



INTRA-OFFICE COMMUNICATION

TO: Assistant Chief T. Pierce

FROM: Lieutenant J. Weiland

VIA: Chief Inspector Jorge Campos

DATE: March 20, 2019

RE: Internal Affairs Relocation

After being made aware of the need to relocate Internal Affairs, with the assistance of Lieutenant Schibuola, we have spent the last few weeks checking potential lease locations that meet our office requirements and the identified criteria. The location that has been identified that most suits our needs is an office suite on the third floor at the Wells Fargo Building, 104 N. Main Street. The suite has adequate office space that would give us an opportunity for expansion, if needed, and is within location parameters. The costs are comparable to other locations checked. A spreadsheet is attached that reflects the comparable locations. Also included are items that would be needed, associated with the move and new location. There may be other items needed but these are all that come to mind at this time.

The annual cost for Lease:

\$30030 Includes Rent, Utilities and parking (3% increase annually being negotiated)
1320 Sq. Feet – Five offices in space

Other start up fees / equipment needed associated with move would be:

Office furniture (OEC has been consulted and will be providing a quote)
Refrigerator, Microwave
New Alarm Service for location
Internet / Cable Service
Locksmith Services to replace existing locks
Janitorial Services are not provided (A Vacuum and cleaning supplies should be sufficient)

LT Schibuola is assisting with working out the lease options and contract information. The tentative move in date would begin June 1st.