

September 16, 2021

**MEMBERS OF THE PARKS AND RECREATION COMMISSION**

City of Long Beach  
California

**RECOMMENDATION:**

Authorize the Director of Parks, Recreation and Marine to recommend to the City Manager execution of an agreement with Centro CHA, Inc., a nonprofit corporation, to occupy Room 112 at the Jenny Oropeza Community Center at Cesar E. Chavez Park, located at 104 Golden Avenue, from October 1, 2021 through September 30, 2026, with two (2) five-year options to renew at the discretion of the City Manager; and

Recommend to the City Manager to execute an agreement with Centro CHA, Inc., to occupy Suite 104 A, B, C, D, and E at the Long Beach Senior Center, located at 1150 E. 4<sup>th</sup> Street, from October 1, 2021 through September 30, 2023, with one (1) one-year option to renew at the discretion of the City Manager. (Districts 1, 2)

**DISCUSSION**

Established in 1992 and officially incorporated in 1999, Centro CHA, Inc. (Centro CHA) is a nonprofit organization dedicated to advancing the Latino community through social and economic development initiatives. Through various services, initiatives, and programs, Centro CHA provides critical services in workforce development, business support, immigration legal services, and most recently in COVID-19 relief efforts. Committed to empowering young people between the ages of 16-24, Centro CHA's youth diversion program promotes educational success through the arts, the outdoors, sports, and science. In addition, Centro CHA offers several workshops that cover topics such as financial literacy, social media marketing, and strategic growth planning in partnership with local businesses and the City's Economic Development Department.

Centro CHA proposes to temporarily move its operations to the Jenny Oropeza Community Center and the Long Beach Senior Center. If approved by the City, Centro CHA will have exclusive use of Room 112 at the Jenny Oropeza Community Center (Attachment A) and Suite 104 at the Long Beach Senior Center, located on the first floor (Attachment B). Centro CHA will provide immigration legal services, adult English as a Second Language (ESL) classes, safe communities reentry services, and workforce and small business development services at the sites. Centro CHA will also host health and wellness workshops as well as cultural and performing arts programming.

## MEMBERS OF THE PARKS AND RECREATION COMMISSION

September 16, 2021

Page 2

A total of ten rotating staff will be located in Room 112 at the Oropeza Community Center and a total of six staff will be in Suite 104 at the Long Beach Senior Center. Centro CHA will coordinate with the Parks, Recreation and Marine Department (Department) to schedule and/or reserve additional areas such as conference rooms and the social hall for events as needed and in the discretion of the Director.

It is requested that the Parks and Recreation Commission recommend to the City Manager to request City Council approval to execute agreements with Centro CHA, Inc., to occupy Room 112 at the Jenny Oropeza Community Center located at 104 Golden Avenue from October 1, 2021 through September 30, 2026, with two (2) five-years option to renew; and to occupy the Long Beach Senior Center, Suite 104 A, B, C, D, and E at 1150 E 4<sup>th</sup> Street from October 1, 2021 through September 30, 2023, with one (1) one-year option to renew. The agreements will include, but will not be limited to, the following major terms and conditions:

- Agreement Holder: Centro CHA, Inc. (Centro CHA), a nonprofit corporation.
- Premises: Jenny Oropeza Community Center, at 104 Golden Ave, Long Beach, Room 112, and the Long Beach Senior Center, Suite 104 A, B, C, D, and E at 1150 E 4<sup>th</sup> Street.
- Authorize Use: To provide immigration legal services, adult ESL classes, reentry services, and workforce and small business development services in addition to health and wellness workshops as well as cultural and performing arts programming.
  - Exclusive use of Room 112 (795 square feet), at the Jenny Oropeza Community Center (Attachment A). In addition to Room 112, Centro CHA will share the reception area with the Department. Use of the indoor and outdoor event space such as the social hall and amphitheater must be reserved through the Department's reservation system; applicable fees will apply. Centro CHA will submit a calendar 60 days in advance for the Department to review and approve.
  - Exclusive use of Suite 104 (838 square feet) which includes areas A, B, C, D, and E at the Long Beach Senior Center (Attachment B). To schedule a conference room and/or any additional rooms listed above and/or usage of the computer lab, Centro CHA must reserve through the Department's reservation system. Use of the



indoor event space and kitchen shall be reserved through the Department's reservation system; applicable fees will apply.

- Terms and Renewal Options:
  - Jenny Oropeza Community Center, Room 112, for a term of five (5) years, from October 1, 2021 through September 30, 2026, with two (2) five-years option to renew at the discretion of the City Manager.
  - Long Beach Senior Center, Suite 104 A, B, C, D, and E for a term of two (2) years from October 1, 2021 through September 30, 2023, with one (1) one-year option to renew at the discretion of the City Manager.
- Rent: Monthly rent at the Jenny Oropeza Community Center Room 112 is calculated at \$1,391.25. The Long Beach Senior Center monthly rent for Suite 104 A, B, C, D, and E is \$1,466.50. Centro CHA will offset its rent by providing an ongoing public benefit through its operations. The Department does not offset fees for facility improvements or programming provided by Centro CHA at the Premises.
- Hours of Operations: Centro CHA's operations at both locations is limited to the facility's operating hours. The Jenny Oropeza Community Center is open from 9:00 AM – 6:00 PM during the summer and 9:00 AM – 7:00 PM during the school year and the Long Beach Senior Center is open from 8:00 AM – 4:30 PM Monday through Friday, and Saturdays from 10:00 AM – 4:00 PM. Should Centro CHA choose to hold an event past normal operating hours, depending on the scope of the event, Centro CHA shall pull a separate permit through the Department Reservations Office, or the City's Special Events and Filming Office. Centro CHA will be responsible for all applicable fees, including staff time.
- Utilities: Centro CHA is not required to pay for utilities but shall be responsible for its own printer, office furniture, office supplies, WiFi, and phone/Internet services at the Premises.
- Parking: Centro CHA shall utilize public parking at Cesar E. Chavez Park. A total of six parking passes will be provided to Centro CHA for access to the Senior Center parking lot.



## MEMBERS OF THE PARKS AND RECREATION COMMISSION

September 16, 2021

Page 4

- **Maintenance of Premises:** Centro CHA shall keep their premises, outlined under this agreement, in a good state of repair at all times and in a good, neat, orderly and sanitary condition satisfactory to the Department and in conformity with all applicable laws and ordinances. The Department is not obligated to make any repairs, alterations, additions, or improvements in, to, on, or adjoining the contracted area. Centro CHA shall provide custodial services at both premises.
- **Restrooms:** Centro CHA will use the available public restrooms at the Jenny Oropeza Community Center and at the Long Beach Senior Center.
- **Laws and Other:** Centro CHA shall apply, pay for, and follow all applicable local, regional, state and federal laws, codes, regulations, requirements, and health orders at contracted premises.
- **Fingerprinting:** Pursuant to Department policies regarding adult activity with children on Department property, Centro CHA shall ensure that all employees, members, teachers, and volunteers are fingerprinted through Live Scan as a part of the background check process prior to teaching and/or interacting with children.
- **ADA Access:** Centro CHA shall be solely responsible for ensuring that all programming shall comply with all applicable local, state and/or federal laws pursuant to the Americans with Disabilities Act, at Centro CHA's cost and expense.
- **Nondiscrimination:** Subject to applicable laws, rules and regulations, Centro CHA, shall not discriminate against any person or group on the basis of race, religion, national origin, color, age, gender, sexual orientation, gender identify, AIDS, HIV status, handicap or disability with respect to the use of the Premises or the performance of its obligation under these agreements.
- **Bi-Annual Reports:** Centro CHA, shall provide bi-annual reports to the Department no later than July 31<sup>st</sup> and January 31<sup>st</sup>, covering accomplishments for that six-month period.



## MEMBERS OF THE PARKS AND RECREATION COMMISSION

September 16, 2021

Page 5

- Construction of Work: Centro CHA shall not undertake construction, alteration, or changes on or to the contracted areas, without the prior written approval of the Department. Further, Centro CHA will not begin work until the Department has obtained any and all necessary governmental permits, environmental or regulatory agency written consent, and licenses. Centro CHA will give at least ten (10) days' notice to the Department prior to any commencement of approved work.
- Signage: Temporary signage in and around the facility will be fully funded by Centro CHA and will need to be reviewed and approved by the Director.
- Funding: All funding necessary for Centro CHA's programming and operations shall be provided by Centro CHA. The Department shall not provide any funding, supplies or staff support, other than review of proposed work and liaison for communication purposes, unless approved in advance and in writing by the Director.
- Insurance: Centro CHA will purchase and maintain all applicable insurance and endorsements, as required, and approved by the City's Risk Manager.
- Publicity and Social Media: Where possible, the Department will assist Centro CHA with promoting and marketing activities and events. The Department and Centro CHA will not use the other party's name, marks or logos in any advertising, promotional material, press release, publication, public announcements, or through other media, whether written or oral, without the prior written consent of the other party.
- Grant Approval Process: Prior to submitting any grant application, Centro CHA will send a written notification of the grant opportunity to the Department at least two weeks prior to the grant deadline to seek written permission to apply for funding. The Department will review the request, the grant criteria, and consider other Department programming and facilities seeking funding. The City reserves the right to deny the request if the grant performance measures are not financially or operationally feasible or unreasonably burdensome for any other reason or violates City policies of obligation to fulfill grant requirements without City Council approval.



MEMBERS OF THE PARKS AND RECREATION COMMISSION

September 16, 2021

Page 6

- Termination: Either party may terminate the agreement with 60 days' written notice.

The Commission recommends to the City Manager to request approval to enter into agreements with Centro CHA, Inc., for the use of Room 112 at the Jenny Oropeza Community Center located at Chavez E. Chavez Park and at the Long Beach Senior Center, Suite 104 A, B, C, D, and E located at 1150 E 4<sup>th</sup> Street.

FISCAL IMPACT

There is no fiscal impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully Submitted,



GLADYS KAISER  
MANAGER  
COMMUNITY RECREATION SERVICES



NANCY VILLASEÑOR  
MANAGER  
PARK PLANNING & PARTNERSHIPS

APPROVED:



BRENT DENNIS  
DIRECTOR

BD:SS:GK:NV:AC:jr

Attachment A: Jenny Oropeza Community Center Floor Plans

Attachment B: Long Beach Senior Center First Floor Plans

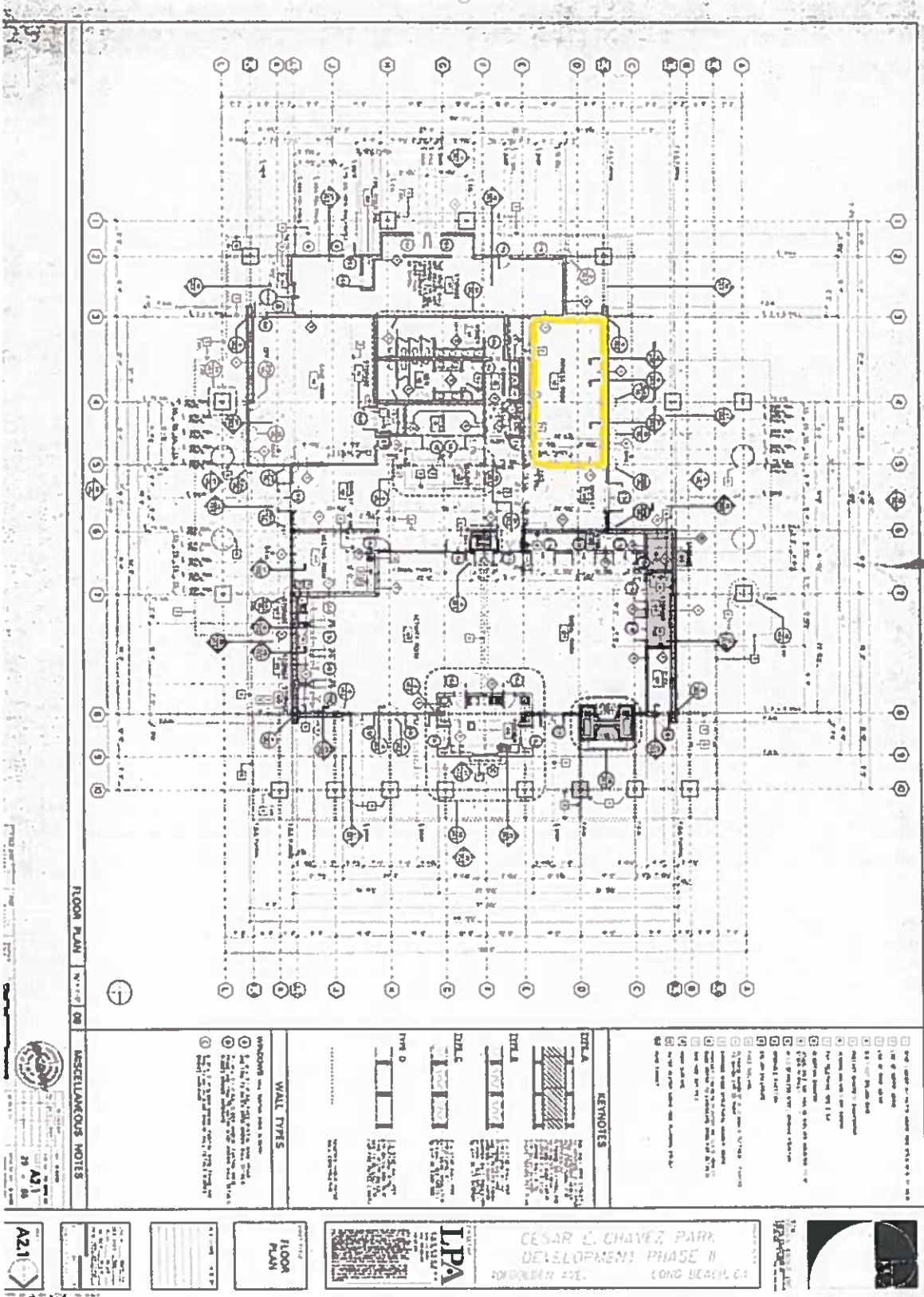


# ATTACHMENT A

SITE PLAN

CESAR E. CHAVEZ PARK

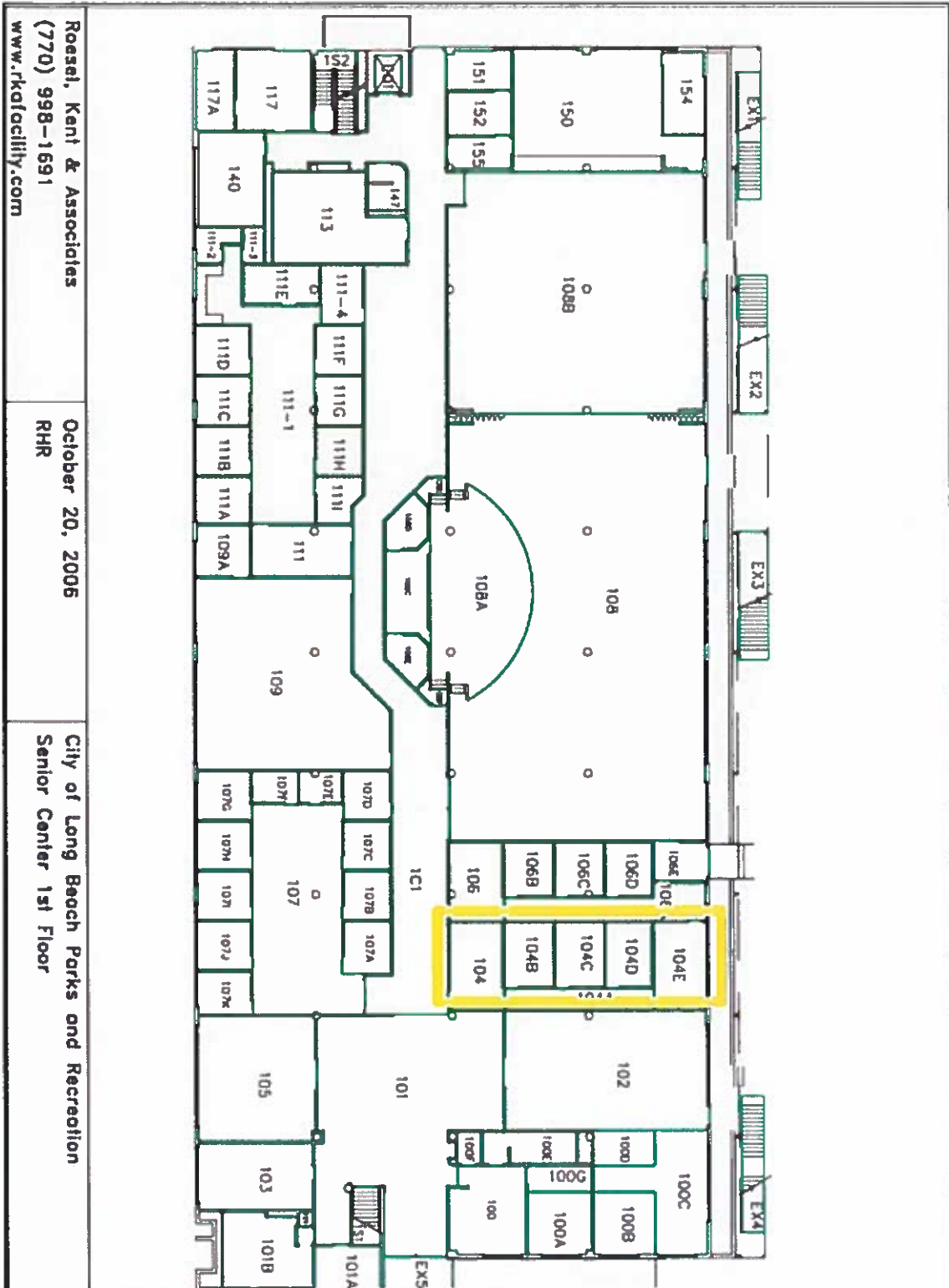
JENNY OROPEZA COMMUNITY CENTER





# ATTACHMENT B

SITE PLAN - FIRST FLOOR  
LONG BEACH SENIOR CENTER



Roesel, Kent & Associates  
(770) 998-1691  
www.rkofacility.com

October 20, 2006  
RHR

City of Long Beach Parks and Recreation  
Senior Center 1st Floor