Employee News

**New Employees**

**Zachary Rogers, Finance** – Auto Equipment Mechanic I (Transit) effective July 17. Zachary joins the City from the CR Community School District.

**Patricia Hawxby, TEIA** – Guest Services Associate effective July 14.

**Jean Geesey, TEIA** – Guest Services Associate effective July 20.

**Employee Transfers or Promotions**

**Jerry LaGrange, Utilities** – promoted to WPC Maintenance Repair Worker II effective July 16. His previous position was WPC Maintenance Repair Worker I.

**Employee Retirements**


**Mark Your Calendars**

The 2017 Employee Service Awards ceremony will be held Oct. 12 from 11:15 - 1:00 at Ushers Ferry Lodge.

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**Employment Opportunities**

- P & R Maintenance Supervisor
- Sewer Maintenance Worker
- Electrician and HVAC Technician
- Civil Engineer Construction Inspector

If you have questions about any of the opportunities, please contact Jenelle Sisneros, 286-5001.

Here is a link to view and print all job postings.
Young Women’s Fire Academy
The Fire Department will be hosting the first-ever “Fully Involved: Young Women’s Fire Academy” beginning July 31. There are 16 young women who have registered for the program. The Academy is unique in that it is for women and presented by women. The five female firefighters at the CRFD developed a curriculum that aims to teach participants what it takes to become a firefighter. The aim of the four-day camp is to provide young women, ages 15 to 19, an opportunity to see and experience firefighting as a career option. The Fire Department is committed to diversity and empowering young women to consider a career as a firefighter for the City of Cedar Rapids. The Academy has reached maximum enrollment, however organizers plan to host another Academy in Summer 2018.

Shipping Container Home at 527 30th St. Dr. SE.
A local development group named Cargohab is in the process of constructing the first shipping container home in Cedar Rapids. This group consulted with staff from Development Services and Building Services early in the process to understand the various code requirements and plan their structure accordingly. A construction permit was issued on July 11, 2017 following staff review. The proposed home is a two story, 1,170 square foot single family structure. Although this type of housing structure is new to Cedar Rapids, it is being utilized in many parts of the country. In addition to meeting the building codes, the shipping container is also being modified to meet the required State of Iowa Energy Code. The structure is being built on a full basement, thus meeting the City’s full perimeter frost protected foundation system requirement. The structure meets all the current requirements of the City of Cedar Rapids and therefore is an approved form of construction. It will continue to be inspected to the standards that all residential projects are held to.

Parks and Recreation Department Operational Review
The current leadership transition in our Parks and Recreation Department offers an ideal opportunity to review current operations and identify opportunities for improving our service and efficiency. We will be issuing an RFP next week to select a consultant to assist with these efforts. This will be similar to reviews conducted in our Public Works and Human Resources Departments in recent years. Golf operations will be excluded from this review. Parks and Recreation Department managers are enthusiastic about this opportunity to assess operations and ways the department can improve.

Emerald Ash Borer
While Emerald Ash Borer (EAB) was positively identified at the IDOT rest area along I-380 almost two years ago, it was first identified within the interior core of Cedar Rapids on July 18. The tree was located at a residence in the area between the Cedar Rapids Ice Arena and Jefferson High School. It has been removed and City staff is inspecting ash trees in the surrounding area for additional signs of EAB. The City has been proactive in preparing for an infestation for 15 years. Preparation has included planting many tree species to diversify the urban forest, inspecting ash trees in areas with high concentrations to determine potential hazards, removing more than 2,000 declining trees, and identifying locations and conditions of street ash trees through a tree inventory.

The tree inventory has been crucial in EAB management. The tree in question was noted as being in fair to poor condition on the inventory. City forestry staff were trained to remove bark on trees that show signs of EAB in 2012 and have been actively looking for the insect. The tree in question was scheduled for removal due to decline, but the crew noticed D-shaped exit holes and chose to investigate further. Homeowners are responsible for ash trees on their own personal property. They have the option of keeping their Parkway ash tree, unless it has health or structural concerns. They should call 286-5747 with concerns about Parkway trees. Information for homeowners, resources and answers to frequently asked questions is on the website at cedar-rapids.org/EAB.
City Council and Director Update

College District Area Action Plan Workshop
On July 18, more than 100 citizens participated in the first public event for the College District Area Action Plan. Residents sat at tables with Community Development staff who asked them to briefly describe the area today and how they would like to describe it in the future. Citizens then provided their thoughts about the area. These thoughts were categorized as strengths, weaknesses, opportunities, and challenges. These comments will be reviewed by staff and used to help develop specific goals and actions tailored for this area. The following were common themes shared by citizens:

- Real and perceived crime is an issue
- Nuisance properties are an issue
- Having Coe College and Mount Mercy University in the area is a strength
- Housing character and affordability is a strength
- Walkability and trail access is a strength

The second event will be an open house this fall to gather feedback about the draft goals and action steps. Finally, an open house in the summer of 2018 will be held to share recommendations and gather final feedback. These recommended goals and action steps will be presented to City Council in the fall of 2018 for approval and inclusion in EnvisionCR. Project information and workshop material is available on the City’s website.

Joint Venture President & CEO
Jennifer Daly recently began her new role as President & CEO of the Joint Venture between The Cedar Rapids Metro Economic Alliance and Iowa City Area Development Group (ICAD). Daly has strong ties to Iowa, and has returned after her most recent leadership role as CEO of the Greater Peoria Economic Development Council in Peoria, Illinois. Daly will be responsible for leading regional efforts in workforce development and business recruitment. She will work closely with regional and economic development and workforce organizations to facilitate and coordinate strategic objectives, while aligning and coordinating the goals of the regional marketing effort. She will lead, propose and implement programs and policies that advance regional workforce and economic development activities. Full press release announcement

Full press release announcement

Angie Charipar Presented Emerging Leader Award

Congratulations to Angie Charipar, Assistant to the City Manager, who recently received the Iowa City/County Management Association (IaCMA) 2017 Emerging Leader award. The award is presented to one recipient who has shown leadership early in their career by enacting policies and practices that have enhanced the efficiency and effectiveness of their municipality while exemplifying professionalism and integrity.

Angie was selected as a result of her successful work on a large number to City initiatives, including serving as the City’s legislative representative, leading the creation of the SAFE-CR program, coordinating the fundraising and completion of the renovation of Greene Square, managing our organizational health initiative, and work with the SET Task Force this year.

Awards like this one bring positive recognition to Cedar Rapids employees and projects from leaders throughout the State of Iowa.

Cleaning Up Cedar Rapids Starts Here

By Jeff Pomeranz, City Manager

Every day City employees drive, walk and bike throughout Cedar Rapids, both during work hours, and after hours. This provides countless opportunities to look around and see areas of concern that could use our attention. Things like overgrown weeds on City property, potholes, a street light out, poor workmanship by contractors, and especially safety issues, are all examples of concerns that reflect poorly on our City and our City employees. Because of this, I am calling on each of you to do your part to Clean Up CR.

The next time you see graffiti on public property or a sign that has fallen in the road, report it so the appropriate department can get it fixed. To steal a line from Homeland Security: if you see something, say something.

Employees are encouraged to use the Cedar Rapids App to report issues any time. The Clean Up CR button in the app allows you to take a photo of the issue and send it directly to the City Manager’s office. From there the report will be funneled to the appropriate department. To download the app you can search for Cedar Rapids in your app store or download from our website here. You can also email concerns to CleanUpCR@cedar-rapids.org or contact the appropriate City department.

Contact Nic Roberts if you have any questions about the App. Let’s all take pride in our community and the work we do for this great City.

Women’s Employee Resource Group (ERG)

Della Viti Wine Bar    Thursday, July 27 | 5-7 pm

Grab a friend and plan on joining the Women’s ERG this Thursday to enjoy a relaxed get-together at Della Viti Wine Bar. The event is open to women and others interested in supporting women. Also mark your calendars for our next meeting on Wednesday, August 9 from 5-7 pm at the Sag Wagon.

Making connections with co-workers throughout the organization can benefit your daily work, as well as the overall enjoyment of your job. In order to provide employees more opportunities to connect, the City’s Diversity, Equity and Inclusion Team is developing Employee Resource Groups (ERGs). The goal is to bring employees with diverse work functions together around a shared characteristic or common interest.

For questions, please contact Yvonne Aubrey: Y.Aubrey@cedar-rapids.org or x5008.
ETHICS CORNER

The National Society of Professional Engineers (NSPE) and the American Society of Civil Engineers (ASCE) have Codes of Ethics for their members that are licensed professional engineers. These Codes do not necessarily have the force of law, but provide practicing engineers guidance regarding how to conduct themselves as they serve their clients and the public.

The Fundamental Canons of the NSPE and ASCE Codes are very similar. The following are the Canons in the ASCE Code:

- Hold paramount the safety, health and welfare of the public and strive to comply with the principles of sustainable development in the performance of their professional duties.
- Perform services only in their area of competence.
- Issue public statements only in an objective and truthful manner.
- Act in professional matters for each employer or client as faithful agents or trustees, and avoid conflicts of interest.
- Build their professional reputation on the merit of their services and not compete unfairly with others.
- Act in such a manner as to uphold and enhance the honor, integrity and dignity of the engineering profession and act with zero-tolerance for bribery, fraud and corruption.
- Continue their professional development throughout their careers and provide opportunities for professional development of engineers under their supervision.

The ASCE Code of Ethics was adopted in 1914 and amended in 2006. Under ASCE Bylaws, it is the duty of every ASCE member to report to the Committee on Professional Conduct any observed violation of the Code of Ethics.

Consider the following scenarios:

A city staff engineer has prepared an internal report about a project that details possible adverse effects on the project in fairly strong terms. The engineer is scheduled to make a presentation about the project at a public information meeting (not a formal city council meeting), and has been directed to downplay the possible adverse effects of the project. Should the engineer ignore this direction? Should the engineer refuse to make the presentation, knowing the person who gave the direction to downplay the possible adverse effects will likely make the presentation? Should the engineer’s response be different if the presentation about the project was at a formal city council meeting?

State law and public improvements bid documents forbid prospective bidders from colluding during preparation of bids, which likely would drive up bid prices. Bidders are required to submit, with their bids, a Non-Collusion Affidavit. During a project bid phase, an engineer hears rumors of collusion between two bidders that is potentially credible. What is the appropriate response?
**Back to Back 2 School Bash at the McGrath Amphitheatre August 5**

The Cedar Rapids Parks & Recreation Department and Macaroni Kid are hosting the 5th Annual Back 2 School Bash & Expo on Saturday, Aug 5 from 11:00 a.m.-1:00 p.m. at the McGrath Amphitheatre. This is a family event with the option of purchasing tickets for children, ages 18 and under, to receive a variety of school supplies from participating businesses. A limited number of tickets are available for $5 each that entitle the bearer to school supplies, water and a snack. Advance registration is required by 4:00 p.m. on August 4. Parents, non-schoolers and those not interested in the school supply promotion can attend for free and enjoy bounce houses, games and entertainment. Face painting and concessions will be available for sale.

Register for program #103602-01 online at CRREC.org, by phone, 286-5566, or in person at the Northwest Recreation Center or the Parks & Recreation Office at City Services Center. The rain date is Sunday, August 6.

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**First Annual Employee Golf Outing**

Open to all City employees, their families & guests

Four-person Best Shot
Saturday, Aug 26 @ Jones Golf Course
8:00AM Shotgun Start
Entry Fee: $35 per person (includes golf, cart, lunch & prizes)

Not a golfer? You can still join in the fun. Come and play Ping Pong or Bags, or practice your putting on the practice green!

Fee for non-golfers to have lunch is $6.
Entry deadline is Friday, Aug 11 at 5:00pm
Registration is limited to the first 18 teams.

The Registration form on last page of the newsletter.

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**Especially For You Race® registration is now open for Team “City of Cedar Rapids”!**

Please consider joining team “City of Cedar Rapids” on Sunday, Oct 1 at Mercy Medical Center’s Hall-Perrine Cancer Center as we help raise money for this fight.

Contact Dawn Kolosik in Building Services at 286-5577 with questions.

*Please click here to register online as a participant*
Save the Date — 2018 ADA Training

It’s hard to believe, but next year’s Americans with Disabilities Act (ADA) training will be here before you know it. This is a mandatory training so we would like to provide everyone the opportunity to plan ahead and pencil the 2018 training dates into their schedules. Instead of training employees in one week, next year we will be offering multiple sessions throughout the month of February. Additional dates/times for training at the Police Department will be included at a later date.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Training Location</th>
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<tr>
<td>1</td>
<td>Tuesday, Feb 6</td>
<td>8am – 12pm</td>
<td>Central Fire</td>
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<tr>
<td>2</td>
<td></td>
<td>1pm – 5pm</td>
<td>Central Fire</td>
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<tr>
<td>3</td>
<td>Wednesday, Feb 7</td>
<td>1pm – 5pm</td>
<td>Whipple Auditorium - Library</td>
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<td>Tuesday, Feb 13</td>
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<td>5</td>
<td>Thursday, Feb 15</td>
<td>7:45 – 11:45 am</td>
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<td>6</td>
<td>Tuesday, Feb 20</td>
<td>8am – 12pm</td>
<td>Central Fire</td>
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<tr>
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<td></td>
<td>1pm – 5pm</td>
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<tr>
<td>8</td>
<td>Wednesday, Feb 21</td>
<td>7:45am – 11:45am</td>
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<tr>
<td>9</td>
<td>Wednesday, Feb 28</td>
<td>8am – 12pm</td>
<td>Whipple Auditorium - Library</td>
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Save the Date

The 2017 Employee Service Awards

Thursday, October 12
11:15am - 1:00pm
Ushers Ferry Lodge
More information to come
Activity Incentive Program
It’s not too late to join!

Let’s Move Cedar Rapids! Summer is here and it’s not too late for you to get active and earn an incentive by joining the City’s incentive program for the remainder of 2017.

See the steps below on how to get involved and start earning!

Every quarter employees and spouses must enroll in the new quarter. See the steps below for how to register for Quarter 3 – ensure that your device is synced (see below) and that you have manually back-entered activity starting July 1.

- Log in to your personal Health Solutions account
- Under the “Challenges”, click “Choose” (see right)
- Select the Quarter 3 Activity Challenge (see right)
- Click “Enroll”

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<th>Quarterly Goal</th>
<th>Drawing chances earned</th>
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<tbody>
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<td>Qtr 1: Baseline</td>
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<tr>
<td>7,500</td>
<td>Qtr 2-4: same as Qtr 1</td>
<td>1 chance</td>
</tr>
<tr>
<td>10,000</td>
<td>Qtr 2-4: advance to next milestone</td>
<td>2 chances</td>
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<tr>
<td>12,500</td>
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</tbody>
</table>
1st Annual
City of Cedar Rapids Golf Outing
(Open to all City employees, families, and guests)
4 - Person Best Shot
Saturday, August 26th @ Jones Golf Course
8:00 A.M. Shotgun Start

Entry Fee: $35.00 per person (Includes: Golf, Cart, Lunch, and Prizes)

Not A Golfer? You can still join in the fun as well!
Come and play Bags, Ping Pong, and practice your putting on the Practice Green!
Fee for non golfers to have lunch is $6.00

Entry Deadline: Friday, August 11 @ 5:00 P.M.
Sign up immediately! Registration open to the first 18 Teams!

| Player #1 (First and Last Name): ____________________________ |
| Player #2 (First and Last Name): ____________________________ |
| Player #3 (First and Last Name): ____________________________ |
| Player #4 (First and Last Name): ____________________________ |

Don't have a Foursome? Sign up as a single below and we will pair you with a group.

Single: (First and Last Name): _______________________________

Makes check payable to City Treasurer and send to: (must be received by 5 pm August 11, 2017)

Ellis Golf Course
Attn: Mark McMahon, Head Golf Professional
1401 Zika Ave. NW
Cedar Rapids, IA 52405
Ext: 4589
m.mcmahon@cedar-rapids.org

City Hall / Human Resources
Attn: Heath Halverson
101 1st Street SE
Cedar Rapids, IA 52401
Ext: 5110
h.halverson@cedar-rapids.org