

## 5 Steps to Ensure Employee Safety

Recently, the city sent an enterprise email talking about all the ways it is working to keep employees safe during this pandemic. Each week, we will highlight one of those steps here:

### ***Mandatory Mask Policy for Employees and Contractors***

The city has implemented a mandatory mask policy for anyone who enters City Hall, the Calvin C. Goode building and other city facilities. Employees and contractors who attempt to enter City Hall or Calvin C. Goode without masks will be stopped by security, even if their badge is visible, and asked to put on a mask. Everyone is encouraged to use their own face covering; however, the city will have disposable masks available while supplies last. Anyone without a face covering can be denied access to the facility.

Within city facilities, a face covering must be worn in common areas at all times. These common areas include, but are not limited to, elevators, hallways, breakrooms, and conference/meeting rooms. Face coverings will not be required when an employee is alone in an office, alone in a high-wall cubicle or alone in a city vehicle, as long as physical distancing of six feet or more can be maintained. Anyone who is unable to wear a face covering due to a medical reason should contact their HR liaison. If interested in [exploring alternatives for homemade masks](#), please visit the Centers for Disease Control and Prevention website.

## COVID-19 Updates



### **NEW: Employee Financial Assistance Opportunity**

The city of Phoenix is committed to helping its employees in all situations, including financial hardship as a result of COVID-19. If you would like to see if you qualify for financial assistance through the city of Phoenix's [COVID-19 Hope Fund](#), [start here](#).

### **Latest City Manager Podcasts:**

July 23: [Interview with Cynthia Zwick, executive director of Wildfire AZ](#). Hear how her organization is helping to provide rent and utility assistance to residents.

### **Keep Checking the Employee Updates Webpage:**

The [Employee Health Updates website](#) provides the latest COVID-19 information and resources for city of Phoenix employees. It includes information about testing for employees and their households, face covering policy, teleworking resources and employee assistance programs.

### **Testing Improvements for City Employees & Their Households:**

Right now, the live-virus testing site for employees and their households is now providing test results in just three to five days. The testing site is located at the Parks and Recreation Washington Activity Center at 2240 W. Citrus Way and is open Monday - Thursday, 7 a.m. - 3:10 p.m.

To schedule an appointment, call the scheduling line at **602-534-0693**, Monday through Friday from 8 a.m. to 5 p.m. Please review [all your testing options](#) thoroughly before scheduling an appointment.

## Congratulations Mark!



Please congratulate Mark Melnychenko, Deputy Director over the Programming and Project Delivery Division in the Street Transportation

Department, on his upcoming retirement from the city of Phoenix. His last day with the city is July 31.

Mark has served Phoenix for more than 20 years, working both in Public Transit and Streets. Although Mark's time at the city of Phoenix has come to a close, his time as a public servant has not – our neighbors in the city of Scottsdale will welcome Mark as their new Director of Transportation in August. When asked about his new adventure, Mark shared, "I hope to work very closely with Phoenix and other regional partners to help make the Valley an even better place to live. It's been a pleasure working with many of you over my time at the city of Phoenix."

Congratulations Mark!

## PHXTV: Virtual Reporting

The city of Phoenix is asking for your help. The Office of Environmental Programs is looking for ideas to improve air quality and reduce our carbon footprint.



### **In this edition of PHXTV:**

**Virtual Reporting**, Environmental Programs Coordinator Rosanne Albright tells us how everyone can help.

## Job of the Week

### **Cement Finishing Helper (Street Transportation):**

\$16.37-\$22.03/hour.

This position is responsible for assisting skilled cement finishers on flat surface cement projects including sidewalks, curbs, gutters and streets. Responsibilities include assisting with setting forms, pouring, tamping and finishing concrete in the completion of street intersections and airport locations. Cement finishing work must be performed in accordance with accepted standards and practices such as the Americans with Disabilities Act (ADA) and Maricopa Association of Governments (MAG).

**Requirements:** Two years of experience assisting a skilled trades person or performing manual work which involved the use of an acquired skill. Working hours will include some first or second shifts, holidays and weekends.

**[Check out the latest job openings here.](#)**

**[Check out the entire job database here.](#)**

***DID YOU KNOW:*** The Community Service Fund Drive (CSFD) provides an opportunity for city employees to make a difference in our community. Partnering with the Valley of the Sun United Way, city employees can donate funds to over 200 local, non-profit organizations in Arizona with the majority of those providing services in Maricopa County. Since 1980, employees have raised more than \$24 million. Learn how to donate **[here.](#)**

## Leave Donations

The following employees are accepting leave donations. If you'd like to help, use eCHRIS to make your donation:

- ◆ Tyler Gosda, Street Transportation
- ◆ George Myer, Street Transportation

To see a complete list of all employees currently accepting leave donations, **[visit this web page.](#)**

# AmeriCorps VISTA ... It's All About SERVICE!

AmeriCorps VISTA (Volunteers in Service to America) is a program under the Corporation for National Community Service and is designed to help alleviate poverty. Its members bring passion and perseverance where the need is greatest and help entities like the city of Phoenix meet pressing challenges and advance local solutions. Phoenix has participated in the AmeriCorps VISTA program since 2011 and currently hosts 7 AmeriCorps VISTA members:



**Brianna Williams**, the newest VISTA for Phoenix, grew up in a small town in Northern Illinois. She recently graduated from Iowa State University with a degree in Global Resource Systems and Environmental Studies. As an AmeriCorps VISTA Member, she will be working in the City Manager's Office of Sustainability as the HeatReady Program Coordinator assisting with implementing the "HeatReady Phoenix" program and other volunteer related projects. Brianna enjoys being outdoors, especially hiking, and is looking forward to immersing herself in the community while helping them become more climate-resilient.



**Brenda Johnson** is a 5th year AmeriCorps Member; one year as a State and National member and her 4th year as a VISTA. Her assignment is with the New York Collaborative/ConnectHome Initiative in the city of Phoenix Housing Department. Brenda was born and raised in Detroit, MI. She has a BBA and is two classes away from receiving her MBA. She has a small service business; as a wedding planner, seamstress and ordained minister to marry couples. As of today, Brenda is reaching out to the seniors in the CHOICE Neighborhoods Community where she helped 22 seniors receive and use a free tablet through a GitHub grant.



**Patricia Averette** is a retired educator with a career that spans more than 40 years in the education and technology fields. She came out of retirement to work with the Phoenix Housing Department's ConnectHome initiative to provide devices, internet access and digital literacy to affordable housing residents. Patricia believes everyone should have access to the skills and knowledge to lead a high-quality life. In her spare time, Patricia enjoys reading, walking, and playing with her grandchildren.



**Elizabeth Planas** is serving her second year of service with the Office of Sustainability. She is primarily working on the city's 2050 Environmental Sustainability Goals and the Tree and Shade Master Plan. The long-term vision is to achieve an average of 25% canopy coverage to mitigate urban heat and more. She aims to secure the ongoing departmental support of the Citizen Forester volunteer program and increase survivability and resilience of community-planted trees by updating processes and resources. Elizabeth also hopes to foster interdepartmental coordination of tree-related efforts moving forward. Most recently, she was instrumental in the Sikh Community project wherein over 500 trees were planted across the central Phoenix corridor.



**Tarnisha Tilson** is an Arkansas native with a passion to serve marginalized communities through advancing economic and education opportunities. She has a Master's Degree in Public Administration, and a career goal of creating Second Chance Programs specifically for those previously incarcerated. She is a VISTA member who previously served in the Office of Mayor Kate Gallego, focusing on the My Brother's Keeper Initiative. MBK is aimed to help young people of color to reach their full potential by providing them with education and employment resources. However, since COVID-19, Tarnisha has been working in the Human Services Department focusing on the city's Business Workforce Development program to help with workforce recovery for young adults.



**Brandi Hall** is an Arizona native with degrees in Environmental Science and Law. She joined the AmeriCorps VISTA program through HandsOn Greater Phoenix last September, in order to work as the city of Phoenix Food System Coordinator in the Office of Environmental Programs. Brandi helped organize and run the 2019 Phoenix Food Day & Health fest and is currently working on a series of guides intended to assist Food System Entrepreneurs to navigate permitting and licensing requirements, while also investigating where city food policies could be more streamlined.



**Nancy Preston** is a second-year AmeriCorps VISTA Emergency Management Assistant with the Department of Homeland Security. Her assignment is to develop the Resilient Phoenix workshop to include access and functional needs to ensure emergency preparedness within the Phoenix community. Currently, she is working on city of Phoenix emergency operations plans and assisting with the city's COVID-19 efforts, such as live-virus testing site logistics and the supply and distribution of personal protective equipment to school districts. Prior to becoming a VISTA, Nancy earned her degree in Emergency and Disaster Management and served in the United States Army for nine years.

To learn how to hire a VISTA member, reach out to the [city's Volunteer Phoenix Program Facilitator](#) at 495-0313.