

The background of the entire page is a photograph of a Phoenix landscape at sunset. In the foreground, there are large, light-colored boulders and green desert shrubs. In the middle ground, a residential neighborhood with houses and trees is visible. In the background, a large, rugged mountain with a prominent peak is silhouetted against a sky with soft orange and pink clouds.

AUGUST 20, 2025

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# Message From the City Manager

After nearly 30 years with the City of Phoenix, I am announcing my retirement, effective November 14, 2025. It has been an incredible journey; I want to thank you for your dedication and hard work. Your commitment has been the driving force behind our city's success.

Throughout my time with the City, I have had the privilege of working alongside some of the most dedicated and hardworking public service professionals in the country. Together, we have navigated challenges and seized opportunities to improve the quality of life for our community. Your hard work and collaboration have been key to our achievements, and I am confident in the City's future.

I also want to extend my appreciation to Mayor Gallego and City Council for their confidence and support throughout my tenure. We have maintained a strong financial position, driven economic development, and addressed the most pressing issues facing our community.

From navigating through the COVID-19 pandemic to the development and implementation of the General Obligation Bond Program, we have demonstrated the City of Phoenix is an organization capable of meeting the needs of our residents while planning for the future.

It has been an honor and privilege to work with you in building the Phoenix of tomorrow. Your dedication and passion have been the cornerstone of our success, and I am excited to see the continued growth and achievements of our city.

Thank you for the opportunity to serve alongside you. I look forward to seeing all that you will accomplish in the years to come.

-Jeff





# City of Phoenix Flu Shot Clinics



With flu season approaching, the City of Phoenix is making it easier for you to stay healthy! There are several flu shot clinics scheduled at the workplace during September and the beginning of October. The flu vaccine is available to all City employees at no cost.

You can receive your vaccine at City-sponsored events/facilities, the Employee Health Care Clinic, or your health care provider. If you visit one of the scheduled Flu Clinics, you will be entered for a chance to win various prizes.

More information [here](#). Questions? Contact Benefits and Wellness at 602-262-4777 or email [be.healthy@phoenix.gov](mailto:be.healthy@phoenix.gov).

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## Webinar on Civil Discourse

The Phoenix Human Relations Commission presents: Fostering Respectful Communication. Employees are encouraged to participate in this webinar to learn tools for meaningful engagement and how to partake in dialogue.

### Details:

- Thursday, Sept. 4 | Noon - 1 p.m.
- Employees must register on Webex and PhxYOU to earn 3x Cultural Competency Points
- Course Code: **EOD140-VTL-PHRC**



**Phoenix Human  
Relations Commission**

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## Employee Leave Requests



The following employees are accepting leave donations:

- **Anthony Angelo** | Police
- **Kyle Austin** | Public Works
- **Anjelica Barcelo** | Human Services
- **Joanne Escobar** | Human Resources
- **Anna Madrid** | Human Services
- **Thomas Williams** | Water Services

Complete list of eligible employees: [Leave Donation website](#).



## Deadline to Nominate is August 31

There's still time to submit names for the next **AZ Dr. Martin Luther King, Jr. Celebration**. The deadline is Sunday, Aug. 31, at 5 p.m. You can review award criteria and submit your nomination [here](#).

Each year, the accomplishments of Phoenix area residents, including youth, who contributed significantly to creating a compassionate and socially just community. The awards celebration promotes cultural diversity, awareness, and unity for all Arizonians in recognizing the legacy of Rev. Dr. Martin Luther King Jr., and the contributions he left to the world in his quest for equality for all people.

Honorees will be recognized on Friday, Jan. 16, 2026, at the Arizona Dr. Martin Luther King, Jr. Celebration Awards Breakfast. The event is put together by the Phoenix Human Relations Commission, in collaboration with the City of Phoenix Equal Opportunity Department, the AZ Dr. Martin Luther King Jr. Celebration Committee, and Arizona OIC.

### AWARD CATEGORIES:

- *Calvin C. Goode Lifetime Achievement Award*
- *Dr. Martin Luther King, Jr. Living the Dream Award*
- *AZMLK "Drum Major for the Community"*

## Make A Difference with PHX ACT

All City employees are invited use a new digital tool to easily report common public service maintenance needs like litter, graffiti, or street maintenance. It works on both desktop and mobile devices, so you can add it to your phone's home screen to have it handy if you spot an issue.

Visit the [resources site](#) to find everything you need to get started. The site includes a link to **PHX ACT**, user's guide, mobile download instructions, frequently asked questions, and technical support contact information.

# Featured Job of the Week

The purpose of this position is to provide customer service to internal/external customers of the Aviation department. This position will be responsible for posting customer payments, recording revenue, and processing daily work from multiple Aviation divisions. Work is performed with independent judgment and general direction, and supervision is provided by the Accountant III.

## Accountant I Aviation Department

(Close Date: 8/26/2025)

### SALARY DETAILS:

Pay Range: \$23.74 to \$40.61/HR.

Hiring Range: \$23.74 to \$35.08/HR.

*(Pay range is the entire compensation range for the position classification.)*

*(Hiring range is an estimate of where you can receive an offer. The actual salary offer will carefully consider a wide range of factors, including your skills, qualifications, experience, education, licenses, training, and internal equity.)*

Learn about role responsibilities and more information at [phoenix.gov/jobs](https://phoenix.gov/jobs) or log into eCHRIS

**[Check out all current job openings here](#)**

### Major job responsibilities:

- Process two-four lockboxes
- Analyze SAP customer accounts
- Create PCD's and customer refunds
- Mail monthly invoice and clear credits
- Complete credit card compliance training
- Auditing petty cash and change funds
- Posting of customer payments and revenue in SAP
- Process billing received from Aviation division staff
- Maintain SAP billing contracts and review/enter sales-based revenue reports
- Additional duties listed in eCHRIS



Professional networking is a great opportunity to form relationships with people both within the City and in fields related to your role. Professional networking is beneficial to you as a City employee in several ways including career growth opportunities, mentorships, collaboration, professional guidance, creating industry connections, and opportunities for you to share your knowledge and experience with others.

The City's **[Employee Resource Groups](#)** have more information on professional networking opportunities.



DO WORK THAT MAKES  
**PHOENIX  
WORK**

**BE A HERO FOR YOUR COMMUNITY**

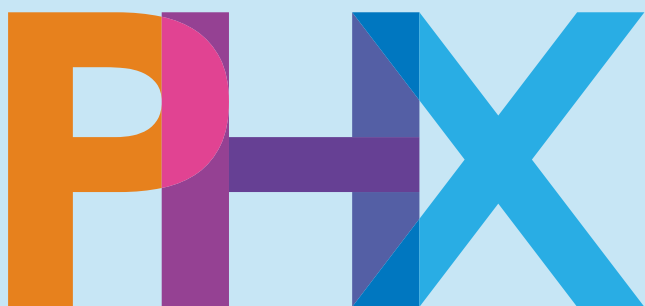
- ◆ Fire recruit applications are open August 4-25
- ◆ Testing will be ONLINE for the first time
- ◆ Comprehensive benefits

**APPLY TODAY!**



**CSFD** COMMUNITY  
SERVICE  
FUND DRIVE

**STARTING  
MONDAY SEPT. 15**



**Join the Conversation**