



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL                      DATE: MARCH 12, 2024**

**FROM: PARKS, RECREATION AND COMMUNITY                      WARD: 2**  
**SERVICES DEPARTMENT**

**SUBJECT: SECOND AMENDMENT TO THE LEASE AGREEMENT WITH INLAND EMPIRE  
LATINO LAWYERS, INC. TO LEASE 694 SQUARE FEET AT CESAR CHAVEZ  
COMMUNITY CENTER AT BOBBY BONDS PARK, FOR THE TERM OF  
SEPTEMBER 1, 2023, THROUGH AUGUST 31, 2025, FOR A TOTAL LEASE  
REVENUE OF \$6,476.16**

**ISSUE:**

Approve the second amendment to the Lease Agreement with Inland Empire Latino Lawyers, Inc. to lease 694 square feet at Cesar Chavez Community Center at Bobby Bonds Park from September 1, 2023, through August 31, 2025, generating monthly revenue of \$539.68 and total annual revenue of \$6,476.16.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the second amendment to the Lease Agreement with Inland Empire Latino Lawyers, Inc. for a two-year term of September 1, 2023, through August 31, 2025; and
2. Authorize the City Manager, or designee, to execute necessary documents for the Amendment to the Lease Agreement with Inland Empire Latino Lawyers, Inc.

**BACKGROUND:**

On November 2, 2021, City Council approved a Lease Agreement with four one-year options to extend with Inland Empire Latino Lawyers, Inc. allowing the lease of an additional 694 square feet of office space, Room 116, at the Cesar Chavez Community Center located within Bobby Bonds Park at 2060 University Avenue.

On September 20, 2022, City Council approved the first amendment to the Lease Agreement with Inland Empire Latino Lawyers, Inc.

Inland Empire Latino Lawyers, Inc. would like to extend their lease agreement, entering into the second amendment to the Lease Agreement, for the term of September 1, 2023, through August

31, 2025.

## **DISCUSSION:**

Inland Empire Latino Lawyers, Inc. is one of several tenants at Cesar Chavez Community Center providing free services benefitting Riverside residents.

Specifically, Inland Empire Latino Lawyers, Inc. holds clinics for Riverside residents every Wednesday, providing the following services:

1. Civil Law – unlawful evictions, wage garnishments.
2. Legal Aid – volunteer attorneys.
3. Expungements – reopen criminal cases, dismisses, and sets aside the conviction, and recloses the case without a conviction.
4. Domestic Violence – assistance with domestic violence, elderly, or child abuse.
5. Family Law – assistance with protection orders, dissolution of marriage, paternity matters, child custody and visitation disputes; and
6. One Step Further Program – provides legal services to qualifying parents under the age of 19, who are currently enrolled in school.

The Parks, Recreation and Community Services Department confirms the services provided by Inland Empire Latino Lawyers, Inc. benefit the Riverside community, and the Department is agreeable to continuing the lease agreement with annual lease increases.

## **STRATEGIC PLAN ALIGNMENT:**

The lease agreement with Inland Empire Latino Lawyers, Inc. contributes to **Strategic Priority 2 – Community Well Being**, which aims to ensure safe and inclusive neighborhoods where everyone can thrive.

Lease agreements with non-profits who provide social services to the community contribute to **Goal 2.5** of the strategic plan: *“Foster relationships between community members, partner organizations and safety professionals to define, prioritize, and address community safety and social service needs.”*

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Inland Empire Latino Lawyers, Inc. provides low income and free legal support that addresses social service needs to the community.
2. **Equity** – Low-income and free legal services promote equity and accessibility for underserved communities. The Cesar Chavez Community Center is accessible to many residents in need of the services provided by Inland Empire Latino Lawyers.
3. **Fiscal Responsibility** – Lease agreement generates rental income for the City assisting in offsetting costs for facility maintenance and lease administration.
4. **Innovation** – Lease agreements with non-profits assist the City in providing social services to address the community's needs. The recent pandemic has highlighted the

benefits of partnerships between the City and non-profits and how essential they are in addressing community needs.

5. **Sustainability & Resiliency** – Non-profits continue to ensure the needs of the community are met. By partnering with non-profits through lease agreements the City of Riverside ensures social service needs will continue to be met.

**FISCAL IMPACT:**

The total fiscal impact of the two-year term of the agreement renewal is \$12,952.32. The agreement for the term of September 1, 2023, through August 30, 2025, will generate monthly revenue in the amount of \$539.68 and a total two-year amount of \$12,952.32. Funds will be deposited into the General Fund, Parks & Recreation-Parks, Park Rentals Revenue Account No. 5205000-343610.

Prepared by: Stephanie Gallegos, Recreation Supervisor  
Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director  
Certified as to  
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved by: Kris Martinez, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Lease Agreement