Employee News

Employee Transfers and Promotions

Lauri Latteyer, UTIL—has transferred to Administrative Assistant II position effective Jan 14. Her previous position was Customer Service Rep II.

Randy Kopp, PW—has been promoted to Streets Driver position effective Jan 9. His previous position was Public Works Laborer.

Jordan Misener, UTIL—has been promoted to Solid Waste Recycling Driver Collection II position effective Jan 14. His previous position was Solid Waste Recycling Driver Collection I.

Employee Retirement

David Corell, Fire—will be retiring Jan 29. David started with the City October 17, 1988. His current position is Firefighter (Shift).
City Manager and Director Updates

Flood Funding
Recent news reports have indicated the possibility of federal relief funding, including the flood control system funding committed to Cedar Rapids, could be diverted to funding for a southern border wall if a national emergency is declared by the President. We have reached out to Senator Ernst, Dave Karnes, and our Army Corps contacts to find out more about how this could possibly impact Cedar Rapids’ funding. We will urge them to oppose this action and provide Cedar Rapids the funding promised. We will continue to keep employees informed as important information becomes available.

Below is a statement we provided to media regarding this subject:

Cedar Rapids staff have remained in close contact with our congressional delegation, and with our contacts at the US Army Corps of Engineers to collect any information available on how or if a presidential emergency would impact our federal funding. While we are unsure at this time whether there will be any impact to the Cedar Rapids’ project, we will continue to advocate for funding and stand ready to support our congressional delegation in the pursuit of permanent flood protection.

FY 2020 City Council Budget Meetings
The FY 2020 budget meetings will be held on Tuesday, February 5 from 6:30 pm to 8:30 pm and if need on Wednesday, February 6 from 6:30 pm to 8:30 pm. The presentation by the City Manager will be an overview of the major changes to the overall City budget including impact to the property tax levy and change in taxable valuations. New this year will be a review of three department budgets in more detail (police, fire, and public works). This portion of the budget will outline the changes in each budget and what the major initiatives will be in fiscal year 2020. Enterprise departments overview and presentation from the library board will also be part of the presentation.

PD Accreditation Update
A team of assessors from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), will arrive on January 28, 2019, to examine all aspects of the Cedar Rapids Police Department’s policies and procedures, management, operations, and support services. The on-site assessment is part of the program to achieve national accreditation by verifying that the Cedar Rapids Police Department meets professional standards.

As part of this on-site assessment, agency employees and members of the community are invited to offer comments. A public information session will be held on Wednesday, January 30, 2019 at 5:30 p.m. at Cedar Rapids City Hall in the City Council Chambers. Agency employees and the public who are unable to attend the information session will be invited to offer comments by calling the CALEA assessor on the unrecorded line of (319) 286-5371 on Tuesday, January 29, 2019, between the hours of 2:00-4:00 p.m. Telephone comments, as well as comments at the public information session, are limited to 10 minutes and must address the agency’s ability to comply with the applicable CALEA standards. A list of the titles of all of the standards are provided to the public on the CALEA website: www.calea.org/law-enforcement/standards-titles.

The Cedar Rapids Police Department is working to achieve Tier 2 CALEA Advanced Law Enforcement Accreditation. Achieving accreditation demonstrates that the Cedar Rapids Police Department operates professionally and meets the expectations of the community. Accreditation also reaffirms that the Police Department aspires to provide the highest quality services to the public.

Delinquent Utility Debts
The Utilities Department has referred 7,484 delinquent accounts totaling $1,048,056 to the City’s collection agency, Municipal Collection of America (MCOA). The delinquent debts date back to calendar year 2000 and steps taken to collect payments have been unsuccessful, which include:

- Friendly Reminder mailed on Day 28 of delinquent account
- Final Notice mailed on Day 35 of delinquent account (informs of the delinquency, termination date, amount, and provides an opportunity for an informal hearing prior to service termination)
- Door Tag placed at the premise on Day 42 of delinquent account
- Service Termination on or after the date provided on the Final Notice, Day 46 of delinquent account
- If the account debt cannot be assessed to the property, a letter is mailed informing the customer that their account is in arrears and will be submitted to a collection agency for debt collection.

MCOA has identified updated addresses for the debtors, with 77% (5,786) being within Iowa. MCOA will mail letters the week of January 14, explaining that they have been retained by the City to assist in the collection of debt. The letter will indicate the balance in full is due now and further collection action may include the submission of the debt to the Iowa State Income Offset Program, authorized by Iowa Code Section 8A.504.

(continued on following page)
City Manager and Director Updates

Support for Clinton Fire Department

Firefighters in Cedar Rapids paid their respects to the Clinton Fire Department and the families of the fallen and injured firefighters. On Saturday, January 5, Lt. Eric Hosette was killed in the line of duty and Firefighter Adam Cain was critically injured during an explosion at an ADM facility in Clinton. Firefighters hoisted a garrison flag from the Interstate 80 overpass at Tiffin on Sunday to pay tribute as Lt. Hosette’s body was returned from Ankeny to Clinton.

On Monday, firefighters went to the University of Iowa Hospitals and Clinics to make a donation in the amount of $1,000 the Adam Cain family. They also gave a condolence card and a check for $2,000 to the Hosette family. Clinton Fire Chief Mike Brown was going to personally deliver the donation to the family. These donations were made possible by support of the Cedar Rapids Firefighters Foundation, a non-profit organization that puts on fund-raising events like the CRFD 5K Memorial Run/Walk and Fire Bowl.

Members of the Fire Department Honor Guard will be participating in the visitation this afternoon and evening, and the funeral on Saturday morning. Cedar Rapids firefighters, along with other Eastern Iowa fire departments, will be staffing Clinton fire stations during the visitation and funeral times to make sure that all Clinton firefighters are able to attend the memorials and pay their respects. There will be 16 Cedar Rapids firefighters volunteering their time to provide this service.

IT System Alerts

A reminder, the Information Technology Department will post IT Maintenance and Outage information under the IT Systems Alerts Section on CR@Work. If anyone has a question regarding maintenance or outage, please contact the IT Service Desk at 286-5500.

City Municipal Code

Although the herculean effort of revising the City’s Zoning code (Chapter 32) was rewarded recently with City Council approval in December, the entire Cedar Rapids Municipal Code contains 80 additional chapters that regulate subjects such as water service, floodplain, mobile food vendors, and explosives and blasting agents. These chapters are hosted on an online service called Municode, which has a search feature. One of the outcomes of the Chapter 32 update process was to develop a user-friendly document. To accomplish this and provide an electronic format of Chapter 32 with enhanced features to improve the usability of the code, the decision was made to host Chapter 32 on the City’s own webpage and remove Chapter 32 from the online version of the Municipal Code. Therefore, it is important to remember that subjects related to zoning that are in Chapter 32 will not be found by utilizing the search feature of Municode. As shared in the last Employee Connection, a fully searchable Chapter 32 can be found at www.cityofcr.com/zoning.
Welcome back to a happy and healthy new year at the City of Cedar Rapids!

In 2018, the organizational health section of the employee newsletter provided information on the 5 Dysfunctions of a Team, City Core Values, Mastering Conflict training and department team development. In 2019, organizational health articles will highlight the following area.

First week of the month: Upcoming professional development opportunities
Second week of the month: City Organizational Health highlights
Third week of the month: Employee and team recognition: Values in Action
Fourth week of the month: Tips on teamwork and leadership

For more information on Organizational Health see The Table Group website: https://www.tablegroup.com/
To check out a book from the City Manager’s Office library, organizationalhealth@cedar-rapids.org

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Contact</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Tuesday, Jan 22</td>
<td>12:00 - 1:00</td>
<td>Employee Speaker Series</td>
<td>Greg Buelow</td>
<td>Water Admin Bldg</td>
</tr>
<tr>
<td>Tuesday, Jan 29</td>
<td>1:00 – 2:00</td>
<td>*Building Trust - make up session</td>
<td>Department Administrator</td>
<td>City Hall Training Room</td>
</tr>
<tr>
<td>Thursday, Jan 31</td>
<td>7:30 – 8:30am</td>
<td>*Building Trust - make up session</td>
<td>Department Administrator</td>
<td>CSC- 5 Seasons</td>
</tr>
<tr>
<td>Thursday, Jan 31</td>
<td>8:30 – 9:30am</td>
<td>*Building Trust – make up session</td>
<td>Department Administrator</td>
<td>CSC- 5 Seasons</td>
</tr>
<tr>
<td>Thursday, Jan 31</td>
<td>3:00 – 4:00pm</td>
<td>Lead CR Orientation</td>
<td>Andrea Cooper</td>
<td>City Hall Training Room</td>
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*Anyone hired after March 1, 2018 is not required to attend a make-up session on Building Trust. Register in PeopleSoft: Course Code: ORG101 Session: 0024*

<table>
<thead>
<tr>
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<th>Contact</th>
<th>Location</th>
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<tbody>
<tr>
<td>Feb 5 - 20</td>
<td>8:00am – 12:00pm</td>
<td>Americans with Disabilities Act</td>
<td>Department Administrator</td>
<td>Multiple sessions and locations</td>
</tr>
<tr>
<td>Wednesday, Feb 6</td>
<td>8:00am – 4:45pm</td>
<td>New Hire Orientation</td>
<td>Lisa Kerker</td>
<td>City Hall Training Room</td>
</tr>
<tr>
<td>Thursday, Feb 7</td>
<td>9:00am - 3:30pm</td>
<td>New Hire Orientation</td>
<td>Lisa Kerker</td>
<td>City Hall Training Room</td>
</tr>
<tr>
<td>Thursday, Feb 7</td>
<td>8:00am - 12:00pm</td>
<td>Lead CR: Session 1</td>
<td>Andrea Cooper</td>
<td>Central Fire Station</td>
</tr>
<tr>
<td>Tuesday, Feb 12</td>
<td>9:00 – 10:00am</td>
<td>Valuing Diversity: Overview</td>
<td>Sue Sager</td>
<td>CSC- 5 Seasons</td>
</tr>
<tr>
<td>Thursday, Feb 14</td>
<td>8:00am-12:00pm</td>
<td>Lead CR: Session 2</td>
<td>Andrea Cooper</td>
<td>City Hall Training Room</td>
</tr>
<tr>
<td>Tuesday, Feb 26</td>
<td>2:30 – 3:30pm</td>
<td>City Government: Sandi Fowler</td>
<td>Sue Sager</td>
<td>CSC- 5 Seasons</td>
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<tr>
<td>Thursday, Feb 28</td>
<td>8:00am - 12:00pm</td>
<td>Lead CR: Session 3</td>
<td>Andrea Cooper</td>
<td>CSC-5 Seasons</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>Speaker Series: Media Training</td>
<td>Emily Breen</td>
<td>TBD</td>
</tr>
</tbody>
</table>
EMPLOYEE SPEAKER SERIES

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

FEATURED TOPIC

Personal Safety Awareness

Chris Smaby, Training Specialist with the Cedar Rapids Police Department, will present “Personal Safety Awareness” to City employees through an interactive discussion. Learn about what it takes to not “look like a victim” and the Five T’s that assailants will attempt to use on their victims. This is a program about developing a mindset and empowering you to strengthen your personal safety.

📍 Tuesday, January 22 | 12:00 – 1:00 pm
Stephen J. Cook Conference Room,
Water Administration Building (1111 Shaver Road NE)
RSVP BY JANUARY 18

FREE LUNCH FROM JIMMY JOHNS!

Please RSVP to participate and reserve your lunch.
RSVP by emailing: citymanager@cedar-rapids.org
Safety Leadership Series: Part 4
Safety Leaders Care About Safety 24/7

Safety is a part of our lives every day in every activity that we participate in; focusing on safety does not stop the second we are off the clock at work. Safety is a part of everything we do: from looking both ways as we walk through the parking lot, wearing seatbelts while driving our vehicles home, using knives/sharp tools during food prep, using hazardous chemicals while cleaning, and using various tools to perform household maintenance. Safety never sleeps.

Safety Leaders recognize that if individuals conduct work in a reckless manner at home they are more likely to conduct work in a reckless manner on the job & vice versa. By providing safety education, keeping safety at the forefront of minds while taking on a task, and conducting risk assessments at work we can help to influence the likelihood of our coworkers using safe work habits at home.

Consider if an employee/coworker injures himself or herself while working on a project during their off time, how does that affect their coworkers, department, and the overall work productivity? A ripple effect will likely occur: everyone will need to pitch in to fill open shifts, overtime costs increase, and the morale of the crew is impacted.

Safety Leaders understand that caring for their workers’ personal health and safety does not end when their shift ends.

Safety Leaders recognize that they can influence worker health and safety while off the job by simply encouraging employees to expand their on the job safety mindedness to other aspects of their lives. Encouraging and inquiring about how an employee makes safety a priority during their off-the-job hours takes little effort and has no cost. By showing employees that we care about safety ALL the time, not just while they’re at work we can further build relationships that foster a culture where safety is valued.

Ways safety leaders can encourage safe behavior 24/7:

- Ask employees how they would instruct a loved one to perform a task; we tend to remember more safety protocols when thinking about the safety of a loved one over ourselves.
  
  ⇒ Example: Would you be okay with your child/spouse/loved one driving without a seat belt? What would you tell them if they did not want to wear their seat belt?

- When discussing safety on the job connect safe work practices to common at home practices

- Encourage employees to be mindful of safety in all aspects of their lives

Our safety culture depends on dedicated leaders at all levels of City operations. Make your personal commitment to being a safety leader today!
Movie Night Featuring
“I Am Not Your Negro”

Join us on
January 17, 2019 from 5:30 - 7:30 PM in the
Whipple Auditorium, Cedar Rapids Public Library

_I AM NOT YOUR NEGRO_ is a 2016 documentary based on James Baldwin’s unfinished manuscript, _Remember This House_. The film explores racism in America through Baldwin’s personal observations of American history, as well as through stories of Martin Luther King Jr., Malcolm X and Medgar Evers. The film won the BAFTA Award for Best Documentary and was nominated for Best Documentary Feature at the 89th Academy Awards.
ADA Training Sessions

Please see the schedule below for the 2019 ADA Training sessions. All sessions will occur throughout the month of February. This training is **mandatory for all staff who interact with the public**. Please sign up for a session on PeopleSoft using course code **ADA105** or sign up through your department contact.

This is the 4th year of annual training required by the ADA Settlement Agreement with the Department of Justice. Employees are required to take this training every year.

- If you have been required to attend the annual training in past years, you will also need to attend in 2019.
- If you have not been required to attend the training in the past, you will not need to attend in 2019.
- If you are a new employee and have not yet attended a training, but have direct contact with the public, you will need to attend the training in 2019.

A complete list of required employees was sent to department contacts.

**DIRECTIONS ON HOW TO ENROLL IN A COURSE:**

2. Click on “Self-Service” Learning & Development” - “Request Training Enrollment” - “Search by Course number”
3. Enter in course number: **ADA105**
4. Click “Search”
5. View all available sessions and click on the session you would like to attend and click “continue”

<table>
<thead>
<tr>
<th>DATE</th>
<th>Session Number</th>
<th>TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Tuesday, February 5</td>
<td>0001</td>
<td>8:00am – 12:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Wednesday, February 6</td>
<td>0002</td>
<td>8:00am – 12:00pm</td>
<td>Central Fire Station</td>
</tr>
<tr>
<td>Thursday, February 7</td>
<td>0003</td>
<td>7:45am – 11:45am</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Friday, February 8</td>
<td>0004</td>
<td>8:00am – 12:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Tuesday, February 12</td>
<td>0005</td>
<td>12:00pm – 4:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Wednesday, February 13</td>
<td>0006</td>
<td>8:00am – 12:00pm</td>
<td>Central Fire Station</td>
</tr>
<tr>
<td>Thursday, February 14</td>
<td>0007</td>
<td>12:00pm – 4:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Tuesday, February 19</td>
<td>0008</td>
<td>7:45am – 11:45am</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Wednesday, February 20</td>
<td>0009</td>
<td>4:00pm – 8:00pm</td>
<td>Central Fire Station</td>
</tr>
</tbody>
</table>

* Please note that there are a limited number of spaces at Central Fire Station. If you would like to attend a session at this location, please be sure to sign up as soon as possible.
Wellness Portal Updates

The next time you access your City of Cedar Rapids wellness portal, you will need to re-register in order to create your own personal username. Even if you choose to use your Employee ID as your new username, you will still need to re-register.

Re-registering will not impact your current program points/status and you will not need to re-enroll in any challenges or re-sync your fitness device. If you have bookmarked your wellness portal on a mobile device, you may need to sign in again once you have created your new username.

Listed below is information you will need to re-register:

- Portal: www.myhealthywithhsi.com/CityCR
- Select ‘Register’ in the Register Here box
- Accept Terms & Conditions
- Enter your information to register:
  - Company ID: CityCR
  - Member ID:
    - Employees: Employee ID
    - Spouses: Employee’s ID followed by spouse’s DOB as YYYYMMDD

Re-registering and creating your own username means you won't need to remember your system generated ID in the future, but instead will create your own personal username. If you have any questions or need assistance, please contact Health Solutions at 362-2409.
Happy New Year!

Looking to get in better shape in 2019? Check out these tips and tricks to make staying on track easier!

**Plan your workouts week by week** – Choose a number of workouts per week you’d like to tackle. Then, at the start of each week, plan your fitness schedule. This is a much easier goal to accomplish on a daily basis compared to a long-term weight loss. **Goal:** Get into a consistent workout routine.

**Spend 9 minutes waking up your body** – Kick off your day with a little movement. Your body will feel better and more awake. Simple arm circles, hip circles, and flexing your joints. **Goal:** Twice a week, taking time in the morning to do 3 minutes each of neck rolls, ankle rolls, and hip circles. This will hit all the tight spots and help to improve mobility.

**Eat one plant-based meal a day** – Typically we don’t get enough vegetables in our daily diet, so this will improve your overall nutrition over time. It will help you get enough fiber (which means better digestion!) and it’s good for the environment. **Goal:** Eat more produce and less animal products.

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**Ginger Maple Chicken with Brussel Sprouts & Butternut Squash**

6 boneless, skinless chicken breasts  
2 c. butternut squash  
2 c. Brussel sprouts (trimmed & cut lengthwise)  
1/2 large onion, sliced  
1 Tbs. Olive Oil  
Salt & Pepper to taste

For the Sauce:  
3 Tbs. low-sodium soy sauce  
1/3 c. pure maple syrup  
2 tsp. sesame oil  
2 Tbs. grated ginger  
1/4 tsp. red pepper flakes  
1 tsp. fresh thyme

1. Preheat oven to 425
2. Add the squash, Brussel sprouts & onion to a large sheet pan and toss with olive oil, mix well
3. Place chicken breasts on top of the veggies & season all with salt & pepper
4. To make the sauce, whisk together all ingredients & brush sauce generously over chicken. Save some for later.
5. Bake chicken & veggies 25-30 minutes
6. Brush remaining sauce over top of chicken & veggies
7. Enjoy!!
8. Put extra chicken and veggies in Tupperware containers and save for meals throughout the week.

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**Prep one meal or main dish a week** – It can be hard to get in a whole week’s worth of meal prepping, so start small. Grilled or marinated chicken, batch of slow-cooker soup, or a dozen hardboiled eggs to eat throughout the week. **Goal:** Try our suggested recipe to the left.

**Make one healthy date with a friend or family member each week** – Trying to accomplish a big goal on your own can be tough, but enlisting support from friends & family can make it feel more achievable and keep you motivated. This will also hold you accountable and less likely to skip the workout. **Goal:** Make healthy choices a part of your social life, and therefore making them much easier to adopt as a permanent lifestyle.

**Go to sleep at the same time each night** – Improving your shut-eye habits has been linked to improved weight loss and maintenance. It’s important to also try and wake up at the same time each day and get into a regular sleep pattern. **Goal:** Set a bedtime for yourself — and no devices allowed after this time!