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Employee News

New Employees

Kylie Schlee, PW – Administrative Assistant I effective Jan 21. Kylie comes to us from the University of Iowa Hospitals and Clinics in North Liberty, IA.


Mindy Washburn, PW – Administrative Assistant I effective Jan 21. Mindy comes to us from Banker’s Life Insurance in Cedar Rapids.

Employee Promotions

Christopher Bonifazi, UTIL – has been promoted to Water Plant Operator III position effective Jan 8. His previous position was Water Plant Operator II.

Jesus Delgado, UTIL – has been promoted to Water Plant Operator II position effective January 14. His previous position was Water Plant Operator I.

2018 W-2s

The 2018 W-2’s were mailed from the Finance Department to the employee’s mailing address on Thursday 1/17/19. If you have any questions, please contact Sarah Schrobilgen at 286-5057 or s.schrobilgen@cedar-rapids.org.

Employment Opportunities

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

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

2020 Census

Every 10 years since 1790, the Federal Government conducts a count of every person in the country. The census is incredibly important to Cedar Rapids and the State of Iowa. The 2020 Census is scheduled for April 1 and the results will be used to:

- Distribute more than $675 billion in federal funding to states, cities, and counties
- Determine Iowa’s representation in the US House of Representatives (Iowa lost a representative after the 2010 Census)
- Redraw state legislative districts

To help ensure that every Cedar Rapids and Linn County citizen is counted, activities that increase awareness and response rates are important. One such activity is called a Complete Count Committee. Complete Count Committees are comprised of government and non-government entities that collaborate to:

- Increase awareness and strategies to increase the response rate to the Census
  - Cedar Rapids (79% in 2010), Linn County (81% in 2010), and Iowa (79% in 2010) response rates all dropped compared to the 2000 Census
- Identify and implement outreach methods for hard to count populations such as veterans, homeless, and senior citizens

Cedar Rapids was part of the Complete Count Committee for the 2010 Census and City Staff recommends continued participation for the 2020 Census. A resolution authorizing this participation is scheduled for the January 22 City Council agenda.

Compensation & Classification Study

The City of CR has selected Segal Waters to complete our planned compensation and classification study of the City’s non-bargaining positions. Approval for the vendor will take place at the upcoming January 22 City Council meeting. Once approved, the study will initiate and take approximately six months.

Segal Waters provides substantial expertise in the field of compensation and classification. They will guide us through a review of our classification structure, a review of our salary ranges relative to the current labor market, and a detailed implementation plan of their recommendations. In addition, they have outlined a regular and thorough employee communication plan so our employees can stay engaged in the process. We expect regular employee communications throughout the process, including optional employee orientation sessions at the outset to familiarize employees with what will happen throughout the study.

The last such study was completed for the City in 1996. A study like this is critical for the City for several reasons:

- A study of current labor market will provide current information to determine if our pay structure is appropriate and competitive.
- The study will provide insight and recommendations as to whether our current compensation policies and practices are effective or in need of adjustment.
- The study will provide insight as to whether our classification structure is effective
- It allows us to ensure our job descriptions are current and able to effectively be used for talent management practices, including recruitment, development and performance appraisals.

The firm’s fee is not to exceed $192,500, and has been budgeted for through our normal budget cycle. In addition, the City has budgeted for potential salary impact as a result of the study.

Bargaining Negotiations

This week, the City completed exchanges of initial proposals with each of the bargaining units who will begin negotiations in the upcoming weeks. This includes unions representing Fire, Police, Transit, Dispatch and Library. Initial negotiation sessions are being scheduled beginning in late January and will continue through the next several weeks. Our union employees provide a critical service to the citizens of Cedar Rapids and we look forward to working with union representatives to develop an agreement that is beneficial to all parties.

Williams Blvd and Dean Road Public Meeting

The intersection of Williams Blvd and Dean Rd SW has a history of crashes resulting in serious injury. Following an analysis of the crash rates, traffic volumes, and vehicle speeds, the City of Cedar Rapids is proposing to construct a roundabout at the intersection of Williams Boulevard and Dean Road in the summer of 2019. Roundabouts have been shown to significantly reduce speeds and reduce, or eliminate, the number and severity of crashes. Staff are holding a public meeting to discuss the project with residents on Thursday, Jan 24, 5:30 p.m. – 6:30 p.m. at Fairfax City Hall (300 80th Street Court).
City Manager and Director Updates

Edgewood Development Project
On Tuesday’s regular agenda is consideration of a new Economic Development project being proposed by Joe Ahmann. The project is a master plan of 15 acres which is located at the corner of Edgewood Rd NE & North River Drive NE, north of Transamerica and south of Highway 100. The following is a summary of the proposed project:
- $25 million capital investment
- Master-planned development of 15 acres
- Three, 3-story mixed-use buildings
- 49,000 sq. ft. office/service/retail first floors
- 98,000 sq. ft. residential (84 units)
- Relocation of Randy Kuehl Honda with a new 32,000 sq. ft. dealership
- Estimated creation of 100 new jobs and retention of 35 jobs (Kuehl)

Message to City Employees from the City Manager
Each year, many City employees spend their own time and money supporting a number of worthwhile causes in our community. During the holidays and year round, departments organize coat, toy, school supply, and gift drives and a number of other activities to benefit those in need.

As we begin a new year, I wanted to take a moment to acknowledge and thank you for your commitment to the community, both in the work you do every day and the time you spend outside of work to make our City a wonderful place for everyone. You represent the best our community has to offer, and I could not be more proud of the work you achieve every day for our organization and the citizens of Cedar Rapids.

I wish you and your family all the best in 2019, and look forward to a productive and successful year.

Sincerely,
Jeff

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.
The new year may be a perfect time to begin some new team building activities that will strengthen our team to strengthen our city. City teams have been very creative in 2018. Here are a few examples of our employees teaming up through staff meetings, service projects or special events.

**Share Best Practices:** What are some of the ways you are building teams in your department? Email your response to organizationalhealth@cedar-raipds.org and receive a 2019 organization health calendar.

**Upcoming Training Reminder**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Contact</th>
<th>Location</th>
</tr>
</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 - 2:00pm</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>9:00 - 4:00pm</td>
<td>Lead CR Orientation</td>
<td>Andrea Cooper</td>
<td>City Hall Training Room</td>
</tr>
</tbody>
</table>

For more information about the organizational health initiative at the City of Cedar Rapids contact: Sue Sager, Organizational Development Manager, s.sager@cedar-raipds.org 319-777-1699.
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:

1. Log-in to PeopleSoft http://galena/psp/HRPROD/?cmd=login&languageCd=ENG&
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>
</tr>
</thead>
<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.
Safety Leadership Series: Part 5
Safety Leaders Recognize That Human Factors Contribute To Incidents

Regardless of the specifics of what we do on a daily basis, we are all humans who must interact with other humans. Whether we interact only with our co-workers or interact heavily with the public, human factors contribute to our ability to conduct safe work. When a workplace incident occurs, we look to determine causation in order to fix problems and avoid the same type of incident from repeating. Because we are all humans working alongside other humans, it makes sense that human factors would play a role in incidents occurring. Human factors, equipment, and environmental factors are the primary three categories that intersect when looking at incident causation. Safety leaders recognize that human elements are the most difficult to influence as each human has different education, experiences, and judgement – but this influence likely has one of the greatest impacts on incident prevention.

Incident vs Accident:
Incidents and accidents are both unexpected events that may result in property damage, fatality, injury or illness. The term “accident” generally suggests that an event was random and was unpreventable. Data indicates that nearly all workplace fatalities, injuries and illnesses are preventable; therefore, OSHA suggests that the term “incident” more appropriately characterizes these events.

How do the following human factors affect one’s ability to do their job safely?
- Fatigue
- Attitude
- Distraction or inattention
- Lack of competence or experience
- Home life; off the job relationships
- Supervisor involvement
- Overconfidence
- Mental State

How could these human factors contribute to workplace incidents?

What other human factors may contribute to workplace incidents?

Accountability for self influence on others

A true safety leader starts by taking accountability for their own safety. They focus on what they can control (themselves) versus what they cannot control (others); yet recognize that while they cannot control others – they do have the ability to influence them. If each one of us commits to managing our own human factors on the job, we can collectively reduce the likelihood of incidents occurring.

Our safety culture depends on dedicated leaders at all levels of City operations.
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.
Say Thank You to Hospitalized Veterans with Valentines for Vets

Each year when the middle of January arrives, we ask for your help in signing cards for the Valentines For Vets program. This wonderful tradition of saying thank you to hospitalized veterans in Iowa City continues in 2019.

The CR Care Committee has made valentines that we will deliver to the KHAK studios in February. KHAK staff will then deliver them to veterans at the V.A. Hospital in Iowa City before Valentine’s Day.

We ask for your help in recognizing these veterans by signing a card. Your department will be given a handmade card that can be signed; we ask that you sign only your first name on the valentines. The cards should be returned to: Joy Huber- Fleet Services by Friday, February 1st. Thank you for participating in this event.
The CR Care Committee

2018-19 Maintain Don’t Gain Stats

*Points were awarded and included in the 2018 total.
25 pts. to weigh in, 25 to weigh out, 50 if maintained or lost (within 2lbs).

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Total Weigh Ins</td>
<td>76</td>
</tr>
<tr>
<td>Mid-Point Check In</td>
<td>13</td>
</tr>
<tr>
<td>Final Weigh Out</td>
<td>43</td>
</tr>
<tr>
<td>Gained</td>
<td>11</td>
</tr>
<tr>
<td>Maintained/Lost</td>
<td>32</td>
</tr>
<tr>
<td>Total Pounds Lost</td>
<td>76.6lbs!</td>
</tr>
</tbody>
</table>

*Note: the national weight gain during the holiday season is 8-10lbs! City Employees that participated in the Maintain Don’t Gain Challenge were able to maintain under the national average thanks to a little accountability! Congrats!
City of Cedar Rapids 2019
Weight Loss Challenge

Create a team of four or participate individually. Working in teams can give you the accountability and motivation to reach your weight loss goals!

What team will claim the WLC 2019 Championship?!

Challenge runs Monday, February 4 - Friday, May 3

*Weight loss is calculated by percentage of body weight
**Weights are collected in confidence with Health Solutions team members or self reported on the Wellness Portal

Participation is Easy!

1. **Weigh In**: Deadline Friday, Feb. 8
   Select one option:
   - Attend an onsite weight-check event
   - Submit a weight on the Wellness Portal with your team name if applicable (teams of 4)
   - Submit a weight during a health coaching visit **before** Feb 8
     (coordinated directly with your health coach, if applicable)

2. **Mid-Point Weight**: OPTIONAL
   Attend an optional weight check or submit online. No points awarded but a whole lot of accountability!

3. **Weigh Out**: Deadline Friday, May 3
   Select one option:
   - Attend an onsite weight-check event
   - Submit a weight on the Wellness Portal with your team name if applicable (teams of 4)
   - Submit a weight during a health coaching visit **before** May 3
     (coordinated directly with your health coach, if applicable)

<table>
<thead>
<tr>
<th>Weigh In</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIAL</td>
<td>Tuesday, Feb. 5th</td>
<td>7:30am - 8:00am</td>
</tr>
<tr>
<td></td>
<td>Thursday, Feb. 7th</td>
<td>7:30am - 8:00am</td>
</tr>
<tr>
<td>MID POINT</td>
<td>Tuesday, March 19th</td>
<td>7:30am - 8:00am</td>
</tr>
<tr>
<td></td>
<td>Thursday, March 21st</td>
<td>7:30am - 8:00am</td>
</tr>
<tr>
<td>FINAL</td>
<td>Tuesday, April 29th</td>
<td>7:30am - 8:00am</td>
</tr>
<tr>
<td></td>
<td>Thursday, May 2nd</td>
<td>7:30am - 8:00am</td>
</tr>
</tbody>
</table>

Can’t make it to CSC for a Weight Check?

Questions?

Contact your department Wellness Ambassador or Health Solutions at 362-2409 or info@hsi-rx.com
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 23</td>
<td>Situational Awareness &amp; Basic Defense for Adults</td>
</tr>
<tr>
<td></td>
<td>Officer Chris Smutny, Cedar Rapids Police Department</td>
</tr>
<tr>
<td>February 27</td>
<td>Preparing for Personal Emergencies</td>
</tr>
<tr>
<td></td>
<td>Teri Stoog, Corridor Crossing Place/Linn County TRIAD</td>
</tr>
<tr>
<td>March 27</td>
<td>Older Adult Resource Expo: 11 am—1pm</td>
</tr>
<tr>
<td></td>
<td>Various Vendors</td>
</tr>
<tr>
<td>April 24</td>
<td>Aging Services: What is the CHORE program?</td>
</tr>
<tr>
<td></td>
<td>Lindsay Ogren, Aging Services</td>
</tr>
<tr>
<td>May 22</td>
<td>First Aid: Stop the Bleed</td>
</tr>
<tr>
<td></td>
<td>Captain Amy Krockle, Cedar Rapids Fire Department</td>
</tr>
<tr>
<td>June 26</td>
<td>Safe Aging in Place</td>
</tr>
<tr>
<td></td>
<td>Stephanie Humphries, Right at Home</td>
</tr>
<tr>
<td>July 24</td>
<td>Managing the Medicare Maze</td>
</tr>
<tr>
<td></td>
<td>Sharon Tannen, Medicare SHIP Volunteer</td>
</tr>
<tr>
<td>August 28</td>
<td>Encore Café—What is it?</td>
</tr>
<tr>
<td></td>
<td>Madeline Jones, Marion Public Library</td>
</tr>
<tr>
<td>September 25</td>
<td>Tai Chi</td>
</tr>
<tr>
<td></td>
<td>Kathleen Collier, Health &amp; Wellness Services Coordinator, Kirkwood</td>
</tr>
<tr>
<td>October 23</td>
<td>You and Your Medications</td>
</tr>
<tr>
<td></td>
<td>Craig Clark, Clark’s Pharmacy/Linn County TRIAD</td>
</tr>
<tr>
<td>November 27</td>
<td>380 Express</td>
</tr>
<tr>
<td></td>
<td>Terry Jergen, Mobility Coordinator, Linn County</td>
</tr>
<tr>
<td>December 25</td>
<td>Holiday—No Event</td>
</tr>
</tbody>
</table>

11:00 am—12:00 pm—4th Wednesday of each month
Cedar Rapids Fire Department | Central Station
718 First Avenue SE
Parking: On 7th Street SE; 2nd Avenue SE, behind CRFD lot; First Avenue lot, off 6th Street SE
Questions? call Julie Ropelka, 319.266.5166