Employee News

Retirements
Grace Tramel, FIN - Please join us in congratulating Grace Tramel on over 31 years of service to the City at her retirement reception in Time Check Hall at CSC from 12:30 - 2:00 on Wednesday, March 7. Grace will be enjoying some well-earned vacation time prior to her departure from the City with her official final day being March 28. Grace has been a tremendous asset to the Facilities Maintenance Team and will be dearly missed.

Change Your Clocks, Change Your Batteries This Weekend

The Cedar Rapids Fire Department is encouraging citizens to change the batteries in their smoke alarms when they change their clocks to Daylight Savings Time this Sunday, March 11th.

Smoke alarms should be installed on every level of your home. They should also be installed inside and outside of sleeping areas for maximum protection. Test your smoke alarms monthly. Replace batteries at least once a year or if the smoke alarm begins to “chirp” which indicates a low battery. Some new smoke alarms allow lithium power cell batteries to be installed – these batteries may last up to ten years. Smoke alarms themselves should be replaced after ten years.

A working smoke alarm can decrease a family’s risk of dying in a fire by nearly 50 percent. Last year in Cedar Rapids, smoke alarms alerted occupants in 38 percent of the residential fires in Cedar Rapids (45 out of 118 residential fires). Through March 4, 2018, smoke alarms were present and operational in 11 of the 29 residential fires (39 percent). Unfortunately, over 60 percent of the time, firefighters were not able to verify a working smoke alarm that was properly installed and functioning. The most common cause of smoke alarm failure was missing or worn batteries.
City Manager & Director Updates

State of the City Recap
Mayor Hart presented his first Cedar Rapids State of the City on Wednesday, February 28 hosted by the League of Women Voters. For those not able to attend, the speech was broadcast live on the City’s Facebook page, and the recording is available for viewing on the page. The introduction video “The Best Version of Ourselves” has also been posted on Facebook, Twitter and YouTube for viewing and sharing.

1301 3rd Street SE in NewBo
Several local media stations have covered the City’s request for a NewBo business on 3rd Street to clean up salvaged items displayed in the front yard. Staff recognizes the nature of this re-sale business and has not ordered the property owner to remove all artifacts, but to follow the Municipal Code guidelines for the orderly display of outdoor merchandise. Enforcement actions are not currently underway because the property owner has applied for a Conditional Use permit. This permit process allows for the outdoor display of items for a business in this area, as long as it is organized on a hard surface, in an area approximately 140 square feet. Staff from the Zoning Division and Building Services Department continue to work with the property owner on a site plan and display area. The Building Services Department works with property and business owners on a variety of issues to help address safety or cleanliness. Please see the next 2 pages for additional information.

Solar Power and Downtown Street Lighting
Solar power is a rapidly changing technology which has made significant advancements over the last 10 years. While the Public Works Department explored solar-powered options for street lighting downtown, functionality and costs drove the decision to not include solar in the project. With tall buildings and other obstructions in the downtown core, solar panels would not take in enough sunlight to make solar-powered lamps effective. The City supports the use of solar whenever possible, and recently became the first city in Iowa to earn a gold rating from SolSmart, a national organization funded by the Department of Energy. Cedar Rapids earned the award for its efforts to streamline the solar permitting, zoning, and inspection process for residents and businesses. City Council has also adopted the Green Building – Economic Development Program to incentivize development projects built with sustainability in mind. The Green Building Program provides additional incentive on top of standard incentives that apply when a development is LEED Certified. The City also anticipates its first STAR Community rating this summer, which will inform the Sustainability Integration Committee’s work on a Municipal Sustainability Plan, integrating sustainability goals across all City departments.

Council Meetings on Facebook Live
Please note that the recording/live streaming (Facebook) of city council meetings can start up to five minutes before the official start of meetings, and resumes for up to five minutes after the meeting has concluded. The public comment microphones are recording sound in the main area of council chambers while the system is on. The same video/audio source is used for both the indexed video which is posted on the City web site as is used for Facebook Live which can be viewed live or later as a recording.

City of Cedar Rapids Improves ISO Rating
The City of Cedar Rapids received the results of the Insurance Services Office (ISO) Public Protection Classification (PPC™) evaluation. The report indicated the City of Cedar Rapids improved from a Class 3/9 to an improved rating of 2/2X for fire insurance. With this new rating, the City of Cedar Rapids is in the top three percent of all communities nationwide for their fire suppression delivery system.

ISO is a leading source of information about property/casualty insurance risk and currently evaluates 46,042 public fire service providers nationwide. Through the PPC program, ISO evaluates municipal fire-protection efforts in communities throughout the United States. A community’s investment in fire mitigation is a proven and reliable predictor of future fire losses. Insurance companies use PPC information to help establish fair premiums for fire insurance, which generally offers lower premiums in communities with better protection. Many communities use the PPC as a benchmark for measuring the effectiveness of their fire protection services. The PPC program is also a tool that helps communities plan for, budget and justify improvements.

The classification revision follows a thorough evaluation of three broad areas: Emergency Communications, Water Supply and the Fire Department. In addition, it includes a community risk reduction section that recognizes community efforts to reduce losses through fire prevention, public fire safety education and fire investigation. Key elements considered when evaluating a fire department include response capabilities, which includes adequate staffing of fire service personnel on engine crews and ladder companies, fire station distribution (location and coverage), appropriate apparatus and equipment, training, water supplies, organizational structure, communications and building/fire prevention codes and the effectiveness of the enforcement of those codes.

ISO rates municipalities on a scale of one to ten. A rating of one indicates the highest level of fire protection, while a ten shows a need for improvement in all areas of public protection. These ratings are then used by insurance companies to establish fair premiums for commercial and residential insurance. This improved rating could have a positive impact on residential, commercial, and industrial insurance premiums depending upon how individual insurance companies bracket the rating into their premium calculations.
Building Services Department

Working with Citizens on Code Violations

The Building Services and Solid Waste Departments help address hundreds of code violations every year that threaten the health, safety, or cleanliness of our neighborhoods. Both departments work closely with property owners to bring code violations back into compliance as quickly as possible.

The information below summarizes the internal software used to track complaints, the efforts taken to ensure property owners maintain property, and outlines the primary role of each department.

DEPARTMENT CONTACTS

<table>
<thead>
<tr>
<th>Solid Waste Department – Nuisance Abatement</th>
<th>Building Services Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>319-286-5897</td>
<td>319-286-5831</td>
</tr>
<tr>
<td>SolidWaste&amp;<a href="mailto:Recycling@cedar-rapids.org">Recycling@cedar-rapids.org</a></td>
<td><a href="mailto:building@cedar-rapids.org">building@cedar-rapids.org</a></td>
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<tr>
<td></td>
<td>Zoning violations and complaints</td>
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<td></td>
<td>Rental housing issues</td>
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<td></td>
<td>Permit applications</td>
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<tr>
<td></td>
<td>Dilapidated property</td>
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<tr>
<td></td>
<td>Vehicles in yard</td>
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</tbody>
</table>

Junk / Debris
Neglected lawns / Mowing complaints
Noxious weed complaints
Snow and ice removal on sidewalks

INTERNAL TRACKING - EnerGov

Since code violations and citizen complaints span a wide range of issues and multiple departments, the City utilizes an internal enterprise software system called EnerGov to track violations. This provides transparency for other departments to see the status and ownership of every complaint, and enhances inter-department communication and collaboration.

When staff receives a request or complaint, it is logged in EnerGov, which notifies the appropriate department and staff will issue an inspection. If warranted, this will lead to violation notices against the property in an effort to correct the issue.

It’s important to note that a violation can be issued on a variety of concerns that are often easily and quickly addressed by property owners. On any given day, the Building Services Department can have up to 700 complaints in various stages of investigation and violation.
NON-COMPLIANCE

While every violation case is different, they all go through a notification period and a hearing process, which follows Cedar Rapids Municipal Code and the State of Iowa Code. Staff works with property owners on a case-by-case basis. Property owners who request extensions are granted flexibility when they present a plan for improvement and/or have already corrected portions of the violations.

Non-compliance by the property owner can lead to:
  - Fines and/or bills associated with work the City had to undertake to remedy the violation (mowing or snow removal)
  - Municipal infraction or disposition in small claims court
  - Administrative hearing process
  - Contempt charges in court
  - Multiple contempt charges can lead to jail time

Once these cases reach small claims court, staff acts in the role of witness to the violations and testify in these proceedings. The City Attorney’s Office is instrumental in assisting departments during small claims court proceedings. Timelines and penalties are then determined by a Judge.

STRUCTURAL FIRES

Building Services is notified of a fire directly from the Fire Department, and immediately schedules an inspection to survey the damage. If the fire is extensive enough to create a dangerous and unsafe structure, a “Notice & Order” is issued to the property owner, requiring repair or demolition, depending on the severity.

After a fire, property owners are given an initial notice of 30 days to obtain permits for demolition or repair. If the owner wishes to demolish the structure it must be done in 60 days. Demolition costs are assessed to the property owner.

Timelines for how quickly a demolition takes place after a fire depends largely on the cooperation and responsiveness of the property owner. If a property owner does not comply with the City’s order to demolish, the case is taken to small claims court as a municipal infraction. Building Services works with the City Attorney’s Office to force owners to comply with demolition or repair of their property.

In the majority of cases, property owners are responsive to these safety orders. Over the last two years, 24 fire-damaged structures were successfully demolished by property owners; only 9 demolitions were the result of the City needing to obtain Court authorization to demolish the structure after the property owner refused to comply.

Although these proceedings are time consuming and can take months and even years to navigate, the removal of these structures is important to the health, safety, and cleanliness of our neighborhoods.
For the month of March, we will focus on the foundational concept of organizational health: **TRUST!**

Trust is at the base of the organizational health pyramid because it is the basis of effective teamwork. Employees are more productive and enjoy their work more when there is a high level of trust with co-workers and leaders. Our jobs require trust to ensure we are working safely together and accomplishing city goals. We rely on one another to serve the public.

Trust within the organizational health model is established through vulnerability. While vulnerability on the job may seem counter-intuitive, it is essential in developing and sustaining trust within a team. Being open about our individual strengths and weaknesses promotes vulnerability which in turn enables us to operate more effectively as a team.

When asked why trust is important to teamwork, here is what we heard:

**Breck Raim, PW**

“Good teams become great ones when the members trust each other enough to surrender the Me for the We.”

**Diana Brown-Sellman, BSD**

“When there is trust with your teammates you feel more comfortable/confident to share ideas and concerns.”

Check out this link to see what Patrick Lencioni (author of 5 Dysfunctions of a Team) says about vulnerability based trust:


Listed below are the winners of the March organizational health word scramble and prizes:

- Becky Kluesner, PW
- Diana Brown-Sellman, BSD
- Breck Raim, PW

**WORD SCRAMBLE:**

In organization health, ____________ is the basis of trust. 

Letters: UEIIAYLLRNVT

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.
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

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

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
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.

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
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 (Ordered to suit)</td>
<td>500 pts</td>
</tr>
<tr>
<td>STRETCH FIT CAP, BLACK</td>
<td>500 pts</td>
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<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 (One month of gym membership does not include registration fee)</td>
<td>1,000 pts</td>
</tr>
<tr>
<td>PLANET FITNESS MONTHLY GYM FEE (One month of gym membership does not include registration fee)</td>
<td>1,000 pts</td>
</tr>
<tr>
<td>30 MINUTE MASSAGE</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>WICKWARE CHIROPRACTIC</td>
<td>3,500 pts</td>
</tr>
</tbody>
</table>

All prizes will have the City of Cedar Rapids Wellness logo. 
All prizes are taxable income. Contact Bonnie Pizzadlo with questions. 
Prizes may take several weeks to receive after placing order.