

*City of Alexandria, Virginia*

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MEMORANDUM

DATE: APRIL 5, 2006

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO #72: FUNDS TO MOVE CHILD WELFARE STAFF TO HERBERT STREET LOCATION

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In FY 2006, City leased space at 2 Herbert Street, vacated by the Office of Housing, became available for use. The City was still obligated to pay for the remaining lease time, so this was an opportunity for Human Services to correct overcrowded conditions by moving 10 staff to this location, which is in close proximity to the Department. Due to this move, sufficient space is available to allow for 7 student interns in the Child Welfare unit to assist Social Workers with foster care and child protective services activities. In addition, the new space is able to accommodate a visitation area, training for foster parents and independent living students, private psychological testing and storage for such items as Target Day, Adoption Day and Independent Living supplies, foster parent training items, foster children's belongings, car seats and filing for case records.

The cost of this move, \$55,500, includes the annual lease, security and maintenance. All activities performed in this rental space support ongoing Child Welfare services and the State Program Improvement Plan. It is contemplated that DHS would continue to rent Herbert Street until such time that a new DHS building was obtained, then the Herbert Street office staff would be reconsolidated back with other DHS staff.