Employment Opportunities
Flu Shots
Tuition Reimbursement
Toys for Tots
Open Enrollment
Fundraising Opportunities
Veteran’s Day Events
Award Winning Departments
Sustainability
Wellness Info

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


Patrick Keating, PW – Traffic Control Maintenance Supervisor effective Oct 31. Patrick joins the City from Rogers Concrete in Anamosa.

Employees that were recently transferred or promoted

Ryan Rasmussen, UTIL – transferred to Water Sys Mtnce-Rpr I effective Oct 31. His previous position was Sld/Rec Driv/Coll II.

Kirsty Sanchez, DS – transferred to Dev Services Project Planner effective Oct 31. Her previous position was Planner II.

Jared Barthelman, UTIL – promoted to Water Plant Opr II effective Oct 29. His previous position was Water Plant Opr I.

Sergio Hill, TRN – promoted to Transit Operations Supervisor effective Oct 31. His previous position was Transit Driver.

Jesse Hahn, P&R – promoted to Rec Mtnce-Rpr Wkr I effective Oct 26. His previous position was Parks Laborer.

Retirees

David Brown, CRFD retired Nov 1. Dave started with the City Aug 31, 1998. His current position was Battalion Chief.


Carol Hoke, LIB – retiring Dec 27. Carol started with the City Nov 18, 1985. Her current position is Children’s Programming Manager.


John Elliott, FIN – retiring Dec 30. John started with the City June 3, 1985. His current position is Auto Equipment Mechanic II.

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>Parks Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Recreational Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
</tbody>
</table>

Permanent Openings

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Customer Service Assoc (19 hr.)</td>
<td>Open Indefinitely</td>
</tr>
<tr>
<td>Library Shelver (19 hr.)</td>
<td>Open Indefinitely</td>
</tr>
</tbody>
</table>

Customer Service Representative II (Water) | Nov 18
Finance Business Manager                | Open Until Filled
Lead Streets Worker-Department Only     | Nov 4
Library Branch Supervisor-Downtown      | Nov 11
Transit Driver                         | Nov 11

Flu Shot Clinic For Spouses & Employees

Thursday, November 10
Safety & Wellness Office
City Services Center
500 15th Avenue SW
7:30 – 10:30 am
1:30 – 4:00 pm

Tuition Reimbursement

All tuition reimbursement requests for a reimbursement in the 2016 calendar year must be submitted to Human Resources no later than Thursday, December 15, 2016 to receive your reimbursement with the last paycheck in December.

For more detailed information on the Tuition Reimbursement Program, please visit CR@Work.

http://cratwork/EmployeeResources/Benefits/TuitionReimbursement/Pages/default.aspx
Photo Book of Flood Fight

The Cedar Rapids Gazette has put together a paperback book of photos from the September 2016 flood fight. The books can be purchased for $9.35 each, and a portion of all proceeds are going to help with small business recovery efforts. You can order online or purchase them at the Gazette, 500 Third Ave SE, or at the GO Cedar Rapids Visitor Center located in NewBo City Market.

Several City employees were photographed by the Gazette and are included in the paperback book, which captures the flood preparations both from City forces and from community volunteers and contractors.


TOYS FOR TOTS

Each year Toys for Tots continues to advance its mission of bringing the joy of Christmas to needy children nationwide. The goal of Toys for Tots is to continue to make a difference and provide a tangible sign of hope to economically disadvantaged children at Christmas. With the help of toy collection from supporters such as you we will continue to see growth in Christmas assistance.

Last year the program distributed over 50,000 toys, books and stocking stuffers to over 6,000 children locally.

This year’s toy drive is **Monday, Oct 31 – Friday, Dec 9**

Toys for Tots donation boxes will be located at the following City locations:

- City Hall – 1 box
- City Services Center – 2 boxes
- WPC – 1 box
- Water – 2 boxes
- PD – 1 box
- Library – 1 box (downtown location)
- Library - 1 box (Ladd location)
- Transit – 1 box
- CR Police Substation – 1 box
- All 9 Fire Stations will have a donation box as well.

If you have any questions please contact Nicky Stansell (ext. 5268) or Stacy Mason (ext. 5243) at the Fire Department.
Open Enrollment for Health Insurance, Dental Insurance & Flexible Spending Accounts and New for 2017: Voluntary Vision Benefit

Open through November 16

During Open Enrollment, you can do the following:

⇒ New for CY 2017 - Voluntary Vision Benefit. Enroll during Open Enrollment for coverage effective January 1, 2017. Attend a voluntary employee meeting to learn more about this new benefit. Keep watching CR@Work for more information.
  • Voluntary Employee paid benefit
  • Employee premiums are taken pre-tax, on second paycheck of the month
  • Premiums are not pro-rated for part-time positions
  • Co-pays & other out-of-pocket expenses are eligible for Flex Spending consideration
  • Pre-tax vision premiums ARE NOT eligible for Flex Spending reimbursement

⇒ Enroll in Flexible Spending Accounts for CY 2017 - You must re-enroll if you have a current account for CY 2016 and you want to have a Flexible Spending account for CY 2017.
⇒ Switch between health insurance plans (Traditional & Choice)
⇒ Change coverage tiers on health and/or dental insurance
⇒ Drop or add dependents on health and/or dental insurance

2017 Schedule of Holidays

The 2017 holiday schedule is now available at the following link:

http://cratwork/EmployeeResources/Benefits/Holidays/Pages/default.aspx
Supporting Fellow Employees Whose Homes were Flood Affected in 2016

A committee has been formed to generate fundraiser ideas to support city-wide coworkers personally affected by the flood. Committee members are Shannon Sampson PD, Michele Tamerius Finance, Amanda Felton, Cindy McMillen, and Jan Rushford HR. If you are interested in serving on the committee please contact Jan Rushford or Amanda Felton in HR.

In October departments provided HR with a list of employees that were personally affected by the recent flood of 2016. All city employees will have opportunities to participate and/or donate to help. The events are employees helping employees. The events are not city funded.

Department contacts are asked to administer the events in their locations. Please seek out additional help from others in your departments. Please work together to host events in the larger facilities such as City Hall, CSC, Water, WPC, Police, Central Fire, Library etc. If you are in a smaller facility work with your department management team to find ways to participate. Make sure ALL employees are aware of each event. Reach out to fellow employees to see if they are willing to help with the events to support city employees. Select dates that work well for your facility for the following events.

Ask employees if they would like to donate food or items for the event:

- **Mid November** - walking taco and dessert bar by facility.
- **December** – make a themed raffle basket. Send the baskets to HR and we will take a picture of each one. (We have a list of suggested baskets.) A picture of each basket will be sent out with instructions for selling raffle tickets.
- **January** – A city-wide raffle for a handmade quilt. Pictures will be available early January. The quilt is being made by a few employees at CSC. City-wide employees can purchase chances to win this beautiful quilt.
- **February** – funds will be distributed equally amongst each employee personal affected by the flood.

Other ideas if you would like to host additional fundraiser events:

- Bake sale
- Hold a cookie exchange by location – willing employees will bring in 2 dozen. All employees then pay $5.00 to pick out 2 dozen assorted cookies.
- Other??

Bring all funding to City Hall after your fundraisers – please see Michele Tamerius (1st floor Treasury office). Contact a committee member with questions.

*Thank you for your willingness to help your co-workers across the city.*
Veterans’ Employment Rights Education

Sponsored by the Cedar Rapids Civil Rights Commission, the City of Cedar Rapids, the U.S. Attorney’s Office of the Northern District of Iowa, Linn County Veteran Affairs, Employer Support of the Guard and Reserve and IowaWORKS.

November 9, 2016
9:30 AM to 12:30 PM
Veterans Memorial Building
50 2nd Avenue Bridge, 4th Floor

Topics include: Rights under the ADA & USERRA, Home Base Iowa Initiative and Employment Resources.

Register at www.Eventbrite.com or on site from 9:00 - 9:30 AM the day of the event!

If you have any questions please contact the Civil Rights Commission at 319-286-5036.

VETERANS DAY SERVICES
VETERANS MEMORIAL BUILDING
FRIDAY, NOVEMBER 11, 2016 10:00 AM

Program to include: Presentation of The Colors, Service Song Medley and other musical selections, a Guest Speaker, Voluntary Salute and more.

The Veterans Memorial Building is open from 9:30 AM—4:30 PM on Veterans Day. Memorial Window & Military Displays are free & open to the public.
Cedar Rapids Awarded

The Iowa Healthiest State Initiative presented Cedar Rapids the Healthy Hometown Founder award on Nov 1. The award recognizes Cedar Rapids’ dedication and accomplishments toward meaningful health improvement initiatives in our community.

Some noteworthy achievements in Cedar Rapids include:

- Tobacco or nicotine-free campuses established in more than 25 worksites.
- Cooking classes focused on plant-based dishes were attended by 1,160 citizens.
- Produce sales increased 25 percent from 2009 to 2014 in local grocery stores.
- Iowa’s first protected green bike lane was implemented.

Outstanding Service to the Community Award

The Cedar Rapids branch of the NAACP held their 74th Freedom Fund Banquet, “Our Lives Matter, Our Votes Matter,” on Saturday, October 29. During this event the Cedar Rapids Civil Rights Commission was presented with the Small Business Award for Outstanding Service to the Community. The Commission and staff were recognized for their contributions to the community through the following efforts:

- Collaborating with City Departments to receive 100% on the 2016 Human Rights Campaign Municipal Equality Index
- Successfully addressing a backlog of cases in order to provide quality customer service on current cases filed with the Commission
- Establishing and exceeding performance standards for timely investigations, and providing quality customer service during the intake process and when providing educational outreach
- Establishing a partnership with the Cedar Rapids Community School District to assist in addressing diversity concerns within the school system
What the Science Says

TUESDAY, NOVEMBER 29 | 6:00 – 7:30 p.m.
CEDAR RAPIDS PUBLIC LIBRARY'S WHIPPLE AUDITORIUM
450 5th Ave SE, Cedar Rapids, IA 52401

What does the science say about social and environmental sustainability for Cedar Rapids and the region?

Learn from our presenters, ask questions, and provide input for our first municipal sustainability plan.

PRESENTING AND ENGAGING IN A Q&A:

Dr. Craig Just
Assistant Professor, University of Iowa
EXPERTISE: Sustainable Development, Water Quality, and Sustainability Education.

Dr. Charles Connerly
Professor and Director, University of Iowa School of Urban and Regional Planning; Founder, Iowa Initiative for Sustainable Communities
EXPERTISE: Civil Rights and Urban Planning, Community Development, and Sustainability in Iowa and Upper Midwest.
You’re Invited: Sustainable City Talks.

What is sustainability? What does it mean for Cedar Rapids?

“What the Science Says,” the first Sustainable City Talk, will be held on Tuesday, November 29, in the Downtown Library’s Whipple Auditorium. UI Professors Dr. Craig Just (College of Engineering) and Dr. Chuck Connerly (School of Urban Planning) will present on the environmental and social science of sustainability and engage in a Q&A in the final 30 minutes.

The event is 3-4:30 p.m. for city staff & 6-7:30 p.m. for community members, both in Whipple Auditorium.

Learn more: www.cedar-rapids.org/local_government/sustainability/index.php

By Eric Holthus, Sustainability Coordinator

Following up: Tree Planting at Water Admin and J Ave Water Plant.

With the help of Alliant, TreesForever, IowaBIG volunteers, and City employees that volunteered, 21 fruit and shade trees were planted at Water Admin and the J Avenue water plant on Thursday Oct 27th. Alliant and TreesForever provided $1,500 in financial assistance as well as an educational demonstration.

These trees will provide improved air quality, stormwater retention, and increased energy efficiency as well as fruit for the community. Another community benefit - studies have found that access to nature yields better cognitive functioning, more self-discipline, and greater mental health overall.

For a list of 22 benefits of trees, visit https://www.treepeople.org/resources/tree-benefits.

By Holly Roble, Environmental Specialist
Do your part: Reduce unnecessary idling.

Idling cost the City of Cedar Rapids $5,707.24 in October. Although many people associate unnecessary idling with heavy-duty vehicles, idling occurs in every sector of the City fleet, from large trucks to passenger cars. If your engine is idling and doesn't need to be, turn off your engine after 30 seconds. Concerns about wear or fuel usage with this occasional stop-start is an old, outdated issue. If you're warming your car up when it's cold, idle for no more than 5 minutes. Apart from cost savings, 38% of airborne pollutants in Cedar Rapids come from vehicles, and those most affected by air pollution are kids.

Click the link below for our engine idling SOP. How can we work with your department to understand and improve engine idling practices?


My job is a sustainability job: Sandy Pumphrey, PW Engineer.

As a stormwater engineer, much of my job deals with flowing water. Older design paradigms valued expelling stormwater as quickly as possible from properties, streets and alleys to creeks and rivers through large, concrete pipes. We still do that, but we know that flash flooding and polluted stormwater are two downfalls of that approach.

Working with community members, consultants, and city staff, today we are starting to prioritize capturing and infiltrating stormwater where it falls through features like permeable pavement, rain gardens, bioswales, healthy soils, and trees. This is a long-term approach and one that takes investment in long term maintenance, but it is a sustainable approach and one that serves to make our city a more beautiful, livable place.

By Sandy Pumphrey, Public Works Engineer

Green is More: Behold the power of trees.

Trees soak up water in their roots and soil around their roots—but did you think about their canopies? Tree canopies hold massive amounts of water and slowly release it over time during a storm, which reduces flooding. A large percentage of the water trapped in canopies evaporates, which means it evaporates or is exhausted (transpired), which cools the air around it (other than shade, this is why vegetated surfaces are cooler than concrete), reducing flooding.

Great video here: https://www.youtube.com/watch?v=wJqUEv_DwMA

By Cara Matteson, Stormwater Coordinator

What do you think?

Contact sustainability@cedar-rapids.org or call 319-286-5927.
### City of Cedar Rapids
### Plank Challenge 2016

A strong core improves your balance and posture! Try this plank challenge by holding a plank position for the designated time each day. The Challenge runs November 21-December 20. Complete this on your own or with co-workers to build strength during the holiday season.

<table>
<thead>
<tr>
<th>Date</th>
<th>Sequence/Rest Times</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<tr>
<td>12/19</td>
<td>80 sec, rest, 75 sec, rest, 70 sec</td>
</tr>
<tr>
<td>12/20</td>
<td>AS LONG AS YOU CAN</td>
</tr>
</tbody>
</table>

#### How to do a plank:
1. Start by getting into a press up position.
2. Bend your elbows and rest your weight onto your forearms and not on your hands.
3. Your body should form a straight line from shoulders to ankles.
4. Engage your core by sucking your belly button into your spine.
5. Hold this position for the prescribed time.

#### Benefits:
Plank helps you to build strength in your core, upper and lower body so it’s a good full body work out. You do not need any equipment to perform this exercise all you need is a bit of space, and it really helps improve flexibility by stretching muscles and will improve posture if performed regularly.

If you have questions regarding this challenge please contact your department’s Wellness Ambassador.
MAINTAIN don’t GAIN Challenge

November 14th - January 13th

- With this challenge, you will have the resources and motivation to maintain or lose weight this holiday season! Participate as a team (4 members and must have a team name) or as an individual.
- All participants must weigh in the first week and weigh out the last week to be eligible for the gift card drawing, all team members must weigh out for the team to be eligible.
- Maintain (within 2 pounds of your starting weight) or lose during this holiday season to be eligible for the gift card drawing. Teams - all individuals must not be >2 pounds of their starting weight, or the team is disqualified from the drawing.
- There will be two drawings for $20.00 gift cards - 1 drawing for all teams who maintain or lose weight (win 1 gift card per team member) and 1 drawing for all individuals who maintain or lose.

Initial weigh in schedule
November 14 - November 18

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
</tbody>
</table>

- Library: 8:30-9am
- Police: 9:30 – 10 am
- Airport: 11:30-12:00 pm
- WPC: 2-2:30 pm
- Water Dept: 10-10:30 am
- CSC: 8 - 9:00 am
- Central Fire: 1 - 1:30 pm
- Central Fire: 11-11:30 pm
- Central Fire: 11 - 11:30 am

You may also weigh in at the Health Solutions office 8 am-5 pm the entire week

Let’s Move CR

Weigh ins will be held in the normal coaching room at each location.

You may weigh in at ANY time & location listed above or at the Health Solutions office by 5pm.

Health Solutions Office: 151 5th Ave SE Suite 500
Cedar Rapids, IA 52402 (319)362-2409
Kids and Bedtimes: Why earlier bedtimes lead to healthier and possibly smarter children.

Sleep wellness is important for us as we aim for that 7-8 hour benchmark. Did you know that sleep wellness also has a large impact on our children? Studies show that a child’s cognitive, emotional and physical development benefit from going to bed earlier, with earlier defined as 6-9 PM.

- One study monitored 7-11 year old students and their sleep cycle. The students who were put to bed just one hour earlier for five nights were rated by their teachers (unaware of the times) as less irritable and impulsive than usual.
- In another study researchers reported that 18 month olds who went to bed before 10PM were at lower risk for motor, language and social deficits compared with kids who went to bed later.

So what can you do to help your child get to bed earlier?
1. Start earlier! Allow an interval of 20 minutes to an hour for bedtime preparation.
2. Work as a team with your spouse or partner. Make sure both parties on the same page.
3. If you give a bedtime snack avoid a large snack, a full stomach can interfere with sleep.
4. Be mindful of the room temperature for sleep, children sleep in cool but not cold temperatures. Also remember little ones often kick off the covers at night.
5. Avoid the “one last thing trap” by making the usual “one last thing” as part of the normal bedtime routine.

Bedtimes can be very stressful and add to other stresses in your life. If you or someone you know needs to talk, Mercy EAP is here to help. Individual, couples, and family counseling is available for all ages. For more information go to [www.mercycare.org/EAP](http://www.mercycare.org/EAP) or to schedule an appointment call 398-6694.
Wellness Time Policy

Have you used your Wellness Time for 2016?

To reinforce that the City values the health of its employees, all City Directors approved the addition of 6 hours, per year, of paid time to all full-time employees to use for wellness-related events! The events below include opportunities to use the remainder of your wellness time in 2016!

<table>
<thead>
<tr>
<th>Events or Activity</th>
<th>Date/Time/Location</th>
<th>Estimated amount of wellness time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mercy EAP Presentation</td>
<td>November/TBD</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Great American Smoke Out: Smoking Cessation Courses</td>
<td>November/TBD</td>
<td>up to 4 hours</td>
</tr>
<tr>
<td>Stress Management Presented by Mercy EAP</td>
<td>December/TBD</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

*Any changes in date/time for the following events will be published. Events may be added.*

Wellness Time 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”*

- Time spent in attendance at a City sponsored wellness event must be annotated by the employee on his/her payroll records, using payroll code “Wellness.”
- If employee does not enter their own time, they must report attendance to designated payroll staff member the day of the event.
- 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.
- Travel time to a wellness event is included in the allotted six (6) hours.
- **Note:** The annual Health Solutions health screening and monthly coaching program does not count against the allotment of six (6) hours for Wellness Events.
Going on now! Weekly On-Site Fitness Classes!

ALL FITNESS LEVELS ACCOMODATED
Lead by a Certified Group Fitness Instructor

- 2 – 30 minute classes offered weekly until November 17th
- Located at the City Services Center – Time Check Hall
- Both classes are B.Y.O.M. Bring Your Own Mat, such as a yoga mat or padded mat

<table>
<thead>
<tr>
<th>Number of Classes</th>
<th>Cost</th>
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<tbody>
<tr>
<td>1 day per week (4 total)</td>
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<tr>
<td>Daily drop in rate</td>
<td>$5.00</td>
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</tbody>
</table>

**Pure Strength (80 minutes)**
Monday’s 4:15 – 4:45 pm  
City Services Center Time Check Hall

Work your muscles in every way possible in this class designed to build strength, add definition, increase your bone density, and decrease your body fat by increasing your lean muscle. Research has proven that by adding lean muscle to the body you can speed up your metabolism and burn more calories when you work out and at rest. You will use your own body weight to change the shape of your body. No muscle gets neglected in this class. All fitness levels accommodated. B.Y.O.M.

**Core & Toning Express (30 minutes)**
Thursday’s 12:15 – 12:45 pm  
City Services Center Time Check Hall

This class targets all the muscles around the core and provides the vital ingredient for a stronger body. A stronger core makes you better at all things you do. Combining traditional abdominal exercises, along with squats, lunges and lower back strengtheners, this class will help shape, define, and shrink the waistline and tone every inch. All fitness levels accommodated. B.Y.O.M.

Questions? Please contact Riley Barth at rileybarth@hdr-ix.com