

Office of Facilities and Property Management  
900 S.W. Jackson St., Room 600  
Topeka, KS 66612-1220



Phone: (785) 296-8070  
Fax: (785) 296-3456  
mark.mcgivern@da.ks.gov  
<http://da.ks.gov/fm>

Dennis R. Taylor, Secretary  
Mark J. McGivern, Director

Sam Brownback, Governor

JCSBC Testimony  
Department for Children & Families  
Topeka  
December 6, 2012

Good morning, my name is Sarah Shipman. I am representing the Department for Administration, Office of Facilities & Property Management to present the proposed lease amendment for the Kansas Department of Children & Families Records Center in Topeka. The agency has been in this location since 1998. The DCF Records Center is responsible for the storage, retrieval, preservation, and destruction of all non-electronic agency records, including Adoption and Foster Care records. Physical records are sent in from across the state, from every division of the agency. These records are received, inventoried, warehoused, and then destroyed or transferred to media based on the State of Kansas Records Board Retention and Disposition schedules.

The amendment extends the lease for an additional two year term at the current rent rate. Additionally, there are three one-year options to extend.

The landlord has agreed to make numerous repairs at no charge to the department. These include replacement of carpet/vinyl flooring, loading dock repairs, sidewalk repairs, lighting improvement, and plumbing repairs.

The Energy Star audit rating is below the nation average with the office portion of the space scoring 64% better than average. The bidder completed the EPA Energy Star rating program and received an Energy Intensity Rating of 20 (Site) and 58 (Source), which is well below the Energy Star National Median(s) for comparison of 68 (Site) and 164 (Source).

The Department of Administration is supportive of this lease amendment.

I am available to answer your questions as is a representative from the Department for Children & Families.

Thank You.

**Lease Comparison Sheet**  
**Kansas Department for Children and Family Services**

December, 2012

A		B	C	D	E
GENERAL INFORMATION		CURRENT LEASE	PROPOSED LEASE	Other State Leases	
1	State Agency	Children and Family Services	Children and Family Services	Revenue	Historical Society
2	Address	406 SE Jefferson	406 SE Jefferson	2035 Western	2331 NW Furman
3	City Location (market)	Topeka	Topeka	Topeka	Topeka
4	Office Function	Office and Storage	Office and Storage	Storage	Storage
5	Lease Space (sq. ft.)	Office Sq. Ft. 2,511	2,511		
6		Storage Sq. Ft. 14,550	14,550	9,658	22,000
7		Total Sq. Ft. 17,061	17,061	9,658	22,000
8		Parking Stalls 6	6	n/a	4
9	Energy Audit	No Record	64% better than national average	No Record	No Record
10	Full Time Equivalency (FTE) employees/workstations	6	6	2	2
11	Lease Begin Date	1/1/1998	1/1/2013	9/1/2008	7/1/2005
12	Lease End Date	12/31/2012	12/31/2014	8/31/2013	6/30/2015
13	Years of Lease	15	2	5	10
14	Space Standards Check (sq. ft. per FTE/workstation)	419	419	n/a	n/a
<b>LEASE COSTS</b>					
15	Base Lease Office Cost (annual per sq. ft.) (average)	\$4.40	\$4.40		
16	Storage (per square foot)	\$4.40	\$4.40	\$3.10	\$4.08
17	Parking	\$0.00	\$0.00	n/a	included in lease
18	Additional Services				
<b>AGENCY FUNDED OCCUPANCY COSTS</b>					
19	Real Estate Taxes	in lease w/stop	in lease w/stop	inc. in lease	included in lease
20	Insurance	in lease w/stop	in lease w/stop	inc. in lease	included in lease
21	Major Maintenance	in lease w/stop	in lease w/stop	inc. in lease	included in lease
<b>Utilities</b>					
22	Electricity	\$0.48	\$0.48	\$0.06	\$0.14
23	Gas	\$0.22	\$0.22	\$0.31	\$0.20
24	Water/Sewer/etc.	\$0.07	\$0.07	inc. in lease	\$0.08
25	Trash Pickup/Removal	\$0.03	\$0.03	inc. in lease	\$0.04
26	Custodial/Janitorial	n/a	n/a	n/a	n/a
27	Pest Control	\$0.03	\$0.03	n/a	n/a
28	Grounds Maintenance (inc. snow removal)	n/a	n/a	n/a	n/a
29	Parking	inc. in lease	inc. in lease	inc. in lease	inc. in lease
30	Security	\$0.03	\$0.03	n/a	\$0.02
31	Total Other Bldg Optg Costs (not included in lease)	\$0.86	\$0.86	\$0.37	\$0.48
<b>IMPROVEMENTS</b>					
32	Improvements				
33	Subtotal - Improvements	\$0.00	\$0.00	\$0.00	\$0.00
34	Annual Cost per Sq. Ft. (estimated)	\$5.26	\$5.26	\$3.47	\$4.56
35	Annual Cost (estimated)	\$89,741	\$89,741	\$33,513	\$100,320.00
36	Total Cost of Lease (estimated)	\$1,346,113	\$179,482	\$167,565	\$1,003,200