

# R-19

October 19, 2021

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Authorize the City Manager, or designee, to execute an agreement with Centro CHA, Inc., a nonprofit corporation, to occupy Room 112 at the Jenny Oropeza Community Center at Cesar E. Chavez Park, at 104 Golden Avenue, from October 1, 2021 through September 30, 2026, with the option to renew for two five-year periods, at the discretion of the City Manager; and,

Authorize the City Manager, or designee, to execute an agreement with Centro CHA, Inc., to occupy Suite 104A, B, C, D, and E, at the Long Beach Senior Center, at 1150 East 4<sup>th</sup> Street, from October 1, 2021 through September 30, 2023, with the option to renew for an additional one-year period, 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.

On September 16, 2021, the Parks and Recreation Commission approved a recommendation for the City Manager to approve Centro CHA's proposal to temporarily move its operations to the Jenny Oropeza Community Center and the Long Beach Senior Center. If approved by the City Council, 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 (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.

A total of ten rotating staff will be located in Room 112 at the Jenny 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 at the discretion of the Department Director.

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 Avenue, Room 112; and, the Long Beach Senior Center, Suite 104A, B, C, D, and E at 1150 East 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 must also 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 years, from October 1, 2021 through September 30, 2026, with two five-year options to renew, at the discretion of the City Manager.
  - Long Beach Senior Center, Suite 104A, B, C, D, and E for a term of two (2) years from October 1, 2021 through September 30, 2023, with the option to renew for an additional one-year period, 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 104A, 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 a.m. to 6:00 p.m. during the summer and 9:00 a.m. to 7:00 p.m. during the school year. The Long Beach Senior Center is open from 8:00 a.m. to 4:30 p.m. Monday through Friday, and Saturdays from 10:00 a.m. to 4:00 p.m. Should Centro CHA choose to hold an event past normal operating hours, depending on the scope of the event, Centro CHA must pull a separate permit through the Department's reservations system, 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 will be responsible for its own printer, office furniture, office supplies, WiFi, and phone/Internet services at the Premises.
- Parking: Centro CHA will 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.
- Maintenance of Premises: Centro CHA will 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 Director 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 will 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 will 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 City property, Centro CHA must ensure 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 will be solely responsible for ensuring that all programming complies 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, must 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, must provide bi-annual reports to the Department no later than July 31<sup>st</sup> and January 31<sup>st</sup>, covering accomplishments and public benefit for that six-month period.
- Construction of Work: Centro CHA will 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 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 Department Director.
- Funding: All funding necessary for Centro CHA's programming and operations must be provided by Centro CHA. The Department will 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 Department 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 Director at least two weeks prior to the grant application 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.

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

This matter was reviewed by Deputy City Attorney Anita Lakhani on September 30, 2021 and by Revenue Management Officer Geraldine Alejo on September 27, 2021.

TIMING CONSIDERATIONS

City Council action is requested on October 19, 2021, to enable the execution of the agreements with Centro CHA, Inc.

FISCAL IMPACT

Under the agreements, annual rent payments to the City will be funded through programming and services provided by Centro CHA operations. Should operations no longer provide a public benefit, Centro CHA must remit annual rent payments of \$34,293 to the City. Centro CHA will be responsible for all costs related to their operations at both the Jenny Oropeza Community Center and the Long Beach Senior Center, including maintenance. As the operator for both centers, the City will continue to fund utility costs within resources budgeted in the General Fund Group in the Parks, Recreation and Marine Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. These agreements will provide continued support to our local economy by assisting in the preservation of 14 full-time employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



BRENT DENNIS  
DIRECTOR  
PARKS, RECREATION AND MARINE

APPROVED:



THOMAS B. MODICA  
CITY MANAGER



# ATTACHMENT B

SITE PLAN - FIRST FLOOR  
LONG BEACH SENIOR CENTER

