

JULY 2017

# PERSONELLITIES

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## Benefits Corner

### Explanation of Benefits

When receiving a bill from a provider, always compare the bill with the Meritain Explanation of Benefits (EOB). The EOB is mailed to the member or can be obtained from your Meritain account at [www.meritain.com](http://www.meritain.com). The EOB and the provider's billing should match. If the two documents don't match or you do not receive an EOB contact your provider to be certain they billed your insurance correctly. If you have further questions please contact Lori Gray at x3644.

### Benefit Review Meetings

Is your information up-to-date. Since you have been employed at the City have you married, divorced, or had a baby? You may want to review your information on file. You can schedule a meeting at any time during the year to review your benefits. This includes beneficiaries, tax forms, questions regarding your benefits or coverage, etc. Please contact Lori Gray to schedule an appointment.

### This month: UV Safety Month

July 17th – Bladder Cancer Awareness Day

July 18-24 – Everybody Deserves a Massage Week

## Adopted FY2018 Budget

The adopted FY2018 budget includes a 2.1% cost of living increase for all full-time employees. This was based on the 2016 increase in the Consumer Price Index. Eligible employees will also receive a merit step increase based on their pay schedule. Pay rates for most part-time/seasonal employees will be increased by at least \$.40/hour, with grades starting at less than \$14/hour increasing by at least \$.50/hour. Eligible part-time/seasonal employees will receive a \$.15/hour step increase. Eligibility for a merit/step increase is based on satisfactory performance, not having been hired or promoted in FY2017, and being below the maximum pay rate for the position. Seasonal employees who worked last season and were hired before July 1, 2016 are eligible for the \$.15/hour step increase this year. The raises go into effect July 1, 2017.

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## Congratulations

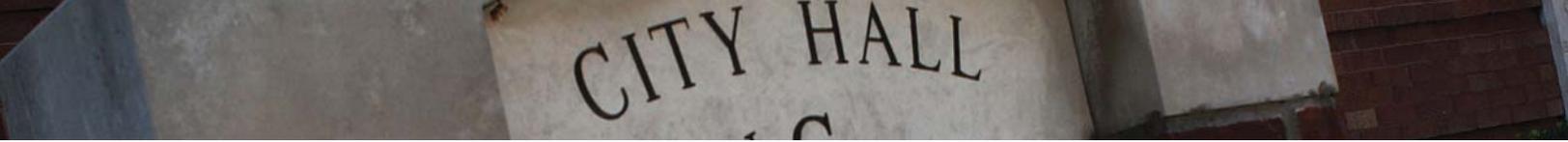
### June Promotion:

**Jennifer Edwards**, to Records Management Coordinator, City Manager's Office

### Retirement (July 1):

**Master Police Officer Randy Imbrescia**, 10 years with City

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## Focus on...

### 2017/2018 Budget Recap

Thanks to sustainable growth and a reduced operating cost footprint, this will be the 15th consecutive year without a tax increase. Compared to last year's adopted budget, revenues in FY2018 are projected to increase by 8.2% for All Funds and 6.8% for General Fund. The City's FY2018 operating budget, excluding capital projects, reflects an increase of only 2.9% (\$2.7 million) for All Funds and 4.7% (\$2.7 million) for General Fund compared to FY2017. This increase is attributable to cost of living and step adjustments, personnel additions and other adjustments, increases in CERS rates, and anticipated utility rate and inflationary increases. Every dollar in this budget comes from either new revenue growth or from the funds saved in past years to pay for projects scheduled to be undertaken this coming year. Our investment, contributions and job development incentives are starting to create dividends to our bottom line revenues in addition to new job opportunities. This budget will allow us to:

- pay our bills;
- retain 25% of annual budgeted revenues as a minimum reserve balance in the General Fund;
- continue the strategy of incrementally saving for the cost of future capital projects and equipment and not use any unallocated fund balance to cover services, equipment or project costs;
- increase investment in infrastructure, particularly street paving and road improvements;
- make continued progress on implementing the Parks Master Plan;
- provide a much needed increase in emergency communications and patrol officer staffing;
- continue our plan to decrease debt as opportunities arise;
- continue special funding for workforce development programs through the Bowling Green Area Chamber of Commerce to foment the creation and retention of new jobs, and continue covering half of the annual debt service obligation of the Kentucky Transpark bonds;
- acquire much needed heavy equipment and vehicles for Public Works and Parks and Recreation departments;
- finance the planned replacement of large firefighting apparatus in the Fire Improvement Fund using insurance premium tax revenues dedicated for such purposes with no impact on General Fund; and
- provide the 2.1% DLG COLA to full-time employees and a larger increase of about 5.32% for part-time and seasonal employees, in addition to a merit (Step) increase for eligible employees.

There are no new General Fund financed projects proposed in FY2018. The total adopted Capital Improvement Program (CIP), including debt, is approximately \$29.7 million, which is a 2.7% increase over FY2017, and is the first year since FY2008 in which new capital projects represents 60% of the total CIP budget. The following are included in the capital budget:

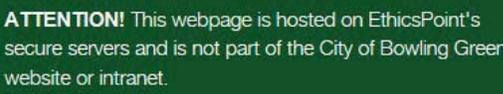
- \$625,000 of CDBG and local tax dollars will be used for the fourth year of the BG Reinvestment Area to make neighborhood improvements within a defined target area, a portion of Census Tract 112. Also, \$40,000 of local tax dollars will be used for the annual SNAP grant program to assist neighborhoods with smaller improvement projects.
  - \$1.1 million in State funds and another \$2.6 million in local tax revenues will be used to maintain streets and sidewalks as part of the City's annual overlay and reconstruction program, and to continue making improvements to Smallhouse Road. The total overlay budget was increased by 17.5% over the FY2017 amount to continue to address the quality of road surface conditions throughout the city.
  - For the first of two years, \$1.2 million of local revenues will be used for public improvements in the downtown area to create safe pedestrian walkways, improve deteriorating public infrastructure and provide an inviting connection between Fountain Square and Circus Square parks.
  - \$1 million in local tax revenues will be used to continue the Stormwater Mitigation Program and the Sidewalk Improvement Program for the enrichment of our community livability.
  - Nearly \$6.2 million will be dedicated to enhance public safety services with upgraded facilities/vehicles/equipment, a new 911 phone system and purchase/replacement of safety equipment for Fire Suppression personnel, as well as planning for future fire stations in underserved areas.
  - Over \$2.2 million in local tax revenues will be used to implement recommendations from the Parks Master Plan, including development of a new passive park at the corner of 3rd Avenue and College Street (Shake Rag), replacement of playground equipment at Covington Woods and Lampkin parks, refurbishment of multi-use courts at Lampkin Park, expansion of the bathrooms at Russell Sims Aquatic Center, renovation of the shelter and parking lot at Pedigo Park, expansion of the parking at Kereiakes Park, and to make other parks and recreation improvements at CrossWinds Golf Course, Russell Sims Aquatic, Bowling Green Community Center and RiverWalk Park.
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- Over 2.7 million of local tax dollars will be used to continue to pay the annual ballpark debt obligation and to distribute incremental growth from the Downtown Tax Increment Financing (TIF) District to support new development.

Once again the numbers show that we are living within our means and using these means to provide the services and investments rightly demanded by our residents. As the fastest growing city in the Commonwealth, there is little doubt that growth will create increasing demands on our organization. How we meet these new demands, live within our means and remain true to our vision and compact with our residents will be our primary focus for the foreseeable future.

## Employee Ethics Hotline

All employees are responsible for establishing and maintaining an ethical workplace. The City contracted with Navex Global in 2013 to host a website and provide 24/7 dedicated phone staffed with their independent employees. This service provides a confidential way for employees to report fraud, waste, abuse or other violations that have occurred.



[Make a Report](#)

[Follow-up on a Report](#)

[Employee Resources](#)

### To Make a Report

You may use either of the following two methods to submit a report:

- Select the **"Make a Report"** link at the top of this web page.

OR

- Dial toll-free, within the United States, Guam, Puerto Rico and Canada:  
**855-282-4973**

After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5-6 business days, use your report key and password to check your report for feedback or questions.

### Our Commitment

**City of Bowling Green** is an organization with strong values of responsibility and integrity. All City employees share the responsibility to promote the organization's reputation for high ethical standards, financial and governmental accountability and delivery of quality services. City employees also have first-hand knowledge of the way things really are within the organization.

**City of Bowling Green** is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe a violation of policy, fraud, waste, abuse or unethical behavior has occurred. Face to face reporting is always the best form of communication, although we understand that is not always feasible.

In situations where you prefer to place an anonymous report in confidence, you are encouraged to use this hotline, hosted by a third party hotline provider, EthicsPoint. You are encouraged to submit reports relating to violations stated in our **Code of Ethics** especially in cases where there is suspected waste, fraud or abuse. Employees should keep the following in mind when reporting via the ethics hotline:

- When possible, report the incident to your supervisor or manager first.
- You must be able to provide adequate information to support an investigation such as names of all individuals involved, other witnesses, dates and times if known, and specifics pertaining to the potential violation.
- Reports **MUST** be made in good faith. Reports should not be frivolous or ill-intended.
- Check back on the status of your report, additional information may be needed.
- **DO NOT USE THIS HOTLINE TO FILE REPORTS FOR VIOLATION TYPES OTHER THAN THE ISSUES/TOPICS APPLICABLE TO THIS ETHICS HOTLINE.**

Once a report is completed, the Internal Auditor's Office works to investigate the report and can communicate confidentially with you by asking questions directly on the secure report site. You can also login to answer any questions, provide additional information and follow-up on the status of your report. The reporter even has the ability to upload documents, photos, etc. pertaining to their report while maintaining their confidentiality.

To view the topics and issues reportable on this line or to view FAQ's, log on to [www.bgky.ethicspoint.com](http://www.bgky.ethicspoint.com) or call 1-855-282-4973.

# Buttermilk Strawberry Shortcake



- 3 cups all-purpose flour
- 4 teaspoons baking powder
- 1 teaspoon baking soda
- 1/3 cup white sugar
- 1 1/2 teaspoons salt
- 3/4 cup chilled unsalted butter, cut into small pieces
- 1 cup buttermilk
- 2 tablespoons heavy cream
- 1/4 cup turbinado sugar
- 8 cups sliced fresh strawberries
- 1/4 cup white sugar
- 1 tablespoon lemon juice

1. Preheat the oven to 425 degrees F.
2. Line a baking sheet with parchment paper.
3. Whisk together flour, baking powder, baking soda, 1/3 cup white sugar, and salt in a mixing bowl.
4. Cut in cold butter with a knife or pastry blender until the mixture resembles coarse crumbs. (If desired, place flour mixture into the work bowl of a food processor with the butter; pulse several times to cut butter into the flour mixture. Transfer mixture to a mixing bowl, and proceed.)
5. Stir in buttermilk until the flour mixture is moistened.
6. Drop 1/3-cup scoops of the dough 2 inches apart onto the prepared baking sheet.
7. Brush biscuits with heavy cream and sprinkle generously with turbinado sugar.
8. Bake in the preheated oven until golden brown, 15 to 20 minutes.
9. Mix together the sliced strawberries, 1/4 cup white sugar, and lemon juice in a large bowl. Allow berries to rest until juices develop, about 30 minutes.
10. Serve the strawberries with juice over the biscuits.

## July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>31</b> Meghan Vanmeter						<b>1</b> Marcus Barnett Frederick Byars Todd Combs Sandro Kusmic
<b>2</b> John Deeb Michael Webster	<b>3</b>	<b>4</b> Brent Brawner Kim Ives	<b>5</b> Daniel Murillo Audrey Wiles	<b>6</b> Jared Weaver	<b>7</b> Jovian Gurley Jennifer Willis	<b>8</b> Deborah Jenkins Jerry McAdoo Karen Peerce
<b>9</b> Ronald Sams	<b>10</b>	<b>11</b> Stanley Simpson	<b>12</b> Eric Scott Bernard Wiedemer Thomas Williams	<b>13</b> Robert Hansen Jeremy Lindsey	<b>14</b> Tabitha Joiner Victor Vergara	<b>15</b> Alix Ebling Joshua Miller Erik Woodward Sandra Young
<b>16</b> Candice Murray Emina Sabanovic	<b>17</b> Steven Coleman Kelly Fritz Stacy Hatler Gregory Hollis	<b>18</b> Brooks Bennett	<b>19</b> Michael Long Greg Meredith	<b>20</b> Larry Zuniga Caitlin Lee	<b>21</b> Dustin Bowman	<b>22</b> Richard Hunt David Long Michael Toms
<b>23</b>	<b>24</b> Melissa Menetrey	<b>25</b> Nicholas Bittel Lori Gray	<b>26</b> Madelynn Williams	<b>27</b> Jerry Stahl Alexander Wright	<b>28</b> Katja Ford Christopher McConnell	<b>29</b> Darrell Carver