

MY CITY, MY NEWS



City of
Philadelphia

One Philly, A Connected City.

January 6, 2025



New Year, New Opportunities: Be a Philly Reading Coach!

By the Office of Chief Administrative Officer

As we ring in the new year and embark on a fresh cycle, we encourage you to make a meaningful difference by volunteering as a Philly Reading Coach!

Philly Reading Coach connects compassionate adults and teens with enthusiastic young readers in grades K-3, helping them develop literacy skills, build confidence, and foster a love for books.

Committing just one hour a week can help a child discover the joys of reading and inspire a lifelong passion for learning.

Each session is designed to be engaging and fun, ensuring that both coaches and readers enjoy the time spent together.

Plus, you'll be joining a vibrant network of volunteers who share a passion for literacy and education.

To register for an orientation or to learn more about how you can get involved, visit our website or contact us at readingcoach@phila.gov. Upcoming virtual orientations: January 9th and January 14th from 4:30 to 5:30 p.m.

With various locations throughout the city, getting involved has never been easier. Let's kick off the year by giving back to our community and creating a lasting impact—one page, one child, and one story at a time.

Learn more and sign up to volunteer!

This Month We Recognize:

United Nations World Braille Day, Martin Luther King Jr. Day,
National Glaucoma Awareness Month and Cervical Health Awareness Month

Follow us on Social Media

@PhilaOHR

Submit something to the newsletter

bit.ly/philaCityNews

Contact us with HR questions

hrhelpdesk@phila.gov or 215-686-0880

A Message from the Mayor



As we start the new year, I want to take a moment to express my heartfelt gratitude for your hard work and the incredible impact you've made in serving the people of Philadelphia. Your resilience, creativity, and commitment are the foundation of our city's success.

Every day, your efforts as City employees, exemplify the pride we share in our work—whether you're caring for neighborhoods, solving complex challenges with innovative solutions, or providing vital services that improve the lives of our residents. It is this collective dedication that makes us one Philly, a united city, and I am honored to serve alongside such an outstanding team.

This time of year, holds personal meaning for each of us. Whether you celebrated holidays, treasured moments with loved ones, or took time to rest and reflect, I hope you found joy and fulfillment. For some, this was a chance to recharge; for others, it's an opportunity to celebrate achievements or plan for the future.

As we look forward to the year ahead, let's carry with us the energy, inspiration, and unity that have brought us through this one.

Thank you for your unwavering dedication and the invaluable contributions you make every day towards making Philadelphia a safer, cleaner, greener city with access to economic opportunity for all! I wish you a season filled with peace, joy, and renewal.



Cherelle L. Parker,
100th Mayor of Philadelphia





LEARN MORE ABOUT REBUILD'S SKILLED TRADES WINTER 2025 ACADEMIES!

Do you know someone interested in pursuing a career in the trades? The City's Rebuild initiative is recruiting participants for our Winter 2025 Skilled Trades academies. These full-time, paid training programs (\$15/hr) are 40 hours per week with the instruction and support of expert craft workers.

At the end of the program, participants will have the chance to interview for a full-time apprenticeship. No experience is required! Learn more below!

[Sign up!](#)



LET'S THRIVE IN 2025! 4 VIRTUAL FITNESS & NUTRITION WELLNESS SESSIONS

Register to attend up to 4 virtual wellness sessions curated to get you inspired and motivated to start the new year!

The Benefits Unit of the Office of Human Resources is excited to be able to make these sessions available to all employees working in a City of Philadelphia department. Sessions will be facilitated by our partners at Active Health Management.

[Register today!](#)



PIT COUNT VOLUNTEER TRAINING STARTS SOON

Time's running out to volunteer for the City's annual Point-in-Time Count! Training begins soon for PIT Count Team Leader, Counter, Youth and Young Adult Guide, or Event Logistics volunteers.

Sign up today so you can join us on January 22, 2025, to survey Philadelphians who are experiencing homelessness. Questions? Email Amy.Gibson@phila.gov.

[Point-In-Time Count](#)



MAYOR'S INTERNSHIP PROGRAM RETURNS

The Mayor's Internship Program (MIP) is seeking mentors to host interns this summer!

The MIP 10-week paid summer internship from June to August. Each year, 50 college students are selected and assigned to one of over 40 City agencies.

Interns are paid \$15 an hour and provide research, administrative, and support work.

[Interest Form!](#)

Blast from the Past: Pieces of Philly History

From: Office of the City Representative via PhillyHistory.org

A vibrant 1963 scene of Philadelphia's New Year's Mummers Parade unfolds before City Hall. The Mummers Parade traces its roots to European folk traditions, blending Swedish, Irish, and English customs brought to Philadelphia in the 1600s. Officially organized in 1901, it has evolved into a colorful annual celebration of music, dance, and satire, uniquely reflecting the city's cultural spirit.





Who is working successPhilly?

Meet the Law Department, the City's Legal Team

The Law Department is a team of 300+ attorneys and professional staff supporting City operations through legal representation, tax and code enforcement, compliance monitoring, contracts, legislation, and litigation. As counsel to the Mayor's Office, operating departments, City Council, and City Boards and Commissions, our team is working behind-the-scenes to promote a safer, cleaner, greener Philadelphia with economic opportunity for all.

We are thrilled to expand our practice in the New Year with the recent creation of our Compliance Unit. The Unit counsels and represents City departments on issues involving compliance with federal, state, and local laws, regulations, and best practices to City departments and officials with a focus on children and family welfare, public safety, and accessibility in compliance with the Americans with Disabilities Act.

Specifically, this team is working on:

- Creating a reasonable accommodation policy for HR teams across the City, so that employees and applicants with disabilities receive appropriate accommodations for their disabilities;
- Supporting the Office of Homeless Services in improving accessibility of services, by advising the development a reasonable accommodation step in the intake process and an appeal system, and hiring a contractor to survey all OHS facilities for accessibility;
- Counseling the Police Department, the Department of Prisons, and the Department of Human Services on initiatives to enhance safety protocols for staff and individuals in custody in compliance with civil rights laws.



As we look ahead to 2025, we are eager to continue supporting our City clients in their work to provide critical services and promote improved quality of life for Philadelphians. We are just a phone call or an email away, and are always happy to offer our legal expertise.

Learn more on our [website](#), and follow us on [LinkedIn](#) to stay up to date with our work!

Read our 2023 Year in Review report: www.phila.gov/2024-08-07-law-department-publishes-2023-year-in-review-report/

Making It Happen: Upcoming Events!

Winter Training Now Available in LMS!

Office of Chief Administrative Officer
December-January 2025
Online

The 2025 Winter training catalog is now available. The catalog features new training opportunities from our training partners, and courses needed to improve your professional development. Take a look at the catalog to see what topics interest you for your career and personal development. - [View the catalog here!](#)

Invite the Register of Wills Out!

Office of the Register of Wills
January-December 2025
In-person or virtual events

The Public Engagement team for the Register of Wills has been connecting with constituents throughout the city since Register John P. Sabatina was sworn into office in January. Our staff has attended more than 180 speaking engagements and community events to promote our services and the importance of having a will. *Questions? Contact: Kyle.Sampson@phila.gov - [Fill out the request form!](#)*

Coffee and Commerce: Is Your Pricing Right?

Department of Commerce
January 30, 9:30 a.m. - 12 p.m.
Northeast Regional Library

Join the Department of Commerce, for our Coffee and Commerce event series! These events are designed to empower the growth of businesses with resources, knowledge and connections. Each session offers entrepreneurs the opportunity to hear from industry leaders and specialists on key topics that will help them start, operate, and grow their businesses in Philadelphia. [RSVP for the event!](#)

2025 Point in Time Count!

Office of Homeless Services
January 22, 2025
Virtual and In-Person Events

Volunteers are needed for the 1/22/2025 Point-In-Time Count! Roles include Team Leader, Counter, Youth and Young Adult Guide, or Event Logistics volunteer, to survey those experiencing homelessness. This federally mandated data is vital for understanding and addressing homelessness in Philly. Questions? Contact: sherylle.linton-jones@phila.gov - [Learn more and sign up here!](#)

Interested in a career in the trades?

Rebuild PHL
March - May 2025, Apply by Jan 15
Various Locations

Are you interested in pursuing a career in the trades? The City's Rebuild initiative is recruiting participants for our Winter 2025 Carpentry, Cement Masons & Plasterers, and Bricklayer and Allied Craftworkers academies. These full-time, paid training programs (\$15/hr) are 40 hours per week at Eastern State Penitentiary with the instruction and support of expert craft workers! [Learn more and apply!](#)

Roosevelt Boulevard Reimagined

OTIS
January 7, from 6 p.m. to 8 p.m.
American Heritage Credit Union, 2068 Red Lion Road

The [Roosevelt Boulevard: Route for Change](#) program aims to create a safe, reliable, and accessible Roosevelt Boulevard in North and Northeast Philadelphia. Over the next month, the program team is hosting four (4) open houses and releasing an online survey to update the community and to gather feedback on the Boulevard Reimagined study.

[Learn more about the project, take the survey, and attend an open house!](#)

Human Trafficking Beyond the Badge

Citizens Police Oversight Commission
January 16, from 6 p.m. to 8 p.m.
Virtual

CPOC is hosting a virtual town hall, Human Trafficking Beyond the Badge: Insights from Survivors and Experts in Philadelphia, on Thursday, January 16th, from 6-8 pm on Zoom. We will learn from survivors and subject matter experts about Human Trafficking advocacy efforts in Philly. [Join the virtual event!](#)

2025 Annual Cyber Security Awareness Training

Office of Innovation and Technology
Available from February 3 to March 7, 2025
Virtual

The 2025 Cybersecurity Awareness Training is coming soon! This **mandatory** training for **all City employees and embedded contractors** will teach effective ways to keep devices and data safe and secure. ****Important Update:**** The training has a new location! It will now be available on the SmarterU LMS, also referred to as the Citywide LMS. The course will take no longer than 45 minutes to complete and can be accessed at: www.philadelphia.smarteru.com

CEA Learning Series, Building Coalitions

Office of Community Empowerment and Opportunity
January 15, 2025 6 p.m. - 7:30 p.m.
Virtual

The Civic Engagement Academy (CEA) Learning Series provides community members with the tools to create lasting positive change. The trainings encourage local problem-solving and prepare residents to become community leaders, organizers, and activists. Learn how to engage the right people and resources around a shared goal at the next training.

[Sign up for upcoming CEA trainings!](#)



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Employee Resources

City Resource Group Meetings

City Resource Groups (CRGs) are designed to make the City of Philadelphia a more inclusive place to work by creating intentional, employee-led spaces for City employees who are members and allies of diverse communities. Content and meeting topics across each CRG vary, however, all groups focus on the following:

- Networking: Meet and build community with City employees beyond your department
- Talent Development: Participate in professional development seminars to increase your skills or join a CRG leadership team
- Enhance Diversity & Inclusion Strategies and Initiatives: Work closely with the Office of DEI and understand how you can contribute to your department's DEI goals

Learn about the groups [here](#), or for information on how to join a CRG or CRG leadership team, email Brenna.Schmidt@phila.gov

CITYWIDE IT TRAINING

The Office of Innovation & Technology contracts with several vendors to provide information technology training. This is available on site, hands-on, and interactively to all City Departments. The Order Form and the Course Catalog are posted on the Office of Innovation and Technology Intranet, see Forms and Document Page. Please note that all training requires the approval of both the department's authorized personnel and fiscal agent.

[VIEW AVAILABLE COURSES](#)

COVID-19 INFORMATION

PDPH Call Center: Looking for information or resources related to COVID-19 including [information about where you can get free masks, test kits, and hand sanitizer](#)? Call the PDPH hotline, Monday-Friday 8:30 a.m. - 5 p.m. to speak with a trained Information Specialist. **CALL** 215-685-5488 or **EMAIL** publichealthinfo@phila.gov

DISCLAIMER

This is a citywide email, distributed to all employees with a phila.gov email address. Attendance at events during work hours must be approved by your supervisor. Occasionally, some information you receive may be applicable only to a certain group of employees, like exempts. We will clearly label such information, but if you have questions, please contact your HR administrator. Any special citywide discounts have been approved in advance by the Chief Integrity Officer and are available to all City employees who are interested.

Reference in this newsletter to any specific commercial product, process, or service, or the use of any trade, firm or corporation name is for the information and convenience of City employees, and does not constitute endorsement, recommendation, or favoring by the City of Philadelphia.

READYPHILADELPHIA

Stay connected to the weather forecast and important information from the City, directly to your phone! The city's emergency notification system is now available in 11 languages including American Sign Language. Text READYPHILA to 888777 to receive alerts to your device or sign up with your preferred language by visiting our ReadyPhiladelphia [webpage](#) for phone and text alerts.

[SIGN UP FOR ALERTS](#)

CITY COLLEGE FOR MUNICIPAL EMPLOYMENT

Have you seen the new homepage for the City College for Municipal Employment? Check it out on phila.gov and explore some of the options and details!

<https://www.phila.gov/programs/city-college-for-municipal-employment-ccme/>

LEARNING MANAGEMENT SYSTEM

NEW self-care and mental health resources for employees coping with the impact of COVID-19 are now available on the LMS, in addition to a variety of training and career development resources. Simply visit the Knowledge Base on the LMS for more information on COVID-19 Employee Self-Care. **[ACCESS THE LMS](#)**

CITY INTRANET

Receive updates and access City resources like central duplication, an updated org chart, and updates on employee benefits and programs! All announcements listed here are also posted to the City's Intranet. **[CHECK IT OUT](#)**