New Employees


Jeremiah Andrews, Finance - Auto Equipment Mechanic I effective Oct 15. Jeremiah comes to us from Farmers Supply Sales, Inc. in Kalona, IA.

Kent Christen, Police – Criminal Intelligence Data Analyst effective Oct 17. Kent comes to us from National Geospatial-Intelligence Agency in St. Louis, MO.

City Manager's City Update -October 23

All City employees are invited to join City Manager Jeff Pomeranz for his October 2018 City Update event. This is your opportunity to visit with the City Manager and hear Jeff discuss City topics and answer questions submitted by you and other employees.

- Tuesday, October 23
- 8:00 to 9:30 a.m.
- Downtown Library, Whipple Auditorium
- Breakfast: 8:00 to 8:30 a.m. Beems Auditorium
- Presentation and Questions: 8:30 to 9:30 a.m.

All City employees are invited and encouraged to attend. The use of flex time will not be required. Space is limited, so please RSVP to Citymanager@cedar-rapids.org to reserve your seat. A response is required by tomorrow, Tuesday, Oct 16 to help us plan for breakfast.

Do you have a City related question you would like addressed by Jeff? Submit your questions to citymanager@cedar-rapids.org. Jeff will address as many questions as possible at the event.
City Manager and Director Updates

**Homeless Services**

At the last City Council meeting, the City’s contribution to homeless services was discussed. Following is an overview of our current activities:

The Community Overflow Weather Shelter System is a consortium of over 15 local homeless shelter providers that work together to provide a place for people during cold months of the year. The City has contributed $22,000 in funding to this initiative annually, along with County and other donors. As this group has looked to secure a temporary facility, our staff has worked closely with them to ensure code compliance on health and safety issues.

Annually fund homeless shelter and service providers through our federal CDBG/HOME funds. This year we are funding six agencies at a total of $140,217.

Secured Veterans Affairs Supportive Housing (VASH) grant, awarding the City 12 additional Housing Choice Vouchers, to serve Veteran families facing homelessness. Staff has worked closely with the local VA office and has successfully housed all 12 Veteran families. The City also serves approximately 45 of Iowa City’s VASH vouchers on a monthly basis.

Assisted the Housing Fund for Linn County by providing $24,000 to meet their local match requirement. This contribution leverages State funding to increase the amount of resources coming into our community. In return, the $24,000 is providing deposit assistance to families facing homelessness in Cedar Rapids; a collaboration between the City, Housing Fund for Linn County, Waypoint services, and the Cedar Rapids School District.

In addition, City staff are members of the Linn County Continuum of Care Planning and Policy Council which meets monthly. The mission is to organize and maintain a strategic network of community interests in Linn County, Iowa, that will identify and coordinate housing and services to meet the specific needs of homeless people, or those at risk of becoming homeless.

**City Week Open House**

Join us for our City Week Open House, Wednesday, October 17 from 5 – 7 p.m. City employees and their families can get a close up look at City vehicles and equipment, visit with City staff from other departments, enjoy fun photo opportunities, kid’s activities, games, prizes, and much more. We’ll also have FREE Cedar Rapids t-shirts (while supplies last).

**City Week Open House**
Wednesday, October 17, 5 - 7 pm
City Services Center

**DOT Grant for Flood Control**

On October 9, the Iowa DOT Commission approved a Railroad Improvement Grant in the amount of $1,028,000 for the Flood Control System at Quaker Oats. The funding will help re-align and reconstruct railroad tracks and switches on both sides of the river and toward the back of the Quaker Plant. This work is necessary to accommodate a flood closure gate at the Union Pacific RR bridge over the Cedar River. The grant is based upon preserving jobs at Quaker Oats and is a partnership between the Union Pacific RR and the City, who are also committing $400,000 and $1,028,000 respectively to the project. This grant is the largest award the DOT made in this cycle and represents approximately 1/3 of statewide allocation of the State Rail Revolving Loan and Grant funds for 2018.

**Jones Golf Course Closing for the Season**

The Parks and Recreation Department will officially close Jones Golf Course for the 2018 golfing season on Oct 15. The course is currently closed due to flooding with water levels not anticipated to recede in time for water damaged areas to be repaired prior to winter. Flooding began at the course in early September, with the back nine holes closed on Sept 4 and the front nine holes closed on Sept 5. The Department reopened the front nine holes at Jones on Sept 17, but had to close them again seven days later due to additional flooding. The course has been closed since that time. Ellis, Gardner and Twin Pines will remain open as weather permits.
Support the 2018 United Way Campaign

Every City of Cedar Rapids employee serves an important role on our team. Your hard work and dedication helps improve the lives of thousands of citizens. As we prepare for our 2018 United Way Campaign, I invite you to continue show your support for the community by joining the campaign.

The United Way Campaign is an easy way to support a large number of community efforts and organizations that are important to us and to our friends and families. Working together, we can build a strong and caring community – helping those in need, promoting a healthier society, advancing education, and fostering the arts.

The CR Care Committee has been working hard to add some great new prizes to help encourage new and increased participation. The City’s goal is to double our overall number of employees donating this year. Packets with United Way pledge cards have been distributed to each department. Please review the information that has been shared by the CR Cares committee, and consider participating in this worthwhile campaign.

To join me and your colleagues in continuing to improve our community, please fill out the provided pledge form and return it to your department contact by October 29.

By giving through United Way, we are strengthening our neighborhoods and community where we can make a difference. Thank you for your generosity and support.

Sincerely,

Jeff Pomeranz, City Manager

2019 Benefits Open Enrollment is Almost Here!

Benefit packets will be mailed to your home later this month with 2019 benefits enrollment information for Health, Dental, Vision and Flexible Spending Accounts. There will also be a NEW Online Benefits Enrollment Presentation to view in the coming weeks. Watch upcoming Employee Newsletters and News & Announcements on CR@Work for additional information.

Have you recently changed your address? Email HR@cedar-rapids.org or call 286-5000 to ensure you receive your benefits enrollment packet.

Open Enrollment is the only time you can make changes to your health benefits outside of a qualified change in status so review your options carefully even if you do not plan to make a change. If you do not make any changes during open enrollment, your medical, dental and vision elections will carry forward into 2019. If you are enrolled in Flexible Spending, you will need to complete a new online enrollment.

The City is continuously looking at ways to enhance the benefit offerings to its employees, such as the increase to your life insurance from $25,000 to $50,000 that occurred in 2017, and the vision insurance benefit that was added in 2016. There are many additional tools, resources, and discounts offered to employees that participate in the City’s self-insured health plan through Wellmark.com.

This is also a great time to check out other voluntary benefits, such as Deferred Compensation, which you can enroll in at any time throughout the year. Deferred Compensation is a voluntary employee-funded retirement savings program (federal and state tax deferred) designed to supplement pension plans. If you are a new or current participant, you may make deferral contribution changes up to two times in a calendar year. Consider enrolling or increasing the amount you are contributing to save for your retirement. More information is available on CR@Work under Employee Resources > Benefits > Deferred Compensation.
Mastering Conflict in the Library

Library staff often participate in training sessions about working with the public. Last week, they had a chance to look internally at how to address conflict with co-workers through the citywide Mastering Conflict training. In order to ensure continuous service to the public, two sessions were held, one at the Main Library and the other at Ladd Library. Staff took turns covering for each other so everyone had a chance to participate. Jill Martinez, Library, April Wing and Caleb Mason, City Manager’s Office shared the city’s expectations and the 6 steps to mastering conflict. During the training Jill Martinez summarized the benefit of the training, “we want you to have deep relationships so you can enjoy your work and be productive.”

A few participants from the Library shared their suggestions for addressing conflict with co-workers in a healthy manner:

**Kristine Olsen**: Resolving conflict is like a do-it-yourself project at home. You need to take the time to find the right tool to resolve the issue at hand. Don’t pick up the sledgehammer when all you might need is a bit of spackle and some paint to smooth things over between you and your co-worker.

**Trevor Hanel**: Give your co-worker the stage to speak. The goal here is active listening in order to seek understanding, not to dispute. In this way, trust and conflict feed into one another in both directions. Validation acknowledges positive intent, respect, appreciation, and value as a co-worker. It also encourages our co-workers to be their best and give their best. It paves the way to commitment.

**Kara McCoy**: I think the most difficult part of addressing conflict is the opening line. How best to bring it up without offending or unnerving the other person can be very tricky and has the potential for setting the tone of the whole interaction.

**Amy Ackman**: Approach people directly but with kindness and an openness to resolve the conflict.

**Stephanie Hall**: When it comes to differences of opinion among team members, we bring it out and deal with it right away.

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 319-777-1699.
Employee Thank You Award Recognition

The City of Cedar Rapids takes pride in the services we provide 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 recipients of the “Thank You Award” are:

Rob Wagner, Jerry Kirk, Renee Aswegan, Dave Roe, Gail Loskill, Angie Cole, Jesse Hahn, Nick Bouzek, and Mike O’Neill – Parks & Rec

“The second annual Healthiest State Walk, held in downtown Cedar Rapids on October 3 was a huge success thanks to the efforts of Parks and Rec staff. The team came together to successfully plan a community-wide walk and tailgate cookout at Greene Square Park. Community members greatly appreciated the well-organized event and commented on the great food served by Parks and Rec staff. The team from Parks and Rec truly represented our core values - We Serve Enthusiastically, We Find a Way, and We Team Up - throughout the event planning process.”

Submitted by Stephanie Schrader, Wellbeing Liaison

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 found on CR@Work under Recognition Program. Please email the form to OrgDev@Cedar-Rapids.org or send a hard copy to the Human Resources Department.

Link to the form: Thank You Form.

Compliments from a Citizen

A customer from Stone Hedge Dr NW called to say “thank you” to the leaf vacuum driver of truck 2-714. The customer said the driver paused and waited for the customer to finish blowing his leaves to the curb. The customer is very appreciative.

Great job Calob Ward.

Roadeo Winners!

On October 4, select Public Works employees competed in the annual APWA Iowa Chapter, State Roadeo in Des Moines.

Sam Reicks won 1st place in the Skid Steer competition.
Trask White won 2nd place in the Skid Steer competition.
Justin Linn and Trask White won 2nd place in the Single Axle Plow Truck competition.
AND Trask White won Overall Roadeo Grand Champion!

The State Roadeo is a part of the annual state-wide Snow Plow Operator Training program. Next year the City plans to bring the Roadeo back to Cedar Rapids. Spectators and cheering squads are always welcome!
Parks and Recreation Department
All Staff Meeting

On Thursday, October 11, the Parks and Recreation Department held their fall all staff meeting for all employees including seasonal staff. The annual lunch and meeting was held at Ushers Ferry lodge and included presentations from Steve Jordison, CEO of the Iowa Parks and Recreation Association, and Sue Sager, City of Cedar Rapids Organizational Development Manager. Department managers also provided quarterly updates. The event was held to celebrate the success of summer projects and provide communication about upcoming projects.

Tree planting at City Services Center

Employees joined City Arborist, Todd Fagan, and Trees Forever staff in planting new trees around the City Services Center on Thursday, October 11. The group planted ten trees around the perimeter of the building as part of a Branching Out grant provided by Trees Forever and Alliant Energy.
Featuring City employees highlighting programs and initiatives that impact our residents. Open to all employees in any department.

**FEATURED TOPIC**

SAFE-CR
SECURE AND FRIENDLY ENVIRONMENTS IN CEDAR RAPIDS

This year marks the 5-year anniversary of the City's SAFE-CR (Safe and Friendly Environments in Cedar Rapids) program. Learn more about how this program is coordinating with multiple departments to improve neighborhoods across the community. We’ll show you examples of properties that are no longer nuisances and discuss ways that you can help citizens with issues in their neighborhood.

**Wednesday, October 24**
12:00 - 1:00 pm
City Services Center, Time Check Hall
**RSVP BY OCTOBER 22**

**FREE LUNCH FROM JIMMY JOHNS!**

Please RSVP to participate and reserve your lunch.
RSVP by emailing: citymanager@cedar-rapids.org
Commitment to Safety – Survey results are in!

Question: How does safety influence your ability to do your job?

Results fell into two primary categories – examples below:

<table>
<thead>
<tr>
<th>Category One – Impacts Everything</th>
<th>Category Two – Impacts Little/Nothing</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;When I am confident in my ability to perform a task without being a risk to myself or others I am able to be more confident and work more efficiently&quot;</td>
<td>“Minimal influence on my office job”</td>
</tr>
<tr>
<td>“Sometimes tasks can take longer to do the right way, but it's always worth it”</td>
<td>“None”</td>
</tr>
<tr>
<td>“Safer work environment is more productive”</td>
<td>“Not too much in my environment”</td>
</tr>
<tr>
<td>“I've got to get my job done and taking extra precautions slows me down”</td>
<td></td>
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</tbody>
</table>

CONSIDER:

How much time do those extra safety precautions really take? How much time does it take employees off the job when they are injured? How much longer does it take you to do your job when your coworkers are not there to help? How much time would you miss doing activities you like to do outside of work?

Spending an extra 5 minutes on the front end to prevent an incident could save hours, days, months, or even years of time spent off the job while injured. Spending an extra couple of minutes to make sure a coworker is safe could save significant time necessary to hire and train a replacement employee if your coworker is unable to continue performing their job duties due to an injury.

OFFICE BASED SAFETY:

While often times the focus on safety seems to be on high-risk, high-hazard industries, consider the following regarding office based employee safety:

Repetitive movement stress injuries, such as carpal tunnel syndrome (CTS) carry a significant cost.

The average time off work for a CTS injury is 138 days. Not only is this time spent off work, it is time spent unable to participate in the activities that matter to you outside of work like golfing, bicycling, crocheting, gardening, playing video games, cooking for your family, or lifting your children.

Spending an extra few minutes daily to complete stretches, take breaks, and rotating job tasks could save you a significant amount of time off the job and keep you able to do the things that matter most to you.

# 2018 Flu Vaccine

**Tuesday, October 23rd, 2018**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>6:30am - 8:30am</td>
<td>Central Fire Dept : EOC Room</td>
</tr>
<tr>
<td>9:00am - 11:00am</td>
<td>Police Dept. : 2nd Floor Breakroom</td>
</tr>
<tr>
<td>11:30am - 12:45pm</td>
<td>Transit</td>
</tr>
<tr>
<td>1:30pm - 2:45pm</td>
<td>City Hall - Lower Training Room</td>
</tr>
<tr>
<td>3:30pm - 4:30pm</td>
<td>Library - Downtown</td>
</tr>
<tr>
<td>5:00pm - 6:00pm</td>
<td>Police Dept. : 2nd Floor Breakroom</td>
</tr>
</tbody>
</table>

**Wednesday, October 24th, 2018**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30am - 8:30am</td>
<td>City Services Center : Time Check</td>
</tr>
<tr>
<td>11:30am - 12:30pm</td>
<td>Ladd Library : Break Room</td>
</tr>
<tr>
<td>2:15pm - 3:30pm</td>
<td>WPC : Admin Conference Room</td>
</tr>
</tbody>
</table>

**Thursday, October 25th, 2018**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>6:45am - 8:30am</td>
<td>Water Admin</td>
</tr>
<tr>
<td>9:00am - 10:30am</td>
<td>City Services Center : Risk Services</td>
</tr>
<tr>
<td>1:00pm - 1:30pm</td>
<td>Animal Control</td>
</tr>
<tr>
<td>2:00pm - 3:30pm</td>
<td>Airport</td>
</tr>
</tbody>
</table>

- No Registration Required
- Free! Paid for by City Health Fund
- Wear short / easily rolled up sleeves
- More info: [www.cdc.gov/flu](http://www.cdc.gov/flu)

Questions? Call Judy Powell, City Nurse: 286-5056

Free for all City of Cedar Rapids Employees!

Employees are welcome to come to any time/location listed.