## Employee News

### New Employees

**Jill Fell, CRPD** – Police Records Tech effective Feb 26. Jill joins us from the Cedar County Sheriff’s Department.

**Tom Hondros, TEIA** – Airport Guest Services Associate effective Feb 23.

**Heather McNeely, CRPD** – Police Records Supervisor effective March 5. Heather joins us from the Transportation Security Administration.

**Michael Musil, LIB** – Computer Information Systems Analyst I effective March 5. Michael joins us from the Linn County Government.


**Jacob Obermeyer, PW** - Public Works Laborer effective March 5. Jacob joins us from Eggleston Concrete Contracting.

**Michael Scaffinger, PW** - Public Works Laborer effective March 5. Michael joins us from the Iowa Department of Corrections.

### Employee Promotions

**David Schmidt, PW** - promoted to Streets Heavy Equipment Operator effective Feb 26. His previous position was Streets Driver.

**Gregory Spooner, PW** - promoted to Streets Heavy Equipment Operator effective Feb 26. His previous position was Streets Driver.

**Kristi Whitham, PW** - promoted to Right of Way Agent II effective March 3. Her previous position was Right of Way Agent I.
Employee Tax Document Information

The 2018 W-4 has been released by the IRS. This W-4 is a new version following the passage of the Tax Cut and Job Act in December 2017. The IRS has developed a Withholding Calculator for employees to use to check that they are having the right amount of tax withheld for their personal situation. Please use this link to use the IRS tool: https://www.irs.gov/individuals/irs-withholding-calculator. Employees are encouraged to review their current elections and submit changes if they decide that is necessary.

Ways employees can check their current W-4 elections:
- Review your paycheck or payroll advice
- Email/call your timekeeper
- 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 2018 W-4 paper copy:
- Use the Forms 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, 286-5057. Please note City staff will not provide tax advice, you should consult the IRS Withholding Calculator or your tax preparer.

Budget Public Hearing

The City Council will hold its public hearing to adopt the fiscal year 2019 budget on Tuesday, March 13. Once the public hearing is completed, the City Council will be asked to approve the fiscal year 2019 budget along with amending municipal code chapters 12, 13, 24, and 72 (these chapters set the new utility rates that will begin July 1, 2018). The City's fiscal year 2019 budget needs to be certified to the Linn County Auditor’s office by 5:00 pm on Thursday, March 15, as required by state code.

Paving for Progress

The 2018 Paving for Progress season is kicking off. One of the year’s signature projects will start this week – O Ave between Ellis Blvd and 16th St NW. This is the first phase of a multi-year project, and includes concrete road reconstruction, storm sewer, sanitary sewer, water main, and bike lanes and sidewalk. Memorial Dr SE is also starting this week. Approximately 30 Paving for Progress projects are scheduled this construction season, including Johnson Ave NW, Memorial Dr SE, and Northwood Dr NE. The Gazette recently featured the Johnson Avenue project as it relates to pedestrian and motorist safety improvements. The full list of 2018 projects is available on the City’s website: www.cityofcr.com/pavingforprogress. Residents can also sign up to receive project newsletters.

1st Avenue Improvements

On March 13, Council will see a Public Hearing on the plans, specification, form of contract, and estimated cost on the agenda related to improvements on 1st Avenue east from 34th St to 40th St. The majority of the pavement and utility work has already been completed on this segment of 1st Ave; work taking place in 2018 will focus primarily on sidewalk, intersection safety, and traffic signal reconstruction. Sidewalk will be installed or widened in segments throughout 1st Avenue between 34th St and 40th St. Intersections that will be under construction this year include 38th Str/1st Ave, and 40th St/1st Ave. This will include realigning the intersection, improving sight distance, and installing new traffic signals and sidewalk ramps. Traffic impacts this year will consist of single curb lane restrictions as they install sidewalk, and restrictions at the intersections while alignment work is underway. Future work on 1st Avenue is not planned again until 2020.

Ice Break & Fish

The Sewer Division and Water Department worked closely a few weeks ago to monitor ice and river levels as seasonal ice melt occurred on the Cedar River. Public Works staff deployed pumps and plugs in readiness to address street flooding, and Utilities staff made necessary adjustments to the 5-in-1 dam to help move ice along. We experienced very minimal impact as ice moved down the river. As ice melts in the spring, it is not unusual to witness fish that have died over the winter and are now visible on the surface. Some species of fish can be sensitive to low dissolved oxygen and cold conditions. These fish may die during a sub-zero cold snap over the winter, and when ice begins to melt, the fish float to the surface and make a great snack for birds of prey. This is a natural occurrence in Iowa, particularly in shallow lakes.
Employee Service Awards

Please congratulate the following employees on their service anniversary for the month of February 2018.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clint Gates</td>
<td>Water Utility Service Rep II</td>
<td>30 yrs</td>
</tr>
<tr>
<td>John Ness</td>
<td>Transit Driver</td>
<td>30 yrs</td>
</tr>
<tr>
<td>Jeffrey Franks</td>
<td>Solid Waste &amp; Recycling Driver/Collector II</td>
<td>30 yrs</td>
</tr>
<tr>
<td>Shannon Day</td>
<td>Administrative Assistant I</td>
<td>30 yrs</td>
</tr>
<tr>
<td>Robert Davis</td>
<td>Flood Control Program Manager</td>
<td>20 yrs</td>
</tr>
<tr>
<td>LaSheila Yates</td>
<td>Civil Rights Director</td>
<td>10 yrs</td>
</tr>
<tr>
<td>Jacqueline LaGrange</td>
<td>Administrative Assistant III</td>
<td>10 yrs</td>
</tr>
<tr>
<td>Mark McMahon</td>
<td>Head Golf Professional</td>
<td>5 yrs</td>
</tr>
<tr>
<td>Lisa Kerker</td>
<td>Administrative Assistant III</td>
<td>1 yr</td>
</tr>
<tr>
<td>Trevor Luedtke</td>
<td>Infrastructure Technician</td>
<td>1 yr</td>
</tr>
<tr>
<td>Ryan Neuhaus</td>
<td>Patron Services Specialist</td>
<td>1 yr</td>
</tr>
<tr>
<td>Tina Young</td>
<td>Library Shelver</td>
<td>1 yr</td>
</tr>
<tr>
<td>Erica Murray</td>
<td>Police Records Tech</td>
<td>1 yr</td>
</tr>
<tr>
<td>Jesus Delgado</td>
<td>Water Plant Operator I</td>
<td>1 yr</td>
</tr>
</tbody>
</table>

Congratulations to the Following Employees

**Carl Lantermans, BSD** – Nuisance Abatement Officer, passed his Property Maintenance and Housing Inspector certification with the International Code Council.

**Lucas Pump, BSD** – Building Inspector, passed his Commercial Building Inspector certification with the International Code Council.

**Aaron Dodds, BSD** – Building Inspector, passed his Commercial Building Inspector certification with the International Code Council.
For the month of March, we will focus on the foundational concept of organizational health: **TRUST!**

Making positive rather than negative assumptions about one another builds trust in teams. As you reflect on the one-hour organizational health training, you may recall the “fundamental attribution error.” This is a social psychology term that describes our natural tendency to consider our own behavior in a different light than the behavior of others. At times, this may show up as a negative assumption about a co-worker. How can we avoid this trap?

Intentionally choosing to assume the positive about co-workers is the first step in squashing the fundamental attribution error. Using generous intent with a co-worker enables us to seek more information before making an assumption. Ask a few questions. Get the other person’s point of view. Listen to learn the root cause of the issue. When we use generous intent with our co-workers, we will build trust and strengthen our team to strengthen our city.

This YouTube video of Simon Sinek offers more information on the benefits of generous intent.

[https://www.youtube.com/watch?v=dnbf2pqyeQo](https://www.youtube.com/watch?v=dnbf2pqyeQo)

**April Wing: City Manager’s Office:** Generous intent and trust go hand in hand. In a trusting relationship, it is often easy to give the other person the benefit of the doubt and assume the best of their character. In a relationship that is lacking trust, trust can be built when generous intent is provided by assuming someone’s intentions are honest and in turn, will likely be reciprocated.

**Heidi Stiffler: Finance:** When we consciously believe others have good intentions in their behaviors and actions we approach interactions in more positive light which is reflected in our tone, words, and body language. It is when we take these first steps to demonstrate trust, that we will receive trust in return.

**WORD SCRAMBLE:**

When building trust, _______ intent is a good place to start!

Letters: EEUOSNRG

Unscramble the letters to answer the FAQ above. Click [here](https://www.youtube.com/watch?v=dnbf2pqyeQo) 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.
Diversity and Inclusion Training for Supervisors

In order to equip leaders with the knowledge and tools they need to effectively lead within the city we are providing a training session on Diversity and Inclusion on April 19.

Who should attend?
1. Required participation includes individuals who:
   1. Supervisor one or more full-time, part-time or seasonal staff member
   2. Attend monthly manager meetings
   3. Deemed appropriate by the department director

Who is the speaker?
Diversity and inclusion training will be provided by Sandy Cross, Senior Director of Diversity and Inclusion of the Professional Golfers Association of America. Located in Palm Beach Gardens, Florida Sandy brings a wealth of knowledge and experience to diversity and inclusion training. Sandy is responsible for strategy, development and execution of a comprehensive, ongoing diversity and inclusion platform at PGA. Sandy will share her insights and help us consider the benefits of creating a more inclusive work environment.

When will it be held?
Thursday, April 19 9:00 – 11:00 AM OR 2:00 – 4:00 PM
(This training replaces the April 19 Manager’s meeting)

Where will it be held?
Whipple Auditorium in the Public Library

For more information contact Sue Sager, Organizational Development Manager at s.sager@cedar-rapids.org 286-5080, 319-777-1699.

Retirement May be Closer than You Think

Are you thinking about retirement, but worried about the cost of health insurance? Recent changes to the City’s cost of health insurance for retired employees may make the possibility of retirement a reality for many employees. Each individual employee situation is unique, so if you are considering retirement we encourage you contact Bonnie Pisarik in our Human Resources Department at 286-5078 or b.pisarik@cedar-rapids.org. She would be happy to set up an appointment to review your situation and discuss your options.

Additional retirement information is available in our Steps to Retirement document, available on CR@Work. It can be found under Employee Resources>Benefits>Retirement. This document provides answers to basic retirement questions such as COBRA dental and vision premiums, life insurance conversion and/or portability options, and suggested time frames on various action steps. Current Retiree Health Insurance Costs (February 2018)

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Premium Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice Health Plan—Single</td>
<td>$369.50</td>
</tr>
<tr>
<td>(includes 2% admin fee)</td>
<td></td>
</tr>
<tr>
<td>Choice Health Plan—Employee + Spouse</td>
<td>$568.70</td>
</tr>
<tr>
<td>(includes 2% admin fee)</td>
<td></td>
</tr>
<tr>
<td>Choice Health Plan—Employee + Child(ren)</td>
<td>$738.99</td>
</tr>
<tr>
<td>(includes 2% admin fee)</td>
<td></td>
</tr>
<tr>
<td>Choice Health Plan—Family</td>
<td>$999.24</td>
</tr>
<tr>
<td>(includes 2% admin fee)</td>
<td></td>
</tr>
<tr>
<td>Traditional Health Plan—Single</td>
<td>$829.52</td>
</tr>
<tr>
<td>(includes 2% admin fee)</td>
<td></td>
</tr>
<tr>
<td>Traditional Health Plan—Family</td>
<td>$1,971.13</td>
</tr>
<tr>
<td>(includes 2% admin fee)</td>
<td></td>
</tr>
</tbody>
</table>
Please join us for a new speaker series featuring City employees highlighting programs and initiatives that impact our residents.

Open to all employees in any department.

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**FEATURED TOPIC**

**City of Cedar Rapids FY19 Budget**

**PRESENTER:**

**Jeff Pomeranz, City Manager**

The budget plays a critical role in the ongoing operations of the City, and impacts every department and employee. It is important to the City Manager that every employee feels informed about the budget and the process that determines the final budget each year. Make plans to attend this session to learn more about the budget process and new initiatives in the budget for fiscal year 2019 directly from the City Manager. Jeff will also answer employee questions related to the budget.

**Friday, March 23 | 12:00 – 1:00 pm**

City Hall, Lower Level Training Room

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**FREE LUNCH FROM JIMMY JOHNS!**

Space is limited. Please RSVP by Monday, March 19 to participate and reserve your lunch.

RSVP by emailing: citymanager@cedar-rapids.org
We’re hiring and we need your help!

Our best staff are referred to us by people like you. We are looking for people you know who are interested in working with the public in a fun, outdoor environment while enjoying their summer. Please send us your sons, daughters, nieces, nephews, friends and neighbors.


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Slow Flow Yoga Class

The class includes stretching, breathing, and relaxation. Emphasis is placed on holding poses which improves core strength, flexibility, balance and concentration.

COST: $5.00, & FREE for Veterans and ACTIVE military.
WHEN: Second & fourth Tuesday of the month at 5:30 pm. through May 22
WHERE: Veterans Memorial Building Ballroom. 51 First Avenue Bridge. Park on the bridge.
HOW: Drop-in. Bring your own mat or rent one for $2.
RETURNING USERS: Login to your account...

- Visit www.myhealthywithhsi.com/citycr
  - Company: CityCR
  - Member ID: Employee ID (Employees)
    - Spouses: Employee's ID followed by DOB as YYYYMMDD
  - Password

NEW USERS: Register your account...

- Visit www.myhealthywithhsi.com/citycr
- Click on ‘Register’ in the New Users box
- Read the Terms and Conditions and click ‘Accept’
- In the New Users Registration box, complete the following information:
  - Company: CityCR
  - Member ID: Employee ID (Employees)
    - Spouses: Employee’s ID followed by DOB as YYYYMMDD
  - Select Gender
  - Enter Date of Birth
  - Enter Preferred E-mail Address
  - Enter Preferred Telephone Number
- Click ‘Register’
- Set Password
- Click ‘Sign In’

Complete the online Health Risk Assessment Questionnaire* using the following steps:

- From the Home Screen, click on ‘Start’ in the Assessment tile
- Complete all questions in each category, clicking the ‘Next’ button to move forward
- Once all questions are complete, click the ‘Submit’ button in the lower right corner

Schedule your Screening:

- In the Health Screening tile, click ‘Schedule an Appointment’
- Select the appropriate site from the drop-down menu
- Choose an available screening date shown in white on the calendar
- Click ‘Book It’ next to the screening time you prefer
- Click ‘Finalize Appointment’
- You can now exit the scheduling window

This concludes your enrollment steps.

**Please Note: Blood Pressure Guidelines will NOT be changing in 2018.**

**Fasting is required:**
Nothing to eat or drink, other than water, 10-12 hours prior to your screening appointment. Drink plenty of water and take any medications that do NOT need to be taken with food.

*Screening Deadline
April 30
Online HRA Deadline
April 30
Consultation Deadline
May 31
Spouses who complete all three steps will receive a $50 gift card

If you need assistance with portal registration or navigation, contact Health Solution at 362-2409 or info@hsi-rx.com

Your follow-up consultation will be scheduled upon checking in at your onsite screening or upon Health Solutions receiving your Health Form.
NEW and Improved!
Wellness Points Incentive Program!

Get moving and earn prizes! By engaging in physical activity you can earn Wellness Points, which can be redeemed for excellent prizes such as Wellness t-shirts, drink tumblers, insulated lunch boxes, personal training sessions, massages and even a chance to earn a 10-week Farrell’s membership!

Here are the details:
2018 Wellness Points Challenge: Open January 1 through December 31, 2018
- Log in to your personal Health Solutions account: www.myhealthywithhsi.com/citycr
- Under the “Challenges”, Click “Enroll” under 2018 Wellness Points Challenge
- Start tracking activity
  - You can track your activity by syncing your fitness device, OR
  - You can manually enter your activity, including any activity starting on January 1, OR
  - You can track your activity using a paper tracker (see your Wellness Ambassador for more information)
- At the end of each quarter, you may redeem your Wellness Points for select prizes OR you may bank your points to use later in the year for larger prizes!
- Every 15 minutes/2000 steps/1 mile = 1 Wellness point. Maximum points you can earn: 3500
- A full listing of Wellness Points prizes and additional details are coming soon! But don’t wait…ENROLL TODAY and start earning your points!

For more information, please contact your Wellness Ambassador with Health Solutions.

WELLNESS PRIZE CATALOG

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINI UMBRELLA, BLACK</td>
<td>250 pts</td>
</tr>
<tr>
<td>CELL PHONE POWER BANK, BLACK</td>
<td>250 pts</td>
</tr>
<tr>
<td>TUMBLER WITH STRAW, CHARCOAL</td>
<td>250 pts</td>
</tr>
<tr>
<td>MONTHLY FEE FOR CITY FITNESS CENTER</td>
<td>250 pts</td>
</tr>
<tr>
<td>WELLNESS T-SHIRT, BLACK</td>
<td>500 pts</td>
</tr>
<tr>
<td>STRETCH FIT CAP, BLACK</td>
<td>500 pts</td>
</tr>
<tr>
<td>TRAVEL DUFFLE, BLACK</td>
<td>500 pts</td>
</tr>
<tr>
<td>TRAVEL MUG</td>
<td>500 pts</td>
</tr>
<tr>
<td>FITNESS MAT WITH CARRYING CASE, BLACK</td>
<td>500 pts</td>
</tr>
<tr>
<td>ASPEN ATHLETIC CLUB MONTHLY GYM FEE</td>
<td>1,000 pts</td>
</tr>
<tr>
<td>PLANET FITNESS MONTHLY GYM FEE</td>
<td>1,000 pts</td>
</tr>
<tr>
<td>30 MINUTE MASSAGE</td>
<td>1,500 pts</td>
</tr>
<tr>
<td>ASPEN ATHLETIC CLUB MONTHLY GYM FEE</td>
<td>1,500 pts</td>
</tr>
<tr>
<td>PLANT PLANET FITNESS MONTHLY GYM FEE</td>
<td>1,500 pts</td>
</tr>
<tr>
<td>HOME CHEF GIFT CARD</td>
<td>2,000 pts</td>
</tr>
<tr>
<td>FARRELL’S EXTREME BODY SHAPING</td>
<td>3,500 pts</td>
</tr>
<tr>
<td>WICKLINE CHIROPRACTIC</td>
<td>3,500 pts</td>
</tr>
</tbody>
</table>

All prices will have the City of Cedar Rapids Wellness logo. All prices subject to availability while supplies last. All prices are taxable income. Contact Brian Foushee with questions. Prizes may take several weeks to receive after placing order.
C. Our. Weightloss Challenge

Congratulations to the WINNERS of the 2018 City Weight Loss Challenge

Winning Teams
Team Net Loss—22.0%
Team Beauty & The Beasts—5.27%
Team We’re Not Gonna Bake It—3.47%

Winning Individual
Cindy Peet—14.81%

There were 43 participants
with a total percentage weight loss of 10.3%

Great job Everyone!

Don’t forget to log your extra points into the Wellness Portal to be redeemed for quarterly prizes

Track you activity all year long for wellness points:
15 minutes / 2000 steps / 1 mile

To enter participation points in the wellness portal, select “Walking” for 50 miles.

For more information, please contact your Department Wellness Ambassador or Haley Hines, Health Solutions Coach at haleyhaines@jsi-rx.com
2018 Safety Programs
Open to anyone
Refreshments provided

March 28  Adult Resource Expo: 11 am—1pm
Various Venders

April 25  Chair Yoga: How staying active prevents falls
Andrea Parks, Toula Yoga Studio

May 23  Alzheimer’s—The long Goodbye
Ann Drobot, Alzheimer’s Association

June 27  Eating Healthy
Dietician—Fareway Stores

July 25  Grandparent First Aid and CPR
Amy Kunkle, Firefighter/Paramedic/EMS Director, CRFD

August 22  In-Home Care
Karen Huber, Home Instead

September 26  Transportation Resources: Not having a car in the city
Martin Wissenberg, Riders Club of America

October 24  Scams
Mary Muehl, AARP

November 28  What Really Matters at the End of Life Video
TED Talk by Dr. B.J. Miller, Palliative/Holistic care

December 26  Fire/Fall Safety
Julie Popelka, Firefighter/Paramedic, CRFD

11:00 am—12:00 pm—4th Wednesday of each month
Cedar Rapids Fire Department * Central Station * Second Floor
713 First Avenue SE, Cedar Rapids, IA
Parking: On 7th Street SE; Rapid Reproductions lot, 2nd Avenue SE; First Avenue Entrance, off 8th Street SE
Questions? Call Julie Popelka, 319.285.5277