

The City of Spokane

## Weekly News Update for Nov. 14

Stay up-to-date on City of Spokane and employee news with our weekly Employee Update.

### **Open Enrollment In Progress**

2024 benefits open enrollment is through **Friday, Nov. 17, 2023** for a January 1, 2024 effective date. [Click here to view the open enrollment guide](#). This guide will walk you through the Open Enrollment Process.

If you have any questions, please contact Employee Benefits at 509-625-6565 or via e-mail at [eracb@spokanecity.org](mailto:eracb@spokanecity.org).



**Ends Friday, November 17, 2023**



### **Caps, Jackets, Polo Shirts...oh my!**

The City's [online employee store](#) is open **NOW** through **Thursday, Nov. 16**. Check it out for items you would like to purchase and have the City's logo embroidered on it. Two winter coats ([J792](#) and [L792](#)) previously listed as not available are now back in stock! Completed orders will be distributed from City Hall and other City facilities as needed in December.

There is a rack of various popular items and size samples on the 2<sup>nd</sup> floor of City Hall (west door) if you would like to try them on for size before you order. For specific questions like sizing, color, etc., please contact our coordinator Lori Humphrey at [lulupromotion@aol.com](mailto:lulupromotion@aol.com) or (509) 534-7477.

### **CASE Seeking Artwork**

CASE is a non-profit art team founded in 2021 with the mission of celebrating and showcasing the creative works of employees of the City of Spokane. If you would like to participate in the December art show contact [spokanecase@gmail.com](mailto:spokanecase@gmail.com) for a submission form. **Submissions are due Friday, Nov. 17.**

# Submit Your Artwork!!!

## To The upcoming CASE Art Show

WHEN: DECEMBER 2023

WHERE: CHASE GALLERY, SPOKANE CITY HALL  
808 W. SPOKANE FALLS BLVD.

Back for a third year, the City Art Show and Exhibition (CASE) will be held in the Chase Gallery for the first time!

If you are a Spokane City employee with creative works of any medium that you'd like to share with your peers and community, contact us for a submission form today!



Contact: [spokanecase@gmail.com](mailto:spokanecase@gmail.com) Website: [www.spokanecase.com](http://www.spokanecase.com)

### Winter Warming Donation Drive

To prepare our most vulnerable for the cold winter season, the City is running several donation drives. The items donated will be distributed to outreach teams and partners who work closely with our community members experiencing homelessness or living unsheltered. Some items will also be distributed within our shelter system, based on need and the items donated.

You can label donation items to [Sarah Nuss](#), and leave them in her office or in [Kim McCollim](#)'s office. Please share the flyer with your communities and neighborhoods; we can use all the support we can get! 😊 The drive will end on **Sunday, Dec. 31.**

## DONATION DRIVE

Donate gently used or new items to those in need this winter

**DONATIONS  
ACCEPTED  
THROUGH  
DECEMBER 31**

**REQUESTED ITEMS:**

- Socks
- Gloves
- Jackets
- Beanies
- Multi tools
- Granola bars
- Small blankets
- Sleeping bags
- Backpacks / duffels
- Waterproof dry bags
- Hand or foot warmers
- Female hygiene products
- Boots / waterproof shoes
- Single use coffee packages
- Small Flashlights – with batteries
- Single use hot chocolate packages

\*NO MONETARY DONATIONS CAN BE ACCEPTED

**DELIVER ITEMS  
TO CITY HALL  
LABELED TO  
"SARAH NUSS"**

**CITY EMPLOYEES:**

OUR WINTER DONATION DRIVE IS A DEPARTMENT COMPETITION! YOU'LL WIN BRAGGING RIGHTS IF YOUR DEPARTMENT BRINGS IN THE MOST DONATIONS BEFORE DECEMBER 31!

Questions?  
Contact Sarah Nuss at  
[snuss@spokanecity.org](mailto:snuss@spokanecity.org) / 509.435.7026

## **2<sup>nd</sup> Harvest Food Drive**

Hunger and food shortage is one of the great challenges affecting our community and in an effort to do what we can to meet that need, collection boxes will be present near the elevators on



each floor of City Hall as well as at several of the City's satellite facilities through the end of December. For more info on which items are most in need, and to learn about where your donations end up, visit the 2<sup>nd</sup> Harvest [website](#).

## **More Information to Assist You**

*Here are some more resources from our Employee Assistance Program:*

### **[Social Security \(Part 1\): A Simple Concept](#)**

Social Security reaches almost every family, and at some point will touch the lives of nearly all Americans. Social Security helps not only older Americans, but also workers who become disabled and families in which a spouse or parent dies.

### **[Employee Information Portal](https://www.spokane.gov/covid19) ([covid19.spokanecity.org/](https://www.spokane.gov/covid19))**

Remember, this Employee Information Portal is a great resource for employees to stay current on what's happening with the COVID-19 response. The [Employee Information Portal](#) can be accessed from work or home, using a computer or mobile device. All of the emailed information we have sent to employees is archived here.