

One DGS!

The Newsletter FOR Employees BY Employees

DGS Deploys Largest State-Owned Solar Electric Rooftop

By Steve Durham, RESD. Susan Georgis, EM, also contributed to this story.

RESD

EM

The largest state-owned, solar electric rooftop project was completed in August at the Franchise Tax Board (FTB) headquarters in Sacramento.

The 50,000 square-foot system employs thousands of



This DGS-managed solar electricity project will provide clean, reliable energy for the FTB for years to come.

photovoltaic (PV) panels to generate clean and reliable power from the sun—enough electricity to supply the building with about half of its energy needs. The solar-generated electricity powers everything from personal computers to overhead lighting for hundreds of employees who collect income, bank and corporation taxes for the State of California.

“The DGS is committed to reducing energy use and costs at state facilities,” said DGS Interim Director **Clothilde Hewlett** at dedication ceremonies. “Onsite solar electric generation is a major component in helping us meet that goal.”

More than 3,100 PV panels cover an acre of rooftop at FTB Building 2. The panels are capable of producing 469 kilowatts peak power, or the equivalent of the power used by more than 400 homes.

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DGS Sustainability Manager **Dan Burgoyne** (left) and RESD's Capital Outlay Program Manager **Lee Willoughby** inspect some of the more than 3,000 rooftop panels atop the FTB building in Sacramento. (Photo by Ken Hunt)

Interim Director's Message

by Clothilde Hewlett, Interim Director

Exec The sun rises in the east. And today, east of Capitol Park, the most shining example of DGS' commitment to creating great buildings is rising as well – the East End Complex of offices.

The first building of the new complex was dedicated last month with great fanfare, excitement and this local headline: "The state education headquarters is called an environmental showpiece." The best news: it was delivered on budget and ahead of schedule.

The remainder of the project – which will be completed next spring – represents one of this department's finest hours. But not everything we do at DGS garners such acclaim or interest.

Some of our accomplishments are not publicly acknowledged because the DGS team works so effectively behind the scenes. One occasion I am most proud of is our combined effort to create a fitting setting for the September 11th Capitol Memorial Ceremony.



• Our Office of Fleet Administration took on the immense task of

coordinating the transportation needs of the families of victims invited to the event.

- The Office of State Publishing printed and donated a special program to commemorate the day.
- The Real Estate Services Division's Building and Property Management Branch selected and nurtured the roses in a new memorial garden, and we coordinated the design and creation of the bronze memorial plaque.
- The Victim Compensation Program, which we oversee, paid nearly \$1.7 million in reimbursements to the more than 400 victim family members and survivors, and donated countless hours of emotional support.



Those are just a few of our recent accomplishments. You'll read about several more in this edition of One DGS! You can also catch up on the department's other ongoing endeavors at: <http://onedgs.dgs.ca.gov/> and click on "noteworthy activities." **!**

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RESD The project was the result of teamwork by the DGS' Real Estate Services Division (RESD) and Energy Management (EM) who worked to meet the FTB's needs in partnership with the Sacramento Municipal Utility District, and PowerLight Corporation of Berkeley.

DGS team members on this innovative effort included **Steve Durham** of the RESD Project Management Branch, who provided overall project direction; and EM's **Conrad Lewis**, who handled the contract negotiations between the DGS, PowerLight, and SMUD, as well as project development and

review, contract management, construction monitoring, equipment installation and overview of the commissioning process. EM secured financing for the project with funding from the Legislature. SMUD provided all of the PV panels at no cost to the project.

Other DGS employees who helped make the project become a reality were EM Director **Randy Ferguson**, and EM project director **Glenn Conner**, as well as RESD Inspectors **Rolf Wagner**, **Jesus Cuevas**, and **Ken Hadden**. Kudos, as well, to Fred Cordano of the Franchise Tax Board. **!**

Office of Fiscal Services

PAYING YOUR BILLS AND BALANCING YOUR BUDGET

By Barbara Brackin, OFS

OFS The Office of Fiscal Services (OFS) is made up of “numbers people.” What kind of numbers? Let us count the ways: On an annual basis, OFS pays more than 321,000 invoices totaling approximately \$1.8 billion, processes in excess of 123,000 customer billings, maintains approximately 20,000 customer account numbers for 8,500 customers, and produces 171 sets of financial statements.

Generally speaking, the OFS plans, develops, organizes, administers, and evaluates the department’s accounting systems, budgeting services, and related financial management activities. The OFS is comprised of the three major sections:



Staff Services Managers **Michael Fong** (left) and **Jenny Byington** confer with Budget Analyst **Ray Gibson** in the Budget and Planning Section.

The DGS Accounting and Financial Services Section is comprised of three separate units that plans, develops, organizes, administers, and evaluates the department’s accounting systems and related financial management activities.

The Service Revolving Fund Unit provides the full range of accounting activities of paying the department’s bills, providing cashing, billing, and collections services, as well as, preparing year-end financial statements.

The Capital Outlay Accounting Unit provides similar financial services for the Architecture Revolving Fund that is used for the construction, alteration, repair, and improvement of state buildings.

The Office of State Publishing (OSP) Unit is responsible for maintaining the accounting and financial records for the support and job cost accounting of the OSP.

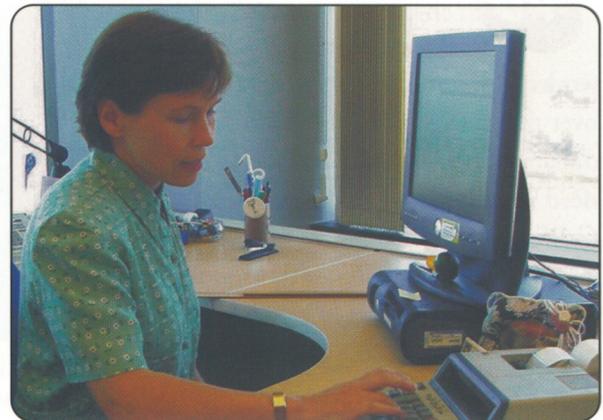
OFS: You can count on us! 



From left: Accounting Administrators **Celeste Heidler**, **Barbara Ruona** and **Eugene Louie** meet in the Contracted Fiscal Services Section.

The Budget and Planning Section (BPS) is responsible for preparing the DGS’ budget for inclusion in the Governor’s Budget. This is an ongoing process and is the major function for the BPS. The budget process begins in February each year with the distribution of budget instructions and is completed in December with the submission of all technical schedules that support the budget. Departmental budget hearings are conducted with the DGS Operating Team during the months of May and June.

The Contracted Fiscal Services Section (CFS) is responsible for providing budgeting and accounting services to 43 other state agencies, boards, and commissions on a reimbursable basis. These services are not mandated, as it is the “customer’s choice” to contract with the CFS Section.



Sue Ferguson, Manager of DGS Accounting Administration, is one of the many “numbers people” who make up Fiscal Services. (Photos by Ken Hunt)

Office of Sustainability

TOWARD A GREENER CALIFORNIA

By Shweta Bhatt and Sean Dockery, DSA Student Assistants



As part of the State of California's commitment to saving taxpayers money and preserving natural resources, the DGS is aggressively pursuing the concept of "sustainability" in everything it does: from designing and building energy-saving state office buildings, to buying non-polluting vehicles. The latest example of this commitment to environment-friendly policies was the formation of the Office of Sustainability.

Sustainability means different things to different people. To some it simply means "going green" or being environmentally responsible, while to others like Amory Lovins of the Rocky



Photovoltaic cells like these provide clean and reliable energy.

Mountain Institute, it's the "careful, economical, long-term management of land, community, and resources."

How does this impact the DGS? It means we must do our part to help California strive for sustainability. We can start by reducing resource and energy use, reusing, and recycling. We can also improve the environmental performance of everything from the state's automobile fleet and procurement process, to the construction of state facilities.

Sustainability Manager **Dan Burgoyne** will be helping the department meet the state's sustainability goals. Relatively new to state service, Dan worked nine months as a DGS Real Estate Services Division project director. Prior to joining the DGS, Dan worked 18 years as an architect, project manager and general contractor for numerous private sector firms.

Dan also formed and is heading the Sustainability Task Force, made up of representatives from each DGS division, whose mission is to unify sustainability efforts, and implement sustainable goals. Stay tuned for upcoming articles that will showcase the DGS' many sustainability efforts. 



Procurement Division-At Your Service!

By Deborah Pearce, PD



From toothbrushes to personal computers, the Procurement Division

works with government agencies all over the state to purchase the billions of dollars worth of goods and services they need in order to serve the people of California. Approximately 400 dedicated PD employees are constantly working to streamline the process of purchasing and payment. Here are just a few of the things we do:

PD employees are helping agencies get what they need in a timely manner

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Senior Lead Analyst **Cathy Brown** (left), Program Analyst **Marissa Truax** and Management Services Technician **Penny Schell** review contracts in the CMAS unit. (Photo by Deborah Pearce)



Rocky Del Monte is at the controls of a forklift at the PD's surplus warehouse in Sacramento.

Office of Research, Planning and Measurement

SPECIALIZING IN INFORMATION

By Richard Hill, ORPM



With all its numerous programs to oversee, the DGS Executive Office frequently has a need for specialized management information: everything from evaluation studies, and data analysis to issue papers and strategic planning. The entity that has performed that type of work for the last 30 years is the Office of Research, Planning and Measurement (RPM). RPM serves as an internal consultant for DGS management and the unit delivers both short-term assignments (such as a sensitive memo) and long-term projects (such as a process assessment), with subjects as varied as the DGS' many programs.

RPM is part of the Management Services Division and contains two units. Performance Measurement works on planning and measurement issues. Program Research and Evaluation works on policy and program matters. RPM's staff of seven includes an office chief, a unit manager, four researchers and an analyst. Typically, RPM has about 30 active assignments and projects with "deliverables" that range from reports to presentations to manuals.

Some of RPM's recent and continuing work that you might be familiar with includes preparation of the DGS Departmental Manual, development of customer surveys for DGS offices, preparation of the monthly DGS Noteworthy Activities Report, coordination and writing for the "One DGS" effort, development of an employee recognition program, establishment of the Business Services Office, preparation of the Inventory of DGS Green Programs and assistance to various DGS offices with their strategic plans. 

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through a variety of contracting tools including the CAL-Buy e-procurement program, California Multiple Award Schedules and Master Agreements, One-Time Acquisitions, the GS \$mart financing program, and the CAL-Card purchase card program.

The PD is also helping agencies advertise for the goods and services they need through the on-line California State Contracts Register, which posts contracting advertisements on the Internet. Interested bidders never know what they might find there; everything from requests for hybrid-electric transit buses, to wild pig control services.

The Materials Management Property Reuse Program is responsible for disposing of surplus state property. Items ranging from used desks to file cabinets are sold to the public at the PD's two surplus property warehouses. Surplus property is also sold on-line via the PD's e-auction site on e-Bay. Bidders can bid on property seized by law enforcement agencies, everything from diamond rings to cameras.

The Records Management Center and State Records Center keep agencies up-to-date on the latest document imaging technology, document storage and destruction solutions.

The Small Business and Disabled Veteran Business Enterprise Program teaches businesses how to do business with the State of California, while the Small Business Certification Program is signing-up new business at a record pace: more than 11,000 and counting.

By it's very nature, purchasing, contracting and financing is serious business. The professionals who make up the PD are equally as serious about helping their customers save time and money. 



Stacie Sormano is the newest member of the Research, Planning and Measurement team.



ORPM staffers include, from left, **Dale Carter, Jan Sutton, Jason Tyburczy, ORPM Chief Sandra Felderstein, and Richard Hill.** (Photos by Ken Hunt)



Anna Hernandez (left) and Joanne Rhinehart review a file in the EEO office. (Photo by Ken Hunt)

The Equal Employment Opportunity Office

By Joanne Rhinehart, EEO Office



The Equal Employment Opportunity (EEO) Office is here to help you! How? Well, the EEO office advises and assists employees with discrimination complaints, and implements standards for the Americans with Disabilities Act in the area of DGS program accessibility. We are here for all DGS employees in offices throughout the state.

When employees feel they have been harassed or discriminated against, or have questions about what constitutes harassment or discrimination, employees have the option to discuss those matters with their office EEO counselor, who is trained to confidentially assist with resolution of an informal complaint.

Employees also have the option to call or visit the EEO office and speak with an EEO Analyst who investigates EEO complaints,

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DGS Hosts Child Care Summit

By Cherise Witherspoon, RESD



The question of how to ensure quality, early childhood education for kids enrolled in day care centers at state-facilities was addressed recently at a first-of-its-kind summit held at DGS headquarters.

State and Consumer Services Agency Secretary **Aileen Adams** and DGS Interim Director **Clothilde Hewlett** co-chaired the July meeting attended by representatives from dozens of state agencies.

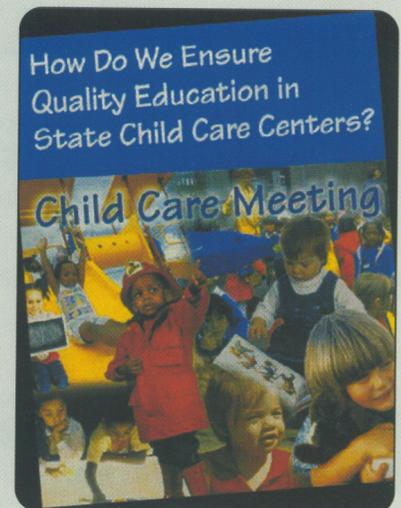
Ms. Hewlett stated, "Our future is determined by how we care for our children." Secretary Adams encouraged those assembled to work with providers and parents to ensure every state child care center is the best it can be.

DGS Real Estate Services Deputy Director **Kenn Kojima** cited research showing that 60 percent of mothers with infants are in the workforce, and are likely to be using day care services. Kenn added that there are approximately two-dozen child care centers located in or near state office buildings.

First Lady Sharon Davis addressed attendees via letter: "Your commitment to assess the need for child care centers in state office buildings is to be commended. These centers will better serve families and children in statewide communities by providing an environment where all children are valued and supported."

The summit served as an excellent forum to exchange ideas and information and resulted in the formation of several "action teams." The teams are developing recommendations on issues ranging from education standards, accreditations, and staffing, to employee and parental involvement.

A summary of those recommendations will be highlighted in a future edition of One DGS!





Interim Director **Clothilde Hewlett** (left) welcomes **Cy Rickards** and **Jackie Wilson** to the Exec Office. (Photo by Ken Hunt)

Two New Deputy Directors Come Onboard



DGS recently welcomed **Jacqueline Wilson** and **Cy Rickards** to the Executive Office.

Jackie was appointed Deputy Director of the Interagency Support Division, and is responsible for the Offices of Fleet Administration, Public School Construction, State Publishing, and DGS Marketing. She also provides oversight of the California Victim Compensation and Government Claims Board.

Jackie has extensive legislative experience, as well as information technology policy development experience. She has worked in human resources, budget and contracts offices, and possesses project management skills. Prior to joining the DGS, Jackie served in several capacities with the Department of Housing and Community Development and most recently was with Department of Information Technology.

Cy Rickards was appointed to the newly created position of Deputy Director for Legal Affairs. Cy has worked for the Attorney General's Office, where he provided legal advice to the Attorney General, the Governor's Office, and the California Gambling Control Commission. He also served as Chief of Enforcement at the California Fair Political Practices Commission.

Cy works together with Chief Counsel **Jeff Marschner** to ensure that the DGS is able to provide statewide legal advice and direction regarding the department's many programs. 

A Passion for People and Printing:

JOE HILLS, STATE PRINTER

By Stephanie Smith, OSP

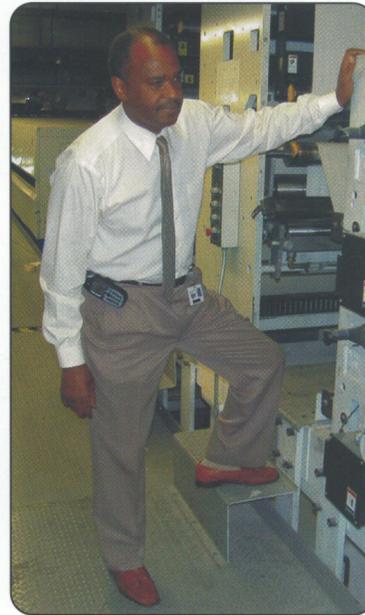


"It was an accident," said **Joe Hills** when asked how he came to choose printing as his career.

When challenged by his godfather to purchase his own clothing if he didn't like what he was given, Joe Hills went to the school counselor to do just that. At age 16, he interviewed and later accepted a job with Defense Contract Audit Agency as an Office Clerk, and the rest is printing history.

After quickly rising through the ranks at several Bay Area printing companies, Joe decided to open his first business when he was 25. He later began teaching classes in printing at City College of San Francisco where he soon became director of several programs. As his love for people and printing continued, so did his career. Joe joined OSP as Production Manager in 2001 and was appointed State Printer in April of this year.

Joe's vision for OSP is simple: Make the Office of State Publishing an industry leader and an icon in the printing world. "OSP has never lived up to its full potential. We have



Joe Hills inspects a press at the Office of State Publishing. (Photo by Mark Renteria, OSP)

good people and great leaders," says Joe, who plans to utilize their talents to implement his vision. He finds the 485 people of OSP to be the favorite part of his job. Their diversity, creativity and commitment inspire him each day.

His lack of a traditional management style could be considered a style all its own. He adapts quickly to the personalities of each person and

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ORIM'S Motor Vehicle Liability Self-Insurance Program is 25-Years Old!

By Rich Beck, ORIM

 The Office of Risk and Insurance Management's Motor Vehicle Liability Self-Insurance Program celebrated its silver anniversary in July. The program began operation on July 1, 1977 with claim number 778-00001 for a (what else?) rear-end accident.

The Claims Unit is charged with the responsibility of investigating, adjusting, denying or negotiating the settlement of all claims that result from the alleged negligent operation of more than 55,000 state motor vehicles by state employees. The program is not only the oldest, but one of few truly self-insured programs in state government.

In the mid-1970's, the cost of liability insurance soared, and following a review of options, the then-Insurance Office concluded that significant savings could be realized through an in-house, self-insured claims program. Enabling legislation created the program that has proven to be a real success story for the taxpayers.

In a typical year, the Claims Unit receives 6,500 new vehicle accident reports, handles more than 2,500 new claims, and pays around \$12 million to settle claims and lawsuits for bodily injury and property damage. The claims made range from a broken tail light lens to injuries of all types.

For more information on the program and the coverage it affords state employees, visit www.orim.dgs.ca.gov. 

New ORIM Office Chief Named

By Kathy Hanford, ORIM

 Fred Luzzi was recently named Chief of the

Office of Risk and Insurance Management's Management Services Division.

Fred is no stranger to the DGS having spent 27 years with the Real Estate Services Division. He has held various positions within the department, and brings with him a wealth of management and administrative experience. Fred is a member of the Building Owners and Managers Association with dual designations as a Real Property Administrator and Facility Management Administrator.

Fred's new role will be leading a team of professionals dedicated to preventing or minimizing risks to state employees and state property. 



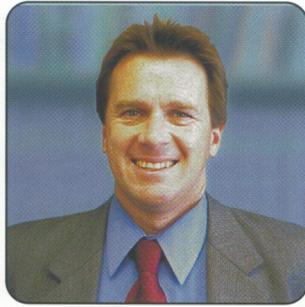
(photo by Greg Sandin, ORIM)



ORIM's Motor Vehicle Liability Claims Program staff, from left to right: Leslie Masuda, Patty Whedon, Leo Bernardini, Darcie Crossley, Maria Vaca, Cathy Gaston, Rich Beck, Gail Saruwatari, Helen Rogers, Jennifer Burris, Julie Willson, and Yolanda Montgomery. (Photo by Greg Sandin, ORIM)

Meet the DGS' New Emergency Preparedness Manager

By Kathy Hanford, ORIM



(photo by Greg Sandin, ORIM)

ORIM Vincent Paul has been appointed to the position of Emergency Preparedness Manager for the DGS. His appointment reflects the DGS' commitment to address emergency preparedness and develop internal strategies that mirror external emergency plans as prepared by the Office of Emergency Services, California Highway Patrol and other agencies in accordance with the activities of the State and Consumer Services Agency's terrorism task force.

Before being appointed to his current position, which resides within the Office of Risk and Insurance Management, Vincent worked in the Real Estate Services Divisions' Building and Property Management Branch as the Environmental Safety Health and Operations Program Manager.

We here in ORIM appreciate and welcome Vincent to this new and important position, and extend an invitation to everyone here in DGS to do the same. **!**

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OSP manages them according to their individuality. He finds this simple approach to be effective and uses honest communication and an open door policy as encouragement to "say what is on your mind."

In spite of all his achievements, he considers his family to be his greatest accomplishment and biggest reward. "Everything else in life is secondary."

At 25, Joe Hills set out on a path to become the "biggest printer in the State of California." At 52, in a roundabout sort of way, he has done just that. **!**

Fleet Administration Employee Honored for Superior Accomplishment

By Mary Gentry, OFA



Thanks to his efforts to substantially improve the process of procuring, re-utilizing and disposing of state vehicles, **Steve Nielsen** of the Office of Fleet Administration (OFA) was recently honored with a Sustained Superior Accomplishment Award. At a reception held to thank Steve for his leadership as Statewide Mobile Equipment Coordinator, and for his unequaled dedication to public service, **Rick Shedd**, Assistant Chief-OFA Inspection Services, said, "Steve is truly an ambassador for Fleet Administration. He interacts with all state departments and finds win-win situations when differences arise."

In a joint project with the Procurement Division's Cal-Buy e-procurement program, Steve developed an electronic process to consolidate the state's vehicle purchase order review and approval procedure. In his tribute to Steve, Rick continued, "He infuses logic and reasonableness into the complex process of meeting state and federal laws, while at the same time fulfilling the vehicle needs of state agencies." With education and outreach, accurate tracking of federally-mandated alternative fuel vehicle purchase requirements produced a significant reduction in penalties during the past two years.

A variety of state agencies now electronically prepare purchase orders, obtain internal approvals and forward completed documents to the OFA for approval and electronic order placement with the contract vendor. Letters of justification and contract specifications accompany each purchase order. A process that often took more than five working days is now accomplished within minutes. Steve's innovative program maintains control of documentation and reduces the need for infinite copies of paper documents and countless hours of staff time. **!**



OFA's Steve Nielsen (photo by James Sapnaro, OFA)

RESD Engineer Earns Governor's Employee Safety Award

By Dewayne Hildreth, RESD

RESD In August, RESD Stationary Engineer **Dave Talley** received a Governor's Employee Safety Award (GESA) for his efforts in responding to the horrible crash of the semi-truck into the Capitol on January 16, 2001. Dave was working the swing shift on that cold January evening and had arrived at work just as the fire trucks were coming onto the scene.

Dave immediately called the engineer at the Central Plant to have him secure all the fans in the building to slow the spread of smoke and fire. Dave then met with CHP dispatch and the Fire Battalion Chief as they were setting up their command post. While all other maintenance and management personnel were not allowed into the area of the fire and crash, the Battalion Chief requested Dave go with him to assist in any way needed.

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Interim Director **Clothilde Hewlett** (left) and RESD's **Dave Talley** at the awards ceremony. (Photo by Gene Sapnaro, TD)

RESD Employees Honored for Capitol Repairs

By Yvonne Newton, RESD

RESD Several Real Estate Services Division (RESD) employees were honored in August with a resolution from the Legislature in recognition of their teamwork and efficiency in completing the historically-accurate, emergency reconstruction of the Capitol's South Portico. The building was severely damaged following the fiery crash of a semi-truck in January of 2001. The RESD team of **Anne Cavanagh, Kelly Clarke, Bob Courtmier, Michael Golden, Jane Imperato, Dean Mehaffey, Mike Moore, Charley Nelson, Trevor Platz, Dennis Shearer, Bob Yates**, and former RESD employee **Vincent Paul** completed the reconstruction project one week early, and \$4.5 million under the estimated \$16.5 million budget.

The RESD team worked long and hard to clean-up smoke and water damage while keeping 95 percent of the building open for business. Keeping the Capitol open during all phases of the repair project presented unique challenges to the team.

The valuable historic fabric of the building presented other challenges. The granite exterior of the South Portico was painstakingly taken apart and put back together. The contractor, J. R. Roberts, sought out sub-contractors capable of duplicating the historic patterns of destroyed carpets and drapes. Credit also goes to J. R. Roberts for bringing back many of the artists who worked on the restoration of the Capitol during the late 1970's, and for hiring as a consultant, Leroy Lemke, who was the Construction Supervisor during the 1970's restoration. **!**



From Left to Right Back Row: Deputy Director **Kenn Kojima**, Assistant Deputy Director **Deborah Hysen**, **Dean Mehaffey**, **Bob Yates**, **Bob Courtmier**, **Charley Nelson**, **Dennis Shearer**, PMB Branch Chief **Peg Hudson**, PSB Branch Chief **Jack Barr**, BPM Branch Chief **Tim Bow**; Front Row: **Kelly Clarke**, **Jane Imperato**, **Anne Cavanagh** and **Michael Golden**. (Photo by Rhonda Greene)

DGS Wins Conservation Awards

By Rhonda Greene, RESD. Susan Georgis, EM also contributed to this story.

EM The Real Estate Services Division's Building and Property Management Branch (BPM) has been honored with a Flex Your Power Conservation Award for playing a key role in "keeping the lights on" in California. **RESD** The award, given by the FYP Awards committee, was the result of a competitive process with private sector entities. The FYP committee included State and Consumer Services Agency Secretary Aileen Adams, Technology, Trade and Commerce Secretary Lon Hatamiya, Environmental Protection Agency Secretary Winston Hickox, and Resources Agency Secretary Mary Nichols,

"This award was made possible not only through the dedicated work of BPM staff," commented RESD's Assistant Deputy Director **Deborah Hysen**, "but by the contributions of all state agencies occupying our buildings."



Conservation efforts by DGS Energy Management (EM) were also rewarded. EM received a Flex Your Power Certificate of Recognition for its innovative "3rd Party Distributed Generation" pilot projects. The pilot projects generate electricity and

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DGS Recognized for Energy Saving Efforts

By Michael Goble, RESD

RESD The DGS' leadership in energy conservation and efficiency was recognized recently when a pair of state facilities in Southern California were awarded the prestigious Energy Star label. The honor was bestowed upon the Junipero Serra and Ronald Reagan State Office buildings in Los Angeles for saving significant amounts of both energy and money. The Real Estate Services Division received a pair of attractive Energy Star bronze plaques, which were displayed at the DGS Energy Fair held in Los Angeles this past summer.

The plaques represent a highly visible symbol of excellence in energy performance, stewardship of the environment, and distinction in real estate value.

The criteria for receiving the coveted Energy Star requires that a particular building perform in the top 25 percent of the office building's market while maintaining indoor environment requirements for air quality, thermal comfort and lighting performance. This is determined by using the Federal EPA's benchmarking tool that compares a building's energy use to similar buildings based on type of use and age. The scores take into consideration a building's occupancy, number of computers in use, and location.

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Flex Your Power



Thanks for helping keep the lights on! Here are a few tips to help you continue saving energy and money:

ELIMINATE WASTED ENERGY

Turn off appliances, lights, and equipment when not in use. You can also save by unplugging electronic devices and chargers when they are not in use. Don't forget to turn computers and printers off at the power strip.

USE YOUR APPLIANCES WISELY

Avoid running your appliances during peak hours, or anytime an electricity emergency is declared. Do laundry more efficiently by using warm or cold water settings for washing your clothes. Conserve energy by running your dishwasher only when it is fully loaded, and turn off the dry cycle and air-dry the dishes instead.

For more info:

www.flexyourpower.ca.gov



An Ironman Can

By Tim Streeper, ORIM

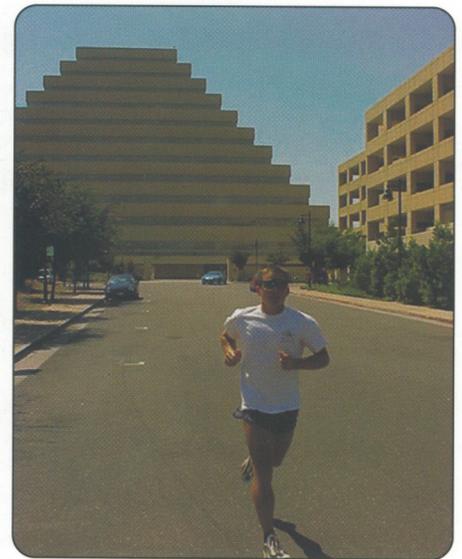
! How does this sound for a vacation? Imagine getting up early on a Saturday morning in beautiful Kona, Hawaii, putting on your bathing suit and swimming 1.2 miles out into the Pacific Ocean, then turning around and swimming back to shore. After your 2.4 mile swim, you get out of the water, hop on your bike, and pedal 112 miles. Then you run 26.2 miles—a full marathon. Oh, and by the way, you do all of this without stopping.

On October 19th, more than 1,000 of the world's most physically fit athletes will compete in the 2002 Ironman World Championship Triathlon in Hawaii. **Mark Barrett**, a Senior Real Estate Planner with the Real Estate Services Division, will be among the elite athletes competing for the title.

In order to prepare for what is arguably the most challenging sporting event in the world, Mark spends a great deal of his spare time training for the race. This is especially astounding when you consider that in addition to his work at the DGS, he is also a devoted husband and father. In order to maximize his time with his family, he does much of his training on his lunch hour. In fact, if you work in or around the Zig, you may have spotted him chewing up the pavement around lunchtime.

What is Mark's advice to would-be endurance athletes? "Start small and develop a good, strong habit of doing something everyday, whether it's walking, running, cycling, swimming or whatever you like. That way you get all of the health benefits, and if you decide later that you want to take it to another level, then you have the foundation for the required training strongly in place."

Competing in the Hawaii Ironman is something Mark has dreamed of for many years. He is living proof that there is always time for exercise. Good luck Mark! **!**



Triathlete **Mark Barrett** of RESD logs a few lunchtime miles. (photo by Tim Streeper, ORIM)

After 33 Years of Service, Gaylord Moulds Says So Long

By Deborah Pearce, PD

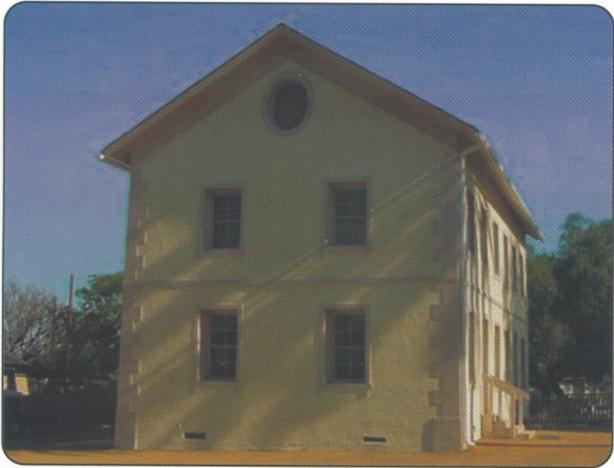
PD The Procurement Division's (PD) **Gaylord Moulds** is jumping ship. It's retirement time! Gaylord came on board with the DGS in 1969. He left briefly to work for the State Police for a few years, but ultimately came back to the DGS.

Gaylord's most recent assignment with the DGS was as manager for PD Program Support, which oversees several programs including Cal-Card, California Acquisition and Materials Management Institute, Customer Relations Management, Finance and Leasing, Preference Program, Protest and Dispute Resolution, Supplier and Purchase Estimate Management, and the California State Contracts Register.

Gaylord and his wife, Jan, plan to travel, golf, and fish, as well as do volunteer work in their spare time. We all wish them much happiness, and hope Gaylord will come back and visit on a regular basis! **!**



(Photo by Deborah Pearce, PD)



Thanks to the efforts of RESD's team of professionals, the historic Garnier building at Los Encinos State Historic Park has been preserved. (Photo by Viren Panikker, RESD)

DGS Restoration Efforts Re-opens an Historic Park

By Viren Panikker, RESD



The unassuming Los Encinos State Historic Park is a treasured site in Los Angeles and one of the few remaining enclaves of Southern California history that's still intact. Its buildings, representing six generations of California history, were constructed from materials available in the mid-1800's including limestone that was locally quarried, and hand-made adobe bricks.

The catastrophic 1996 Northridge earthquake nearly demolished the four-structure complex, but the community was determined to

restore this jewel; and in 1998, the Real Estate Services Division's Direct Construction Unit (DCU) was entrusted to carry out an arduous and sometimes dangerous restoration process.

The project commenced with the critical task of stabilizing the highly vulnerable Garnier Building from imminent collapse. DCU carried out this task much ahead of schedule and at substantial cost savings, primarily through the skill of expert craftspeople, and the good fortune of reduced earthquake activity. The project did, however, suffer damage by a low-level seismic event during construction, but this was fixed through an innovative and daring engineering adaptation.

In 2001, DCU began the complex work of restoring three historic structures: the De La Ossa Adobe, the Garnier building and the blacksmith shop. The entire project was accomplished on time, and on budget. The park, which had been closed for the restoration work, was formally opened with a re-dedication and grand-opening ceremony last April.

For DCU's **Lee Walker, Bob Lapham, Viren Panikker, Steve Hunt, Roger Cooper, Tim Feeler, Larry Bryant, Jose Garcia, and Matt Arroyo**, this is both a successful construction project, as well as a service to the community. Photographs of the DCU construction effort are now part of the interpretive display at the park. **!**

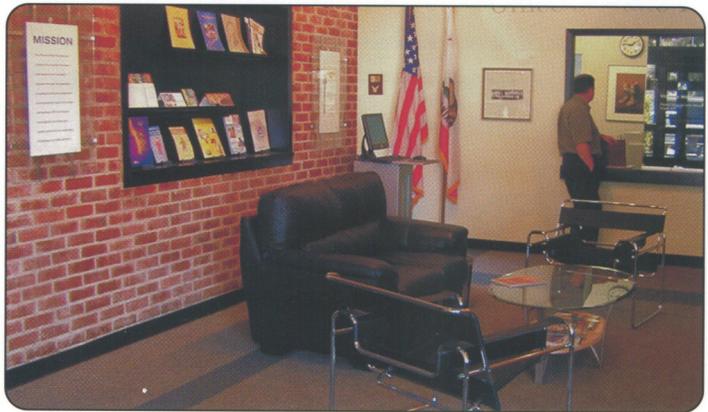
A New Look for an Old Office

By Stephanie Smith, OSP



The Office of State Publishing has unveiled a new look for its front lobby. With a desire to make the reception area more inviting, State Printer **Joe Hills** called upon OSP's Graphic Design Department to give the front lobby a makeover.

Using cool hues and bold metallic silver together has created a perfect blend of past and present. Quick to include OSP's rich printing heritage, the design team incorporated a montage of vintage photographs and printing paraphernalia, which rests nicely next to the more modern furniture and silver accent pieces.



Next time you find yourself at OSP dropping off a job or reviewing a proof, take time to enjoy the new surroundings! **!**

DGS Wins Microsoft Award at the GTC

By Linda Bender, OHR

OHR The DGS Office of Human Resources has been honored with a Microsoft Showcase Solutions Award for the “best use of Microsoft products in state government.” The award was presented at the annual Government Technology Conference in May. The solution was the creation and implementation of the Request for Personnel Action (RPA) Workflow, which allows offices to submit on-line requests to fill vacancies or change employee status. The plaque was presented to project members **Lynn Catania**, **Terry Werner** and **Karen Lucas** at a breakfast held at the Hyatt in downtown Sacramento.

The DGS consulted with MicroEye, represented by David Kane, over a period of several months. It is believed that David nominated the DGS for this award. The project team members were **Lynn Catania**, Project Manager; **Terry Werner**, IT Project Analyst; **Karen Lucas**, Project Leader; **Maria Lopez**, HR Consultant; **Kim Waits**, HR Consultant and, **Jim Evans**, IT Project Analyst.

Congratulations to the RPA Workflow Team for all of their intensive work on the project, which has proven to be a great success! **!**

continued from page 10...

RESD Dave’s actions were instrumental in assisting the firefighters in their efforts to quickly put out the fire and keep it from spreading further into the Capitol, causing even more destruction. “Dave has been a great asset to our operations at Central Plant for many years,” said Dave’s supervisor **Dewayne Hildreth**. “He is willing to take on any task and handle it with little or no direction. His actions in handling the situation at the Capitol during the crash of the truck was a perfect example of how well he can get things done.”

The GESA program, administered by the DGS’ Office of Risk and Insurance Management, honors state workers who exemplify public service by promoting health and safety both within and outside the workplace.

Congratulations, Dave! **!**

DGS Works with CSUS to Deliver e-Solutions

By Steve Durham, RESD

RESD **OTR** Members of the Real Estate Services Division, the Office of Technology Resources, and a team of California State University Sacramento (CSUS) Computer Science Students recently completed the prototype of a database for the state’s standard, three-page capital outlay estimates.

The new system will allow for the easy retrieval of project estimate history and a simplified method of locating estimates. Future plans for the estimating database include various report options. Over the next few months, RESD and OTR staff will test and refine the estimating database, prior to going “on-line” with the full application.

As part of the CSUS Computer Science curriculum, students must form a software development team, find a “real life” project and develop the application for a “real life” customer. RESD provided the team with system requirements, while OTR provided outstanding support and assistance with hardware, software, databases, and web site design.

Members of the team included **Dave Edwards**, **John Silva** and **Steve Durham** (RESD); **Glenn Burnett**, **Ken Purcell**, **Dwain Barefield**, **David Villanueva** and **Jamie Mangrum** (OTR); **Emmanuel Aquino**, **Marius Dial**, **Michael Preston Long**, **Reeta Singh**, **Yoshiko Tohara** and **Kevin Zimmerman** (CSUS). **!**



RESD & OTR project team members, back row (from left) **John Silva**, and **Glenn Burnett**. Front Row (from Left) **Ken Purcell** and **Dwain Barefield**. Not pictured: **Steve Durham**, **Jaime Mangum**, **David Villanueva**, **Dave Edwards** and the CSUS Students. (Photo by Rhonda Greene)

October is Disability Awareness Month

 Did you know that in our lifetimes, the majority of us will face disabilities within our own families? It's an issue that can impact us either on the job or at home. With the observation of Disability Awareness Month underway, now is a good time to consider getting involved in issues involving the disability community by checking out the DGS Disability Advisory Committee (DAC).

Can you spare two hours a month to attend a committee meeting for a worthwhile purpose? Are you looking for a place to get involved with issues that make a difference? If so, the DAC values your participation. This is your chance to lead with your heart. Meetings are held the second Thursday of every month at 1:30 p.m., in Room 1-322 of the Ziggurat.

Upcoming Disability Awareness events include:

- Oct. 16— Disability Mentoring Day
- Oct. 22— Disability Awareness Faire, Cal-EPA building, Sacramento
- Nov. 14— DGS Disability Advisory Committee Meeting, Ziggurat
- Nov. 22-24— Abilities Expo, San Mateo County Expo Center

For more information about the DAC, visit the EEO Office's Intranet site at <http://eoo.dgs.ca.gov/default.htm>.

For more information, call **Dave Ehret**, DAC Chairperson at (916) 324-8911, Dave.Ehret@dgs.ca.gov, or **Karen Susoev**, DAC Recording Secretary at: (916) 327-2008, Karen.Susoev@dgs.ca.gov.

We look forward to seeing you at the next meeting!! 

continued from page 6...



and gives advice and assistance for filing a complaint. For more information on the types of discrimination and harassment that can constitute a formal complaint, the DGS has a Sexual Harassment Prevention Policy and an Anti-Harassment Policy on-line. Please visit EEO's Intranet site under "EEO Policies."

The EEO Office also has trained investigators on hand to review formal complaints, whether filed directly through the DGS EEO complaint process, or filed with the state Department of Fair Employment and Housing, or the federal Equal Employment Opportunity Commission. The EEO Office is located on the 9th floor of the Ziggurat building. **Anna Hernandez**, the Acting EEO Officer, and **Joanne Rhinehart**, EEO Analyst, are here to help. Call (916) 376-5127 for an appointment or visit the EEO Office Intranet site for additional information at <http://eoo.dgs.ca.gov/default.htm>. As NBC's Frasier says, "we're listening..." 

Making it Right



In the August/September 2002 edition of One DGS!, some pertinent information was inadvertently omitted from the story: New Technology Helps Power DGS Office Buildings.

The missing information should have read: "The pilot project entered into by DGS Energy Management involved several other players within the department working together: the Office of Legal Services developed a new lease purchase/energy agreement, the Office of Risk and Insurance Management reviewed insurance documents, the Real Estate Services Division employees provided construction review and inspection services, as well as expertise on leasing matters, while the Office of Fiscal Services helped with the billing."

—One DGS! editors 

You Could be a Survivor

By Stephanie Smith, OSP

! This killer knows no boundaries, does not discriminate between women or men, young or old and during the time it takes you to read this article, four women will be diagnosed and one will die.

Breast cancer is the most common malignancy, and the second leading cause of death in women, exceeded only by lung cancer. Men are not immune either. For every 100 women with breast cancer, one man will develop the disease.

The statistics can be overwhelming, but there is plenty to be hopeful about. When breast cancer is found early, the five-year survival rate is 96 percent. There are more than 2 million breast cancer survivors alive in America today and chances are that you know at least one.

The Office of State Publishing has two such survivors in **Christina Minamora** and **Natalie Morris**. Christina found her lump during a monthly examination. She underwent a routine lumpectomy and radiation treatment and is a four-year survivor. Natalie was diagnosed in March of this year with Paget's disease, a rare form of breast cancer that does not start out with a lump, but rather with a sore. She underwent surgery and will begin hormone therapy with Tamoxifen later this fall. Both women are truly an inspiration and living examples of what early detection can accomplish.

October is National Breast Cancer Awareness Month. The American Cancer Society recommends that women have a baseline mammogram done some time between age 35 and 39 so that doctors have a reference point against which to compare all future mammograms. Starting at 40, the Cancer Society recommends that women should have one every year.

Throughout October, and especially on National Mammography Day, October 18, many mammography facilities offer special programs, including extended hours. Many facilities are also willing to offer services at a lower fee or will establish a payment schedule. For more information, you can check the following web sites: www.komen.org; www.cancer.org; www.nationalbreastcancer.org; www.thebreastcancersite.com **!**

A Holiday Gift to Yourself!

By Tim Streeper, DGS Wellness Coordinator

! With the holiday season approaching faster than the next fad diet, now is the perfect time to start developing a strategy to avoid placing, "Lose the 10 pounds I gained over the holidays" at the top of your resolutions list for 2003.

The holiday season doesn't have to mean an automatic 10-pound weight gain, just as it doesn't mean a need to completely avoid all of the foods that help to make the holidays so enjoyable. The key to maintaining the symmetry in this process is a long fortified secret. I could probably get into big trouble for sharing the secret with all of you, but it's worth the risk. This will come as a complete shock to most of you, so prepare yourselves. Are you ready to become privy to the secret?

Moderation and exercise.

That's right, good old-fashioned moderation combined with sticking with your regular exercise routine is the key. In other words, eat the foods you like, but eat less of them. Instead of heaping your plate full of turkey, stuffing and candied yams, going back for seconds and then pumpkin pie afterward, keep the portions small. Instead of "super-sizing," downsize. You don't have to eat it all at once, that's why they make those re-useable plastic containers. Leftovers are good! Instead of a making that belly swell, make your heart swell with a long walk after eating. Then have a small piece of pie.

Keeping the portion sizes small and getting plenty of exercise is the best way to get more satisfaction out of your holiday season without the holiday season making more out of you! **!**



Sacramento Monarchs guard Edna Campbell (center) made headlines recently as the first active player in the WNBA with breast cancer. She is pictured here with OSP breast cancer survivors, **Christina Minamora** (left) and **Natalie Morris** (right). (Photo by Colleen Tschannen, OSP)



(Photo by Ed Nightengale, OSP)

OSP Quilter Gains National Attention

By Ed Nightengale, OSP

OSP **Kathy Mitchell**, an OSP customer service representative, has a passion for designing prize-winning quilts. For the past ten years, Kathy's unique designs have earned her numerous first and second place awards at the California State Fair. They've also been featured in a quilt maker's magazine, and exhibited at the American Quilters' Society in Paducah, Kentucky.

Kathy is currently working on another unique quilt; a four-year production, titled "Basket and Stars." This quilt will be shown at the River City Quilters Guild show. Kathy's quilt group, "Quilt Eaters," have designed a blue and yellow jewel box quilt to be auctioned during the 2002 Breast Cancer Quilt Auction, to be held next month at the Sutter Cancer Center. **!**

OAH Cooks Up a Fundraiser

OAH The Office of Administrative Hearings (OAH) is "kicking it up a notch" with its first California State Charitable Campaign (United Way) fundraiser. **Heather Hoganson**, Staff Attorney for OAH and key campaigner, is organizing a Pampered Chef fundraiser to benefit the Mustard Seed School, which is run by Loaves and Fishes in Sacramento.

The Mustard Seed School was established in 1989 to help meet the needs of homeless children ages 3-15. A major goal of the Mustard Seed Program is to prepare and enroll homeless children into public schools and preschool when the family has found some housing stability. Mustard Seed provides a safe, nurturing and structured environment, a positive learning experience, survival resources, medical and dental screening, counseling and happy memories.

Don't forget, the holidays are right around the corner and Pampered Chef items make great gifts. If you are interested in participating in this worthy fundraiser you may contact Heather at heather.hoganson@dgs.ca.gov. **!**

Voice Mail Training Offered



When you want to send a copy of a voice mail to a fellow employee, do you:

Hit the # key

Punch the number "5" key

Forget about it, and send e-mail?

Mastering the "ins and outs" of voice mail doesn't have to be difficult or frustrating. Through Pacific Bell Information Services, the DGS is able to bring free voice mail training classes to state PacBell voice mail customers. This training introduces new users to the features and functions of voice mail, provides existing users a refresher on the basics, and gives everyone an overview of the more advanced features. Along with being free, there is no registration required for the training. Just show up! Handy voicemail user guides and handouts are provided as part of the training.

Several classes will be held in the auditorium at 714 P Street in Sacramento on the following dates: October 22, November 12 and 26, and December 3 & 17.

On-site training is also available for groups of 20 or more throughout California. For more information, please contact the Voice Mail Training Coordinator at (916) 348-0382. **!**

A Round of Applause



Customer satisfaction is what the DGS is all about. Here's what our clients are saying about us...

The **Office of Fleet Administration's (OFA)**

Richard Shedd, Assistant Chief of Inspection Services received a letter of appreciation from **Rick Flores**, Assistant Bureau Chief of the Department of Insurance, Business Management Bureau. Mr. Flores expressed his sincere appreciation for **Steve Nielsen's** outstanding customer service and assistance during a recent audit review. Steve's "prompt, polite and responsive assistance with our urgent needs is greatly appreciated."

Penny Nichols, California Department of Fire and Forestry Protection, commended **Sue Gutierrez**, OFA Inspection Services Analyst, for solving an urgent Voyager Fuel Card problem. "Sue's quick response and diligence minimized our down time."

Brian Owens received some words of praise from the Governor's Office of Emergency Services' Hazardous Materials Section for his help with the purchase of a trailer for terrorism training and response. "Brian has been very helpful and informative in this process. He also helped us to get a lower bid for the trailer," said Chief Michael Brady in San Luis Obispo.

Parking client Bill Hampton praised **Joe Nunez** and the entire **Fresno Garage staff** for their helpfulness and proactive stance towards disabled parkers. Mr. Hampton mentioned a specific incident where his vehicle was locked in the Fresno Garage afterhours. Mr. Hampton further advised that Joe responded within 15 minutes of contacting him, thus allowing Mr. Hampton to return home without additional delays.

The **Procurement Division's (PD)** CAL-Buy e-procurement system received a glowing endorsement from Bruce Fong, a paper buyer at the Office of State Publishing, who commented that he was "impressed with the enthusiasm, commitment, and technical expertise" of the **entire CAL-Buy team**.

PD's **Ron Rabun** won the praise of the Department of Consumer Affairs for his "excellent customer service skills," while **Marc Anderson** with the State Contracts Register program was thanked by a vendor who wishes "we had a few more Marcs around" to take care of business. **Nancy Huth** with PD's Office

of Small Business and DVBE Certification won kudos from a small business owner for her "prompt" service.

The Department of Corrections is another satisfied PD customer acknowledging the "invaluable...courteous, thorough, and courteous assistance" of PD Deputy Director **Ralph Chandler** and staffers **Dan McDonough, Janet McQuade, Dave Wallace, Dana Anderson, and Carl DeVerter** during a time when several CDC facilities were proposed for closure.

The **Real Estate Services Division (RESD)** got a round of applause from the Department of Forestry and Fire Protection for **A.K. Jain's** "experience and expertise" in several fields that allowed CDF to remedy several issues with its underground storage tank program.

Accolades came in for RESD Stationary Engineer **Greg Crew** from the Bureau of Forensic Services' Steven M. Secofsky. "Greg...has been a pleasure to work with. Given that we have a new facility, many problems, and a staff that expects only the best, Greg has dealt with it all demonstrating a great attitude, patience and a willingness to work as a team with a commitment to success."

RESD's **Bill Bechthold** was the recipient of letter of appreciation from Joan Van Velsor, Deputy Division Chief for Caltrans Geotechnical Services, for his work on Caltrans Translab modular buildings. According to this letter, Bill "wowed" them with his professional competence, excellent work ethic, attention to detail, and dedication to customer service.

Agency Secretary Aileen Adams took time to send personal handwritten thank you notes to RESD's **Bob Sleppy** and **Susan Stratton**, for their work on the Caltrans Headquarters Building Project in Los Angeles. To Bob she wrote, "Your efforts were instrumental in resolving litigation issues related to the EIR." She also recognized Ms. Stratton's efforts in the development of the EIR, citing her leadership as being key to the success of the project.

Kay Lee complimented RESD's **Elizabeth Parker** for the extra attention she paid to correcting a document in ABMS and figuring out a difficult invoice. "Thanks so much for working on the issue. You're great," wrote Kay.

continued from previous page...

 Program Supervisor Gary Agosta of the Department of Food and Agriculture's Pest Detection/Emergency Projects, was very appreciative of the service from Associate Real Estate Officer **Lynne Potter**, when their Placentia office in Orange County had to vacate their site with 60 days notice. "Frankly speaking," says Mr. Agosta, "Lynne is one hardworking, tireless professional...she has been 'Ms. Proactive' in every respect." In closing, Mr. Agosta had nothing but praise for **Doug Button** and the **entire Southern California Leasing Unit**, encouraging them to "keep up the good work!"

Several members of RESD's Professional Services Branch Cost Control Section operated at "warp" speed to put together a program proposal with an extremely tight time frame for the Department of Finance for legislation that was heading to the Appropriations Committee. To **Dennis Corelis, Joel McDonald, Dwight Weathers, Bob Courtmier, Lee Sacks, Angeliqye Scott, Bob Yoachum, Margie Melger, Shirley Garrett, and Alisha Cryderman** your Chief, Jack Barr, is "proud to work with such talented people and to have you on his team."

Several RESD employees—**Jennifer Holm, Larry Hughston, and Rhonda Greene**—received kudos for their efforts and assistance in preparing a Superior Accomplishment Awards presentation that symbolized the "One DGS approach to how we work across organizational lines to get tasks accomplished."

The **Telecommunications Division (TD)** is pleasing its customers with jobs well done. TD's maintenance team of **Sam Lafferty, Roy Chatwood, Neil Eaton, Chet Ashbaugh and Ricardo Hernandez** impressed the California Department of Forestry's Riverside Unit for "consistency and quality performance." The FBI was similarly impressed with the work of **Cheryl Soto** for "providing a rapid, professional response" to reconnecting the agency's communications link at Mt. Vaca.

Wes Nitta, Brad Bailey, and Chris Shimasaki of TD's Office of Network Services were recognized by the Governor's Office of Executive Information Services for completing a fiber connection in the Governor's Office of Innovation. The job allowed the disconnection of an existing system that was slow and expensive. TD's **Glen Nash** impressed the U.S. Department of Commerce with his "dedication to quality customer service and professionalism."

The **Office of Fiscal Services' (OFS)** Senior Accounting Officer **Jacquelyn Hall-Haynes**, with OFS Capital Outlay Accounting received a nice compliment from RESD Project Director Gordon Hill: "Thank you for the speedy service. You are a jewel. I can always count on you to 'fix' my 'problems'. Many thanks." Gordon had requested a correction of an item number on a Form 22. Jacquelyn had the correction finished within 45 minutes of receiving Gordon's request, enabling him to run quarterly and monthly reports with correct information.

The **Office of Public School Construction's (OPSC)** Executive Officer **Luisa Park** received a letter of thanks from an architect who had the "very pleasant experience" of getting an answer to his question within five minutes of placing a phone call to OPSC offices in Sacramento. As the architect put it, "It is nice to see that **OPSC staff** goes above and beyond."

OPSC's **Lina Lessa** was singled out by the Los Angeles County Office of Education for her role in explaining program, policy and school construction funding changes. OPSC's **Rich Mirell, Elizabeth Dearstyne, Mavis Barker, and Sally Lemenger** won praise from various school districts for their assistance.

Finally, DGS Chief Deputy Director Dennis Dunne acknowledged and thanked the DGS team that worked on the One DGS Recognition Program, which aims to recognize "outstanding or continuous contributions" to the department by DGS employees. The recommendations of **Richard Battersby, Glenn Ford, Lisa Guillen, LaShaun Phillips, Pete Dufour, Jason Tyburczy, Dale Carter and Jon Coleman** were forwarded to the Office of Human Resources Performance Enhancement Section.

Please send contributions to "A Round of Applause" (formerly known as "Orchids") care of: Ken Hunt, P.O. Box 989052, 8th Floor, West Sacramento, CA 95798-9052. 

News You Can Use!

AMERICA RECYCLES DAY - NOVEMBER 12



The Environmental Defense Fund sponsors this day to encourage American households to do their part for the environment by participating in community recycling programs. It also makes these “green” suggestions:

Purchase products with less packaging. For example, buy toothpaste that is sold without the box or buy items in concentrated form, such as frozen juices, fabric softeners, and detergents.

Choose durable, energy-efficient products. Check warranties, repair services, and availability of parts to ensure a longer usage life, putting off the day when you'll have to replace them.

Use rechargeable items and batteries rather than single-use types, and look for products or packaging made from recycled materials.

TIPS FOR PLANTING IN THE FALL

The Garden Information Center of the University of Maryland notes that fall is the best time to plant most types of trees and shrubs. Here are its directions for successful planting:

1. Dig a hole only as deep as the root and loosen the soil that's within three to five times the diameter of the root.
2. Pour half a gallon of water into the hole.
3. Remove the twine and burlap from around the trunk and stems.
4. Place the sapling or shrub in the center of the hole.
5. Fill in around the root with organic matter and dirt and tamp down firmly.
6. Water deeply and then water again a week later.

DISPOSING OF CHIMNEY ASHES

According to the National Fire Protection Association, the improper disposal of ashes from fireplaces and wood stoves causes thousands of fires in homes and garages each year. To be safe, don't discard ashes into flammable containers, such as paper or plastic bags, cardboard boxes, or plastic trash cans. Use only metal containers with lids, and keep the cans outside your home and garage, away from dry grass, leaves, or other materials that could ignite. !

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thermal energy for use at three state-owned buildings to save money and reduce the state's peak demand for electricity on the public grid.

“The third party pilot project represents what can be accomplished with a cooperative partnership between the public and private sector,” said EM's Deputy Director, **Randy Ferguson**.



Both offices were honored with a ceremony late this summer. !

RESD Building and Property Management Branch Chief **Tim Bow** (left) with Interim Director **Clothilde Hewlett** and Agency Secretary **Aileen Adams** accept the Flex Your Power Award for DGS.

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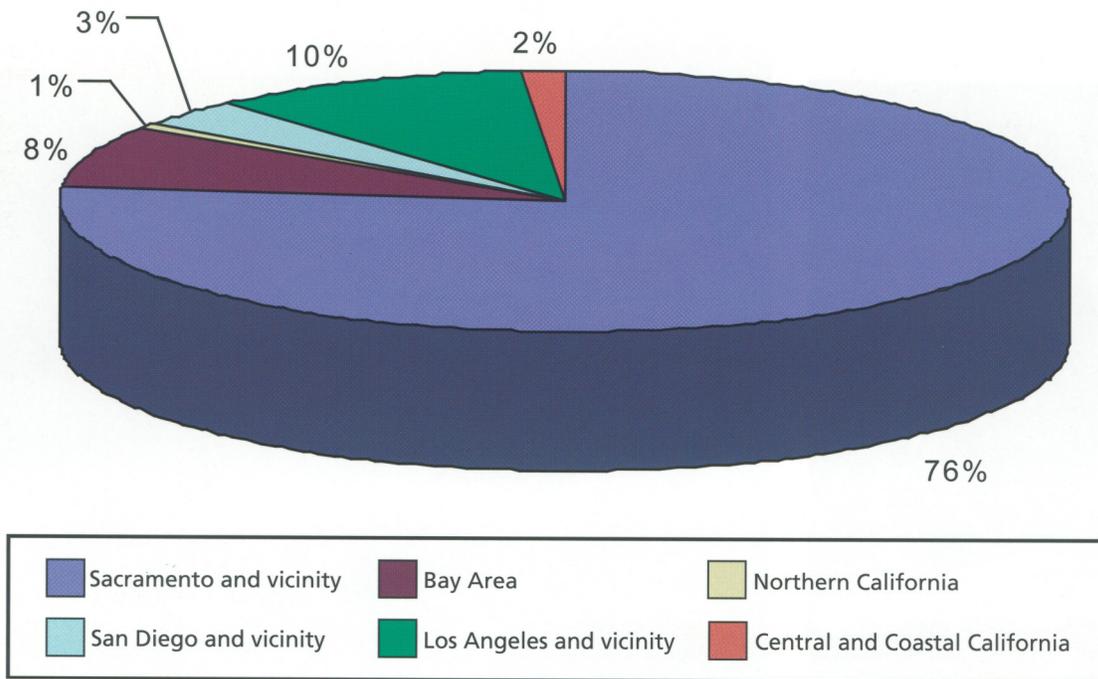
RESD's Building and Property Management Branch (BPM) is in the process of benchmarking approximately 40 DGS-owned properties to determine each building's level of energy efficiency. The results will help determine where energy conservation efforts should be focused in the future, and to recognize those buildings that have been operating efficiently. BPM has benchmarked 10 buildings so far, and has submitted nine of these for the Energy Star award.

The Los Angeles buildings are the first to receive this honor. The benchmark building score for the Reagan Building was 94 out of 100 points, and the Junipero Serra Building recorded an exceptional 98 points. These Energy Star awards would not have been made possible without the assistance of Building Managers **Anne Clancy** and **Robert Langely**, Chief Engineer **Samuele Yonan** and Acting Chief Engineer **James Cox**. !

Editor's note: After our deadline passed, we received more great news! Three more DGS-owned buildings received Energy Star certifications. Congrats to all involved at the Elihu Harris building in Oakland, the San Francisco Civic Center, and the Fresno State Office Building.

Where Do We Work?

A LOOK AT THE DGS WORKFORCE BY REGIONS



Source: DGS Office of Human Resources. August 2002



Notable Quotables...

Two thought provoking quotes were submitted by **Deborah Hysen**, Asst. Deputy Director, RESD...

“Let’s make a dent in the Universe.”

- Steve Jobs, Apple Computers

“The greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it.” – Michelangelo

And, finally...

“The good neighbor looks beyond the external accidents and discerns those inner qualities that make all men human and, therefore, brothers.”

—Martin Luther King, Jr.

Holiday Cookie Recipes Wanted!



The holiday season is fast approaching and you know what that means...lots of goodies to eat! We’d like you to share your favorite “Holiday Cookie Recipe” with your fellow DGS employees. Whether it’s sugar cookies or organic oatmeal raisin health bars, why don’t you share your most scrumptious recipe with the rest of us. We’ll print as many as we can in the December edition of One DGS!, and place the rest on the DGS intranet site @ DGSNet.

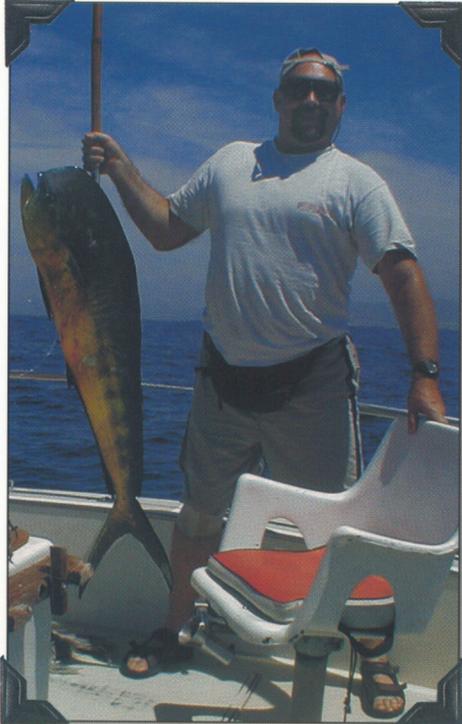
Please e-mail your recipe (WORD format is preferred) by November 1st, along with your name and the office or division you work in to: Rhonda Greene at rhonda.greene@dgs.ca.gov.

We look forward to many happy calories!

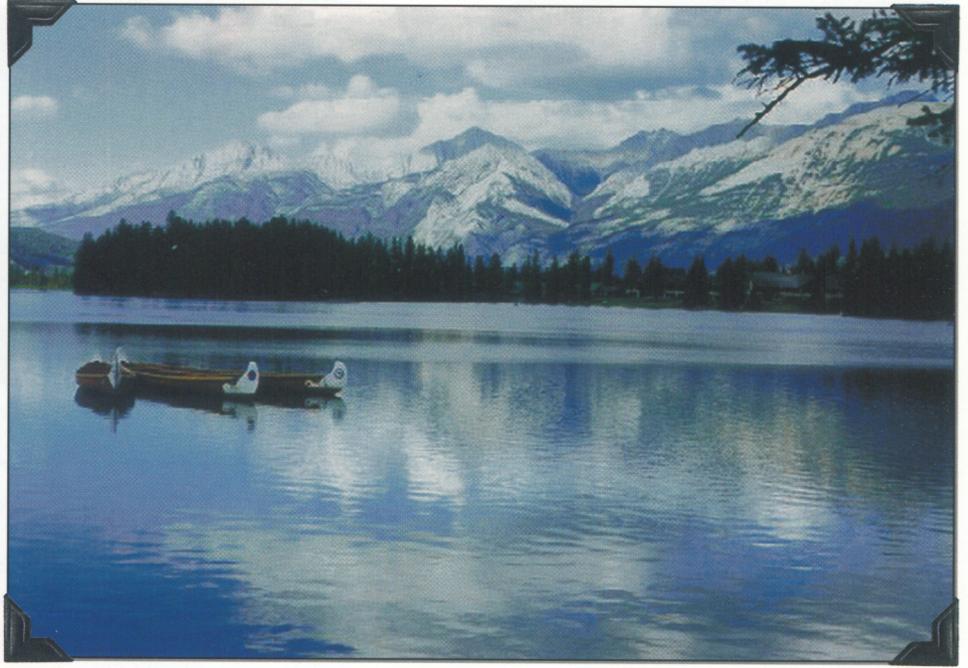
Summer Vacation Photo Album



Summer 2002 is history, but we still have those “Kodak moments” to remember it by. Thanks to all the DGS employees who submitted summer vacation photos. Here are the winning shots picked by our judges:



Dennis reels-in a 35-pound Dorado off the coast of Cabo San Lucas, Mexico. (Photo submitted by **Dennis W. Link**, Statewide e-Government Initiatives Office)



An awesome view at the Fairmont Jasper Park Lodge in Jasper, Alberta, Canada. (Photo by **Joann Kirstein**, TD)



Kids enjoy a fun day at the beach at Sea Ranch, California. (Photo by **Shelley Nishikawa**, OPSC)



KJ kayaks his first 20-foot waterfall at Brush Creek: a class-IV, snow-fed creek that flows into the North Fork of the Kern River, east of Bakersfield. (Photo submitted by **KJ Evans**, RESD)

Mystery Photo



Can you guess what these are, and which DGS office uses them? Here's a hint: each one weighs nearly 1,300 pounds! You'll find the answer on the back page. (Photo by Mark Renteria, OSP) 



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Governor

Published by the
Department of General Services
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West Sacramento, CA 95798-9052
<http://www.dgs.ca.gov>

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(916) 445-2831

OneDGS!
The Newsletter FOR Employees
BY Employees
October - November 2002, No. 003

We welcome suggestions, feedback, and articles of 250 words or less. Please include your name and a work phone number, or email, for contact purposes.

Reporting information accurately is a fundamental of journalism. It is our intent to acknowledge errors promptly. To report an error, please contact Associate Editor Ken Hunt.

DSA
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RESD
TD

The DGS Out-N-About Guide for October & November

PLACES TO GO + EVENTS TO SEE!

Courtesy of the California Division of Tourism

1 OCTOBER 17-19

WESTERN OPEN FIDDLE CHAMPIONSHIP, RED BLUFF

Music, arts and crafts and barbecue.

<http://westernopenfiddle.com>

2 OCTOBER 19-20

ART & PUMPKIN FESTIVAL, HALF MOON BAY

Pumpkin patches, crafts, and costume contests.

<http://miramarevents.com>

3 OCTOBER 19-20

CLAM FESTIVAL, PISMO BEACH

Parade, sand sculptures, kite competition, chowder cook-off, clam dig.

<http://pismochamber.com>

4 OCTOBER 20

LITTLE ITALY FESTA, SAN DIEGO

Largest Italian Festa on the West Coast.

<http://www.littleitalysd.com>

5 OCTOBER 23-NOVEMBER 3

SAN FRANCISCO JAZZ FESTIVAL, SAN FRANCISCO

World-class music presented in premier Bay Area venues.

<http://sfjazz.org>

6 OCTOBER 12-13

AMERICAN RIVER SALMON FESTIVAL, NIMBUS FISH HATCHERY AND LAKE NATOMA STATE PARK, RANCHO CORDOVA

King salmon celebration includes more than 40 educational, recreational, culinary, artistic and cultural activities.

<http://www.salmonfestival.net>

7 NOVEMBER 1-3

GRAND NATIONAL RODEO, HORSE & STOCK SHOW, SAN FRANCISCO

California's historic western tradition comes alive with 1,000 head of stock; professional rodeo, Grand Prix horse show and entertainment.

(415) 404-4100

8 NOVEMBER 2-3

LAKE TAHOE AUTUMN FOOD & WINE FESTIVAL, OLYMPIC VALLEY

Celebrity chefs, cooking and gourmet marketplace.

<http://mytahoevacation.com>

9 NOVEMBER 9-10

CHRISTMAS CRAFT & MUSIC FESTIVAL, AUBURN

Spirited celebration of the season features music, family vaudeville entertainment, arts and crafts, and international food.

<http://fireonthemountain.com>

10 NOVEMBER 17

MARIACHI FESTIVAL, LOS ANGELES

Mariachi music celebration.

<http://culturela.org>

11 NOVEMBER 17

POINSETTIA FESTIVAL, ENCINITAS

<http://encinitas101.com>

12 DECEMBER 1

HOLLYWOOD CHRISTMAS PARADE, HOLLYWOOD

Parade features celebrities, marching bands, floats, classic cars and equestrian riders.

<http://hollywoodchristmas2001.com>



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