

Side-by-Side



California Department of General Services

a newsletter for employees by employees

Issue #2 • February 1996

DGS HIKES DONATIONS TO STATE CHARITY DRIVE

DGS employees increased donations to the 1995 United California State Employees Campaign by \$5,500 during the autumn fund drive. The final statistics show pledges of \$127,500 compared to

\$122,000 for the previous fundraising year.

The total included candy and food sales and other fundraising activities by individual offices.

John Johnson of B&G served as the chairman of the

fundraising effort. Carlos Toirac of OPDM volunteered as the loaned executive to work full-time with the campaign staff during the active months.

MELONNEE DESIRÉE PAGANO RELEASES CD

Melonnee Desirée Pagano, an analyst in DGS, the Equal Employment Opportunity office, has been a familiar face on the Sacramento music scene for over 20 years with her band, The Promises. Under her stage name Melonnee Desirée, she has released her first CD, also titled *The Promises*.

She describes her music as a rich blend of rock, blues, rhythm and blues, and jazz. Melonnee sings and plays guitar with energy and enthusiasm.

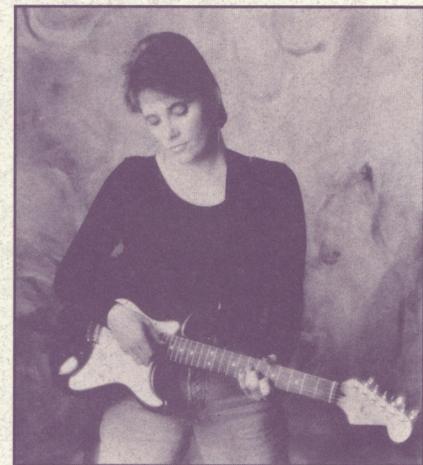
Melonnee wrote all of the songs on the CD and says the themes revolve around facing heartbreak, addiction, and fear and emerging as a balanced and centered person.

"I want my music to be a light in the darkness," Melonnee says. She appears around Sacramento, including Harlows, and will be at The Palms on February 24.

Melonnee was musically inspired at a young age, coming from a family of talented musicians ranging in style from big band to rock and roll. Her

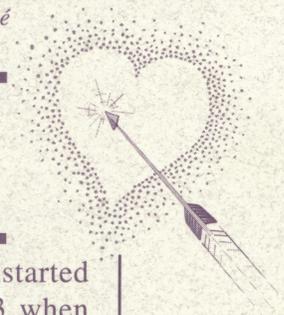
mother sang on the Gene Nelson Show, while her uncle played with a local group called the Fadallions, which later evolved into a well-known band called The Spiral

Staircase. Melonnee started performing at age 13 when she entertained the students at Arden Junior High and the crew at the River Pines Fire Station.



Melonnee Desirée

MELONNEE DESCRIBES HER MUSIC AS A RICH BLEND OF ROCK, BLUES, RHYTHM AND BLUES, AND JAZZ.



To increase the efficiency and effectiveness of state government by providing high quality business and support services to state and public agencies consistent with state law and regulations and in a manner that results in a high degree of client satisfaction.

DIRECTOR'S

Message...

The new year is a great time to look back and give ourselves credit for the progress we've made. In our personal lives, we may have run a marathon, painted the house, or put a son or daughter through college.

At DGS, we have plenty of accomplishments for 1995 that we can be proud of. Here are just a few; ones we can point to and say, "We did that."

- The Procurement Division put together the most comprehensive reform proposal of California contracting laws that has ever been attempted. Statutes from 19 different bodies of code as diverse as the Fish and Game Code and the Penal Code will be consolidated into the existing Public Contract Code.

The proposal, now in bill form, will be carried by Assemblywoman Marilyn Brewer. The proposal creates a simplified, user- and taxpayer-friendly body of law for state agencies and private businesses.

- Fleet Administration obtained lower airline fares for state employees traveling on official business. The fare reductions



*Peter G. Stamison,
Director*

on competitively bid contracts average 29 percent and have the potential to save taxpayers \$4 million a year.

- DGS is working on more than \$500 million in construction projects. The Office of Project Development and Management has been involved in construction oversight on three major office projects: the San Francisco Civic Center, the Elihu Harris State Building in Oakland and the Broadway Building in Los Angeles.

The Office of Real Estate and Design Services has been involved in the development and OPDM, in construction oversight of the San Bernardino State Office Building. In addition, OREDS has participated in the partnership on Riverside's California Tower office building.

- A wide-ranging revision of the State Administrative Manual (SAM) is underway. The goal is to remove unnecessary restrictions and red tape and allow state employees to become more innovative and competitive.
- Legislation went into effect January 1 that allows the public to use credit cards to pay state agencies for fees and services such as publication purchases, delinquent tax bills, registration fees,

Continued Page 8

FLARE DEVICE PROMOTES SAFETY

The Procurement Division has worked with Caltrans on specifications and suppliers for a highway flare ignition chamber. The tube-like chamber is fastened to the side of a pickup truck and the flares can be dropped down the tube and ignited.

The device makes unnecessary the current practice of having highway employees walking in the roadway after an accident to place flares. Some workers have been hit by inattentive drivers.

The invitation for bid on the ignition device will go out in mid-February and the bid is expected to be awarded by April. Staffers from the Standards and Quality Assurance Section were the leads from DGS on the project.



SAN DIEGO TRANSPORTATION MANAGEMENT CENTER

The Division of the State Architect won praise from a major client, Caltrans, for its design of a pioneering transportation management center in San Diego. Construction of the center is nearing completion.

The two-story, 42,000 square-foot San Diego Transportation Management Center for the first time incorporates a design that unifies and co-locates Caltrans traffic operations, Caltrans maintenance and California Highway Patrol

communications in a single command center.

DSA is initiating studies of two additional unified centers, one in Los Angeles and one in Sacramento.

Caltrans came to DSA in 1992 to design the structure, specifying it would be an essential services building and, therefore, contain special design features to withstand earthquakes. DSA included in its design base isolation devices, which suspend the building on isolators. The design also included backup systems so the building can operate independent of local utilities minutes after a major quake.

DSA met the design schedule, and the project was bid in June 1993.

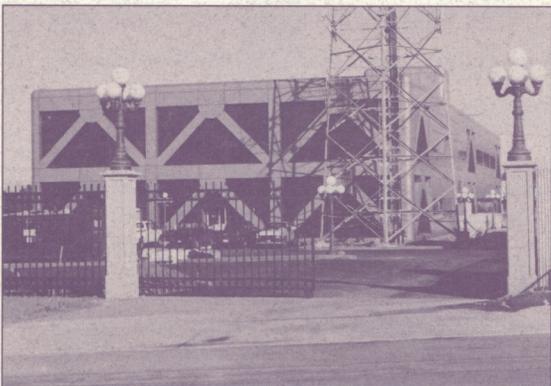


San Diego's Transportation Management Center is equipped with the latest high-tech systems.

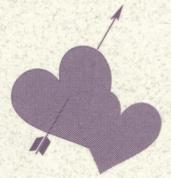
The center provides infrastructure for coordinated management during normal commute hours as well as special events, major incidents and area-wide disaster situations.

In July 1993, Caltrans Director James W. van LobenSels presented a Certificate of Appreciation to the Office of Design Services team in recognition of its performance.

"DSA is proud to have been of service to Caltrans and the Highway Patrol," said Acting State Architect Fred Hummel.



The Transportation Management Center includes a state-of-the-art microwave tower.



HUMAN RESOURCES DESIGN TEAM

Five Office of Administrative Services (OAS) staffers have been assigned to an eight-month project to revamp the department's personnel recruitment process.

The group, labeled the Human Resources Design Team, will redesign the recruitment process from the day the vacancy occurs to the day the new employee reports for work.

OAS's Quality Oversight Team brainstormed, conducted process review, held focus group meetings, and conducted customer surveys to arrive at the conclusion the recruitment system currently in use needed retooling.

Team members include Patti Fox, Marsha Jelicich, Colleen Kirtlan, Linda Verchuck and Kathy Wildermuth. They welcome suggestions and may be requesting assistance from DGS employees for information and opinions.



TERAMOTO HONORED BY ARCHITECTS

The Central Valley Chapter of the American Institute of Architects recently honored Richard Teramoto of the Office of Project Development and Management (OPDM) for his 32 years in the profession.

"I think the AIA wanted to recognize the fact that there are architects fulfilling an important role in the public sector," Teramoto said.

The group at the same time recognized former State Architect Harry Hallenbeck. (See story on Page 6.)

Teramoto joined OPDM in 1988 after a long and distinguished architecture career in the private sector. With OPDM, he has served as project director for the State Archives Building, completed in 1994 on time and under budget.

He also worked on the Ronald Reagan State Building in Los Angeles and currently is a member of the team managing the \$250 million San Francisco Civic Center project.

"It is exciting work. Jobs this size, I would probably never have been able to work on in the private sector," Teramoto said.

AWARDS FOR SUPERIOR WORK

Outstanding work — year after year — is the criteria for awards earned by 19 DGS employees. The Sustained Superior Accomplishment Awards were presented by Director Peter Stamison and Chief Deputy Director Steve Olsen during a ceremony at 1325 J Street.

The recipients each received a plaque and a check for \$250.

"Each of these employees represents the qualities we are looking for in the new DGS: efficient, cost-conscious and customer friendly," Stamison said.

Those receiving awards and their offices included: Melinda Avila, OPDM; Leon Barkman, OT; Linda Combs, OFS; Stephanie Counts, OB&G; Glenn Della-Monica, OB&G; Catherine Frink, OAH; David Hall, ORIM; Rosemary King, OB&G; Carlton Ledbetter, OB&G; Kay Lee, OREDS; Sharon L. Panell, OT; and Dahya Patel, OSP.

Also receiving awards were: Ngoc Pham, ODS; Gary Rains, OP; John Rice, Legislation; Timothy Roche, OCS; Adrian Ryan, ORS; Joseph Tsoi-A-Sue, OSP; and Terry Werner, OAS.

TEAMWORK AWARD

Two Office of State Printing (OSP) employees received Teamwork Awards from the Employment Development Department (EDD).

Bob Forsman, associate printing plant superintendent, and Jam Hezar, printing process and operations planner, were recognized for outstanding teamwork and innovation in making available an automated intake of Quarterly Wage Report data by redesigning the DE 6 form.

Bob and Jam participated over a two-year period with a 29-person EDD team assigned to redesign the form so the wage data could be electronically scanned. They provided expert technical advice and coordinated two printing tests of the revised continuous form on the Drent forms press.

Since the successful test, OSP has received a printing order for 1.3 million of the forms for EDD.



INSURANCE SERVICES ENTER MARKETPLACE

The Office of Risk and Insurance Management (ORIM) is at the forefront of a new era of competitive government with two recently-implemented contracts.

Both contracts involve partnering with other governmental agencies. One contract provides insurance adjusting services to Sacramento County and the other, claims administration to the California State University system. Both went into effect January 1, and the initial contracts will run for 18 months.

The Sacramento County contract uses ORIM's services for all property damage claims under \$5,000. "Basically, we're talking about a county vehicle side-swiping your car or a sewer backing up and damaging your home—any kind of property loss," said Rich Beck, ORIM's risk manager.

The CSU contract is more extensive. ORIM will be administering all self-insurance claims against CSU on its 24 campuses except employment and personnel issues. Included will be

property, vehicle and personal injury claims.

"The contract should save CSU money by our negotiating claims and settlements," Beck said.

*THE CONTRACT SHOULD SAVE
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AND SETTLEMENTS . . .*

"Another benefit is that those who have valid claims against the university system will be paid faster."

SEEP SATELLITE WORKSHOPS GO INTERNATIONAL

by Deborah Ray-Sims

In February nearly 1,500 government employees at 60 sites in California, 10 other states and Canada watched the third in a series of Entrepreneurial Government Workshops by satellite. The source of the workshop, part of a nine-session series, is a unique public/private partnership formed by DGS's Office of Information Services (OIS) and Double Vision Broadcast, a private Sacramento firm specializing in video training for employees.

Ted Gabler, a nationally-known proponent of entrepreneurial government, was the featured speaker at the

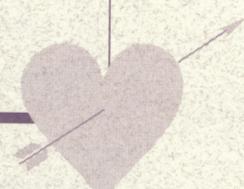
initial workshop, aired in December. The satellite downlink structure allowed participants to talk directly to him via telephone, e-mail, and FAX.

The State EDP Education Program (SEEP), a subdivision of OIS, developed the competitively-bid contract with Double Vision. The Department of Personnel Administration was a third partner in the project.

"This is the first time SEEP has ventured into broadcasting courses via satellite downlink," said Karen Sheldon, manager of SEEP.

The satellite downlink to the various sites takes place once a month, with time out for a summer break, and completes in November. Agencies may participate in a single workshop.

To learn about upcoming workshops and the location of learning centers call Loren Laumer at Double Vision, 1-800-748-6511. To register for a workshop and learn more about the innovative employees featured at the workshops, access the Web Site address at [HTTP://EGW.ns.net](http://EGW.ns.net).



IMAGING AND RECORDS MANAGEMENT FORUM

by Joe Barajas

The 1996 Imaging and Records Management Forum, a statewide event for public-sector records and information technology staff, has been scheduled for March 26-28 at Sacramento's Lincoln Plaza.

The third annual event is presented by the California Imaging and Records Management Program, a branch of the Office of Information Services.

Two hundred and fifty records personnel attended in 1995.

The theme of this year's forum, "Uniting Records Management with Document Imaging Technologies," is the foremost educational event of its type in California and is open to all state agencies.

The forum is geared toward staff that work in records management, information technology and administrative services.

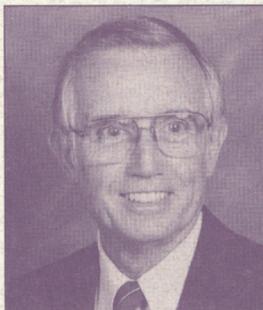
Showcased at the forum will be the latest technology in records management,

electronic records, document imaging, workflow automation, business process engineering, and project development.

Included in the program events are prominent guest speakers, workshops, panel discussions, question and answer sessions, and demonstrations by vendors of the latest technology.

For further information, call the Imaging and Records Management Hotline, (916) 324-4809.

HALLENBECK AND HUMMEL TAKE ON NEW DUTIES



Harry Hallenbeck

State Architect Harry Hallenbeck has been appointed by Governor Wilson to a newly created post as director of Seismic Safety Implementation for the State and Consumer Services Agency.

In his new job, he will coordinate seismic efforts scattered in several state agencies and will provide oversight in carrying out these programs. He also will evaluate building codes and recommend seismic upgrades.

Hallenbeck served as state architect for four years, from 1991 to 1995, during which the DSA completed the first-ever survey of 14,000 state buildings to determine their earthquake safety. Also during his tenure with DSA, he was awarded in 1994 the Edward

C. Kemper Award for Service to the Profession.

Fred Hummel, deputy state architect, has been named acting state architect to replace Hallenbeck. The job is not a new one for Hummel; he also served as state architect from 1968 to 1974 under former Gov. Ronald Reagan. He has owned and operated architectural firms in Ojai and Sacramento.

Hummel was the project director on the award-winning Del Mar Fair Grounds and Race Course facility. The project was designated by the Associated General Contractors as the best new building in America for 1993.

Both Hallenbeck and Hummel are fellows of the American Institute of Architects.



Fred Hummel



OIS PUTS CALIFORNIA TAX FORMS ON CD-ROM

The CD-ROM and Electronic Publishing Project team at the Office of Information Services (OIS) has created the first CD-ROM containing complete California income tax information.

Working with the state Franchise Tax Board (FTB), the team produced a CD-ROM that includes 1994 and 1995 income tax forms, instructions and publications available for Microsoft Windows-compatible PCs. FTB plans CD distribution to tax preparers.

Over 55,000 tax preparers use the paper version of the tax package.

Ron Rabun, DGS project manager, said production of the CD-ROM was a team effort. "We worked closely with FTB staff to include features like the federal version; however, we added additional features that aid the customer's access to the forms and publications."

Through the use of Adobe Acrobat software, tax preparers now can access and print the forms directly from their PC's and laser printers. OIS has included a catalog with electronic "hyperlinks" to desired forms.

Previously, copies were made from paper on copiers.

Since the CD distribution targets tax preparers, FTB included its nine-minute "Electronic Tax Filing" video on the CD. FTB and DGS staff worked to engineer electronically the video tape presentation prepared by FTB onto the CD. Arnie Young, OIS's technical multimedia specialist, accomplished the challenging task of transferring the video to CD-ROM.

"Gaining acceptable video resolution and playback performance on the CD was a real challenge" said Rabun. "We hope the knowledge we've gained

will help us on future client projects."

As of January 1, FTB had received over 1,800 requests for the CD at a cost of \$29 for two 1995 tax season releases. The second 1995 release will be updated and sent out the first week of March. The business partnership utilized in this project includes revenue sharing and continuing technical support by DGS staff. For further information, call Rabun at (916) 323-5966.



VAN NUYS STAFF HOSTS BLOOD DRIVE

Twice a year, the Office of Buildings and Grounds staff at the Van Nuys Office Building hosts the Red Cross blood drive for the Civic Center. On January 10, however, the usual drive was expanded to include a bone marrow drive for three young people who desperately need transplants.

The blood drive began at 7 a.m. and continued until after 6 p.m. Generous donors gave a record 559 bone marrow match samples and 272 pints of blood.

The young people highlighted in the bone marrow drive were Michelle Carew, 18-year-old daughter of California Angels coach Rod Carew, who is hospitalized with aggressive leukemia, and two Ventura boys who are grandsons of Detective Ron LaRue of the Los Angeles Police Department. Donors from the police department and the Los Angeles Fire Department turned out in large numbers.

Among state employees, the Board of Equalization had the largest turnout. The board employees consistently volunteer in high numbers for the blood drives.



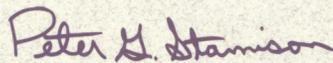
DIRECTOR'S MESSAGE

(Continued From Page 2)

tuition, licenses and certifications. DGS is authorized to negotiate the master contract for credit card processing services for participating agencies.

- Final recommendations are scheduled to be released in February on the future customer needs and opportunities for CALNET. A major strategic planning effort is underway at the Office of Telecommunications (OT) to assess the system, which serves 225,000 users in state and local governments. The CALNET system is California's third largest telephone network.
- CAL-Card, the Procurement Division's program that allows state and local agencies to make small purchases by credit card, saved the taxpayers \$2.5 million in processing costs in its first 10 months of operation.

These are a few of DGS' accomplishments in 1995. I am very confident 1996 will produce an even better record for faster, more efficient and more taxpayer-friendly service to our customers.



Peter G. Stamison, Director

CONTRACTS CONFERENCE

Participants wrote favorable reviews of "Services Contracts 96," the first conference presented by the Office of Legal Services (OLS) to assist state agencies in streamlining their services contract process.

Held recently in Napa, the conference drew 225 participants for a full agenda of speakers, panel discussions and workshops.

The conference's goal was to offer information and share knowledge so together state agencies can get better value with less red tape.

Experts from several DGS offices and from other agencies participated in speeches and workshops, and Office of Information Technology personnel provided their expertise.

FULL COLOR RETURNS TO OSP

A new arrival from Germany, a Heidelberg Speedmaster five-color press, ushers in a new era at the Office of State Printing (OSP). The plant now can print five colors plus a sealing aqueous coat in a single operation. In the past, OSP had not had the ability to turn out, in one pass, five-color work. The plant in the early 1980s sold a four-color press that it had used for about seven years.

Crews have been working two shifts on the press since mid-January. The full-color pages of the Governor's Budget were run on the new press.

Five-color work that came to the plant during recent years had been contracted out to private firms.

Operators now can make adjustments to the press by remote control and monitor the amount of ink and water automatically. With the press' high-tech equipment, colors are positioned very precisely with hairline register. The press runs at a high speed of 12,000 impressions per hour.

The Heidelberg is much more efficient, eliminating the need for multiple set-ups, multiple passes through the press and four- to six-hour drying periods. Each of the efficiencies means better service and lower cost for customers.

The press was purchased in Munich, Germany where it produced high quality work, such as new car brochures, for BMW. The 1996 brochures at local BMW dealers came from this press.



Pete Wilson
Governor

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