

INTERDEPARTMENTAL MEMORANDUM OF UNDERSTANDING BETWEEN
GENERAL SERVICES DEPARTMENT
AND
RIVERSIDE POLICE DEPARTMENT

FOR TEMPORARY USE OF OFFICE SPACE AT 10560 MAGNOLIA AVENUE, SUITE F,
RIVERSIDE, CALIFORNIA

This INTERDEPARTMENTAL MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into this ____ day of _____, 2026, by and between the GENERAL SERVICES DEPARTMENT ("General Services") and the RIVERSIDE POLICE DEPARTMENT ("RPD") (collectively referred to herein as the "Parties"), to formalize the responsibilities for the temporary use and occupancy of City-owned commercial space located at 10560 Magnolia Avenue, Suite F, Riverside, California. Both Parties are departments or divisions of the City of Riverside, a California charter city and municipal corporation ("City").

RECITALS

WHEREAS, the Parties are both departments or divisions of the City of Riverside, a California charter city and municipal corporation; and

WHEREAS, the City is preparing for the demolition and reconstruction of the main Police Headquarters facility; and during this period, RPD requires temporary space to support continuity of operations and maintain essential services while the new headquarters is constructed; and

WHEREAS, the City owns vacant commercial space located at 10560 Magnolia Avenue, Suite F, Riverside, California, within the Magnolia Place Shopping Center, consisting of approximately 2,400 square feet, which is available for temporary City use; and

WHEREAS, staff has requested City Council authorization for temporary occupancy of said space by RPD on a month-to-month basis, with a monthly occupancy charge of \$0.00 and no security deposit, and authorization for the City Manager, or designee, to administer the occupancy arrangement consistent with Council-approved terms; and

WHEREAS, the Parties desire to memorialize the use of the property by RPD and the responsibilities of the Parties during the temporary occupancy period.

NOW, THEREFORE, the Parties agree as follows:

1) SUBJECT PROPERTY. RPD shall occupy and use approximately 2,400 square feet of City-owned commercial space located at 10560 Magnolia Avenue, Suite F, Riverside, California, within the Magnolia Place Shopping Center (the "Premises"). The Premises are to be used on a temporary basis for RPD administrative and operational functions related to continuity of services during demolition and reconstruction of the main Police Headquarters facility.

2) PURPOSE. RPD shall use the Premises for temporary Police Department office, administrative, and related operational functions. RPD may use the Premises only for the use herein above authorized and for no other purpose without prior written approval from General Services.

3) TERM. The term of this MOU shall commence on the date first written above ("Commencement Date") and shall continue on a month-to-month basis unless terminated by the Parties as provided herein. The Parties acknowledge that the month-to-month structure is intended to provide flexibility during the Police Headquarters demolition and reconstruction period, including adjustments based on project schedule, operational needs, and facility readiness.

Either Party may terminate this MOU upon thirty (30) days' written notice to the other Party, unless the Parties mutually agree in writing to a different transition date.

4) COMPENSATION / COSTS. RPD shall occupy the Premises at a monthly occupancy charge of Zero Dollars (\$0.00). No security deposit shall be required for this temporary occupancy arrangement. This no-charge arrangement is for temporary City use of City-owned space as approved by City Council.

Except as otherwise expressly provided herein or agreed to in writing by the Parties, each department shall remain responsible for its own internal staffing, equipment, and operational costs associated with its respective activities.

5) EXISTING CONDITION OF PREMISES. RPD accepts the Premises in its existing condition as of the Commencement Date, subject to any mutually identified pre-occupancy conditions documented by the Parties. RPD shall keep the Premises in a neat, clean, safe, and orderly condition during the term of this MOU, reasonable wear and tear excepted.

6) ADDITIONAL IMPROVEMENTS / ALTERATIONS. RPD may make improvements, alterations, or modifications to the Premises only with the prior written approval of General Services and subject to any other required City approvals, permits, and procurement or contracting requirements. RPD shall submit plans and specifications for any proposed improvements to General Services and obtain written approval prior to commencement of work.

7) OWNERSHIP OF IMPROVEMENTS. Unless otherwise agreed to in writing by the Parties, any permanently affixed improvements installed upon the Premises with City funds shall remain the property of the City. General Services reserves the right, upon termination of this MOU, to require removal of non-permanent improvements or restoration of the Premises, reasonable wear and tear excepted.

8) DAMAGE OR DESTRUCTION. RPD shall be responsible for damage to the Premises resulting from the acts or omissions of RPD, its employees, agents, invitees, or contractors, and shall repair such damage or compensate the City therefor, ordinary wear and tear excepted. Upon termination of this MOU, RPD shall return the Premises in substantially the same condition as received, except for reasonable wear and tear and approved improvements.

9) MAINTENANCE. RPD agrees, at RPD's expense unless otherwise agreed in writing, to maintain and keep the Premises in good condition and repair and in an attractive, neat, clean, and orderly condition during occupancy. General Services and RPD shall coordinate responsibilities for building systems, landlord-type maintenance functions (if any), and access-related facility support through normal City processes and internal documentation.

10) UTILITIES AND SERVICES. RPD shall be responsible for all utilities and services for the Premises during the term of this MOU, including, as applicable, electricity, water, gas (if any), internet/telecommunications, janitorial, and refuse service. General Services shall coordinate the administrative set-up needed to place accounts, internal bill-backs, or other City tracking mechanisms in place consistent with City procedures. If any utilities or services must remain in the City's or General Services' name due to existing infrastructure or account limitations, General Services may continue the account and RPD shall reimburse the associated costs through normal interdepartmental billing processes unless otherwise approved in writing by the General Services Director (or designee).

11) COMPLIANCE WITH LAWS AND CITY POLICIES. RPD and General Services, and their respective employees and invitees, shall comply with all applicable federal, state, and local laws, ordinances, regulations, and City policies applicable to the use and occupancy of the Premises.

12) NO THIRD-PARTY BENEFICIARIES. This MOU is an internal agreement between City departments and is intended solely to document the responsibilities of the Parties. Nothing in this MOU shall be construed to create rights in any third party.

13) ENTIRE AGREEMENT; AMENDMENT. This MOU constitutes the entire understanding between the Parties regarding the subject matter hereof and supersedes prior discussions or informal understandings concerning the temporary use of the Premises. This MOU may be amended only by a written instrument executed by authorized representatives of both Parties.

14) COUNTERPARTS / ELECTRONIC SIGNATURES. This MOU may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one instrument. Signatures transmitted electronically or by PDF shall be deemed effective to the same extent as original signatures.

15) ADMINISTRATION. The City Manager, or designee, is authorized to administer the occupancy arrangement consistent with City Council-approved terms. General Services shall coordinate occupancy administration and internal documentation of such terms.

[Signatures on Following page.]

IN WITNESS WHEREOF the Parties hereto have caused this MOU to be executed the day and year first above written.

CITY OF RIVERSIDE, a
California Charter city and municipal
Corporation

By: _____
City Manager

ATTEST

By: _____
City Clerk

APPROVED TO AS TO FORM:

By: *John Paul*
Deputy City Attorney

GENERAL SERVICES DEPARTMENT

By: *A. Withers*
General Services Director

RIVERSIDE POLICE DEPARTMENT

By: *Larry Gonzalez*
Larry Gonzalez (Apr 14, 2026 08:36:22 PDT)
Chief of Police