Employee News

New Employees

Tyler Andersen – PW-Engineering – Geospatial Data Specialist I effective June 26th. Tyler joins the City from Oregon Department of State Lands (ODSL).

Maryann Shinrock – Special Projects Engineer – PW-Engineering – Special Projects Engineer effective June 26th. Maryann joins the City from the City of Marion.

Katie Meyer – HR – Human Resources Specialist II effective June 27th. Katie joins the City from CarePro.

Recent Employee Transfers

Denise King Filip – PW-Engineering – has transferred to ROW Permit Technician effective June 26th. Her previous position was Project Coordinator (CDBG) – Engineering.

Upcoming Retirements

Rick Wiesenhofer – Facilities Maintenance – is retiring on July 5th. Rick started with the City on November 12th, 1991. His current position is Electrician.

Employment Opportunities

Civil Engineering Construction Inspector (AFSCME)
Intern IV - City Manager’s Office
Intern IV - Construction Engineering

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.
City Manager and Director Update

Two-Way Conversion Timeline
The two-way conversion projects scheduled to begin this year are moving forward as planned and will start in the weeks ahead. While this year’s projects are starting on time, work will carry over and the projects are now scheduled to be completed in 2018 instead of 2017. There are a number of factors that influenced this timeline, predominantly the desire to ensure that the end result is a quality project. Project scopes have grown to include new ADA improvements and enhanced pavement/pedestrian treatments. The additional working days will allow the projects to be built to quality standards, and eliminates the risk of additional work needed in the immediate future. An updated timeline for the downtown conversion projects include:

- 2nd Avenue: Summer of 2017 – Spring of 2018 (Project awarded)
- 4th and 5th Avenue: Summer of 2017 – Summer of 2018 (Project awarded)
- 3rd Avenue: 2018 - 2019

Work will begin as planned this summer on 2nd, 4th, and 5th Avenue. Much of the curb and median work will be completed this year, with the remaining storm sewer and final pavement/re-striping to be completed in the spring. Staff will monitor progress and begin 3rd Avenue as soon as practical.

Outreach to the public is an important part of this project, which we’ve tried very hard to emphasize with as much transparency as possible. It’s our intent to share as much information as possible, when we know it. To that end, outreach to key stakeholders has been ongoing throughout the duration of this project, and will continue in the months ahead.

The City’s website includes updated project timelines and a map of the projects scheduled for Downtown and Wellington Heights: www.cityofcr.com/conversions.

Pay Invoices Online
City customers now have the option to pay invoices online. A link from the City’s main website takes customers to a third-party payment processor, KUBRA, who is also responsible for security of customer payment information.

Customers paying by credit or debit card (MC/Visa/Discover) will be charged a 2.95 percent convenience fee. Customers may pay from a checking or savings account for no additional fee. Invoices eligible for online payment include ATE citations, rental registration fees, permit & false alarm fees, and any other invoice created from the City’s financial system, PeopleSoft. This payment option went live on 6/22/17 and offers a quick, convenient method for customers to pay their bills.

Wayfinding Signage
Efforts are underway to finalize new vehicular and pedestrian wayfinding signage. These new signs will provide a unified appearance and coordination amongst the districts, help meet the needs of both visitors and residents, and support the continued growth and change in our districts. On July 18 from 4 to 6 pm at the Economic Alliance, final design concepts will be presented to stakeholders and the public. These concepts were developed by the consulting firm Corbin Design in coordination with steering committee members made up of Go Cedar Rapids, Economic Alliance, MedQuarter, Czech Village/NewBohemia Main Street, and City of Cedar Rapids. Council members can anticipate a formal invitation to come. The meeting is an informational open house, with members of the steering committee available to answer questions. The consultant and study is being funded by the districts. The next step will be to secure funding and establish a timeline for installation. The consultant has identified approximately 120 signs and locations throughout the districts, and would anticipate an approximate $600,000 investment in branded, unified signage to promote the many attractions and amenities in the Downtown, NewBo/Czech Village, and Med Quarter Districts.
Police Department Annual Report
There has been a 7.9 percent reduction in Part One Violent Crime in Cedar Rapids since 2013. This is an encouraging trend as the City, Police Department and the community partner on violence reduction initiatives. The Police Department also works with other local, state, and federal law enforcement partners to reduce criminal activity and make Cedar Rapids a safer place to live, work, or visit. Throughout the year, the Police Department has made significant efforts to reach out to diverse groups and participate in grassroots neighborhood events. The positive relationship that a law enforcement agency has with its community is pivotal to building trust and collectively solving issues.

The Police Department is more than crime statistics and community outreach programs. It about the dedicated police employees that serve you. Whether it’s the 911 telecommunicator dispatching emergency personnel, the police officer on patrol, the investigator working a crime scene, the records technician taking a police report, animal control officer responding to a dog bite or reuniting a family with their lost pet, or SAFE-CR personnel working to resolve a nuisance property, the Police Department is dedicated to community service.

Police Chief Wayne Jerman and members of the Police Department would like to share with you the various ways that they work to continue to make Cedar Rapids a safe and secure community. We invite you to review our 2016 Police Department Annual Report. It is available on the front page of the Police Department website at [www.cedar-rapids.org/police](http://www.cedar-rapids.org/police) or you may download it directly at [http://tinyurl.com/yck2qiyw](http://tinyurl.com/yck2qiyw).

Fire Department Annual Report
The Fire Department responded to 11,425 incidents last year, the most number of calls since the inception of the fire service in Cedar Rapids. About 53 percent of the emergency incidents are firefighters responding to sudden illness or traumatic injury. All firefighters are trained, at a minimum, to the Emergency Medical Technician-Basic level. About one-third of the firefighters have paramedic level training. Specialized training in hazardous materials and special operations like confined space, water rescue, and high or low-angle rescue help support a significant industrial base in our community. While fire response is a critical aspect of the Fire Department’s responsibilities to the community, Cedar Rapids fire department employees are also dedicated to fire and life safety educational programs, community risk reduction initiatives, and ensuring compliance with fire code so that buildings throughout our community are engineered to reduce the risk of fire and have effective means of egress if there was an emergency situation. Firefighters are also involved in programs that raise both money and awareness of issues in the community like the Muscular Dystrophy Association Fill-the-Boot campaign.

Fire Chief Mark English and members of the Fire Department would like to share with you the various ways that they work to make Cedar Rapids an even safer community by minimizing property loss or threats to life safety. We invite you to review our 2016 Fire Department Annual Report. It is available on the front page of the Fire Department website at [www.cedar-rapids.org/fire](http://www.cedar-rapids.org/fire) or you may download it directly at [http://tinyurl.com/ydhdv8ve](http://tinyurl.com/ydhdv8ve).

City News
If you are interested in learning more about City news, programs, and projects, sign up for text or email alerts using [CR News Now](http://CRNewsNow), or visit the “City News” section of our website at [www.cedar-rapids.org/newslist](http://www.cedar-rapids.org/newslist). Also be sure to follow the City of Cedar Rapids on Facebook, Twitter and Instagram.
Ethics Corner

*Ethics Corner is a new addition to the Employee Connection newsletter. Each month, a member of the City's leadership team will provide a perspective on ethical issues facing their area of the City. If you have topics you would like to see covered, please send those to Amanda Felton or Lisa Kerker in HR.*

City employees participated in an annual citywide training "The Culture of Ethics". Some of you will remember that this topic was our first citywide training topic back in 2007. The 2016/2017 topic discussion included the need to make healthy ethical discussions an important part of creating an ethical culture in our organization. Regular conversation with co-workers and leaders about ethical issues is one way to encourage growth in ethical behavior and it will help us gain clarity on how we evaluate ethical issues. It is exciting to think that one of the outcomes will be better decisions made at all levels of the organization.

At your next team meeting bring up current ethical issues that your area faces or get started by discussing the couple of issues listed below. Share ideas about how different perspectives can change how the issue is seen by others, and let the group talk through how each of you might resolve the issue in an ethical way.

Human Resources receives many questions regarding tricky ethical issues. It is important to remember when evaluating these situations that we must consider appearances and perception, not necessarily whether the action violates some "rule." For example, is it OK to accept a meal as a part of a training session given by one of our vendors? Why or why not? What perception could be generated by accepting a free meal from a vendor? How can we handle this as an employee?

Another question that has come up relates to discounted tickets to US Cellular events. Why is OK for the City to publicize that to our employees but we can't accept a discount on another vendor's products or services? This question required several questions be answered before a decision could be made, such as:

Q. Are other large employers or groups offered this discount?
A. Yes, therefore it is something that other employees are offered, not just City employees.

Q. What are the requirements on the City as an employer in order to get the discount (such as, guarantee a certain number of tickets sold to City employees)?
A. There is no financial risk to the City or requirement to do anything other than publicize the events.

Q. How does this program ultimately benefit the City organization and therefore the citizens of Cedar Rapids as opposed to just benefiting the employees?
A. The City owns the US Cellular center. When it is self-sustaining and profitable, there is less tax burden on Citizens, therefore, ticket sales overall benefit the City and Citizens.

The thought process outlined above explains the reasoning behind allowing the discounted ticket program. As with all ethical issues, some may disagree or feel other factors carry more weight than those listed above.

Discuss these or other ethical issues with your staff during your regular meetings. Conversation on these matters helps us all flex our ethical muscles!
A Benefit Enhancement Coming Your Way

Effective July 1, 2017, the Base Life Insurance coverage for benefit eligible employees will increase from $25,000 to $50,000!

Base Life Insurance is a City paid benefit, meaning it is no cost to the employee. Madison National Life Insurance Company will continue to provide both our life insurance and Long-Term Disability benefits.

Through the bidding process, the City was able to negotiate a premium reduction and at the same time double the face value of Base Life Insurance coverage. The City was also able to negotiate lower Long-Term Disability (LTD) premiums. Premiums for Supplemental Life, Spousal Life and Child Life will remain the same.

Uncertain about how much life insurance coverage you may need? Check out the Formula for Life worksheet on the Life Insurance page on CR@Work. This formula can aid you in determining your life insurance coverage needs. That is where Supplemental Life Insurance comes in. It can help with the replacement income needs for you and your family.

If you haven’t done so recently, we encourage you to take a moment and review your life insurance beneficiaries. If updates need to be made, contact your Benefits team of Molly Bagby, m.bagby@cedar-rapids.org, and Bonnie Pisarik, b.pisarik@cedar-rapids.org in the Human Resources Department.

OnBase Search

Do you use OnBase once in a while? Not exactly sure what Document Type you’re looking for?

OnBase Search is the new, improved and simplified method of retrieving documents stored in OnBase through Full-Text Indexing.

- Increases search flexibility by making ALL text within designated documents searchable.
- Reduces search time by highlighting each occurrence of the search criteria within the text of the document.
- Respects OnBase security by returning search results based on user rights and permissions.

Use: Internet Explorer
http://OBSearch

If you search for a very GENERIC or COMMON word or phrase like "Cedar Rapids", your resulting list would be over 100,000 documents. You are limited to the first 500 that OnBase finds. Try to reduce your 'Hit List' to a manageable set by adding additional criteria to search for. Example: "Keltek" and "Arbitrator" would be a search looking for documents containing both words.

If a specific Document Type is not being retrieved, please see your Department Admin. Admins can work with the OnBase Administrator for Document configurations.
Quarter 2 Activity Incentive Program is ending soon!

Quarter 2 runs April 1, 2017 – June 30, 2017

Tracking data for Quarter 2: Employees and spouses must track all their data for April 1 – June 30th by July 7, 2017. If your data is being automatically synced you will not need to do anything. All data will be automatically loaded. Only if you are manually reporting some activities it needs to be entered by July 7th. Winners of Quarter 2 will be announced soon!

It’s not too late to get your name in the drawing!

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<th>Drawing chances earned</th>
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<td>Qtr 2-4: same as Qtr 1</td>
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<td>10,000</td>
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Register for Quarter 3 Now!

Each quarter employees and spouses must enroll in the new quarter. See the steps below to register for quarter 3 – ensure that your device is synced (see below) and that you have back-entered any missed activity starting April 1.

See the steps below for how to register for quarter 3 - data syncing will not begin until July 1

1. Log in to your personal Health Solutions account
2. Under the “Challenges”, click “Choose”
3. Select the Quarter 3 Activity Challenge (see below)
4. Click “Enroll”

2017 Wellness Ambassadors Activity Challenge - Quarter 3

Earn an entry in to the quarterly gift card drawing for engaging in regular physical activity as tracked by an activity tracker. Quarterly give-a-ways will be based on reaching or surpassing pre-determined physical activity goals. Please see enrollment text for information on these goals.

Click “Enroll in Challenge”
THIS SUMMER TAKE TIME FOR YOURSELF, TIME FOR YOUR FAMILY

Join the Y for 100 Days. Only $150/families; $100/individual. Here's Y you'll love the Y!

No contracts
High-quality free classes
170+ group exercise and aqua exercise classes

Free Child Watch
Supervised fun for your kids while you work out!

Youth sports - steep discounts
Kickball • Soccer • Volleyball
Flag Football • Martial Arts

Swim lessons
Sessions starts July 10! Learn more about swim scholarships.

Summer Day Camp

Adult sports
basketball & flag football leagues

Nonprofit organization
Supports values & programs that strengthen our community

$0 join fees

www.crmetroymca.org