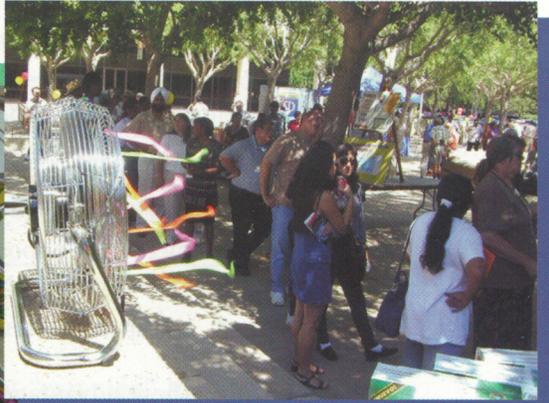


# DGS Side-by-Side



California Department of General Services • a newsletter for employees by employees • Issue #34 • July 2001

*The DGS Surge into Summer energy fair booth—staffed by Tim Streeper (Real Estate Services Division)—provided tips on how to save energy both at home and at the office.*



*Electric fans, like the one keeping fairgoers cool at the DGS energy fair, can help keep you cool while keeping energy usage and utility bills low.*

## DGS: LEADING THE WAY IN ENERGY EFFICIENCY AND CONSERVATION

When it comes to saving energy, the Department of General Services is walking the talk, and then some. In June the DGS hosted the first of what will be several “Surge Into Summer” energy fairs. The kick-off event was held at the Twin Towers state office buildings in Sacramento, where several thousand people visited energy conservation and efficiency displays provided by SMUD, PG&E, and several private vendors.

Fairgoers also stopped by the DGS information booth where they picked up informational energy conservation brochures and signed up to win prizes. DGS’ Real Estate Services Division plans to host more energy fairs throughout summer at state office buildings in Los Angeles, San Francisco, Oakland and San Diego.

The DGS, meantime, continues to provide leadership for other government agencies, as well as the general public, through its aggressive energy conservation and efficiency efforts. By reducing lighting loads, setting interior thermostats to 78 degrees, and cutting back on the use of nonessential office equipment and appliance, major state facilities have been able to save significant amounts of electricity.

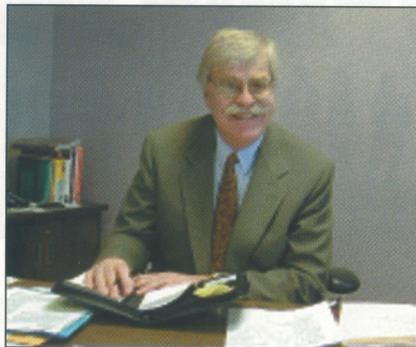
Average energy consumption in 37 of the state’s largest buildings covering more than 11 million square feet is **down** by more than 20 percent!

*Continued on Page 3*



To ensure quality, cost-conscious, and timely assistance and support to state and other public agencies so they can efficiently deliver needed services to California citizens. With the leadership of the Governor, and in cooperation with the Legislature, we seek to provide creative business solutions and serve our customers in a responsive and flexible manner. Our mission is dedicated to serving the customer.

## DIRECTOR'S MESSAGE



### ZIGGURAT MOVE WILL HELP EVERYONE

In a perfect world, all DGS employees would be moving in the fall to the Ziggurat building. Unfortunately, because of space limitations and the needs of our statewide customers, some of us will go and others will not. If your division or office is not part of the move, you may legitimately wonder about the benefits of the relocation effort.

I strongly believe that every DGS employee and customer will benefit from the move. A central location offers four huge advantages:

- consolidation of most internal business services (telecommunication, mail, supplies, printing and document reproduction)
- improvement in the coordination of our many products and services
- increased opportunities to easily combine resources and create teams for our more complex customer services (i.e., real estate projects), and
- enhanced communication throughout the department.

These advantages are consistent with our goal of "One DGS." The recent "Great Place to Work" employee survey included several questions on support, working together, teamwork and communication. Your responses reaffirmed the importance of these issues to our customers and ourselves. With more employees in one location, we will support each other better, coordinate better, "team up" better and communicate better.

What does this mean if your division or office is not going to the Ziggurat? Faster and consistent service from Headquarters when you need support, resources, advice or answers. A critical component of "One DGS" is that we "work together" to satisfy our customers' needs; the Ziggurat move enriches our ability to do that.

So that all DGS employees can be better informed about the upcoming move, we have created a Ziggurat homepage on our DGS intranet site. It will be updated often. Please check it out at: <http://thezig.dgs.ca.gov>.



Barry D. Keene



## NOW THAT SUMMER IS FINALLY HERE, IT'S TIME TO "FLEX YOUR POWER" TO THE MAX

**Saving energy is easy. Simply be aware of how and when you use electricity, and practice good conservation habits.**

- ✓ Set your thermostat to 78 degrees instead of 72. We could save more than 2,000 megawatts of power. If we all did this, it would be enough to supply more than two million homes!
- ✓ Unplug your extra fridge. We could save nearly 200 megawatts statewide.
- ✓ Avoid peak hour usage. We can help reduce the possibility of rolling blackouts by using large appliances before or after peak hours (between 4:00 p.m. and 6:00 p.m.)

For more information, please visit <http://www.flexyourpower.ca.gov>



## PROCUREMENT DEPUTY DIRECTOR APPOINTED

Ralph E. Chandler has been appointed to the position of Deputy Director of the DGS' Procurement Division, the State's central purchasing and materials management agency.



Ralph brings to the DGS a wealth of experience including serving as the California Integrated Waste Management Board's executive director from 1991 to 2000. His most recent assignment was as a consultant for the DGS' Division of the State Architect. Ralph is a graduate of the University of California, Davis, and he makes his home in Nicolaus, with his wife Claudia, and two children, Courtney and Colin.

Ralph is succeeding Acting PD Deputy Director Dennis Ericson, who is retiring.

## NEW CHIEF NAMED FOR RESEARCH, PLANNING, AND MEASUREMENT OFFICE

Sandra Felderstein has been appointed Chief of the DGS Office of Research, Planning, and Measurement (ORPM), formerly known as the Program Research and Evaluation Section (PRES). ORPM's new name reflects its new role in planning and performance measurement.

Prior to her appointment as ORPM Chief, Sandra served as Acting Chief of PRES. She has 19 years of experience working in five different departments, and a state commission. One of Sandra's most recent assignments for the DGS was creation of a centralized business services operation, consolidating those activities into one office for the department's move to the Ziggurat.

## DGS: LEADING THE WAY...

*Continued from Page 1*

Here are just a few of the other DGS innovations designed to help the state save energy and become more energy efficient:

- ✓ Coordinating a large-scale program to retrofit up to 100 million square feet of building space, and save 200 megawatts during the next two years.
- ✓ Installing energy demand response systems in 50 state buildings to allow "real time" monitoring of energy use, allowing more efficient operation, and establishing standards for new metering and Energy Metering Systems (EMS) for use in all State energy projects.
- ✓ Through a grant from the California Energy Commission, the DGS is developing energy use curtailment plans for 175 State buildings to further reduce demand during emergencies. All State agencies, local governments, schools, and the private sector will be able to replicate this pilot program.
- ✓ Incorporation of energy efficiency and sustainable building features in eight major construction projects, including the Capitol Area East End Complex, Franchise Tax Board/Butterfield Way State office complex, and Caltrans Headquarters Buildings in Los Angeles and San Diego.
- ✓ Testing energy-efficient "exit sign" lighting technology in State facilities.
- ✓ Reductions in after-hours energy use through the use of "Group Cleaning." In a given office building, all janitors begin cleaning on the same floor. When everyone is finished, they then move onto the next floor, turning off all lights behind them as they leave. Floor monitors inspect each floor to turn off lights.
- ✓ Managing emergency notification for all State government agencies—as well as the University of California, Cal State University, and California Community College systems—during electrical emergencies declared by the Independent System Operator/Cal-ISO.
- ✓ Installing energy-efficient sodium lighting in all new parking garage facilities and retrofitting existing facilities.
- ✓ State printing plant has implemented shift schedule changes to reduce energy consumption during peak-load times, while maintaining workload.
- ✓ Publication of the *Cookbook for Energy Conservation Measures* booklet for California's Public Schools on how to increase energy efficiency and conservation for the short and long term.

We'll continue to highlight the DGS' many energy success stories in the months ahead.





## NEW BUILDING AND PROPERTY MANAGEMENT CHIEF NAMED

Timothy Bow has been appointed as Chief of the Real Estate Services Division's Building and Property Management Branch (BPM) and will oversee the management, maintenance and operations of approximately 20 million square feet of State office space.

Prior to his appointment as BPM Chief, Bow served nine years as Chief of the Office of Fleet Administration, the largest state government vehicle and transportation operation in the nation. Prior to DGS, Bow's public service included nine years with the California Department of Consumer Affairs.

Tim attended San Jose State University, and earned a Bachelor's Degree in International Business from National University. He resides in Sacramento with his wife, Sharol and son, Justin.

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## FOUR DGS BUILDING MANAGERS PROMOTED

*By DGS Communications Office Student Assistant Alexis Palecek*

There are some familiar faces in new places within the DGS Real Estate Services Division's Building and Property Management Branch (BPM). Building managers Deborah Hysen, Deborah Vaughn, Annette Salazar and Sharion Jenkins all were recently promoted.

Deborah Hysen, Assistant BPM Chief, has worked with the DGS for four years, following a 17-year career in the commercial real estate industry. Hysen's responsibilities include developing and implementing state policy, and supervision of the Twin Towers, Department of Motor Vehicles, Central Plant, and the Department of Justice buildings in Sacramento. She is also a member of the Governor's Policy Advisory Council.

Hysen says she's "excited about making a difference" in all aspects of property management. She is a graduate of the University of Southern California.

Deborah Vaughn, BPM Regional Manager Region II, has been working with the state for more than 28 years. Prior to coming to the DGS, she had worked with the State Personnel Board and Caltrans. Deborah oversees 2.5 million square feet of office building space in the downtown Sacramento area, including the Department of Education, Board of Equalization, and the Bateson buildings. She also oversees 250 DGS staffers, plus numerous projects and charters. Vaughn is also on the Board of Directors for Building Office Management Association

Vaughn says she enjoys the ability to "establish and build confidence" in her staff; and "earn respect from customers" through positive change in attitude, quality work and cooperative team efforts. She is a graduate of Cal State University Sacramento.

Annette Salazar, BPM Regional Manager Region IV, has been with the DGS for 3 years now. Her new responsibilities will have her supervising the operation of the 1.5 million square foot Capitol Area East End Complex now under construction. She currently manages the Attorney General's Building in Sacramento.

Salazar says she enjoys her job because of the variety, and finds it exciting to put a "plan into action and see it work as buildings function according to design."

Sharion Jenkins, BPM Regional Manager-Los Angeles Metro Region, a former mathematician for the U.S. Air Force, has been in state service for 27 years. Jenkins has been a Building Manager with DGS for nearly 12 years. As Regional Manager, Jenkins oversees the Junipero Serra, Ronald Reagan, and Department of Transportation State Office buildings in Los Angeles, as well as the Van Nuys State Office building. She is excited about her new responsibilities, and looks forward to "establishing better communication" with client agencies and centralizing the administrative functions in the region.



*From left to right: Sharion Jenkins, Annette Salazar and Deborah Vaughn visit the Capitol Area East End Complex construction zone.*



## DGS VOLUNTEERS DELIVER CHRISTMAS IN APRIL

On April 28th, more than 245,000 volunteers across the country donated their time and skills to rehabilitate nearly 8,000 houses and non-profit facilities, helping some 70,000 needy people.

The DGS was well represented here in the Sacramento area with volunteers from the Real Estate Services Division (RESA) teaming-up for a one-day renovation “blitz” for St. John’s Shelter for Women and Children. The shelter, which provides clean and safe accommodations for women and children, is a next-door neighbor of

the Capitol Area East End Complex, now under construction.

Some 33 RESA employees volunteered their time and effort to give the shelter a major makeover by providing new paint, flooring, carpeting, electrical and much more.

The DGS volunteers were supported by Hensel Phelps Construction, Clark Construction, Capitol Builders Hardware, Critchfield Mechanical, SASCO Electric, and McPhail’s Appliances.

## BON VOYAGE!

Jim Davis, acting State Printer, has left California for a new opportunity in the state of Washington. Jim served as acting State Printer for more than a year and has been the anchor for the Office of State Publishing. His leadership and guidance have been appreciated and he will be missed.

The department is working with the Governor’s Office to fill the position of State Printer. During this transition, Director Barry Keene has asked Guy Blair to serve as acting State Printer and Marlene Patton as acting Production Manager.

### THE “ZIG”FELD FOLLIES ARE COMING

Sure it’s summer, but it’s not too early to make reservations for the “Zigfeld Follies”, a DGS employee holiday celebration coming to the Ziggurat main auditorium in December. The Follies will feature DGS employees performing a musical review and tribute to the 1920s, 30s and 40s.

Tickets to the show are limited, and now on sale.

For more information, please contact  
Lynn Wiley or Linda Lange  
of the DGS Procurement Division at  
[lynn.wiley@dgs.ca.gov](mailto:lynn.wiley@dgs.ca.gov) or [linda.lange@dgs.ca.gov](mailto:linda.lange@dgs.ca.gov).

## NEW FACE AT DGS EMPLOYEE ASSISTANCE PROGRAM

By DGS Communications Office Student Assistant  
Alexis Palecek

Sandra Jimenez is the new coordinator of the DGS Office Human Resources Employee Assistance Program (EAP), which is designed to help DGS employees deal with stresses both outside and within the workplace. The EAP connects employees with trained professionals who deal with a wide range of issues including parenting, family and relationship issues, financial and legal-related stress, and substance abuse problems.

Jimenez thanks the “great team of fun, creative, and energetic individuals who have warmly welcomed” her to the DGS, and feels the best part of her job is knowing that her office is making a “positive impact” on the lives of department employees.

Jimenez was with the State Teacher’s Retirement System for 12 years prior to the DGS.

For more information on the Employee Assistance Program call Sandra Jimenez at 916-327-2396.



## ACTING DIRECTOR TAKES THE WHEEL AT FLEET

Rick Shedd, Assistant Chief at the DGS Office of Fleet Administration, has been appointed Acting Chief of Fleet operations. Rick takes over for Tim Bow who has moved on to become the Real Estate Services Division’s Chief of Building & Property Management. Rick has many years of state experience including the Bureau of Automotive Repair at the Department of Consumer Affairs prior to DGS.





# Orchids

By Alexis Palecek,  
DGS Communications Office Student Assistant

The cards, letters, e-mails and faxes keep coming in singing the praises of great customer service by employees of the DGS...

The hard-working employees at the **Real Estate Services Division (RESA)** are winning the approval of their clients. **Linda McMullen, John Demuri, and the entire staff** assigned to the Capitol Historic Region Area II were deeply appreciated in their "...continuing personal interest and support of...the survivors of our fallen peace officer heroes." **Michelle Fuller's** expertise and professionalism did not go unnoticed by the Department of Insurance. **Mark Salazar, David Nisenbaum, and Bob Macrae** were acknowledged and appreciated for their efforts in coordinating space at the Bonderson Building. **Geoffrey McLennan, Genelle Dwyer, and Dexter Vinson** made a client happy with their efficient and professional teamwork. **Larry Lau, Eugene Carolino, and Al Zhu Zhou's** "efficient, courteous, and responsive" work has won the appreciation of the Senate office of the President pro Tempore.

The **Division of the State Architect's (DSA) Dickson Sum** has impressed a client with his "outstanding efforts" on a plan check. **Armen Bagdasarian** also made an impression by seeing a project through, displaying "such professionalism and concern for the project that he put aside his personal obligation."

The quality of **Kathleen Lenkeit's** work at the **Telecommunications Division**

(TD) earned her thanks from the Deputy Secretary at the State and Consumer Services Agency. **Ritch Hanneman, Al De Keyser, and Ann Plusifer's** efforts to move the Golden Gate Division of the Highway Patrol has led to "an excellent working relationship..."

Even though school is out for the summer, the **Office of Public School Construction (OPSC)** continues to work hard. **Maria Ruiz, Lori Morgan, and Selina Mulligan** each received resounding thanks from the Mills School District for their "willingness to proactively work with our District in resolving problem areas..."

**Cindy Connitt and Edward Page** of the **Office of State Printing (OSP)** wowed one of their clients with their "excellent service...recently experienced on a layout and printing project..." **Stephanie Smith and Teresa Squier** impressed California Polytechnic University with their impressive "shepherding" of the university catalog. The Secretary of State extended his thank-you to **all OSP employees** for the completion of the Lobbyist Directory.

**Gerry Agerbek** of the **Office of Fiscal Services (OFS)** went "above and beyond the call of duty...in providing OFS with superb customer service." **Brian Thomas and staff** are on top of "all of (the California Tahoe Conservancy's) requests" making their experience with DGS memorable.

**Jeanne Simmons** of the **Office of Small Business Certification and Resources (OSBCR)** put in a lot of hard

Please send your  
"Orchids" to:

**Ken Hunt**

**1325 J Street  
Suite 1910**

**Sacramento, CA  
95814-2928**

or fax them to  
**(916) 323-6567**

or e-mail to  
**[Ken.hunt@dgs.ca.gov](mailto:Ken.hunt@dgs.ca.gov)**

work on her Small Business Certification forum, and received many "You are awesome(s)!" from appreciative attendees.

The **Office of Fleet Administration's (OFA) State Garage crew** is making many DGS employees happy with their vehicles. **Jennifer Evans, David Perry, and Bob Turk** went "beyond the call of duty" with one client to get them a "gorgeous and fun-to-drive" Jeep. The Office of the Secretary for Education extended its sincere gratitude for **Stan Pochop's** "commitment and dedication to the job." **Richard Battersby** helped procure a state vehicle for the Sonoma State University Chief of Police, who appreciates "the quality of customer service and quick resolution (Battersby) displayed."

**Procurement Division's (PD) Carol Loscutt and Marc Anderson's** Subscription Outreach Services program saved time for a now a happy client. **Jana Sharpe and Rose McClinton** were thanked on behalf of the California Arts Council for "supporting our request for a sole source approval." MORE happy DGS customers!



## WORK SMARTER, NOT HARDER. PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION TRAINING CAN HELP!

Tired of researching complex Information Technology procurements? Do large projects continually consume your time? Project Management Professional (PMP) Certification training now offered by the DGS' Procurement Division may be just what your office is looking for. Participants will learn the Project Management Institute's *Project Management Body of Knowledge* methodology enabling them to manage complicated procurements and projects more effectively.

For detailed information on how PMP training can help your office or division work "smarter, not harder", please contact John Ashbee with the Procurement Division's

Engineering Team at [John.Ashbee@dgs.ca.gov](mailto:John.Ashbee@dgs.ca.gov) or visit <http://www.dgs.ca.gov/pd>.



## In Memorium

The DGS family lost some loved ones in recent months. The department's deepest sympathies go out to the family and friends of:

**Raymond Ames**, Office of State Publishing lead warehouse worker, passed away April 21<sup>st</sup>. He contributed almost nine years of state service to the Department of Health Services and the Office of State Publishing.

**Gregory Bryant**, Real Estate Services Division Building and Property Management Branch Region II office clerk, passed away May 14<sup>th</sup>. Greg was 45. Before working for DGS, Greg worked for the Departments of Health Services and Conservation.

**William Byrnes**, Office of Administrative Hearings, Administrative Law Judge II, died June 6<sup>th</sup>. William was 70. His State career stretched 22 years

**Steve Ramos**, Procurement Division Associate Engineer, was killed in a car accident on June 17<sup>th</sup>. He was 48 years old. His wife, Melissa Madison, was also lost in the accident. Steve was in State service for almost 28 years working for the DGS as well as the Franchise Tax Board, Department of Transportation, the Department of Justice, and the Department of Water Resources.



CAL-Buy, the DGS' Web-based eProcurement system, designed to streamline the government purchasing process, has hit yet another milestone. Since March, a pilot program involving buyers from the DGS, CHP and Caltrans have used CAL-Buy to place electronic orders totaling more than \$3 million.

So what, exactly, are these buyers buying?

More than 5,000 items are available on CAL-Buy: safety goggles, chain saws, school buses, peanut butter and jelly, lawn mowers, blankets, energy-efficient light bulbs, fresh bread, tires, batteries, paper bags, pickup trucks, recycled paper, CHP motorcycles, canned beef stew, bullet-proof vests...and thousands of items featured on California's Statewide Commodity Contracts.

In June, CAL-Buy expanded by adding even more products and suppliers. Buyers can now choose to purchase electronically from more than 250 suppliers, 27% of whom are certified small businesses. By October, CAL-Buy will be giving another 120 state buyers access to the CAL-Buy system.

## DGS WINS INNOVATION IN GOVERNMENT AWARDS

The DGS' Office of State Publishing (OSP) and Office of Fleet Administration (OFA) won two Microsoft Solution Showcase awards for "Best Example of Technology Innovation in Government" at the 15<sup>th</sup> annual Government Technology Conference (GTC) held at the Sacramento Convention Center during the week of May 14<sup>th</sup>.

The OSP was honored for its legislative bill printing and tracking system, and for its system that allows state agency customers to create and order business cards online.

The OFA was singled-out for its wireless surplus vehicle auction system that helps streamline the process of selling used state-owned cars, trucks and vans at Fleet's monthly auction.

The DGS highlighted its many "e-Government" innovations at the GTC 2001 including everything from on-line surplus property auctions to the Web-based state employee phone directory.



The DGS focused on electronic government solutions at this year's Government Tech Conference.



## STATE EMPLOYEE COMMUTE SURVEY: MOST WORKERS PREFER TO LET SOMEONE ELSE DO THE DRIVING



The results of the DGS' first-of-its-kind survey of the commute habits of downtown Sacramento-area state employees were released recently, and the poll shows that most workers are leaving their vehicles parked in the driveway instead of sitting alone in a traffic jam.

The survey, completed by 15,355 state office workers in the downtown Sacramento area, shows that 48% commute by light rail, bus, car pool or vanpool. The majority of employees surveyed say they travel five to 20 miles to their offices.

The DGS is responsible for planning and developing transportation-related services at state office facilities and for administering transportation programs, including parking for state workers.

Of those state employees who use public or mass transit, most cite the high cost of parking in downtown Sacramento as the main reason they leave their cars at home. Other reasons included:

- ◆ reduced vehicle operation expenses (such as the cost of gasoline)
- ◆ less "wear and tear" on personal vehicles

- ◆ stress reduction
- ◆ cleaner air

As for State employees who choose to drive to work solo, most cited irregular work schedules as the number one factor, followed by: lack of transit options, or needing a vehicle for personal business and emergencies.

Employees said the best incentive to get them out of their cars would be a guaranteed ride home in case of emergency, followed by:

- ◆ monthly cash subsidies for using Regional Transit (21% of those surveyed say they currently use such a subsidy),
- ◆ more frequent transit service,
- ◆ convenient and frequent shuttle service in the downtown area, and
- ◆ more flexible work schedules.

Nearly 7 out of ten (69%) of employees surveyed said they would try transit options if they could use a free shuttle to their worksite, while another 66% said they would try transit if given a free bus or light rail pass for a week.

The survey was conducted to collect data for preparation of the Statewide Transportation Systems Management Plan (TSMP), and implementation strategies, which are required for the 1997 Capitol Area Plan and the East End Office Complex project. Results of the survey will be used to complete the TSMP. For more information, visit <http://www.stateyourmode.ca.gov>.



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## DGS WINS CLEAN AIR VEHICLE AWARD

At the American Lung Association 2001 *Clean Air Awards* program, the DGS and its Office of Fleet Administration, in partnership with the Air Resources Board (ARB), received an award for the "ev-Sacramento" program. The DGS and the ARB created a program to help public fleets in Sacramento lease electric vehicles, and the ev-Sacramento program has placed nearly 100 electric vehicles within Sacramento County. The ev-Sacramento partnership dramatically increased public awareness about the benefits of zero emission vehicle technology.

