



CIVIC CENTER CAMPUS CHRONICLE

Volume 2, Issue 1 • January/February 2010



A Real Estate Division Property Management newsletter created specifically for City employees

DEAR TENANTS:

Happy New Year! Welcome to the latest edition of the *Civic Center Campus Chronicle*. 2010 is off to a great start with so much to do in the City in these first few months! This issue includes information on many fun ways to kick off the New Year, including some motivating winter Shape-Up tips and helpful "green" New Year's resolutions!

Please help us welcome City Hall's new Building Manager, Rob Reiter, to the building - we know that he will do a great job of maintaining the beauty of the building while working with City Hall tenants to ensure a safe and pleasant working environment. We would also like to extend a big thank you to our Acting Building Manager for the last two years, Rohan Lane. We thank him for his long-term efforts, and look forward to having him back as our Media Services Supervisor.

As always, I'd like to continue to encourage comments and feedback regarding this publication or any building issue of concern that you might have.

Enjoy!

Amy L. Brown

DEPUTY CITY ADMINISTRATOR & DIRECTOR OF REAL ESTATE
CITY AND COUNTY OF SAN FRANCISCO



CITY HALL WELCOMES NEW BUILDING MANAGER

Rob Reiter Named Building Manager

Following a lengthy competitive selection process, the Real Estate Division has chosen to promote Robert Reiter to City Hall Building Manager. Rob began his new position at City Hall on Monday, December 28, 2009.

Rob Reiter joined the Real Estate family in early 2009 after 5 years of serving as a property officer and facilities manager at the PUC. Rob brings a wealth of property management experience, including the management of Class A office buildings in downtown San Francisco, to the Real Estate team. He has extensive experience as a leasing specialist, property appraiser, and operations manager, gained over the span of an 18 year career.



With a B.A. in public administration/political science, and a law degree, Rob has the education and experiential background needed to take City Hall and its surrounding Civic Center assets to an even higher level of performance.

"I am so excited to be here and look forward to working with everyone at City Hall and helping to take the building into the next decade and its centennial anniversary," Rob stated during his first week as Building Manager. Rob Reiter's office is in Room 8, the Building Management Office. Please stop by to meet him and discuss any issues or ideas for the building. He can be reached at 554-4933 or rob.reiter@sfgov.org.

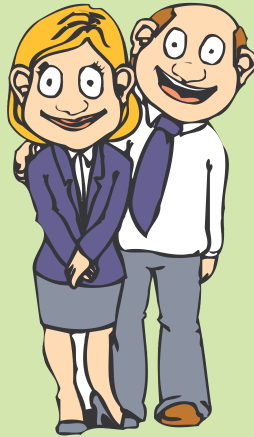
We Welcome your Feedback!

City employees can send "Civic Center Campus Chronicle" questions and suggestions to Lori.Mazzola@sfgov.org 415-554-5702

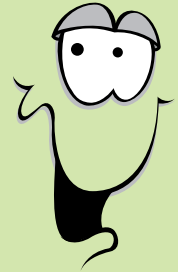
• GREEN SCENE •

Easy tips that anyone can do to help our environment

- Use only cloth towels when cleaning.
- Install water-saving devices in your toilet and shower.
- Walk or bike at least one car errand weekly.
- Use reusable cloth shopping bags (keep reusable shopping bags in your car or trunk so they will always be handy).
- Use a reusable coffee cup at work.
- Switch to compact fluorescent lights to save energy.
- Turn down the thermostat at night.
- Recycle bottles, cans, newspaper, office paper, plastic and cardboard.



- Buy recycled products.
- Compost.
- Plant a tree.
- Turn off the shower while you soap to save water.
- Use biodegradable laundry soap rather than petroleum-based detergents.
- Reduce use of pesticides and other hazardous household chemicals. Use safer substitutes instead.
- Start a magazine club with your co-workers or neighbors. You can cut your subscriptions in half by swapping issues with other people. You'll save money, enjoy more magazines, and cut back on waste at the same time.



SHAPE UP:



EXERCISE FACILITIES ARE CLOSER THAN THEY APPEAR!!

Shape Up Ideas for Winter

When the weather turns cold, you don't have to put your fitness routine on ice. Here are 10 fun, calorie-burning activities that will help you stay in shape and lose weight all winter.

Number 10: Fitness DVDs

Bring the gym home to you! Invest in some dumbbells and a stash of fitness DVDs and get fit in your living room. With your gym at home, all you have to do is roll out of bed and press 'play.'

Number 9: Mall Walking

Attention shoppers: Walking around the mall does double duty – burning calories while you return all of your unwanted holiday gifts. To get the best burn, intersperse 2-minute intervals of fast walking into your regular pace.

Number 8: Jump Rope

An intense workout, like jumping rope, burns calories in a short amount of time. Jump ropes are inexpensive and light enough to pack when you travel. Start with Miss Mary Mack or Not Last Night but the Night Before, you'll end up jumping rope like Rocky Balboa in no time!

Number 7: Yoga

Escape the winter blahs and find your inner Zen with yoga. Not only is yoga meditative, you'll build muscle holding those tough poses, so you'll be more relaxed and toned after your winter-long practice.

Number 6: Dance

Salsa, swing or freestyle your way slim with dancing. It's a fun way to work your glutes, abs, and legs when you're stuck indoors. Take lessons or hit the clubs, but be sure to wear your dancin' shoes!

Number 5: Spinning

Cycling indoors will help you shed pounds and firm up your legs and rear. Crank up your favorite music and start spinning. Keep the revolutions-per-minute high for an intense cardio workout.

Number 4: Circuit Training

Fight boredom and get a full-body workout by combining cardio and strength exercises. Whether you're at the gym or at home, you can easily burn calories by switching up activities. Start with a 5 minute workout on the treadmill, elliptical machine or bike, then mix in bicep curls, squats and back extensions into your circuit training. Repeat the routine for 30 minutes to an hour.

Number 3: Ski or Snowboard

What's a better winter sport than hitting the slopes? Skiing and snowboarding use all the major upper- and lower-body muscle groups – and you get to play in the snow.

Number 2: Snowshoe

If you're looking for an intense winter workout, grab some snowshoes and poles. Just 30 minutes will test your endurance and incinerate mega-calories. Walking on snow may look easy but you'll feel the burn in your butt, thighs and arms.

Number 1: Running

Don't let the cold weather derail your running routine. Wear extra layers of moisture-resistant clothes and put on a hat and gloves. If you're averse to the outdoor chill, the treadmill or indoor track at your local gym is the way to go.

BE PREPARED - EMERGENCY DRILLS

Civic Center Tenants Practice Evacuation

Over the several months in late 2009, Real Estate Division has worked hard to prepare its facilities and tenants for a building emergency. Evacuation or fire drills were held at City Hall, 1650 Mission Street, 1660 Mission Street, 1680 Mission Street, 25 Van Ness, and 30 Van Ness. Tenant Educational Programs have been in use for the latter part of 2009. Combined, the Real Estate Division has performed evacuation drills involving more than 3,000 tenants, over 20 City departments, all Public Safety agencies, and the buy-in of other Federal agencies.

Thanks to all who participated and who assisted with the evacuation drills. Remember to frequently refresh your memory on evacuation procedures by reading your Employee Safety Handbook (where available) and reviewing building evacuation maps.

Don't forget these important tips during a building evacuation:

DO NOT

- Avoid or delay evacuating.
- Use elevators. During an evacuation, building elevators will not be operational.
- Jeopardize your safety or the safety of others by bringing food and drink, talking on the phone, or blocking building entrances.

DO

- Remain calm.
- Take only small personal items with you: wallet/purse, eyeglasses, keys, medication, coat, etc.
- Exit the building immediately. Be familiar with all building exits so you can evacuate quickly.
- Assist persons including senior citizens and persons with disabilities.
- Proceed immediately to your department's preassigned Evacuation Assembly Area and report to your department's Emergency Coordinator.
- Wait at your department's Evacuation Assembly Area for official information to be communicated to you by your Emergency Coordinator.
- Be patient.



GROUNDHOG DAY: HOW SOON WILL SPRING BE HERE?

Tuesday, February 2, 2010

Groundhog Day is celebrated in the United States each year on February 2nd. On this day in mid-winter, the groundhog awakens from a long winter's nap, and goes outside of his den to see if he sees his shadow.

According to legend, if the groundhog sees his shadow (a sunny morning), six more weeks of winter will continue. He then returns to his den and goes back to sleep. If however, the groundhog does not see his shadow (cloudy days), he plays around outside of his hole for a while, and thus, spring is just around the corner.

The Groundhog's Day tradition has travelled a long way. It comes from German roots. German immigrants brought the tradition with them from Germany. As they settled in the hills of Pennsylvania, they began the tradition of using the Groundhog to predict the arrival of spring. The tradition is based upon Candlemas, the day that is the midpoint between winter and spring. A famous Candlemas poem goes:

*If Candlemas be fair and bright,
Winter has another flight.
If Candlemas brings clouds and rain,
Winter will not come again.*

Punxsutawney Phil lives at Gobbler's Knob near Punxsutawney, Pennsylvania. The town has attracted thousands of visitors over the years to experience various Groundhog Day events and activities on February 2nd.

For the record, Phil sees his shadow about 9 out of 10 times

So... can we count on an early spring in 2010? Or will there be six more weeks of winter?

Only Punxsutawney Phil knows...





Gung Hay Fat Choy!

2010 IS THE YEAR OF THE TIGER – LUNAR YEAR 4708.



Saturday
February 27, 2010
5:15pm-8:00pm
FREE

Southwest Airlines Chinese New Year Parade
Market and Second Street to Kearny and Jackson
Location of bleachers: Kearny Street (between
Sacramento & California and between Pine & Bush)

Named one of the top ten Parades in the world by the International Festivals and Events Association (IFEA), the Southwest Airlines Chinese New Year Parade in San Francisco is one of the grandest night illuminated Parades in the country. Started in the 1860's by the Chinese in San Francisco as a means to educate the community about their culture, the Parade and Festival have grown to be the largest celebration of Asian culture outside of Asia. Parade highlights include elaborate floats, lion dancers, folk dancers, costumed elementary school groups, marching bands, stilt walkers, Chinese acrobats, and a 250 foot long Golden dragon, ("Gum Lung.")

February 27 – 28, 2010
Saturday 10:00am-4:30pm
Sunday 9:00am-5:00pm
FREE

Chinese New Year Community Street Fair
Grant Avenue from California to Pacific
Pacific Avenue from Kearny to Stockton
Washington and Jackson Streets from Kearny to Stockton

Immerse yourself in the sights and sounds of San Francisco's exhilarating Chinatown during one of the community's most exciting times of the year. Enjoy dance and music from throughout Asia and experience ancient and modern Chinese arts such as calligraphy, kite- making, and acrobatics.

For more information on all Chinese New Year Events, please visit www.chineseparade.com.



WINTER OLYMPICS

February 12 -28, 2010

Visit **www.vancouver2010.com** for official Olympic Games information, schedules, news, photos, and more.

GO USA!

Puppy Bowl V



Each year, right after holiday celebrations have died down, decorations have been put away, my diet has started, and my New Year's resolution is all but a distant memory, I get that sense of excitement that only comes this time of year, during NFL playoff season. I invite friends and family over for a big celebration on February 7th. I order giant sub sandwiches, prepare my famous 7 layer bean dip, tap a keg of beer, and pass around my annual Bowl Pool!

My favorite Bowl Sunday is here... I am ready for **PUPPY BOWL V!!**

Most Americans watch the NFL's Super Bowl, if not for the football, but for the commercials and the Half Time Show. But the real athletic drama and rugged action can be found on the Animal Planet!!

The first Puppy Bowl aired during Super Bowl Sunday in 2005. The inspiration for Puppy Bowl came from the popular Yule Log Christmas program and served as counter-programming for the Super Bowl. Announcer Harry Kalas, world renowned voice of NFL Films and the Philadelphia Phillies, provided commentary on the puppy action and special bowl cams put viewers in the middle of the game.

Subsequent Puppy Bowls have seen the addition of an all-kitty Half Time Show, a Puppy Tail-Gate Party, and joining Puppy Bowl for the first time this season, Pepper the Parrot will sing a unique rendition of the National Anthem.

Every puppy featured in PUPPY BOWL V is recruited from a local shelter, so these pooches are free agents looking for a good home. Visit www.animal.discovery.com to browse the Petfinder for over 300,000 listings of adoptable pets just waiting for a good home.



Oh, and if you really must watch actual football, Super Bowl XLIV will be broadcast on CBS Sports at Dolphin Stadium in South Florida on Sunday, February 7, 2010. Kick-Off will be at approximately 3:28PM, with The Who featured in the Bridgestone Super Bowl Halftime Show.

Go Puppies!

SEEN AND HEARD

Jane Gong
Project Manager
Office of Small Business
City Hall



What is your favorite website?

www.wikipedia.com

What is your New Year's Resolution?

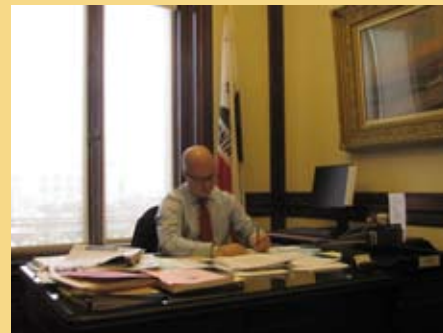
Fix the keys and tune my vintage Wurlitzer electric piano... and the usual exercise and eat more fruits and veggies!

What was the last message you "tweeted"?

"Next gig: Friday night (12/4/09) at the Abbey Tavern @ 9:30 pm!"

SEEN AND HEARD

Steve Kawa
Chief of Staff
Mayor's Office
City Hall



What is your favorite website?

www.weather.com

What is your favorite restaurant in San Francisco?

Don Ramon's

What is the best Valentine's Day present you ever received?

16 Valentine's Days spent with my husband Dan!

What is your New Year's Resolution?

To smile everyday

What is your best "green" tip?

The \$100 bill I received as a bartender...only joking... walk up the stairs at City Hall...don't take the elevator!



under the dome



The Controller's Claims Unit Has Moved!

New Address
Effective December 1, 2009

City Attorney Office
Fox Plaza Building
1390 Market Street, 7th Floor
San Francisco, CA 94102



CMMS

COMPUTERIZED MAINTENANCE
MANAGEMENT SYSTEM

BE PREPARED

Real Estate Division Partners with the Department of Public Works to Build a Modern Asset and Maintenance Management System.

Real Estate Division and the Department of Public Works have begun the implementation of a Computerized Maintenance Management System (CMMS). CMMS strives to replace many of the asset and work order management systems currently used by both departments. The web-based enterprise software solution that was selected, Infor EAM, is an industry leader in asset and maintenance management, and is successfully utilized by several major municipalities.

On November 17, 2009, a project kick-off was held to formally announce the start of the project. A core team of DPW and RED staff are currently collaborating to implement CMMS for both departments. The solution will provide DPW and RED with the following:



- Consolidation of disparate information and processes on the diverse real estate and city infrastructure assets within DPW and RED's portfolio
- A tool to enable effective communication between client departments
- A tool to enable the efficient coordination of resources to address all reactive/ corrective/ planned maintenance requests
- Insight into ways to improve asset lifespan and decrease total cost of ownership through accurate measurement and analysis of both service delivery and total cost
- Improved business process and best practices leveraged through the application

For more information,
visit the Project Website at
[http://10.250.60.60/CMMS/..](http://10.250.60.60/CMMS/)

NOTICE...

Any office ordering take-out food service to be delivered to City Hall should direct the delivery to the Grove Street Loading Dock. The office receiving the order is required to have a representative meet the food delivery at the Grove Street Loading Dock for pick-up. Food service delivery attempts to any other entrance to City Hall will be redirected to the Grove Street Loading Dock.

