





2014 Calendar Gity of Bowling Green 2013 Annual Report



City Manager's Letter

Dear Fellow Resident

On behalf of the Bowling Green Board of Commissioners and its workforce, it is our pleasure to present the Eighth Annual City Report and Calendar.

This year's theme is dedicated to the numerous community-based events that make living in Kentucky's third largest city the special place we call home.

As you look through the various months of the year found in the calendar, please take note of the photographs found on each page reflecting those community events held during that time.

We urge you to participate, donate to, or attend any of the events you like. After all, without your involvement, these community events could not happen.

As a city government, we also donate to a number of these events and work to make our community one in which you can take pride by:

- Providing the best municipal services at the lowest appropriate cost;
- Working with other partners to help us thrive economically in an ever more competitive worl
- Continuing to invest your tax dollars in public infrastructure and city assets; and,
- Melding all of these together within the framework of an open, representative government.

Hopefully, we have met your expectations, and we invite you to review what your city government has done over the last year.

If you have any ideas that can make our community events or city government better, please let us know.

Bowling Green First

Kevin D. DeFebbe City Manager November, 2013











Jackon's Orchard Apple Festiva



Board of Commissioners & Senior Management Team

Board of Commissioners



Front Row, Left to Right: Mayor Bruce Wilkerson, Commissioner Melinda Hill, and Commissioner Rick Williams

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

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), Brent Belcher (Parks & Receration Director), Mike Grubbs (Human Resources & Risk Management Director), Jeff Lashlee (Public Works Director), Doug Hawkins (Police Chief), 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.

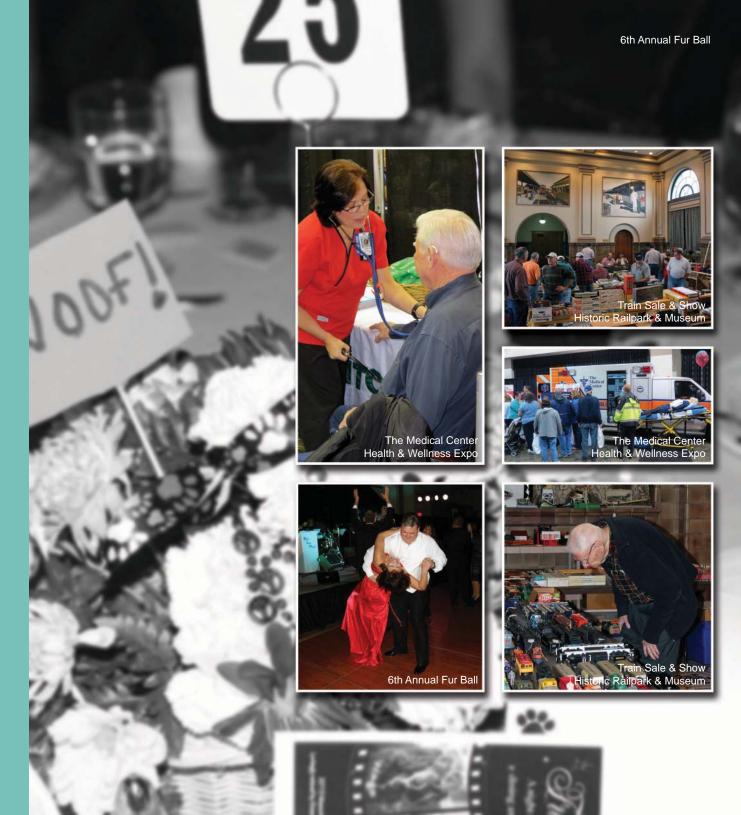
We take pride in our great community



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.





2013: The Year in Review and a Look Ahead

ROADS AND TRANSPORTATION: BETTER WAYS TO GET AROUND TOWN

• Signal improvements, which included installation of standard mast arm and new pedestrian signals, were made at Center Street and 11th Avenue, Chestnut Street and 10th Avenue, and Center Street and Main Street.

• Street cut standards and quality control measures were improved through amendments to Chapter 21 of the City's Code of Ordinances.

• The Smallhouse Road and Cave Mill Road realignment project was completed with collaboration from the City, Warren County and a private developer.



• Portions of curb and gutter on Nutwood Street and East 11th Avenue were reconstructed to correct drainage concerns and accessibility issues.

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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 Martin Luther King, Jr. Day City Offices Closed	21	22	23	24	25
26	27	28	29	30	31	

- Various streets throughout the City were re-paved in order to repair damaged roads and provide safer transportation routes.
- Funding was provided to support the operation of the GO bg Transit System

STRONG NEIGHBORHOODS: IMPROVING INFRASTRUCTURE, EMPOWERING PEOPLE

 A new neighborhood association website was designed and is accessible at http://www.bgcan.org/.

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- •The Loop Street Sinkhole was graded, helping to eliminate stormwater issues in the area.
- A 2.25 acre drainage basin was constructed on Covington Street to assist the neighborhood with flooding from the Batsel Sinkhole.
- A partnership with Habitat for Humanity for volunteer coordination of the Code
 Offense Volunteer Eligible Repair (COVER)
 Program assisted three households in the repair of exterior code deficiencies.
- A force main was installed in the Audubon Drive/Glen Lily Road area in order to alleviate stormwater issues by pumping water into a drainage basin adjacent to Carla Drive.





Martin Luther King, Jr, March

Bowling Green-Warren County Community Education Spell-a-bration





Community Education Spell-a-bration

 Sidewalk construction was completed on Russellville Road, East 11th Avenue, Holly Drive, Collett Lane and Steeplechase Way, providing safer and more walkable neighborhoods.



DOWNTOWN REDEVELOPMENT/RIVERFRONT

- Monitoring of the City's involvement and contingent liability associated with the Block 6 Wrap Development in the Downtown Tax Increment Financing (TIF) District continued.
- The Finance Department completed the 2011 TIF revenue calculation (4th year) and distributed 80% of the incremental revenues to the Warren County Downtown Economic Development Authority, Inc.
- The exterior of the City Hall Annex building was painted in order to improve the overall appearance of the property.





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	14 Valentine's Day	15
16	17 Presidents' Day Washington's Birthday	18	19	20	21	22
23	24	25	26	27	28	

PUBLIC SAFETY: MORE STAFF, BETTER EQUIPMENT

 Implementation of a new in-car camera/ video system was completed for multiple cars in the Police Department.



- New "Hot Sticks" which help identify electrically charged structures with compromised electrical grounds were installed on all fire apparatus.
- A new bar-code tracking system for evidence at the Police Department was developed and implemented.
- An aircraft rescue and firefighting apparatus was added to provide backup response to incidents involving aircraft crashes, allowing the BGFD to respond from two directions.
- The Public Safety Voice Radio Communication System approved by the City and Warren County will provide more coverage as well as a back-up system once installed.
- The 911 Communication Center Computer Aided Dispatch (CAD) software and Records Management software were upgraded and an agreement was developed to share limited access with Warren County and WKU.
- A new waterline was installed at the Police Department firing range in order to provide access to water while conducting training.



Community Easter Egg Hunt



Community Easter Egg Hunt

 A detective was assigned to Digital Forensics full-time in order to manage the increasing workload as the demand for digital analysis of evidence rises.



PARKS AND RECREATION: NEW AND IMPROVED FACILITIES

- Parks Maintenance poured 500 yards of concrete to improve facilities including a stamped sidewalk at the Hobson House.
- 55 City-owned garden plots were leased out in 15 minutes at Kereiakes Park.
- The Parker-Bennett Community Center playground, sidewalks and shelter were reconstructed with in-house labor and Community Development Block Grant (CDBG) funds.



- 550 participants attended youth golf clinics and camps held for ages five to 15.
- A new lighting system was installed at the Kereiakes Park basketball court as well as nearby tennis courts.

arch

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

• Dugouts and score boxes were re-constructed at Lampkin Park Fields #1 and #2.



- The locker rooms at Bowling Green Parks and Recreation Fitness facility were renovated using in-house labor.
- An ADA wheelchair lift was purchased and installed at the Russell Sims Aquatic Center.
- The Park Ranger Program was reinstituted, providing better security and maintenance of City parks.
- Construction on additional restrooms began at the Lovers Lane Soccer Complex.
- The City's Golf Program was reorganized with a deficit-reduction plan and proposed elimination of the enterprise fund accounting starting in FY15.



WAYS WE'RE SAVING MONEY

 Copiers were replaced with scan to e-mail functions, eliminating a number of printers and fax machines, saving time and money.



- The existing Storage Area Network (SAN) System was replaced with a new system that will cost considerably less to support.
- Procurement card transactions increased by 58.5%, which improves efficiencies in invoice processing and payments while also providing cost savings.
- \$4.2 million of the 2002A and remaining 2004A G.O. Bonds were refinanced, which will save the City over \$300,000 during the next 6 years.
- Exterior and interior lights were upgraded to LED at multiple City buildings with in-house labor, resulting in approximately \$6,000 in savings.
- The City was recertified as a "Drug-Free Workplace" through the Department of Workers' Claims, which provides the City with a 5% worker's compensation premium savings of approximately \$21,000.



• The pool of potential bidders for City projects was increased by 6.2% to ensure competition and to achieve the best price and value for purchases greate than \$20,000.

BETTER WAYS OF WORKING

 A new internally supported Voice Over Internet Protocol (VOIP) phone system with new features and reduced cost was implemented.



SUND	AY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4	5
	6	7	8	9	10	11	12
Palm Sunday	13	14	15	16	17	18 Good Friday City Offices Closed	19
Easter	20	21	22 Earth Day	23 Administrative Professional's Day	24	25 Arbor Day	26
	27	28	29	30			

 The storage capacity for surplus materials and equipment was significantly increased through better organization of available space and more frequent turnover/ disposal methods.



- A new texting system was launched to communicate information to residents regarding golf, general information, neighborhood news and general information in Spanish.
- Contractors and others can now view the current status and processing of online permit requests with the new ePermit system.
- A Language Access Plan and Taskforce were developed in order to better serve new English language learners in the City
- A new web based Geographic Information System (GIS) interface was developed allowing for easier migration through layers of GIS information on the City's website.
- The BGFD upgraded the loss control program with a commercial wet vac system that can save customers thousands of dollars associated with water damage on an emergency scene.
- Changes in the Purchasing Office were implemented to increase efficiencies and policy compliance, including the development of new procurement related forms and training materials.













Disc Golf Tournamer

• A 120 day pilot study of the DriveCam product began to evaluate driver events by recording data surrounding accidents or other incidents.

BETTER SECURITY

 Additional security cameras were installed at several City facilities to enhance the existing security network of cameras.



- A bid accepted for City Hall Campus upgrades will provide restricted access areas and key pad security options.
- A new security system was installed at the Fleet Management facility.
- The BGFD re-implemented the "Safe Spot Program which allows for a safe and secure spot to leave abandoned infants.



BETTER PRICE TAG

 License Division collected approximately \$500,000 in additional occupational license fees through audits, field inspections and litigation.



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

 Over \$16,000 was collected from three on-line public auctions of surplus and confiscated items through GovDeals.com

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- Staff recovered over \$13,000 in City property losses through outside insurance agencies, City insurers and recovery from individuals through personal payments or court-ordered payments.
- Staff worked with the Bowling Green Area Convention and Visitors Bureau on litigation of delinquent transient room taxes resulting in additional revenues totaling \$109,000 including late fees.
- A grant for more than \$70,000 was awarded for thermal imagers for the BGFD to improve the ability to see in a smoke filled atmosphere.
- A rebate of approximately \$7,500 from TVA is expected for multiple LED upgrades throughout the City.
- A reduced janitorial contract was renewed for three years, which will continue to save the City \$32,000 annually.
- A change in life insurance carriers saved the City approximately \$2,700 during the fiscal year with no overall cost increase to employees.



 A follow-up with Kentucky Emergency Management and FEMA regarding a previous denial of funding related to the 2010 flooding resulted in the receipt of an additional \$10,000.

DISTINCTIVE

- Participation in ICMA's Center for Performance Measurement Data Reporting and Comparison Program continued for the sixth year.
- The City organized and hosted the nationally televised American Idol auditions at Fountain Square Park with over 1,000 participants.



- The City's FY13 Budget Document received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA).
- The BGFD collected \$20,000 for the Muscular Dystrophy Association through the "Fill the Boot" campaign.





SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14 Flag Day
15 Father's Day	16	17	18	19	20	21 Summer Begins
22	23	24	25	26	27	28
29	30					<u> </u>

- The Housing Division of the Neighborhood and Community Services Department received the High Performer Status from Housing and Urban Development for the ninth consecutive year.
- A balanced operating budget for Fiscal Year 13/14 was prepared and presented two weeks ahead of the traditional budget planning/preparation schedule.
- A new City television program called BG Mythbusters was created to discredit misinformation about City services or procedures.



OUTSTANDING

- Received the GFOA Certificate of Excellence in Financial Reporting for the FY12 Comprehensive Annual Financial Report (CAFR).
- Received the GFOA award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR).
- The Fleet Division worked 2,371 days without a lost time accident.
- 26 participants attended the first "Over 50" Citizen's Academy.
- The BGFD partnered with Toys for Tots and delivered toys to 400 kids on Christmas morning.



- The BGPD was re-accredited for the fifth consecutive 5-year term.
- "I Speak Cards" were developed to assist speakers of 13 different languages in accessing City services.



FISCAL YEAR (FY) 2014 KEY BUDGET RECOMMENDATIONS

- Compared to last year's adopted budget, FY14 revenues are projected to increase by 3.2% for All Funds and 2.3% for General Fund.
- The City's overall expenditure budget has increased by 4.3% for FY14, with the General Fund expenditure budget only increasing by \$750,000 (1.4%) compared to the previous year.
- Excluding Capital Improvement Projects, the FY14 All Funds Operating Budget has decreased by \$353,535 (0.4%) and the General Fund Operating Budget has increased by \$385,000 (0.7%) compared to the FY13 Adopted Operating Budget.
- No local tax increases were recommended or adopted in the budget.
- The General Fund minimum reserve balance (savings) remains at 20% of revenues to better underwrite the City's financial obligations.



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		

• The total adopted Capital Improvement Program, including debt, is approximately \$22.3 million and includes the financing of only a portion of the county-wide radio system replacement. The City is using previously saved money for several of the larger Capital Improvement Projects included in the FY14 budget.



- \$1.2 million in state funds will be used to maintain streets and sidewalks as part of the City's annual overlay and reconstruction program and to continue the upgrade of traffic signals and intersection improvements in the downtown area.
- \$950,000 in local tax revenues will be used to continue the Stormwater Mitigation Program, the Sidewalk Improvement Program and to make improvements to the remaining three-block area of Heritage Trail for the enrichment of community livability.





Kawanishi, Japan

pirits in the Cave





- Over \$3.4 million will be used to enhance technology, with the largest single project being the replacement of the public safety 800 MHz Radio System (\$3.3 million for the City's share of the cost).
- Nearly \$663,000 will be spent on Capital Improvement Projects to replace vehicles and equipment for various departments.
- Approximately \$2.8 million will be invested in several City facilities to perform necessary repairs and renovations to increase energy efficiencies, reduce waste, enhance safety and security, address storage needs and to better serve customers. Of the total investment, \$1.5 million will come from previously set aside savings, federal and state revenues, and enterprise generated revenues.



Did You Know?

- 36 Board of Commissioners Meetings Work Sessions and Special Call Meetings Held
- 57 Neighborhood Groups Participating in Neighborhood Watch

3,892 Twitter Followers

61 Fires Investigated



	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
-	21						

31

- 778 Citations for Speeding
 2,287 Registered Bidders
 59 City Appointees to Vario
 - Commissions and Agencies
- 2,478.58 Linear Miles of Streets Maintained/ Cleaned
- 576 DUI Arrests
- 725 Households Receiving Rental Assistance
- 421 Bikes Registered On-line



- 857 Citations Issued for Disregarding Stop Signs
- 84,500 Visits to Russell Sims Aquatic Cente
- 23,616 YouTube Views
- 4,134 Criminal Charges (Including Drug Charges)



- *Spotlight on Bowling Green* Programs Produced In-house
- 234 Positions Filled (Including Temporary/Seasonal)
- 772 Potholes Repaired
- 754 Building Plan Reviews Completed

5,523 Fire Incident Responses



- 21,703 Property Tax Bills Distributed (CY 2012)
- 555 Municipal Computer Users Supported (Including Planning Commission and Other External Agencies)
- 65,306 Rounds of Golf Played at City Golf Courses
- 61,859 Police Service Calls to 911
- 40 Ordinances Considered
- 63 Neighborhood Meetings

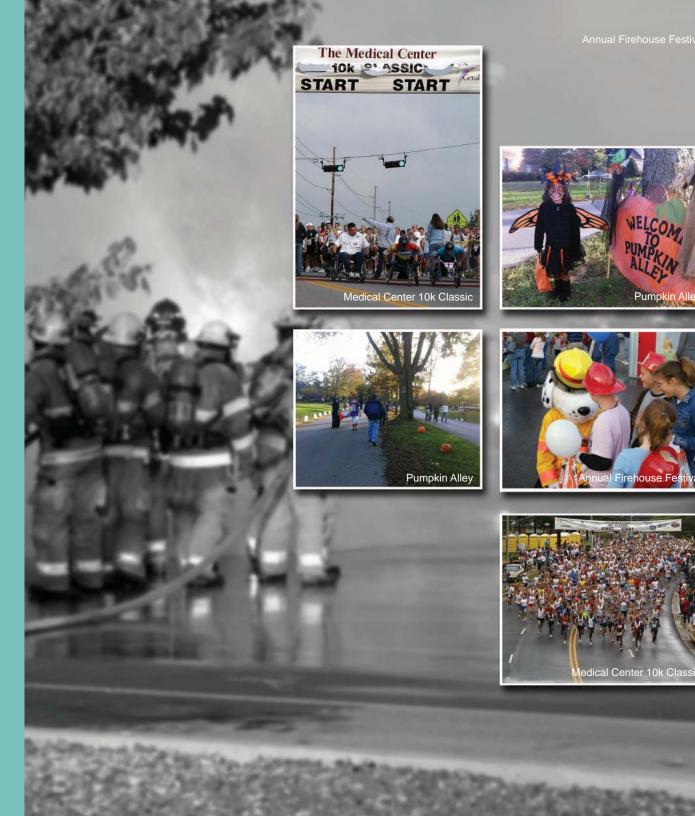
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day City Offices Closed	2	3	4	5	6
7	8	9	10	11 Patriot Day	12	13
14	15	16	17 Constitution Day	18	19	20
21	22	23 Autumn Begins	24	25	26	27
28	29	30				

- 97 Assists Provided to Members of the International Communities
- 1,299 Applicants for City Jobs
- 5,601 Feet of Sidewalks Repaired



- 7,223 Code Inspections
- 13,429 People in Fire Education/ Prevention Classes/Events
- 20 New Jobs Created through Job Development Incentive Program
- 1,771,440 Page Views for City Website
- 970 Acres of Parks Maintained
- 2,027 Animal Control Calls/Responses
- 206 Municipal Orders/Resolutions Considered
- 9 Celebrate Safe Communities Events
- 4 City Hall Tours



- 5,500 eNews Subscribers for Job Vacancy Announcements
- 4,200 Feet of New Sidewalks Constructed
- 4,947 Building/Electrical Inspections
- 278 Total Fire Runs
- 932 Business Registrations
- 3,913 Computer Helpdesk Requests
- 19,892 Trees, Plants and Shrubs Planted
- 37 Citizen Police Academy Graduates



- 193 Certificates Issued for the Purchase of Fairview Cemetery Burial Sites
- 6 Summer Strolls
- 6 Public Service Announcements and Commercials Produced In-house
- 46 Recruitment Announcements Issued

Jclober

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13 Columbus Day	14	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	

- 495 Feet of Curb and Gutter Replaced
- 4,947 Building/Electrical Inspections
- 3,266 Fire First Responder/EMS Responses
- \$139,199 Delinquent Property Taxes Collected
- 2,635 Computers, Printers and Other Hardware Supported
- 3,550 Parks & Rec. Volunteers Contributed 90,787 Hours of Service



- 23 Junior Police Academy Graduates
- 97 Requests for Public Records Processed by the City Clerk's Office
- 6 Neighborhood SNAP Grant Recipients
- 31 *Update Bowling Green* Programs Produced In-house
- 744 Citations Issued for Running Red Lights



- 123 Auto, Property, General Llability and Injury Claims Reviewed or Investigated
- 6.8 Miles of Streets and Alleys Repaved



- 64 Fire Extrication Responses (Auto and Industrial)
- 105 Outreach Activities Held with Members of the International Community
- 139 Request for Service Forms Completed On-line
- 859,614 Participants in Athletics and Fitness Programs
- 2,915 Traffic Collisions Worked
- 260 Purchase Orders Approved by Central Purchasing
- 2,827 Complaints/Service Requests Processed
- 78 eNews Releases Distributed

November

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

Stormwater Presentations/Even

\$166,942 Value of Building Permits Issued

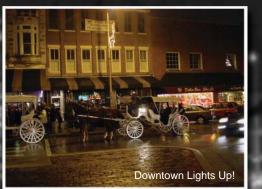
1,122 Tons of Leaves Picked Up and Recycled (Oct. 2012 to Jan. 2013)



2,795	Fire Code Inspections Conducted
5,903	Accounts Payable Checks Issued
7,298	eNews Subscribers
21,423	Special Populations Participants
11,897	Police Traffic Stops (17,384 Charges)
54	Formal Bids Processed and Posted or Website
	New Neighborhood Organization Created
1,133	Facebook Friends

735 Full and Part-Time Public Service Employees











- 90 Special Event/Parade Permit Application Requests
- 181 Volunteer Applications Received and Processed
- 300.58 Tons of Waste Removed from Streets by Sweeper
- 7,061 Accounts Payable Electronic Funds Transfer (EFT) Payments
- 267,813 Visits to Bowling Green Community Centers
- 8 Countries Represented on the Bowling Green International Communities Advisory Council
- 393 City-Owned Vehicles/Equipment Maintained



- 5,486 Active Vendors
- 2,035 Park Facility Rentals Processed
- 101.2 Tons of Deicer Used on City Roadways this Past Winter



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			

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:	e 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	0-648-6056			
City Central (Complaints/Information ab City Services):	oout 393-3444			
Public Works Information Hotline:	393-3333			
Power Outage/Problem: BGMU 782-4302 WRECC 842-6541				
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			

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.

Watch Channel 4 online by visiting http://www.bgky.org/videos Visit our YouTube channel at http://www.youtube.com/cityofbgky Sign up for E-News by visiting http://www.bgky.org/enews.php Like us on Facebook at www.facebook.com/citybgky Follow us on Twitter at www.twitter.com/cityofbgky

