



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 5, 2026

FROM: GENERAL SERVICES DEPARTMENT WARD: 6

SUBJECT: INTERDEPARTMENTAL MEMORANDUM OF UNDERSTANDING BETWEEN GENERAL SERVICES DEPARTMENT AND RIVERSIDE POLICE DEPARTMENT FOR TEMPORARY USE OF OFFICE SPACE AT THE MAGNOLIA PLACE SHOPPING CENTER BY RIVERSIDE POLICE DEPARTMENT DURING CONSTRUCTION OF NEW POLICE HEADQUARTERS

**ISSUE:**

Approve the Interdepartmental Memorandum of Understanding Between General Services Department and Riverside Police Department for a month-to-month occupancy arrangement for the Riverside Police Department’s temporary use of approximately 2,400 square feet of City-owned vacant commercial space located at 10560 Magnolia Avenue, Suite F, Riverside, California during construction of new the Police Headquarters.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the Interdepartmental Memorandum of Understanding Between General Services Department and Riverside Police Department for a month-to-month occupancy arrangement for the Police Department’s temporary use of approximately 2,400 square feet of City-owned vacant commercial space located at 10560 Magnolia Avenue, Suite F, Riverside, California during construction of the new Police Headquarters; and
2. Authorize the City Manager, or designee, to execute the Interdepartmental Memorandum of Understanding Between General Services Department and Riverside Police Department for the Riverside Police Departments temporary use of a vacant commercial space located at 10560 Magnolia Avenue, Suite F, Riverside, California during construction the of the new Police Headquarters, including making minor and non-substantive changes.

**BACKGROUND:**

On September 8, 2003, the City acquired the Magnolia Place Shopping Center property located at 10530, 10540, and 10560 Magnolia Avenue to establish a Police Station on a portion of the site. The shopping center now includes the Magnolia Police Station, which houses the Centralized Investigations Bureau, Post-Release Accountability and Compliance Team (PACT), Dispatch Communications Center, Property and Evidence Unit, Forensic Unit, Crime Analysis Unit, Training

Unit, Internal Affairs Bureau, Administrative Support Personnel, School Resource Officers, Neighborhood Policing Center Personnel and some Records Bureau Personnel for the Riverside Police Department, along with additional space used for their judo training facility.

The anchor tenant, the Los Angeles Kings Ice Town ice sports facility, occupies approximately 52,145 square feet adjacent to the Magnolia Police Station. Other notable tenants include Events Sports Grill, a local sports bar, and OK Tofu House, a Korean cuisine restaurant. Altogether, the City-owned property provides approximately 142,699 square feet of leasable space. Currently, the center has seven tenants and one vacancy.

To preserve this City-owned asset and support infrastructure improvements within Ward 6, the Magnolia Place Roof Project was recently completed. This project extended the useful life of the property, enhanced overall asset value, and supported continued investment by the local business community. Roofs at 10530 and 10560 Magnolia Avenue were replaced and associated electrical and drainage issues were repaired and improved at a total cost of approximately \$770,000.

## **DISCUSSION:**

The City is preparing for demolition and replacement of the existing Police Headquarters located at 4102 Orange Street. During construction, the Police Department will require temporary space to support continuity of operations and maintain essential services while the new headquarters is constructed. The majority of Police Department personnel who currently work from the Orange Street facility will be reassigned to the Lincoln and Magnolia Police Stations where temporary workstations are currently being established. However, demand for temporary office space exceeds what the Lincoln and Magnolia Police Stations can offer.

During the past six months, General Services and Police Department personnel have considered a number of options to provide sufficient temporary office space for Police Department staff and believe that use of a currently unoccupied space at the Magnolia Place Shopping Center, in close proximity to the Magnolia Police Station, best meets the needs of the Police Department during construction of the new headquarters facility.

The vacant office space, Suite F, formerly occupied by Jenny Craig, consists of approximately 2,400 square feet and has been vacant for over two years. Although there have been prospective tenants during this time, the space has remained vacant as businesses were recovering from the impacts of the pandemic and contending with broader economic uncertainty.

The Magnolia Place Shopping Center, Suite F is a prime location for the temporary relocation of Police Department employees from the Orange Street Station because it is conveniently located near the Magnolia Police Station, located within the same shopping center. The suite has been well maintained and offers a cost-effective solution by minimizing the need for extensive rehabilitation or retrofitting to meet the technological and security requirements of the Riverside Police Department. Additionally, the Police Department has used one of the Magnolia Place Shopping Center's suites since 2013 for the Riverside Police Department Judo Club, a successful youth intervention and prevention program that provides participants with positive role models and healthy after school activities.

The proposed occupancy arrangement is month-to-month to provide flexibility during the construction period, including the ability to adjust timing based on project schedule, operational needs, and facility readiness. Staff is recommending that the Police Department occupy the

space with no monthly charge and no security deposit required. The Police Department will be responsible for all utilities, billed separately by Riverside Public Utilities directly to tenants, and agrees to maintain and keep the premises in good condition and repair at the expense of RPD.

The Chief of Police concurs with this report.

**FISCAL IMPACT:**

The fiscal impact of this report is a potential loss of lease revenue estimated at \$31,200 per year. However, since the current space is vacant, there is no rental income coming into the City at this time.

Prepared by:	Joe Vieyra, Deputy General Services Director
Approved by:	Lee Withers, General Services Director
Certified as to availability of funds:	Julie Nemes, Interim Finance Director
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/ City Treasurer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Interdepartmental Memorandum of Understanding