

City CONNECTION

September 23, 2015

A Weekly Publication for City of Phoenix Employees

Meet this week's featured employee, City Clerk Chris Meyer. View his Doing What Matters video at <https://www.phoenix.gov/phxtv/phxtv-media/video/3065>.

Sign up to be a Blood Hero today

Every two seconds, someone in the U.S. needs blood. Despite the need, less than 10 percent of our country's population donates blood each year, even though 38 percent is eligible to donate.

On **Thursday and Friday, Sept. 24 & 25**, take a few minutes out of your day to make a difference in someone's life. The annual fall blood drive will be held in the City Hall Assembly Rooms from 8 a.m. - 4 p.m. You can sign up at www.bloodhero.com (enter sponsor code phxgov). You can also walk in without an appointment. For more information, call 602-495-5700. Be a Blood Hero!

Mail handling & security guidelines

Employees are encouraged to take extra steps to ensure that your department's mail is secure and handled properly. Here are some helpful tips to keep in mind each day.

- All incoming mail should be promptly sorted and distributed, consistent with department procedures. If mail is routed to your department in error and was delivered by the Mail Services Section, place mail in an interoffice envelope addressed to: *Mail Services Supervisor, Mail Room, 305 W Washington Street*. Include a note, with your name and department, indicating that the item was delivered to your department in error and place the interoffice envelope in your department's outgoing mail bin. If similar errors continue, please contact the Mail Services Supervisor at 602-262-4528 so the problem can be corrected.
- If the mail delivered in error was delivered by the United States Postal Service (USPS), simply place the piece of mail in your outgoing (USPS) mail bin.
- When processing mail, personal identifying information (PII) must be protected. Documents or envelopes with PII that are being discarded must be placed in a secured recycling bin to be shredded, rather than an unsecured bin. Refer to A.R. 1.90. for more information.
- Notify Mail Services of any address updates, department consolidations, or other changes that will impact mail delivery. Departments are responsible for notifying customers, vendors, and/or suppliers of address changes.
- City buildings are open to the public and mail security must be maintained. Mail bins or baskets used to distribute incoming and outgoing mail should be placed in secure locations that can be monitored by employees, not in areas easily accessible to the public. Departments should periodically review the location of their distribution points for security. Please contact the Mail Services Supervisor to discuss any proposed location changes for pickup and drop-off points used by Mail Services staff before they are implemented.
- Some departments have assigned mailboxes on the 10th Floor of City Hall or in the lobby of the Calvin C. Goode Building. These mailboxes must remain locked at all times. After picking up mail, employees must ensure that the box is closed and securely locked. For combination locks, this can be done by spinning the dial at least one full turn to the right after closing the box. Report any problems with mailbox locks to the Mail Services Supervisor at 262-4528.

For additional information about mail security and Mail Services:

<http://inside/depts/clk/SitePages/Mail%20Services.aspx>

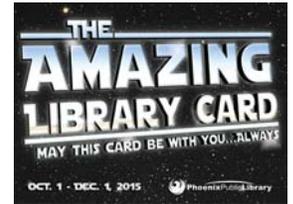
Recruiting volunteers for "Make a Difference Day"

We are looking for passionate Phoenix employees to volunteer to participate in an 'Alley Activation' on Make a Difference Day, a national service day and celebration of neighbors helping neighbors. On Saturday, Oct. 24 from 8 a.m. to 11:30 a.m., volunteers will remove trash, paint over graffiti, decorate chain-link fences, install lighting and have a good time. Be a part of the first alley activation of its kind in Phoenix! This project, part of the Cities of Service "Love Your Block PHX" initiative, aims to connect the surrounding community while enhancing and improving the alley's appearance and safety. The alley is located between Camelback Rd. and Pasadena Ave., from Central Avenue to Third Avenue. All supplies and snacks will be provided. Sign up to volunteer today! Call 602-262-4790 or email

helen.stoddard@phoenix.gov

Attend the Amazing Library Card kickoff at Burton Barr Central Library

What's the most important card to have in your wallet? A Phoenix Public Library card! Phoenix Public Library will be holding a Star Wars-themed Amazing Library Card drive in October and November. Spread the word by telling your friends and family to stop by one of our 17 locations to register for a card and gain access to a wealth of information. Cards are free to all Maricopa County residents with a valid photo ID and proof of address.



Join us for the kickoff party on **Friday, Oct. 2 from 6 – 8 p.m.** at Burton Barr Central Library. Dress up as your favorite character and join us for a night of fun activities, a photo booth, music and more! Bring your library card or get one at the event. For all ages.

New winners and new set of prizes for the Trip Reduction Survey

This is the fourth week for the Trip Reduction Survey and the city needs 100 percent participation. Please take a few minutes of your time to complete the survey. Your feedback is crucial in helping the city and Maricopa County determine how to strategically reduce air pollution and the carbon footprint. And you know what else is cool about completing the survey? You can win great prizes including free lunch, free tickets, and even free weekend stays at local hotels. Complete the survey now at <https://apps-secure.phoenix.gov/TRPSurvey>

Congratulations to last weeks' winners: **Laura A. Kaliszak**, Planning & Development; **Branden Turley**, Planning & Development; **Bryan McGhee**, Aviation; and **Diane Bauer**, Neighborhood Services.

This week's prizes:

- One free lunch at City View Grill (10th floor City Hall) + 2 tickets to the Arizona Opera
- Two \$5 gift cards from Sticklers + 2 tickets to a Ballet Arizona performance
- Three "buy one, get one free" vouchers from Chipotle + 1 gift certificate for a free small yogurt w/toppings from A Touch of Yogurt
- A 2-night stay at Spring Hill Suites by Marriott in Phoenix

Thank you to all those who have completed their surveys. Good luck!

MARK YOUR CALENDAR

Sept. 28, 29 & 30 – Open Enrollment Information Meetings. What's new in 2016? HMO High Performing Networks, Maintenance Medications via Home Delivery, Retiree Private Healthcare Exchange and more. Join at 10 a.m. or 2 p.m. in the Phoenix City Hall Assembly Rooms. Open enrollment takes place from Oct. 19 to Nov. 6. For questions, please call 602.262.4777 or email benefits.questions@phoenix.gov.

Sept. 26, 2015 - Celebrate Smithsonian Magazine's *Museum Day Live!* at Pueblo Grande Museum on Saturday, Sept. 26. In the spirit of Smithsonian Museums who offer free admission every day, *Museum Day Live!* is an annual event hosted by Smithsonian Magazine in which participating museums across the country open their doors for free to anyone presenting a Museum Day ticket. Print your *Museum Day Live!* ticket for free museum admission for two and join Pueblo Grande Museum as part of a national movement to explore and support the museums of America.

In honor of *Museum Day Live!*, Pueblo Grande Museum will have gallery tours, artifact shows, and tell stations available throughout the day. For more information and to print a ticket, visit smithsonianmag.com/museumday.

For more information on Pueblo Grande Museum's upcoming programs and events, visit pueblogrande.com or call (602) 495-0901. Donations are welcome.

