

MOTION BY SUPERVISOR MICHAEL D. ANTONOVICH

August 16, 2016

**DCFS STAFF RELOCATION**

The Department of Children and Family Services (Department) operates regional offices at 300 E. Avenue K-6, Lancaster and at 39959 Sierra Highway, Palmdale. The Department is in the process of training approximately 150 new staff and caseworkers to handle the increased caseloads at those facilities. The hiring of additional staff has created a need to immediately relocate some current staff and programs from the two current regional offices to a temporary space, until lease negotiations and build-outs of permanent spaces at the two regional offices can be completed. In order to find and secure a lease with a landlord in a compressed timeline, the Chief Executive Office's Real Estate Division will require maximum flexibility to identify an available and appropriate commercial property and then negotiate a lease for the necessary office space and parking.

**I, THEREFORE, MOVE** that the Board of Supervisors:

1. Authorize and direct the Chief Executive Officer or her designee, to negotiate appropriate lease terms with any owner or landlord that can provide sufficient space for the Department based on the following criteria:
  - (a) A one-year lease term, with a right to early termination upon a 60-day notice, and a right to remain in the space beyond the initial term on a month-to-month basis;
  - (b) An office space located within a one-mile radius of either regional office; and

M O R E

MOTION

RIDLEY-THOMAS \_\_\_\_\_

KUEHL \_\_\_\_\_

KNABE \_\_\_\_\_

ANTONOVICH \_\_\_\_\_

SOLIS \_\_\_\_\_

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(c) Allocation of up to \$8,500 per month for rent and expenses to make the space habitable, and allow as necessary the Department to provide its own janitorial services, pay for its utility usage directly through Internal Services Department, and provide its own telephone and data systems.

2. Authorize and direct the Chief Executive Officer or her designee to execute the lease and other ancillary documentation necessary to effectuate the lease, and to take other actions necessary and appropriate to implement and effectuate the lease.

3. Authorize and direct the Director of Children and Family Services or his designee to provide funding for any costs related to the relocation and leased office space.

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MDA:mvb

*s/2016motions/DCFSStaffRelocation*