

DGS Side-by-Side



California Department of General Services • a newsletter for employees by employees • Issue #25 • December 1999

Spotlight on . . .

OSP'S NEW PRINTING PRESS FOR THE NEW MILLENNIUM

(See pages 6 & 7)



Job well done! DGS Chief Information Officer Al Duran, Y2K Project Manager Susan Rushing (l) and Desktop, Server and Embedded Systems Coordinator Kiyoo Baird (center) celebrate DGS' Y2K compliance effort. Not pictured: Application Systems Coordinator Jan Pfister.

DGS MISSION CRITICAL SYSTEMS ARE "Y2-OK!"

With just a few weeks to go before the new millennium, all Department of General Services (DGS) "mission critical" systems including DGS-owned and leased buildings, telecommunications, and legislative bill printing systems have been certified Y2K compliant.

"Thanks to the hard work of dozens of employees, DGS is well prepared to greet the new century," said DGS Chief Information Officer Al Duran. "Our mission critical systems are ready for the Y2K roll-over."

CIO Al Duran and his Y2K staff coordinated the effort along with scores of individuals at the Real Estate Services Division, Telecommunications Division, Office of State Publishing, Office of Technology Resources, and Program Research and Evaluation Section.

Among the "mission critical" systems deemed Y2K ready:

- ◆ Security, fire alarm, heating and cooling, access control, elevator and other embedded systems in 54 DGS owned and managed office buildings;
- ◆ Embedded systems in 146 mission critical DGS-leased office buildings;
- ◆ 365 DGS leased telecommunications facilities;
- ◆ State voice and data communications systems;
- ◆ Legislative bill printing system.

All DGS "departmental critical" and "non-critical" systems are also certified Y2K compliant (or will be prior to the end of the month) including embedded systems in more

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To ensure quality, cost-conscious, and timely assistance and support to state and other public agencies so they can efficiently deliver needed services to California citizens. With the leadership of the Governor, and in cooperation with the Legislature, we seek to provide creative business solutions and serve our customers in a responsive and flexible manner. Our mission is dedicated to serving the customer.



INTERIM DIRECTOR'S

Message...



*Clifford Allenby
Interim Director*

Now that the holiday season is upon us, I'd like to say a few words of thanks to all DGS employees who have shown what "holiday spirit" is all about with their contributions to the United California State Employees Campaign. 1999's effort surpassed the record-breaking mark of last year's campaign with a 39 percent increase in payroll deductions.

Thanks to your generosity, you are making a difference in many lives. Some of the charitable groups that will be able to better serve their clients due to your contributions include Sacramento Food Bank Services, La Familia Counseling Center, Women Escaping a Violent Environment, and

Service Our Seniors just to name a few.

I'm proud to say I work with some of the state's most caring public servants here at DGS. To each of you and your families, have a joyous holiday season and a Happy New Millennium.

*Cliff Allenby
Interim Director*

HUMAN RESOURCES CHIEF NAMED TO GOVERNOR'S PANEL

Office of Human Resources Chief Debra Bouler has been named as the Department of General Services contact for the Governor's Diversity Task Force. The goal of the task force is to make recommendations to the Governor and the Legislature on outreach efforts for academic admissions, state contracts, and other programs aimed at increasing diversity.



LOB ANNEX DEMOLISHED

The Legislative Office Building Annex located in downtown Sacramento was demolished in October following a study indicating it could experience extensive damage during an earthquake. The study further showed that renovation of the LOB Annex would not be cost effective. Pending future direction from the Legislature, plans call for the property to become a parking lot.



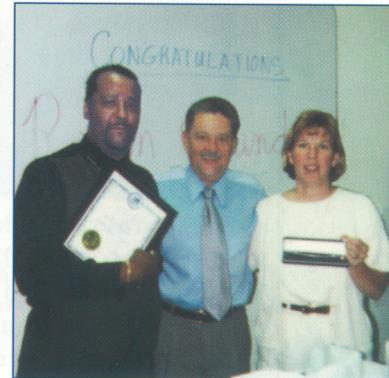
25 YEARS OF GREAT STATE SERVICE



Left to right: Office of Public School Construction Interim Executive Officer Luisa Park presents 25-year certificates to OPSC's Nikki Yee, Fran Campos, Phil Shearer, and Theresa Cairel. Not pictured: Vance Stice.



Gary Ness (left) and John Brakke (right) receive their 25-year state service awards from Office of Legal Services Chief Counsel Jeff Marschner.



Congrats to Robin Bledsoe (left) and Sandi Russell (right) on 25 years of state service. Acting Procurement Division Deputy Director Dennis Ericson presents the awards.



OSP GARNERS A TRIO OF AWARDS

The trophy case at the Office of State Publishing (OSP) continues to fill up. The latest honors came from the Sacramento Printers' Association, which honored OSP with three International Gallery of Superb Printing awards:

- ◆ **GOLD AWARD:** for OSP's 1998 Calendar
- ◆ **SILVER AWARD:** for the California State University Chico Mailer
- ◆ **HONORABLE MENTION:** for the DGS Marketing Kit

"These awards are another indication of the world-class products our OSP staff consistently produces," said Interagency Support Division Deputy Director Karen McGagin. "OSP's work is among the best in the business."

The International Gallery competition is a truly global event drawing entries from Africa, Britain, China, Hong Kong, Korea and Switzerland. In 1999 nearly 3,100 entries were received from more than 1,200 firms ranging from small town service printers to the world's greatest graphic arts companies.



GIVING TODAY FOR A BETTER TOMORROW

By Greg Sandin, EOE Officer, UCSEC Communications Vice Chair

The 1999 United California State Employees Campaign (UCSEC) at the Department of General Services was a resounding success!

According to UCSEC Chairman Carlos Toirac (RESA), DGS showed a 39 percent increase in payroll deductions over last year! Contributions totaled more than \$151,000 with an increase of 200 employees requesting payroll deduction contributions from last year.

Many offices within DGS planned campaign events to raise awareness and money for local charities. Special events at various divisions in the department garnered nearly \$5,000 to date. Each year during the UCSEC, core DGS leaders are invited to attend the UCSEC "Executive Leadership Event." The event serves as a forum to disseminate information on the UCSEC and solicit increased donations from DGS leaders. Procurement's Susan Georgis, UCSEC Vice Chair, organized this year's event, a silent auction and luncheon hosted by "A Shot of Class" restaurant. The auction was a big hit enjoyed by all and raised \$457 for local

charities. Local businesses and generous individuals donated the silent auction items. Special thanks to donors: David Berkeley's, Mace's and Virga's Restaurants, Rick Cates, Jay Steimack, CPA, John Eskel, Richard Hansard, Lorreta Frazier and Shot of Class for donating a wonderful meal.

The Division of State Architect raised more than \$1,100 with a clever sit down, reservation-only luncheon hosted by "Chef Deputy Director" Fred Hummel, tuxedo clad waiter Vilas Mujumdar, and hostess Laurie Duval. In addition, the office put on a root beer float sale and auction. The Real Estate Services Division conducted bao and ice cream sales and a kick-off BBQ. Those events netted more than \$800. The Office of Small Business Certification and Resources had a white elephant sale while the Office of Administrative Hearings had Tupperware and candy sales. The Office of State Publishing raised nearly \$400 dollars through bake sales and a raffle while the Office of Human Resources raised more than \$300 with a craft fair. The 1325 J Street Executive Com-

mittee kicked-off the campaign with a rigatoni feed. Representatives from various charitable organizations were on hand to share information with DGS employees. All divisions sold See's Candies and sales totaled approximately \$1,220.

Thanks to all that made this year's campaign a huge success. The DGS Campaign Team included: Carlos Toirac, Nelda Kittling, Angela Chung, Karen Highfill, Ed Sullivan, Bryan Breaks, Susan Pipes, Punita Chandra, Michele Respers, Susan Georgis, Greg Sandin, Anna Hernandez, Sonia Herrera, Carol Ferreira, Nancy Galindo, Janine Pomales, Michael Gable, Mary Dupont, Judy Ellston, Christina Marquez Lopez, Mike Willis (next year's DGS Chairman), Nancy Holtz, Doreen Conley, Despo Charles, Gray Pattillo, Carla Saporta, and Elizabeth Parker. Special thanks go to Don Meyers, Noah Valadez and Victoria Pardo for all their auditing efforts. Extra special thanks go to "A Shot of Class" at 1020 11th Street in Sacramento for donating the use of their art deco dining facilities, and all the great food for the luncheon and silent auction.



IN MEMORIAM



DGS sends its deepest sympathies to the family and friends of Wendy J. Leigh, a staff services analyst with the Procurement Division. Wendy died October 15th, 1999 at age 54. She was in state service for 15 years.

DGS HONORED FOR RENOVATION OF HISTORIC BROADWAY BUILDING IN L.A.



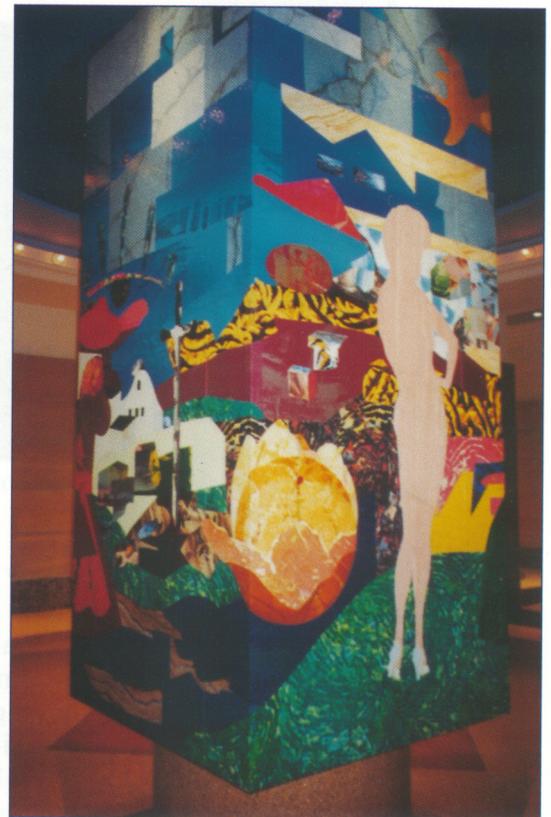
An award winning job! Project Director Shelley Whitaker, RESD Acting Chief Deputy Director Mike Courtney, and Project and Management Branch Chief Peg Hudson display the "Outstanding Achievement Award" for renovating Los Angeles' historic Broadway Building.

DGS and its Real Estate Services Division (RESD) have won a 1999 "Outstanding Achievement Award" from the Southern California Development Forum for the renovation of the historic Broadway Building in Los Angeles. The awards recognize the contributions of organizations that enhance the real estate and business environment of the region. The former flagship building of the Broadway department store chain was formally re-dedicated this past September and is home to more than 1,000 state employees from a dozen agencies and departments.

"It's a great honor for all the RESD employees who worked on this project," said Project Director Shelley Whitaker. "Inside and out, the building is awesome."

The Development Forum's Board of Directors felt that California's "newest" state office building is much more than just work place for public servants. They were particularly impressed by the contributions of a dozen California artists reflecting on the history, diversity and unique environments that make up the state.

If you should have business in the Los Angeles area, be sure to stop by 320 West Fourth Street and see for yourself.



Art in Architecture: This sculpture—made of patterned tin—greet visitors in the foyer.

COMMUNICATIONS OFFICE IS NOW ON-LINE

Wondering what to do if a reporter calls? Need help preparing a news release? Trying to locate a prior edition of "Side-by-Side"? You can find answers to those questions and more by visiting the Communications Office Web site on DGS INTRANet. There you'll find DGS' Media Policy guidelines and other useful information on working with the press, as well as electronic copies of this newsletter. Joe Paez and Polly Petersen of OSP's Multi Media office did a great job designing the site. Drop by and check it out at <http://dgsnet.dgs.ca.gov>.

"Y2-OK!" ...

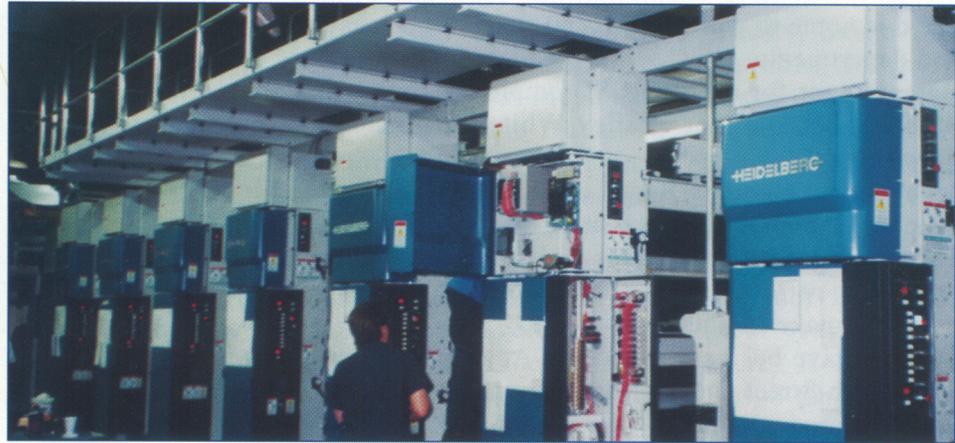
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than 1,500 non-mission critical leased facilities; 170 computerized information systems used internally by DGS; more than 3,000 pieces of computer equipment including desktop computers, servers and communications equipment; and thousands of embedded chips in telephones, FAX machines and other equipment. DGS will have staff available during the Year 2000 rollover period to monitor mission critical systems, including embedded systems in office buildings, in case of any problems. Additionally, Business Continuity Plans are in place for every DGS office and division in the event of any unforeseen interruptions to any DGS systems after January 1, 2000.



SPOTLIGHT ON..

OSP'S NEW PRINTING PRESS FOR THE NEW MILLENNIUM



Each printing unit of the new press weighs 18,000 pounds.

The Office of State Publishing is heading into the 21st century with a brand new, state-of-the-art printing press that's up and running. State Printer Celeste Maia Cron and the staff at OSP celebrated the inaugural run of the Heidelberg M-1000B in mid-October, and within a few days the new press was hard at work printing 1999 tax forms for the Franchise Tax Board.

"I can't say enough about the great efforts of OSP staff to make delivery, installation and initial operation of the new press possible," said

State Printer Celeste Cron. "Our maiden voyage into the 21st century was a complete success."

The Heidelberg is an impressive piece of technology!

- ◆ It runs up to 3.2 million pages an hour.
- ◆ Each printing unit weighs in at 18,000 pounds. The folder weighs in at 48,000 pounds.
- ◆ This type of press produces the same high quality work you'd see at your favorite magazine rack or newsstand.

The new press is another tool to help OSP continue to

fulfill its vision of "crafting innovative communications" for its customers including printing the Governor's budget, all Legislative bills, more than 12 million ballot pamphlets, 14 million tax forms, approximately five million DMV handbooks, as well as thousands of other projects for state agencies.

OSP will celebrate its 150th anniversary with an Open House on January 10-13, 2000.

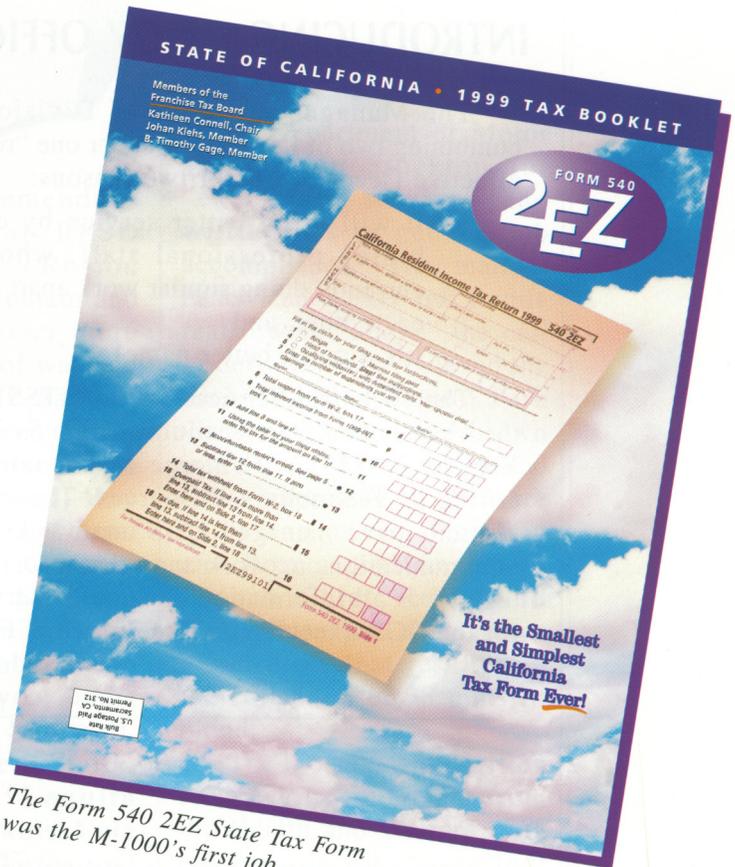
For more information, contact:

Jacque Jones
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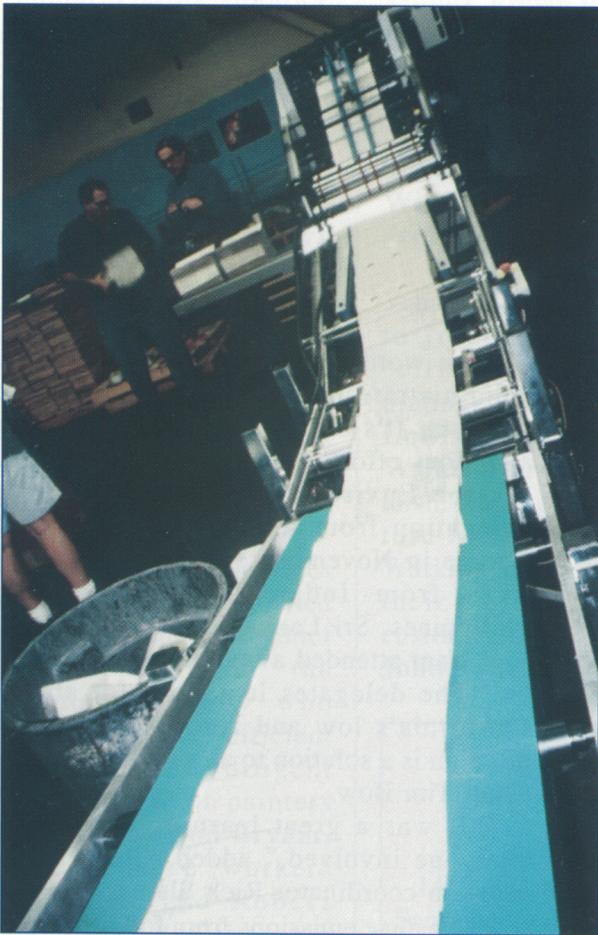




Hot off the press! (from left to right) OSP Production Manager Jim Davis, State Printer Celeste Cron, and OSP Engineer Jay Hearnley display the results of the inaugural run of the M-1000.



The Form 540 2EZ State Tax Form was the M-1000's first job.



The M-1000 is capable of running 3.2 million pages an hour.



INTRODUCING... DGS' OFFICE OF TECHNOLOGY RESOURCES

The Management Services Division is combining two of its sections under one "roof," effective December 1, for two reasons:

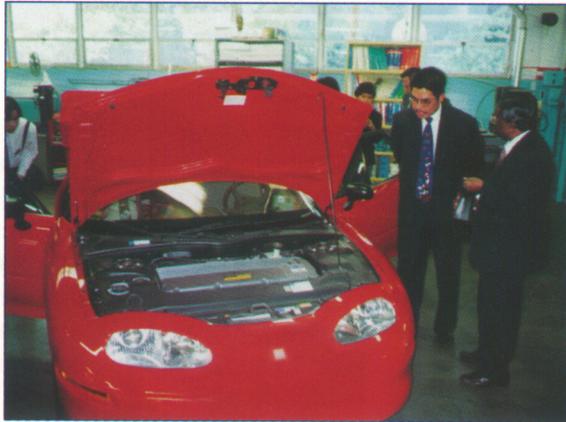
1. It will bring better service by combining professional staff, who are currently doing similar work apart from each other, and
2. It's a much better name!

The Technical Services Section (TSS) and the Management Services Information Systems Section (MSIS) will merge to become the Office of Technology Resources. These two sections have managed DGS' statewide data communications network and related services, as well as all information technology services for the DGS Executive Office, Office of Fiscal

Services, and Office of Human Resources. They have been managing similar technology-based systems, but without the benefit of their combined expertise.

The reorganization is being done to better leverage the work of these units and to take advantage of the benefits to be gained through cooperative interaction. What this means is that we can now expect even better customer service and quality technical support for all things related to computers and electronic information systems. The new unit remains part of the Deputy Director Jack Smith's Management Services Division and will be under the direction of Joseph Sogge.

FLEET'S ALTERNATIVE FUEL VEHICLES ATTRACT GLOBAL ATTENTION



Fleet Chief Tim Bow "pops the hood" of a zero-emission electric vehicle for members of the Environmental Exchange Program from Asia.

The word is out about the Office of Fleet Administration's Alternative Fuel Vehicles program. It's one of the most innovative and ambitious efforts of its type on the planet. Just ask the Environmental Exchange Program delegation from Asia that visited the State Garage in November. Government representatives from India, Indonesia, Malaysia, Philippines, Sri Lanka, Taiwan, Thailand, and Viet Nam attended a one-day seminar.

"The delegates learned a lot about how California's low and zero emissions vehicle program is a solution to air pollution," said Fleet Chief Tim Bow.

"It was a great learning experience for everyone involved," added Alternative Fuels program coordinator Rick Slama.

Participants not only learned how to reduce emissions from fossil fuel powered vehicles in their own countries, but they also got to "kick the tires" of several natural gas, ethanol, and electric powered vehicles parked at DGS' downtown Sacramento garage.





1999 has been another great year of “world-class” customer service by DGS employees! Here’s what some of your customers have been saying about your work...

During the past year, The Office of Public School Construction processed thousands of applications for more than \$2 billion worth of Proposition 1A new school construction and modernization funding. School districts from Eureka to Yucaipa continue to thank OPSC employees for their “professionalism and expertise” in the funding process including **Audrey Edwards, Beatriz Sandoval, Carolyn Harmon, Darlene Newman, Eddie Hernandez, Juan Tamayo, Lauri Lathrop, Liese Olukoya, Lisa Avalos, Lori Morgan, Mike Willis, Olivia Campos, Rachel Kite, Rhoda Smith, Ron Rubesky, Sandra Beane, Steven Paul, and Suzanne Reese.**

The Real Estate Services Division has plenty of satisfied customers including the Chief Sergeant-at-Arms at the California Assembly who wrote to praise the “efficient performance and diligent resourcefulness” of painters **Leslie Kolb and Ron Bryant,** and maintenance workers **Gil Morales, and Robert Shepard.** The California Energy Commission was impressed by the “prompt and courteous service” from **Tony Hernandez’s** building management staff at a recent public

hearing. The “tremendous effort” of several RESD Capitol Historic Region staffers helped to contain and clean up a flood over more than 1,000 gallons of water in the Capitol Annex garage. Among those receiving kudos were **Izola Adams, Gabe Andrade, Glen Duval, Ray Garza, Joe Gomez, Glenn Goodwin, Jake Gruber, Clyde Hanford, Kenneth Jones, John Lowney, John Munoz, Edwin Pambid, Steve Payne, Andrew Reyna, Jamie Sanchez, Johnny Shotwell, Russ Smith, Theresa Smith, Mark Tanner, Laquita Travis, Kevin Watkins, Eula Winton, Robert Yates and Jenny Yee.**

The Department of Motor Vehicles writes in to say thanks to **Joseph Martinez** for his “efficient and professional manner” on the job while **Louis Corsby and Joanna Walker-Harvey’s** “professionalism” during a modular furniture installation at RESD’s Watkins Building impressed their office installation customer. **Gerald Watson and John Bowman** left them happy

Please send your
“Orchids” to:

Ken Hunt
1325 J Street, Suite 1910
Sacramento, CA 95814-2928

or fax them to
(916) 323-6567

or e-mail to:
Ken.hunt@dgs.ca.gov

at the Department of Motor Vehicles in Stockton for “excellent service and willingness to get the job accomplished.” Tree maintenance lead worker **Jeff Bodde** really went “above” the call of duty when he retrieved the backpack of a Capitol Park visitor that had gotten thrown into a tree. The American Red Cross expressed its “sincere appreciation” for Building and Property Management Branch Chief **Rosamond Bolden’s** support of its recent blood drive that resulted in the collection of 38 pints of blood.

The Procurement Division received a compliment from the Health and Welfare Data Center for the “excellent service” received from **Carol Umfleet** and the California Multiple Awards Schedules (CMAS) Unit. CMAS staffers **Dawn Ford and Pam Robinson** also got congratulations for their “outstanding efforts” on behalf of eskelporter, inc. **Roy McBryer** and **Janice Briggs** impressed the Office of State Controller for being “very responsible and extremely helpful” in assisting with a quick solution involving procurement of a reporting system.

Mark Mitchell and his project team got a high five from the Department of Information Technology due to “extra effort and support” while working on the Online Registration Project for the DMV. Surplus Property Officer **Dan Larsen** made some friends at the Compton



CAL-EPA HEADQUARTERS BUILDING UPDATE

Construction of the Cal-EPA building next to Sacramento City Hall continues to move along ahead of schedule. The structural steel is complete, the look of the building continues to evolve daily with the application of the exterior "skin" and glass curtain wall.

The exterior "skin" is made of more than 500 pre-cast concrete panels each measuring 13 feet by 25 feet.

The north side of the building is a curtain wall of glass. Installation of the curtain wall will be completed shortly.

The DGS managed project will be home to 3,500 employees and is due to be completed in the summer of 2000.



A crane raises another portion of the north side's curtain wall of glass.



Good neighbors: The 25-story Cal-EPA building rises next door to Sacramento City Hall.

Orchids

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Community College district for his "patience and professionalism" while helping College staffers obtain surplus property.

The Office of Human Resource's **Ed Sullivan** is the "epitome of customer service" according to a fellow DGS employee whom Ed helped to relocate. OHR's **Linda McGuire** was complimented for treating the Office of Small Business Certification and Resources "like we were your only customers," while **Charlene Gomez** and **Roberta Sutherland** got a thank-you card from a DGS Building Manager in Santa Rosa for their "help and patience" in attending to a personnel matter.

Finally, the Office of State Publishing's **Jam Hezar** sends along a letter from the City of San Pablo describing its OSP produced citywide newsletter as "extremely professional... we are proud to send it out to our residents."





DSA's Michael Mankin (left) and Andreas Michael (right) discuss disabled parking requirements with members of the Japanese delegation.

STATE ARCHITECT HOSTS DELEGATION FROM JAPAN

by Louis Nastro, DSA

The Division of State Architect's Access Compliance unit recently hosted a delegation of government representatives from Japan who were interested in learning more about California's approach to "accessible architecture" for the disabled. The visitors—members of the Shiga Prefecture Association for Training of Local Government Staff—recognized California as a leader in creating an environment that as one representative put it, "is friendly to everybody." DSA provided the group with an overview of requirements for disabled parking, ramps, restrooms, and a tour of downtown Sacramento to observe accessible architecture "in action."

NEW TECHNOLOGY ALLOWS DGS TO DECREASE POLLUTION WHILE HEATING AND COOLING STATE BUILDINGS

DGS is hosting a new natural gas boiler technology demonstration project at its central heating and cooling plant in Sacramento that will significantly reduce pollutants.

"Everyone here at the Central Plant is proud to be part of the debut of this new technology," said plant manager Frank Yates. "It's burning cleaner and more efficiently than ever before, and is a model for other types of low-polluting boilers."

The plant's boiler was retrofitted with the "QLA Ultra Low NOx Burner", a joint effort by DGS, the California Air Resources Board, Southern California Gas Company, Gas Research Institute, and the Coen Company. The new burner technology will significantly decrease Nitrogen Oxide (NOx) emissions—a key ingredient in urban smog—by 70 percent (from 30 parts per million/PPM to 9PPM). That's equal to cutting 16 tons of NOx emissions per year, or the equivalent of removing 1,400 cars from Sacramento's roads.

The Central Plant originally came on-line in 1968 supplying steam and chilled water to heat and cool the Capitol and 22 other state office buildings in the downtown Sacramento area.



DGS' Central Plant is the first in the world to use the Ultra Low NOx Burner, which decreases NOx emissions—a key ingredient in smog—some 70 percent.



Right to left: Building and Property Management (BPM) Assistant Chief Ron Neal, BPM Engineer John Turner, BPM Chief Rosamond Bolden, and BPM Central Plant Manager Frank Yates were on hand to debut the newly retrofitted boiler, which can be seen in the background.



This is what a cleaner burning flame looks like up close and personal!

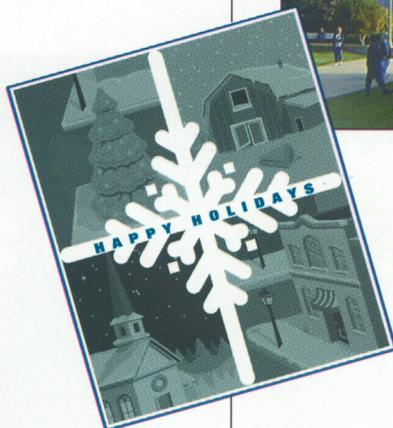


DGS HELPS BRIGHTEN CAPITOL HOLIDAY

Photo Credit: RESD's Todd Postone



DGS employees help bring the holiday spirit to the Capitol with delivery and decoration of a 60-foot white fir pine tree from Camino. According to Jim De Journett, Senior Landscape Architect with the Real Estate Services Division's Building and Property Management Branch (BPM) this year's tree is one of the "best" he's ever seen. The tree was donated by the U.S. Forest Service Pacific Southwest Research Station and was transported from El Dorado County on a Department of Forestry truck and received a Highway Patrol escort. BPM staff trimmed the tree with more than 5,000 lights and ornaments.



SMALL BUSINESS CERTIFICATION AND RESOURCES GOES "ON THE ROAD"

By Renea Hatcher, OSBCR

As its name implies, one of the most important jobs of the Office of Small Business Certification and Resources (OSBCR) is "certifying" small businesses. Small businesses that go through certification process receive benefits when they bid on state contracts. Until recently, anyone seeking certification had to mail or deliver an application to Sacramento. But now they have an even easier way to do business with state: "Remote Certification."

Thanks to the help and support of more than 40 Small Business Development Centers (SBDCs) throughout the State of California, OSBCR is taking its show on the road.

Remote certification premiered at the Northern San Diego County SBDC in October with a two-day presentation that included on-site certification. A few weeks later, OSBCR repeated the event in Oakland.

OSBCR staffers say the response was overwhelming. Workshops were full, as were certification schedules. Attendees were especially pleased to learn they could find state contracting opportunities on the Internet, and several firms plan to follow-up by becoming small business certified.

Remote certification is not only important for OSBCR's customers, it signals an important partnership between government agencies. The Small Business Development Centers are run jointly by the California Trade and Commerce Agency, the U.S. Small Business Administration, and the Chancellor's Office of the California Community Colleges. By partnering with the development centers, OSBCR is able to reach more small businesses and the centers are able to provide another important service to their small business customers.

If your office works with small businesses that might qualify for small business certification, OSBCR can help you get those business certified. Find more information on-line at www.dgs.ca.gov/osbcr or give OSBCR a call at (916) 323-5478.



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