

Council Meeting of
February 28, 2012

Honorable Mayor and Members
Of the City Council
Torrance City Hall
Torrance, California

Members of the City Council:

SUBJECT: Community Services – Approve request to subsidize fees for use of the portable stage.

Expenditure: \$679.05

RECOMMENDATION

Recommendation of the Community Services Director that City Council subsidize fees in the amount of \$679.05 for use of the portable stage by the American Cancer Society for the Relay for Life event to be held at South High School on April 28, 2012.

Funding

Funding in the amount of \$679.05 is available in the City Council's Municipal Legislative Policy Program Budget. A total of \$3,371.96 of the annual budget of \$10,000.00 remains for subsidy of community events for this fiscal year. If approved, the remaining balance will be \$ 2,692.91.

BACKGROUND/ANALYSIS

The American Cancer Society will be holding its Annual Relay for Life event at South High School in Torrance on Saturday, April 28, 2012. A request for use of the portable stage was received from John Schmitt on behalf of the California Division of the American Cancer Society (Attachment A). In addition, the group has requested that the Council waive the fees associated with the use of the portable stage (Attachment B).

The American Cancer Society will provide the City with liability insurance and will have the required security in place for the event. The fees in the amount of \$679.05 cover the cost of staff time for transportation, set-up, and break-down of the stage.

Respectfully submitted,

JOHN JONES
Community Services Director

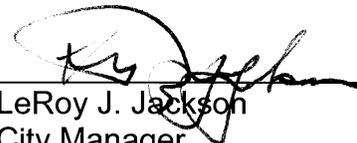
By 

Jason Minter
Senior Business Manager

CONCUR:



John Jones
Community Services Director



LeRoy J. Jackson
City Manager

- Attachments: A) Portable Stage Application
B) Letter requesting waiver of fees
C) Community Events Support Account Report



**City of Torrance, Community Services Department
PORTABLE STAGE APPLICATION**

PLEASE COMPLETE AND RETURN TO:

City of Torrance
Community Services Department/Park Services Division
20500 Madrona Avenue, Torrance, CA 90503
Phone (310) 781-6901 • Fax (310) 618-3077

NOTE TO APPLICANT: Please type or print clearly. Any person applying for the use of City property on behalf of any society, group or organization must present satisfactory credentials to the Community Services Department representative in charge of permits, prior to filing of such applications.

- Date of Application: DEC 25, 2011
- Name of Organization: TORRANCE RELAY FOR LIFE - AMERICAN CANCER SOCIETY
Address: 5731 SCLAUSON AVE., STE. 200
City/State/Zip: CORVALLIS CITY CA 90230
 - Contact Person: JOHN SCHMITT Title: VOLUNTEER
Primary Phone: 310-546-3682 Alternate Phone: 424-634-1435
E-mail: john.schmitt@gmail.com Fax: 310-545-2325
 - Name of Event: RELAY FOR LIFE
 - Drop off: Date APRIL 27, 2012 (FRIDAY) Time: NOON - 3:00 P.M.
 - Pick up: Date APRIL 29, 2012 (SUNDAY) Time: AFTER 11:00 A.M.
 - Location where stage will be set up (name of park, school, parking lot, etc.): SOUTH HIGH SCHOOL PRACTICE FIELD.
 - Contact on day of the event for set-up: JOHN SCHMITT
 - Describe details of the event: 24 HOUR COMMUNITY EVENT WITH ENTERTAINMENT
 - If requested for more than one day, identify security arrangements: 24 HOUR PAID SECURITY AND TORRANCE POLICE ON SITE.

I, the undersigned, agree that any fees charged must be paid at least 10 business days prior to the requested date of use or the permit will be cancelled. - REQUEST FOR WAIVER AS IN PAST YEARS.

Additionally, any damage done to the Portable Stage will be deducted from the security deposit. If damages occur that are greater than the security deposit, I understand that the organization will be billed for repairs.

Additionally, on behalf of the organization, I agree to abide by and enforce all procedures governing use of the Portable Stage.

Print Name: JOHN SCHMITT Organization: AMERICAN CANCER SOCIETY
Signature: [Signature] Title: VOLUNTEER Date: 10-24-11

FOR OFFICE USE ONLY

The above application IS IS NOT granted per John Jones, Community Services Director.
By: _____ Date: _____ Fees: _____

ATTACHMENT B

November 4, 2011



Mr. John Jones
Director, Community Services
City of Torrance
3031 Torrance Blvd.
Torrance, CA 90503

Dear Mr. Jones:

For the past nine years the City has provided the portable stage in support of the Annual Torrance Relay for Life, sponsored by the American Cancer Society. We have raised over \$1,550,000 for cancer research and we are now planning this year's event. The City Council has been kind enough to waive the fees and provide the stage without cost in the past. We are again requesting to use the stage this year on April 27-29 2012 at South High School. I have submitted an application to use the portable stage with proof of insurance with this letter.

Please let me know if this will be possible. Thanks again for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "John Schmitt". The signature is fluid and cursive, with a large loop at the end.

John Schmitt, Volunteer
Torrance Relay For Life
424.634.1435
Johnbschmitt@gmail.com

"It's about a community that takes up the fight..."

Community Events Support Account Report

February 23, 2012

The community Events Support Account (FY 2011-2012) allocated \$10,000 within the original budget. Use of these funds for Community Events during FY 2011-2012 are as follows:

Item Name	Agenda Date	Agenda Item #	Expenditure Amount	Total
2011-12 Original Budget				10,000.00
Friends of Madrona Marsh	7-26-11	8B	619.79	9,380.21
Emp. Variety Show	8-09-11	8B	1,883.75	7,496.46
Youth Holiday Event (Teague Family Foundation)	9-13-11	8C	753.25	6,743.21
Friends of Torrance Exceptional Athletes	1-24-12	8B	300.00	6,443.21
Rental Fees for So. Cal Orchestra	2-28-12	8H	1,071.25	5,371.96*
Use of Softball Fields at Wilson for Torr. Nat'l Tournament	2-28-12	8I	2,000.00	3,371.96*
Relay for Life Portable Stage	2-28-12	8J	679.05	2,692.91*

***New totals contingent upon Council approval for new item expenditures.**