

# GENERAL SERVICES FOCUS

AUGUST - SEPTEMBER 1974



Mary, Mary, quite contrary, how does your garden grow?

# DGS SHORTS

## Cover Story

**REAL ESTATE SERVICES** – The half block at 15th and Q leased earlier this year to the Ecology Information Center is bearing fruit these days. Even through the 100°+ temperatures gardeners were out hoeing corn, lettuce, beans, and other delectable goodies. Some of the separate patches have been planted in the French intensive style with reported high yields. For more information – drop by.

**BILL SERVICES AVAILABLE** – The Bill Room can provide the following services to help you keep abreast of the current legislative action. The charges for these services are established by the State Printer with concurrence by the Joint Rules Committee of the legislature.

- Complete bill service (includes bills, amendments, histories, journals, files, legislative indexes, final calendar, and summary digest; does not include chapters)
- Bills and amendments only
- Chaptered laws
- Journals and Histories only
- Journals only
- Histories only
- Weekly Histories only
- Files only
- Legislative Indexes only
- Binders (string)
- Summary Digest
- Final Calendar

**PRICE BOOK** – The General Services' Price Book, a directory of services, has a new edition. For copies and more information contact Administrative Services Division at local 2-5990 or ATSS 492-5990.

**MANAGEMENT SERVICES** – Tom Laughery schedules forms management courses for those who are interested. The 16 hour course specializes in forms design. The class is scheduled according to response. More information can be obtained by calling Sacramento local 5-2294.

**STATE POLICE** – Recently trained at the Smith and Wesson Armorer's School in Springfield, Massachusetts, Officer Esque Frost is now State Police's Official Armorer. Frost will be making inspections during the monthly firearms training, repairing guns, checking for proper maintenance, and determining the cause of any malfunctions. These precautions will keep the hand guns in tip-top shape.

**FLEET ADMINISTRATION** – Three auctions have been held recently, two in Sacramento and one in Los Angeles. U.C. Riverside was pleased when FAD auctioned 24 of their vehicles at the Los Angeles sale. UCLA, Berkeley, and Davis have now expressed interest in our handling of their cars in the future.

## SAFETY 1st

For the fourth consecutive year in California, a top priority effort called "The Governor's Safety and Rehabilitation Program" has successfully reduced the frequency of the lost-time injuries to state employees.

During a special awards ceremony in Sacramento, James G. Stearns, Governor Reagan's Cabinet Coordinator for the project, said that the number of injuries per million man-hours worked has been reduced from a rate of 18 in 1970 to 11.4 in 1973. This is particularly significant considering the program covers over 150,000 state employees.

General Services decreased the number of injuries per million man-hours from 6.3 in 1972 to 5.8 in 1973. This reduction was achieved even though the amount of hours worked increased by 30,000 in 1973. DGS also earned first place in Division A for reducing the severity of on-the-job accidents with only 31.4 days lost per million man-hours.



*DGS Deputy Director Lew Clingan receiving 1st place award from Agriculture and Services Agency Secretary James Stearns*

## MORGAN NAMED TO FILL DGS POST

James W. Morgan has been named Personnel Officer for the Department of General Services. Jim has worked in the personnel field since graduation from Sacramento State College in 1959. He was with the Personnel Board as an analyst and a supervisor until 1972 when he became Personnel Officer for Health Care Services. Jim remained with HCS through the reorganization of the Health Department until his move to DGS this summer.

Jim, now 40, is married and has two teenage children. His favorite hobbies — fishing and hunting — offer opportunities to head for the hills.



### "Out, Out Damned Spot"

Fleet Administration's problem has not been quite the same as Lady MacBeth's, however, until recently dirty cars were a definite stumbling block.

Previously only 30 cars a day could be washed by hand, often leaving a backlog of 15 cars too dirty to dispatch. In an effort to maintain peak efficiency (dispatching the largest number of cars from the smallest possible fleet with no turndowns) the division launched a three-pronged program. The self-park program kept the garage personnel out of the cars and free to do other duties. The introduction of the taxi charge system eliminated the use of many cars for short runs which depleted the pool unnecessarily. With the installation of the car washes — one in Sacramento garage, one in Los Angeles — there no longer is a backlog of cars too dirty to dispatch.

The result is remarkable. In May of 1973 the Sacramento pool with 463 cars, made 2,216 dispatches. This May, with only 313 cars, 2,455 dispatches were made; that's an increase of 240 dispatches with 150 fewer cars.

The car washes were purchased after a two year study and investigation. Bob Edwards, head of the project for Fleet Administration, beams, "It's no beauty, but boy do the cars come out clean."

For those of you who have monthly assigned cars, do not despair, you have not been forgotten. Exterior washes are available for \$1.25 and complete washes for \$2.25 between 9 a.m. and 4 p.m., Monday through Friday at the state garages in Sacramento and Los Angeles.



Keeping the taxpayer and the budget in mind, the division was able to reduce the total original estimate of \$32,000 to \$25,000 by letting contracts out to several small businesses with specialized functions. The savings were realized in the remodeling of the garage necessary to accommodate the mechanized car wash. The original estimate of \$12,000 was reduced to \$2,500, a \$9,500 savings.

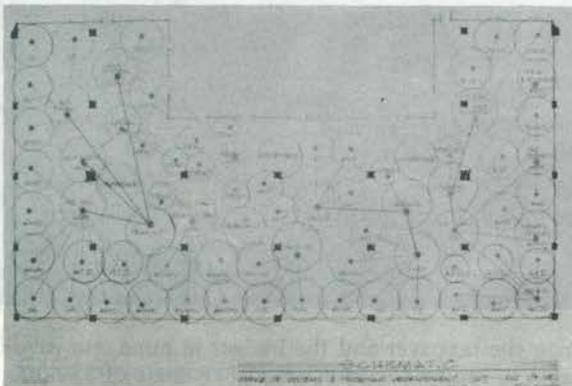
# What is . . . .

## Burolandshaft?

It is an innovative concept heralding the tearing down of traditional plaster walls. But before your imagination gets too carried away with visions of hard hat demolition crews or rampant revolutionaries, a German-American Dictionary equates the term to office landscaping. Once again calm, relax, and consider this new direction in interior office design.

Stated simply, office landscaping concepts structure office floor plans along the actual lines of communication and organization. The individual office, though prestigious and ultra-private, is replaced as are the "bullpens" where clerical workers are lined up row upon row like school children. Office landscaping merges advantages of both into an entirely new setup.

Everyone has a work station that is enclosed on one, two, or three sides (the number depending upon the amount of accessibility needed, with three being most common). The station is furnished to provide for a compact, efficient, and pleasant working area. The screens separating work stations are used to achieve visual and acoustical privacy for everyone, while the absence of four floor-to-ceiling walls encasing each person increases accessibility and communication avenues.



*A schematic design illustrating a possible floor plan. The straight lines denote lines of interaction.*

Disturbing noise is also eliminated through the use of carpeted floors, lowered acoustical tile ceilings, and sound-proof outer walls. A sound masking system can be installed when distracting sounds are extreme. It introduces calculated frequencies into the environment, rendering the spoken word unintelligible at a distance of 15 feet. So, while the working area may not be pin dropping quiet, concentration will not be broken by the sound of someone else's conversation.

Plants also act as sound buffers as well as creating a warm, friendly atmosphere, often lacking in a stroll down a dimly lit hall to a small cubby hole.



*Only active files are kept in immediate vicinity*

The utilization of free flowing planning has several advantages. It allows people who work together to be situated conveniently and yet semi-privately, more so than in the popular two-man office. A resulting increase in efficiency of 10% to 30% has been documented. Individuality and personality are introduced into the work areas, not only through decoration, but also through the uncommon shape that most stations assume.

Utilitarian and economic advantages are also available. Systems such as heating, air conditioning, and lighting are easier to install, more efficient, and less expensive. When moving day comes, and it inevitably does, whether it is due to an added position, change in organization, or change of offices, a landscaped office is considerably less expensive to move or rearrange than the traditional one, 50¢ a square foot as compared to \$10.

Although the initial transition to office landscaping will cost approximately 10% more than a conventional office due to the cost of furnishings the space requirements are 10% less than for private office layouts due to the utilization of corridors and multiuse of some areas and require 15% to 20% fewer man hours to maintain. Thus, when coupled with the moving expenses, savings result in the end. When a change needs to be made, it can be accomplished immediately, saving a considerable amount of time.

Office landscaping then provides an alternative in office design which increases efficiency, creates a pleasant, personalized atmosphere, as well as being utilitarian and economical.

The list of offices converting to office landscaping continues to grow, sections of Education, Franchise Tax Board, CalTrans, Benefit Payments, and General Services to name a few. Several offices have moved into their quarters without all of the accouterments, screens may be late in arriving, plants could not be afforded, a receptionist was not deemed necessary. Any or all of the situations may occur, and none are small matters. The original floor plan is often disregarded if the screens are not set up on moving day thus causing rearrangement problems later. The lack of a receptionist causes frustration and lost time on the part of the visible personnel who end up directing the traffic to the correct junction. While plants appear to be extras, they are in reality much more. Not only do they function as decorative touches, but also as path markers and sound buffers. For best results, office landscaping should be implemented in its entirety.



*Directive signs can be helpful*

Another problem, which must be faced arises when private offices and their accompanying prestige are replaced by office landscaping. Some employees feel that the private office is a right earned by the nature of their work or time in service. These type of offices effectively isolate the occupant and stop interaction where as office landscaping provides optimum privacy and efficiency. Some offices have taken two steps to eliminate this resentment: (1) management levels also occupy landscaped areas, and (2) several enclosed conference rooms are made available to employees when complete privacy is necessary.

Space Management, a division of General Services, has analysts ready to discuss all aspects of office landscaping with you. A slide presentation is available for your viewing by contacting Cliff Roberts on local 5-0630 or ATSS 485-0630.



*The professionals needs can be met*

## Merit Award Increase

Initial awards for adopted Merit Award suggestions can now be granted up to \$1,000. This is a substantial increase over the previous limit of \$150.

Assembly Bill 1132, authored by Assemblymen Joe Gonsalves and Robert Wood, provided the enabling legislation which is to become effective January 1, 1975. Previously all awards exceeding \$150 were sent to the Legislature for approval once a year. Last year 85 suggesters had to wait for legislative approval, only 25 of those awards were for over \$1,000. The new system means faster payment and a considerably larger initial sum for those still having to wait.

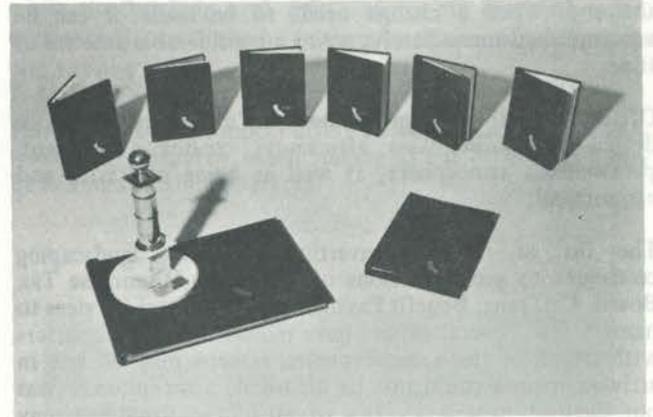
# PEOPLE SERVING PEOPLE

## OSP

The Printing Plant recently rendered its services to the Business and Transportation Agency. The result was an award-winning entry in the biannual Golden Milestone competition.

The theme for this year's entries related to public awareness about highway safety. California's entry detailed the success during the past two years of the State's highway safety public information program. Pictures and narration depicting the program were compiled in eight leather-bound books. The OSP graphic artists, bindery, and pressmen worked through a weekend to produce the volumes in time to reach Washington, D.C. before the deadline.

Congratulations are extended to the Office of Traffic Safety for their public information program and to Printing Plant personnel on their ability to provide quality craftsmanship on short notice. The entry is now on display in the N Street lobby of the Transportation Building.



*The entry and the award*

## Office Services

"If we haven't got it, tint it!" That's the cry heard 'round the shop at Office Services' 13th and T shop. The presses tint, print both sides, and cut rolls of paper to the desired size at a rate of 25,000 sheets per hour.

## RES

Real Estate Services is expecting a busy 74-75 Fiscal Year. Eighty percent of their workload is handling acquisitions for state parks and recreation areas. First the land to be purchased is appraised, then the purchase negotiations are made, tenants must be relocated, and the land managed until it becomes a park.

In 1973 \$54 million was available for park purchases from the Bagley Fund. Some of these sales are final while others are still being processed. The \$250,000,000 bond which passed in June authorized \$90 million for land acquisitions to create new and extend existing park and recreation facilities.

The areas to be purchased have already been determined. They will add approximately 144,000 acres to the existing 900,000 acres now occupied by state parks. An increase of 137,000 feet of shoreline is included in the new lands.

With the purchase of these new lands, state parks will include a string of hostels throughout the State providing a new dimension to park service. Another proposed park in the Hollesta area currently used for recreational motorcycle riding will be maintained as a motorcycle recreation area. With the help of Real Estate Services, the State Park Service is becoming bigger and able to service more Californians every year.

*tint it*



*Print it, flip it, print it*



# PEOPLE POWER

Two of the many talented General Services' employees are Dean Bailey and Rudolph Michaels. Recently Dean was elected president of the American Institute of Real Estate Appraisers' Northern California Chapter, an association of which he has been a member since 1962. This came as no surprise to DGS' Real Estate Services Division where he is a Senior Land Agent. Currently he is supervising the research and development program for RES.

Rudy, as an attorney for the Office of Administrative Hearings, presides at licensing and credential hearings as well as representing the State against claims.

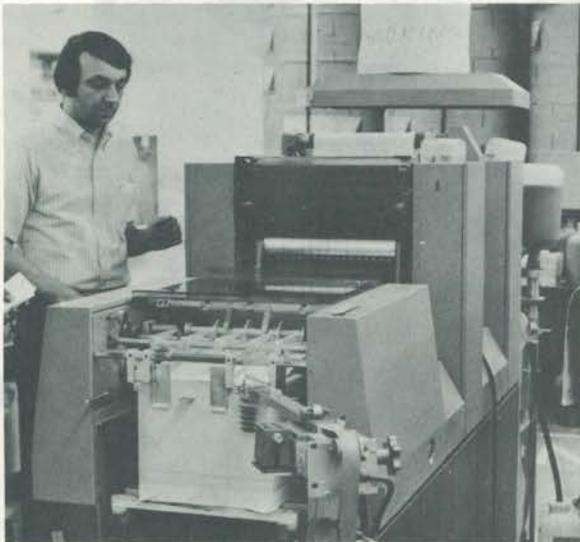
Despite his busy work schedule, he contributes much of his free time to the community. Rudy, a past president of the Sacramento Community Concert Association, was selected to be the new president of the Sacramento Regional Arts Council in mid-May.

Purchased to help overcome the paper shortage, the use of roll paper plus the capacity to tint reduces the stock-on-hand requirement. Through the use of roll paper only different widths and weights need to be kept on hand. The length can be cut to the desired size during the printing process. However, the size of the tint-and-print copy is limited to 8½"x14" or less. The capability of tinting paper further reduces the amount of stock required because separate stocks of blue, green, and pink are no longer needed. Only white is required — all other colors can be added by the tinting process simultaneously with the printing run.

Three presses are designed for this process, although at present only two have the extra equipment required. Currently these two have sufficient capacity to meet the need. If additional demand develops in the future, the equipment for the third machine can be added. At present, only six percent of the running time is on white stock.



*Dean Bailey*



*Cut it*



*Rudy Michaels*

# DE - FERRERED COMPENSATION OCTOBER AND NOVEM - BER

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