



PHX CONNECT

The Weekly Connection Newsletter for City of Phoenix Employees • March 22, 2017

PHX RECYCLE MADNESS

Recycle Madness started off with a bang last week as six floors in City Hall faced off. The winners - who will continue into the Sweet 16 of the competition - are:

- Planning & Development Department on the third floor with a 78 percent diversion rate.
- Water Services Department on the eighth floor with a 74 percent diversion rate.
- Community and Economic Development Department and Film Office on the 20th floor with a 96 percent diversion rate.



The competition continues this week with 16 floors facing off. Be sure to get your recycling and trash to your floor's designated Recycle Madness bins before 1 p.m. Friday for weighing.

Also, remember to visit the Zero Waste and Green Team members every Friday from 11 a.m. to 1 p.m. on the first floor for information regarding the competition, games and cool prizes!

THIS WEEK IS ...

- ◆ Thursday: [Puppy Day](#)
- ◆ Saturday: [Waffle Day](#)
- ◆ Sunday: [Neighbor Day](#)

INTEROFFICE MAIL HELP

The City Clerk Department would like to provide tips for employees to correctly address interoffice mail envelopes to ensure quick and accurate delivery. If you have questions, please contact the Mail Services Coordinator at 602-262-4528.

WHEN ADDRESSING INTEROFFICE ENVELOPES

- ◆ Erase or cross out all previous delivery addressees, including names and departments.
- ◆ On the first line of the envelope, write the recipient's first and last name and building name (see example below). On the second line, write the department, division (if applicable) and floor. Please write legibly.

	INTER-OFFIC		INTER-OFFIC
Correct →	NAME <i>Jane Doe PCH</i> DEPT <i>City Clerk 15th Floor</i>	Correct →	NAME <i>Public Works PCH</i> DEPT <i>7th floor</i>
Incorrect →	NAME <i>Jane Doe</i> DEPT _____	Incorrect →	NAME <i>PCH</i> DEPT <i>7th floor</i>

- ◆ Review the City Phone Directory to ensure the addressee is currently working for the department/division.
- ◆ Secure the flap with the attached string, or tuck in the flap if the string is missing. This will prevent mail from slipping out.
- ◆ Use only interoffice envelopes or envelopes of a similar size.
- ◆ If additional interoffice envelopes are needed, contact the Mail Room at 602-262-6215. If envelopes are available, Mail Room staff will provide the quantity requested. Departments can also order envelopes directly from WIST Office Products.
- ◆ Please notify the Mail Services Coordinator in advance at 602-262-4528 of any large interoffice mailings. Special arrangements will be made to handle the volume.

PHOENIX @WORK WEDNESDAYS

Kara Keithly

Pool Manager
Parks and Recreation



Kara joined the city in 1986. She has since been manager of nine different city pools, most recently the Pecos and Hermoso pools.

Secret interest of Kara's:
I'm an avid fisher and would spend my entire day at the lake on a boat.

Kara trains, hires and evaluates staff while also ensuring the safety of guests using the facilities.



Kara creates a family atmosphere by teaching her staff that lifeguarding is both fun and important.

Fast Facts

- ◆ Favorite app:
Weather BUG
- ◆ Movie popcorn topping:
Butter only
- ◆ Favorite restaurant:
Texas Roadhouse
- ◆ Misses the TV show:
Melrose Place

Favorite thing about working for the city of Phoenix:

"This is a family. The city family is strong and always there for each other."

Famous person she admires:

Walt Disney: "All our dreams can come true, if we have the courage to pursue them."

Check out all of the profiles on our amazing city employees by clicking on [this link](#).

Have an idea for the next PHXConnect?

E-mail us: phxconnect@phoenix.gov

GET YOUR GLOVES DIRTY

Join us as Seed Library @ Phoenix Public Library gets ready for spring gardening at Ironwood Library, South Mountain Community Library, Harmon Library, Mesquite Library and our newest location, Acacia Library!

Gardeners of all levels can come to any one of our five Seed Library locations and explore the science of water and water conservation and meet and share seeds with gardeners like you!

Our Seed Libraries are offering workshops and interactive, hands-on gardening programs.

It's time to get your garden gloves dirty!



JOB OF THE WEEK

Featured Listing: Operations and Maintenance Technician Trainee (\$16.01/hour)

Trainees go through a 12-month program to learn environmental stewardship, regulatory compliance, and generalized theory associated with the operations and maintenance of the city's water and wastewater treatment plants and remote facilities.

Upon successful completion of the 12-month training program, trainees promote to the position of Operations and Maintenance Technician (\$20.71 - \$26.53/hour).

First review of applications will occur April 3, 2017.

Each Monday, the city posts jobs available for current employees to consider. [Here's the link](#) to the most recent job opportunities.

LEAVE DONATIONS

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

- ◆ Sherylynne Stucki, administrative aide, Aviation
- ◆ Marlana Madrigal, court/legal clerk II, Municipal Court

PHX FULL ACCESS

The 2017 Phoenix Final Four is just over a week away, but as many of you know, the city of Phoenix has been preparing for this event for months – even years! From approving permits and painting streets, adjusting transit schedules to blocking off roads – everything has been planned in advance.

A special series of stories are airing on CBS 5 News before and after March Madness games. They are called **PHX: Full Access**. They showcase how the city has gone to great lengths to be ready for the ten of thousands of fans coming to town.

Check out the video section of our [facebook](#) page, @CityofPhoenixAZ, to watch these stories after they air on CBS 5. And look for more information about the Final Four in next week's issue of the PHXConnect.



COPERS MEMBERS

The COPERS' Retirement Board is seeking nominations for an employee representative on the Disability Assessment Committee to serve a term through June 30, 2020.

The committee meets monthly during regular business hours to evaluate disability applications.

To be considered eligible for nomination, candidates are required to be COPERS members for at least five years.

Nominations are due by 5 p.m. Friday, May 5. If you're interested in being considered, contact Scott Steventon at 602-534-4421.

RETIREMENT PLANNING

Time flies! That's especially true when it comes to springtime in Phoenix and preparing for retirement.

Don't let retirement sneak up on you. Make an appointment with a Nationwide Retirement specialist today to make sure your money is working as hard as you are.

It's easy! A Retirement specialist is available onsite at the Calvin C. Goode Building.

Appointments are available Monday through Thursday from 8 a.m. to 2 p.m. Get help with your 457, 401(a) and PEHP Plans, including reviewing your accounts, determining if your contributions match your future goals, explaining retirement tools and more!

To make an appointment, visit phoenixdcp.com.

DID YOU KNOW ?

Each week, learn three things you may not have known. These are perfect conversation starters with friends and family or to share on your social media accounts.

- ◆ *Brenda Lee was only 13 when she recorded "Rockin' Around the Christmas Tree."*
- ◆ *Dr. Ruth was trained as a sniper by the Israeli military.*
- ◆ *There was a long-lost fourth member of the Snap/Crackle/Pop gang. "Pow" represented Rice Krispies' explosive nutritional value.*

COOL IN YOUR ZIP

What's cool in 85004? Aerial Yoga... Check out "Elevate Yoga & Wellness," where traditional yoga is taken to new heights! [Watch how it's done.](#)



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