Employee News

New Employees
Allison Millikin, FIN – Purchasing Agent I effective Nov 20. Allison joins the City from US Department of Veterans Affairs.

Employee Transfers
Thomas Mrazek, UTIL – transferred to WPC Instrument Tech effective Dec 6. His previous position was WPC Maintenance Repair Worker I.

Employee Accomplishments
Mike Zach has passed his exam for licensure as a Professional Engineer in Iowa.

Customer Satisfaction

A lady called the Water Department to report she was very appreciative of the City’s bulky item pickup service and asked that we never get rid of it.

Another customer called the Solid Waste Division last week to say the leaf vacuum truck came back to his neighborhood and collected his leaves. He wanted to give that division a big “thank you” and tell them they’re doing an outstanding job!
**City Manager and Director Update**

**Conni Huber Retirement Announcement**

Conni Huber, Human Resources Director, has announced she will be retiring from her position at the City. Conni’s last day will be Dec 12, 2017. We thank Conni for her years of service to the City and wish her well.

Conni is working with her department and the City Manager’s Office regarding her upcoming retirement in order to help with planning for her departure. During this time of transition, Sandi Fowler will serve as interim HR Director. I have confidence in our HR staff and their ability to manage work in the department while we search for a new Director.

**2017 Paving for Progress Results**

The 2017 Paving for Progress season has wrapped up, which includes approximately 7.63 linear miles of pavement improvements (or 14.3 lane miles) on local and arterial roads. This year marked the fourth construction season of the program – an estimated $17.2 million investment in our infrastructure. Staff will be presenting program accomplishments during the December 13 Infrastructure Committee and December 19 Council Meeting. Projects of note this year include C Ave NE, 3rd Ave SW, Seminole Valley Rd NE, and West Post Rd NW. Presentations will include an overview of the work completed in 2017, a recap of public outreach, a summary of the program to date, and a preview of what’s scheduled for next year.

**Patrol Officers to Consider Schedule Change**

In December 2016 the City of Cedar Rapids engaged Alexander Weiss Consulting, LLC to conduct a staffing and deployment analysis for the Cedar Rapids Police Department. Their findings were based on review of departmental data and documents, interviews with department members, and a focus group of community members. The report recommended that the CRPD adopt a workload-based approach to patrol staffing. Currently, the Police Department bases patrol staffing largely on the basis of minimum staffing both for officers and supervisors. In the consultant’s analysis, they identified a staffing level based on an analysis of community generated calls for service, which they recommended as a more appropriate method for staffing and deployment. The workload-based approach has two advantages. First, it permits the agency to staff based on actual demand (e.g. the department should staff officers when they are needed). Second, because the methodology is relatively straightforward the department could modify staffing, particularly when it appears that calls for service patterns are changing.

The Police Bargaining Unit has been presented with proposed schedules and will be conducting a vote since one of the proposed schedules includes a 12-hour shift and this will require an a change to the Collective Bargaining Agreement. The Police Chief intends to move forward with what is in the best interest of the department, officers, and the community – while honoring the Police Collective Bargaining Agreement. The Police Bargaining Unit voted not to adopt a shift plan that contained 12-hour shifts. After careful consideration for what is in the best interest of the City, department, and citizens that we serve, Chief Jerman, in accordance with the Police Collective Bargaining Agreement, has notified the Union that their shift schedule will change from the current configuration to a more efficient plan that will involve 10-hour shifts. The schedule is being revised to ensure that it coincides with the work-load analysis data that is projected to increase the efficiency of police service delivery.

**911 Dispatch Consolidation Study**

A draft report concerning the feasibility of consolidating Public Safety Answering Points (PSAPs) in Linn County has been provided to the Radio Governance Board, which is comprised of the Cedar Rapids Police Chief, Linn County Sheriff, and Marion Police Chief. This draft report is under review by the Radio Governance Board concerning a number of recommendations within the study. In addition, the draft report has been forwarded to other public safety leaders, including the Cedar Rapids and Marion Fire Chiefs, in order to get their feedback. A meeting is being arranged for a January 2018 date that will involve a presentation by L.R. Kimball/Federal Engineering Inc., of Fairfax, Va., who conducted the study.

Currently, Cedar Rapids, Marion, and Linn County are separate PSAPs. In December 2016, L.R. Kimball — which is now a part of Federal Engineering Inc. — released a study for the state on consolidation. The state wants PSAPs across the state (currently in 99 counties) to standardize their equipment and move toward consolidation in order to further streamline dispatching statewide.

**Interim Golf Manager**

Dave Roe has been selected to serve as Interim Golf Manager following Lisa Miller’s retirement on Dec 15. Dave is a PGA Professional and past Superintendent, who has worked for the City for 24 years. He will retain his duties as merchandise coordinator for the four golf properties and assume all managerial responsibilities for the Golf Division. In addition, Head PGA Professionals Steve Charters and Mark McMahon will be taking on added responsibilities. Steve will serve as the Head PGA Professional at Gardner Memorial and Twin Pines golf courses. Mark will serve as the Head PGA Professional at Ellis and Jones golf courses.
City Manager Message

Dear City Employee:

It is important to reflect and reiterate important business practices. The City of Cedar Rapids remains committed to upholding the highest ethical standards in all of our business practices. Therefore, we will continue to abide by our No Gift Standard. As part of this standard we will not accept gifts, discounts or anything of value from vendors even if these gifts fall within the amount permitted by State Law. If a vendor sends or offers a gift, you have a couple options:

1. If possible, refuse to accept the gift prior to or upon delivery.
2. If circumstances do not allow you to refuse the gift, immediately donate the gift to an area food bank, shelter or charity. Ask for an itemized receipt of acceptance and then forward a copy of the receipt to Human Resources (recommended list of organizations is attached).

The “No Gift” standard also applies to all offers of discounts or free items at any place of business targeted toward a City employee and not available to the general public, regardless of the value. The standard does not apply to small gifts of appreciation from citizens (such as a bottle of water or home baked goods) who have no connection to a vendor.

If you have questions or need clarification regarding the City’s “No Gift” standard contact your Department Director, the Human Resources Office or the City Manager’s Office.

Sincerely,

Jeff Pomeranz
City Manager
City of Cedar Rapids

Recommendations for charitable organizations: (Please send itemized receipt to HR.)

Goodwill locations:
- 5520 Council St NE 739-5055
- 2405 Mt. Vernon Rd SE 739-5080
- 2000 Scotty Dr SW 739-5044
- 3202 7th Ave, Marion 739-5045

Salvation Army locations:
- 5824 Council St NE 194-6775
- 2504 7th Ave, Marion 373-3373

HACAP Food Reservoir:
- 1515 Hawkeye Dr, Hiawatha 393-7811

Madge Phillips Center-Waypoint:
- 318 Fifth St SE 366-7999

This Thursday – Tiffany O’Donnell at Women’s ERG Meet-Up

Lead Now Not Later: In a dynamic & quickly changing economy, one thing will stay the same – your ability to lead.

Iowa Women Lead Change CEO Tiffany O’Donnell discusses the opportunities & challenges you need to know to get to the next level. Hosted by the Women’s Employee Resource Group and the CR Employee Diversity, Equity & Inclusion Team. All are welcome to attend!

Thursday, Dec 14 | 3:00 p.m.
Veteran’s Council Chambers, Vets Memorial Building

Employees can use Wellness hours to attend events hosted by the Diversity Team!
Contact HR with questions.
Sign up to receive important employee information by text message

Employees can now sign up to receive important employee information right to their phones. Recent events highlighted the critical need for providing timely communication directly to employees. In order to best reach all employees, the City is implementing a number of communication tactics. One of those is the ability to text City related messages directly to employee’s phones. We have enabled this ability on all City-owned phones, and now we are offering this option for employees on their personal phones.

[Please click here to sign up to receive employee related communication via text]

This communication channel will be used in emergencies to relay critical information. It will also be used periodically to send reminders and information regarding benefits, internal events, and other timely internal information. You will also have the option to receive public Cedar Rapids news that is sent to residents, such as city events, programs and services.

Candlelight - YOGA

When: December 14, 2017
Where: Veterans Memorial Building—Ballroom
Enter 1st Avenue and proceed to 4th floor. Class will start promptly at 5:30 pm.

$5 drop-in fee.
Veterans and active military FREE.

Wear comfortable clothing that allows for a full range of motion and be prepared to be barefoot. Bring your own yoga mat or towel, as there will be only a few mats available to borrow. JOIN US!

Certified instructor and military Veteran Kayla Davis will teach a Hatha YOGA class by candlelight at the Veterans Memorial Building. This class is designed to calm the mind, relieve stress, and increase strength and flexibility. Call: 286-5050 for more information.

ADA Employee Training Sessions

We have opened the ADA Employee Training Sessions for enrollment. There will be various sessions held throughout the month of February at both the Library and Central Fire Station. This training is mandatory for all staff who interact with the public. Please take a look at the training dates listed below and sign up for a session on PeopleSoft using course code ADA104 or by contacting Andrea Cooper, a.cooper@cedar-rapids.org

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<tr>
<th>DATE</th>
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<tr>
<td>Tuesday, February 6</td>
<td>8am – 12pm</td>
<td>Central Fire</td>
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<td>Tuesday, February 6</td>
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<td>Wednesday, February 7</td>
<td>1pm – 5pm</td>
<td>Whipple Auditorium – Library</td>
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<td>Tuesday, February 13</td>
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<td>Thursday, February 15</td>
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<td>Tuesday, February 20</td>
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<td>Wednesday, February 21</td>
<td>7:45am – 11:45am</td>
<td>Whipple Auditorium – Library</td>
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<td>Wednesday, February 28</td>
<td>8am – 12pm</td>
<td>Whipple Auditorium – Library</td>
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If you have any questions regarding the training, please contact April Wing at a.wing@cedar-rapids.org or x5683
Healthy Holiday Recipes Workshops!

The City Wellness Ambassadors are excited to announce **Healthy Holiday Cooking** workshops in December presented by Kristin Decker, Registered Dietitian. Come and enjoy samples of some healthy holiday recipes that won’t tip the scale.

**Wednesday, Dec 13**
12:30, City Services Center, Five Seasons Conference Room

**Thursday, Dec 14**
12:30 p.m. City Hall, Training Room
2:30 p.m. City Services Center, Time Check

**Tuesday, Dec 19**
11:30 a.m., Library, Beems Auditorium A
1:00, City Hall, Training Room

**Wednesday, Dec. 20**
11:00 a.m., Water Administration Building, Stephen Cook North Conference Room
Employee Thank You Awards

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 recipients of the “Thank You Award” are

Andy Olesen – Fire Admin District Chief, Fire
Amy Kunkle – Firefighter Paramedic, Fire

During a recent city managers meeting, Chief Olesen gave a talk on blood trauma for staff. After the meeting, I approached him about giving the class to forestry staff. Not only did Chief Olesen agree, but he was able to procure trauma kits for all of our forestry trucks at no charge through a grant with a local hospital.

Firefighter Kunkle attended the training for Forestry staff with Chief Olesen. They worked well together and put on an informative, effective, and hands-on program. Due to the nature of our work and the equipment we use on a daily basis, the probability of the sort of accident requiring this sort of training is significantly higher in our group. This level of support from the fire department is valuable and highly appreciated.

Submitted by Todd Fagan, City Arborist, Forestry - Parks

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

To submit an Employee Thank You, please fill out the form 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.

Toys For Tots

Thank you to everyone who helped organize and donated to this year’s campaign – it was a great success!

City of Cedar Rapids employees were able to fill 16 boxes with toys and raised $438.15 for Toys For Tots! The majority of the toys and donations were delivered to KGAN on Thursday, Dec 7.

The annual Toys For Tots collection program serves ages birth through 17. Toys For Tots is a national program directed by the United States Marine Corps through the Marine Toys For Tots Foundation. The project has been active in the Cedar Rapids community since 1949 and has grown in size each year.
Employee Wellness Time Policy

The City of Cedar Rapids values the health and well-being of its employees and encourages participation in Wellness Events as a means to inform and educate individuals on various aspects of creating and maintaining a healthy lifestyle. In an effort to support these values, each employee will be allowed six (6) wellness hours to be used throughout the year.

**Wellness Hour Guidelines:**

Employees are eligible to use six (6) hours in a calendar year for attendance in Wellness Events sponsored by the City, as defined by the Wellness Ambassador Committee.

Wellness Events that qualify:
- Annual City Blood Donation
- Blue Zone and Healthiest State Sponsored Events
- CR Cares Sponsored Events
- Financial Wellness Presentations/Activities
- Health Fair
- Healthy Tailgates/Potlucks
- Smoking Cessation Classes
- Wellness Ambassador Events and Presentations

*The event flyer will clearly state that “the event can be logged as employee wellness time”*

The sign in sheet at each event will be used to document usage of wellness hours. You do not have to make any entries in PeopleSoft, Human Resources will take care of that for you.

Participation in Wellness Events is voluntary and requires Supervisor approval prior to attendance.

All time spent in a Wellness Event over the allotted six (6) hours must be supplemented by the use of Flex Leave, Vacation, Personal Time or Compensatory Time.

The annual Health Solutions health screening and monthly coaching program does not count against the allotment of six (6) hours for Wellness Events.
Maintain, Don't Gain
Week 5

All I Want for Christmas
is to Stress Less

Are your expectations for the holidays realistic? Asking yourself this question is the first step to managing holiday stress. Write down what you expect from yourself and your family. Review that list and find your potential stressors—the things that make you anxious. With each item, develop 1-2 ways to prevent or diffuse that stress. Find changes that work best for you.

12 Tips to Stress Less this Holiday Season:
1. Plan your events early
2. Avoid overeating/over drinking
3. Say ‘no’ – you don’t have to do everything
4. Avoid starving before a party
5. Budget your spending
6. Stay active – make it a new tradition!
7. Shop early
8. Ask for help if you feel down
9. Make food ahead of time
10. Volunteer in the community
11. Take time for yourself
12. Deep breath/meditate/laugh everyday

Healthy ‘Make Ahead’ Egg Muffins
1 tbsp. olive oil
1 cup chopped red pepper
1 cup chopped green pepper
1 cup chopped onion
2 cups spinach – roughly chopped
1 cup mushrooms
2 cloves garlic – minced
4 whole eggs
4 egg whites

Preheat oven to 350° F. Grease non-stick muffin pan with cooking spray. Heat a large non-stick skillet over medium heat. Add oil, red pepper, green pepper and onion and sauté for 5-7 minutes. Add spinach and mushrooms and sauté for additional 2 minutes. Add minced garlic to sauté for 30 seconds. Season with salt and pepper as desired. Spoon the veggie mixture into the muffin tins evenly. Crack eggs/egg whites into a 4-cup mixing bowl and whisk together. Pour egg mixture over veggies. Bake 15-20 minutes, or until tops are firm to tough and eggs are cooked. Cool slightly and serve. Leftovers can be stored in air-tight container for 4 days or frozen. Each batch can be different by adding your favorite veggies or meat.

To do this week:
Spend 5 minutes a day focusing on deep breathing
Meal plan your first party/feast
Make 1 dish ahead of time and freeze
Create your holiday budget
Buy one gift