Council Meeting of
February 5, 2008

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

Members of the Council:

SUBJECT: Community Services – Approve a request to waive fees for use of the Torrance Cultural Arts Center Toyota Meeting Hall

Expenditure: $971.68

RECOMMENDATION

Recommendation of the Community Services Director that the City Council waive fees for use of the Torrance Cultural Arts Center Toyota Meeting Hall and related labor costs for a Sister City 35th Anniversary activity.

FUNDING

Funding is available in the City Council's Community Events program budget.

BACKGROUND/ ANALYSIS

For the past 35 years, Torrance and Kashiwa have enjoyed a mutually pleasing and productive relationship as sister cities. Many meaningful exchanges of city officials, students, teachers and community members have taken place throughout the years.

In October 2007, a delegation of Torrance officials and citizens led by Mayor Frank Scotto traveled to Kashiwa to commemorate the 35th anniversary of the sister city relationship between Torrance and Kashiwa. On February 21, 2008, a delegation from Kashiwa will arrive in Torrance for a four-day celebration that will include a variety of special events.

One of the planned events is a 1950's themed party scheduled for Friday, February 22, 2008 at the Toyota Meeting Hall to be attended by the Kashiwa delegates, City officials, and Sister City Association members. The Torrance Sister City Association forwarded a letter, dated December 26, 2007, requesting a fee waiver for use of the Torrance Cultural

Arts Center Toyota Meeting Hall and related labor costs for this activity. The approximate cost for use of the Meeting Hall and Kitchen, Event Manager, Set-up crew, and special outdoor lighting where vintage cars will be displayed is $971.68. This is a unique request as Sister City anniversary events are held every five years only. Based on the long-standing sister city relationship between Torrance and Kashiwa sister cities, they wish to reciprocate the wonderful hospitality they received while visiting Kashiwa.

Respectfully submitted,

John Jones
Community Services Director

CONCUR:

LeRoy J. Jackson
City Manager

Attachment: A) Request for Rental and Labor Fee Waivers from the Torrance Sister City Association dated December 26, 2007.

SW:JJ:gmb:Torrance Sister City\35th Anniv\02-05-08 ci TSCA Waive of CAC fees

ATTACHMENT A

TORRANCE SISTER CITY ASSOCIATION, INC.
3031 Torrance Boulevard Torrance, CA 90503

December 26, 2007

Mayor and City Council
3031 Torrance Boulevard
Torrance, CA 90503

Dear Mayor Scotto and City Councilmembers,

As you know, TSCA and Kashiwa, Japan will be celebrating the 35th anniversary of sister city ties in February 2008, here in Torrance. These anniversary celebrations occur every five years only. As part of next year's celebration, we will be using the Toyota Meeting Hall on Friday, February 22, 2008 for a 1950's event. This letter is a request for a waiver of facility rental fees, labor costs, and special lights, as follows:

1. Meeting Hall use: $188.00
2. Event Manager: 224.00
3. Set-Up Crew: 225.75
4. Meeting Hall Kitchen: 56.50
5. Lights in drop-off area: 277.43 (where vintage cars will be displayed)

The total cost of the above is $971.68.

TSCA respectfully requests a waiver of the above costs. Please give this matter your full consideration and let us know your decision as soon as possible.

The Torrance Sister City Association is very appreciative of the help it receives from the City. Thank you so much for your continuing support.

Sincerely,

Hazel Taniguchi

Hazel Taniguchi
President of TSCA

cc: John Jones
Suzie Wand