

Fiscal Year 2018 Employee Satisfaction and Internal Services Survey

Thank you for participating in the City of Bowling Green annual internal services survey. This year's survey also includes a component regarding employee satisfaction. The new City Manager would like to hear from you. Please rate your satisfaction with the organization and the services you received based on the past 12 months (July 2017 - June 2018). If there is an area or specific question that is not applicable to you, just mark Not Applicable. We encourage you to respond to all questions to provide the most feedback possible to assist us with identifying areas for improvement and areas of success. There are a few questions that you will be required to answer out of a total of 63. Of the required questions, depending on your answer given, you may automatically skip a question(s) or a complete section. Most of these required responses are designed to assist with efficiently moving you through the survey. Your name is NOT required to complete this survey.

The responses from this questionnaire will be included in the Fiscal Year 2018 outcomes as part of the annual performance measurement reporting process.

We appreciate your time and consideration.



Employee Satisfaction

Р

1. How would you rate your overall satisfaction with the operations of the organization as a whole?						
Excellent	Good	Fair	Poor			
			•			
you rated this question "Fair" or "Poor", please tell us why.						
		perations of your departmen				
low would you rate your ov Excellent	verall satisfaction with the op	perations of your departmen	t? Poor			
	Good					
Excellent	Good					
Excellent	Good					

f you rated this question "Fair" or "Poor", please tell us why. 4. Excluding retirement, within the last twelve months have you considered transferring departments or leading to the control of the con	Excellent	Good	Fair	Poor
4. Excluding retirement, within the last twelve months have you considered transferring departments or leasemployment with the City? Yes No f yes, please specify why: 5. In which department do you work: CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation			•	•
Price Public Works Parks & Recreation Yes Yes No No If yes, please specify why: Solution in the City? Yes No No No If yes, please specify why: Solution in the City? Yes No No No Finance specify why: Solution in the City? Yes No No No Finance, IT, Law Police Fire Public Works Parks & Recreation	If you rated this question "Fair" o	or "Poor", please tell us why.		
Price Public Works Parks & Recreation Yes Yes No No If yes, please specify why: Solution in the City? Yes No No No If yes, please specify why: Solution in the City? Yes No No No Finance specify why: Solution in the City? Yes No No No Finance, IT, Law Police Fire Public Works Parks & Recreation				
Price Public Works Parks & Recreation Yes Yes No No If yes, please specify why: Solution in the City? Yes No No No If yes, please specify why: Solution in the City? Yes No No No Finance specify why: Solution in the City? Yes No No No Finance, IT, Law Police Fire Public Works Parks & Recreation				
Price Public Works Parks & Recreation Yes Yes No No If yes, please specify why: Solution in the City? Yes No No No If yes, please specify why: Solution in the City? Yes No No No Finance specify why: Solution in the City? Yes No No No Finance, IT, Law Police Fire Public Works Parks & Recreation				
Price Public Works Parks & Recreation Yes Yes No No If yes, please specify why: Solution in the City? Yes No No No If yes, please specify why: Solution in the City? Yes No No No Finance specify why: Solution in the City? Yes No No No Finance, IT, Law Police Fire Public Works Parks & Recreation				
Price Public Works Parks & Recreation Yes Yes No No If yes, please specify why: Solution in the City? Yes No No No If yes, please specify why: Solution in the City? Yes No No No Finance specify why: Solution in the City? Yes No No No Finance, IT, Law Police Fire Public Works Parks & Recreation				
Yes No No If yes, please specify why: 5. In which department do you work: CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation		the last twelve months hav	e you considered transferrir	ng departments or leavi
No If yes, please specify why: 5. In which department do you work: CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation				
f yes, please specify why: 5. In which department do you work: CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation				
5. In which department do you work: CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation	No			
CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation	If yes, please specify why:			
CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation				
CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation				
CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation				
CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation				
CM, HR Finance, IT, Law Police Fire Public Works Parks & Recreation				
Finance, IT, Law Police Fire Public Works Parks & Recreation	5. In which department do you	ı work:		
Police Fire Public Works Parks & Recreation	CM, HR			
Fire Public Works Parks & Recreation	Finance, IT, Law			
Public Works Parks & Recreation	Police			
Public Works Parks & Recreation	Fire			
Parks & Recreation	Public Works			
	Nes			



Facilities Management

How do you rate each of the following facility services provided you and your office over the past twelve months on each of the following characteristics? Please consider the area(s) in which you work on a regular basis when responding to the following facility related questions.

egular basis when respond	gular basis when responding to the following facility related questions.						
	6. Please indicate the facility or facilities that you are rating: (check the one that best represents the location you work at most or choose "other" to specify a particular building or location)						
City Hall							
City Hall Annex							
Public Works, including	g Admin building, (Operations and Flee	et				
NCS office building							
Parks and Recreation	facilities (buildings	only), including Ma	aintenance, Golf, La	ndscape and Cem	netery Divisions		
Fire (all stations)							
Police							
Other (please specify)							
7. Custodial Cleaning Ser	vices						
	Excellent	Good	Fair	Poor	Not Applicable		
Quality of Service							
Timeliness of Service	0				0		
Overall Satisfaction							

8. Facility Repair and Mai	Excellent	Good	Fair	Poor	Not Applica
Quality of Service	Excellent	Good	Fall	Puul	Not Applica
Timeliness of Service					
Overall Satisfaction					
9. Please give us any sug the above characteristics				y Services, and i	f you rated any



Fleet

10. Have you operated, assisted with the operation of, or handled any City motoriz	zed equipment or vehicle, or been
a passenger in a City vehicle in the past 12 months? (If No, Skip to Human Resour	ces Section)

Yes

No



Fleet

11. Are you assigned a Take Home vehicle?

- Yes
- No



Fleet Services

12. Indicate the type of City-owned vehicle or motorized equipment that you have used over the past twelve months. (check all that apply)
Police Patrol vehicles
Police Non-Patrol vehicles
Fire Apparatus (fire trucks/heavy equipment)
Light & Medium-Duty Vehicles, includes Pool Cars (sedans, pick-ups, vans, SUV)
Heavy-Duty Vehicles (greater than 19,500 GVW)
Light Equipment (less than 10,000 pounds - mower, cart, gator, trailer)
Heavy Equipment (greater than 10,000 pounds - loader, backhoe, bulldozer, paver, roller)
Other Type of Equipment (please specify)
13. How would you rate the overall performance, quality and condition of the vehicle(s) or equipment used?
Excellent Good Fair Poor
Please provide comments to clarify your response:

	Excellent	Good	Fair	Poor	Not Applicat
Quality of Service		•			0
Timeliness of Service					
Overall Satisfaction					
15. Please give us any si above characteristics as					



Human Resources

How do you rate the services that Human Resources provided you and your office over the past twelve months on each of the following characteristics? (Please note that Risk Management is rated under its own section)

16. Benefits Administration Services, including Wellness related activities

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

17. Training Services provided by HR either through PureSafety or classroom style

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

Please list any suggestions for future training topics.

18. Overall Human Resource Customer Services Examples include assisting employees with personnel policies, change forms, random drug testing, tuition assistance, etc.					
	Excellent	Good	Fair	Poor	Not Applical
Quality of Service					
Timeliness of Service					
Overall Satisfaction					
19. Please give us any su rated any of the above ch				an Resource Ser	vices, and if you



Risk Management

How do you rate the service that the Risk Management & Safety Office provided you and your office over the past twelve months on each of the following characteristics?

20. Overall Risk Management & Safety Service

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

21. Please give us any suggestions you have for improving the quality of Risk Management & Safety Services, and if you rated any of the above characteristics as "Fair" or "Poor", please tell us why.						
	-					



Communication Equipment Services

How do you rate each of the following Communication Equipment Services provided to you and your office over the past twelve months on each of the following characteristics?

22. Radio Services

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction			•	•	

23. Office Telephone Services (land-line)

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

24. Cellular Telephone Services (City provided mobile-line)

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

	Excellent	Good	Fair	Poor	Not Applica
Quality of Service			•		
Timeliness of Service			0		
Overall Satisfaction					
Please identify any issues y	ou may have exp	erienced with your	wireless mobile devi	ce.	
26. Please give us any su					pment Services
if you rated any of the abo	ve characteristic	cs as "Fair" or "Po	or", please tell us v	why.	



Information Technology Services

How do you rate each of the following Information Technology Services provided to you and your office over the past twelve months on each of the following characteristics?

27. Network Services

Examples would be things like running of cable for new equipment, overall system connectivity, responsiveness including wireless, and building security system and cameras.

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

28. Application Services

Examples would be business application support such as New World, Rectrac, Public Safety, DM, etc.

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service	•		•		
Timeliness of Service					
Overall Satisfaction					

9. WEB Services					
xamples would include	the intranet (The	CLICK), external C	ity web site, socia	l media and web	apps.
	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service		0			•
Timeliness of Service					
Overall Satisfaction					
). Desktop Services					
xamples would be front oftware problems relate				blems, printer is	sues, standard
	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service	•	•	•		
Timeliness of Service					
Overall Satisfaction					
1. Overall General Inforr	mation Technolog	v Services			
	Excellent	Good	Fair	Poor	Not Applicable
Quality of Services	•		•		
Timeliness of Services					
Overall Satisfaction					
Overall Satisfaction	•	•	•	•	
2. Please give us any su					gy Services, and if
2. Please give us any su					gy Services, and if
2. Please give us any su					gy Services, and if
2. Please give us any su					gy Services, and if
Overall Satisfaction 2. Please give us any sure ou rated any of the above					gy Services, and if
2. Please give us any su					gy Services, and if
2. Please give us any su					gy Services, and if
2. Please give us any su					gy Services, and if



Procurement and Surplus

33. Do you in any way perform, approve or handle purchasing and/or surplus related activities for you	r
office/department? (If No, Skip to Legal Services Section)	

Yes

No



Procurement and Surplus Services Continued

How do you rate the service that the Purchasing Office provided you and your office over the past twelve months on each of the following characteristics? (Please note that Accounts Payable Services are rated under a separate section with Financial Services)

34. Purchasing Services Related to Bids

Examples would include specification review, bid posting, bid opening, bid tabulation, etc.

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

35. Surplus Services Provided for Disposition of City Assets

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

36. Overall Purchasing Office Services

Examples include but are not limited to PO approval, response to questions, procurement forms approval, etc.

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

37. Please give us any suggestions you have for improving the quality of Procurement and Surplus Services, and
you rated any of the above characteristics as "Fair" or "Poor", please tell us why.



Legal Services

38. Did you or your office have any contact or communication with the City Attorney or the City's Law Office in the
past 12 months? (If No, Skip to Financial Services Section)

- Yes
- No



Legal Services Continued

How do you rate the service that the City Attorney's Office provided you and your office over the past twelve months on each of the following characteristics?

39. Contract Review Services

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

40. All Other Legal Services

Examples include but are not limited to drafting of ordinances, municipal orders or contracts, legal advice or research related to City business, title searches, property acquisition, etc.

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

Please list the type of services received	

above characterist	or", please tell us w	hy.	al Services, and if	



Financial Services

How do you rate the service that the Finance Offices provided you and your office over the past twelve months on each of the following characteristics?

42. Payroll Services

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

43. Accounts Payable Services, such as receiving and/or processing of invoices

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

44. Overall Financial Services

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

the above c	ve us any suggestions y aracteristics as "Fair" o	r "Poor", please tell	ng the quality of Finus why.	anciai Services, and	i ir you rated a



Public Information

46. How do you rate the City's overall Public Information efforts for the past twelve months? Consider Twitter, Facebook, SMS, WorldPress (Blog), Instagram, YouTube and Government Access Cable Channel 4.

	Excellent	Good	Fair	Poor
Quality of Service	•	•		
Timeliness of Service				
Overall Satisfaction	•	•		

47. Did you or your office have any contact or communication with the Public Information Office regarding services
related to marketing, social media posting (including video, picture or text on Twitter, Facebook, Blog or YouTube)
or the creating of videos for the City's Government Access Cable Channel in the past 12 months? (If No, Skip to
City Care Center Section)

Yes

No



Public Information Services

How do you rate the service that the Public Information Office provided you and your office over the past twelve months, on each of the following characteristics?

48. Production of a Video or Print Design

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

49. Assistance with Marketing an Event or Project

Examples include but are not limited to videos, social media updates, News Releases, Blog articles, etc.

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction					

riease list the type of services received				

50. Please give us any suggestions you have for improving the quality of Public Information Services and if your rated any of the above characteristics as "Fair" or "Poor", please tell us why.			
		, , ,	



City Care Center (on-site health clinic)

The following question only applies to full-time employees on the City's medical plan. If you are not on the City's medical plan, please check "Not Applicable" and skip to Other Internal Services Section.

51. Have y	ou or your	family	utilized tl	he City	Care	Center?
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- Yes
- No
- Not Applicable



City Care Center Continued

	52. If you responded "No" on the previous question, why have you or your family member not used the City Care Center? Check all that apply, and then Skip to Other Internal Services Section.						
	Location						
	Services needed are not offered						
	Hours of operation						
	Lack of available appointment times when needed						
	Did not know about the Center						
	Concern about patient confidentiality at City-contracted facility						
	Do not know the process for making an appointment at the Center						
Oth	ner (please specify)						



City Care Center Services

53. How do you rate the overall experience that the City Care Center provided to you or your family over the past twelve month?
Excellent Good Fair Poor
54. Other than increased hours of operation, please give us any suggestions you have for improving the quality of the City Care Center Services, and if you rated the above as "Fair" or "Poor", please tell us why.
55. Will you utilize the City Care Center again in the future?
Yes No
If No, please give reason in comments below:



Other Internal Services

How do you rate each of the following Other Internal Services provided you and your office over the past twelve months on each of the following characteristics?

56. Cultural Training

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service			•		
Timeliness of Service					
Overall Satisfaction					

57. Project / Construction Management

	Excellent	Good	Fair	Poor	Not Applicable
Quality of Service					
Timeliness of Service					
Overall Satisfaction				0	

58. Please give us any suggestions you have for improving the quality of the Other Internal Services, and if yo
rated any of the above characteristics as "Fair" or "Poor", please tell us why.



Other Internal Services Continued

No				
Yes, please specify the se	ervice(s) to be rated in t	he next question:		
0. How do you rate the s	ervice(s) you specifie	d in the previous quest	ion?	
	Excellent	Good	Fair	Poor
Quality of Service				
Timeliness of Service				
Overall Satisfaction	•	•	•	
	ggestions you have fo	or improving the quality	of the service(s) spec	ified, and if you ra
 Please give us any suny of the above character 				



Overall Satisfaction

62. Overall are you satisfied or dissatisfied with the Internal Services provided by the City?
Extremely Satisfied
Moderately Satisfied
Neutral Neutral
Moderately Dissatisfied
Extremely Dissatisfied
Please tell us why:
63. Please use the space below to provide additional constructive ideas on how to improve our organization and
service to the community.

