the Internal Auditor and a consultant to conduct an Information Technology (IT) audit primarily focused on server and network security and financial system security.
- Security initiatives have begun at City Hall Campus as well as Parks Maintenance.



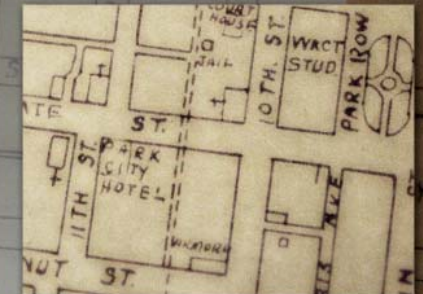
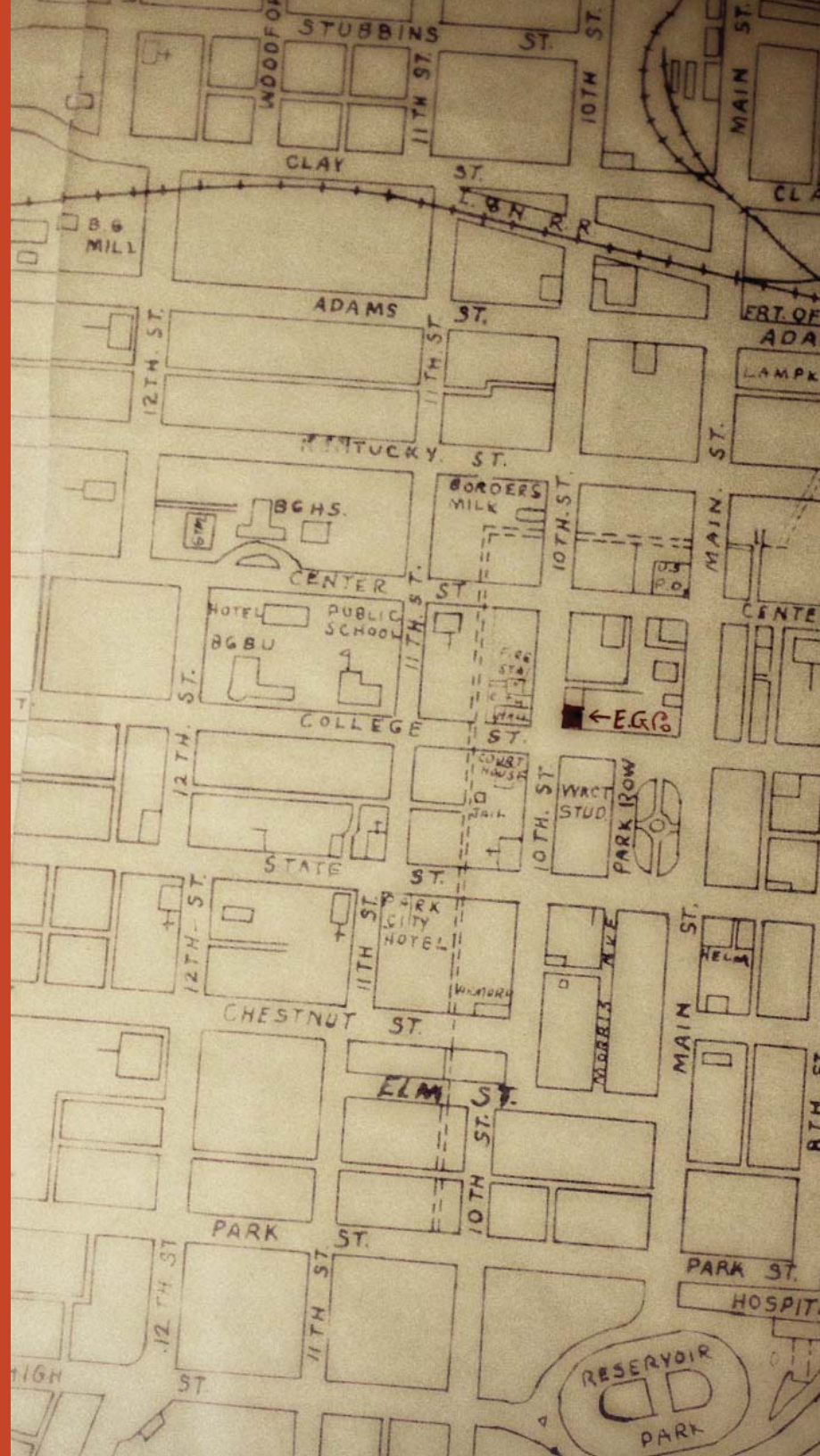
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DISTINCTIVE

- Re-started Team Bowling Green, a supervisor development program after a four-year hiatus.



- Received the Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) audit (this was the City's 5th consecutive award).
- An International Communities Advisory Council was started with six countries from five continents represented.
- Continued participation for the fifth year in ICMA's Center for Performance Measurement Data Reporting and Comparison Program.
- Bowling Green's first all-Spanish radio show, "La Nuestra" was started with assistance from the City.



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OUTSTANDING

- Redesigned much of the City's main website, conducted a security study focused on the web server and made changes based on the results of the study.



- Executed a Job Development Incentive agreement with Holley Performance Products for an expansion of their facility with 136 new jobs projected.
- The Neighborhood and Community Services Housing Division was named the Kentucky Public Housing Agency of the Year by the Kentucky Housing Association with recommendation by the U.S. Department of Housing and Urban Development.
- Public Works Operations Division completed 1,329 days without a lost time injury.
- 12 Firefighters were sent to Aircraft Rescue Firefighting class in Lexington, Kentucky.



June

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

						1
	2	3	4	5	6	7
	9	10	11	12	13 Flag Day	14
Father's Day	16	17	18	19	20	21 Summer Begins
	23	24	25	26	27	28
	30					29

2013

HIGH PERFORMING

- Prepared, submitted and distributed the first City Popular Annual Financial Report (PAFR) to the public.
- The Neighborhood and Community Services (NCS) Housing Division received the High Performer Status from Housing and Urban Development (HUD) for the 8th consecutive year.
- Parks and Recreation was named the 2011 Outstanding Recreation Department (large departments) by Kentucky Recreation and Parks Society.



- The Bowling Green/Warren County Drug Task Force received the Drug Task Force of the Year Award from the Appalachia High Intensity Drug Trafficking Alliance (HIDTA).

FISCAL YEAR 2013 KEY BUDGET RECOMMENDATIONS

- The overall City operating budget increased by just under 3% for FY2013 compared to last year's adopted budget.
- The General Fund expenditure budget only increased by just over \$600,000, which is about 1% compared to the previous year.
- No local tax increases were recommended or adopted in the budget.



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- The General Fund minimum reserve balance (savings) stands at 20% of revenues to better underwrite the City's financial obligations.
- The City's latest capital road improvement projects include Smallhouse/Cave Mill Road realignment and Hennessey Way realignment. The City will partner with other public and private investors to complete both projects.



- There are no new financed projects proposed in FY2013. The total adopted Capital Improvement Program, including debt, is approximately \$18.6 million.
- \$950,000 in State funds will be used to maintain streets and sidewalks as part of the City's annual overlay and reconstruction program.



July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Independence Day City Offices Closed	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2013

- \$1,030,000 in local tax revenues will be used to continue the Stormwater Mitigation Program, including the installation of a stormwater quality treatment system for Whiskey Run, and the Sidewalk Improvement Program for the enrichment of our community livability.
- Over \$1 million will be spent on public safety capital improvement projects to replace vehicles and equipment for the Police Department and to advance software technology in both Police and Fire departments.



- \$646,000 will be invested in the City's Parks and Recreation Department for equipment replacement and facilities improvements, including the construction of a new picnic shelter with restrooms at H. P. Thomas Park and renovations to the showers and locker rooms at the F.O. Moxley Community Center.
- Approximately \$115,000 will be invested in capital improvement projects at the Sloan Convention Center.



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Did You Know?

41 Board of Commissioners Meetings,
Work Sessions and Special Call
Meetings Held

88 Neighborhood Groups
Participating in Neighborhood
Watch



216 Positions Filled (Including Temp/
Seasonal)

392 Potholes Repaired

707 Building Plan Reviews Completed

5,049 Fire Incident Responses

6 *Spotlight on Bowling Green*
Programs Produced In-house

736 Citations Issued for Disregarding
Stop Signs

1,092 Feet of Curb and Gutter Replaced

48 Applications & Inquiries Regarding
the Use of the Downtown Parks

19 Illicit Discharge Responses

August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2013

117 Auto, Property, General Liability and Injury Claims Reviewed or Investigated

136 New Jobs Created through Job Development Incentive Program

16 New Installation Street Lighting Requests

21,495 Property Tax Bills Sent Out in 2011

569 Municipal Computer Users Supported (Including Planning & Zoning and Other External Agencies)



69,656 Rounds of Golf Played at City Golf Courses

67,842 Police Service Calls to 911

80 Outside Agency Vehicles/Equipment Maintained

5,214 YouTube Views

252 Employee Requests for Telephones/Voicemail

20 Citizen Police Academy Graduates



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TO ORDER

SCHOOLS
HOSPITALS
COLLEGES & UNIVERSITIES
POINTS OF INTEREST
POLICE OFFICE
CITY LIMITS

\$181,483 in Delinquent Property Taxes Collected

2 Anti-Litter Presentations/Events

42 Ordinances Considered

2 New Neighborhood Organizations Created

370 Bikes Registered Online



305.56 Tons of Waste Removed from Streets by Sweeper

1,701 Hours of Safety Related Instruction Presented

617 Transient Business Registrations

71 Fires Investigated

5 Continents Represented at the First Meeting of Bowling Green International Communities Advisory Council

\$70,388 Received in Donations

171 Tons of De-Icer Used on City Roadways this Past Winter

September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day City Offices Closed	3	4	5	6	7
8	9	10	11 Patriot Day	12	13	14
15	16	17 Constitution Day	18	19	20	21
22 Autumn Begins	23	24	25	26	27	28
29	30					

2013

1,394 Applicants for City Jobs

4,217 Feet of Sidewalk Replaced



4,717 Code Inspections

13,682 People in Fire Education/
Prevention Classes/Events

801 Business Registrations

4,383 Computer Help Desk Requests

970 Acres of Parks Maintained

3,203 Animal Control Calls/Responses

3,628 Complaints/Service Requests
Processed

2,929 Linear Miles of Streets Maintained/
Cleaned

1,897 Twitter Followers

2,925 Fire Code Inspections and Pre-Plans
Conducted

7,384 e-News Subscribers

640 Citations Issued for Running Red Lights



6,149 Accounts Payable Electronic Funds Transfer (EFT) Payments

226 Municipal Orders/Resolutions Considered

71 Neighborhood Meetings

269,596 Visits to Bowling Green Community Centers

951 Facebook Friends

5,195 Building/Electrical Inspections

300 Total Fire Runs



6,936 Accounts Payable Checks Issued

8,707 Criminal Charges (Includes Drug Charges)

34 Noise Variance Application Requests

44 Recruitment Announcements Issued

102,254 Square Feet of Buildings Maintained

736 Full-Time and Part-Time Public Service Employees

182 New Vendors

October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Columbus Day	15	16 National Boss's Day	17	18	19
20	21	22	23	24 United Nations Day	25	26
27	28	29	30	31 Halloween		

2013

2,141 Computers, Printers, and Other Hardware Supported by Information Technology

14,350 Trees, Plants and Shrubs Planted

25 Junior Police Academy Alumni

15 Celebrate Safe Communities Events

11.86 Miles of Streets and Alleys Repaved



1,826 Building Permits Issued

3,437 EMS Responses/First Responders

617 DUI Arrests

1,993,449 Page Views for City Website

77 Special Event/Parade Permit Application Requests

444 City-Owned Vehicles/Equipment Maintained

1,752 Service Requests Completed by Operations Division



- 3,175 Active Vendors
- 3,776 Volunteers Contributed 91,130 Hours of Service to Parks & Recreation
- 9 *BG Minute and Update Bowling Green Programs Produced*



- 8 Neighborhood SNAP Grant Recipients
- 12 Stormwater Presentations/Events
- \$155,448,170 Value of Building Permits Issued
- 69 Fire Extrication Responses (Auto and Industrial)
- 132 Certificates Issued for the Purchase of Fairview Cemetery Burial Sites
- 13,476 Traffic Stops (17,773 Charges)
- 67 Requests for Public Records Processed by the City Clerk's Office
- 3 City Hall Tours
- 539 Request for Service Forms Completed On-Line

November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3 Daylight Savings Time Ends	4	5 Election Day	6	7	8	9
10	11 Veterans Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 Hanukkah Begins	28 Thanksgiving City Offices Closed	29 City Offices Closed	30

2013

927,403 Participants in Athletics and Fitness Programs

3,292 Traffic Collisions Worked by the Police Department

5 Summer Strolls

4 Public Service Announcements and Commercials Produced

952 Tons of Leaves Picked Up and Recycled (Oct. 11 to Jan. 12)



726 Households Receiving Rental Assistance

2,925 Fire Code Inspections Conducted

18,982 Direct Deposit Payroll Checks Issued

23,014 Special Populations Participants

938 Citations Issued for Speeding

5,300 e-News Subscribers for Job Vacancy Announcements

55 News Releases Distributed



IMPORTANT CITY TELEPHONE NUMBERS

- POLICE/FIRE/EMS EMERGENCY ONLY:** 911

- Police - Information
(Weekdays 7:30 a.m. - 4:30 p.m.): 393-4244

- Police - to Report Non-Emergency Police
Incident: 393-4000

- Police - Information: 393-BGPD

- Fire Non-Emergency Dispatch: 393-4831

- City Main Number/Switchboard
(Weekdays 7:30 a.m. - 4:30 p.m.): 393-3000

- Hearing Impaired - Toll Free: 1-800-648-6056

- City Central (Complaints/Information about
City Services): 393-3444

- Public Works Information Hotline: 393-3333

- Power Outage/Problem:
BGMU 782-4302 WRECC 843-9710

- Building Permits: 393-3615

- Electrical Permits: 393-3676

- Business Licenses: 393-3000

- Contractors Licensing: 781-3530

- Employment Opportunities (City): 393-3689

- Garbage Pickup (Scott Waste): 783-4016

- Neighborhood Services: 393-3674

- Parks & Recreation Main Office: 393-3249

- Planning & Zoning (City-County): 842-1953



December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7 Pearl Harbor Remembrance Day
8	9	10	11	12	13	14
15	16	17	18	19	20	21 Winter Begins
22	23	24 Christmas Eve City Offices Closed	25 Christmas Day City Offices Closed	26	27	28
29	30	31 New Year's Eve				

2013



Live Monthly Meetings Schedule on Bowling Green Government Access Channel 4

- City Board of Commissioners Meeting: 1st & 3rd Tuesday at 7:00 p.m.
City/County Planning Commission Meeting: 1st & 3rd Thursday at 7:00 p.m.
BGMU Meeting: 2nd Monday at 7:00 p.m.
City Code Enforcement Meeting: 4th Tuesday at 5:00 p.m.
Board of Adjustments Meeting: 4th Thursday at 5:00 p.m.
-

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- Watch Channel 4 online by visiting <http://www.bgky.org/videos>
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