

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

134



**FROM:** FIRE

**SUBMITTAL DATE:**  
May 20, 2015

**SUBJECT:** Approve In-Principal Lease Office Space within the City of Perris for the Fire Department Administration; District 5 [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors authorize the Real Estate Division of the Economic Development Agency (EDA) to identify suitable space to support the Fire Department Administration with the City of Perris.

**BACKGROUND:**

**Summary**

The Fire Department Administration currently occupies office space at Fire Headquarters located in the City of Perris. It has been determined that the current offices no longer meet the needs of the Fire Department. Fire is seeking new space with the City of Perris for a portion of Fire's administrative functions; specifically Finance, Contracts, Human Resources, and Communications/IT.

Continued on Page 2

  
Diane Sinclair, Admin Deputy Director  
for John R. Hawkins, Fire Chief

Departmental Concurrence

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: N/A				Budget Adjustment: N/A	
				For Fiscal Year: 15/16	

**C.E.O. RECOMMENDATION:**

APPROVE

BY   
Tina Grande

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.:

District: 5

Agenda Number:

**3-11**

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Approve In-Principal Lease Office Space within the City of Perris for the Fire Department  
Administration; District 5 [\$0]**

**DATE: May 20, 2015**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued)**

Fire will need approximately 12,000 square feet of space to accommodate thirty-five (35) plus employees. This facility will mainly serve Fire Department internal customers.

The current facility is over fifty years old and we have out grown the footprint. There is no room for expansion. We have utilized temporary trailers as much as possible at this location. In addition, the future street development by the City of Perris will eliminate our current parking area. The compound will be split in two by the extension of the existing road.

The City of Perris has indicated the availability of City owned office space that may meet our needs. The Economic Development Agency Real Estate Division will review this location when identifying suitable space to support the Fire Department.

**Impact on Citizens and Businesses**

There is no impact to Citizens or Businesses.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

No additional County General Funds would be required. In order to position ourselves to utilize funding in the upcoming fiscal year, it is recommended that negotiations begin at this time. A new lease will not be submitted to the Board for approval unless sufficient funding is identified to support the relocation and ongoing costs of operations.

**ATTACHMENTS:**

Endorsement from EDA/Facilities Management.



## ENDORSEMENT

### Riverside County Fire Department Leased Space in the City of Perris

Economic Development Agency concurs with this request from the Riverside County Fire Department for 12,000 square feet of leased office space in the City of Perris. There is no County owned space available meeting this requirement. The request meets County space Standards.

The information listed below summarizes the requirements provided by the Riverside County Fire Department.

Lead Time:	Approximately Nine (9) Months
Square Footage:	12,000 Square Feet
Term:	Up to 10 Years
Utilities:	Provided by Landlord
Custodial:	Provided by Landlord
Maintenance:	Provided by Landlord
Tenant Improvements:	Cost to be determined and negotiated
RCIT Costs:	Cost to be determined
Services:	County pays for electric and telephone service, Lessor to provide all other services.

By:

Robert Field  
Assistant County Executive Officer/EDA

CAO:tg/052015/17.567