

Council Meeting of  
March 25, 2008

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

**Members of the Council:**

**SUBJECT: City Manager – Subsidize rental fees for the Leadership  
Torrance Alumni Association (LTAA) Student Leadership  
Program graduation ceremony. Expenditure: \$605.50**

**RECOMMENDATION**

Recommendation of the City Manager that City Council subsidize rental fees at the Toyota Meeting Hall located at the Torrance Cultural Arts Center for the North Torrance High School LTAA Student Leadership Program graduation ceremony on April 18, 2008 in a total amount of \$605.50.

**Funding**

Funding is available in the General Fund Municipal Legislative Policy Program Budget

**BACKGROUND/ANALYSIS**

The Leadership Torrance Alumni Association (LTAA) Student Leadership Program was created in 2007 as a way to engage the youth of Torrance in the community while building and teaching leadership skills and traits to students. Teachers and staff chose pupils that were best qualified and most likely to benefit from the program and submitted their recommendations to LTAA. Each month the program hosts an event that incorporates the community and the youth together by immersing students into various agencies and companies throughout Torrance. The program begins in September and ends in April with a ceremonial event honoring those students graduating from the program.

On April 18, 2008 the LTAA Student Leadership Program will host its first annual graduation ceremony for 24 students from North Torrance High School who have successfully completed the program. In addition to the parents of the 24 students attending, members of the Leadership Torrance Alumni Association, Torrance School Board members, Torrance School Superintendent George Mannon and North Torrance High School principal and faculty members are also expected to attend.

The following is a breakdown of the rental fees:

	<b>Cost</b>
Meeting Hall Kitchen Rental	\$58.00
Meeting Hall Rental	\$200.00
Event Manager	\$115.00
Set-up/Tear down	\$232.50
<b>Total</b>	<b>\$605.50</b>

The City has granted subsidies for previous events that have benefited the residents of Torrance. The LTAA Student Leadership Program has been extremely well received by the students and staff at North Torrance High School and the program is anxious to build upon their success and expand to other Torrance High Schools. The LTAA Student Leadership Program not only builds and trains the future leaders of Torrance, but the future leaders of our country. Thus, the City Manager requests that Council subsidize the rental fees for the use of the Toyota Meeting Hall located at the Cultural Arts Facility on April 18, 2008 in the amount totaling \$605.50.

Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Chloe Carver  
Management Aide

CONCUR:

  
LeRoy J. Jackson  
City Manager

**TORRANCE CULTURAL ARTS CENTER**

3330 Civic Center Drive Torrance CA 90503 (310) 781-7150

**ESTIMATED INVOICE**

**North High School**

**Event #: 27283**

Description: Graduation Ceremony/Dinner

Contact: Rod Guyton

Event Start: 04/18/2008

Contact Phone: 310.995.8084

Event End: 04/18/2008

Account: 27283

Activity Date: 04/18/2008

Charge #: C0020

Activity Prep: 5:00p

Res. Status: Tentative w/Authorizati

Activity Start: 5:00p

Attendance: 100

Activity End: 9:00p

Deposit By: 02/19/2008

Deposit Rec'd: No

Room	Charge
Meeting Hall - <i>Rent</i>	\$200.00

Insurance	Charge
Liability Insurance	\$0.00

Insurance	Memo
Liability Insurance	TUSD Coverage

Personnel	Start Time	End Time	Rate	Quantity	Charge
*Event Manager	5:00p	9:00p	\$28.75	1	\$115.00
*Set-up Crew	5:00p	9:00p	<del>\$232.50</del>	1	\$232.50

Personnel	Memo
*Event Manager	538009 C0020/4hrs.
*Set-up Crew	Set-up/tear down

*(Rate for per Lisa of CAC)*

Estimated Billing Total: \$547.50

**\*Billing Memo: Balance Due: \$605.50**

**Please make checks payable to: City of Torrance**

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*X 5891 ? call Gina  
X 2110.11)*

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Description: Graduation Ceremony/Dinner

Contact: Rod Guyton

Event Start: 04/18/2008

Contact Phone: 310.995.8084

Event End: 04/18/2008

Account: 27283

Activity Date: 04/18/2008

Charge #: C0020

Activity Prep: 5:00p

Res. Status: Tentative w/Authorizati

Activity Start: 5:00p

Attendance: 10

Activity End: 9:00p

Deposit By: 02/19/2008

Deposit Rec'd: No

Room	Charge
Meeting Hall Kitchen - <i>Rent</i>	\$58.00

Estimated Billing Total: \$58.00

**\*Billing Memo: Balance Due: \$605.50****Please make checks payable to: City of Torrance**

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City of Torrance  
 3031 Torrance Blvd  
 Torrance, Ca. 90503  
 Attn: Mayor Scotto

March 25, 08

Dear Mayor Scotto,

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The LTAA Student Leadership Program graduation ceremony for the North Torrance High School students will be held April 18<sup>th</sup>, 2008 from 6-8pm. We are still trying to secure a facility appropriate for this graduation and would like to ask if you would be willing to ask your fellow Council Members if they would be willing have the City of Torrance compensate our use of the Toyota Meeting Hall located at the Torrance Cultural Arts facility from 5-9pm. The cost to the city would be \$600.00 per Jen in the General Services Department. We are having a local caterer provide dinner for the night. We have a very small budget for this program, but hope that our momentum going into next years North Torrance High School Junior Class will allow us to raise more money to support this program.

This program has truly exceeded our expectations and is being extremely well received by this years Junior Class and faculty. The success of the LTAA Student Leadership Program is largely due to the overwhelming support we have received from our current alumni members and their participation. We are currently working on next years itinerary. We have had requests to take this program into other Torrance high schools and are planning to do this in the near future.

In addition to the parents of 24 students attending, we are expecting members of the Leadership Torrance Alumni Association, Torrance School Board members, Torrance School Superintendent George Mannon and North Torrance High School principal and faculty members. We have also invited you to present graduation certificates on behalf of the City of Torrance to each of our 24 students.

Please let me know if the City of Torrance would be able to help us with supporting our request.

I can be reached on my cell (310-995-8084) should you have any questions.

Thank you,

Rod Guyton  
 Co-Founder LTAA Student Leadership Program

Pat Sauts