TABLE OF CONTENTS

City Manager & Directors Updates 2
Payroll Information 3
School Supply Drive 3
Organizational Health 4
Safety Beacon 5
OSHA Week 6
Employee Golf Tournament 7

Employee News

New Employees

Rachelle Stewart, Human Resources – Assistant Human Resources Director effective July 29. Rachelle comes to us from the University of Iowa.

Promotions / Transfers

Ethan Hromidko, Utilities – transferred to Water Systems Maintenance Repair Worker I effective July 22. His previous position was Public Works Laborer.

Todd Nathem, Public Works – transferred to Collection Systems Maintenance Worker II effective July 22. His previous position was Sewer Maintenance Worker.

Jason Snow, Public Works – transferred to Collection Systems Maintenance Worker III effective July 22. His previous position was Collection Systems Maintenance Worker II.

Jesus Delgado, Utilities – transferred to Lab Services Water Quality Analyst effective July 29. His previous position was Water Plant Operator II.

Tricia Semple, Library – transferred to Patron Services Specialist effective July 29. Her previous position was Library Shelves.

Hannah Myrom, Police Department - Project Coordinator (Police ATE Program) effective July 22. Her previous position was Background Check Technician.

Retirements

Thomas Carpenter, Utilities – is retiring on Aug 2. Thomas started with the City June 6, 2005. His current position is Water Pollution Control Specialist.
City Manager and Director Updates

Andy Olesen Named Assistant Fire Chief
Congratulations to Andy Olesen on his promotion to CRFD Assistant Chief. As Assistant Fire Chief, he will direct and manage the day-to-day operations of the Fire Department’s emergency response programs. Andy has been with the Cedar Rapids Fire Department since 1999, serving at a Firefighter, Captain, Battalion Chief and Training Chief. His extensive work and educational experience make him the ideal candidate to serve in this role. I am proud of the talent within our Fire Department who demonstrate leadership qualities and a dedication to service.

3rd Avenue Project in Wellington Heights
This week, the project on 3rd Avenue SE in Wellington Heights will begin. Starting next week, lane reductions and select side-street closures will be in effect between 5th Street and 19th Street SE. The road will remain one-way, eastbound only throughout construction. Improvements include roadway surface repairs, bike lanes, the installation of a new flashing pedestrian signal at Park Court, intersection modifications, transition from signalized intersection at 19th Street to a 4-way stop, and a net gain in parking spaces. Following pavement repairs, the road will be repainted for two-way traffic flow, providing a continuous two-way connection from 39th Street SE all the way into the downtown core. Print and electronic notifications have been issued to property owners giving them a courtesy notice that work is beginning soon. The project is scheduled to be completed this fall.

Chandler Street Neighborhood Meeting
A neighborhood meeting will be held this week to give residents an update on road and utility improvements planned for the neighborhood at Chandler Street and 20th Street SW, near Jefferson High School. This project originated several years ago and staff wanted to update residents on the final design plans before construction begins in 2020. Improvements are planned in several segments, including Chandler Street from 10th Avenue to 18th Avenue, and also Chandler Street and 20th Street adjacent to the high school. Improvements include pavement repairs, water main, and drainage improvements. Sidewalk will be added only when it fills a gap in the network (in front of three adjacent properties). The neighborhood meeting will be held Tuesday, July 30 at 5:30 p.m. at Jefferson High School.

National Night Out
Cedar Rapids is joining in celebrating National Night Out on Aug 6. Several events have registered with the Police Department throughout all quadrants of Cedar Rapids. From 6:00-8:00 p.m., neighbors are asked to turn on their front porch lights, lock their doors and spend the evening outside with neighbors and law enforcement. Along with the traditional outside lights and front porch vigils, residents celebrate National Night Out by hosting block parties, cookouts, and various events. This is a great opportunity for the community get to know their neighbors. By getting to know neighbors, residents come together to detect and prevent crime in their neighborhood. Neighbors that work together, look out for one another and report suspicious activity can prevent crime. When neighborhoods register, the Police Department, Fire Department and other City Officials will visit the registered events. The Police Department is excited for this annual opportunity to interact with the community. This is a great way to reinforce the relationship with neighbors and local police officers. Residents can register events by calling Sgt. Laura Faircloth at 286-5425 or by email: www.cedar-rapids.org/police

CRFD Awarded a Grant for 100 Smoke Alarms
The Cedar Rapids Fire Department is one of 25 departments nationwide selected to receive 100 dual sensor smoke and carbon monoxide detectors, as part of the First Alert “Town/Gown Fire Safety Community Service Project.”

The goal of the project is to have students in their community, alongside firefighters, conduct home safety visits and install the detectors in the homes our of citizens.

ShoreTel Phone Upgrade
The Information Technology Department will be upgrading the ShoreTel Phone System on Saturday, August 3 starting at 8:00am. Additional information on changes to ShoreTel Connect will be emailed out prior to the upgrade.

Spam Filter Upgrade
On Monday, August 5, the Information Technology Department will be upgrading the current spam filter device. Additional information will be shared next week in the newsletter.
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 3

The difference between people with thinking and feeling 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.

**Keywords associated with each preference**

<table>
<thead>
<tr>
<th>Thinking (T)</th>
<th>Feeling (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logic</td>
<td>Values</td>
</tr>
<tr>
<td>Objective</td>
<td>Personal</td>
</tr>
<tr>
<td>Frankness</td>
<td>Tactfulness</td>
</tr>
<tr>
<td>Truth</td>
<td>Love</td>
</tr>
<tr>
<td>Justice</td>
<td>Mercy</td>
</tr>
<tr>
<td>Critique</td>
<td>Praise</td>
</tr>
<tr>
<td>Task-oriented</td>
<td>People-oriented</td>
</tr>
</tbody>
</table>

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 Thinkers</th>
<th>Tips for working with Feelers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present an objective view</td>
<td>Discuss how others will be impacted</td>
</tr>
<tr>
<td>Provide an analysis of the information</td>
<td>Provide a description of the story</td>
</tr>
<tr>
<td>Provide a reasonable assessment</td>
<td>Provide a compassionate response</td>
</tr>
</tbody>
</table>

You can take a free MBTI at: [https://www.16personalities.com/esfj-personality](https://www.16personalities.com/esfj-personality)
REpetitive Motion Hand Injuries

Work-related musculoskeletal disorders (WMSDs) are a group of painful disorders of muscles, tendons and nerves. These do not include traumatic injuries but rather are the result of overuse that develop gradually over time. When looking at hand injuries, repetitive motion injuries (RMs) can significantly impact one’s ability to perform their job as well as their overall quality of life.

Risk Factors
RMIs in the workplace are a result of doing activities such as gripping, holding, clenching, etc. While these movements are not particularly harmful in the ordinary activities of daily life, they can become hazardous in work situations due to continual repetition without sufficient recovery periods between movements. Individuals who maintain the same postures and movement for extended periods of time are at higher risk for RMIs. The risk level increases based on time spent on task, the force exerted by the movement, and speed between repetitions.

WMSDs: Types & Symptoms
The three primary types are: muscle, tendon & nerve injuries. Pain is the most common symptom, however other symptoms such as joint stiffness, muscle tightness, and swelling may occur.

Common occupational RMIs affecting the hands:

<table>
<thead>
<tr>
<th>Disorder</th>
<th>Occupational Risk Factors</th>
<th>Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tendinitis</td>
<td>Repetitive wrist motions</td>
<td>Pain, weakness, swelling, burning sensation or dull ache over affected area</td>
</tr>
<tr>
<td>Carpal Tunnel Syndrome</td>
<td>Repetitive wrist motions</td>
<td>Pain, numbness, tingling, burning sensations, wasting of muscles at base of thumb, dry palm</td>
</tr>
<tr>
<td>deQuervain’s Disease</td>
<td>Repetitive hand twisting and forceful gripping</td>
<td>Pain at base of thumb</td>
</tr>
</tbody>
</table>

Prevention
The primary source of RMIs is the repetitiveness of work. Using the hierarchy of controls, the focus should be on prevention of repetition.

Prevention Methods Include:
- Mechanization
- Job rotation
- Using ergonomically sound tools for the task
- Work station design
- Automation
- Stretching
- Frequent breaks

Taking frequent ergonomic breaks to stretch is a highly effective prevention method. If you are someone who gets lost in your work - set a timer as a reminder to stop, relax & stretch.

Stages of WMSDs:
- **Early Stage:** Aching and tiredness of affected area during the work shift that disappears when not at work. No reduction of work performance.
- **Intermediate Stage:** Aching and tiredness occur early in the work shift and persist at night. Reduced capacity for repetitive work
- **Late Stage:** Aching, fatigue and weakness persist at rest. Inability to sleep and to perform light duties.
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)

<table>
<thead>
<tr>
<th>You Get:</th>
<th>New This Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Round of Golf</td>
<td>• City Trivia at Holes</td>
</tr>
<tr>
<td>• Golf Cart</td>
<td>• Hole Events with Prizes</td>
</tr>
<tr>
<td>• Lunch</td>
<td>• Prizes for Top 3 Places per Flight</td>
</tr>
</tbody>
</table>

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

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.