

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

**Members of the City Council:**

**SUBJECT:** City Manager – Request for funding various mementos for the Kashiwa Sister City 35<sup>th</sup> Anniversary celebration. Expenditure not to exceed \$8,000.

**RECOMMENDATION**

The City Manager recommends that City Council appropriate \$8,000 from the Program Contingency Reserve to fund the purchase of various mementos to commemorate the 35<sup>th</sup> Anniversary of the Torrance-Kashiwa Sister City year.

**Funding**

If the proposal is approved, an appropriation of \$8,000 is required from the Program Contingency Reserve. The current balance in the Program Contingency Reserve is \$202,015.

**BACKGROUND/ ANALYSIS**

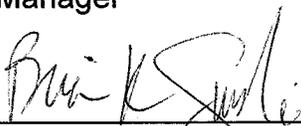
The City of Torrance and Kashiwa have had a long Sister City relationship and program. Although annually there are exchange students and visitors representing both cities, every five years Kashiwa will send a delegation to the City of Torrance and Torrance will send a delegation to the City of Kashiwa, Japan.

This year the City will be sending a delegation representing Torrance to Kashiwa in October, and in February of 2008 Kashiwa will be sending a delegation to the City of Torrance. It has been customary in the past to provide mementos to those who come to Torrance and to those who host the City's delegation. It has been several years since a purchase has been made and the allocation being requested will provide for the current celebration, as well as provide mementos for other visiting dignitaries that come to the City of Torrance.

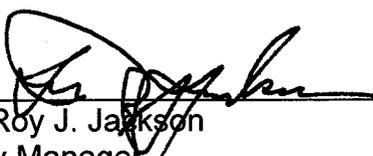
An item developing and appropriating a budget for the February 2008 Kashiwa delegation visit will be before the City Council in the next several weeks.

Respectfully submitted,

LeRoy J. Jackson  
City Manager

By   
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Brian K. Sunshine  
Assistant to the City Manager

CONCUR:

  
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LeRoy J. Jackson  
City Manager

