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Employee News

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:
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.

The “No Gift” standard 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.

Employment Opportunities

Here is a link to view and print all job postings.

If you have questions about any of the employment opportunities, please contact Katie Meyer, x 5138.
City Manager and Director Updates

Compensation and Classification Study Update
The City is in the final stages of selecting a firm to conduct a compensation and classification study for non-bargaining positions within the City. We anticipate the firm initiating the project in early January. First steps of the project will include optional employee orientation meetings to share the scope and purpose of the project. Look for more information to come in early 2019.

2018 Paving for Progress Accomplishments
The City annually reports out to the public the list of accomplishments for the Paving for Progress construction season. This construction season tackled very ambitious projects, including segments of Johnson Ave and O Ave NW. As many of you are aware, the weather this construction season posed several challenges, including a cold and wet spring, above-average rainfall in August and September, and multiple major flood stage threats. A small number of projects will carry over into the next construction season due to these conditions. Despite the poor weather, the City completed approximately 20 lane miles of roadway repairs, which is still more than last year (approximately 14 lane miles repaired during 2017 season). This year the program completed 28 total projects. To date, the Paving for Progress program has completed 134 projects and invested almost $80 million into our roadways. The Public Works Department will be presenting a more detailed 5-year report to the Infrastructure Committee and to the full council in the months ahead, and will publish a 5-year report on progress for the public. We plan to have this publication available sometime in January. You can find information on the program at www.cityofcr.com/pavingforprogress.

Demolition or Restoration of Neglected Housing
The Building Services Department has fielded questions recently from local media regarding some specific properties and the process to restore dilapidated or neglected properties. We wanted to provide Council with a brief summary of City processes related to bringing structures back into compliance. In July of 2015, Cedar Rapids added Chapter 10 to the Housing Code to track known vacant and dilapidated properties. When a dilapidated property is brought to the attention of City staff, staff will notify the property owner and begin enforcement measures to restore the property. This process includes sending letters of violation, providing appropriate timelines to make repairs, and if necessary, sending final notices, municipal infractions, disposition in small claims court, or pursuing contempt charges in court. Each property is different, and how long it takes to restore the property depends on a variety of factors, including how many times the property changes hands, how much time is allotted to make repairs, extension of timelines when conditions warrant, and deadlines and extensions as determined by the court. The Building Services Department works closely with property owners to bring structures back into compliance as quickly as possible. Since 2016, there have been 46 cases that went to court to require repairs or demolitions of property. All those court cases led to the successful removal of the property. 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.

Skywalk Update
We wanted to provide a quick update on the progress being made on the downtown skywalk. As a general reminder, the segment under construction runs above the alley between Theatre Cedar Rapids and the U.S. Bank building. Approximately 90 percent of the underground work has successfully been completed, and the columns that will support the skywalk have all been poured. The contractor will continue to work throughout the winter, primarily in the alley as well as within the parking garage. Residents can now start to see the new structure rising out of the ground, as it is becoming much more visible as progress continues. They are still on track to complete the project by spring/summer 2019.

Continued on following page
City Manager and Director Updates (cont)

Next Steps for Inspection Fee Proposal
The Public Works Department has recently wrapped up its first round of stakeholder outreach regarding the proposed inspection fee on new development. Outreach included presentations to Developers Council as well as two open houses. Moving forward, staff will review feedback received to date and continue working on the draft proposal, integrating as much stakeholder input as possible. Public Works plans to return to Developers Council in January with a revised draft based on feedback. Staff anticipates bringing a final proposal to council in early 2019; if approved, the new fee will go into effect January 2020.

Bike Share
VeoRide has been selected as the equipment provider and operator for the City of Cedar Rapids Bike Share Program. VeoRide will provide customized equipment and operations for the system at no cost to the City and will also provide sponsorship opportunities for local business and non-profit partners who want to participate. Staff is currently negotiating a contract with VeoRide with a timeline for approval of early 2019. As a part of the contract, City staff has negotiated a 20% share of the sponsorships collected by VeoRide which will be targeted for implementation of on-street bike facilities such as bike lanes. City staff has set a schedule for a soft launch of the system during the week of May 6 with an official launch event the week of May 13 to coincide with Bike to Work Week.

Have you received a degree, certificate, license or award in 2018?
City leadership would like to recognize the accomplishments and hard work of employees who have received a degree, certification, license and/or award in 2018.

If you have achieved any of these this year, please submit a copy of your degree, certificate, license or award to Kate Schaefer in Human Resources k.schaefer@cedar-rapids.org or x5111 no later than Friday, December 21. If you will not have access to copy of the degree, certificate or license until after December 21, but will still be achieved by Dec 31, please let Kate know.

A breakfast to celebrate your success will be held in January 2019. An invite will be sent to all those that qualify.

Program FAQ
- Does the program apply to new certifications required by job descriptions? Yes
- Does it apply to ongoing re-certifications? No, only for the 1st time the certification will be recognized.
- Timeframe? Annual tracking – January 1, 2018 – December 31, 2018
- Will the program include recognition if someone serves as the current president or vice president (president elect) of a State or National affiliation? Yes – the City will recognize all that hold the office of president or vice president. Example: Starting in 2018 if you hold the above offices you will be recognized at the January 2019 breakfast event.

Questions?
Contact Sue Sager in the City Manager’s Office, s.sager@cedar-rapids.org or x5267
Organizational Health

Year in Review

Organizational Health

As we review the Organizational Health initiative in 2018, citywide integration and training stand out as two of the highlights. We have integrated organizational health into many of our standard city processes. Organizational health questions are part of our interview process. We introduce our new employees to these concepts in new hire orientation. Our performance reviews reflect our commitment to serving enthusiastically, finding a way and teaming up. Organizational health is the foundation of our new leadership training programs: Lead CR and Informal Influencer. Facilitators from throughout the city have provided training to employees and teams on Organizational Health, Ideal Team Player, Myers-Briggs Type Indicator, Multiplier and customer service. As we conclude 2018, we are also concluding the Mastering Conflict training throughout the city. Seventy-eight sessions of Mastering Conflict were held over the past 10 weeks. It has been a good year! Thank you to all for strengthening our team to strengthen our city.

2018 Organizational Health Ambassadors

Building Services: Duncan McCallum
Parks and Recreation: Angie Cole, Chad Peterson
Community Development: Sara Buck, Bill Micheel, Caleb Mason, Adam Lindenlaub
City Manager’s Office: Sandi Fowler, Angie Charipar, Andrea Cooper, April Wing, Greg Buelow, Sue Sager
Development Services: Ken DeKeyser
Finance: Brent Schlotfeldt, Yvonne Aubrey, Heidi Stiffler, Randy Hartman
Fire: Greg Smith, Curtis Hopper, Vance McKinnon, Andy Olesen, Brent Smith, Julie Popeika, Brooks Burkhart
Human Resources: Teresa Feldman, Chelsea Archibald, Sue Schoenfelder, Carrie Hernandez, Kate Schaefer
IT: Shawn Lampe, Adam Galluzzo
Library: Jill Martinez
Public Works: Matt Myers, Justin Koller, Jourdan Jiruska, Mike Duffy, Nate Kampman, Kristi Whitham, Mike Leaven, Pat Keating, Dave Wallace, Jason Junk
Police: Tom Jonker, Cory McGarvey, Jeff Hembera, Brent Long, Laura Faircloth, Sherri Hawkins, Hannah Myrom
Utilities: Steve Hershner, Kathy Bierman, Matt Fowler, Brian Heimer, Tariq Baloch, Mike Kuntz, Justin Schroeder, Christine Knapp, Emily Fisher, Scott Deetz, Travis Mastin, Aaron Orcutt, Roy Hesemann

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.
Safety Leadership Series: Part 2

Safety Leaders are the first to bring attention to safety on the job

Safety Leaders are natural stewards of safety:

- They properly and consistently wear PPE even if only passing through a working area
- They take an active role in joining safety discussion and committees
- They hold themselves to a high standard of safety
- They know that actions speak louder than words; they practice what they preach

Safety Leaders bring attention to the importance of safety and underline the fact that rules are for everyone to follow, regardless of their position.

Safety Leaders bring attention to safety on a job through:

- Reviewing procedures regularly; suggesting changes to enhance safe practices
- Discussing potential hazards with co-workers prior to starting a task to promote awareness
- Are willing to stop work when unsafe conditions arise
- Taking the time/effort to do tasks the safest way versus the quickest way
- Taking initiative to correct spotted hazards, regardless of who/how they were created
- Holding co-workers accountable to follow safe working procedures
- Role modeling safe work practices, including always using engineered safety controls (such as machine guards) and wearing the PPE required for a task
- Reminding co-workers of why they are committed to safety; what they could lose if unsafe

Our safety culture depends on dedicated leaders at all levels of City operations
Make your personal commitment to being a safety leader today!

The City of Cedar Rapids is committed to setting the standard for being the safest and most rewarding place to work for the benefit of all of our employees and those we serve in the community.

Together, we will BE ALERT, COMMUNICATE and WORK SAFELY, every minute, every hour and every day.
ADA Training Sessions

Please see the schedule below for the 2019 ADA Training sessions. All sessions will occur throughout the month of February. This training is mandatory for all staff who interact with the public. Please sign up for a session on PeopleSoft using course code ADA105 or sign up through your department contact.

This is the 4th year of annual training required by the ADA Settlement Agreement with the Department of Justice. Employees are required to take this training every year.

- If you have been required to attend the annual training in past years, you will also need to attend in 2019.
- If you have not been required to attend the training in the past, you will not need to attend in 2019.
- If you are a new employee and have not yet attended a training, but have direct contact with the public, you will need to attend the training in 2019.

A complete list of required employees was sent to department contacts.

DIRECTIONS ON HOW TO ENROLL IN A COURSE:

1. Log-in to PeopleSoft http://galena/psp/HRPROD/?cmd=login&languageCd=ENG&
2. Click on “Self-Service” Learning & Development” - “Request Training Enrollment” - “Search by Course number”
3. Enter in course number: ADA105
4. Click “Search”
5. View all available sessions and click on the session you would like to attend and click “continue”

<table>
<thead>
<tr>
<th>DATE</th>
<th>Session Number</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, February 5</td>
<td>0001</td>
<td>8:00am – 12:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Wednesday, February 6</td>
<td>0002</td>
<td>8:00am – 12:00pm</td>
<td>Central Fire Station</td>
</tr>
<tr>
<td>Thursday, February 7</td>
<td>0003</td>
<td>7:45am – 11:45am</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Friday, February 8</td>
<td>0004</td>
<td>8:00am – 12:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Tuesday, February 12</td>
<td>0005</td>
<td>12:00pm – 4:00pm</td>
<td>Library – Whipple Auditorium</td>
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<td>Wednesday, February 13</td>
<td>0006</td>
<td>8:00am – 12:00pm</td>
<td>Central Fire Station</td>
</tr>
<tr>
<td>Thursday, February 14</td>
<td>0007</td>
<td>12:00pm – 4:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Tuesday, February 19</td>
<td>0008</td>
<td>7:45am – 11:45am</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Wednesday, February 20</td>
<td>0009</td>
<td>4:00pm – 8:00pm</td>
<td>Central Fire Station</td>
</tr>
</tbody>
</table>

* Please note that there are a limited number of spaces at Central Fire Station. If you would like to attend a session at this location, please be sure to sign up as soon as possible.
Wellness Newsletter

Try A New Recipe!

Pumpkin Custard (Whole30 & Paleo)

**Ingredients:**
- 13.5 oz can of full-fat coconut milk
- ½ cup of chopped pecans
- 2 very ripe bananas
- 3 tbsp of almond butter
- 4 eggs
- Cinnamon or pumpkin pie spice to taste
- 15 oz can pumpkin puree

**Instructions:**
1. Preheat oven to 350 degrees.
2. In a 13x9 baking dish, place all ingredients except the nuts. Using an immersion blender, blend the mixture until combined well.
3. Once combined, sprinkle the top with nuts and place in the oven for 30 minutes.
4. Serve warm or chilled.

**Note:**
*If you don’t have an immersion blender, put ingredients in large bowl and use hand mixer.
*If you aren’t following Whole30, we suggest adding a little vanilla extract.

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Having a Healthy Holiday

The holidays are here which brings time with family, friends, and food... Lots of food. Making healthy choices around the holidays can be tricky. You don’t need to deprive yourself, eat only boring foods, or take your treats with a side order of guilt. Instead, by practicing a bit of defensive eating and cooking, you can come through the holidays without making “go on a diet” a necessary New Year’s resolution.

8 TIPS FOR HOLIDAY EATING

1. **Don’t Go Out With An Empty Tank** - Before setting out for the gathering, eat something so you don’t arrive famished. Excellent pre-party snacks combine complex carbohydrates with protein and unsaturated fat—like apples slices with peanut butter.
2. **Budget Your Calories Wisely** - Don’t eat everything at parties or feasts. Be choosy and spend calories judiciously on the foods you love.
3. **Be Buffet Savvy** - Survey the entire table before you take any food. Identify the healthier choices. By checking out all of your options, you might be less inclined to pile on items one after another.
4. **Small Plates Are Great** - Find and use the smallest plate. We are visual eaters and feel done when the plate is empty. Smaller plate = less food.
5. **Distance Makes the Heart Stay Healthy** - Don’t stand next to the food table. That will make it harder to mindlessly reach for food as you talk.
6. **Take 10 Before Taking Seconds** - It takes a few minutes for your stomach’s “I’m getting full” signal to get to your brain. After finishing your first helping, take a 10-minute break - then recheck your appetite. You might realize you’re full, or only want a small portion of seconds.
7. **Drink to Your Health** - Watch holiday drinks as they offer sneaky calories. A glass of eggnog can set you back 500 calories; wine, beer and mixed drinks range from 150-225. If you drink alcohol, have a glass of water or juice-flavored seltzer in between drinks.
8. **Pay Attention to What Really Matters** - Although food is an integral part of the holidays, put the focus on family and friends, laughter and cheer. Enjoy the party and the people first.