

STATE OF CALIFORNIA

1963 - 2013

DGS

GENERAL SERVICES
50 Years of Service

EXCELLENCE IN THE BUSINESS OF GOVERNMENT



On the cover:

- 1. The Office of Public School Construction** (then-known as the Local Allocation Bureau) meeting on July 9, 1958.
 - 2. Office of Administrative Hearings** administrative law judge.
 - 3. Office of Fleet and Asset Management** mechanic at state garage in Oakland, circa 1960s.
 - 4. Division of State Architect** draftsmen, circa 1970.
 - 5. Real Estate Services Division**, Building and Property Management Branch Capitol grounds employee.
 - 6. California State Police** officer patrolling Capitol grounds, circa 1970.
 - 7. Telecommunications Division** employee waving while working on a radio tower on Mount Diablo.
 - 8. Office of State Publishing** compositor operating the original Linotype machine.
 - 9. Procurement Division** employee assisting the public at a small business certification event in the early 2000s.
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Message from Government Operations Agency Secretary Marybel Batjer

It is my pleasure to congratulate the men and women of the Department of General Services on the occasion of the Department's 50th anniversary. Your organization is recognized throughout the United States as a model of innovation and leadership in providing business services to government.

Throughout its history, department employees have served the public, fellow employees, and sister departments with courtesy and consideration. You are carrying on that proud tradition by handling your work promptly, efficiently, and effectively. The hard work and time you dedicate to making government a better place does not go unnoticed.

As fellow employees, we see and feel your presence every day. We are grateful for your dedication and would like to recognize all of you, past and present, for your services to all the people of California. We welcome the future with open arms and cannot be more thankful for the success you have accomplished these past 50 years.

Message from Department of General Services Director Fred Klass

In 1963, the Legislature and the Governor had the vision to recognize that government operations could become more efficient and effective by centralizing the state's business functions. To achieve this, the Department of General Services was created to consolidate specialized techniques and skills related to business operations, develop uniform management practices and attain higher levels of efficiency. Fifty years later, DGS continues to fulfill this vision.

An organization is the people who work in it. For five decades, the people of DGS have comprised an organization that has received much praise and many awards for its performance and innovation. We have good reason to be proud members of this department.

Nevertheless, we face an ongoing challenge to balance our control agency responsibilities with our inherent obligation to assist departments and the public when they are in need of the services and functions we provide. We will, however, achieve that balance through adherence to the DGS core values, and attainment of the goals set forth in our strategic plan. And as we do these things, we will be exemplifying our DGS vision of excellence in the business of government.

Congratulations to the DGS of today and the DGS of our predecessors on 50 years of dedicated public service!



Past Department of General Services (DGS) directors



Robert L. Harkness
1963-1967



Edward B. Hutchinson
1967



Andrew R. Lolli
1967-1969



Verne Orr
1969



Earl Coke
1970



Donald G. Livingston
1970



Charles E. Dixon
1970-1971



Lawrence R. Robinson, Jr.
1971-1975



Leonard M. Grimes, Jr.
1975-1977



David E. Janssen
1977-1982



William J. "Tony" Anthony
1983-1990



Elizabeth Yost
1991



John Lockwood
1991-1995



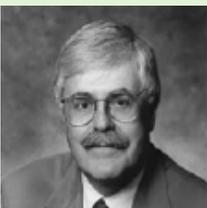
Steven A. Olsen
1995



Peter G. Stamison
1995-1998



Cliff Allenby
1999-2000



Barry Keene
2000-2002



Clothilde "Cloey" Hewlett
2002-2003



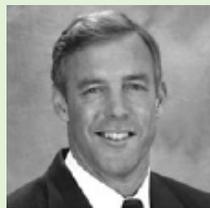
J. Clark Kelso
2003



William J. Jefferds
2003-2004



Ronald "Ron" Joseph
2004-2006



Will Bush
2007-2009



Ron Diedrich
2009-2010



Scott Harvey
2011

The Creation of the Department of General Services

In 1963, California legislation was signed by Governor Edmund “Pat” Brown that created the Department of General Services (DGS). Several offices that were part of other state agencies were transferred to DGS, including the Office of Administrative Hearings; the Department of Public Works’ Division of Architecture; the Department of Finance’s Automotive Management Section, Insurance Office, Office of Local Assistance (now Office of Public School Construction), and office building planning, leasing, and real estate services.

3568 STATUTES OF CALIFORNIA [Ch. 1786]

PART 2.8. DEPARTMENT OF GENERAL SERVICES

CHAPTER 1. GENERAL PROVISIONS

12900. The Legislature hereby declares that a centralization of business management functions and services of state government is necessary to take advantage of specialized techniques and skills, provide uniform management practices, and to insure a continuing high level of efficiency and economy. A Department of General Services is created to provide centralized services including, but not limited to, planning, acquisition, construction, maintenance and police protection of state buildings and property; purchasing; printing; architectural services; administrative hearings; and accounting services. The Department of General Services shall develop and enforce policy and procedures and shall institute or cause the institution of such investigations and proceedings as it deems proper to assure effective operation of all functions performed by the department and to conserve the rights and interests of the State.

1960s

1963



1969

The Department of General Services (DGS) is created.

Carl C. McElvy, Sr. becomes State Architect, coinciding with the creation of DGS, in which the Office of the State Architect was reorganized as the Division of the State Architect.

The majority of DGS divisions consolidate into headquarters located at 915 Capitol Mall in Sacramento.

Division of State Architect

The Division of the State Architect (DSA) originated in 1850 when the Surveyor General was charged with oversight of the state's ever-growing building program. In 1907, what would eventually become DSA took form within the Department of Engineering, and then transferred to the Department of Public Works. In 1963, the Office of State Architect was created within DGS and became responsible for overseeing the design and construction of state buildings, hospitals and public schools.



Today, DSA is responsible for design and construction oversight of K-12 public schools and community colleges. DSA also develops and maintains accessibility and historical buildings standards and codes utilized in public and private buildings throughout California. DSA certification programs include the DSA Academy, project inspectors and materials testing laboratories, as well as the Certified Access Specialist program (CASp). DSA also helps its clients with designing energy-efficient and environmentally sustainable facilities.



1970s

DGS oversees the centralization of state government in the downtown Sacramento area with the planning, design and construction of several state buildings in the Capitol core.

1974



In order to make state government contracting more accessible to small businesses, the DGS Procurement Division creates the Office of Small Business.

1975

Ground is broken for the California Highway Patrol Academy in West Sacramento, a DGS-managed project.

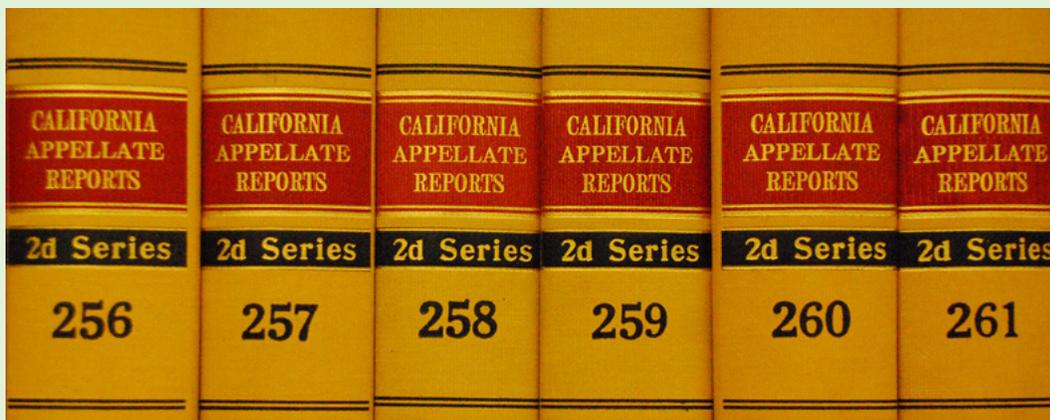
Office of Administrative Hearings



The Office of Administrative Hearings (OAH) was originally named the Office of Administrative Procedure within the then-Department of Vocational and Profession Standards. After transferring to the Department of Finance in 1961, OAH became part of DGS in 1963.

Today, OAH consists of two divisions and five regional offices statewide. The General

Jurisdiction Division provides adjudicatory and alternative dispute resolution services to more than 1,400 state, local, and county agencies. The Special Education Division provides adjudicatory and mediation services throughout the state to school districts and to parents of 700,000 children with special needs.



1975



DGS starts the first State Employee Holiday Food Drive.

DGS and the State Architect take a leadership role in responding to the energy crisis of the 70s by implementing statewide energy conservation guidelines and an energy efficient building program.

1976



The State Capitol building closes to the public for one of the most extensive restoration efforts in the United States. DGS oversees the project which concludes with a reopening to the public in 1982.

Procurement Division

In 1963, the DGS Procurement Division (PD), formerly known as the Office of Procurement, became the state's central purchasing and materials management agency. Today, PD is responsible for setting state procurement policies and provides purchasing services, helping state agencies and departments achieve their missions. PD delegates purchasing authority, trains state purchasing professionals, certifies small businesses and disabled veteran business enterprises, sponsors the Small Business Council, and participates in the Disabled Veterans Business Enterprise Council.



1980s

DGS initiates a statewide recycling program in state office buildings.



Legislation directs DGS to create a centralized database for all state owned property. The Statewide Property Inventory maintained by DGS contains information totaling 20 million square feet.

DGS designs state-of-the-art energy efficiency technology into several Department of Motor Vehicle facilities in Los Angeles.

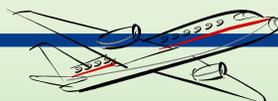
Real Estate Services Division

Prior to 1963, the state's real estate services were performed by the Department of Finance. These functions were transferred to DGS in 1963, and what was once known as the Office of Real Estate and Design Services, or OREDS, is now the Real Estate Services Division. RESD oversees everything from asset planning, property sales and acquisition, to project management, leasing, and property management and building maintenance, among many other responsibilities.



As of 2013, DGS oversees 79 state-owned properties including 58 office buildings, with the balance of buildings including warehouses, storage, the state printing plant, the state's central heating and cooling plant, stand-alone parking structures, and state records warehouse. DGS also manages approximately 1,800 leases statewide. Other agencies hire DGS to provide partial building management services, historically

serving approximately 200 state-owned buildings. DGS also has responsibility for retail and residential properties that are directly managed by the Capitol Area Development Authority.



California's prison construction program exceeds the State Architect's capacity. Responsibility for design and building new prisons transfers to the Department of Corrections and Rehabilitation.

DGS initiates discount airfares through consolidated contracts.

DGS moves the state's telecommunications systems to fiber optic technology.

Interagency Support Division

The DGS Interagency Support Division provides support services for agencies and departments, including oversight of the state fleet, business travel services, and managing state and federal non-real estate surplus property through the Office of Fleet and Asset Management (OFAM); fund releases to school districts for facility construction through the Office of Public School Construction (OPSC); and business records storage, publishing and video production through the Office of State Publishing (OSP).

Office of Fleet and Asset Management

Management of the state's automotive fleet was established in the Department of Finance in 1950. In 1963, the Automotive Management Section was transferred to DGS. In 1983, the name was changed to Office of Fleet Administration. Today, OFAM provides oversight of the state's 50,000-plus fleet of mobile assets to improve overall utilization and lower the cost of ownership.



OFAM operates the Sacramento State Garage that provides long and short term rental cars to state employees, and manages parking facilities throughout the state.



OFAM also procures and manages the state's multi-million dollar airline, rental car, fuel card and lodging contracts to obtain the lowest possible rates and fares for state employee travel.

OFAM is also responsible for the reutilization and disposal of millions of dollars of state and federal surplus property each year, duties once performed by the DGS Procurement Division.

DGS implements the 9-1-1 emergency telephone program.

California State Police celebrate 100th anniversary.



1990s

1990

California voters approve Prop. 122. DGS manages the program resulting in seismic retrofits of more than 100 state-owned facilities and release of grants for seismic work on local government buildings.

Office of Public School Construction

OPSC traces its roots back to the 1940s when the Department of Finance's Local Allocation Division provided staff for the post-war Public Works Review Board. In 1963, DGS supplied administrative assistance to the State Allocation Board, and created the Office of Local Assistance, which became known in 1995 as OPSC.

As staff to the SAB, OPSC facilitates the processing of school district construction funding applications to make voter-approved, bond funding available to qualifying school districts after SAB approval.

OPSC processes new construction projects and classroom modernization projects, as well as programs for charter school facilities, Career Technical Education, community schools, deferred maintenance, facility hardship, financial hardship, high performance, joint-use, overcrowding relief, and seismic mitigation, among others.



1995



State Police responsibilities transferred to the California Highway Patrol.

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State office consolidation effort results in new construction and major renovation of office buildings throughout the state including San Francisco, Oakland, Los Angeles.

1996



Office of State Printing changes its name to Office of State Publishing due to the growth of computer technology and the Internet.

Office of State Publishing

Known as the Office of State Printing in 1963, today's OSP was doing business long before DGS was created. OSP dates back to 1850, eight months before California's admission to the Union. OSP is the second-largest governmental printer in the nation, second only to federal printing operations in Washington D.C.

OSP produces printed publications, forms, envelopes, brochures, and business cards for more than 150 state government agencies, departments, and commissions. OSP is also responsible for the printing of approximately 3,000 legislative bills per session.

OSP operates in a 272,000 square foot facility and has been located at 344 North 7th Street in Sacramento since 1954. OSP produces printed material around the clock, five days a week. In addition to printed products OSP also provides other communication solutions including graphic design, video and webcasting production, and fulfillment services.



1997

DGS manages the San Diego Transportation Management Center project that integrates Caltrans Traffic Operations, Caltrans Maintenance, and CHP Communications into a single facility; the first of its kind in the state.

1998

State's telecommunications network contracted to private sector in order to give state government cost-effective access to the latest technology, while avoiding ownership of obsolete or obsolescent equipment.

In response to legislative mandates, DGS develops statewide programs to remediate hazardous substances found in state facilities, along with working with state agencies to replace their underground petroleum storage tanks.

State Police



DGS was home to the California State Police Division until 1995 when those duties were transferred to the California Highway Patrol. While part of DGS, the State Police Division provided police and security services to state employees and state buildings, as well as providing protective services for the Governor and Constitutional officers, explosives disposal, air surveillance, and ground patrol of the State Water Project.



2000s

2001



DGS completes construction of the Lake Natoma Boating Instruction and Safety Center at the Cal State University, Sacramento Aquatics Center. The center becomes a world-class rowing competition venue.

2001



DGS consolidates ten separate office locations into a single headquarters building in West Sacramento.

2001/2002



A tractor-trailer truck crashes into the south side of the State Capitol. DGS provides immediate damage assessment and oversees repairs and restoration of the building, which were completed in 2002.

Telecommunications Division

DGS was home to the Telecommunications Division (Telecom) from 1963 until those responsibilities were formally transferred to the California Technology Agency, now known as the Department of Technology, in 2011.

Telecom provided state agencies with a variety of services including public safety radio, telephone, teletype, microwave, closed-circuit TV, emergency (9-1-1) telephone, and data transmission.



DGS leads the way in sustainable building design and construction with completion of the state's first LEED (Leadership in Energy & Environmental Design) certified office buildings at the Capitol Area East End Complex.

DGS adds electric-hybrid vehicles to its daily rental fleet.



DGS implements full ADA (Americans with Disabilities Act) compliance into all DGS statewide leases covering more than 15 million square feet of office space.

Administration Division

The Administration Division provides a full array of administrative support for the Department of General Services including the following: Enterprise Technology Solutions, Office of Business and Acquisition Services, Office of Fiscal Services, Office of Human Resources, and Office of Risk and Insurance Management.

Enterprise Technology Solutions

Enterprise Technology Solutions (ETS) provides a wide range of technical support services critical to the operations of DGS divisions and offices. ETS services include deploying and supporting desktop computers, providing network connectivity, building and managing applications, ensuring data security and providing compliance with the State of California IT policies.

Office of Business and Acquisition Services

In 2012, DGS embarked on the Consolidated Administrative Services Initiative (CASI), a major consolidation of administrative services. CASI is designed to simplify the way DGS does business, streamline operations, and help the department to realize true efficiencies in administrative functions. As part of the business process reengineering efforts of CASI, the Office of Business and Acquisition Services (OBAS) was formed.

OBAS supports services previously provided by the Business Services Office, and consolidates various other division's contracts and purchasing groups. These include the Real Estate Service Division (RESA) former Business Operations Policy and Planning unit's contracts and purchasing functions, and the purchasing groups for RESA's Building and Property Management branch.



2009

DGS oversees construction of new central cooling & heating plant that serves 23 buildings in downtown Sacramento, including the Capitol. Earns LEED platinum certification.

DGS completes consolidation of five CHP offices into a single facility in Sacramento.

DGS initiates aggressive rent reduction program to negotiate rent reductions in state facilities.

Office of Fiscal Services

When DGS was created in 1963, the department's accounting and budgeting functions were combined to form the Administrative Services Division, which then became the Comptroller's Office. In 1984, The Office of Fiscal Services (OFS) was created. Today, OFS plans, coordinates, and directs all accounting, budgeting, and fiscal reporting activities for the Department of General Services. On a fee-for-service basis, OFS performs these financial activities for boards, commissions, and small state agencies.

Office of Human Resources

The Office of Human Resources (OHR) provides full-service human resource services for DGS and smaller client-agencies in need of HR support. OHR services include everything from departmental job requisition fulfillment, maintenance of personnel files, and labor relations services to employee training, succession planning and recruitment services, among others.

Office of Risk and Insurance Management

The Office of Risk and Insurance Management's (ORIM) was originally known as the Insurance Office when it transferred from the Department of Finance to DGS in 1963. At the time, the office's main role was buying and approving insurance policies that were needed for the operation of state government. Today, ORIM provides risk management and insurance services to state exposures to accidental losses that result from general operations, employment, motor vehicles, property ownership and risk financing. ORIM also oversees an equipment maintenance management program, defensive driver training, health and safety training, natural gas procurement, and the Governor's Employee Safety Awards.

California Energy Commission awards \$25 million to DGS to create revolving loan fund for energy efficient projects in state facilities.



2010s

2012

DGS announces delivery of 10 new Nissan Leaf zero-emission vehicles. Also announced are 24 electric vehicle charging stations in the Sacramento area.



Office of Audit Services

The Office of Audit Services (OAS) provides an independent, objective assurance and consulting function designed to add value and improve DGS operations. OAS also provides external audits of other state agencies to determine compliance with requirements contained in delegations or exemptions granted by DGS. These audits involve a review of business management functions and services.

Office of Equal Employment Opportunity

The Office of Equal Employment Opportunity (EEO) administers numerous federal and state laws, regulations and executive orders that prohibit discrimination in all aspects of employment. The primary function of the Office of EEO is to report, monitor, evaluate, assist DGS programs, and make recommendations to the director of DGS for improvement to ensure equality of employment opportunity without discrimination.

Office of Legal Services

The Office of Legal Services (OLS) assists state agencies to ensure that they follow applicable laws and policies regarding state contracting. OLS also receives and determines jurisdiction of bid protests related to awards of personal services contracts.

2013

DGS consolidates fleet services by centralizing fleet management services and eliminating preventative maintenance in the Sacramento garage.

DGS sells Los Angeles Civic Center parcel to the City of Los Angeles.

DGS completes upgrades to the Stanley Mosk Library and Courts Building.



Office of Legislative Affairs

The Office of Legislative Affairs (OLS) serves as the single focal point for all DGS legislative matters. OLS coordinates all legislative activities for DGS, from the development of bill analyses to representing DGS at legislative hearings. In addition, OLS coordinates specific legislative reports due to the California Legislature from DGS.

Office of Public Affairs

The Office of Public Affairs (OPA) is responsible for assisting DGS in developing, defining, managing, planning, and responding to all media communications. Staff within OPA act as spokespersons for the department and work closely with all media organizations to provide timely and accurate responses to inquiries and other related information.

Office of Strategic Policy, Planning, and Research

The Office of Strategic Policy, Planning and Research (OSPPR) is a research and evaluation team that produces information for DGS decision-makers including assisting with strategic planning, employee satisfaction, and process re-engineering within the department.



Division of State Architect announced adoption of updated accessibility standards for the 2013 California Building Code.

DGS wins Governor's Environmental and Economic Leadership Award for the renovation of the central utility plant.



DGS becomes part of the California Government Operations Agency as part of the Governor's reorganization plan.

Joint Resolution



By the Honorable Darrell Steinberg, President pro Tempore of the California State Senate;
the Honorable Ken Cooley, 8th Assembly District;
and the Honorable Roger Dickinson, 7th Assembly District;
Relative to Commending the

California Department of General Services

WHEREAS, The California Department of General Services (DGS) will celebrate its fiftieth anniversary on October 1, 2013, and it is appropriate at this time to highlight its many achievements and underscore the positive impact it has made as the State's business manager; and

WHEREAS, Since the 1950s, various commissions and other groups had sought to streamline and centralize state business operations, recommending the creation of a general state services department, and in 1963, then Governor Edmund G. "Pat" Brown signed Assembly Bill No. 2006 that brought DGS into existence; and

WHEREAS, When the Department became a reality a half-century ago, the scope, size, and complexity of state government had become so great it was obvious that a centralized agency was needed to handle the State of California's ever-growing business services functions to provide greater economy in state government; and

WHEREAS, Fifty years later, DGS continues to serve as business manager for the State of California, providing a variety of services to state agencies through procurement and acquisition solutions; real estate management and design; environmentally friendly transportation; professional printing, design, and Web services; administrative hearings; and funding for the creation and construction of safe schools; and

WHEREAS, The Department also continues to be a leader in the area of sustainable "green" state government operations and practices, including energy efficient building design and construction, renewable energy generation at state facilities, environmentally preferable purchasing, and green vehicle policies; and

WHEREAS, DGS employees serve on several boards and commissions, including the Building Standards Commission, State Allocation Board, Seismic Safety Commission, State Public Works Board, and Small Business Advisory Council, among others, and although much has changed since 1963, the Department has remained committed to its overall vision of excellence in the business of government and its core values of integrity, accountability, communication, innovation, and teamwork; now, therefore, be it

RESOLVED BY PRESIDENT PRO TEMPORE OF THE CALIFORNIA STATE SENATE DARRELL STEINBERG AND ASSEMBLY MEMBERS KEN COOLEY AND ROGER DICKINSON, That they congratulate the California Department of General Services on the celebration of its fiftieth anniversary, commend the countless state employees, both past and present, who have contributed to the efficient operation of the Department, and extend best wishes for continued success in the years ahead.

Member Resolution No. 1129
Dated this 9th day of August, 2013.

Honorable Darrell Steinberg
President pro Tempore of the California State Senate



Honorable Ken Cooley
8th Assembly District

Honorable Roger Dickinson
7th Assembly District

Letter from the Governor



OFFICE OF THE GOVERNOR

October 1, 2013

Department of General Services 50th Anniversary

October 1, 2013 marks the 50th anniversary of legislation that created the California Department of General Services (DGS).

In 1963, my father, Governor Edmund G. "Pat" Brown, signed the bill that brought the department into existence. Various commissions and other groups seeking to streamline and centralize state business operations had been recommending the creation of a general state services department since the 1950s. When DGS became a reality, the scope, size, and complexity of state government had become so great it was obvious that a centralized agency was needed to handle the State of California's ever-growing business services functions to provide greater economy in state government.

Fifty years later, DGS continues to serve as the business manager for the State of California. General Services' portfolio of responsibilities encompasses well over a dozen distinct services and functions, including a full range of real estate management and design functions, overseeing the procurement of tens of thousands of different goods and services, conducting administrative hearings, printing state documents, securing insurance for state assets, management of vehicle fleets and more.

The way in which DGS has executed its responsibilities has garnered it awards and recognition as varied as the services it provides. They include leadership in energy conservation and in environmentally preferable purchasing, promoting small businesses and disabled veterans' business enterprises, excellence in financial reporting, and support of diversity.

Congratulations to DGS, its leadership, and its employees, for their continued commitment to the department's overall vision of excellence in the business of government.

Sincerely,



EDMUND G. BROWN JR.

GOVERNOR EDMUND G. BROWN JR. • SACRAMENTO, CALIFORNIA 95814 • (916) 445-2841



Celebratory fireworks over the restored Capitol when it was reopened to the public in January 1982. A staff of six DGS employees managed the entire project from the mid-1970s through 1982.
(Photo courtesy of the Department of Water Resources.)