Employee News

New Employees
Nicole Butler – Eastern Iowa Airport – Airport Guest Services Associate effective March 9th.
Sheila Vontalge – Eastern Iowa Airport – Airport Guest Services Associate effective March 9th.
Mary Latuska – Eastern Iowa Airport – Airport Guest Services Associate effective March 14th.

Congratulations to the Following Employees
Aaron Dodds, BSD – Building Inspector, passed his Building Plans Examiner certification with the International Code Council

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 & Director Updates

Cedar Rapids Bank and Trust Company Receives Outstanding Partner Award for Work with City

The Iowa Water Conference will recognize Cedar Rapids Bank and Trust with the Outstanding Partner Award for successfully leveraging their resources in partnership with the City of Cedar Rapids to protect and improve water quality. The company will be honored at the Iowa Water Conference in Ames this Thursday.

The Outstanding Partner Award highlights agencies that use and promote green infrastructure projects, like Cedar Rapids Bank and Trust’s new zero-stormwater-runoff parking lot. The bank installed permeable pavers in the parking lot in 2017 through a project partially funded by the City's stormwater cost-share program.

The City's stormwater cost-share program is open to any person, business, or organization which pay a City stormwater utility fee. Those eligible can apply for grant money toward installing practices that improve stormwater quality and reduce stormwater quantity.
For the month of March, we will focus on the foundational concept of organizational health: TRUST!

An important element of building trust on a team is expressing appreciation. Do you have a co-worker who inspires you? Is there someone who does their job in a way that enables you to be more productive? Are there co-workers who make your work more enjoyable? Is there someone at work that you admire how they work with customers? Who helps you brainstorm when you need to think outside the box?

If you haven’t had a chance to say “thank you” lately, give it a try today!

This week we asked city employees the question, “what can employees do to build and maintain trust within their teams?” Here is what we heard:

Andrea Cooper – CMO  “One of the most important things team members can do is communicate. Open, honest communication goes a long way in building and maintaining trust.”

Roy Heseman – WPC - “Trustworthy people are cool people, and everyone wants to be on the cool team.”

Angie Cole – Parks and Recreation  “Working with teams to create trust is filled with highs and lows—valleys and peaks that will test your resilience, that will push you to overcome challenges as a team—and the lessons you’ll learn on your way to the top will only make your team stand above others.”

WORD SCRAMBLE: One thing employees can do to build and maintain trust is to show __________.

Letters: AAEIIONRTCPP

Unscramble the letters to answer the FAQ above. Please 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 or 319-777-1699.
Diversity and Inclusion Training for Supervisors, Managers and Directors

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 Thursday, April 19, 2018.

Who should attend?
Required participation includes individuals who:
  1) Supervise 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 (PGA). 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 19th 9:00 – 11:00 AM OR 2:00 – 4:00 PM (This training replaces the April 19th Manager’s meeting)

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

How do I register?
Sign yourself up through PeopleSoft or have your department contact assist you.
Course Code: DIV100
Course Sessions: 9:00—11:00 a.m. (0001) | 2:00—4:00 p.m. (0002)

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

TWO UPCOMING TOPICS

City of Cedar Rapids FY19 Budget

PRESENTER:
Jeff Pomeranz, City Manager

- **Friday, March 23 | 12:00 – 1:00 pm**
  City Hall, Lower Level Training Room

RSVP by Monday, March 19

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Tree Inventory and EAB Update

PRESENTER:
Todd Fagan, Arborist/Landscape Architect

- **Friday, April 6 | 12:00 – 1:00 pm**
  Water Admin. Building
  Steven J. Cook Memorial Conference Room - North

- **Friday, April 13 | 12:00 – 1:00 pm**
  City Services Center,
  Five Seasons Conference Room

RSVP to either session by Monday, April 1

FREE LUNCH FROM JIMMY JOHNS!

Please RSVP to participate and reserve your lunch.
RSVP by emailing citymanager@cedar-rapids.org
Texas Roadhouse Luncheon

Plan to spend your lunch at the Texas Roadhouse on Thursday, April 5 between 11:00 a.m. and 2:00 p.m. Local law enforcement will serve you a free lunch that includes pulled pork, a side, rolls and a drink. Simply leave a donation for Special Olympics Iowa at your table.

Roosevelt Middle School Parchitecture Project

The Parks and Recreation Department’s Recreation Maintenance team was asked to work with 55 students at Roosevelt School who were interested in planning and designing accessible playgrounds. Their project, titled “Parchitecture”, allowed them to learn about the different meanings of accessible playgrounds, and the process involved in building them.

Jerry Kirk and Todd Odeen presented ADA requirements and how the Variety Star Playground in Noelridge Park was created to two classes of sixth grades on February 27. Following the presentation, the students created their own playground designs and invited the staff back to judge them on creativity, practicality and overall appearance. Each group of students presented their plans addressing ADA standards, ramp and entrance dimensions and other design elements. When they were done, City staff talked to each team one on one about the process that went into their designs.

“I was not only impressed by the quality of the presentations but by the commitment of the students to creating playscapes that allow all children to play together,” stated Jerry Kirk, Recreation Maintenance Manager.
Reminder: March 31 is the Deadline for 2017 FSA Claims Submissions

Make sure you are taking full advantage of the pre-tax money that you have put into your account by spending it down fully and then submitting your claims by the deadline.

You have 90 days following the end of the Plan Year to submit your expenses (March 31, 2018). However, those expenses must have been incurred during calendar year 2017.

A list of eligible and ineligible expenses can be found on the ASI’s website (asiflex.com) under “Eligible Expenses”.

Please contact ASI if you have any questions about whether or not an expense might be eligible for reimbursement. You can also find your 2017 remaining balance amount at asiflex.com. ASI Customer Service at 800-659-3035 or asi@asiflex.com

Please join the City’s “Bike Club” by joining STRAVA. Click Explore along the top dashboard, click Clubs, and type in City of Cedar Rapids Employee Club. There are challenges, prizes for participants, and we occasionally have gatherings as well.

www.strava.com

Upcoming Challenges
• **Bike to Work Week** – Prizes will be awarded for the top riders during Bike to Work Week, May 14th – 18th.
• **Car Free Fridays** - Every Friday in July, August, and September that you log miles in STRAVA, you will be entered into a drawing to be held the last week in September for a prize. Of course, you can always keep cycling all week – but those logging miles on Fridays will be registered for a prize!

If you need assistance signing up, please contact Holly at h.ruble@cedar-rapids.org.

shamROCK A NEW LOOK

**GET AN EXTRA $40 TO SPEND ON SELECT FRAME BRANDS**

Offer good through April 30.

Now through April 30, eligible VSP® members get an extra $40 to spend on Lacoste, Nike and Nine West frames. No extra paperwork, no hassle, just fashionable frames. Share the news with your employees, so they can celebrate in style.
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](http://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](http://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.

<table>
<thead>
<tr>
<th>Screening Deadline</th>
<th>April 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online HRA Deadline</td>
<td>April 30</td>
</tr>
<tr>
<td>Consultation Deadline</td>
<td>May 31</td>
</tr>
<tr>
<td>Spouses who complete all three steps will receive a $50 gift card</td>
<td></td>
</tr>
</tbody>
</table>

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.

Your follow-up consultation will be scheduled upon checking in at your onsite screening or upon Health Solutions receiving your Health Form.
If you need assistance with portal registration or navigation, contact Health Solution at 362-2409 or info@hsi-rx.com
Congratulations to the WINNERS of the 2018 City Weight Loss Challenge!

**Winning Teams**
- Team Net Loss – 22.9%
- Team Beauty and the Beasts – 5.27%
- Team We’re Not Gonna Bake It – 3.47%

**Winning Individual**
- Cindy Peet – 14.81%

Total number of participants – 43
Total percentage weight loss – 10.3%

Great Job Everyone!

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

<table>
<thead>
<tr>
<th>Wellness Points</th>
<th>1st Place Team</th>
<th>2nd Place Team</th>
<th>3rd Place Team</th>
<th>Participant with overall largest % lost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500/each</td>
<td>250/each</td>
<td>150/each</td>
<td>500</td>
</tr>
</tbody>
</table>

*to enter participation points in the wellness portal, select “Walking” for 50 miles

*if you are a winning team/individual, enter participation points in the wellness portal as “walking” for 750 minutes for 50 points. If you are on a winning team: (ie. 150 points = 2250 minutes; 250 points = 3720 minutes; or 500 points = 7500 minutes + your original 50 points IF you lost weight during this challenge)

For more information, please contact your Department Wellness Ambassador, or Haley Hines, Health Solutions Health Coach at haleyhines@hsi-rx.com
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 1st through December 31st, 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 1st, OR
- You can track your activity using a paper tracker (see your Wellness Ambassador for more information)
- Other ways to earn Wellness Points:

<table>
<thead>
<tr>
<th>Wellness Activities</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending a Wellness Presentation or Event</td>
<td>25</td>
</tr>
<tr>
<td>Attending/participating in the Wellness Health Fair (March)</td>
<td>25</td>
</tr>
<tr>
<td>Bike to Work Club or Events</td>
<td>25 club and 25 event</td>
</tr>
<tr>
<td>Blood Drive</td>
<td>25</td>
</tr>
<tr>
<td>Mammogram, Physical, Colonoscopy, Dental, Eye</td>
<td>25 each</td>
</tr>
<tr>
<td>Health Risk Assessment + Screening + Consult</td>
<td>200 pts</td>
</tr>
<tr>
<td>Graduate from Coaching, if applicable (Health Solutions tracks)</td>
<td>100</td>
</tr>
<tr>
<td>Participate in Maintain Don't Gain</td>
<td>50 participate + 50 maintain</td>
</tr>
<tr>
<td>Participate in Weight Loss Challenge</td>
<td>50 participate + bonus</td>
</tr>
</tbody>
</table>

**NOTE:** To enter points for above listed Wellness Activities, go to the activity tracker and enter “walking” and calculate the minutes of activity as: Points Earned (above) x 15 minutes = total minutes of activity.
Example: If attending a Wellness Presentation: 25 points earned x 15 minutes = 375 minutes of walking

- 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! See your Wellness Ambassador for an Order Form.
- Every 15 minutes/2000 steps/1 mile = 1 Wellness point. Maximum points you can earn: 3500

For more information, please contact your Wellness Ambassador or Haley Hines, Lead Health Coach with Health Solutions at haleyhines@hsi-rx.com
## WELLNESS PRIZE CATALOG

<table>
<thead>
<tr>
<th>Prize Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINI UMBRELLA, BLACK</td>
<td>250 pts</td>
</tr>
<tr>
<td>42” arc, folds down to a compact 9-1/2” long, small enough to tuck inside a purse or briefcase!</td>
<td></td>
</tr>
<tr>
<td>CELL PHONE POWER BANK, BLACK</td>
<td>250 pts</td>
</tr>
<tr>
<td>Charge your phone anywhere! Size: 7/8” x 3-1/2” x 7/8”.</td>
<td></td>
</tr>
<tr>
<td>TUMBLER WITH STRAW, CHARCOAL</td>
<td>250 pts</td>
</tr>
<tr>
<td>16 oz. stainless steel tumbler with screw on lid and straw</td>
<td></td>
</tr>
<tr>
<td>MONTHLY FEE FOR CITY FITNESS CENTER</td>
<td>250 pts</td>
</tr>
<tr>
<td>1 month fee for City fitness center ($15 new member registration fee not included).</td>
<td></td>
</tr>
<tr>
<td>WELLNESS T-SHIRT, BLACK</td>
<td>500 pts</td>
</tr>
<tr>
<td>Ordered to size!</td>
<td></td>
</tr>
<tr>
<td>STRETCH FIT CAP, BLACK</td>
<td>500 pts</td>
</tr>
<tr>
<td>Sizes S-XL</td>
<td></td>
</tr>
<tr>
<td>TRAVEL DUFFLE, BLACK</td>
<td>500 pts</td>
</tr>
<tr>
<td>11” x 22” x 10”, hard bottom, zip mesh pocket, padded handle wrap, adjustable shoulder straps</td>
<td></td>
</tr>
<tr>
<td>TRAVEL MUG</td>
<td>500 pts</td>
</tr>
<tr>
<td>16 oz. stainless steel travel mug with handle, screw on lid with flip top opening</td>
<td></td>
</tr>
<tr>
<td>FITNESS MAT WITH CARRYING CASE, BLACK</td>
<td>500 pts</td>
</tr>
<tr>
<td>Mat rolls up into bag with drawstring shoulder strap. 26” x 5” diameter folded; 66” x 24” open.</td>
<td></td>
</tr>
<tr>
<td>ASPEN ATHLETIC CLUB MONTHLY GYM FEE</td>
<td>1,000 pts</td>
</tr>
<tr>
<td>One month of gym membership (does not include registration fees)</td>
<td></td>
</tr>
<tr>
<td>PLANET FITNESS MONTHLY GYM FEE</td>
<td>1,000 pts</td>
</tr>
<tr>
<td>One month of gym membership (does not include registration fees)</td>
<td></td>
</tr>
<tr>
<td>30 MINUTE MASSAGE</td>
<td>1,500 pts</td>
</tr>
<tr>
<td>From HealthSource of Hawatha</td>
<td></td>
</tr>
<tr>
<td>ASPEN ATHLETIC CLUB MONTHLY GYM FEE</td>
<td>1,500 pts</td>
</tr>
<tr>
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<td></td>
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<tr>
<td>PLANET FITNESS MONTHLY GYM FEE</td>
<td>1,500 pts</td>
</tr>
<tr>
<td>One month of gym membership (does not include registration fees)</td>
<td></td>
</tr>
<tr>
<td>HOME CHEF GIFT CARD</td>
<td>2,000 pts</td>
</tr>
<tr>
<td>Worth 6 servings of food delivered right to your door!</td>
<td></td>
</tr>
<tr>
<td>FARRELL’S EXTREME BODY SHAPING</td>
<td>3,500 pts</td>
</tr>
<tr>
<td>10 week session!</td>
<td></td>
</tr>
<tr>
<td>WICKWIRE CHIROPRACTIC</td>
<td>3,500 pts</td>
</tr>
<tr>
<td>Free x-ray and exams plus $50 towards adjustment</td>
<td></td>
</tr>
</tbody>
</table>

All prizes will have the City of Cedar Rapids Wellness logo. All prizes subject to availability while supplies last. All prizes are taxable income. Contact Bonnie Piaski with questions. Prizes may take several weeks to receive after placing order.
2018 Safety Programs
Open to anyone
Refreshments provided

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

April 25  Chair Yoga: How staying active prevents falls
Andrea Parks, Taula 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 Popenka, 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 Popenka, 319.286.5277
Fire and Life Safety Camp

The Cedar Rapids Fire Department is hosting a one-week Fire & Life Safety summer camp for children consisting of safety education and fun hands-on activities. The educational topics include home fire escape plans, smoke detectors, 911 emergencies, burn prevention, bicycle helmet safety, stranger danger, and first aid. Activities include spraying the fire hose, fire truck rides, meeting Tillie the arson dog, a trip to the 911 dispatch center, and much more.

Camp will be held at the Central Fire Station: 713 First Avenue SE

The 2018 summer camp will be held as follows:
Monday, June 11th – Friday, June 15th
8:30 -11:30 AM (Ages 6-8) - Maximum of 20 participants
Fee: $100 for a one-week session.

All registration will be online at www.cedar-rapids.org/fire
Beginning April 1, 2018

For more information please contact:
Nicky Stansell
Public Education Manager
Cedar Rapids Fire Department
Phone: 319-286-5268
Email: n.stansell@cedar-rapids.org
Heroes' Safety Camp

The Cedar Rapids Fire and Police Departments are co-sponsoring the annual Heroes’ Safety Camp for children. The camp will use fun hands-on activities and games to teach children valuable life safety education. Safety topics and activities will include:

- Water Safety
- Bicycle Safety
- Tour Police Station
- Tour a fire station
- Visit the dispatch Center
- Vehicle Safety
- Weather Safety
- Poison Safety
- First Aid
- 911 Emergencies
- Stranger Danger
- And Much More!

Registration beginning April 1st: Online at www.cedar-rapids.org/fire
Camp will be held at the Cedar Rapids Fire Department: 713 First Avenue SE

Dates: Monday July 16th - Friday July 20th, 2018
Time: 9:00 AM - 12:00 PM
Ages: 6-8
Registration Costs: $100
ATTENTION
All young woman between the ages of 15-20 years

Have you ever thought about becoming a firefighter?
Here is your chance to learn and experience the career first hand!
Put on turn out gear and air pack, conduct search and rescue drills, get certified in CPR, team building, hose handling, and more!

WHERE
Cedar Rapids Fire Department, 713 1st Ave SE

WHEN
August 6th - 10th, 2018, 8:30 AM- 3:00 PM

WHO
Young Women 15-20 years old

Cost: $30 • Applications Open March 15th - June 1st
For more details and to request an application please visit our website:
www.cedar-rapids.org/fire
Children’s Book Drive

Please donate new or slightly-used children’s books to Pledge4Kids’ Books4Kids campaign. Collections will take place during the month of March. Books will be distributed to:

- Four Oaks
- Jane Boyd
- The Boys and Girls Club
- HD Youth Center

Collection baskets are located throughout City buildings. For more info, contact Jourdan at j.jiruska@cedar-rapids.org