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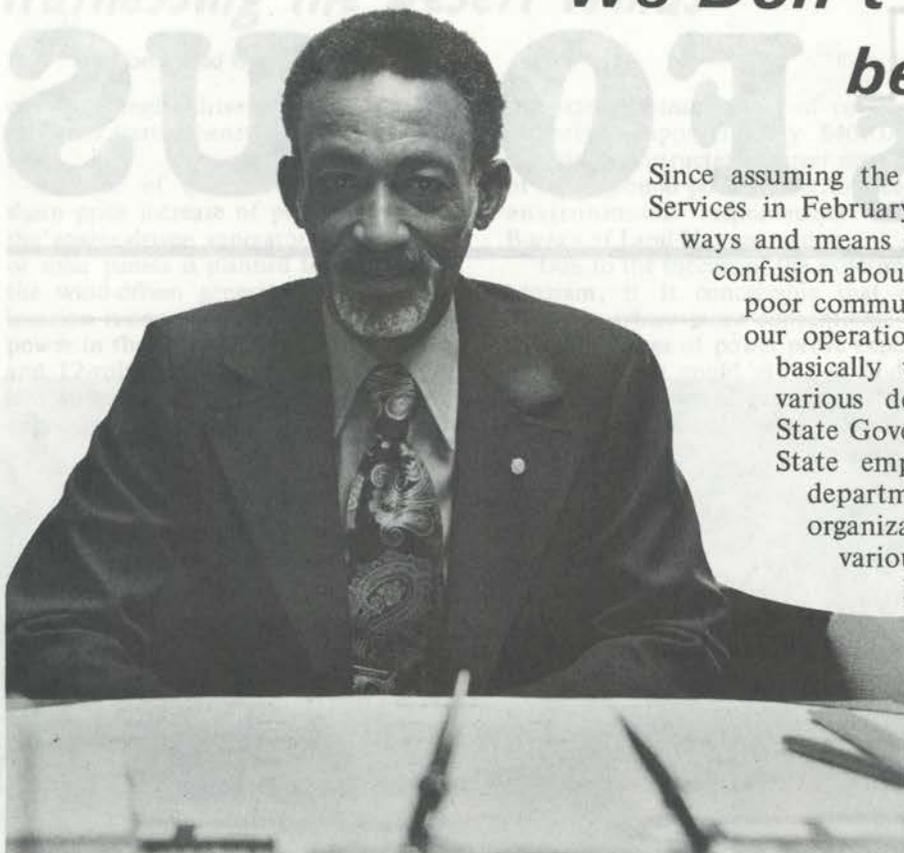
# GENERAL SERVICES FOCUS

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APRIL - MAY 1975

# We Don't Want to be Misunderstood



Since assuming the leadership of the Department of General Services in February, one of my early objectives was to find ways and means to eliminate the many myths and areas of confusion about DGS. The genesis of conflict is not only poor communications but the lack of knowledge about our operation on the part of those we serve. DGS is basically the primary service organization for the various departments, boards, and commissions in State Government. In the main our public is you, the State employee, Governor, legislator, agency, and department head, and on through the entire State organization. Not only are we here to provide various support services, but we are required by law to provide regulation and control to many functions within State Government. This role of "policeman" as well as "servant" is difficult at best. Underlying the difficulty is basic human nature – especially the American nature – the tendency to gripe when we cannot get our own way, and the highly individualistic pioneer spirit that won the West. We, of course, applaud this spirit and frankly possess a good deal of it ourselves. We, like you, manifest the "territorial imperative" when others tread on our turf.

In pursuing our goals to improve relations with you and others, we'll make every effort to close the communications gap between us, both through our publications, like this issue of Focus, and in our daily dealings with you at all levels. We are going to proceed from the assumption that reasonable people when approached in a spirit of goodwill and helpfulness, and given understanding, become allies and not adversaries.

We feel that our service to you and your activity will be more than welcomed when it is good, timely, and cost effective. That is the type of service we can, and will, provide. Our control requirement is designed to expedite as well as to provide the essential "protection" required for the good health of your operations as well as the State and the public; this is a balancing act that we are trained to perform.

Your "main show" is to deliver the service to the public which your operation is designed to provide; ours is to assist you in that role, and we're both good at our respective jobs.

The feature article on the State Printing Plant on page 6 explains one of the many DGS service functions provided State agencies. We hope that you find it helpful and informative.

**FOCUS**

STATE OF CALIFORNIA  
AGRICULTURE & SERVICES AGENCY  
DEPARTMENT OF GENERAL SERVICES

<p>Edmund G. Brown Jr. <i>Governor</i></p> <p style="text-align: center;">Leonard Grimes <i>Director</i></p>	<p>Rose E. Bird <i>Agency Sec'y</i></p>
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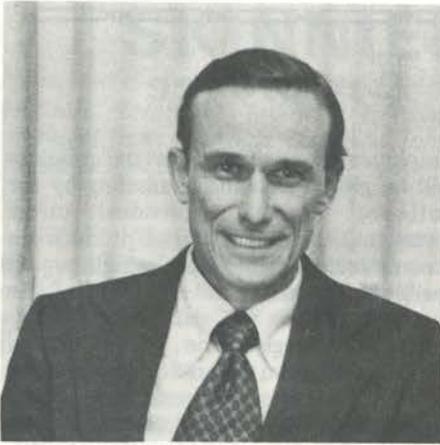
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at*

Office Services Division

John Meade, *Editor*



## STATE ARCHITECT HONORED



### New Chief of Communications

Mason D. Riegel, former Assistant Chief of the Communications Division, was appointed Division Chief following the retirement of Arnold H. Carver in May.

A 24-year State employee, Mason entered State service in 1951 as a Field Coordinator with the Fire Services Division of the State Office of Civil Defense, which later became the California Disaster Office and is now the Office of Emergency Services. During the 17 years spent with the organization, he became Chief of the Federal Assistance Division and later the Chief of the Communications and Warning Division which was the position he left to come to General Services in 1967.

Among the other duties of the Assistant Chief position, Mason has served to represent the Department and division on numerous committees and other organizations dealing with public-safety communications, educational television, and emergency telephone number "911". He is a member and past president of the Northern California Chapter of the Associated Public-Safety Communications Officers and past chairman of the State Radio Users Committee.

A native of Sacramento, he attended local schools and St. Mary's College, Moraga, California. Entering the service in 1944, Mason spent 17 months in the South Pacific as a paratrooper with the 11th Airborne Division, the only Airborne Division to be committed to the Pacific War Zone. He was discharged a Sergeant in 1946.

Mason and his wife, Pat, are parents of a daughter, Paula, 20, who will graduate this June from Sacramento City College, and a son, Gregg, 22, who is a senior at University of California, Davis.

Mason's outside activities include trout fishing when he gets the time and skiing, the latter being doubtful at this time after breaking his leg last season. When asked if he will continue the sport, Mason responded "After spending five months in a cast, I'm not sure. My doctor is urging me to take up golf."

John C. Worsley, California state architect, has been elected to the College of Fellows of the American Institute of Architects.

Fellowship is a lifetime honor bestowed for outstanding contribution to the architectural profession. Investiture of the 61 newly elected Fellows will take place May 19 at the annual convention of the AIA in Atlanta.

After an extensive career in the practice of architecture, Worsley was appointed State Architect in January 1973. Since his appointment, he has been active in the field of making buildings accessible for the physically handicapped.

His activity ranged from the development of educational programs for the removal of architectural barriers to the development of regulations on that subject.

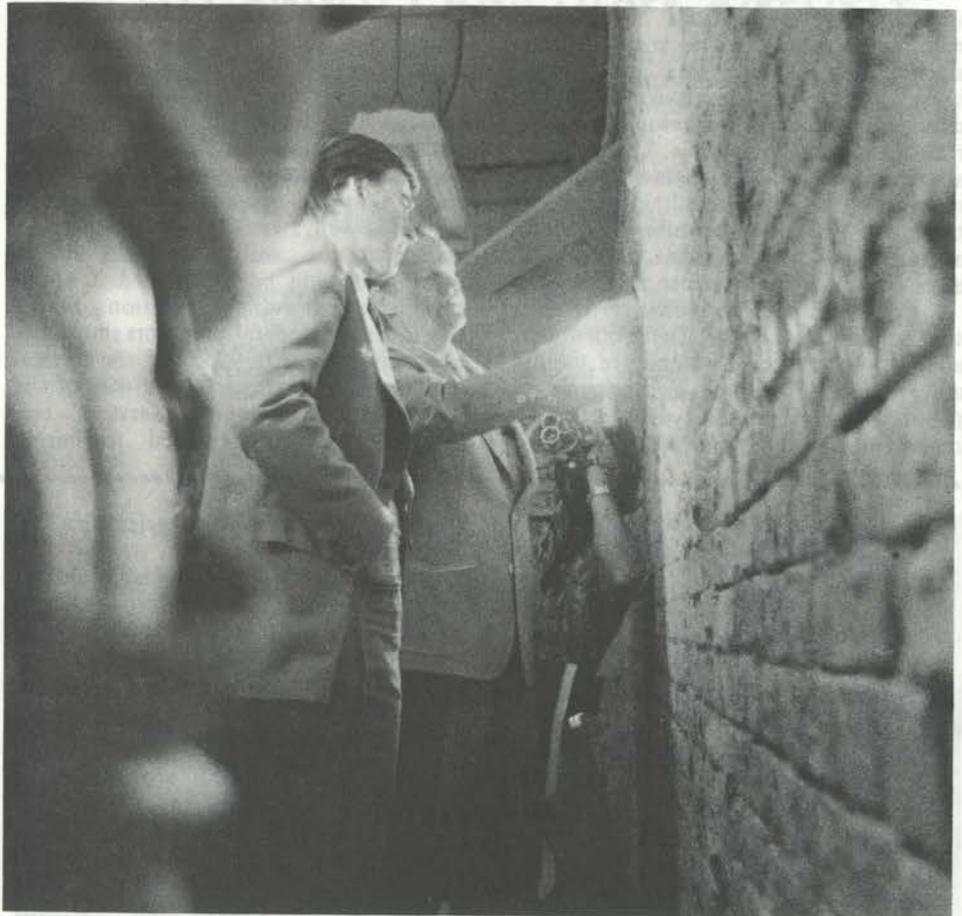
In 1973 he published a document for architects providing information on

methods of design for access to buildings by people with mobility problems. He is currently responsible for the development of regulations which will require the provision for this special access to all public buildings in California.

He is also serving on the California Attorney General's Task Force which is concerned with the problems of the physically handicapped, and the International Conference of Building Officials' Committee on Architectural Barriers.

Recently, the State Assembly of California passed House Resolution 14 which commended Worsley for his efforts to assist the physically handicapped in the design of buildings.

It also commended him for his contribution to the development of criteria for building regulations which will help to assure the preservation of historical buildings in California, including the State Capitol in Sacramento.



State Architect John Worsley shows weakness in the masonry foundation to Governor Brown during the latter's inspection of the Capitol. Brown, Worsley, and a host of newsmen made the inspection so the Governor could get a first-hand knowledge of the Capitols' vulnerability in case of an earthquake.

### On the Cover

General Services Director Leonard Grimes points out to Governor Brown and Newsmen another structural problem which could cause extensive damage to the Capitol Building in case of an earthquake. The picture was taken up in the dome area where the braces that support the 4th floor are located.

## Department Brings College to Employee

Many clerical and technical employees are excluded from career advancement within the Department of General Services because of the educational requirements for entry into professional and administrative positions. This represents a loss to the employee by limiting his career potential and to the Department by restricting the manpower pool from which it may recruit professionals and administrators. Beginning June 23, 1975, the Department of General Services in conjunction with the Cosumnes River College will join with other departments in providing on-site college courses for its Headquarters employees in Sacramento. Available conference rooms, auditoriums and other appropriate space throughout Sacramento will be used for this purpose.

The basic idea of the program is to identify the educational experience required before an employee can be considered for technical and professional opportunities and to make such an experience available to all employees on a realistic and practical basis. The program also strengthens the Department's upward mobility efforts by providing the opportunity for a large number of employees to acquire the college credits needed for advancement and entry into new careers.

The program offers benefits to both the employee and the Department. In addition to improving employee morale and productivity, such a program can facilitate lateral mobility by allowing more employees to find and pursue the

careers where they perform at their best. It gives employees who were heretofore "dead-ended" in low-paying positions easy access to educational tools necessary for advancement.

The on-site college program provides for sharing the cost of schooling between the Department and the employee, with the Department covering the cost of tuition and other fees while the employee pays for books and other related costs. Classes will be held on a one-half work time, one-half employee time basis with each contributing approximately two-and-one-half hours per week. Classes will be scheduled in the morning from 7:20 to 8:30, at noon from 11:25 to 12:55, and in the afternoon from 4:20 to 5:30. The Department feels that this arrangement is by far the most practical for both the employee and the Department. For example, it offers a single parent the opportunity to earn college credit necessary for advancement with the least amount of disruption to the job, the home and the children, and at a minimal expense. By simply going to work, the parent has the opportunity to go to college as well, all in the same place.

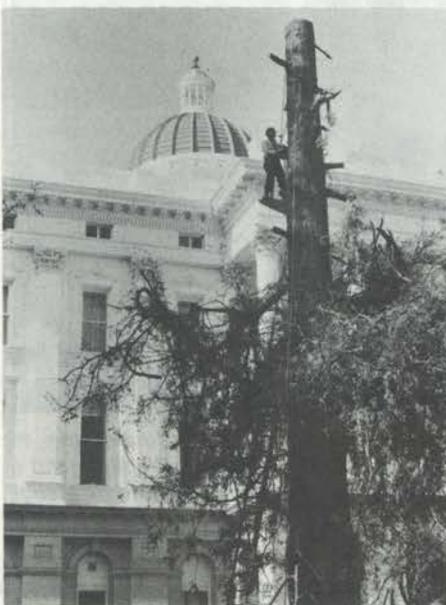
Registration will be limited and a waiting list will be established if applications exceed available positions. Statistics in similar federal programs show that approximately 20%–25% of the clerical and technical staff, or about 400 of the Department of General Services' employees, can be expected to enroll.

Employees participating in the program will be given academic counseling by the college. Careful individual career counseling sessions aimed at producing a career development plan which would spell out the goals and direction of the employee will be available at the Department prior to registration.

The first two years of the college program will most likely consist of providing courses that would concentrate on basic skills and general education requirements. It is estimated that there will be 29 different course offerings. Typical courses will include accounting, political science, English, economics, statistics, math, science, humanities, data processing and history. All subjects offered would also meet state specifications to qualify for entry level appointments in professional and administrative career ladders.

A similar training program initiated in the agencies of the U.S. Department of Health, Education and Welfare had a noticeable effect on employee morale and levels of cooperation between the clerical support staff and the professional and technical levels, with over 6,000 clerical employees participating in the U.S. HEW program over the past few years.

The Department of General Services anticipates the on-site college program to be a successful and beneficial program and hopes to establish the program as a permanent part of departmental training efforts.



A 100-year old Redwood had to be cut down in Capitol Park recently. The tree had been dying for seven years and removal in the interests of public safety was recommended by both an entomologist

from the Department of Agriculture and an independent nurseryman.

The tree was brought down by Buildings and Grounds employees Manual Morias, Bernard Wittkop, and Larry Mercado in



10-foot sections. The first photo shows the tree shortly after it was topped. In the second photo, Morias gets ready to cut the final section which then comes down with a crash in the final photo.

# SKINNER FILES PAY DIVIDENDS

[Editors Note: The following is being reprinted from an article written by John Burns for The Sacramento Bee.]

THINKING ABOUT BUYING another filing cabinet for the office? Maybe you could obtain the same amount of filing space by removing the deadwood from the old cabinets.

Robert C. Woodall, an expert on paperwork management, estimates one-third of all office files could be destroyed without being missed and another one-third could be packed away in cardboard boxes on the long-shot chance they would ever be needed.

Woodall is chief of the California State Records Service, whose aim is to keep the state's files as lean as possible.

This is accomplished by a government-wide system in which every document is given a destruction date before it is filed. Inactive files are transferred to records centers for low-cost storage, and eventually the documents are destroyed.

Some files are microfilmed before destruction. Those of historical value are sent to the State Archives.

It is a sophisticated system. Lists of files and their destruction dates are stored in a computer. As a document nears the fatal date — perhaps five, 10 or 15 years after it was filed originally — the computer prints a reminder to the department involved.

Success of the program depends heavily on records coordinators in the various departments. They are the judges of when a file is to become inactive and when it should be destroyed.

THERE ARE TWO RECORDS CENTERS where inactive files are stored before destruction. One is in the West Sacramento Port Center and the other is in Los Angeles

According to the Department of General Services report for 1974 on paperwork management, use of the records centers produced these benefits in the one year:

- Saved filing space equal to that of more than 33,000 file cabinets.

- Cleared nearly 250,000 square feet of office space that otherwise would have been needed for filing.

- Produced savings exceeding \$3 million in office space and equipment.

- Enabled the state to sell about \$100,000 worth of waste paper for recycling. Theoretically, said the report, this "would obviate the cutting of 41,000 trees for manufacturing paper."

The State Records Service, which is part of the Department of General Services, believes it is contributing to the efficiency of state government as well as saving money.

"Having fewer documents in a filing

cabinet means they can be located quicker when needed," said Woodall.

There is a monetary incentive for departments to cooperate in the paperwork management program.

Each agency is charged an annual fee of 39½ cents a cubic foot for the records it owns. The proceeds help support the program. More important, the fee encourages agencies to ship inactive files to a records center for storage and ultimate destruction.

The incentive will become greater this year with the advent of a yearly surcharge of \$1 a cubic foot for records held more than 20 years.

IN AND OUTSIDE GOVERNMENT, paper is increasing at a frightening rate. The State Records Service has no control over that phenomenon, but instead works to dispose of the paper before it engulfs state government.

The major accomplishment of the program has been holding the line against increasing the state's total volume of records," said the annual report.

Despite the growth of paperwork, the amount on file remained almost static last year, according to Woodall. Improved techniques will result in a bigger dent, he believes.

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## TRANSPORTATION SERVICES AVAILABLE AT LOS ANGELES AND OTHER AIRPORTS

From the number of inquiries received in Fleet Administration Division offices many employees are not aware of transportation services available at Los Angeles

and other airports. Both state pool cars and low cost rentals are available with a General Services charge card as listed below:

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### AIRPORT SUBPOOLS

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#### LOS ANGELES

92nd and Sepulveda Blvd.

POOL OPERATOR: Westchester Car Wash  
Open 24 hours a day, 7 days a week. Phone: 645-2100  
Transportation to pool in vehicles marked "AAA RENT-A-CAR". They will meet 8:30 a.m. and 9:30 a.m. arrivals on weekdays. All other times call for valet pick up. Back up rentals at reduced rates available same location.

#### HOLLYWOOD-BURBANK

in Terminal

NO STATE POOL AT THIS LOCATION  
Contract rental cars available:  
Dollar-A-Day Rent-A-Car  
Compacts: \$7.00/day plus 9¢ mile  
(A/C included in these rates)

#### LONG BEACH

Call 421-8841 for Valet Bus

NO STATE POOL AT THIS LOCATION  
Contract rental cars available:  
Dollar-A-Day Rent-A-Car  
Rates same as Hollywood-Burbank

#### ONTARIO

Call 986-4541 for Valet Bus

NO STATE POOL AT THIS LOCATION  
Contract rental cars available:  
Dollar-A-Day Rent-A-Car  
Rates same as Hollywood-Burbank

#### SAN FRANCISCO

1876 El Camino Real

POOL OPERATOR: Burlingame Plaza Union Service  
Open 0700-1900 (restricted hours on major holidays)  
For valet service call 697-9806 from 0700-1900 EXCEPT HOLIDAYS. Use taxi outside valet hours.

DEPARTMENT OF GENERAL SERVICES CHARGE CARDS ARE ACCEPTED AT ALL LISTED CAR RENTAL AGENCIES AND ARE ACCEPTED FOR AIRPORT LIMOUSINE AND TAXIS IN SACRAMENTO.

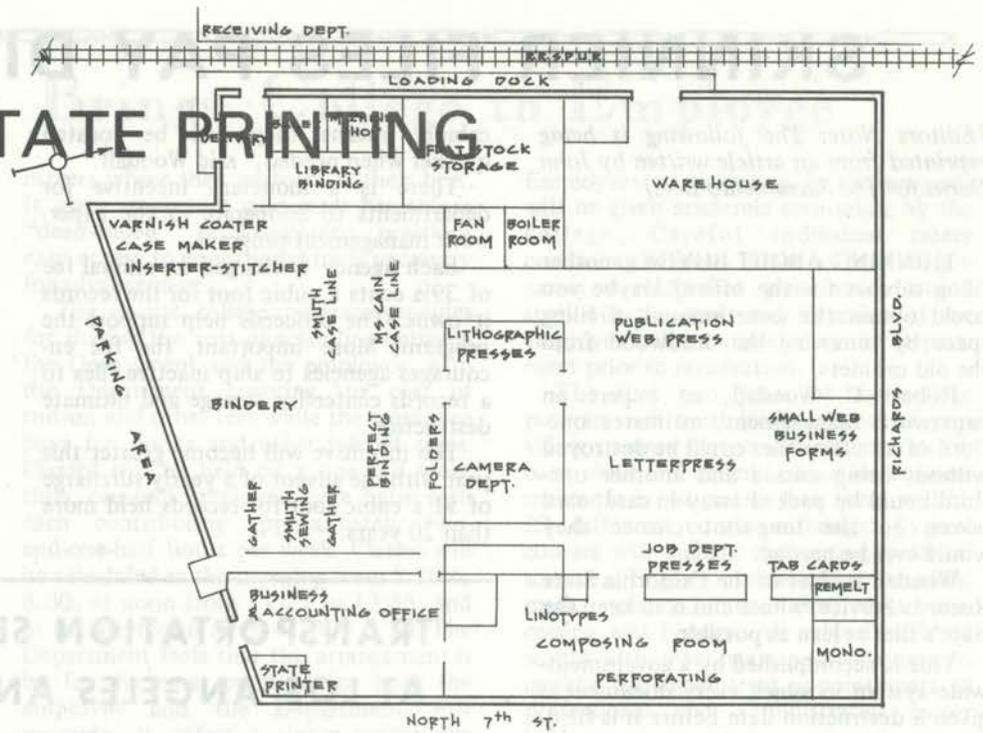
Information Booklets with detailed information on all pool centers are available at all State Garages, or can be

ordered in volume quantities from Fleet Administration Division, 1416 Tenth Street.

# OFFICE OF STATE PRINTING

When most State departments and companies speak about office or plant space, they usually talk in terms of square footage. When the State Printing Plant talks about size, however, it's not square feet, but rather acres — about 6½ acres — of building! As another indicator of size, it has been described as the largest diversified (general work) plant west of the Mississippi River. Compared to other Governmental printing facilities in size, it is one of the largest — second only to the Federal Government Printing Office in Washington D.C.

California has had a State Printer since January 10, 1850, when H. H. Robinson was appointed to the position. Prior to 1875, State work was done in a privately-owned plant also used for commercial work. In 1875 a State plant was established in a building at 15th and "I" Streets which had formerly been the Executive Mansion. The growth of printing requirements made necessary the construction of a new building at 11th and "O" Streets, which was occupied in 1923. Again, more space was needed and construction on the present building started in 1952. Located at North Seventh and Richards Boulevard (all locations are in Sacramento), the building has been home to the Printing Plant since 1954. The present State Printer is Herb Silvius (whose last name, ironically, comes from the Latin word meaning forest or trees. Paper, of course, comes from wood.) Together with his assistant, Vince Toolan, they oversee the acres of



people, paper, and machinery that create the plant's output.

The products of the Plant include almost every item that can be produced by printing operations. This includes business cards, rubber stamps, hard-bound text books, multicolored magazines and brochures, annual reports, and tabulating machine cards. All bills introduced into the Legislature, as well as many other kinds of documents required in the legislative process, are printed by the Office of State Printing.

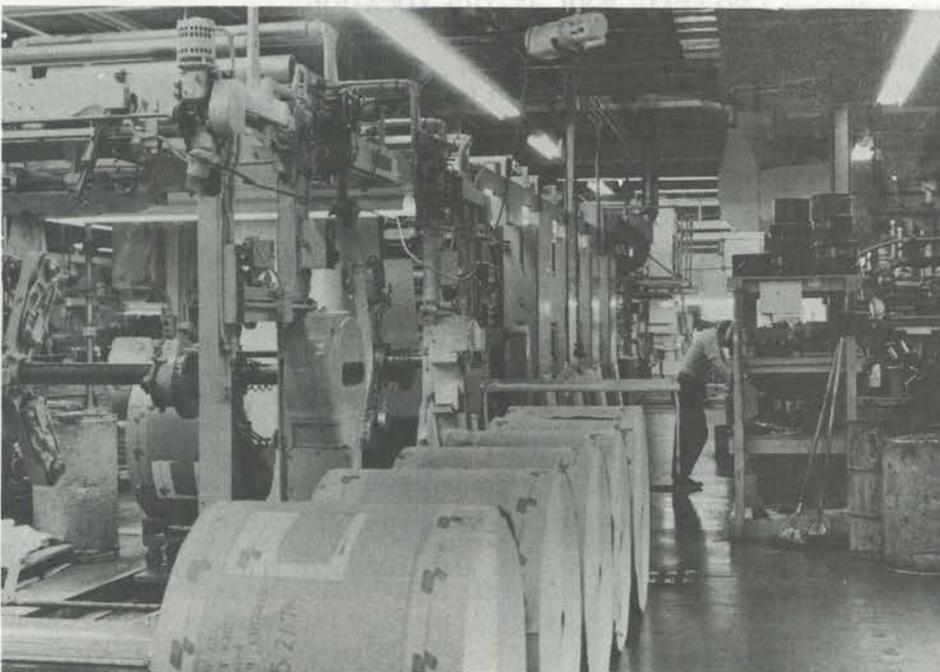
The Printing Office's first responsibility is to publish all the material of the Legislature. This alone accounts for about 18% to 20% of the total plant output.

The Legislature requires some printing services similar to the State agencies such as stationary, business cards, forms, and publications. However, unique to the Legislature's needs is the printing of legislative bills, amendments, histories, and journals. When the Legislature is in session, a large number of these documents must be prepared overnight — ready for the next day's session. The record was probably set one night when 1900 pages (over 100,000 lines of type) were composed, proofed, paginated, laid out, and printed by the next morning. In a year, about 271 million pages of documents are produced.

Since 1912, the California Constitution has also required the State to furnish textbooks for all grades from kindergarten through the 8th grade. In the past, over 10 million textbooks a year have been produced to meet the Department of Education's needs. Copyrights are purchased or leased from the publishers on a royalty basis. This allows the Plant to make and use their plates to produce the texts. Savings to the taxpayers have been over \$1 million per year through utilization of the method.

Although recent textbook adoption legislation has adversely affected the workload, textbooks were still produced during 1974-75 at 42.9% of the private publishers' prices. The increased savings are due to the larger proportion of textbook reprints now being done at the Plant as a result of lower new book orders from local school districts.

The third major category of printing produced at the Plant is work for State agencies, and this accounts for 40% to 50% of the Plant's volume. This work is scheduled so as to fill in the "valleys" between peak work loads, contributing to a smooth efficient work flow. Altogether,



One of the huge Web presses, it alone is larger than your average department print shop. There are 5 such presses utilizing roll-to-roll stock in operation at the plant.

some 30,000 jobs are processed each year. The average work in process varies with the size and complexity of the job, but a turn-around time a little under 30 days is normal.

A sample of 27 agency printing jobs completed by the Office of State Printing during November and December, 1974, were selected and compared to the costs of production by private printing companies during March 1975. The results showed an average of 14.2% lower production costs for the Plant over that of the private printers. The results also showed that substantial savings can result by having the long run, large volume jobs done at the Plant. This economy is further enhanced when Office Services Division, located at 13th & "T" Streets, is utilized for the smaller jobs.

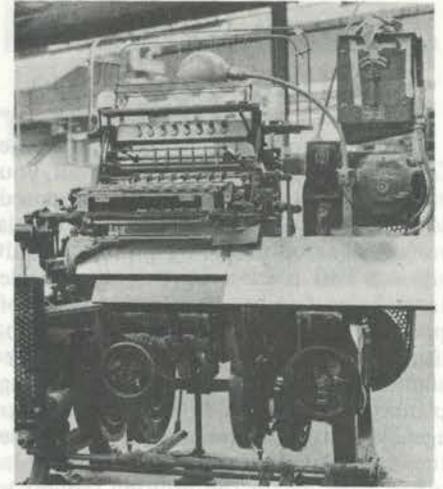
Try as they might, however, the Printing Plant cannot always carry the ball alone. Priority demands and scheduling problems occasionally create situations where — rather than have a job sit around waiting — some work has to be farmed out to commercial companies. The Printing Office is allowed to send work out when they do not possess the proper equipment, or workloads will not permit delivery of specific work within the time limits prescribed by law. In a \$20 million a year business, only \$7 million has had to be farmed out in the last seven years!

The Plant employs some 650 people who are split into three 8-hour shifts creating a 24-hour operation. While all employees are hired under the civil service system, members of nine different unions are represented by the group.

The Plant is divided and subdivided into the traditional printing functions, but the size of each is somewhat amazing when compared to the same function in other segments of the industry. The Planning Unit employs some 25 people who are responsible for complete preparation of the production orders, as well as making sure that the necessary materials needed to complete the job are available. In addition, they prepare cost estimates, work schedules, and even prepare type and ink specifications although there is also an art/paste-up section to prepare the more complex jobs.

In the Composing Room, the major portion of space is devoted to hot metal equipment (linotype). This equipment uses a metal casting process to produce the letters and symbols and requires a large amount of supportive equipment. Modernization of the Plant's composing facilities show an almost total phase-out of this bulky and time-consuming process. It is expected that by 1977, 90% of all the composing will be phototype-setting. Housed in several small, air-conditioned rooms, a vast array of electronic equipment is already performing 60% of the composing work. The system works via 16 on-line video data terminals connected to the Capitol's huge computer. When required, the magnetic tape on which the data is stored is delivered to the Plant, is processed, and produces the type set by means of a video comp phototypesetter. One of the most sophisticated phototypesetting systems around, it will set type at the rate of 6,000 characters per second!

The huge pressroom employs some



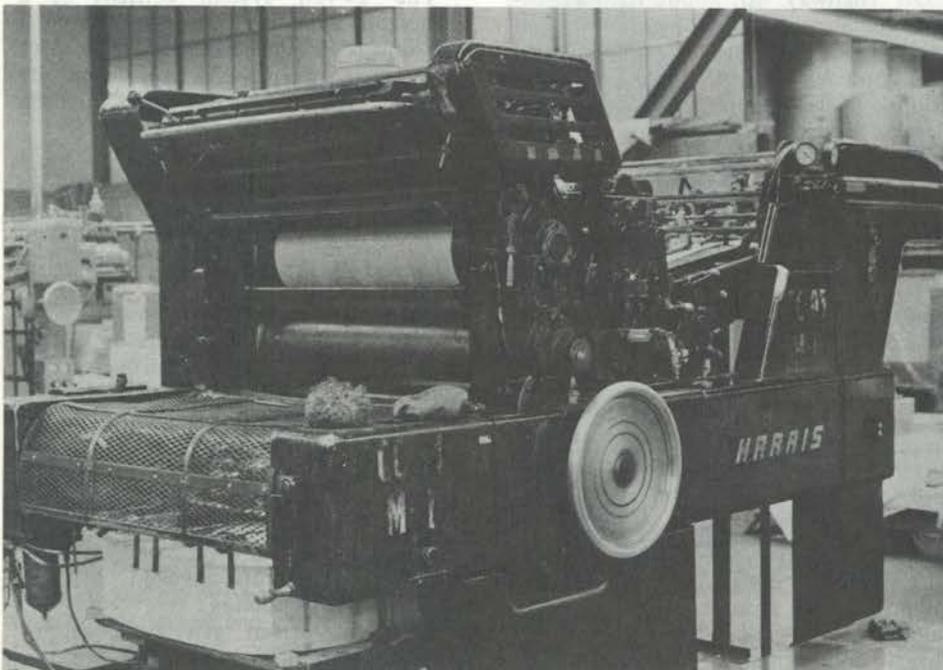
*This, believe it or not, is a sewing machine. Somewhat cumbersome and bulky for home use, it does perform excellently when sewing pages of books together.*

175 people and contains almost every kind of press imaginable — including 3 rotary tab card presses, capable of producing over 60,000 tab cards an hour. The forms presses can print on either side of a sheet at a rate in excess of 30,000 an hour. They can be used to number, imprint, punch, perforate, and even glue carbons in place.

Offset presses have replaced the older, bulkier, presses. This type of press uses a photo negative which is then burned into a master plate. The Lithographic Preparation unit takes the paste-ups and photographs them — both written and pictorial copy, at the same time. The master plate is then sent to the Pressroom. In the Pressroom will also be found five large Web offset presses. These presses use rolls of paper to feed the machine rather than by the sheet. The presses then cut and fold the finished product at a speed of 1,200 feet of material per minute.

The Binding unit normally employs some 300 people, and again performs just about every operation imaginable — from simple trimming to automatically fabricating textbooks. An adhesive binding line machine is capable of gathering, binding, and trimming items like phone books and college catalogs at a rate of 8,500 an hour. The Plant also has the only hard-back binding line machine in California (and one of 2 or 3 nationwide). This machine can take book pages, gather them, round the corners, sew them, put on backing and covers, and firm up the books all in one operation — and at the rate of 65 books a minute! There is also a large library rebinding unit which can produce an average of 1500 books per week.

In addition to all of this, there are warehouses and receiving areas which handle the \$2 to \$2½ million inventory



*One of the smaller presses. It uses stacks of individual sheets to feed the press rather than rolls.*

## How to Get Your Printing Job Done

How do you get a job printed at the Office of State Printing? First of all, you should discuss the details of the proposed job with the person in your agency that is responsible for preparing printing requisitions. This is most important, as aside from being familiar with many types of printing requests, this person has established a working relationship with personnel at the Office of State Printing planning department. In many cases, your agency printing representative can handle the entire details of placing your order. In other cases where the printing request is more complex, he or she will recommend that you work directly with personnel in the planning department.

The Office of State Printing Planning and Graphic Design staffs offer assistance in developing specifications for all types of printing jobs. They will assist with graphic design, copy-fitting and type-setting problems, recommend paper stock, best method of binding, and offer helpful hints on ways to get the most for your printing dollar. It should be noted here that the act of preplanning is a strong factor in achieving economy in production. In addition, the planning staff will provide the cost estimates that will be required when you ask your agency printing representative to initiate an order.

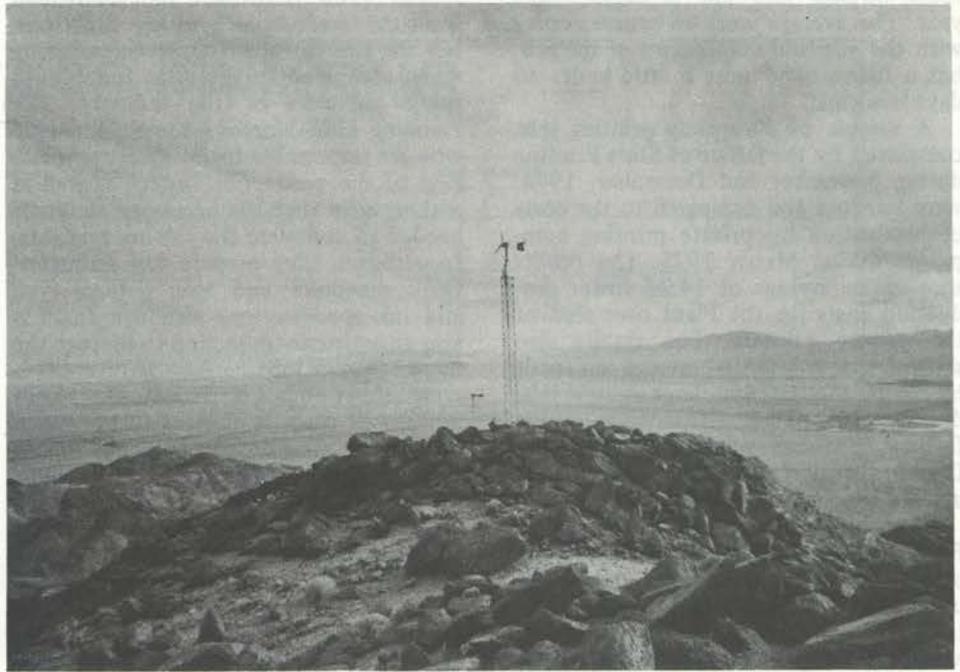
The Office of State Printing planning department will furnish on request, printed planning aids such as, "Style and Procedure Manual," "Publication Printing," "Type Specimens Catalog", etc.

It is suggested that all parties involved in ordering printing familiarize themselves with Section 2800 of the State Administrative Manual.

Orders for printing at the Office of State Printing must be submitted on Std. Form 67 (SAM Sec. 2810-2811) which contains the general specifications and fiscal information that is required for proper processing. The Std. Form 67 is valid *only* when it carries an agency estimate number and has been signed by an agency executive officer.

The Std. Form 67 must be accompanied by all materials such as copy, art, photos, dummy or sample format (SAM Sec. 2812). Exception: If you anticipate placing a large order and have established the specifications, you should process the Form 67 in advance so the paper and other materials can be ordered. The copy may be submitted at a later date if more convenient.

After your order is in production, to avoid confusion, it is desirable to have no



## Harnessing the Desert Winds

In the middle of the Mojave Desert sits a lone windmill—its blades spinning as it captures wind currents seldom felt by travelers on the desert floor below. Occasionally, a solitary truck winds its way up to the windmill's base, stopping next to a small building. Inside the building, a generator hums providing the power for an array of electronic equipment. Like the settlers of old, General Services is harnessing nature's desert winds—only this time the goal is electrical power instead of water.

Off Highway 40, about halfway between Barstow and Needles, lies a small desert mountain range—the Bristol Mountains. It is here that the Communications Division of General Services operates a microwave site for the California Highway Patrol. Operational since 1973, and at an elevation of 2800 feet, it provides CHP communications on Interstate 15, Highway 40 (old U.S. 66) and the Twentynine Palms area. It also provides VHF communications between the Arizona Highway Patrol and the CHP dispatch center in Barstow, California.

Commercial power was not available, so wind-driven generators were selected

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more than one person communicating with the Office of State Printing regarding proofs, scheduling, etc.

In summary, it should be emphasized that preplanning is imperative in order to achieve economical production and meet delivery commitments. Preplanning will tend to make the task of producing a printing job a pleasant experience for all parties.

to supply power to the communications site. The power required for the microwave radio is 24 volts direct current while 12 volts direct current is needed for the VHF radio. After much study, it was decided that two separate generators were necessary to adequately provide power requirements. According to Mr. G. L. Kiliany, a Telecommunications Engineer, "Separate 24-volt and 12-volt wind-driven generators were selected to eliminate converters that would reduce the efficiency of the power plant."

The 24-volt system consists of a 2-kilowatt wind-driven generator and a 450-ampere hour lead-calcium battery bank. The microwave radio can be operated for about five days on the batteries.

The 24-volt wind-driven generator is mounted on top of a 60-foot tower and is equipped with a three-blade variable-pitch propeller that readjusts itself during high winds. The entire unit weighs 500 pounds.

The 12-volt system consists of a 240-watt wind-driven generator and a 200-ampere hour lead-calcium battery. The VHF radio can be operated about eight days without recharging the batteries.

The 12-volt wind-driven generator is mounted on top of a 20-foot tower. If the wind exceeds 35 to 40 miles per hour, the complete generator assembly tilts back and allows the wind to spill off the propeller. The total weight of this generator is 140 pounds.

The wind-driven generators cannot supply the total power for a 24-hour, seven-days-a-week operation, however. During prolonged nonwind conditions, a

(Continued on page 12)

# NEWS BRIEFS

## State Policeman Honored

California State Police Officer John Harder is being commended for meritorious action following an arrest he made in the San Francisco Transbay Terminal. John A. Kuharski, 59, a retiree living on a pension, was attacked and robbed at 4:40 in the morning while waiting for a bus to the East Bay. After taking the money, the assailant continued to beat his victim until the sounds of help arriving caused him to take off. A witness informed Officer Harder that he had just seen the man running up to the third floor. After making sure that the victim did not require immediate attention, he went after the suspect and was able to single-handedly subdue him.

The Transbay Terminal is owned and operated by the State and is patrolled 24 hours a day by the State Police. The State Police have the responsibility for the protection and safety of all State employees and property. The suspect was arrested and charged with robbery and battery. Due to the nature of the victim's cuts, it was first thought that the suspect might be carrying a knife, but none was found on him when subdued.



## General Services Gets Energy Commission Off the Ground

General Services personnel have played key staff services support roles in the implementation and development of the recently created Energy Resources Conservation and Development Commission. Services are being provided in the areas of procurement, personnel, accounting, ordering, and office procedures. General Services personnel will continue to provide the project management services needed for the Commission until the Commission's support functions are fully staffed and operational.

Top management of the Energy Commission acknowledges the need for staff expertise in providing support to the new program and has expressed their appreciation for the speed and conscientiousness provided by General Services. Thanks to this spirit of cooperation, red tape has been cut and functional operations are progressing ahead of schedule.

## 25-POUND LIMIT NECESSARY

In an attempt to provide better service to a wider range of State departments, the Interagency Messenger Service is asking that a 25-pound limit be placed on all items being sent via that service. This request is necessary due to the limited carrying capacity of the vehicles used. The number of pickup locations for Interagency messengers has been increasing steadily, thus necessitating continued utilization of the smaller more maneuverable cars and trucks. The 25-pound limit is also necessary in that staffing makes it possible to have only one person per vehicle and boxes of material over that weight are extremely hard to handle. It is also asked that a second limit of not more than two of these 25-pound boxes be sent to any one address at a pickup. This allows enough space for use by all

departments needing services as well as providing for a faster turnaround time.

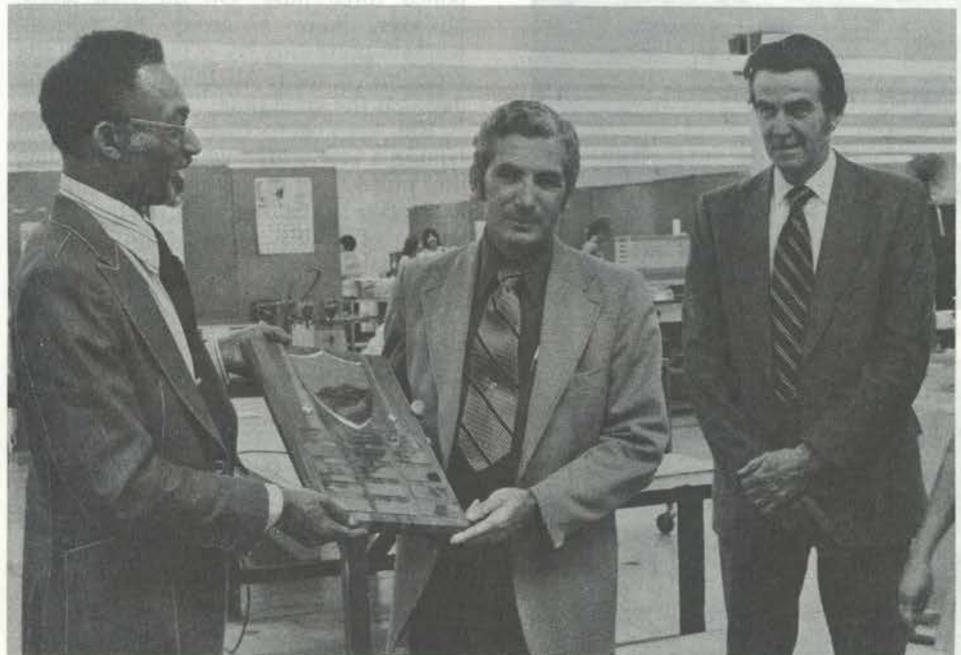
Problems have also arisen concerning the types of material sent through Interagency Messenger. All material may be sent this way *except* outgoing and unopened U.S. mail. Outgoing U.S. mail requiring postage and/or deposit in a U.S. mail box may not be sent by law. The same is true of unopened U.S. mail being forwarded to a different address. U.S. mail that has been opened and is merely being forwarded to another office for action, etc., may be sent via Interagency mail, preferably inside an Interagency-type envelope (Std. Form 117) to avoid confusion.

Cooperation in these areas by the State departments is necessary to insure a fast and fair system of interdepartmental delivery.

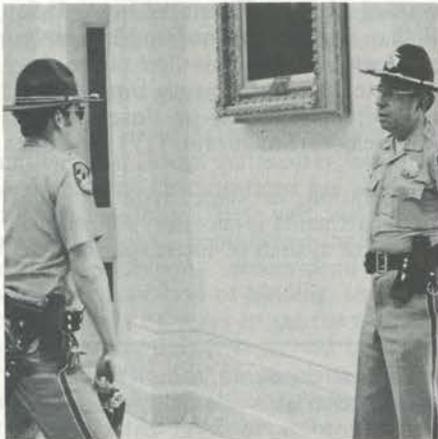
## RECYCLING EFFORTS

The Department recently awarded a contract to a Pomona firm for about 1500 tons of newsprint. The newsprint was purchased by Procurement for use at the State Printing Plant. The newsprint

purchased is produced completely from recycled material — namely, old newspaper. According to John Babich, Procurement Chief, "This represents our most successful effort to date in recycling solid waste." The 1500 tons (a year's supply) cost \$412,500 at a price per ton almost \$100 more than last year.



Bob Macey, Chief of Office Services Division, accepts the Departments' Auto Safety Plaque Award from Director Grimes as Vic Bradshaw of the Insurance Office looks on. The award is given to the Division that showed the most improvement in safe driving over the previous six months. During the July 1 — December 31, 1974 period, OSD was able to cut their accident (not necessarily fault) rate in half.



During the height of the anti-war years of the middle and late 60's, the State Capitol was the scene of massive demonstrations, largely youthful and very vocal. Now the sophisticated 70's have arrived, and the huge marches are a thing of the past. Well, almost a thing of the past! The Capitol steps have been very popular lately for a variety of causes — from farmworkers to nurses to railroadmen — with an occasional jazz or school band added to sooth the senses. Such was the case not too long ago when the aforementioned groups all showed up on the same day!



It was a day ominous with rumors of a confrontation between rival farmworker groups. Added to that, were demonstrations by nurses and other hospital employees threatened with lay offs due to the doctors' malpractice strike. With the UFW on the West Steps (by far the most popular) and the nurses on the north — that alone should have kept the police force busy. On the East steps, however, were a group of railroad workers protesting lay offs caused by the economic crunch. All these on the same day — at the same time.



But keeping to their policy of maintaining a low profile while still providing the protection of people and property necessary, the State Police weathered the storm admirably. With extra help in readiness if needed, a handful of visible officers were able to maintain peaceful and helpful relations between demonstrators and visitors alike.

[Editors Note: The following is a reprint of an article written by Robert P. Studer of the Copley News Service. It was distributed nationwide by that service.]

Eddie Reece is one of the "little people" in Sacramento; one of the army of hands and arms and backs that make the wheels of government turn but who have little to say about the course of history.

Eddie works out of Buildings and Grounds-Area I, and for seven years he has picked up and delivered supplies to offices in the state Capitol and the bevy of state offices clustered nearby. Daily, he sees the state's lawmakers at work.

But the closest he has ever come to an active role in the seat of power has been deciding how to hang up the pictures in the governor's office.

That doesn't mean, though, that Eddie doesn't have anything to say about how things are run in this country. A couple of months ago, he got to thinking about Social Security.

It disturbed him that it was full of inequities. It bothered him that there is



Ceremonies were held in OB No. 1 to dedicate the second floor of that building to Marie Potts. A Maidu traditionalist and Indian activist, Marie (seated) founded "Smoke Signal", the oldest Indian newspaper in America. She also played a key role in the founding of the Federated Indians of California. She has served the Intertribal Council and on several educational organizations. Patsy Fulcher of the Health & Welfare Agency is shown here presenting her with a plaque that will be hung in the lobby area as H & W officials Mario Obleto and Robert Gnaizda as well as members of several tribes look on.

## IDEA FROM A "LITTLE PEOPLE"

talk in the country that a diminishing work force in the future might jeopardize the very foundations of the national retirement system — and, at 53, he wants Social Security to be there when he needs it.

It bothered him the most, though, that during the current recession there are many aging workers in this country who would be happy to retire — and might be able to if they could supplement private retirement system incomes with Social Security.

Many who could qualify for early retirement under private systems don't qualify for Social Security.

At the same time, there are millions of younger Americans out of work that desperately need those jobs.

So Eddie sat down at a desk in his Sacramento trailer home and drafted a letter to the President. And he drafted others to Congressman John Moss, D-Calif., and Sen. John Tunney, D-Calif.

"Why don't you," Eddie wrote, "lower the age at which people could retire to 60, if they have worked at least 100 quarters under Social Security?"

"Let them add their Social Security income to their retirement from military pay, state retirement pensions, private industry pensions and the like.

"Together, the amount of money coming in would be enough for many to retire who would like to stop working but can't afford to. And let these people keep, within reason, money they can earn at part-time jobs."

Eddie pointed out to the lawmakers in Washington that his plan would make instant jobs available of all types in all areas; it would stimulate the economy; it would make many part-time handymen available.

It would, he said, stimulate the auto industry because most retirees change their types of transportation. It would be more economical to provide Social Security retirement pay than entire salaries of people employed under public works legislation. It would solve the problem of what kinds of jobs to create to help the depressed economy.

It would, he added, save money, since the Social Security agencies could handle the payments at small additional expense. It would make jobs available in state, county, construction, railroad and many other major employment areas. It would be an almost instant solution to help cut unemployment, and it would make promotions possible, in some instances for younger people in the work force.

The President turned the matter over to his Social Security advisers to answer. Eddie, in due course, got a reply. The Social Security people appreciated the idea, but thought that it could lead to industry "forcing men to retire at age 60 and thus depriving the country of the services of a lot of good men. . ."

"That wasn't my idea at all," Eddie grumbled during a break in his delivery schedule.

"My idea was to make retirement at age 60 possible but voluntary. . ."

The answers from Washington kept coming in. Sen. Cranston echoed the fears of the Social Security Administration over enforced early retirements.

Sen. Tunney was warmer, but non-committal: "I will work for and support any realistic system which genuinely supports those in need but at the same time is equitable to the taxpayer who ultimately pays the bill. . ."

Congressman Moss, however, was interested. Not only did he reply warmly to his constituent in Sacramento, he turned the idea over to Rep. Al Ullman, D-Ore., chairman of the House Ways and Means Committee, and sent Eddie a copy of Ullman's reply:

"I appreciate your making your constituent's suggestion available to the Committee on Ways and Means," Ullman wrote, "and you may be assured that it will be placed in the committee's legislative file on this subject and will be brought to the attention of the members of the committee when legislation in the area of Social Security is being considered. . ."

So Eddie's idea is now part of the file of the influential House committee that does have the power to change things.

And to Eddie, as he makes his deliveries to the 11 state office buildings he serves in Sacramento, that thought is comforting.

"In this country," he said as he resumed his rounds, "they listen to your ideas, even if you're one of the little people."

