Employee News

New Employees
Shane O’Neill, PW - Sewer Maintenance Worker effective Oct 3. Shane joins the City from Advanced Traffic Control.

Employee Transfers
Tamera Augustine, BSD – transferred to Housing Inspector effective Oct 2. Her previous position was Permit Technician.

Organizational Health
Interested in reading more about Organizational Health? The Cedar Rapids Public Library has copies of The Five Dysfunctions of a Team, The Advantage, and Death by Meeting by Patrick Lencioni in paper, e-book, and downloadable audiobook formats. Use your library card to check one out today. www.crlibrary.org
For group reading and book clubs, contact Erin Horst horste@crlibrary.org for availability.

Employment Opportunities

Firefighter (Shift)
HVAC Specialist
Nuisance Abatement Officer
Transit Driver
WPC Instrument Technician
WPC Maintenance Repair Worker I

If you have questions about any of the employment opportunities, please contact Jenelle Sisneros, 286-5001.

Here is a link to view and print all job postings.
City Manager and Director Update

Roadside Mowing Program Transfer from Parks to Public Works
The Roadside Mowing Program, which is primarily focused on roadway vegetation and maintenance, has been managed as part of the Parks division. The Program also oversees landscaped roadway median maintenance contract management, hard surface median and bridge railing weed control, vegetation maintenance of PW Sewer Division detention basins, Solid Waste Leaf Program support, and support of winter all-plow snow removal operations within the Public Works Streets Division.

The continued growth and focus of roadway beautification and storm water management by the PW Department prompted discussions between Parks and PW management regarding the efficient management of these areas of maintenance. Both Departments agreed that this program would most efficiently be managed by the PW Department. The shift of these resources to PW does not result in any reduction or addition of staff.

Resolutions to move forward with this change have been submitted for the October 10 Council Consent Agenda, removing appropriate positions from Parks and creating the related appropriate positions in PW. Approval of this reorganization of the Roadside Mowing Program will gain efficiencies for both management and field staff through comprehensive management of roadway infrastructure, including vegetation and landscapes, within the PW Department.

WPC Odor Control Upgrades Project Update
The odor control upgrades at WPC are well underway. Biotower #1 is up and running and performing well based on a few months operation. We anticipate Biotower #2 will be operational next month. Until Biotower #2 is running, our odor treatment capacity will be limited as the existing bioscrubber system is shut down for media (lava rock) replacement and maintenance work. Full completion of all odor control upgrades is anticipated in April or May 2018.

In the fall, cool, stable air conditions overnight (called inversions) don’t allow odor to dissipate as usual, and as a result, this is the time of year when we typically receive a majority of our odor complaints. If you have any questions or concerns about this project, please feel free to contact Steve Hershner.

City Week Open House
The City will be hosting our annual City Week Open House Wednesday, October 18 from 5:00-7:00 p.m. at the City Services Center. Many departments will host informational tables with fun games and prizes, we will have City vehicles and equipment on display, a balloon artist, refreshments, and more. The Traffic Engineering Division will also be providing tours of the new Traffic Operations Center. Last year this event was cancelled because of the flood, but in the two years prior the event was very well received, with over 300 residents in attendance.

Snow Plow Roadeo
The City of Cedar Rapids and Iowa Chapter of the American Public Works Association (APWA) hosted the state’s Snow Plow “Roadeo” competition and training this week. The three-day course culminated in a friendly competition on Thursday, Oct 5. A portion of the competition included guest “celebrity drivers” who tried their hand as snow plow operators. Celebrities included Cedar Rapids’ Police Officer Sarah Lacina, winner of “Survivor,” and members of the Cedar Rapids’ RoughRiders hockey team, including Head Coach Mark Carlson.

Celebrity participants drove the course with a trained operator and were judged on their skills maneuvering safely, quickly, and efficiently through an obstacle course. Officer Lacina took 1st Place in the celebrity match. Eighty participants from nine Iowa cities competed in various course categories. Cedar Rapids took 1st Place in the Loader competition, 2nd and 3rd Place in the Skid Steer competition, and 2nd Place in the Truck competition. Last week, the 2017 APWA Western Snow and Ice Conference and Roadeo was held in Colorado, where Cedar Rapids’ Public Works plow operator Sam Reicks took 3rd Place out of 61 participants in the Skid Steer competition. You can see more coverage of the competition on KWWL and KCRG’s websites, and a photo gallery on the Gazette’s website.
Employee Thank You Award Recipient

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:
Gary Thompson - Water Utility Service Representative II

We received a Customer Satisfaction Survey card from a customer regarding work done by one of our Water Utility Service Representatives during their regular work day. The customer said: “Gary found the problem in a clogged pipe going into the meter; he removed the pipe and fixed the problem that we have been fighting for 6 years now! Outstanding service!!!"

Submitted by Karen Michael

The Thank You Program is meant to recognize employees of all levels for their extra efforts.

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.

Purchasing Contract Spotlight

Bin Stock Program

Did you know that the City has a contract with W.W. Grainger, Inc. for a Bin Stock Program? “Bin stock” are items such as nuts, bolts, saw blades, safety items, etc. Pricing is based on the NASPO cooperative contract #4110-12. The current contract information as shown below is posted on CR@Work under Purchasing Contracts in the Facilities Maintenance Category:

The Bin Stock Program has two parts:
1. Physical set up and maintenance of onsite bin stock at six locations:
   a) Fleet Services, CSC, contact Brian Bowers, 286-5506
   b) Fleet Services, PD, contact Brian Bowers, 286-5506
   c) Fleet Services, Transit Garage, contact Brian Bowers, 286-5506
   d) J Ave Water Treatment Plant, contact Brian Heimer, 286-5257
   e) NW Water Treatment Plant, contact Brian Heimer, 286-5257
   f) WPC Facility, contact Chris Bormann, 286-5286, ext. 5089

2. Online, telephone and fax ordering capabilities with free delivery to multiple locations
   a) Orders can be placed at www.Grainger.com
   b) In-stock orders received by 4:00 pm CS are shipped same day and generally received next business day
   c) Provide standard pre-paid shipping on all catalog products; expedited deliveries will have an additional freight charge to be paid by the City
   d) Each City employee who places an order with Grainger will be assigned an account number that is coded to the City’s terms, conditions and pricing under this Contract
   e) Grainger’s physical location in Cedar Rapids is at 715 33rd Ave SW, hours are 7:30 am-5:00 pm Monday through Friday

If you would like to have an on-site program set up, please contact Diane Muench.

BIN STOCK PROGRAM, CONTRACT #PUR0617-251
VENDOR: W.W. GRAINGER, INC.
VENDOR CONTACT: Justin Kithcart 319-389-9419, justin.kithcart@grainger.com
CONTRACT TERM: 10/01/2017 through 09/30/2019
CONTRACT ADMINISTRATOR: Diane Muench, 286-5023
27th Annual Especially For You Race Against Breast Cancer

Thank you to the employees that signed up for the Especially For You race that was held Sunday, Oct 1. We had 30 people sign up for the City team but only a few made it for the picture before the race. Proceeds from the race help with annual mammograms and other breast-care services for those in need in the Cedar Rapids, IA, area.

Healthiest State Walk

Thank you for participating in the Healthiest State Walk! What a great way to get moving and connect with others.

UNI mascot TC Panther at Greene Square with City Manager Jeff Pomeranz and Delta Dental of Iowa CEO Jeff Russell.

Vision Care Members

Now through December 31, VSP® Vision Care members can receive an extra $40 to spend on bebe®, Calvin Klein, Columbia, Dragon®, and Flexon® frames. No extra paperwork, no hassle, just fashionable frames.

Coe College led the route that departed from Grant Wood Studio. Thanks to the downtown library employees who joined this route!
National Save for Retirement Week

Oct 16 -22, 2017

Financial Education Seminars sponsored by the City of Cedar Rapids & Linn County

Oct 16  City Hall Training Room
10:45am – 11:45am: IPERS session with Kim Pinegar

Oct 16  Jean Oxley Linn County Public Service Center
10:45am – 11:45am: IPERS session with Marlene Hyde

Oct 18  City Hall Training Room
Kevin Stone, CFP – ICMA-RC
9:00am – 10:00am: How Much Will Retirement Cost?
This workshop is designed to help you answer the following questions: How much retirement income will I need? Where will the income come from and how much can I expect?
10:30am – 11:30am: Juggling Financial Goals
Saving for multiple things – a house, car, college, emergency fund, retirement – can be a challenge. And what if you have debt to pay down too? Learn some basic steps to help you organize and reach your goals.

Oct 18  City Services Center Time Check Hall
Kevin Stone, CFP – ICMA-RC
12:30pm – 1:30pm: How Much Will Retirement Cost?
This workshop is designed to help you answer the following questions: How much retirement income will I need? Where will the income come from and how much can I expect?
2:00pm – 3:00pm: Juggling Financial Goals
Saving for multiple things – a house, car, college, emergency fund, retirement – can be a challenge. And what if you have debt to pay down too? Learn some basic steps to help you organize and reach your goals.

**Remember: Wellness hours can be used for these events! (max of 6hrs/calendar year) Please check with your manager/supervisor to coordinate attendance.

Quarter 3 Wellness Winner

Michelle Omar, CRPD

<table>
<thead>
<tr>
<th>Measure</th>
<th>Quarter 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Enrolled</td>
<td>100 completed baseline in Qtr 1</td>
</tr>
<tr>
<td>Total Miles Logged</td>
<td>10,394.9 miles</td>
</tr>
<tr>
<td>Average Miles Logged</td>
<td>384.9 miles = 225,000 steps</td>
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<tr>
<td></td>
<td>Average of 8333 steps per day!</td>
</tr>
<tr>
<td>Met the 5,000 step milestone</td>
<td>9 (33%)</td>
</tr>
<tr>
<td>Met the 7,500 step milestone</td>
<td>5 (18.5%)</td>
</tr>
<tr>
<td>Met the 10,000 step milestone</td>
<td>8 (30%)</td>
</tr>
<tr>
<td>Met the 12,500 step milestone</td>
<td>5 (18.5%)</td>
</tr>
</tbody>
</table>
United Way Kickoff

On behalf of the United Way of East Central Iowa, we would like to announce the Kick Off of the 2018 Campaign for the City of Cedar Rapids.

Packets with pledge cards have been distributed to the administrative staff in your department for delivery and you should soon be receiving them.

Campaign dates for the campaign are: Oct 2, 2017 - Oct 20, 2017

This year the City of Cedar Rapids goal is to increase participation.

Giving: If you choose to enter your donation online through Peoplesoft please read the instructions listed below. If you wish to submit the paper forms please return them to the administrative staff in your department.

Forms should be gathered within each department by the campaign end date (October 20th, 2017) and forwarded to Diana McLaughlin by Monday, Oct 23.

Online Instructions:

You may enter contributions made through payroll directly within "Employee self-service" in Peoplesoft. Use the link below to access your voluntary deduction page (Self-Service userID and password required). Click on the 'ADD Deduction' button to enter your 2018 contribution. If you are still giving to the 2017 campaign, your contribution status will display on the page. Please do not edit your 2017 contribution in order to enter your 2018 giving. You will receive an email confirming the contribution after entry has been successfully saved.

If you don't remember your self-service userID and password, please contact Sue Poshusta (suep@cedar-rapids.org or 286-5014). You do not need to return the pledge form this year if you enter your contribution in Peoplesoft and you are not designating a specific agency for your donation to go towards or giving at the Leadership Level.

Link to Employee Self-Service:

http://galena/psp/HRPROD/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_VOL_DEDS.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.HC_PAYROLL_COMP_HC_PY_IC_VOL_DEDS_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder

Directions for filling out the fields for either a one time donation or an ongoing donation:

- Type of Deduction: United Way
- Select whether Deduction is a Flat Amount or Percent: Amount
- Enter Deduction Start Date: 01/01/2018
- Enter Deduction Stop Date: 12/31/2018

One time donation – enter the same amount for both fields below:

Enter amount/percent to be deducted
Take deduction until I reach this goal amount

Deduction every payroll for the year. Example: $10.00 per payroll for all 26 payrolls.

- Enter amount/percent to be deducted $10
- Take deduction until I reach this goal amount $260.00

Thank you for giving to United Way and making this year’s campaign a success!

C.R. Employee’s Care Committee
Healthiest State Walk – Walk Across Iowa

October 1 – December 31

Each square equals 10 miles or 20,000 steps.
Track your steps across Iowa from Council Bluffs to Davenport (or multiple times across the state!).
Turn in your completed tracking sheet to your Wellness Ambassador at the end of the challenge for a chance to WIN a $25 gift card.
Physical Activity Challenge

Let’s Move Cedar Rapids!
Quarter 4 is now OPEN. Be sure to follow the instructions below to register.
Every quarter employees and spouses must enroll in the new quarter. See the steps below for how to register for Quarter 4—ensure that your device is synced (see below) and that you have manually back-entered activity starting October 1.
Log in to your personal Health Solutions account
Under the “Challenges”, click “Choose”
Select the Quarter 3 Activity Challenge
Click Enroll

Maintain - Don’t Gain Challenge
We know the holidays are a tough time to maintain or lose weight... but it doesn’t have to be!
Join the ever-popular Maintain Don’t Gain Challenge and WIN!!
With this 10-week challenge, from Halloween through New Years, you will have the resources and motivation to maintain or lose weight this holiday season.

Participate as a team (4 members and must have a team name) or as an individual.

All participants must weigh in the first week and weigh out the last week to be eligible for prizes (to be announced soon!), all team members must weigh out for the team to be eligible. Final weigh-in will be scheduled for the week of January 8 – 12, 2018.

Maintain (within 2 pounds of your starting weight) or lose during this holiday season to be eligible for prizes. Teams--all individuals on your team must not be >2 pounds of their starting weight, or the team is disqualified from the challenge. The team with the highest percentage of weight loss will receive the winning prize (To be announced soon!).

How to Participate:
To register, attend one of the initial weigh-ins scheduled below OR with your Health Coach. Please be sure to give your name and your team name (if applicable).

**Monday, Oct 30**
Airport – Main Conference Rm 8:30 - 9 am
Library – Teaming Room B 9:30 – 10 am
Central Fire - EOC 10:30 – 11 am
Police – Admin Conference Rm 11:30 – 12
WPC – Conference Rm 2 – 2:30 pm

**Tuesday, Oct 31**
Police – Admin Conference Rm 7:30 – 8 am
Central Fire - EOC 8:30 – 9:30 am
Health Solutions Office 1 – 4:30 pm

**Wednesday, Nov 1**
Water Department – Safety Room 7:30 – 8:30 am & 12 – 1 pm

**Thursday, Nov 2**
City Hall – East Post Room 7:30 – 8:30 am & 12 - 1pm
Health Solutions Office 1 – 4:30 pm

**Friday, Nov 3**
City Services Center – Shawnee Conference Rm. 7:30 – 8:30 am & 12 – 1 pm
Health Solutions Office 8:30 – 4:30 pm

For questions, please contact your Wellness Ambassador, or Anji Antkowiak, Health Coach with Health Solutions at 319-440-0787 or angelaantkowiak@hsi-rx.com