

1. Vacancy Rates in Capitol Complex:

Building	Rentable Office Area	Vacant	% Vacant
Docking	356,651	19,921	5.5%
<i>Post Legislative move</i>	<i>4/2013</i>	<i>42,707</i>	<i>12%</i>
Landon	261,195	8,809	3%
Eisenhower	195,143	2,702	2%
Curtis	261,161	3,849	1.5%
Memorial	47,081	1,716	3.5%
TOTAL	1,121,231	36,997	3%
	<i>1/2013</i>	<i>59,783</i>	<i>5%</i>

Underutilized (potential option to convert storage space to office space)

Docking	12,529
Landon	0
Eisenhower	5,288
Curtis	4,659
Memorial	1,716
TOTAL	24,192

2. Impact of VRIP on Vacancy Rates

Of the 374 positions vacated by VRIP participants in Shawnee County, 196 were located in the Curtis, Docking, Eisenhower, Memorial and Landon Buildings. Using the standard 250 sq. foot, the VRIP resulted in 49,000 sq. feet of vacant space in those buildings prior to any positions being re-filled. The breakdown by building is as follows:

Curtis State Office Building – 34 (8,500 sq. feet)

Docking State Office Building – 74 (18,500 sq. feet)

Eisenhower State Office Building – 33 (8,250 sq. feet)

Memorial State Office Building – 0

Landon State Office Building – 55 (13,750 sq. feet)

This is an unconfirmed estimate of potentially vacated space as a result of VRIP. The impact of the VRIP on the actual vacancy rate is not yet known. Some agencies are in the process of reassessing space needs and are communicating those needs to the Department of Administration. In those instances, the

Department of Administration is working with agencies to develop a plan for vacating space so as to maximize the opportunity to place another agency into the vacated space.

3. Authority of the Secretary of Administration to enter into, extend, or renew leases

K.S.A. 3765b establishes the authority for the Secretary of Administration to negotiate and enter into leases for all office space in nonstate-owned buildings.

K.S.A. 75-3765 establishes the authority for the Secretary of Administration to assign space in state-owned buildings.

The State Surplus Property Program

1.0 Program Description

The State Surplus Property Program's intent is to facilitate the disposition and reallocation of excess and surplus state property. Additionally, this program enables and encourages the reutilization of agency excess property to reduce expenditures for supply and capital outlay items and provides a mechanism for state agencies, local units of government and non-profit organizations to acquire surplus materials and equipment in a cost-effective manner. K.S.A. 75-6601 et seq.

2.0 Capital Asset Records

Detailed instructions concerning capital asset requirements may be found in the Accounts and Reports Policy and Procedure Manual Filing No. 13,001.

3.0 Disposition Process

3.1 Agency Offices Located Within Shawnee County

In Shawnee County, State Surplus Property shall collect all surplus property, identified by state agencies, regardless of value and shall dispose of it in accordance with approved disposal methods.

3.2 Agency Offices Located Outside Shawnee County

The local head of each state agency office located outside Shawnee County is hereby designated by the Secretary of Administration to dispose of surplus property in accordance with KSA 75-6602(a) and (b). Authorized disposal methods are contained in Section 4.0. Offices located outside Shawnee County may use the services offered by State Surplus Property if desired.

4.0 Disposal Methods

The following are authorized methods of disposal of property by State Surplus Property and state offices located outside Shawnee County. When acting as the Secretary of Administration's designee, items must be disposed of as specified below.

4.1 Federal Surplus Property Program

Surplus property may be disposed of by any of the following methods to individuals and entities eligible for participation in the federal surplus property program:

- (1) Sale at fixed prices,
- (2) Sale at negotiated prices, or
- (3) Advertised public auction or advertised sealed bids.

4.2 General Public

Surplus property may be disposed of by any of the following methods to the general public:

- (1) Advertised public auction or advertised sealed bids, or

- (2) For the State Surplus Property Center only, if the property has been offered for a period of at least 30 days to individuals and entities eligible for participation in the federal surplus property program, property may be sold at fixed or negotiated prices.

4.3 Property Valued at \$500 or Less

In addition to the disposal methods in 4.1 and 4.2 property having a current value of \$500 or less may be disposed of by:

- (1) Giving such property to a not-for-profit organization that is exempt from federal income taxation pursuant to section 501(c)(3) of the federal internal revenue code of 1986,
- (2) Giving such property to individuals or entities eligible for participation in the federal surplus property program,
- (3) Selling such property to a junkyard, as defined by K.S.A. 68-2203, and amendments thereto, or
- (4) Utilizing normal trash deliveries or landfill if the property has minimal or no value.

4.4 Services

Surplus property has contracted with a statewide on call auction service to help facilitate the use of public auctions. Additionally, surplus property may be posted on the surplus property website in order to assist with disposition.

5.0 Exempt Property

5.1 Drugs, needles, syringes, hazardous substances, controlled substances, firearms, and other sensitive items

State Surplus does not have authority to handle, dispense, or dispose of items that require special handling and control. If items of this nature are surplus to the needs of an authorized agency and they are not required by another authorized agency, then they must be destroyed. Authorized personnel in accordance with all applicable Federal, State and local regulations should carry out such destruction.

5.2 Forfeited Property

Law enforcement agencies may utilize and dispose of forfeited personal property as described in K.S.A. 60-4117. Methods of disposal outlined in this reference shall not prevent a state agency from using the state surplus property system for disposal of such property.

5.3 Books and Art Objects

When, in the judgment of the individual in charge of any book or art collection, there is determined needless duplication, the individual with written approval of the Chancellor or President of such institution, is authorized to trade or sell at a private sale or auction any duplicate items. K.S.A. 76-116e prohibits such property from being disposed of under the State Surplus Property Act.

5.4 Kansas Highway Patrol Firearms

Retiring KHP troopers and other retiring sworn officers may purchase their personal firearms upon departing state service. The amount of this sale shall be no less than the cost of the replacement weapon.

6.0 Surplus Property Center Operations

6.1 Inventory Control Procedures

The State Surplus Web Site at www.da.ks.gov/surplus/ is available to list surplus property being sold at fixed prices across the state. Prices should be based on original acquisition cost, quantity, condition, mileage, parts availability, desirability, transportation costs, repair and rehabilitation and delivery to recipients when required. These factors shall be augmented by the use of pricing guides such as the NADA used car guide, the Computer Blue Book, the Heavy-Equipment Green Book, Internet Auction Sales and other sources to determine market value.

Surplus property shall be made available for a minimum of 60 days. Property is available exclusively to not-for-profit agencies organized under section 501(c)(3), other units of government, agencies eligible to receive federal surplus property and other state agencies for the first 30 days. It will then be available to the public for a minimum of 30 days. After 60 days, the property will be sold at the next public auction (anticipated to be every 60 days).

6.2 Fees

The financing of Surplus Property is solely through the assessment of transfer, service, and handling charges on each item of property transferred or sold. A service charge will be assessed for all property dispositions. The charges are intended to cover all costs involved in facilitating the disposition of surplus property along with maintaining a record of property disposition.

All reimbursements to agencies for sales occurring at Surplus Property will be made on a quarterly basis. The service fee for property disposed at Surplus Property shall be as follows:

1. All items with a sale price greater than \$500 – 20% of sale price.
2. All items with a sale price under \$500 – 100% of sale price.

State Surplus Property

Sales	FY2011		FY2012	
	Dollars	Items	Dollars	Items
Vehicles / Heavy Equipment*	\$369,915	134	\$130,500	43
Computers	\$143,039	7,652	\$58,269	3,817
Office Furniture	\$41,093	1,577	\$27,985	1,074
Misc Office, Tools, Electrical	\$27,274	8,437	\$26,543	5,723
Total	\$581,320	17800	\$243,298	10657

*Excludes Federal Vehicles

Agency Reimbursements

Quarter 1	\$50,123	\$84,700
Quarter 2	\$45,719	\$76,465
Quarter 3	\$70,040	
Quarter 4	\$104,675	
Total	\$270,556	\$161,165

Federal Property Vehicle Sales

Sales	\$1,849,662	174	\$783,158	64
Purchase / Freight / Repairs	\$1,764,229		\$739,238	
Net	\$85,433		\$43,920	

Federal Surplus Property

Sales	FY2011		FY2012	
	Dollars	Items	Dollars	Items
Vehicles / Heavy Equipment	\$158,427	46	\$88,322	55
Weapons	\$15,580	199	\$3,731	30
Shop Equipment	\$48,755	235	\$56,202	77
Musical Instruments	\$12,725	30	\$27,678	60
Misc Tools	\$45,798	10,596	\$13,883	3,963
Ofc / Kitchen / Medical / Elec	\$36,459	7,372	\$24,814	5,248
Total	\$317,745	18478	\$214,630	9433

Law Enforcement Support (LESO / 1033)

Active Agencies:

Police – 81

Sheriff's – 50

State Agencies – 3

Weapons issued to Law Enforcement Agencies: 741

HMMWV / Armored Trucks: 12

Aircraft: 6

Classified Hiring Process

Request to Fill and Position Description Process

1. The agency manager/supervisor completes and signs a Request to Fill form and reviews the Position Description (PD) for the position that is to be filled.
2. OHR staff work with the agency manager/supervisor to make any changes to the PD, in case of changes to the duties of the position to be filled.
3. The Request to Fill is then forwarded to the agency Appointing Authority and agency fiscal office for final approval.
4. Once approved, the original Request to Fill is returned to the agency manager/supervisor and a copy is provided to OHR, which initiates the recruitment process.

Recruitment and Selection Process

1. OHR staff create the position job summary and enter it into the State Human Resource and Payroll system (SHARP) for posting on the State Notice of Vacancies. Vacancies must be open for a minimum of seven days (10 days for KOSE covered positions).
2. OHR staff collect all applications submitted for the vacancy and respond to calls and questions from the applicants.
3. Once applications are received, OHR staff associate all applicants to the job requisition in SHARP.
4. OHR staff check that all applicants claiming Veterans' Preference are identified as eligible in SHARP, and if not, request a DD-214 form from the applicants claiming Veterans' Preference.
5. Once the vacancy has closed, two additional business days are allowed for DD-214's and Tax Clearance Certificates to be processed before OHR staff prepare the final applicant summary list.
6. OHR staff screen applications for minimum qualifications and provide the agency manager/supervisor with a copy of the applicant summary list along with the applications and any other relevant application information such as cover letters, resumes, transcripts, tax clearance certificates, etc.
7. All applicants verified as eligible for Veterans' Preference and who meet the minimum requirements of the position must be scheduled for interviews.
8. The agency manager/supervisor may then select other applicants who met the minimum qualifications for the position for interviews.
9. Interview questions and additional screening criteria beyond the minimum qualifications identified in the classification specifications are to be approved by OHR.
10. The agency manager/supervisor then conducts the interviews and makes the job offer to the most qualified applicant.
11. If the position requires a background check or drug screen, OHR staff coordinate those processes and the job offer is conditional upon the results of those procedures.
12. Once a candidate is selected, OHR staff will prepare materials and enter information into SHARP for the successful candidate and will prepare and mail out "denial" letters to unsuccessful candidates.

Unclassified Position Approval & Hiring Process

1. In order to fill an unclassified position, create a new unclassified position, or adjust the salary of a current unclassified position, agencies with unclassified employees whose salaries are approved or established by the Governor must request and receive approval from the Department of Administration, the Division of the Budget and finally, the Governor's Director of Appointments prior to advertising the vacancy, conducting interviews, or extending a job offer.
2. Agencies must complete the Unclassified Position Request form online at the following link: <http://www.da.ks.gov/ps/subject/ARC.htm> The information will be sent to the Department of Administration by clicking the "submit" button at the bottom of the page.

Please note that if the position is an Information Technology (IT) position, agencies should utilize the following link, which directs the request to the attention of the State's Chief Information Technology Officer (CITO):
<http://www.da.ks.gov/ps/ITUnclassifiedRequest/>

3. The Office of Human Resources within the Department of Administration will review the information provided by the agency and either approve or disapprove the agency's request within three business days of receipt of the completed form.
 - a) If the Department of Administration does not approve the agency's request, staff from the Office of Human Resources will inform the agency of the decision.
 - b) If the Department of Administration requires additional information or has questions concerning the agency's request, staff from the Office of Human Resources will work with the agency to resolve these matters.
4. If the Department of Administration approves the agency's request, the form will be forwarded to the Division of the Budget which will then determine whether the authorized salary is within the agency's approved budget and either approve or disapprove the funding for the position within three business days of receipt of the form.
 - a) If the Director of the Budget does not approve the agency's request, staff from the Division of the Budget will contact the agency and inform the agency of the Director's decision.
 - b) If the Director of the Budget requires additional information or has questions concerning the agency's request, staff from the Division of the Budget will contact the agency to resolve these matters.
5. If the Division of the Budget approves the agency's request, the form will be forwarded to the Governor's Director of Appointments who will either approve or disapprove the request within three business days of receipt of the form.

- a) If the Governor's Director of Appointments does not approve the agency's request, staff from the Governor's Office will contact the agency and inform the agency of the Director's decision.
 - b) If the Governor's Director of Appointments requires additional information or has questions concerning the agency's request, staff from the Governor's Office will contact the appropriate parties to resolve these matters.
6. The Governor's Director of Appointments will notify the Office of Human Resources when an unclassified request has been approved.
7. Staff from the Office of Human Resources will notify the agency that it may now notify a current employee of an approved change in salary, or proceed with the process of filling a position. Once agencies receive this notification, they may extend a confirmed offer to a candidate for a specific effective date, without delay.
8. If, after receiving approval to fill the position from the Governor's Director of Appointments, a candidate negotiates for a salary above the pre-approved salary or range of pay, the agency may submit a supplemental request for approval of the proposed salary to the Office of Human Resources at the following email address:
UCAppointments@da.ks.gov
9. Staff from the Office of Human Resources will then work with the Governor's Director of Appointments to prepare a final letter approving the request.
10. The final letter will be sent to agencies from the Office of the Secretary of Administration, and a copy will be provided to the Division of the Budget.