Employee News

New Employees
Michelle Burke, BSD – Permit Technician effective Feb 20. Michelle joins us from the City of Sanger, Texas.

Kenneth Hallam, FIN – Custodian I effective Feb 20. Kenneth joins us from the CR Parks Department.

Phillip Platz, CMO – Utilities Communications Coordinator effective Feb 20. Phillip joins us from Mount Mercy University.


Retirements
Forrest Trimble, PW - is retiring March 1 after 36 years of service. Forrest started with the City on Aug 19, 1981. His current position is a Cement Finisher.

Please join Ashley Stickney, from Health Solutions, to learn more about 2018 City of Cedar Rapids Wellness Program. Ashley will be in the Green Square Conference at the City Services City the following days and times:

- Wed, Feb 28 2:45 - 3:15  OR  3:30 - 4:00
- 10:15 - 10:45  OR  11:00- 11:30

Employment Opportunities

Here is a link to view and print all job postings.

- Planner I (MPO)
- Recreation Instructor III- Cultural Arts
- Recreation Supervisor I- Day Camp Counselor
- Recreation Supervisor II- NW Recreation Center
- Safety Coordinator
- Utilities Engineer I
- Utilities Engineer II
- Utilities Lab Supervisor
- Water Plant Operator I

If you have questions about any of the employment opportunities, please contact Katie Meyer, x 5138.
City Manager & Director Updates

**Time Check Memorial Plaza**
Construction will resume late February on the Time Check Memorial Plaza. Situated along O Ave and Ellis Blvd NW, the memorial site will include greenway space, benches, and a memorial wall with historical narrative that shares the resiliency of the Time Check neighborhood following the 2008 Flood. The plaza will also feature a distinctive gateway that will welcome residents and visitors to the site. A rendering of the project is attached (rendering also includes the image of a privately-funded sculpture, whose permanent location on the site is still being finalized). Concrete gateway columns were constructed late fall; the site is scheduled to be completed early June. A ribbon cutting ceremony will be scheduled during commemorative services this summer to mark the 10th anniversary of the flood. During construction, O Avenue between Ellis Blvd and 6th Street will be closed. Permanent, future flood control for the Time Check Neighborhood will be a combination of levees and gates, integrated with greenways and recreational fields.

**Housing Study**
The City contracted Maxfield Research and Consulting to complete an annual update of the Comprehensive Housing Needs Analysis. The report provides housing demand from 2018 to 2030 and suggests housing product types and amounts that could be built in Cedar Rapids to satisfy demand from current and future residents. The findings show a strong market in all areas. The majority of demand is projected to be for owner-occupied housing while the rental market continues to have a modest vacancy rate of 2.3%. Information from the report will be presented to stakeholders such as the Housing & Building Association and area realtors. The full report can be found on the City’s website.

**Riverfront Improvements**
The proposed FY19 budget includes $200K for Parks and Recreation to develop riverfront improvements along the west side of the river. This budget will support park infrastructure work along the Czech Village Greenway riverfront, specifically to connect new trail and road elements in the Flood Mitigation Plan to the river’s edge, for an accessible Kayak launch facility. Public input from the 2014 Greenway Park Planning process highlighted accessible river recreation access as an important priority to allow paddle sport access to the downtown portion of the Cedar River. This funding will be used for a park road, parking areas, and an accessible route to a Kayak launch project area on the wet side of the levee. The Parks Foundation is spearheading fundraising and design support for the Kayak launch area to help provide this exciting new river recreation amenity. Current project timeline provides for design work during 2018 leading to a project construction groundbreaking in the spring of 2019.

**Comprehensive Pay Plan Study**
In the FY2019 budget, $500,000 is allocated for a comprehensive pay plan study, which also includes funds for partial implementation of the study. The study will review non-bargaining classifications, including positions for the Airport, Civil Rights, Library, and Veterans Memorial Commissions.

It is extremely common for organizations to analyze their pay systems regularly to ensure equity within the system and between departments. It is helpful to have an impartial review of our current pay plan in order to ensure that the system is fair, employees are being treated equally across departments, and we are able to justify salaries based on the market.

- Experienced firms will be solicited beginning in fall 2018 to conduct the study, including these elements: Perform an external salary survey and review current position for proper placement in the new salary plan structure
- Recommend policy guidelines and position recommendations regarding overtime eligibility, criteria for equitable differentials between pay classifications.
- Develop an effective pay plan to enhance future organization performance and employee satisfaction, including options and methods for pay for performance
- Provide training for City staff to support maintenance of the pay plan.

The last study of this nature was conducted in 1996, effective July 1, 1997. Since 1997, the system has been maintained internally.
Spring Cleaning
As the winter snow melts, months of litter accumulation along City right-of-way and I-380 become more apparent. City crews are already cleaning up, but many sets of hands contribute to our City’s sparkling reputation. Here are some of the ways Cedar Rapids is kept looking its best:

- **Street Sweeping**: The City scoops up approximately 3,000 tons of discarded sand and other material each spring during street sweeping, which can be reused to cut down on landfill trips, waste, and costs. Sweeping kicks off following any remaining snow-fighting efforts.

- **City Manager’s 1 Bag Challenge** calls upon every resident to collect at least one bag of litter each year. This program is in its eighth year and has been a successful partnership between the City and its residents.

- **Adopt a Road**: Businesses and organizations partner with the City to keep our streets looking spectacular. Give us a hand by encouraging groups you’re involved in to adopt a road!

- **Parks**: Volunteer groups help pick up litter along the riverbank, trails, and in parks. Contact Jess Bys at j.bys@cedar-rapids.org or 286-5760, if you know of an organization that would like to help.

- **Solid Waste & Recycling** staff and some contractors address litter in areas needing special attention. Contact the Solid Waste Division at 319-286-5897 if you’re aware of any particularly problematic areas.

- **Mini Litter Vacuum**: Look for more details on this new initiative soon.

Employee Speaker Series
Our Communications Division has launched a new Employee Speaker Series in order to keep employees informed about projects, programs and initiatives that are taking place in departments throughout the city. This is part of our Internal Communications Strategic Plan, with the goal to enhance and improve internal communication and employee engagement. The monthly speaker series will allow employees to become more informed about City programs, ask questions, and become positive ambassadors in the community. This month’s featured topic highlights Paving for Progress and the work being done to improve our streets. One was held last Friday at City Hall, with a second coming on Friday, March 2 from noon – 1:00 at the Water Administration building. All employees are welcome to attend. Future events will cover topics such as forestry, flood control, public safety, parks and pollinators, iGreenCR, and more.

Update on Sinclair Fire
The Fire Department has completed their investigation of the Sinclair fire that occurred last weekend. Moving forward, the Public Works Department will be leading the demolition process. Staff will work jointly with the Building Services Department to determine a timeline for demolition based on site conditions and safety concerns. Before this fire occurred, there were plans to have the site environmentally tested to determine the possibility of redevelopment. The structure had not been removed previously because it was not in the way of the flood control construction on the Sinclair site.

Info Session: Right of Way Work
The Public Works Department is hosting its annual Contractor Education Meeting in March, and encourages any city employees who are interested to attend. The information sessions will provide an overview of when and why to get permits when working in the Right of Way. Contractors, consultants, developers, and utility companies were all invited. Topics will include: permit standards, inspections and expectations, proper traffic control, driveway and sidewalk standards, sidewalk ramps. Two sessions will be offered, and will be held at City Services Center in Time Check Hall:

**Thursday, March 1**
1:30 pm – 3:00 pm

**Tuesday, March 6**
9:00 am – 10:30 am
City of Cedar Rapids Core Value: We Team Up

The first core value of the city of Cedar Rapids is **we serve enthusiastically**.
The second core value is **we find a way**.
The third core value is **we team up**.

Many of our daily duties require collaboration and cooperation. As we develop community projects, provide safe drinking water, inspect buildings and respond to citizen inquiries, we often recognize a need to team up with others. Coordinating with others within our department or in other departments enables us to find the best solutions to serve our community. Teaming up means:

- We are open and approachable
- We value relationships
- We assume the best in others (generous intent)

Here are thoughts from some of our city leaders about what it means to team up.

**Finance: Yvonne Aubrey:** When we team up we have a greater potential to provide the best and most creative answers for services.

**IT: Adam Galluzzo:** For me, **we team up**, means being accessible for co-workers to discuss, explore, and ultimately provide accurate and efficient solutions for our customers.

**Fire: Curtis Hopper:** We look within our city “organization” for talents and resources in each department to accomplish a specific task or common goal. As we team up, we strive to treat customers as if this is the first time they have contacted the City of Cedar Rapids for assistance.

**Golf: Dave Roe:** Teaming up is using everyone’s strengths to pull together and help each other strengthen our team and better serve our customers.

**WORD SCRAMBLE:**
Based on our core values at the City of Cedar Rapids, we _______ up.
Letters: AETM

Unscramble the letters above. Click [here](#) to provide your response and be entered in the monthly org health drawing.

For more information about the organizational health initiative at the City of Cedar Rapids contact: Sue Sager, Organizational Development Manager, [s.sager@cedar-rapids.org](mailto:s.sager@cedar-rapids.org) 319-777-1699.
Wellness Enrollment Notice

The City of Cedar Rapids’ goal is to promote a culture of health and wellness for our employees. As part of that commitment, and to keep medical insurance options affordable, we continue to look for ways to encourage healthy behaviors. Good health results in an improved quality of life for you, your family and the community.

It’s no secret that the healthcare system is in crisis.

- **Chronic Diseases** is the leading cause 7 out of every 10 deaths
- Medical Expenses are the #1 cause of personal Bankruptcies in the US
- 1 in 3 Children born today will develop diabetes in their lifetime (1 in 2 for Latino Children)
- Chronic disease account for $3 of every $4 spent on healthcare or $7,900 for every American with a chronic disease
- Obesity has doubled in the last 20 years and tripled for children under 11 years of age

**What does this mean for you?**

- Comfort in Confidentiality. Your personal health information will be kept confidential and secured throughout the process. All Health Solutions services are HIPAA compliant and held to all privacy and security regulations. Services and programs are regularly audited by a dedicated Privacy Officer and quality team.
- A Program for You! If your results qualify you for health coaching, engage with your personal health coach on a plan that is tailored to you and your goals.
- A Clinical Approach. Participants are identified with high or critical screening results and/or uncontrolled chronic conditions.

**What is next?**

Jan-April ‘18
Complete online health risk assessment questionnaire and screening

May/June - December ‘18
Complete follow-up consultation and begin coaching (if applicable)

2019
Earn an incentive for participating!

“...”

- Dawn Kolosik City of Cedar Rapids Employee

Learn more by visiting www.healthywithhsi.com

For instructions on how to complete your Health Risk Assessment questionnaire and schedule your screening, please see the next page.
RETURNING USERS: Login to your account...
- Visit [www.myhealthywithhsi.com/citycr](http://www.myhealthywithhsi.com/citycr)
  - Company: CityCR
  - Member ID: Employee ID (Employees)
    - Spouses: Employee's ID followed by DOB as YYYYMMDD
  - Password

NEW USERS: Register your account...
- Visit [www.myhealthywithhsi.com/citycr](http://www.myhealthywithhsi.com/citycr)
- Click on ‘Register’ in the New Users box
- Read the Terms and Conditions and click ‘Accept’
- In the New Users Registration box, complete the following information:
  - Company: CityCR
  - Member ID: Employee ID (Employees)
    - Spouses: Employee’s ID followed by DOB as YYYYMMDD
  - Select Gender
  - Enter Date of Birth
  - Enter Preferred E-mail Address
  - Enter Preferred Telephone Number
- Click ‘Register’
- Set Password
- Click ‘Sign In’

Complete the online Health Risk Assessment Questionnaire* using the following steps:
- From the Home Screen, click on ‘Start’ in the Assessment tile
- Complete all questions in each category, clicking the ‘Next’ button to move forward
- Once all questions are complete, click the ‘Submit’ button in the lower right corner

Schedule your Screening:
- In the Health Screening tile, click ‘Schedule an Appointment’
- Select the appropriate site from the drop-down menu
- Choose an available screening date shown in white on the calendar
- Click ‘Book It’ next to the screening time you prefer
- Click ‘Finalize Appointment’
- You can now exit the scheduling window

This concludes your enrollment steps.

Please Note: Blood Pressure Guidelines will NOT be changing in 2018.

Fasting is required:
Nothing to eat or drink, other than water, 10-12 hours prior to your screening appointment. Drink plenty of water and take any medications that do NOT need to be taken with food.

Your follow-up consultation will be scheduled upon checking in at your onsite screening or upon Health Solutions receiving your Health Form.
If you need assistance with portal registration or navigation, contact Health Solution at 362-2409 or info@hsi-rx.com
NEW and Improved!

Wellness Points Incentive Program!

Get moving and earn prizes! By engaging in physical activity you can earn Wellness Points, which can be redeemed for excellent prizes such as Wellness t-shirts, drink tumblers, insulated lunch boxes, personal training sessions, massages and even a chance to earn a 10-week Farrell’s membership!

Here are the details:

2018 Wellness Points Challenge: Open January 1 through December 31, 2018
- Log in to your personal Health Solutions account: www.myhealthywithhsi.com/citycr
- Under the “Challenges”, Click “Enroll” under 2018 Wellness Points Challenge
- Start tracking activity
  - You can track your activity by syncing your fitness device, OR
  - You can manually enter your activity, including any activity starting on January 1, OR
  - You can track your activity using a paper tracker (see your Wellness Ambassador for more information)
- At the end of each quarter, you may redeem your Wellness Points for select prizes OR you may bank your points to use later in the year for larger prizes!
- Every 15 minutes/2000 steps/1 mile = 1 Wellness point. Maximum points you can earn: 3500
- A full listing of Wellness Points prizes and additional details are coming soon! But don’t wait...ENROLL TODAY and start earning your points!

For more information, please contact your Wellness Ambassador with Health Solutions.

Slow Flow Yoga Class

The class includes stretching, breathing, and relaxation. Emphasis is placed on holding poses which improves core strength, flexibility, balance and concentration.

COST: $5.00, & FREE for Veterans and ACTIVE military.
WHEN: Second & fourth Tuesday of the month at 5:30 pm. through May 22
WHERE: Veterans Memorial Building Ballroom. 51 First Avenue Bridge. Park on the bridge.
HOW: Drop-in. Bring your own mat or rent one for $2.