Employee Connection

City of Cedar Rapids

Aug 8, 2016

Employee News

Employee Promotions & Transfers

Amanda Vande Voorde, PW – Right of Way Agent I effective Aug 1. Her previous position was Housing Programs Specialist.

Retirees

Patricia Pfiffner, DS – retiring Aug 15. Pat started with the City Aug 15, 1996. Her current position is Administrative Assistant I.

Frank Davis – FIRE – retiring on August 21st. Frank started with the City of Cedar Rapids on February 20, 1995. His current position is Fire Captain (Shift).

Employees photos & contact info can be found on CR@Work or at the following link:
http://cratwork/Pages/EmployeeDirectory.aspx

IPERS is coming to Cedar Rapids for Individual Counseling Sessions

Call early to reserve your time slot -- appointments fill up quickly.
When: Sept 19 – 23
Where: Residence Inn 1900 Dodge St NE

Anyone nearing retirement with questions on their IPERS accounts should schedule a time to meet. Call 1-800-622-3849
Have your Member ID, Spouse’s Date of Birth (if married) & potential retirement dates ready for the Benefits Officer when you call.

**Appointments are 30 minutes each and are by appointment only. IPERS will send out estimates prior to the appointment. Please bring those estimates to the appointment.
Employee Connection

Aug 8, 2016

Employment Opportunities

Employees are welcome to apply for any open positions and are also encouraged to share the job openings with anyone who may be interested in joining the City. Positions highlighted in yellow are newly posted this week. All job descriptions can be viewed on the City Website at the following link: Employee Resources

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

#### Seasonal Positions / Internships / Partner Organization Opportunities

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Parks Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Recreational Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I-Airport</td>
<td>Aug 12</td>
</tr>
<tr>
<td>Finance Business Manager</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Housing and Healthy Homes Specialist</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Library Customer Service Associate (19 hr.)</td>
<td>Aug 12</td>
</tr>
<tr>
<td>Library Shelver (19 hr.)</td>
<td>Aug 12</td>
</tr>
<tr>
<td>Project Engineer I/II</td>
<td>Sept 2</td>
</tr>
<tr>
<td>Programming Manager-Library</td>
<td>Sept 2</td>
</tr>
<tr>
<td>Public Safety Telecommunicator I/II</td>
<td>Aug 19</td>
</tr>
<tr>
<td>Solid Waste Recycling Laborer Extra Driver</td>
<td>Aug 19</td>
</tr>
<tr>
<td>Systems Technician Specialist (IT ONLY)</td>
<td>Aug 12</td>
</tr>
<tr>
<td>Water System Maintenance Repair Worker I (CITY ONLY)</td>
<td>Aug 12</td>
</tr>
</tbody>
</table>

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2016 ANNUAL
CITY OF CEDAR RAPIDS / LINN COUNTY EMPLOYEES

HEALTH & SAFETY FAIR

Thursday, September 15

TIME: 11 a.m. - 2 p.m.  LOCATION: Jean Claeys Linn County Public Service Center 305 Second Street SW

This event is eligible for wellness hours (up to a max. of 4 hours) and/or PTO hours. Please check with your supervisor to coordinate attendance.

Contact Marilyn Fitzgerald with any questions: mfitzgerald@cedar-rapids.org | 563-335-5566

Sponsored by the Linn County Health Awareness Team, Linn County Safety Committee and the City of Cedar Rapids Wellness Ambassadors.
IT ServiceDesk Portal Training

IT ServiceDesk is a tool the Information Technology (IT) Department uses to track incident (repair) and service requests from users. As part of this tool, there is a portal in which users can use to assist in submitting and tracking requests to IT. A training class has been developed by IT for the ServiceDesk Portal including agenda topics: Ticket Requests, Pending Tickets, Request Catalog & Solutions.

ServiceDesk Portal Training has been scheduled for the following days and times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>PeopleSoft Course &amp; Session #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 16</td>
<td>9:00am to 10:00am</td>
<td>City Hall - Mt. Vernon Room</td>
<td>ISD101 – 0001</td>
</tr>
<tr>
<td>Thursday, August 25</td>
<td>2:00pm to 3:00pm</td>
<td>City Hall - Mt. Vernon Room</td>
<td>ISD101 – 0002</td>
</tr>
<tr>
<td>Tuesday, August 30</td>
<td>9:00am to 10:00am</td>
<td>City Hall - Mt. Vernon Room</td>
<td>ISD101 – 0003</td>
</tr>
<tr>
<td>Thursday, September 8</td>
<td>2:00pm to 3:00pm</td>
<td>City Hall - Mt. Vernon Room</td>
<td>ISD101 – 0004</td>
</tr>
</tbody>
</table>

Participants may sign up for the ServiceDesk Portal Training class via PeopleSoft. Technology Training Schedules are also displayed on CR@Work at the following location:

http://cratwork/EmployeeTraining/ITTrain/trainingschedule/Pages/default.aspx

Call the IT ServiceDesk at x5500 with any questions.

Coping Skills Group

Learn positive coping skills to decrease feelings of anxiety & depression in a FREE and confidential group setting.

2nd Tuesday of each month
12:10 – 12:50pm
(Bring your lunch)
Mercy Family Counseling
1340 Blairs Ferry Rd, Suite A, Hiawatha
Please call with questions: 398-6575
2016 Community Cultural Events and Celebrations: August-September

During the 2016 Summer and Fall seasons, community members have organized a variety of multicultural activities for the Greater Cedar Rapids Area. Many events are designed to provide cross-cultural engagement opportunities through the performing arts, good food, and tons of fun. Many of the events are free and details can be found on the internet. We are proud to share a wide variety of multicultural events for City employees. Please consider attending the events list.

**August 2016**

**August 26**

**Women’s Equality Day Celebration**
Kirkwood Training & Outreach Center
3375 Amar Drive, Marion Iowa
Cost: $10 in advance or $12 at the door
$6 Students and Senior Citizens

Advance tickets can be purchased at:
Piersall Law Firm, 3716 1st Ave NE
Contact: info@womensequalitycoalition.org

**September 2016**

**September 9**

**Five Seasons Stand Down**
Veteran’s Memorial Stadium
8th Ave & Rockford Rd SW
Cedar Rapids, Iowa
Contact: ann.hearn@linncounty.org

**September 18**

**Festival Latino**
May’s Island
2nd Avenue Bridge
Cedar Rapids, Iowa
2:00 PM - 7:00 PM
Contact: jmoffitt@youngparentsnetwork.org

Department Directors, if you are interested in having a booth at one or more of these events, please reach out to the organization’s point of contact listed above.
Weight Watchers on Site

The summer promotion is:

20 people = 19 weeks, $186.00, $9.74/week

15 people = 13 weeks, $156.00, $12.00/week
The City of Cedar Rapids
Quarter 3 Wellness Activities

Bingo Card Activity Challenge
August 1 - September 30
Print the bingo card and get
involved in local activities.
Complete a bingo and earn 1 entry
in the drawing for prizes.
Up to 5 entries per person.
See newsletter for bingo card and
challenge details

Events
Blood Donation
CSC TimeCheck Hall
September 29
7:00 am - 12:00 pm
CityCR & Linn County Health Fair
Linn Co. Public Services Center
September 15
11:00 am - 2:00 pm

2016 Wellness Ambassador’s Calendar by Quarter:

City of Cedar Rapids
Bingo Card Activity Challenge 2016
Try to complete all the squares in at least one row (vertical/horizontal or diagonal) to earn a bingo. Each bingo earns one chance in the drawing.
Maximum of 5 bingsos per person. Three $25.00 gift cards will be awarded to the 5 names drawn.

<table>
<thead>
<tr>
<th>Visit Old McDonald’s Farm at Beaver Park or walk 1 lap of the track at Newbridge Park.</th>
<th>Attend a spiritual activity of your choice. Record activity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 30 minutes of strength training (no equipment needed, you can use your own bodyweight)</td>
<td>Attend the City of Cedar Rapids Blood Drive</td>
</tr>
<tr>
<td>Bike to work 1 day (and wear your helmet)</td>
<td>Attend Sunset Salas at the Cedar Rapids Main Library. Free lessons. Thursday’s 5 - 7:30 pm</td>
</tr>
<tr>
<td>Get your blood pressure checked and record the data you checked it here:</td>
<td>Volunteer at a local charity or organization. Record name of organization:</td>
</tr>
<tr>
<td>Attend any event at Must Mu at the Market at New Bo Market Thursday’s 5 – 7pm</td>
<td>Attend WFC Kids’ annual dog swim at Beaver Park Pool August 13 &amp; for August 14 10:30 am - 5:30 pm</td>
</tr>
<tr>
<td>Attend the City of Cedar Rapids Blood Drive</td>
<td>Attend the City of Cedar Rapids Blood Drive</td>
</tr>
</tbody>
</table>

If you have questions regarding this challenge please contact your department’s Wellness Ambassador.
AUGUST WELLNESS CHAMPIONS
Quarter 1 & 2 Overall Activity Challenge Leaders

Dan Lubben - Fire Department
Mike O’Neill - Parks/Rec Athletic Program Supervisor
Jeffrey Schmidt - Gardner Golf Course
Todd Henderson - Fire Department

Wellness Champion Accomplishment
These individuals have been consistent leaders in the number of miles logged between quarter 1 and quarter 2 in the 2016 Activity Incentive Program.

How do you fit your activity into each day? Do you have any advice for others who may be trying to fit more activity into their day?

Dan: Each day is a little different; it depends if I’m at work or if it’s my day off. Both tend to start out the same, 30 minutes of stretching both upper and lower body. Then I try to make my 5 am workout at FXB. This time of year I usually head to the golf course around 9 am if I’m not instructing at FXB. I walk almost 90% of the time when I golf, it helps my game and if I play bad at least I got a good walk in. When I’m at work I try to get up and move around every hour for at least 10 to 15 minutes. My step goal is 16,000 steps a day. If I can reach it before 3 pm I know it’s going to be a great day. Set a goal, it can be using your Fitbit, workout class, walk around the neighborhood or playing a sport you like. The Fitbit is nice because it’s like having a coach there telling you how close you are to reaching your target (steps for the day). You will find yourself parking further away from the entry doors at the store, walking to the mailbox to get the mail instead of driving up to it. Going for a walk with your wife at night when it cools down outside and yes sometimes even getting ice cream.

Mike: To start, try and get up 15 minutes earlier each morning and go for a walk. Add 5 minutes each week till you hit 30 minutes. Do the same at the end of the day. You will be amazed how much stronger you will feel after a few short months.

Jeff: My job at Gardner Golf Course keeps me very active. So fitting activity into my day is automatic.

Todd: I work a second job at Grainger; it’s in the warehouse so I walk stocking and shipping out items. I also mow for several elderly people in my neighborhood and use just a push mower. The one thing I do like to do is ride my bike or walk instead of driving my car to work or run errands.

What motivates you to stay active?
Dan: I have several things that help me to stay active. I enjoy practicing and playing golf, it’s a sport you don’t have to be good at to enjoy. I started doing Triathlons about 9 years ago and enjoy the training more than the race itself. I get nervous until I get in the water and start the race. My goal is to try and beat Jason Aarhus and Julie Popelka. I don’t tell but, I think they know. I have 10 years to go before I plan to retire from the Fire department and the job keeps getting tougher and tougher each day. I know that I need to stay in shape to be able to walk out the door when I retire and continue to play golf and compete in triathlons.

Mike: Good health. I have come to realize that it must be earned and is not achieved by simply waking up each morning. We cannot take our health for granted; it’s hard work to stay healthy and there are no short cuts.

Continued on following page.
What motivates you to stay active? (continued)

**Jeff:** I enjoy working hard to take care of the golf course. Working outdoors is what motivates me each day.

**Todd:** I love my job and need to stay in shape to do it well and not be a liability for the rest of my crew.

Please share some advice to others who may be trying to accomplish a similar goal.

**Dan:** Make your goal realistic and be willing not to give up when you don’t reach certain goals. Remember that the goals you set are your goals and no one else’s. If you reach your goal and it was too easy, bump it up a bit. Get your family, friends and co-workers involved with what you are trying to accomplish. They can be a great source of inspiration and with their help you will be surprised what you can do. One thing to remember is not to get carried away with it, make it fun and enjoyable and you will do just fine.

**Mike:** Take responsibility for your health, a few changes in your life style can make a big difference. You can do it! The City provides many opportunities through our Wellness programs, take advantage of them. Make a time investment in yourself; with a little discipline and hard work you will be surprised on how much you can achieve.

**Jeff:** Any investment in wellness benefits you personally, but also impacts your friends and family. You have a positive influence on others when you stay active.

**Todd:** Little things count - walk instead of drive, park farther away from stores when you run errands, take the steps and take a walk after dinner instead of sitting down and watching TV. It’s all things you have heard before but they work!

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Save the Date for our 26th annual event

**Especially for You® Race Against Breast Cancer**

**Sunday, October 9, 2016**

at Mercy’s Hall-Perrine Cancer Center in Cedar Rapids

Online registration is now open.

[Please click here](#) to register online as a participant on the City of Cedar Rapids team.

Contact Dawn Kolosik, Building Services, at 286-5577 with any questions about this year’s race.
Extended Swimming Hours Begin Aug 8 at CR Outdoor Pools

Extended swimming hours for the outdoor municipal pools will begin Monday, August 8 and end Monday, September 5 (Labor Day). Bever Pool closes for the season August 11 at 5:00 p.m. Ellis and Jones close Friday, August 12 at 5:00 p.m. Cherry Hill closes Sunday, August 28 at 5:00 p.m. and Noelridge closes Monday, September 5 at 5:00 p.m. The post season schedule follows:

**Bever Pool:**  
Aug 8 – 11 (Monday – Thursday)  
11:45 a.m. – 12:45 p.m. Lap Swim  
1:00 – 6:00 p.m. (5:00 p.m. on 8/11) Open Swim

**Cherry Hill Aquatic Center:**  
Aug 8 – 12, 15 – 19 (Monday – Friday)  
11:45 a.m. – 12:45 p.m. Lap Swim  
1:00 – 5:00 p.m. Open Swim  
5:15 – 6:15 p.m. Lap Swim  
6:30 – 8:30 p.m. Open Swim

Aug 13, 14, 20, 21, 27, 28 (Saturday, Sunday)  
11:45 a.m. – 12:45 p.m. Lap Swim  
1:00 – 6:00 p.m. (5:00 p.m. on 8/28) Open Swim

**Ellis Pool:**  
Aug 8, 10, 12 (Monday, Wednesday, Friday)  
11:15 a.m. – 12:45 p.m. Lap Swim  
1:00 – 6:00 p.m. (5:00 p.m. on 8/12) Open Swim

Aug 9, 11 (Tuesday, Thursday)  
10:00 a.m. – 12:45 p.m. Adult Swim  
1:00 – 6:00 p.m. Open Swim

**Jones Pool:**  
Aug 8 – 12 (Monday – Friday)  
11:45 a.m. – 12:45 p.m. Lap Swim  
1:00 – 6:00 p.m. (5:00 p.m. on 8/12) Open Swim

**Noelridge Aquatic Center:**  
Aug 8, 10, 12, 15, 17, 19 (Monday, Wednesday, Friday)  
11:45 a.m. – 12:45 p.m. Lap Swim  
1:00 – 5:00 p.m. Open Swim  
5:20 – 6:15 p.m. Lap Swim  
6:30 – 8:00 p.m. Open Swim

Aug 9, 11, 16, 18 (Tuesday, Thursday)  
11:45 a.m. – 12:45 p.m. Lap Swim  
1:00 – 5:00 p.m. Open Swim  
5:20 – 6:15 p.m. Water Exercise  
6:30 – 8:00 p.m. Open Swim

Aug 13, 14, 20, 21, 27, 28 September 3, 4 (Saturday, Sunday)  
11:45 a.m. – 12:45 p.m. Lap Swim  
1:00 – 6:00 p.m. Open Swim

**Labor Day, September 5 (Monday)**  
11:45 a.m. – 12:45 p.m. Lap Swim  
1:00 – 5:00 p.m. Open Swim

Bender (indoor) Pool closed Friday, Aug 5 at 3:30 p.m. for maintenance. It will reopen Monday, Aug 22.

Call Parks & Recreation, 286-5566, for more information.
Purchasing Contract Spotlight

Marking Paint and Stake Wire Flagging

Did you know that the City has a contract with Campbell Supply Co. to provide all types of Marking Paint and Stake Wire Flagging? The contract was bid to establish competitive firm fixed pricing for every City department so that employees can purchase these items on an as-needed basis with free delivery and no need to spend time shopping around. If for any reason the items on this contract do not meet your needs, please contact Purchasing Services before making your purchase elsewhere. The current contract information and pricing as shown below is posted on CR@Work under Purchasing Contracts in the Facilities Management Category:

**MARKING PAINT, CONTRACT #1212-124**

<table>
<thead>
<tr>
<th>VENDOR: CAMPBELL SUPPLY CO.</th>
<th>VENDOR CONTACT: SCOTT HARMS @ 319-365-0991 or <a href="mailto:sharms@campbellsupplyco.com">sharms@campbellsupplyco.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT TERM: 01/01/2016 through 12/31/2016</td>
<td>CONTRACT ADMINISTRATOR: HEATHER MELL @286-5117</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Size</th>
<th>Price/Can</th>
<th>Units/Case</th>
<th>Cost/Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Based Seymour Brand Upside Down Paint – Any Color</td>
<td>20 oz</td>
<td>$2.52</td>
<td>12</td>
<td>$30.24</td>
</tr>
<tr>
<td>Solvent Based Seymour Brand Upside Down Paint – Any Color</td>
<td>20 oz</td>
<td>$2.52</td>
<td>12</td>
<td>$30.24</td>
</tr>
<tr>
<td>Water Based Seymour Brand Trigger Cap Paint – Any Color</td>
<td>20 oz</td>
<td>$3.23</td>
<td>12</td>
<td>$38.76</td>
</tr>
<tr>
<td>Solvent Based Seymour Brand Trigger Cap Paint – Any Color</td>
<td>20 oz</td>
<td>$3.72</td>
<td>12</td>
<td>$44.64</td>
</tr>
<tr>
<td>Water Based Seymour Brand Traffic Marking Paint – Any Color</td>
<td>20 oz</td>
<td>$3.23</td>
<td>12</td>
<td>$38.76</td>
</tr>
<tr>
<td>Solvent Based Seymour Brand Traffic Marking Paint – Any Color</td>
<td>20 oz</td>
<td>$3.72</td>
<td>12</td>
<td>$44.64</td>
</tr>
</tbody>
</table>

Delivery time after order is placed: 1-7 business days

This contract has one one-year renewal option remaining, so marking paint will be going out for bid in the fall of 2017 to establish a new contract effective January 1, 2017. If you have any specific concerns or needs regarding these items that should be included in future specifications, or know of vendors who you would like to have added to the vendor list please contact Heather Mell in the Purchasing Services Division at 286-5117 or hmell@cedar-rapids.org.