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a report to supervisors
CITY MANAGER'S OFFICE
CITY OF SAN DIEGO

October 3, 1974

NEW GROUP LIFE INSURANCE CARRIER - As a result of open bidding, the City's group life insurance plans will be carried by Cal-Western Life subject to City Council approval at its meeting of October 10. Premiums for all plans will remain the same. Employees who have "Additional (franchise) Insurance" have received notification from the Ideal National Life Insurance Co. of the cancellation of this coverage. This is simply a legal notice. Employees will lose no coverage if they re-enroll with Cal-Western during an Open Enrollment period which is tentatively scheduled to begin October 10. In the meantime, employees should be assured that their present coverage remains in force, intact, and at no increase in premium.

CAR POOL INFORMATION - Applications from the recent car pool questionnaire are currently being processed. Employees who haven't sent in their questionnaire may still do so for the next two weeks and be included in the first computer tabulation. Also, employees who are now driving pool cars may add more riders. Filling out a questionnaire in no way obligates an employee to join a car pool. Employees who didn't receive a questionnaire, or who desire further information, should call Bob Headland, 236-6040.

RECENT DEPARTMENTAL MOVES - Several City departments and sections have recently changed location. Human Resources, formerly in C.A.B. on the 5th floor, is now in the Operations Building on the 5th floor, Mail Station 504. Property and Employee Services, both formerly on the 5th. floor of C.A.B., are now in the Bank of Tokyo, 209 A Street. The Mail Station for Property is 51-A and for Employee Services, 51-B. The Graphics Section of the Planning department is now on the 5th floor of C.A.B., Mail Station 5C. The Regional Employment Training Consortium, which was on the 4th. floor of Operations Building, has moved to 1441 6th. Avenue, Mail Station 46, phone 238-1445.

PROMOTIONS - Jose A. Barron, Jr. and John R. Hudkins to Principal Recreation Leader - Park & Recreation; Earl C. Coley to Plant Lead Operator - Water Utilities; Donald A. Smith to Survey Engineer - Engineering & Development; Jerry Vistercil to Equipment Repair Supervisor-General Services.

MECRO CONTRIBUTION TO HONDURAS RELIEF - At a special meeting of the MECRO Administrative Board called by Chairman Ron Jerman last Tuesday, the Board voted to contribute $500 from the MECRO contingency fund for Honduran Disaster Relief. Ella Flores Lester of the City Planning Department, who is Consul for Honduras in San Diego, is coordinating a community drive. Over $7,000 has been received from San Diegans to date, plus food, clothing and medical supplies.

SEAT BELT USE ADVISED- Supervisors are reminded that all drivers of City equipment are required to wear the seat belts. The Safety and Loss Prevention Division of Employee Services points out that failure to wear installed seat belts may jeopardize eligibility for Injury Leave in case of an accident. Sanitation drivers are exempt from this requirement while making collections, but must wear seat belts while driving to and from sanitary fills.

RECENT RETIREMENTS - Adolph A. Bigge, Director - Personnel; Jack M. Clark, Surveyor II - Engineering & Development; Jac E. Osborn, Police Officer - Police; William H. Pitts, Battalion Chief, and Roy W. Tillinghast, Captain - Fire; John R. Pontecorvo, Cement Finisher, and Eugene A. Robinson, Electrician - Transportation.

TRAINING COURSES OFFERED - A two-day workshop in "Secretarial Development" is scheduled for October 22 and 23 at the Torrey Pines Inn, 9:00 a.m. - 5:00 p.m. It will be an overview of basic management techniques, human relations theories and communication skills essential to the professional secretary in government today. The fee is $60. "Strength Management" is the topic of a one-day workshop October 24 at the County Operations Center, 9:00 a.m. - 5:00 p.m. Its purpose is to increase the level of productivity and performance of supervisors and managers by focusing on the individual's unique mix of strengths and talents. The fee is $30. "Conducting More Effective Meetings" will be the subject of a workshop October 29 at the San Diego Stadium, 9:00 a.m. - 5:00 p.m. Participants will be provided with a basic understanding of group dynamics and the skills necessary to conduct effective meetings. The fee is $30. Those interested may contact the Intergovernmental Training & Development Center, 3974 Sorrento Valley Blvd., Suite E, San Diego 92121, phone 236-7681.

* PASS DOWN THE LINE