City of Cedar Rapids

Employee Connection

June 6, 2016

Cedar Rapids, a vibrant urban hometown - a beacon for people and businesses invested in building a greater community now and for the next generation.

Employee News

New Employees

Jourdan Bolt, PW – Public Works Program Coordinator effective May 31. Jourdan acquired her Bachelor's degree and attended Colorado State University and Kirkwood Community College. She joins the City from Titmouse, Inc. in Los Angeles, CA.


Kit Wong, EIA – Accountant II effective May 31.

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

Reminder: Submit your newly earned Degree, Certification, License and / or Award

Starting in 2016 and going forward the city will recognize accomplishments such as a new degree, new certification, new license and/or new award. This link provides a PowerPoint that explains the new program:
Degree, Certification, License and Award Program

See slides 12 and 13 for FAQ. For additional questions please contact Jan Rushford at 286-5106 or Amanda Felton at 286-5094.
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.

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>Seasonal Positions / Internships / Partner Organization Opportunities</th>
<th>June 6, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatics Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Golf Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Intern IV-Engineering</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Intern V-Engineering</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>
<tr>
<td>Civil Engineer-Traffic</td>
<td>June 10</td>
</tr>
<tr>
<td>Finance Business Manager</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Housing and Healthy Homes Specialist</td>
<td>June 10</td>
</tr>
<tr>
<td>Housing Rehabilitation Specialist</td>
<td>June 10</td>
</tr>
<tr>
<td>Intern IV-City Manager’s Office</td>
<td>June 17</td>
</tr>
<tr>
<td>Project Engineer I</td>
<td>June 24</td>
</tr>
</tbody>
</table>

Healthy Workplace/Nutrition Policy

In effort to foster a culture of health, the City adopted a Healthy Workplace/Nutrition Policy in 2012. Per this policy, healthy foods must comprise half of the food choices at all meetings, functions, and events. The link below is to the policy, which is outlined in Section 7.14

It is also suggested that preference be given to Blue Zones Project Approved® restaurants or grocery store when choosing to have a meeting or event catered. A list of these restaurants/grocery stores can be found here

**Healthier snack ideas include:**
- Fresh fruit- apples, bananas, berries, oranges, grapes, etc.
- Fruit tray or fruit kabobs
- Applesauce, unsweetened
- Dried fruits (with little or no added sugars)- apples, apricots, blueberries, cranberries,
- Fresh vegetables-bell peppers, broccoli, carrots, snap peas, celery, etc.
- Whole-grain crackers
- Baked whole-grain pita chips
- Dips-hummus, salsa, guacamole, bean dip, nut butter, yogurt
- Roasted or raw nuts (unsalted or very lightly salted)- almonds, pecans, peanuts, pistachios, walnuts
- Build your own trail mix bar- dried fruit , nuts, seeds (pumpkin, sunflower), cereal (whole grain)
- Yogurt (fat-free/low fat)
- Light popcorn (unsalted or lightly salted)
- Rice cakes
- Graham crackers (preferably whole-grain)
- Whole-wheat bagels-mini or cut in fourths, with non-fat/low fat cream cheese
- Cheese (non-fat/low-fat/light)
Free Yoga Classes at Greene Square

The Parks & Recreation Department is offering free outdoor yoga classes for ages 12 and up at Greene Square. Class meets weekly on Saturdays from 8:30-9:30 a.m., June 4 through August 13. No registration required. Contact Rob Wagner, 286-5799, for more information.

Big Brothers/Big Sisters organization is looking for volunteers to become mentors to kids in our community. The organization offers the community based program, or the Lunch Buddy program, and currently has over 100 kids on the waiting list, most of them being boys. If you're interested in learning more about this program, please contact Joy Huber at 286-5886, or any member of the CR Care Committee.
School’s Out for Summer!

You have heard the famous song written by Alice Cooper, “School’s Out”, right? Now that there are “no more pencils, no more books”, how does one enjoy their summer? Some people may try and get away for a few days, while others might soak up the sun’s rays at a baseball or softball game. Other people may use the summer months in a not so relaxing way—working more hours, transporting their children around, and catching up on overdue tasks; such as weeding the garden or mowing the lawn. Within this newsletter you will find ways to make your life balanced between relaxing and productivity.

- **Plan, Prepare, Prioritize:** From last minute barbecues to pool parties, the list of summertime activities fills up quick. Before long, this constant barrage of fun can make your schedule slip away from you. To avoid this “Summer Shock,” do your best to plan ahead. Plot out any time off you may be taking, prioritize your opportunities and make sure family, friends, and coworkers are all on the same page. Everyone needs a little spontaneity during the season; but a little bit of planning goes a long way towards setting yourself up to embrace those moments.

- **Vacations Come in All Sizes:** When the vacation itch hits, it hits hard. In the excitement of the moment, it can be easy to let your plans get out of hand. Keep in mind that vacation time should be a relaxing occasion to recharge; you don’t need to conquer the world in one trip. If this sort of undertaking sounds daunting, plan shorter trips that are more manageable and build in chunks of open time to ensure you’ll find moments of peace. Remember, a vacation is whatever you make of it, whether it is a one-day hike or a month-long journey.

- **Turn off the technology:** There is nothing worse than being buried in your phone while memories are happening right in front of you. To avoid this, establish times to disconnect entirely; turn off your devices completely if you need to. Technology should be used to help you find better stability between home and office, not drag you deeper into the stress of your work, planning a vacation, or constantly checking the weather to see if your son/daughter will still have their t-ball game.

- **Get outside:** Just 30 minutes in the sun can boost your mood, according to a University of Michigan study. So go for a morning walk or a lunchtime stroll. It will lift your spirits up naturally, and make you feel rejuvenated—just do not forget the sunscreen.

Learning to truly unwind and unplug will help you become happier and more balanced. It will also help recharge your physical and mental health. For more tips or to speak with a counselor about your mental health contact Mercy EAP at 398-6694 to schedule an appointment or visit our website [www.mercycare.org/EAP](http://www.mercycare.org/EAP) for more tips on improving your mental health.
CRPD Facebook post

Hello Cedar Rapids Police Department. My name is Atticus Estling and I am 4 weeks old. This morning my home caught fire (3120 Wilson) and one of your finest entered the building knocking on all the doors to get everyone one out safe. My family is so grateful for this officer’s actions because we were able to get out safely.

Wanted to share one of the best posts received on our CRPD Facebook page.

Each of you make a meaningful impact on lives in our community and it is nice to hear this positive feedback.

Great work everyone!
Zero Waste Signs for City Services Center

On July 1, new compost bins and new signage for refuse bins will be introduced to City Services Center. A variety of signs will be used depending on bin size and location. Drafts are below.

We want your feedback: Do the signs make sense? How could they be better? What questions do you have? Did you learn anything?

This project will enable staff to recycle and compost on a whole new level and help to rethink and reduce your production of waste. This is the beginning of our pursuit of zero waste and an example of sustainability at work.

Please provide comments here (pictures of signs included): http://goo.gl/forms/tBMlo0pbL3Keq2e33

Thank you for your participation and for leading by example.
Make a Move CR!!

8 Week Physical Activity Challenge  May 2 – June 26

This individual challenge is designed to help increase your activity level by motivating you to gradually add steps each week. **Set up and Join the Challenge:** Enroll now on your Health Solutions portal. **Connect your fitness device to auto log steps, or use the online manual tracker.** Each milestone reached = 1 point to be entered into the drawing for prizes. **Up to 8 entries per person**

<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Total miles to achieve milestone*</th>
<th>Suggested Weekly Goals</th>
<th>Suggested Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2</td>
<td>Week 1</td>
<td>17.5 miles</td>
<td>5,000 steps/day 17.5 miles</td>
<td>Complete 3, 10 minute walks with co-workers on separate days</td>
</tr>
<tr>
<td>May 9</td>
<td>Week 2</td>
<td>38.5 miles</td>
<td>6,000 steps/day 21 miles</td>
<td>Attend ‘Meet Me at The Market’ (any activity) at New Bo</td>
</tr>
<tr>
<td>May 16</td>
<td>Week 3</td>
<td>63 miles</td>
<td>7,000 steps/day 24.5 miles</td>
<td>Participate in a Bike to Work Week Event</td>
</tr>
<tr>
<td>May 23</td>
<td>Week 4</td>
<td>91 miles</td>
<td>8,000 steps/day 28 miles</td>
<td>Complete the CRFD Memorial 5k or walk/run 3.1 miles <a href="http://crfirefoundation.org/5k/">http://crfirefoundation.org/5k/</a></td>
</tr>
<tr>
<td>May 30</td>
<td>Week 5</td>
<td>120.75 miles</td>
<td>8,500 steps/day 29.75 miles</td>
<td>Play a round of golf (and walk!)</td>
</tr>
<tr>
<td>June 6</td>
<td>Week 6</td>
<td>152.25 miles</td>
<td>9,000 steps/day 31.5 miles</td>
<td>Complete 30 minutes of Body Weight / Strength Training 2x this week</td>
</tr>
<tr>
<td>June 13</td>
<td>Week 7</td>
<td>185.5 miles</td>
<td>9,500 steps/day 33.25 miles</td>
<td>Take a family member to the pool or swim for exercise</td>
</tr>
<tr>
<td>June 20</td>
<td>Week 8</td>
<td>220.5 miles</td>
<td>10,000 steps/day 35 miles</td>
<td>Take a local group fitness class</td>
</tr>
</tbody>
</table>

*You do not need to hit the milestone in the suggested weeks, The challenge runs as a cumulative challenge.

See the challenge FAQ Handout on the following page for more details.

---

1 month membership to Aspen
1 month membership to Aspen
One 10 week membership to Ferrell’s Extreme Body Shaping
2 passes for 18 holes of golf
3 month City gym membership
3 month City gym membership
4 single admissions to City Pool
Make a Move CR!
Challenge FAQ

Steps to join:

1. **Log in to your Health Solutions account.** If you have not logged in for the 2016 year, log in as a new user and create an account.

2. **Click Enroll in Challenge Here**

3. Select **Make a Move 8 Week Physical Activity Challenge** from the list of challenges available

4. **Click Enroll**

5. From the main page of the challenge select **Manage Devices**

6. **Select the device you wish to sync to the challenge.** Follow the directions here to auto sync. *If you are already enrolled in the quarterly incentive program you may skip this step!*

7. **Begin tracking!**

Can I manually log data?
Yes! You may manually log data for this challenge or sync your device to have it automatically uploaded. To manually log data please go to the ‘tracker’ tab from the challenge homepage. Select “add” and choose the date you wish to manually log data for. *the previous question*

How often do I have to manually log my activity?
You may log it as often as you like- daily, weekly or at the end of the challenge.

Do I have to submit anything at the end of 8 weeks?
No, all your activity will be logged via the Health Solutions site. Please contact your Wellness Ambassador if you need an alternative way to submit information.

What is the last day I can log my activities?
The challenge ends June 26th. That is the last day any data will be auto synced. You may log activities for May 2 – June 26th until July 1st.
Bicycle Safety and Traffic Law Reminders

CRPD would like to remind both motorists and bicyclists of important laws and safety information to ensure that motorists, bicyclists and pedestrians are able to work together for safe usage of area roadways. Under Iowa law, bicyclists have a right to use the road and, at the same time, bicyclists must follow the same rules of the road as motorists.

Here are some safety tips and traffic law information:

- It is recommended that bicyclists wear a helmet. A bicycle helmet should sit on top of the head in a level position, and should not rock forward, backward, or side to side. The helmet strap must always be buckled, but not too tightly. Bicycle helmets can reduce the risk of severe brain injuries by 88 percent.
- Bicyclists are allowed to use sidewalks in residential areas within Cedar Rapids. However, bicyclists are not allowed to use the sidewalk in the business district of Cedar Rapids or anywhere that a “no sidewalk riding” sign is posted. In these areas when riding on the sidewalk is prohibited, bicyclists must dismount and walk on the sidewalk or ride the bicycle in the street.
- It is recommended that bicyclists using the street ride as far to the right as is safely possible. When a bike lane is not provided, a bicyclist is allowed to use the travel lane of a roadway. Persons riding two abreast shall not impede the normal and reasonable movement of traffic and, on a laned roadway, shall ride within a single lane.
- Bicyclists have the same rights and obligations as operators of motor vehicles. Bicyclists must use appropriate hand signals and obey traffic signs and signals (including stop signs or signals, yield signs, etc.).
- For improved safety, bicyclists should make eye contact with drivers. Bicyclists should never assume a motorist sees you or that you have the right-of-way. Bicyclists should be cautious for parked vehicles pulling into traffic; vehicle doors opening into your path; and debris on the road.
- Bicycles shall be equipped with red rear reflectors that can be visible from 300 feet away. If riding a bicycle between sunset and sunrise, the bicycle must display a lamp that emits white light visible from a distance of at least 300 feet from the front of the bicycle. A red light is recommended on the back of a bicycle for increased visibility.
- Motorists are required to pass a bicycle at a “safe distance.”
- When in doubt, a motorist should yield to a bicycle.

Pavement Symbols and Bike Lane Information:

- Protected Bike Lanes: A protected bike lane is designed for bicycles only. A cyclist is protected from the travel lane by planters, curbs, or parked vehicles. Protected bike lanes separate cyclists from moving vehicles, create a more comfortable experience for those riding bikes, and decrease incidents of “dooring.”
- Conventional Bike Lane: A conventional bike lane is designed for bicycles only. It will be marked with a bicycle and a solid line on each side. Motorists should not cross into these lanes unless they are preparing to turn or park their vehicle. When attempting to turn where a bike lane with solid lines is present, the motorist should merge at least 50 feet prior to the intersection and must yield to oncoming bicyclists.
- Sharrows: A shared lane marking, also known as a sharrow or super sharrow, helps identify where people riding bicycles should be positioned safely on the road to avoid “dooring.” It also reminds motorists to watch for bicycles. Motorists may drive their vehicles as normal but should pass bicyclists on the left side at a safe distance. Super Sharrows indicate where cyclists may use the full travel lane.
- Green Bike Lanes: The City of Cedar Rapids was the first community in Iowa to have green colored bike lanes, which were intended to increase the visibility of the bike lane. The colored lanes are a reminder that bicyclists have priority in the highlighted areas. Motorists must yield to oncoming bicyclists prior to passing through a green bike lane.

Please see the graphics on the following pages that were prepared by Traffic Engineering entitled “Right Turns and Bike Lanes” and “Two Ways to Turn Left” that provide important safety information. For more information, please visit our website at www.cedar-rapids.org/police
Right Turns and Bike Lanes

**Wrong**
- Driver is not turning from as far right as practicable
- Bike rider should look for turn signal, avoiding driver’s blind spot

**Correct**
- Driver must merge into bike lane and turn from curb
- Bike rider should pass on left as driver merges into the bike lane

Two Ways to Turn Left

**Use the Turn Box**
- Two Stage Turn
  1. Pull forward and turn left into turn box.
  2. Wait until next green light to go forward.
- Used with parking protected bike lane.

**Merge with Traffic**
- Merging Left
  1. Use hand signal indicating left to merge.
  2. Merge into motor vehicle travel lane when safe.
  3. Using hand signal for a left turn, turn left at the intersection.