Employee News

New Employees

Thad Harper, PW - Civil Engineering Construction Inspector effective March 19. Thad joins us from Delaney Concrete in Marion.

Andrew Kunde, PW - Civil Engineering Construction Inspector effective March 19. Andrew joins us from Rathje Construction in Marion.

Jordan Cannon, FIN – Building Maintenance Worker effective March 20. Jordan joins us JLC Builders in Center Point, Iowa.

Congratulations to the Following Employees

Lucas Pump, BSD – Building Inspector, for passing his Building Plans Examiner certification with the International Code Council.

Aaron Morrison, BSD – Chief Plumbing Inspector, for passing his Residential Plumbing Inspector certification with the International Code Council.

Tim Anderson, UTIL - Water Distribution employee for receiving his Grade 1 Water Treatment Operator License.

Most City offices will be closed Friday, March 30 in observance of Good Friday.

CR Transit - Normal hours
Fire Department - Administration and Fire Marshal's offices open 8 - 4:30 Responding to emergencies
Police Department - Administrative Offices closed. Non-emergency calls can be directed to 286-5491
Solid Waste & Recycling - Garbage, yard waste and recycling will be collected as normal; office closed.
City Manager and Director Updates

Officer Al Fear Receives Outstanding Prevention Treatment Public Health Effort Award From HIDTA

Midwest High Intensity Drug Trafficking Areas (HIDTA), a program funded by the Office of National Drug Control Policy, recognized Cedar Rapids Police Officer Al Fear on Thursday, March 22 with the Outstanding Prevention Treatment Public Health Effort Award. Officer Fear was selected in 2015 to develop and implement the Eastern Iowa Heroin Initiative.

The community was experiencing a heroin epidemic including an increase in heroin trafficking and an increase in heroin overdose cases. The emphasis of the program was drug awareness, community action organizational efforts, first responder training and detoxification and treatment services. Officer Fear developed his own program and utilized town hall style meetings, presented at health fairs, presented at public awareness campaigns and partnered with substance abuse and health care providers. The partnership with health care providers was designed to improve the availability of treatment and detoxification services, help facilitate a smooth transition of a patient from emergency room to detoxification/substance abuse treatment, and help coordinate any needed victim/witness services.

The Eastern Iowa Heroin Initiative has been very successful and active across the state. The program has become a leading source of education for communities on the opioid and heroin epidemic. Officer Fear has been asked to speak at a number of events throughout the state including: Town Hall Meetings, conference presentations, neighborhood association meetings, Iowa Pharmacy Association, Community Resources United to Stop Heroin meetings and several others.

The Cedar Rapids Police Department was honored to have Jeff Stamm, Executive Director of Midwest HIDTA, Dave Mizell, Deputy Director for Midwest HIDTA, Kevin Frampton, Program Coordinator for Midwest HIDTA, Peter Deegan, Jr., United States Attorney for the Northern District of Iowa, and Pat Reinert, Assistant United States Attorney for the Northern District of Iowa present the award to Officer Fear.

Director Stamm stated, “Officer Fear’s efforts have been effective in Iowa and are now modeled throughout the nation as a law enforcement community outreach program. Officer Fear has capitalized and synergized with other community organizations to drive down opioid addiction in Iowa.”

This is a concerted effort of multiple agencies and organizations including HIDTA, the United States Attorney’s Office, and the Cedar Rapids Police Department to provide education, treatment and enforcement options to combat the opioid issue.
City Manager and Director Updates

Cedar Rapids Mobile Application

The Cedar Rapids Mobile Application has been updated and is now available on the iTunes App Store and Droid Play Store. Ideas for new functionality were solicited from City Directors, the Communications Division and from the City Manager’s Listening Post. An internal committee consisting of Communications, Information Technology and external citizens designed the style of the application. New functionality enhancements include:

- Major upgrade to the design of the CR Mobile Application – similar style to the City’s website
- Reorganized some existing and new functions under two new features: “City Hall” and “Citizens”
- Added direct link to City Council meeting agendas and indexed video
- Added direct link City Financial Transparency “OpenGov”
- Added direct link to City Manager’s 1 Bag Challenge Bag
- Added direct link to City’s Sustainability Initiatives program
- Added ability to rent a park pavilion or equipment
- Added direct link to make payments to the City online
- Added direct link to CRPD Crime Statistics
- Added “Where is the City bus?“ that provides automated vehicle locating so one can track where a bus is on the map
- Added direct link to Parks Finder application
- Added direct link to Assessor Parcel Viewer Map
- Added direct link to Right-of-Way Tree Identifier
- Added Nearest Park, Nearest Splash Pad, Nearest Library, and Zoning District items to “My Neighborhood”

STAR Communities

The City will receive its first STAR Communities rating in June. STAR Communities is a national framework which measures community sustainability performance. City staff worked with many community partners to analyze more than 500 data points submitted for assessment. This process is supported by the City’s director-level Sustainability Integration Committee (SIC). The next step in this process is creating the City’s first Municipal Sustainability Plan (MSP). The MSP will integrate sustainability goals across City departments, to be informed by the STAR assessment, City priorities, and community input.

July 31, 2017 Fish Kill in McLoud Run Creek

Prior to construction work on a new bridge over McLoud Run Creek at McCloud Place NE last summer, a subcontractor was moving a water main and a valve failed during this process. As a result of the valve failure, several hundred thousand gallons of treated potable drinking water discharged into McLoud Run Creek. The break was isolated quickly and did not affect the quality of drinking water to Cedar Rapids residents. Iowa DNR was contacted to assess the environmental impact on the stream. The volume of water discharged, low stream flow conditions, and the presence of sensitive fish species contributed to a significant fish kill in McLoud Run. During an evaluation in early August, DNR officials determined the incident killed approximately 2,000 fish.

On February 16, 2018, DNR issued an Administrative Consent Order. The responsibility for this accident is shared between City of Cedar Rapids Utilities, Public Works, and the contractors and subcontractors working on the project. The City is obligated to pay a penalty of $20,805.11 to IDNR for fish restitution and investigation, and has chosen to pay $2,000 to the Linn County Conservation Board to fund a supplemental environmental project in lieu of additional administrative penalties. These would be paid through Public Works contingency funds set aside for this type of incident. City staff recommends Council approve the resolution executing the administrative consent decree and payment due to IDNR at the March 27 Council meeting.

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

The Iowa Water Conference recognized 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 was honored at the Iowa Water Conference in Ames on Wednesday.

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.
Employee Thank You Award

The City of Cedar Rapids takes pride in the services provided on a daily basis. Often, there are employees who go “above and beyond” in any particular situation in order to help out a citizen or fellow employee. In other instances, the employee will go out of their way to do what is right without even thinking about what is expected. They simply do it because they can! These types of actions greatly impact our community and work environment and we want to make sure to recognize our fellow employees for their efforts. We urge you to take the time to thank a fellow employee so that these acts of kindness do not go unnoticed.

This month’s recipient of the “Thank You Award” is:

Amy Schirm – Public Works - Engineering, Right of Way Coordinator

Thank you to Amy Schirm for going the extra mile leading up to St. Patrick’s Day, and informing the downtown establishments of the need to permit the appropriate placement of the portable restroom facilities in the City ROW in preparation for the SaPaDaPaSo event.

A couple people have commented about your quick actions to go beyond expectations in meeting the needs of restaurant owners during this busy downtown event. Communications is an incredibly valuable skill and her face to face meetings this week will serve to establish long lasting working relationships between the City and the business owners. We are very proud of the work Amy did to help meet the needs of our business community while also maintaining a safe and friendly downtown environment.

Submitted by Rita Rasmussen, Real Estate Services Manager – Public Works – Engineering

The Thank You Program is meant to recognize employees of all levels for their extra efforts. (Frontline Employees up to Department Directors)

To submit a Thank You, please fill out the form which can be found on CR@Work under Recognition Program. Please email the form to HR-OrgDev@Cedar-Rapids.org or send a hard copy to the Human Resources Department.

Easter Showcase

The annual Easter Showcase is Saturday, March 31 and Sunday, April 1 from 11:00 a.m. to 5:00 p.m. at Noelridge Greenhouse. Admission is free. The first 500 children age 12 years and under will receive a free plant.

Visitors will enjoy many educational displays including those by the Eastern Iowa Aquarium Association and the Harshbarger Hosta Society. Houseplants, honey, handcrafted jewelry and pressed flower greeting cards will be available for sale. Call the Noelridge Greenhouse 286-5762, for more information.
For the month of March, we have been focusing on the foundational concept of organizational health: TRUST! For our final week talking about trust, I’d like to share an analogy that Brenna Fall in Public Works shared with the Lead CR class last week.

**Brenna Fall: Public Works Engineering:** “Remember that trust can be easy to lose and hard to earn back. Think of it like a bank account. When you do one thing to lose trust, it’s like you’ve withdrawn $1,000. But when you try to gain it back, you can only make deposits one penny at a time.”

Trust within a work environment often operates similar to a bank account. We have opportunities to make deposits and withdraws each day. When we express appreciation, help others out and get to know them, we are making deposits in the trust bank account. When we don’t deliver on promises, take credit for others work or gossip about a co-worker, we are making withdraws from the trust bank account. We may make deposits and withdraws intentionally or unintentionally. In addition to the varying amounts of trust that we deposit and withdraw, time also plays a factor in the trust bank account. When it comes to building trust, it often takes a significant amount of time. Similar to taking time to earn money, it takes time to earn trust, little by little. On the other hand, sometimes trust can be lost in an instant. Consider those you want to build trust with. What can you do today to invest in the trust bank account?

One way to invest in the trust bank account is to show appreciation. Do you know which office houses this “Kudos Board”? If so, include the department name in the link [here](#).

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

**Vern Zakostelecky: Development Services:** “Our team embraces the “TEAM UP” Core Value. We believe consistency, trustworthiness, delivering on promises, being active listeners and being committed to providing excellent customer service are keys to building and maintaining trust.”

**Sara Buck: Community Development:** “A willingness to be vulnerable. Sharing your struggles with another allows them the opportunity to share with you and offer support to one another. Honor the person that has opened up to you by keeping the conversation between the two of you.”

**WORD SCRAMBLE:**
Building trust on a team is similar to a trust bank __________. Letters: OUATCCN

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.
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 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

**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.

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**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.
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.

**FEATURED TOPIC**

**Tree Inventory and EAB Update**

*Presenter: Todd Fagan, Arborist / Landscape Architect*

Understanding an urban forest’s structure, function and value can promote management decisions that improve human health and environmental quality. Todd will present findings from the City’s tree inventory. Learn about the characteristics of the tree cover and the benefits it provides including the pollution removed, air quality improvement, carbon stored, and structural value. Todd will also provide a brief update on the Emerald Ash Borer management plan and the potential impact of infestations.

- **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

**FREE LUNCH FROM JIMMY JOHNS!**

Please RSVP to either session by Monday, April 2 to participate and reserve your lunch. RSVP by emailing citymanager@cedar-rapids.org
The Civil Rights Commission is holding their 4th Annual Fair Housing Poster Contest in honor of Fair Housing Month (April) and the Fair Housing Act's 50th Anniversary! The contest is open to K-12 students in Cedar Rapids area schools. First place winners will receive $500 towards post-secondary education through a College Savings Iowa 529 Plan. The deadline for submissions is Monday, April 16, 2018. Please see our website cedar-rapids.org/civilrights for an information packet and further information on the contest. Information packets are available in English, Spanish and Swahili.
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 14 – 18
• 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

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.
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.
City of Cedar Rapids
2018
Health Screenings

The City of Cedar Rapids continues to partner with Health Solutions to provide all covered employees and covered spouses the opportunity to participate in the Wellness Program.

Screening Deadline: April 30, 2018
Online HRA Deadline: April 30, 2018
Consultation Deadline: May 31, 2018
*Complete Health Coaching (if applicable)
Earn your 2019 Incentive!

To sign up for a health screening or download a health form, visit your wellness portal: WWW.MyHealthyWithHSI.com/CityCR
OR contact Health Solutions at 888-362-5920 (toll free).

You can also refer to the enrollment letter that was mailed to your home for detailed instructions on how to complete the program steps.

*Nothing to eat or drink, besides water, for 10-12 hours prior to your appointment.
Please drink plenty of water and take medications that do not need to be taken with food.

A solution just for you

If you have questions regarding the health and wellness program, please contact:
Customer Care
(319)352-2409 or info@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 Jan 1 through Dec 31
- Log in to your personal Health Solutions account: [www.myhealthywithhsi.com/citycr](http://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 Jan 1, 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>
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<tr>
<td>Blood Drive</td>
<td>25</td>
</tr>
<tr>
<td>Mammogram, Physical, Colonoscopy, Dental, Eye</td>
<td>25 each</td>
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<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
2018 Safety Programs
Open to anyone
Refreshments provided

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

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, 319.286.5277
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