

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

549



FROM: Riverside County Emergency Management Department (EMD)

SUBMITTAL DATE:
July 9, 2015

SUBJECT: APPROVAL OF IN PRINCIPLE FOR NEW OFFICE SPACE FOR THE EMERGENCY MANAGEMENT DEPARTMENT

RECOMMENDED MOTION: That the Board of Supervisors authorize the Real Estate Division of the Economic Development Agency to identify suitable space to support the Emergency Management Department (EMD) in the city of Riverside.

BACKGROUND:

Summary

On May 12, 2015 the Riverside County Board of Supervisors approved the creation of the Emergency Management Department (EMD) (Item 3.49). Pursuant to this Board action, EMD includes the Office of Emergency Services (OES) (previously with Riverside County Fire/Cal Fire), Riverside Emergency Medical Services Agency (REMSA) and Public Health Emergency Preparedness and Response (PHEPR) (both previously with the Department of Public Health).

(Continued on page 2)

KS:mpm

Kim Saruwatari
Kim Saruwatari, Director
Emergency Management Department

Departmental Concurrence

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$	\$	\$	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	
SOURCE OF FUNDS: Department Budget				Budget Adjustment: No.	
				For Fiscal Year: 15/16	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Prev. Agn. Ref.: 5/12/15, 3.49.

District: 2

Agenda Number:

3-38

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: APPROVAL OF IN PRINCIPLE FOR NEW OFFICE SPACE FOR THE EMERGENCY
MANAGEMENT DEPARTMENT**

DATE: July 9, 2015

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

REMSA, PHEPR and the Public Health and Medical Department Operations Center (DOC) are currently located in a leased facility at the Towers at Riverwalk, a business center on the west side of Riverside. The OES office is located in the basement of the CAC building in downtown Riverside.

In order to maximize operational efficiencies, seamless integration across Divisions, and to ensure county-wide emergency readiness, there is a need to relocate the OES staff to within close proximity of REMSA and PHEPR. Currently, all three Divisions host multiple meetings and trainings that include other County Departments, emergency response partners, stakeholders and community members. Having all of the staff near the Riverwalk facility will facilitate the integration of meetings, reduce duplication of effort and provide EMD the additional office space needed to support growth. Approximately 5-6,000 square feet is required to satisfy this space requirement. Once a facility is selected, the Department will identify the funding source and will return to the Board of Supervisors for approval to enter into a lease agreement.

The EMD was created to support a comprehensive, coordinated emergency management program that provides leadership at all levels of government. The creation of EMD also allows emergency management resources to be better leveraged and enhances coordination between Departments with emergency management responsibilities. Locating Department staff and staff from all three Divisions in close proximity will support this vision. In addition, moving OES staff to be in close proximity to PHEPR and REMSA staff will further centralize emergency management functions and allow disparate grant programs to be leveraged more effectively for the overall good of county-wide planning, preparedness, and response and recovery activities. Having the staff in close proximity will also allow for efficient cross-training, thereby ensuring that EMD staff will be prepared to respond to minimize the impacts of incidents or disasters on the residents of Riverside County.

This office space will be needed for approximately three years, during which time the County will be building a new Emergency Operations Center (EOC). The new EOC will include office space to house the entire Department, including all three Divisions.



ENDORSEMENT
Riverside County Emergency Management Department
Leased Space in the Western region of the City of Riverside

Economic Development Agency concurs with this request from Riverside County Emergency Management Department to procure approximately 5,000 – 6,000 square feet for the Emergency Management Department in the Western region of the City of Riverside. There is no County owned space available to meet this requirement. This request meets County space standards.

The information listed below was used as an estimate in determining this Endorsement:

Lead Time;	Three (3) months
Size:	5,000 to 6,000, or more square feet
Term:	A minimum of Three (3) Years
Lease rate:	To be negotiated
Utilities:	To be determined
Custodial:	To be negotiated
Interior/Exterior Maintenance:	Provided by Landlord
Tenant Improvements:	To be negotiated

By: 
Robert Field,
Assistant County Executive Officer/EDA

CC:tg/070615/015CH/17.628

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