

November 18, 2021

MEMBERS OF THE PARKS AND RECREATION COMMISSION

City of Long Beach  
California

RECOMMENDATION:

Authorize the Director of Parks, Recreation and Marine to execute Personal Service Agreements with various instructors to provide free and low-cost public cultural arts programs at the Department of Parks, Recreation and Marine facilities, for a period of one year from September 1, 2021 to August 31, 2022, with two, one-year options to renew through August 31, 2024, at the discretion of the Director. (Citywide)

DISCUSSION

For over 30 years, the Department of Parks, Recreation and Marine (Department) and Homeland Cultural Center (Homeland), have collaborated with individuals and community groups (Instructors) to offer free classes, workshops, and performances (Programs) that reflect the diverse ethnic and urban contemporary cultures of Long Beach. Homeland, located in MacArthur Park, is a place for the community to pass down traditional and contemporary cultural arts traditions through theater productions, dance and music instruction, poetry reading, graphic arts, and cultural celebrations.

Parks and Recreation Commission approval is required for all Personal Service Agreements (Agreements) so the Department may hire Instructors (Attachment A) to offer these Programs citywide. Instructors are selected based on qualifications, experience, community need, and Department requirements. Unlike Department Agreements for Contract Class Instructors, who offer fee-based Programs to the public, these Instructor Agreements will provide free or low-cost Programs paid by the Department.

The proposed Agreements will contain the following terms and conditions:

- Location: Department parks and facilities.
- Use: Instructors shall provide free and low-cost public cultural arts Programs as listed on Attachment A, on the days and times as selected by the Department.
- Instructors: Approval of four Instructors as listed on Attachment A.
- Pay Rate: City shall pay to each Instructor \$25 per hour to teach Programs.

MEMBERS OF THE PARKS AND RECREATION COMMISSION

November 18, 2021

Page 2

- Term: One, one-year term from September 1, 2021 to August 31, 2022.
- Option to Renew: Two, one-year options to renew through August 31, 2024.
- Materials and Supplies: Instructors shall furnish all labor, supervision, supplies, materials, tools, equipment, and the like necessary to provide instruction or perform services. Instructors may charge a supply fee but shall not require that participants in Programs purchase any items needed for the Programs from Contractor if those items are available from any other source.
- Storage: Contractor shall not store any materials, supplies, equipment, etc., in Department facilities without advance written approval by the Director.
- Minimum Participation: City shall have the right to discontinue a Program or to relocate its Location if the minimum class size established by Department is not met.
- Signage: Instructor shall not place, maintain or permit signs, names, logos or like advertising to promote or publicize their Programs without prior written approval of the Director.
- Fingerprinting: Pursuant to Department policies regarding adult activity with children on Department property, Instructor shall ensure all Instructor's members, teachers, volunteers, and contractors are fingerprinted through Live Scan as a part of the background check process prior to teaching and/or interacting with children.
- Publicity and Social Media: Where possible, the Department will assist Instructors with the promotion and marketing of Instructor Programs. The Department and Instructor 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.
- Termination: Either party may terminate the Agreement without cause by providing the other party with a 10-day written notice. Upon Agreement termination, City shall pay to Instructor the proportion of compensation earned by Instructor and unpaid by City as of the date of termination, after receipt by City of an invoice from Instructor showing the unpaid amount.
- Insurance: Instructors shall purchase and maintain insurance coverage as required and approved in advance by the City Risk Manager.



FISCAL IMPACT

Funding for Instructors has been budgeted by the Department. The provision of free and low-cost public cultural arts Programs will have a positive job impact to the local arts community.

SUGGESTED ACTION:

Approve recommendation.

Respectfully Submitted,



NANCY VILLASEÑOR  
MANAGER  
PARK PLANNING & PARTNERSHIPS



GLADYS KAISER  
MANAGER  
COMMUNITY RECREATION SERVICES

APPROVED:



BRENT DENNIS  
DIRECTOR

BD:SS:NV:GK:TS:AC

Attachment A: Personal Service Agreements



## ATTACHMENT A

P&R Commission November 18, 2021

### HOMELAND PERSONAL SERVICE AGREEMENTS

INSTRUCTOR NAMES	TYPE	CLASS
Ndella Diassy	Individual	Afrikan Drum and Dance Instruction
Tabor Quarles	Individual	Afrikan Drum and Dance Instruction
Omar Quarles	Individual	Afrikan Drum and Dance Instruction
Vigeneareay Phriang	Individual	Ancient Khmer Martial Arts (Bokator Style Instruction)