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Employee News

New Employees

Tasha Lard, Transit – Transit Driver effective July 22. Tasha comes to us from Johnson County Seats in Iowa City.

Ryan Perkins, Utilities – Water Plant Maintenance Repair Worker I effective July 22. Ryan comes to us from Weitz Industrial in Cedar Rapids.

Macy Ubben, Utilities – Lab Services Water Quality Analyst effective July 22. Macy comes to us from TestAmerica Laboratories, Inc. in Cedar Falls.

Congratulations

Aaron Dodds, BSD – Building Inspector, for passing his Commercial Electrical Inspector examination with the International Code Council.

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.

The CR Care Committee is hosting a School Supply Drive for area elementary schools in Cedar Rapids. See page 4 for more information.
City Manager and Director Updates

Forbes National Recognition
I am proud to announce that Forbes recently named the City of Cedar Rapids as one of “America’s Best In-State Employers 2019.” The selection was based on an independent survey of employees rating employee attitudes towards their own company, as well as those in the community rating public perception of the organization. This recognition was an exciting surprise to us, as we were not involved in the process - meaning this was truly an independent study and ranking gauging the feelings of our employees and members of our community and the State. [https://www.forbes.com/best-employers-by-state/#3b145aa5487a](https://www.forbes.com/best-employers-by-state/#3b145aa5487a)

Jeff

“ShareBlueSmiles” Campaign
The Police Department is featured in a national campaign called “ShareBlueSmiles,” which spotlights police officers who go above and beyond to make a difference in their communities. CentralSquare, a leader in public sector software, is sponsoring the campaign. CentralSquare will promote new and original stories about police agencies across various social media channels. The Cedar Rapids Police Department is one of the initial stories shared throughout the country.

According to the ShareBlueSmiles campaign, the Cedar Rapids Police Department went above and beyond the call of duty when a mom and her young son experienced a burglary in their home on Christmas Eve in 2016. Cedar Rapids law enforcement personnel not only replaced the young son’s Christmas gifts purchased by his mother, they also replaced many items that were stolen, including a television and other household items, turning the traumatizing experience into a long lasting, positive memory for the family.

Watch the video: [https://sharebluesmiles.com/saving_christmas_in_cedar_rapids](https://sharebluesmiles.com/saving_christmas_in_cedar_rapids)

Fireworks Response Summary
The Fire Chief, Fire Marshal, and Police Chief presented information at Monday’s Public Safety & Youth Services Committee about fireworks and public safety’s efforts to enforce the ban on fireworks discharge in the City. There were a total of 618 calls for service received between June 1 - July 8, 2019 concerning illegal fireworks usage. This was a 27.4% decrease in the calls for service compared to the same period last year and a 34.8% decrease compared to 2017. The Police Department assigned officers to respond specifically to fireworks issues this year, resulting in 28 citations issued compared to 9 citations last year. SAFE-CR sent out 21 letters to property owners informing them of potential “disturbance of the peace” – three founded calls for service for disturbing the peace in a one-year period could lead to a nuisance property designation. This year there were 3 emergency room visits to local hospitals for fireworks injuries compared to 21 injuries in 2017. Firefighters, police officers, and Area Ambulance Service did not receive any fireworks-related medical calls this year. There were 2 fire-related incidents this year compared to 6 incidents last year. We had no phone calls, emails or walk-ins to the City Manager’s Office or Mayor’s Office this year with a fireworks concern by a citizen. We had 12 citizens share concerns in 2018 and there were 142 citizen concerns in 2017.

The progress made by the City in dealing with fireworks issues is encouraging. We are trending toward similar numbers of complaints and incidents that we saw before fireworks were legalized in the state. Our Police Department is conducting an after-action review of fireworks response this year and will make appropriate adjustments to continue this trend of a considerable decrease in citizen complaints and increased enforcement with fireworks issues in our community.

Jones Golf Course Back Nine Holes to Open Today
The back nine holes at Jones Golf Course, will reopen on Monday, July 22. They have been closed since Sept 5, 2018, due to flooding. The reopening was delayed in 2019 due to additional spring flooding. The front nine holes opened on May 24. This year, 3,066 9-hole rounds have been played, compared to 5,518 18-hole rounds during the same period in 2018. Fifty-three percent of the rounds played in 2019 were paid, with the remaining rounds from pass holders, compared to sixty-three percent paid rounds in 2018. The course will run a ‘Fun in the Sun’ special from 11:00 a.m. to 1:00 p.m., Monday - Thursday. For a fee of $25, golfers get 18 rounds and half of a cart. In addition, Jones offers foot golf on Tuesday, Thursday, Saturday and Sunday, from 3:00 p.m. to dusk.
City Manager and Director Updates

“Walk Your Wheels” Bike Signage

In April of this year, City Council adopted amendments to Chapters 9, 53, and 61 of the Municipal Code to clarify and update requirements for bicycles, e-bikes, and electric stand-up scooters. One of these amendments provided clarification on where these vehicles are permitted and not permitted on sidewalks. These vehicles are not permitted on sidewalks in the core of the community (i.e. downtown, Kingston Village, and Czech Village/NewBo).

To ensure the highest degree of compliance possible, City staff is implementing several measures. In the spring, Public Works installed 50 “Walk Your Wheels” decals on intersection sidewalks in the core area of our community. Staff also created safety videos which can be found on the City’s website and YouTube - providing information on why it is important to walk your wheels on sidewalks for pedestrian safety. Communications has also gone out to local media, and shared on the City’s social media pages and to newsletter subscribers. In late summer/early fall, Public Works staff will collaborate with the Police Department and install 50 additional signs in strategic areas of the core, including Czech Village/NewBo, which will reinforce the “Walk Your Wheels” message and include additional information about the regulations.

Cargill Update

Cargill held a neighborhood meeting on July 15 and provided opportunity for residents to meet with subject matter experts on a variety of technical considerations and findings. Yesterday (July 18), the case for granting an Essential Services Designation was heard by the City Planning Commission. After approximately 3 hours of staff presentation, public comment, applicant responses, and commission deliberation, the commission voted (5:1) to recommend approval of the Essential Services Designation for the property with a number of conditions, some which were added by the commission at the meeting. One of the new conditions is continued public outreach to the neighborhood.

Next Steps

Cargill will hold up to four additional workshop-style neighborhood meetings with property owners, to allow input on final design and site improvements. These workshops will take place throughout the next steps:

- Motion to set Public Hearing (anticipated August 13)
- Public Hearing (anticipated August 27)
- Resolution by City Council (anticipated August 27)
- Submittal of Engineering Plans after Council approval
- Review and Approval of Engineering Plans by staff
- Wetland/Streambank Mitigation
- Construction

Background on Site Location

There have been a number of requests from neighboring residents for Cargill to relocate their proposed site elsewhere in the area. To date, Cargill has considered 5 sites. Only 2 of these work functionally, one being the original proposal on the south side of the neighborhood. The proposed site was moved to the west side of the neighborhood, in response to community feedback in November 2018.

Let us finish strong!

We are coming to the end of Corridor Corporate Games events. Our golf teams competed over the weekend and our disc golf teams will compete this week. Help us finish strong by participating in the Fitness Walk on Sunday, July 28 at the Terry Trueblood Recreation Area, 579 McCollister Blvd, Iowa City. Check in between 11:00 a.m. and 1:00 p.m. and join this non-competitive walk on a 1.9 mile trail loop. You are welcome to walk, jog or skate at your own pace. Pets who accompany you must be on a leash. In order to receive points for your participation, you must register at corridorcorporategames.org.

ShoreTel Phone Upgrade

The Information Technology Department will be upgrading the ShoreTel Phone System on Saturday, Aug 3 starting at 8:00 a.m. Look for more information coming on the upgrade including some changes to ShoreTel Connect.
Payroll Information

The Tax Cuts and Jobs Act (TCJA), enacted in December 2017, changed the way tax is calculated for most taxpayers. As a result, some taxpayers ended up receiving 2018 refunds that were larger or smaller than expected, while others unexpectedly owed additional tax when they filed earlier this year. For that reason, taxpayers may need to raise or lower the amount of tax they have taken out of their pay throughout the year. To help them do that, the IRS urges everyone to do a Paycheck Checkup using the IRS Withholding Calculator.

Who should do a Paycheck Checkup?

Though doing a Paycheck Checkup is a good idea every year, for many people, it’s even more important this year. This includes anyone who:

- Expected to owe less tax or get a bigger 2018 tax refund.
- Has a major life change this year such as having a child, has a dependent older than 17, or has a relative who has become a dependent.
- Has a two-income family.
- Has two or more jobs at the same time or only works part of the year.
- Claims credits like the Child Tax Credit.
- Itemized deductions in the past.
- Has high income or a complex tax return.

Ways employees can check their current W-4 elections:

- Review your paycheck or payroll advice
- Email/call your timekeeper ([List here](#))
- Log into PeopleSoft using this link [PeopleSoft W-4](#). You can also make changes in this location to your W-4 elections.

How to get a 2019 W-4 paper copy

- Use the Document Library on CR@Work
- Contact your timekeeper to send one via email or interoffice mail
- Return W-4 forms to Sarah Schrobilgen in the Finance Department.

Please note City staff will not provide tax advice, you should consult the IRS Withholding Calculator or your tax preparer.

School Supply Drive

The CR Care Committee is hosting a School Supply Drive for area elementary schools in Cedar Rapids. Please consider donating during our campaign by dropping your items at City locations July 22 - Aug 2: CSC, City Hall, Water Admin, WPC, Central Fire and Police Department. Below is a list of suggested items at these locations. Thank you for your support!

- 1 inch 3 ring binder-White
- Glue sticks – 4 pack
- Backpack – no wheels
- Scissors Fiskars brand with rounded tip
- Erasers
- Two pocket folders (solid ring with prongs)
- Highlighter markers – yellow, pink and green
- Kleenex
- Pencils 24 pack Ticonderoga brand
- Dry Erase markers - thin or thick (black)
- Folders - vinyl, 3-prong, 2 pocket, plain
- Pencil boxes
- Crayola Crayons (24 pack)
Why are some people so challenging to work with? Part 2

I’m Glad You Asked!

The difference between people with sensing and intuition 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 people who have sensing preference</th>
<th>Tips for working with people who have intuition preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide details and tangible examples</td>
<td>Share the big picture and patterns in data</td>
</tr>
<tr>
<td>Inspire them with data</td>
<td>Inspire them with ideas</td>
</tr>
<tr>
<td>Create a roadmap with specific steps</td>
<td>Explore a vision through broad concepts</td>
</tr>
</tbody>
</table>

SENSING
Focuses on what can be detected through the five senses

Primarily uses the data collected from our five senses: vision, hearing, taste, touch and smell

Source for sensing is the concrete details gathered by the five senses

Uses the present moments and factual data - people who use sensing often focuses on present data

INTUITION
Focuses on the impressions and patterns created from the gathered information

Uses these collected data to draw patterns via the imaginative power

Source for intuition is the intricacies of emotions and motivations

Uses a lot of imagination and speculations based on the collected information - people who use intuition over sensing are more imaginative and prefer to live in the future

Visit www.PEDIAA.com
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?

**CORE VALUES**
1) Serve Enthusiastically: We have a people-first attitude. We take initiative. We go the extra mile.
2) Find a Way: We are problem solvers. We listen and learn. We explore creative alternatives.
3) Team Up: We are open and approachable. We value relationships. We serve with generous intent.

**SAFETY**
Recognize behaviors that promote a safe work environment and commitment to safety

**INNOVATION**
Propose and implement improvements to our programs, processes, procedures or practices. This may include service, operations, equity/empowerment or security.

Recognize a co worker at
http://cratwork/EmployeeResources/orghealth/Pages/Index.aspx
or organizationalhealth@cedar-rapids.org
HAND HAZARD IDENTIFICATION

Hand hazards can be broken down into three primary categories: mechanical hazards, contact hazards and personal hazards. By proactively identifying the hazards our hands are exposed to, we can seek to control the hazards and keep our hands safe.

**Mechanical Hazards:**
These hazards often lead to gruesome, permanent injuries. Common mechanical hazards include:
- Chains, gears, rollers, wheels and transmission belts
- Spiked or jagged tools
- Edges that catch and tear
- Cutting, chopping and grinding mechanisms
- Mechanical cutting or shearing tools such as presses
- Falling objects

**Contact Hazards:**
These hazards involve contact with a hazardous condition. Common contact hazards include:
- Hazardous material/chemical exposure
- Electrical current
- Extreme hot and cold temperatures
- Contact with sharp edges, knives, tools, etc.

**Personal Hazards:**
These hazards involve injuries resulting from conditions created by the employee, their choices or apparel. Common personal hazards include:
- Loose clothing - specifically sleeves
- Improper, ill-fitting or defective PPE; gloves
- Jewelry including rings, watches & bracelets
- Inattentiveness to placement of hands in relation to hazardous tasks, tools and/or equipment

**WHAT'S IN A HAND?**
- 27 bones
- At least 123 named ligaments
- 34 muscles
- 48 named nerves
- 50 named arteries

**INVISIBLE HAND ISSUES**
Not all hand injuries can be seen. Here are some common invisible hand disorders, injuries & problems:
- Tendinitis
- Trigger Finger
- Arthritis
- Carpal Tunnel Syndrome
- de Quervain's Tenosynovitis
- Fracture
- Inflammation
- Muscle sprain, strain or tear

CEDAR RAPIDS SAFETY
Safety by Choice // Not by Accident
UPDATE: Spouse Gift Card Distribution

As communicated throughout the annual health screenings, spouses covered on the health plan who completed a screening, the Health Risk Assessment questionnaire and a Review Your Results session are eligible to receive a $200 gift card in July.

Gift cards will be mailed to the spouses address on file by Friday, July 26. If your spouse does not receive a gift card in the mail by July 31, please contact Health Solutions at 319-362-2409 (office hours: M-F, 9am-4pm), or email info@hsi-rx.com.

As a reminder, spouses are invited to participate in FREE health coaching services. Participation is not required to earn the $200 gift card. Contact Health Solutions for more information.

NOTE: “Spouse” is defined by status on the health plan. Employees who are also a spouse on the health plan will receive the gift card.

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.
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.

- 2.6 Carbs
- 3.2 Carbs
- 3.2 Carbs
- 5 Carbs
- 7 Carbs
- 11 Carbs
- 13 Carbs
- 14 Carbs
- 14 Carbs
- 24 Carbs

More Carbs

- Tequila Shot – 0 Carbs
- Vodka & Soda – 0 Carbs
- Water – 0 Carbs
- Dry Martini – 0 Carbs
- Bloody Mary – 7 Carbs
- Margarita – 8 Carbs
- Moscow Mule – 14 Carbs
- Gin & Tonic – 16 Carbs
- Vodka & Orange Juice – 18 Carbs
- Rum & Coke – 32 Carbs

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 to them. The worst option is to mix alcohol with soda or juice; this will be a sugar bomb!

- Tequila Shot – 0 Carbs
- Vodka & Soda – 0 Carbs
- Water – 0 Carbs
- Dry Martini – 0 Carbs
- Bloody Mary – 7 Carbs
- Margarita – 8 Carbs
- Moscow Mule – 14 Carbs
- Gin & Tonic – 16 Carbs
- Vodka & Orange Juice – 18 Carbs
- Rum & Coke – 32 Carbs

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.

- Truly – 2 Carbs
- 4 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.

- Red Wine – 2 Carbs
- White Wine – 2 Carbs
- Sparkling Wine – 2 Carbs
- Rosé – 32 Carbs
- Sparkling Rosé – 32 Carbs

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.

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
- 1-800-662-HELP (4357)

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
OSHA
SAFE + SOUND
WEEK 2019

AUG 12
ICE CREAM SUndaES
Risk Services/Safety Office
SAFETY BINGO BEGINS!
Individual Tracking Sheet - brand new prizes

AUG 13
CITY COUNCIL MEETING - PROCLAMATION
Council Chambers, City Hall

AUG 14
POPCORN
Risk Services/Safety Office

AUG 15
CHAIR MASSAGES
Varied Locations

AUG 16
SAFETY BINGO ENDS - RETRIEVE PRIZES!
Risk Services/Safety Office

Visit CR@Work, department safety boards or your Safety Committee Representative for more specific event details.
3rd Annual
CITY OF CEDAR RAPIDS
GOLF OUTING
Open to All City Employees, Families and Guests

4 - Person Best Shot at Twin Pines Golf Course
Sunday, August 25 9:00 AM Shotgun Start
$40 per person (includes Golf, Cart, Lunch, Prizes)

You Get:
• Round of Golf
• Golf Cart
• Lunch

New This Year:
• City Trivia at Holes
• Hole Events with Prizes
• Prizes for Top 3 Places per Flight

Not a Golfer? Join us for lunch only. $6 per person.

Questions? Contact Mark McMahon, Head Golf Professional
m.mcmahon@cedar-rapids.org, 319-286-4589

CEDAR RAPIDS GOLF
TWIN PINES • ELLIS • JONES • GARDNER

Deadline: 5:00 PM, Friday, August 9, 2019
(20 Team Maximum)

3RD ANNUAL CITY OF CEDAR RAPIDS GOLF OUTING ENTRY FORM

Player #1 Last Name:_________________________ First Name:_________________________
Player #2 Last Name:_________________________ First Name:_________________________
Player #3 Last Name:_________________________ First Name:_________________________
Player #4 Last Name:_________________________ First Name:_________________________

Don’t have a foursome? Sign up below as a single and we will pair you with a group.
Single Player Last Name:_________________________ First Name:_________________________

☐ CHECK ENCLOSED (Payment must be received by 5:00 PM, August 9, 2019.)
Make checks payable to City Treasurer and send to Ellis Golf Course; Attn: Mark McMahon,
Head Golf Professional; 1401 Zika Avenue NW; Cedar Rapids, IA 52405.