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Employee News

New Employees


Employee Transfers

Mark Young, Utilities—transferred to Solid Waste & Recycling Labor Extra Driver effective July 15. His previous position was Service Worker.

Employee Retirements

Jonts Leeper, Public Works—retired July 12. Jonts started with the City July 22, 1976. His latest position was Lead Streets Worker.

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.

Save The Date

2019 Employee Service Awards

Thursday, October 17
11:15 - 1:00
Ushers Ferry Lodge

More information to come.
City Manager and Director Updates

Bender Pool ADA Improvements
Bender indoor pool will close at 3:00 p.m. on Friday, July 19 for extensive remodeling in order to bring it into compliance with the Americans with Disabilities Act. Renovations were scheduled to occur while outdoor pools were open and could serve patrons. Season passes and fees were adjusted prior to the season to accommodate for the closing. Renovations to the facility’s interior will include upgrading and replacing restroom fixtures, partitions, and baby changing areas with ADA compatible ones; regrading all the floors and decks to proper slopes; replacing the floor tile throughout the building; and redesigning the front entry. Exterior improvements will be removing, modifying, and regrading sidewalks to conform to slope requirements, adding steps, and removing trees and parking strips. Construction will be finished by September 2 and the pool will reopen September 3.

Czech Village/NewBo Action Plan Design Workshop
The community is invited to attend an interactive design workshop for the Czech Village/NewBo Action Plan. The workshop will be held July 17, 18, and 19, from 6:00 – 8:00 each evening at the National Czech & Slovak Museum & Library. These interactive design workshops lets residents see a progression of ideas for Czech Village and NewBo. Each evening will allow citizens to see ideas that were collected during the June 5 visioning workshop, add more ideas of their own, and give feedback on their preferences. Come each evening and see the vision grow. The workshop is part of an overall planning initiative for Czech Village and NewBo.

Technology Wire Clean Up
IT will be coming around to all the conference rooms to clean up any computer/network/phone cables. If you would like any cable management done to your workstation during our walk through, please put a ticket in to the IT ServiceDesk so it can be scheduled. If you would like your computer, monitor(s) or phone moved to a different location on your desk, IT can assist.

Cargill Project
Cargill is proposing a railyard near its south plant off Otis Road SE, in an alternative location that is privately owned (not on City land). Cargill is in the process of satisfying a site plan review and pursuing an “Essential Service” designation by coming before the City Planning Commission. In addition, Cargill has provided multiple technical studies and will be holding an additional neighborhood meeting to answer resident questions. Below is a project summary.

Timeline:
• July 15: Neighborhood meeting hosted by Cargill (4th touchpoint with the neighborhood). City staff will be there to answer questions, but Cargill is hosting and leading the event.
• July 18: City Planning Commission will consider the project and make a recommendation (possibly with conditions) to City Council.
• August:
  • Motion set for Public Hearing
  • Public Hearing and Council Resolution

Following Council Resolution, the project would undergo a full staff review of engineering plans and permit reviews. Cargill would need to satisfy all obligations set forth by the City Planning Commission (e.g. operation only between 7 am – 7 pm, lighting, etc.) and to build the project in accordance with the approved plan, in line with all City codes.

Cargill Technical Studies:
- Topographic Sections
- Air Quality Study
- Lighting Study
- Noise Study
- Property Values Study
- Original Concept Plan submitted
News from IT

Outlook Email Reporting Phishing Button

The weekend of July 19, IT will be deploying a new add on in Outlook as part of email security awareness on phishing/ malware attempts. This add-on creates a new button along the top ribbon of Outlook to report Phishing emails. The instructions is to highlight the email and then press the “Phish Alert” button. A ServiceDesk ticket is then created and a technician will review the email’s legitimacy and escalate the ticket if needed.

ServiceDesk Request Catalog Items

Within ServiceDesk the IT ticketing system, there is a Request Catalog available for users to be able to submit common requests quickly. These catalog items are setup to assist in collecting all of the necessary information for a ticket to be submitted, responded to and completed in the most time efficient manner. The Request Catalog may be accessed by going to the IT ServiceDesk Portal: http://itsupport. Below are the current catalog items available to assist with requests. If anyone has questions regarding the catalog, please contact the IT ServiceDesk at 286-5500.

<table>
<thead>
<tr>
<th>Option</th>
<th>New Hire/New Computer Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Management</td>
<td>Employee Termination</td>
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<tr>
<td></td>
<td>Employee Change</td>
</tr>
<tr>
<td></td>
<td>JCA – New Hire</td>
</tr>
<tr>
<td>Hardware</td>
<td>Equipment</td>
</tr>
<tr>
<td></td>
<td>Computer Replacement</td>
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<tr>
<td>Email</td>
<td>Distribution Group</td>
</tr>
<tr>
<td>General Services</td>
<td>Loaner Equipment</td>
</tr>
<tr>
<td></td>
<td>Meeting AV Setup</td>
</tr>
<tr>
<td></td>
<td>Business Case Exception</td>
</tr>
<tr>
<td></td>
<td>Email Blocked</td>
</tr>
<tr>
<td></td>
<td>Database Server Job</td>
</tr>
<tr>
<td></td>
<td>SCCM – Application Package</td>
</tr>
<tr>
<td></td>
<td>Report Outage</td>
</tr>
<tr>
<td>Phone</td>
<td>Cellular Device</td>
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<tr>
<td></td>
<td>Long Distance Code</td>
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<tr>
<td></td>
<td>Deactivate Phone Service</td>
</tr>
<tr>
<td></td>
<td>Single Business Line</td>
</tr>
<tr>
<td>Server</td>
<td>Server Set Up</td>
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<tr>
<td></td>
<td>Tear Down</td>
</tr>
<tr>
<td>Reports</td>
<td>New Report</td>
</tr>
<tr>
<td></td>
<td>New Report Request - EnerGov</td>
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</tbody>
</table>
I’m Glad You Asked!

Why are some people so challenging to work with? Part 1

The difference between people with extrovert and introvert preferences can often cause challenges in working together. Learning how to leverage these differences can help our teams be more effective. The Myers-Briggs Type Indicator (MBTI) offers insights into our natural way of interacting with others. Take a look at the differences between these two preferences.

Here are some practical tips for working with people of the opposite preference:

- Use generous intent. Give them the benefit of the doubt.
- Seek first to understand, then to be understood. Learn the other viewpoint.

<table>
<thead>
<tr>
<th>Tips for working with introverts</th>
<th>Tips for working with extroverts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give them time to think before they need to respond.</td>
<td>Give them time to talk before making a final decision.</td>
</tr>
<tr>
<td>Provide information in writing before the discussion.</td>
<td>Provide information verbally before providing it in writing.</td>
</tr>
<tr>
<td>Create opportunities for quiet reflection.</td>
<td>Create opportunities for social interaction.</td>
</tr>
<tr>
<td>Avoid making them uncomfortable by putting them on the spot.</td>
<td>Avoid stifling them by isolating them from others.</td>
</tr>
</tbody>
</table>
VALUES IN ACTION
Recognition Program

Six Month Update - July 2019

131 employees were recognized  41 submissions were received
Employees from 10 departments received recognition
Employees from 8 departments submitted recognition

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>
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<tr>
<td>2) Find a Way: We are problem solvers. We listen and learn. We explore creative alternatives.</td>
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<tr>
<td>3) Team Up: We are open and approachable. We value relationships. We serve with generous intent.</td>
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<tr>
<td>Recognize behaviors that promote a safe work environment and commitment to safety</td>
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<tr>
<td>Propose and implement improvements to our programs, processes, procedures or practices. This may include service, operations, equity/empowerment or security.</td>
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</tbody>
</table>

Recognize a co worker at
http://cratwork/EmployeeResources/orghealth/Pages/Index.aspx
or organizationalhealth@cedar-rapids.org
Economic Development: The Program and Strategy Behind Growing Cedar Rapids

Learn more about the City’s economic development initiatives and some of the tools in place to help attract quality development projects. You’ll leave this session with a greater understanding of how and why retailers choose to come to Cedar Rapids, the marketing tools in place to give retailers the information they need to decide to come to Cedar Rapids, and the incentives in place to help support private development, such as TIF.

Tuesday, July 16 | Noon - 1:00 p.m.
Lower Level Training Room, City Hall
RSVP BY FRIDAY, JULY 12

Please RSVP to participate and reserve your FREE lunch.
RSVP by emailing citymanager@cedar-rapids.org
TOOLS WITH NO SPARE PARTS

Hands are the ultimate tool. Regardless of your job duties, you likely spend most of your work days using your hands to complete tasks. From typing to lifting to operating machinery - we all depend on the use of our hands to get work done.

In 2015, the Bureau of Labor Statistics reported over 143,000 hand-related workplace injuries, second only to back injuries.

Common causes of workplace hand injuries include lack of awareness, disregard for safety procedures and distractions.

REGULATORY REQUIREMENTS

OSHA’s 29 CFR 1910.138 is a regulation dedicated to hand protection. This regulation states that employers must select and require employees to use appropriate hand protection when the employee’s hands are exposed to hazards such as:

- Skin absorption of harmful substances
- Severe cuts or lacerations
- Severe abrasions
- Punctures
- Chemical burns
- Thermal burns
- Harmful temperature extremes

Additional OSHA regulations that address hand safety include:

- 1910.242: Hand and Portable Powered Tools and Equipment
- 1910.147: Control of Hazardous Energy - Lockout/Tagout
- 1910 Subpart O: Machinery and Machine Guarding

COMMON WORKPLACE HAND HAZARDS:

- Chemical exposure
- Punctures
- Rotating equipment
- Extreme temperatures
- Pinch points
- Cuts
- Vibrating equipment
- Repetitive fine motor tasks

MACHINE GUARDING

Machine actions such as rotating, reciprocating, shearing, cutting, punching, stamping & bending cause thousands of gruesome hand injuries every year.

To prevent - NEVER remove a machine’s safety mechanisms such as blade covers to operate. If the machinery was not manufactured with built in safeguards, contact the manufacturer or seek to implement aftermarket safeguarding devices.
INTERESTED IN COOKING LOW-CARB FOODS?

JOIN A COOKING DEMONSTRATION WITH CHEF WILL CLAYTON FROM HEALTH TRANSITIONS UNIVERSITY & CHEFWILLCR.COM

Enjoy tasty samples!

Chef Will is a registered dietitian and weight-loss professional! He combines clinical knowledge with cooking skills and works with clients to adjust their diets and make meal plans.

WEDNESDAY, JULY 24
11:30 AM - 1 PM
CITY SERVICES CENTER - TIME CHECK CONFERENCE ROOM
$5 COST, PRE-REGISTRATION REQUIRED

Please contact Shannon Day (shannonD@cedar-rapids.org) to register and remit payment.

This event is Wellness Hour Eligible.
Wellness Newsletter

Celebrate with Less Sugar

Alcohol — the best & the worst

Let's start by stating that alcohol is not a weight-loss aid. The more alcohol you drink, the more you may slow down weight loss as the body tends to burn the alcohol before anything else. Sometimes, it can even make you want to eat more. With that said, we understand enjoying a drink every once in a while. There can be huge differences between different kinds of drinks and how many carbs they contain. Check out the guide below!

Fewer Carbs

- Beer: can be a problem. While there are a few options that are low in carbs, most beers are full of rapidly digestible carbs making them a disaster for weight control.

More Carbs

- Tequila Shot
- Vodka & Soda
- Water
- Dry Martini
- Bloody Mary
- Moscow Mule
- Gin & Tonic
- Vodka & Orange Juice
- Rum & Coke

- When it comes to pure spirit drinks, it's pretty straightforward. Whiskey, brandy, cognac, vodka, gin, and tequila contain zero carbs. However, you need to be aware of sugar-sweetened drinks. Don't add juice, soft drinks, or other sweeteners. The worst option is to mix alcohol with soda or juice; this will be a sugar bomb!

- Hard Seltzers have increased in popularity over the last couple of years. Due to their short ingredient list — water, alcohol, and flavoring — hard seltzers tend to be lower in calories and carbs.

- On a moderate low-carb diet, wine isn't a problem. Dry wines usually contain less than 5 grams of sugar per glass and fit well within a keto diet. Sweet dessert wines however contain a lot more sugar.

- Wine coolers are just like regular soda with alcohol in them and should be avoided by anyone who wants to avoid drinking massive amounts of sugar.

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How Much Is Too Much?

In the United States, a standard drink is one that contains about 14 grams (0.5 fluid ounces) of “pure” alcohol, which is found in:

- 12 ounces of beer with about 5% alcohol content
- 5 ounces of wine with about 12% alcohol content
- 1.5 ounces of distilled spirits with about 40% of alcohol content

The National Institute on Alcohol Abuse and Alcoholism (NIAAA) defines how much drinking can put a person at risk for developing Alcohol Use Disorders (AUD). For women, no more than 3 drinks on any single day and no more than 7 drinks per week. For men, no more than 4 drinks on any single day and no more than 14 drinks per week.

The NIAAA defines binge drinking as 5 or more alcoholic drinks for males and 4 or more alcoholic drinks for females on the same occasion on at least 1 day in the past month.

If you or someone you know is abusing alcohol, reach out to one of the following resources:

ASAC, Local Church, EAP, AA

For more information, contact Health Solutions at (888) 942-5000

Thank you to all that recently participated in the City of Cedar Rapids Wellness Program!

We would love to hear about your experiences with the health screening process (or health form) and the Understand Your Health Risk Assessment Results process (via video, group session or with a health coach). Please follow the links below to provide your confidential feedback:

Health Screening/Health Form Survey
Understand Your Health Risk Assessment Results Survey

ENROLL IN HEALTH COACHING TODAY!

Employees on the City of Cedar Rapids health plan that qualify for health coaching must participate to be eligible for the Wellness Plan incentive starting January 1, 2020.

Participants can verify if they are invited into coaching by viewing the Program Requirements section of the wellness portal (www.myhealthywithhsi.com/citycr). See the “Eligible for Coaching” example below. In addition, coaching participants have received email reminders and a call from Health Solutions to help with enrollment.

There is never a cost for you to use these resources. Additionally, this program is strictly confidential and no individual information is shared with the City of Cedar Rapids.

View your wellness portal for information on coaching program qualifications, guidelines and alternatives.

REMINDER: Coaching is available for all participants (employees and covered spouses) regardless of risk stratification.

Schedule your first appointment by calling Health Solutions at 319-362-2409 (office hours: M-F, 9am-4pm), or email info@hsi-rx.com with your building location and any scheduling preferences you may have.
2019 Employee Service Awards

Garden Harvest

Save the Date!

Thursday, October 17

11:15 a.m. - 1:00 p.m. | Ushers Ferry Lodge

More information to come!

Cedar Rapids
City of Five Seasons

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