

# City Connections

*An update for City of Tulsa employees*

Sept. 6, 2018

***Supervisors, please share this information with employees who do not have access to a computer.***

***Stay connected! Access the employee page at: <https://www.cityoftulsa.org/employees>***

## **Day of Caring – Friday, Sept. 14, 8 – 11 a.m.**

**Choose one of the four City of Tulsa projects to help us spruce up our outlying facilities:**

1. Paint approximately 500' of parking lot pipe rail fence at Graham Park.
2. Weed/mulch plant beds in Centennial Park.
3. Paint the restroom building in Joe Station Dog Park.
4. Paint out buildings at Bales Ball Fields

Please note: You do not have to use leave time, such as a vacation day or a floating holiday for City projects. A pizza lunch will be held at Central Park at 11:30 a.m. for City volunteers. To sign up or for more information on one of the available projects, contact Lauren Colbert at [lcolbert@cityoftulsa.org](mailto:lcolbert@cityoftulsa.org) or (918) 596-1899.

## **New Safety Policy**

If you use a Forklift in your daily duties, please take a moment to familiarize yourself with the City's updated [Policy 900, Section 971, Powered Industrial Truck \(Forklift\) Operation](#). Supervisors, please make sure your employees are aware of the new updates.

## **New CNG Fueling Station**

Does your City vehicle run on CNG? The City now has two CNG stations you can use to fill up. The newest station is located at **7932 E. 33<sup>rd</sup> St. S.** behind the Tulsa Transit Bus Station at 31<sup>st</sup> and Memorial. Use the card reader at this location to fuel up!

## **Dementia Friendly Tulsa Training**

The City of Tulsa has partnered with Dementia Friendly Tulsa to provide a self-study training and education opportunity for you to learn more about Dementia; its impact in our lives, community and workplace as well as our role in recognizing and interacting with those who may have some form of dementia or cognitive decline.

Check out the Dementia Friendly Tulsa power point presentation available through Training Partner online. Be sure to sign up through your department registrar. Also, look for a link at the end of the presentation to the Dementia Friends USA website where you can view a short video, complete one of the education modules, and receive a Dementia Friends certificate by email.

## **Charitable Giving**

If you're planning an event for the City's Charitable Giving Campaign, please let the Communication Dept. know in advance. Also, be sure to send us your draft flier for approval **before** it's posted anywhere.

## One System for City Clerk's Office Records

We have great news! You no longer need to use two systems to access historic and current City Clerk's Office Records. All of these records have been moved from the City Clerk's imaging system and uploaded into the new Tyler Content Management System (TCM). They are accessible through the TCM Self-Service online document search.

Please check out the [TCM Self-Service Instructional Video](#) for online document searches. We also have even more searching tips and tricks available from the Help link in TCM Self-Service: [Online Document Search Help](#)

## Sign Up for Reading Partners

Are you looking for a way to give back to the community? Volunteer one hour a week as a reading partner for first through third grade students in select TPS schools. Do your part to help a student be successful in life. **For the Requirements to Participate, Registration and Paid Volunteer Leave Request Forms, Policies and Procedures, FAQs and more, visit: [www.cityoftulsa.org/readingpartners](http://www.cityoftulsa.org/readingpartners)**

## AIM Plan

Watch for a series of brief videos this month that shines the spotlight on our great employees and how the framework of the AIM plan relates to their work and ties together ways to accomplish the City's mission, vision and values. Watch the following videos featuring Mayor Bynum, Mayo Baugher, Michael Baker, Arielle Davis, Byron Smith, Demita Kinard, Brant Pitchford and Keri

Fothergill: <https://www.youtube.com/playlist?list=PLRXYcIIQI1Z97XrPXgoSvxMUyYIBKHo0t>

## Tulsa Spirit Bowling

It's not too late to register for the City of Tulsa Bowling Team to play in a league at Sheridan Lanes for a discounted rate. **Hurry, Monday, Oct. 1 is the start date of the Bowling League and the last day to sign up.** There are only 10 lanes reserved for this league, so first come, first served. There will be five-player teams, so we may need to add single people to teams of four and so on. If you're interested in getting involved, contact Derek Nolan at [dnolan@cityoftulsa.org](mailto:dnolan@cityoftulsa.org) by Oct. 1 or sign up at Sheridan Lane with your team, Oct. 1.

## Register for the Following Classes Through Your Training Registrar:

### Conflict Management Resolution

Learn how to manage conflict rather than have it manage you. Find out how to deal with disputes and disagreements on a positive and proactive level. This seminar presents conflict models and strategies that will help you: develop conflict awareness tools to react to conflict more effectively; use different ways to manage conflict and approaches to build more positive relationships; gain a clear understanding of the nature of conflict; acquire knowledge of conflict through analysis, strategies, and techniques; and be proactive in managing conflict. Mark your calendar for **Tuesday, Sept. 18, 8:30 a.m. – 5 p.m. at the Safety Training Center.**

### OPSI Lunch & Learn Class

Plan now on attending the next OPSI Lunch & Learn Class, **Tuesday, Sept. 25, noon – 1 p.m., City Hall, 10-North.** Brandon Sirman, Customer Services Manager at Public Service Company of Oklahoma, will speak on PSO's continuous improvement efforts related to customer service and customer satisfaction.

### Six Sigma Yellow Belt

To be a globally competitive, world-class city, we must daily live our values of committed teamwork and high expectations. Excellence is achieved through continuously improving upon what we deliver. Are you curious about how to be an effective part of a continuous improvement project? Or, are you interested in learning about tools that can help you build buy-in and create positive improvements in the work that you do?

The Yellow Belt Course will provide an introduction into continuous improvement methodologies with a heavy focus on LEAN/Six Sigma concepts and tools. Attendees will learn the principles behind LEAN and Six Sigma to improve the services and products they deliver. *The class begins, Thursday, Oct. 11, 8 a.m. – noon at the Safety Training Center.*

*City Connections is an employee bulletin dedicated to streamlining communications for City of Tulsa employees about policies and procedures, upcoming events, programs, updates, services and other City-related items to help them be better informed in the workplace.*