June 25, 2018

Employee News

New Employees

Teresa Feldmann, Human Resources – Human Resources Director effective June 25. Teresa joins us from Whirlpool in Amana.

Cheryl Nemmers, Police Department – Police Records Technician effective June 25. Cheryl joins us from Mercy Medical Center in Cedar Rapids.

Paul Pestel, Veterans Memorial – Veterans Memorial Facilities Director effective June 25. Paul joins us from Ryan Companies US, Inc. in Cedar Rapids.

Citizen Appreciation

The following email was recently received:

“I just wanted to give a shout out for the amazing service my garbage lady gave me this morning. I am new in the city and wasn’t sure on what to do with extra trash left out of my garbage bin. When I went out to talk to her she was SUPER nice and took the time to explain things and gave me a pamphlet on your services. I didn’t get her name but I want to make sure she knows how much I appreciated her.”

The employee referenced is Yvonne Lisinski. Keep up the good work!

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.
City Manager and Director Updates

IT Department Survey
The Information Technology (IT) Department would like to receive feedback from the users of IT services regarding the level of customer service currently provided. We are looking to use the results of this survey to help us analyze and improve how we serve our customers.

The survey will be open Tuesday, June 26 to the close of business on Tuesday, July 3rd. We ask everyone who is using these services to take a couple of minutes to complete the survey. Results will be shared via the City Newsletter in the coming weeks. Click on the below link to complete the survey:

https://www.surveymonkey.com/r/WP89X65

CR@Work Access
The City’s intranet (CR@Work) can be accessed by any City employee using any internet enabled device whether you are physically at the City or not. For example, if you are at home and you need to see the intranet, you can do that using your home computer and internet connection. The steps to make that connection can be found on CR@Work under the “Business Tools” tab, then choose the “Technology” option, and then choose “Accessing the Intranet (CRatWork) via the internet (anywhere)” item to view a short video tutorial that will walk you through it. The following link will also take you directly to it using the Internet Explorer browser:


ATE Camera Operations
Des Moines has recently announced plans to resume issuing traffic camera citations on I-235 beginning June 25. This has resulted in questions about Cedar Rapids’ plans to resume our automated traffic enforcement program on I-380. As of now, we have no formal plan or timeline to resume issuing citations. Our intention is to work with the Police Department to develop a list of public safety needs that could be funded using camera revenue, and to present that information to City Council. Council will have the opportunity to discuss the issue and determine next steps.

Casino Site Process
We are ready to proceed with a Community Visioning process for 1st Street and 1st Avenue West, the vacant land commonly referred to as the Casino site at the corner of 1st Avenue and 1st Street NW/SW. On Tuesday, June 19, the Development Committee reviewed and recommended a two-step process for redevelopment. The process includes a Request for Qualifications (RFQ) from Development Teams, followed by a Community Visioning Initiative to generate public feedback on redevelopment of the site. There are two keys to this approach:

1. Choosing a capable Development Team with demonstrated experience in master planning, place making, and developing large-scale mixed-used, destination-type developments.

2. Actively engaging the Development Team in the visioning process in conjunction with the City, to ensure the expectations of City Council and the community regarding uses, design, and place making are achievable and in line with market conditions.

The City Council will review the process being recommended by the Development Committee next month which kicks-off the following timeline for the overall process:

- July 24, 2018: City Council approval of process
- Summer/Fall 2018: RFQ marketed and issued
- Fall/Winter 2018: City Council selection of a Development Team
- Winter/Spring 2019: Memorandum of Agreement with Development Team
- Spring/Summer 2019: Public input process
- Summer 2019: City Council approval of a Development Plan
- Fall 2019: Development Agreement

Fee Updates – Land Development
During the June 26 City Council meeting, staff from the Building Services Department and Development Services Division will present changes to the fee structure associated with Land Development. The current fee structure is often complex and time consuming for both staff and developers, is outdated, currently uses inconsistent methodology, and often does not reflect the value of the work performed. The updated fee structure will streamline the permit process, match surrounding communities, and will create a consistent calculation method for permits. The fee changes will apply to single family, commercial, and zoning and fire permits. Stakeholders outreach has been ongoing and response has been favorable; the majority of the comments and questions have been regarding the application and review process, which remains unchanged.
City Manager and Director Updates

Pedestrian Master Plan

Staff is in the process of updating the existing Sidewalk Master Plan to a more comprehensive Pedestrian Master Plan. The goal of the plan is to develop an updated priority list of sidewalk needs throughout the community, tailored for residents of all ages, interests, and abilities and taking into consideration existing transit and trail amenities. Public outreach will play a key role in the plan’s update, and there are several ways for residents to share their feedback with the City. Outreach will include both online tools as well as public open houses, workshops with stakeholders, and “pop-up” workstations at local grocery stores and libraries. Online tools have been designed to encourage interactive feedback – residents can leave comments on the map and help staff learn problem areas or concerns with connectivity and sidewalk/trail/transit gaps.

The first community open house is scheduled for Wednesday, June 27, from 5:00 p.m. to 7:00 p.m. at the Cedar Rapids Public Library. Other ways to get involved include:

- Project Website: [www.cityofcr.com/pedestrianmasterplan](http://www.cityofcr.com/pedestrianmasterplan)
- Pop-up Workstations:
  - Tuesday, June 26, 3:30 p.m. to 5:00 p.m.  
    Hy-Vee, 1556 1st Ave NE
  - Thursday, June 28, 9:30 a.m. to 10:30 a.m. 
    Ladd Library, 3750 Williams Blvd SW
  - Thursday, June 28, 2 p.m. to 4 p.m.
    Ground Transportation Center, 450 1st Street SE

Additional Background: The City has contracted with Toole Design Group, a professional engineering firm out of Minneapolis, to spearhead the engineering and design studies for this master plan update, which includes a 12-month process to review and analyze the City’s current sidewalk, trails, and transit initiatives and present an updated Pedestrian Master Plan to staff for review. Staff anticipate having a draft plan in place sometime this fall. The final, updated plan is anticipated to come before council sometime in the spring of 2019.

Due to a scheduling conflict, the Employee Service Awards have been moved to October 25.

2018 Employee Service Awards

A Taste of Italy

Save the Date!

Thursday, October 25

11:15 a.m. - 1:00 p.m.

Ushers Ferry Lodge

More information to come!
The fourth element of the organizational health pyramid is **accountability**. When it comes to accountability, each employee should start with self. Being conscientious about our performance creates a positive reflection on ourselves, our team and the City. When we demonstrate self-accountability, there is little need for peer accountability. When self-accountability is lacking, it is important for the leader and the team to help strengthen the team by sharing feedback. Similar to the concept of mining for conflict, holding others accountable can be difficult. Conflict and accountability go hand-in-hand. If we have been avoiding conflict and tough conversations, we have probably been avoiding holding our co-workers accountable.

Here are a couple of tips that may be helpful in tough conversations.

- Start with generous intent. Assume the best in the other person.
- Seek first to understand and then to be understood. Be a good listener. Ask questions to help you understand the situation from the other person’s viewpoint before sharing your concerns.
- People don’t care what you know until they know you care. Spend time building relationships with your co-workers. Then when you need to address an issue, your co-worker knows you are coming from a place of helping not harming them.

Here are some thoughts from our co-workers about accountability.

**Sergio Hill, Transit**: “Peer accountability is vital in any team setting as it allows each member to take an active approach in calling out unproductive behaviors. Self-accountability is just as important as it requires you to “practice what you preach” and proactively hold yourself to a higher standard. Furthermore, we must first hold ourselves accountable before we can expect others to be receptive to us holding them accountable. Having that initial buy-in to be accountable is a great start, however, we must continue to challenge ourselves in the same way we challenge our peers for long-term team success.”

**Preston Ross, Vets Memorial**: “A team is only as strong as the weakest link but if the weak link is lost for not knowing...the whole team has lost. Leave no one behind!!!

Word scramble: Holding our co-workers accountable often requires difficult ____________.  

Unscramble the letters to answer the FAQ above.  [Click here](#) to provide your response and be entered in the monthly org health drawing.

For more information about the organizational health initiative at the City of Cedar Rapids contact: Sue Sager, Organizational Development Manager,  [s.sager@cedar-rapids.org](mailto:s.sager@cedar-rapids.org) 319-777-1699.
EMPLOYEE Speaker Series

Please join us for a speaker series featuring City employees highlighting programs and initiatives that impact our residents. Open to all employees in any department.

FEATURED TOPIC

Dog Days of Summer in Public Safety

Learn more about some of our 4-legged City employees who support police officers and firefighters. Join us for a demonstration of the K9s in action. Plus, we will have a special guest from Animal Care & Control that will be joining us.

Tuesday, June 26
12:00 – 1:00 pm | City Services Center
Time Check Hall

FREE LUNCH FROM JIMMY JOHNS!
2nd Annual
CITY OF CEDAR RAPIDS
GOLF OUTING
Open to All City Employees, Families and Guests

4 - Person Best Shot at Jones Golf Course
Saturday, August 25  8:00 AM Shotgun Start
$35 per person (includes Golf, Cart, Lunch, Prizes)

Not a Golfer? You can still join in on the fun!
Come play Bags, Ping Pong, and practice your putting on the practice green.
The lunch fee for non-golfers is $6 per person.

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

Deadline: 5:00 PM, Friday, August 10, 2018

2ND 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 10, 2018.)
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.