April 1, 2019

Employee News

New Employees

Mark Persons, PW – Civil Engineering Construction Inspector effective April 1. Mark comes to us from Rathje Construction in Marion.

Nicholas Manrique, FIN – Budget Analyst II effective April 1. Nicholas comes to us from Bozeman, Neighbour, Patton & Noe LLP in Moline, IL.

Cody Mace, PD – Animal Control Officer effective April 2. Cody comes to us from the Polk County Sheriff’s Office in Des Moines, IA.

Employee Promotions & Transfers

John McNamara, UTIL – has been promoted to Water Utility Service Rep II effective March 20. His previous position was Water Utility Service Rep I.

Kate Schaefer, HR – has been promoted to Human Resources Generalist effective April 1. Her previous position was Human Resources Specialist II.

Gary Swartz, PW – has been promoted to Traffic Control Maintenance Worker II effective April 3. His previous position was Traffic Control Maintenance Worker I

Kelly Johnson, PD – has transferred to Animal Control Maintenance Worker effective April 2. Her previous position was Animal Control Officer.

Employee Retirements

Valerie Smith, LIB – is retiring on April 8. Valerie started with the City July 16, 1990. Her current position is Patron Services Specialist.

Tim Miller, BSD – is retiring on April 30. Tim started with the City April 1, 1993. His current position is Building Inspector.
City Manager and Director Updates

Golf Courses Opening
The City’s municipal courses began the 2019 season with the opening of Twin Pines Golf Course on Wednesday, March 27. At this time the driving range remains closed and carts are allowed only on the front nine holes. Gardner Golf Course is scheduled to open on Monday, April 1. The driving range is anticipated to open at the same time and carts will be allowed unless the ground is wet. Ellis Golf Course will open on Wednesday, April 3. Carts will be allowed and the driving range will be open using mats only. Jones does not have a scheduled opening day as we are still dealing with flood damage from last fall and waiting for water to recede from this spring.

Linn County Trail Acquisition
Linn County is in the process of acquiring land currently owned by Alliant Energy. This area extends from Cedar Rapids to the City of Mount Vernon, and is currently used as an energy corridor for power lines. Alliant Energy will be sending letters to adjacent property owners to let them know that surveyors will be walking this property in early April.

Linn County is interested in acquiring the corridor to establish more pollinator projects, monarch habitats, native grasses/prairies, and exploring future trail connections. The City of Cedar Rapids is working with Linn County on an agreement specific to the property from 34th Street to Mount Vernon Road SE to be acquired at a later date. We will keep City Council updated, as more information is available this summer.

Otis Road Closure
Otis Road SE remains closed following recent high river levels. This roadway is low-lying and closes frequently due to elevated river stages. While water levels have receded, Otis Road will remain closed due to water erosion and pavement damage. Staff will reopen as soon as it is safe to do so.

3rd Avenue Wellington Heights Project
Public Works has been facilitating neighborhood meetings with residents in the Wellington Heights area regarding roadway improvements on 3rd Avenue SE. Residents have voiced concerns over realigning/closing select side-streets off 3rd Avenue. Intersection modifications are being done to improve safety for all roadway users. The current intersections have multiple conflict points and are very wide and difficult for pedestrians to cross. Staff has worked to integrate resident feedback as much as possible while retaining important safety features such as pedestrian walkways and simpler intersection configurations. Approximately 30 people attended the most recent meeting on March 27 and viewed modifications staff made as a result of their feedback, which were received favorably by several attendees. Staff will continue to review comments to help address remaining concerns. The project is still in the concept phase; final design plans are not in place. Staff will remain in contact with the neighborhood to ensure they are aware of final concept layouts for the project. The project stretches from 5th Street to 19th Street, and includes pavement improvements, bike lanes, a net gain in on-street parking, a new pedestrian signal at Park Court, and transition from one-way to two-way travel on 3rd Avenue (tying into the conversion project downtown).

Lot 44 & Flood Control
City staff are communicating with ParkCR (the leaseholders of the Lot 44 Parking lot in NewBo) regarding upcoming flood control projects. Staff will be amending the lease agreement to reduce the available park lot area to accommodate the future flood control levee. The levee will not bid until this summer, and construction is not anticipated to begin until late summer/fall. The parking area at the southeast corner (near the corner of 2nd Street SE and 12th Avenue SE) will still be available for public parking (approximately 85 spaces will remain open). The parking north of the railroad will not be impacted at this time. The City will be conducting outreach to stakeholders in the NewBo District regarding parking changes.
Ideal Team Player

Have you ever wondered why teamwork seems so natural and easy to some people? This session focuses on the three virtues that combine to make an ideal team player (humble, hungry and smart). We will discuss strategies to enhance these virtues and serve our citizens.

TUESDAY, APRIL 16
11:00 – noon
CSC – Five Seasons
PeopleSoft Code: CMO501
Session: 0001

THURSDAY, APRIL 18
11:00 – noon
City Hall – Training Room
PeopleSoft Code: CMO501
Session: 0002

Innovation and Process Improvement

How do innovative ideas become a reality? This session will focus on how you can promote a culture that supports innovation and process improvement. Creating a culture of innovation is critical for continued organizational growth.

TUESDAY, APRIL 23
1:00 – 2:00
City Hall – Training Room
PeopleSoft Code: CMO590
Session: 0001

THURSDAY, APRIL 25
11:00 – noon
CSC – Five Seasons
PeopleSoft Code: CMO590
Session: 0002

ENROLL IN AN ORGANIZATIONAL HEALTH COURSE THROUGH PEOPLESOFT:

1. Log-in to PeopleSoft (access through CR@Work)
2. Click on “Self-Service” > “Learning & Development” > “Request Training Enrollment” > “Search by Course number”
3. Enter in course number: See above
4. Click “Search”
5. View all available sessions and click on the session you would like to attend and click “continue”

Join us for Money Smart Week

The City of Cedar Rapids and Metco Credit Union are partnering to bring Financial Education Seminars to City employees! Lunch is provided. Seats are limited, so please register to attend one of the following sessions:

TUESDAY, APRIL 2
Savings 101
12:00 - 12:45
City Hall - Training Room

WEDNESDAY, APRIL 3
Credit Reports
12:00 - 12:45
City Hall - Training Room

THURSDAY, APRIL 4
Savings 101
12:30 - 1:15
City Hall - Training Room

ENROLL IN A MONEY SMART COURSE AT THE FOLLOWING LINK:  Click Here to Register for a Session
I’m Glad You Asked!
A recent question was...

What is the difference between a smart organization and a healthy organization?

In his book, The Advantage, Patrick Lencioni describes the difference between a smart organization and a healthy organization. A smart organization excels at running the business and analyzing data. A healthy organization excels at teamwork and employee engagement. The City of Cedar Rapids is committed being both a smart and a healthy organization. Toward this end, the City is focused in building a cohesive leadership team, creating clarity around our goals and priorities, over-communicating clarity to all staff members and reinforcing clarity throughout the organizational systems and structures. The health of an organization is the multiplier of its intelligence.

Learn more at:  https://www.youtube.com/watch?v=6qPrr4y5zL4

Thought for the week from the Positive Impact Test in How Full is Your Bucket? By Tom Rath and Donald O. Clifton: Have I praised someone in the past 24 hours?

For more information on Organizational health contact Sue Sager, Organizational Development Manager at s.sager@cedar-rapids.org or 319-286-5267
City of Cedar Rapids
Wellness Program Incentive Requirements

Program Offerings

<table>
<thead>
<tr>
<th>Eligible Population</th>
<th>Incentive</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Eligible Employees All benefit eligible employees are invited to participate regardless of participation in the health plan</td>
<td>2020 Health Plan with Wellness Rate – SAVE $$$$ Discounted health plan premiums are available when you participate in the Wellness Program</td>
<td>Complete the annual risk analysis steps Engage in coaching, if invited</td>
</tr>
<tr>
<td>Covered Spouses Must be enrolled in the Health Plan</td>
<td>$200 Cash Card Mailed to the spouse after completed</td>
<td>Complete the annual risk analysis steps</td>
</tr>
</tbody>
</table>

Program Requirement Details

Annual Risk Analysis
1. Online Health Risk Assessment – Due 4/30/2019
2. Health Screening – Due 4/30/2019
   a. From the wellness portal, participants can select one of the following screening options:
      i. Screening Event at a City of Cedar Rapids or Health Solutions Location
      ii. Health Form from a Medical Provider
      iii. Lab Corp Location
      iv. Weland Labs Location (Weland only completes lab draws, biometrics must be submitted separately)
3. Understand Your Health Risk Assessment – Due 5/31/2019
   a. Attend a seminar onsite or view a video on your wellness portal to understand your results and the resources available to help you maintain or improve your well-being

Required Coaching Programs
1. High Risk Participants with uncontrolled chronic condition or critical clinical values, based on national standards
   a. Engage in monthly coaching sessions which may include follow up with a medical provider as directed. Care Team includes a Health Coach and Clinical Pharmacist.
2. Moderate Risk Participants identified with high clinical values, based on national standards or Metabolic Syndrome
   a. Engage in monthly coaching sessions or Health Transition University (if eligible). Options will be reviewed in detail at your Understand Your Health Risk Assessment session. Care Team includes a Health Coach.

Additional Resources
All employees and covered spouses are invited to participate in ongoing programs offered from the City of Cedar Rapids Wellness Ambassadors. Earn prizes for participating in events each quarter. Learn more by completing your Understand Your Health Risk Assessment session!

Alternatives for completing the incentive requirements are available upon request. Visit the Resources section on your Health Solutions wellness portal to learn more.

Health Solutions Customer Care
888-362-5920 or info@hsi-rx.com
2019 Health Screenings

The City of Cedar Rapids provides all employees and covered spouses the benefit of a comprehensive wellness program. Employees covered by the Company’s medical plan must complete the following steps to receive an insurance premium discount for the 2020 medical plan:

How To Get Started...

Register your Wellness Portal Account

- Visit www.myhealthywithssi.com/CityCR
- Click ‘Register’ in the Register Here box
  - Read the Terms and Conditions and click ‘Accept’
  - Fill out the required information
    - Company: CityCR
    - Member ID:
      - Employees: Employee ID Number
      - Spouses: Employee ID followed by your date of birth in the format – YYYYMMDD
      - Gender, DOB, and Email
    - Click ‘Register’
    - Set Username, Password, and click ‘Sign In’

From your wellness portal...

Complete the online Health Risk Assessment Questionnaire

- From the Home Screen, click on ‘Start’ in the Health Risk Assessment tile.
- Complete all the questions, click the ‘Next’ button to move forward.
- Once all questions are complete, click the ‘submit’ button in the lower right corner.

Select Your Screening Option and Complete Next Steps

<table>
<thead>
<tr>
<th>Onsite Screening</th>
<th>Health Form</th>
<th>Weland or LabCorp Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite screenings are available at various City locations. Schedule through your wellness portal or call Health Solutions. Please sign up a week in advance.</td>
<td>Download a health form for your medical provider to submit in lieu of completing a screening. Health Form data must be new from the last 12 months.</td>
<td>Arrange a screening at a Weland or LabCorp location near you! Find locations and forms in your wellness portal. NOTE: Weland Labs only completes lab draws, biometrics must be submitted separately.</td>
</tr>
</tbody>
</table>

If you have issues accessing your personal wellness portal, contact Customer Care directly at 388-7b7e597D or by email at info@base.com.
Educational Information Brought to you by
the Wellness Ambassadors...

A Quick Guide to Intuitive Eating

Intuitive eating is a philosophy of eating that makes you the expert of your body and its hunger signals. Essentially, it is the opposite of a traditional diet. Intuitive eating doesn’t impose guidelines about what or when to eat, or what to avoid. Instead, it teaches that you are the best person — the only person — to make those choices.

The Basics

Intuitive eating is an eating style that promotes a healthy attitude toward food and body image. The idea is that you should eat when you’re hungry and stop when you’re full. Although this should be an intuitive process, for many people it’s not. Trusting diet books and so-called experts about what, when and how to eat can lead you away from trusting your body and its “Intuition.”

To eat intuitively, you may need to relearn how to trust your body. And to do that, you need to distinguish between physical and emotional hunger.

Physical hunger: This biological urge tells you to replenish nutrients. It builds gradually and has different signals, such as a growling stomach, fatigue or irritability. It is satisfied when you eat any food.

Emotional hunger: This is driven by emotional need. Sadness, loneliness and boredom are some of the feelings that can create cravings for food (often “comfort foods”). Eating then causes guilt and self-hatred.

<table>
<thead>
<tr>
<th>DIET MENTALITY vs INTUITIVE EATING</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What can I eat?</th>
<th>What do I want?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will this make me skinny?</td>
<td>Will this nourish me?</td>
</tr>
<tr>
<td>How do I look?</td>
<td>How do I feel?</td>
</tr>
<tr>
<td>I exercise so that I can eat.</td>
<td>I eat so that I am able to exercise.</td>
</tr>
<tr>
<td>I can eat whatever I want on my cheat day.</td>
<td>I can eat whatever I want everyday.</td>
</tr>
<tr>
<td>Food is the enemy but I also love to eat.</td>
<td>Food is just food.</td>
</tr>
</tbody>
</table>

@laura.lu

Bottom Line: Intuitive eating is based on physical hunger, rather than prescriptions from diet books and experts. Eating should satisfy physical hunger without causing guilt.
10 Key Principles

1. Reject the Diet Mentality
The diet mentality is the idea that there's a diet out there somewhere that will work for you. Intuitive eating is the anti-diet.

2. Honor Your Hunger
Hunger is not your enemy. Respond to your early signs of hunger by feeding your body. If you let yourself get excessively hungry, then you are likely to overeat.

3. Make Peace with Food
Call a truce in the war with food. Get rid of ideas about what you should or shouldn't eat.

4. Challenge the Food Police
Food is not good or bad and you are not good or bad for what you eat or don't eat. Challenge thoughts that tell you otherwise.

5. Respect Your Fullness
Just as your body tells you when it is hungry, it also tells you when it is full. Listen for the signals of comfortable fullness, when you feel you've had enough. As you're eating, check in with yourself to see how the food is tasting and how hungry or full you are feeling.

6. Discover the Satisfaction Factor
Make your eating experience enjoyable. Have a meal that tastes good to you. Sit down to eat it. When you make eating a pleasurable experience, you might find it takes less food to satisfy you.

7. Honor Your Feelings Without Using Food
Emotional eating is a strategy for coping with feelings. Find other ways that are not related to food to deal with your feelings: take a walk, meditate, journal, call a friend. Become aware of the times when a feeling that you might call hunger is actually based in emotion.

8. Respect Your Body
Rather than criticizing your body for how it looks and what you perceive is wrong with it, recognize it as capable and beautiful, just as it is.

9. Exercise — Feel the Difference
Find ways to move your body that you enjoy. Shift the focus from losing weight to feeling energized, strong and alive.

10. Honor Your Health — Gentle Nutrition
The food you eat should taste good and feel good.

To learn more check out these links: https://www.healthline.com/nutrition/quick-guide-intuitive-eating
https://www.intuitiveeating.org/our-books/
Make Your Wellness Portal an APP!
Your Wellness Portal is now MOBILE FRIENDLY!

Save the login page on your phone/tablet home screen following the steps below, and next time you log in, it will feel like an APP!

APPLE:
1. Launch the Safari browser on Apple’s iOS and navigate to www.myhealthywithhsi.com/citycr.
2. Tap the Share button ( ) on the browser’s toolbar—It’s on the bar at the top of the screen on an iPad, and on the bar at the bottom of the screen on an iPhone or iPod Touch.
3. Tap the Add to Home Screen icon in the Share menu.
4. You’ll be prompted to name the shortcut before tapping the Add button.

The shortcut can be dragged around and placed anywhere, including in app folders — just like a normal app icon. When you tap the icon, it will load the website in a normal tab inside the Safari browser app. (Other browsers, like Chrome for iOS, don’t offer this feature. Due the limitations in Apple’s iOS, only Apple’s own Safari browser is allowed to do this.)

ANDROID:
1. Launch Chrome for Android and navigate to www.myhealthywithhsi.com/citycr.
2. Tap the menu button and tap Add to Home screen.
3. You’ll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

The icon will appear on your home screen like any other app shortcut or widget, so you can drag it around and put it wherever you like. Chrome for Android loads the website as a “web app” when you tap the icon, so it will get its own entry in the app switcher and won’t have any browser interface getting in the way. (Other popular Android browsers also offer this feature. For example, Firefox for Android can do this if you tap the menu button, tap the Page option, and tap Add to Home Screen.)
National Work Zone Awareness Week and “GO Orange” Day

National Work Zone Awareness Week 2019 is scheduled for April 8-12. This year’s theme is “Drive Like You Work Here.” The key message is for drivers to use extra caution in work zones. As part of that national awareness week, April 10 is “Go Orange” Day. On April 10, all roadway safety professionals across the country are encouraged to wear orange to proudly show their support of work zone safety and to serve as a visual reminder to others of work zones. We encourage all our employees to wear orange on April 10 in a spirit of solidarity and support for our colleagues who work on our roadways and utilities. Let us unite for safety by wearing Orange on Wednesday, April 10 for Go Orange Day and spread awareness of work zone safety!

Employee Speaker Series

Featuring City employees highlighting programs and initiatives that impact our residents. Open to all employees in any department.

Featured Topic

Construction Junction

Residents are always interested in construction projects, and we can give you the full scoop so you’re ready with answers! Join the Public Works team as they highlight the results of the local option sales tax, as well as preview some of the major projects going on this construction season.

Thursday, April 25
12:00 - 1:00 pm
Time Check Hall,
City Services Center
RSVP by April 22

Please RSVP to participate and reserve your lunch.
RSVP by emailing citymanager@cedar-rapids.org
Facility Security and Alertus Active Threat Alert System

The City of Cedar Rapids considers the security of its employees and citizens to be a priority. Over the past year, multiple teams have worked together to evaluate, develop and implement various plans, policies and precautions to increase security for our employees and citizens who visit City facilities. The security measures put into place are thoughtfully balanced with the essential need for creating an inviting atmosphere for citizens to feel welcomed at City facilities and for staff to optimally serve customers.

As part of this effort, a City Facility Security, Access, and Use Policy was developed to comprehensively address procedures and provisions created to increase security for our employees and citizens who visit City facilities. One of the security items that the policy references is the Alertus Active Threat Alert System. Managers and Alertus trainers will coordinate to review both of these policies with every employee in their departments over the next few weeks. All employees must verify and sign off that they have read and understand the Facility Security Policy in its entirety including the supplemental policies and procedures no later than Friday, April 19. Department Contacts must complete all employees in PeopleSoft no later than Thursday, April 25.

Once all employees are trained on the Alertus Active Threat Alerts System, IT will deploy the system on all city desktops. Details on system testing will be communicated at a later date.

Join us for Money Smart Week
April 2, 3 & 4

The City of Cedar Rapids & Metco Credit Union are partnering to bring Financial Education Seminars to City employees.

All sessions will be held in the Training Room at City Hall. Presented by Regan Carlo, Metco Credit Union, VP of Operations

Lunch is provided!
Seats are limited, so please register to attend a session

Tuesday, April 2 — SAVINGS 101
12:00pm – 12:45pm

Wednesday, April 3 — CREDIT REPORTS
12:00pm – 12:45pm

Thursday, April 4th — SAVINGS 101
One Session: 12:30pm – 1:15pm

Click Here to Register for a Session

If you have trouble accessing the registration link, please call 286-5078 or email Gretchen Barske to register g.barske@cedar-rapids.org
DEFENSIVE DRIVING

PREPARED FOR ALL POSSIBILITIES

What does it mean to drive defensively?

This key concept refers to one’s ability to stay alert and prepared to respond to any situation when behind the wheel. The defensive driver understands that while they cannot control the actions of other motorists, they must prepare to take action to overcome any hazard that other drivers (or conditions) may present. Driving defensively reduces the risk of accident or collision as dangerous situations can be anticipated prior to them occurring.

DEFENSIVE DRIVING TIPS:

- Perform a pre-trip inspection before hitting the road
- Plan ahead: check weather conditions & avoid rushing
- Actively check side and rear view mirrors while driving
- Physically turn your head to look before changing lanes
- Follow speed limit; pay attention at all times
- Be aware of other drivers: expect the unexpected
- Assume other motorists will do something crazy, be ready to avoid them
- Never go on the offensive – avoid aggressive driving
- Keep at least a 2 second cushion between you and the car in front of you - increase to 4 seconds in bad conditions
- Always give yourself an out!
VALUES IN ACTION
RECOGNITION PROGRAM

What are the recognition categories?

<table>
<thead>
<tr>
<th>CORE VALUES</th>
<th>SAFETY</th>
<th>INNOVATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Serve Enthusiastically: We have a people-first attitude. We take initiative. We go the extra mile.</td>
<td>Recognize behaviors that promote a safe work environment and commitment to safety</td>
<td>Propose and implement improvements to our programs, processes, procedures or practices. This may include service, operations, equity/empowerment or security.</td>
</tr>
<tr>
<td>2) Find a Way: We are problem solvers. We listen and learn. We explore creative alternatives.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Team Up: We are open and approachable. We value relationships. We serve with generous intent.</td>
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<td></td>
</tr>
</tbody>
</table>

Who can be recognized?

All City employees (full-time, part-time, seasonal and interns)

Individuals or groups of City employees (from one or more departments)

Who can submit a recognition form?

Any City employee can submit a recognition form for any other city employee or group.

What is the submission process?

**Electronically:**
- OrganizationalHealth@cedar-rapids.org
- Heyjeff@cedar-rapids.org
- Web
- Employee Newsletter link

**Paper:**
- "Heyjeff" box
- Through a supervisor or designee

What type of recognition could employees receive?

Employees may receive recognition through an email from a supervisor, the employee newsletter, building monitors, name listed at monthly manager meetings or name listed at the City Manager update, or certificate from the City Manager. Each recognition submission will be considered by the recognition team and city director team for optimal impact. The recipient will be notified of this submission and who submitted it.

ORGANIZATIONAL HEALTH RECOGNITION COMMITTEE MEMBERS:

<table>
<thead>
<tr>
<th>City Manager's Office</th>
<th>Michelle Bostwick, x5736</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development</td>
<td>Amanda Lehman, x5159</td>
</tr>
<tr>
<td>Development Services</td>
<td>Amy Icenbice, 286-5691</td>
</tr>
<tr>
<td>Finance</td>
<td>Jared Suchan, x5949 or Jackie Lynch, x5125</td>
</tr>
<tr>
<td>Fire</td>
<td>Stacy Mason, x5243</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Sue Schoenfelder, x5110</td>
</tr>
<tr>
<td>Library</td>
<td>Tina McCullough, 261-7323</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>Tyler Wildeboer, 432-2851</td>
</tr>
<tr>
<td>Police</td>
<td>Denni Randall, x5471</td>
</tr>
<tr>
<td>Public Works</td>
<td>Mandee Beardsley, x5844 or Bryan Hemphill, 521-1982</td>
</tr>
<tr>
<td>Utilities</td>
<td>Christine Knapp, x5174 or Jason Fagle, x5897</td>
</tr>
</tbody>
</table>

Contact your department representative for more information.

Here is the link to the form so employees can submit co-workers. [http://cratwork/EmployeeResources/orghealth/Documents/Values%20in%20Action%20Recognition%20Form.pdf](http://cratwork/EmployeeResources/orghealth/Documents/Values%20in%20Action%20Recognition%20Form.pdf)