

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

Members of the Council:

SUBJECT: Community Services – Approve a grant to the Torrance Sister City Association and accept and file the 2010 Torrance Sister City Annual Report.

Expenditure: \$1,500

RECOMMENDATION

Recommendation of the Community Services Director that City Council approve a grant in the amount of \$1,500 to the Torrance Sister City Association for 2011 and accept and file the Torrance Sister City Association's 2010 Annual Report.

Funding

Funding is available in the Sister City Activities budget.

BACKGROUND

In an effort to promote mutual exchange in various fields and wishing to strengthen the ties of understanding and goodwill, the cities of Torrance and Kashiwa, Japan, have been Sister Cities since 1973. During this time there have been annual exchanges of students, City officials, and Torrance teachers who have taught in Kashiwa, as well as various other cultural programs. Activities of the Association such as the annual *Bunka-Sai Festival* share Japanese culture with the community and raise money for the Student Cultural Exchange Program.

Lasting friendships have formed between residents of the two cities and the Torrance Sister City Association (TSCA) has helped foster these relationships. Through the Association's efforts, Torrance has a program that has received numerous awards from Sister Cities International.

ANALYSIS

The Torrance Sister City Association annually presents a request to the City Council for grant funds and provides a financial and activities report for the previous year. Proposed grant funds will be used to maintain and enhance TSCA programs for and in cooperation with Sister City representatives from Kashiwa, Japan.

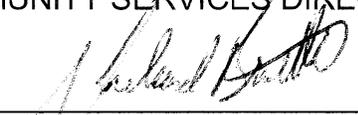
The officers who served on the Torrance Sister City Association (TSCA) Board from January through December 2010 were:

President:	Jordan Thompson/Gail Roulette
Vice President:	Gail Roulette
Secretary:	Vera Little
Treasurer:	Joe Rust

The Torrance Sister City Association has submitted their Grant Application requesting \$1,500 for 2011 (Attachment A); their 2010 Financial Report (Attachment B); and their 2010 Annual Report (Attachment C). Community Services Department staff have reviewed the Grant Application, Financial Statement and Annual Report and find the information to be complete and in accordance with the City's requirements for the grant application and annual Council Report.

Respectfully submitted,

JOHN JONES
COMMUNITY SERVICES DIRECTOR

By 

Richard Brunette
Recreation Services Manager

CONCUR:



JOHN JONES
Community Services Director



LeROY J. JACKSON
City Manager

Attachments: A. City of Torrance Grant Application from the TSCA for 2011
B. 2010 TSCA Financial Statement
C. 2010 TSCA Annual Report to City Council

ATTACHMENT A

City of Torrance
 Community Services Department
 3031 Torrance Boulevard
 Torrance, CA 90503

NON-PROFIT AGENCY GRANT APPLICATION

SUMMARY INFORMATION

A. AGENCY APPLICANT INFORMATION

Agency Legal Name TORRANCE SISTER CITY ASSN Phone Number 310-618-2930
 Street Address 3031 TORRANCE BLVD City TORRANCE Zip 90503
 Name of Presenter GAIL ROULETTE
 Title of Presenter 2010 PRESIDENT Phone Number 310-370-9427

B. GENERAL CATEGORY UNDER WHICH SUPPORT IS REQUESTED:

Child Care _____ Health _____ Human Services X

C. PROGRAM/PROJECT TITLE SISTER CITIES - We Act locally BUT Think Globally.D. DESCRIBE THE PURPOSE FOR WHICH THE REQUESTED FUNDS ARE TO BE USED.
 (Please limit to space provided; NO ATTACHMENTS.)

The funds will be used to maintain and enhance the many programs established by TSCA with the cooperation and support of Kashiwa, Japan, Torrance's sister city.

E. TOTAL AMOUNT REQUESTED FROM CITY OF TORRANCE (not to exceed \$5,000) \$1,500

F. TYPE OR PRINT NAME AND TITLE OF AUTHORIZING OFFICIAL:

Gail Roulette, 2010 V.P./ President

Gail R. Roulette
 Signature of Authorizing Official

January 3, 2011
 Date

**TORRANCE SISTER CITY ASSOCIATION
ANNUAL FINANCIAL STATEMENT FOR YEAR 2010**

Torrance Sister City Association
Final Budget
For the Year Ended 12/31/2011

BUDGET CATEGORIES	Actuals Jan 1 - Dec 31, 2010	Budget 2010	Budget vs. Actual 2010	Final 2011 Budget
Income				
Contributed support				
Membership Dues	5,535.00	4,100.00	1,435.00	4,200.00
City Grant	1,500.00	1,500.00	0.00	1,500.00
Donations	752.67	600.00	152.67	750.00
Bunka-Sai Gross Income	19,222.95	20,000.00	(777.05)	19,250.00
Interest	237.87	800.00	(562.13)	200.00
Proceeds from Rummage Sale			0.00	800.00
Cookbook Sales and Ads	3,212.76	3,600.00	(387.24)	500.00
35th Anniversary			0.00	
Total Income	30,461.25	30,600.00	(138.75)	27,200.00
Expense				
Student Exchange Programs - Note (a)	21,372.97	20,000.00	1,372.97	27,250.00
35th Anniv. Celebrations			0.00	
Alumni Reunion	325.82	1,500.00	(1,174.18)	500.00
Bank Service Charges	37.20	25.00	12.20	40.00
Backdrop			0.00	
Cherry Trees Plaque			0.00	
Conferences	210.00		210.00	
Cookbook Printing	(230.50)		(230.50)	
Bunka-Sai Operating Expenses	5,162.67	4,500.00	662.67	5,200.00
English Teacher Selection Cmmtee			0.00	
Equipment, Supplies, Etc			0.00	
Filing Fees	65.00	150.00	(85.00)	65.00
Gifts and Donations		350.00	(350.00)	
Historical Committee Expenses	394.82	30.00	364.82	400.00
Hospitality	378.45	150.00	228.45	350.00
Insurance	1,290.80	1,300.00	(9.20)	1,300.00
Kashiwa Day			0.00	
Miscellaneous Expense			0.00	
Orientation Expenses		250.00	(250.00)	250.00
Partnership Awards			0.00	150.00
Postage & Reproduction	1,118.77	1,000.00	118.77	1,000.00
President's Expense		100.00	(100.00)	200.00
Publicity	200.00			200.00
SCI Membership			0.00	
Storage	2,868.00	3,100.00	(232.00)	2,900.00
Supplies	137.30			135.00
Total Expense	33,331.30	32,455.00	539.00	39,940.00

Torrance Sister City Association
Final Budget
For the Year Ended 12/31/2011

BUDGET CATEGORIES	Actuals	Budget	Budget vs.	Final
	Jan 1 - Dec 13, 2010	2009	Actual 2009	2011 Budget
Other Income & Expense				
August Event Income	701.50	0.00	701.50	1,050.00
Sayonara Banquet Income	925.00	0.00	925.00	1,175.00
Cookbook Printing - Note (b)		3,500.00	(3,500.00)	0.00
			0.00	
Student Club			0.00	
Student Club Donations			0.00	
Student Club Fund Raisers	313.57	500.00	(186.43)	400.00
Student Club Expenses	(253.70)	(500.00)	246.30	(400.00)
Total Other Income & Expense	1,686.37	3,500.00	(1,813.63)	2,225.00
NET ACTIVITY	(1,183.68)	(5,355.00)	1,135.88	(10,515.00)
Estimated Opening Cash - 1/1/11				61,264.64
Budgeted Net Activity FYE 12/31/11				(10,515.00)
Estimated Ending Cash - 12/31/11				50,749.64

Note (a) - Based on 2008 Student Exchange program with 8 students totaling \$23,214.98

Note (b) - Cookbook printing expense was incurred in 12/09 in the amount of \$3,266.29

<p>TORRANCE SISTER CITY ASSOCIATION</p> <p>ANNUAL REPORT FOR YEAR 2010</p>
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ANNUAL REPORT OF THE TORRANCE SISTER CITY ASSOCIATION: 2010

Officers for 2010 were:

- President: Jordan Thompson/Gail Roulette
- Vice President: Gail Roulette
- Secretary: Vera Little
- Treasurer: Joe Rust

The 2010 board members were: Tracy Burton, Kerry Cababa, Kenneth Chan, Eric Fisher, Teri Kuwahara, Vera Little, Erin Moriwaki, Mark Richardson, Gail Roulette, Joe Rust, Shirley Tanaka, Jordan Thompson, Werner Willoughby, Mona Wong, and Cheryl Yamauchi.

Student board members were Janey Hayashi and Nicole Mattson.

Liaisons to TSCA were:

- City Council: Gene Barnett
- City Council Alternate: Pat Furey
- City Manager's Office: Brian Sunshine
- Community Services Department: Suzie Wand
- Oriental Motor U.S.A.: Keiko Tolbert
- Kashiwa: Hiroko Miyazaki, chairperson of the Torrance Committee

JANUARY 2010

The new officers were sworn in by City Clerk Sue Herbers on January 16, at the Alumni Reunion.

January 16 The annual Alumni Reunion was held at the Ken Miller Recreation Center. Besides alumni (those who went to Kashiwa), students selected for the Student Cultural Exchange Program and their families were introduced. Outgoing officers and board members were presented with a Certificate of Appreciation. A roll call of speakers – teachers, host families, presidents, adult delegates and student delegates – spoke of their experiences with our friends in Kashiwa.

January 11 Association Meeting
Bunka-Sai planning began this month.
Adult leaders for 2010 and 2011 were introduced.: Ellen Kircher and Dana Vinke, respectively.
TSCA cookbook project ongoing.

FEBRUARY 2010

February The August Activities Committee began planning the activities for the Kashiwa students.

February 8 Association meeting
Bunka-Sai planning continued.
Cookbook project continued.

February 27 Two adult members and two student members attended the SOCAL Sister City Conference in Pasadena.

MARCH 2010

March 1 Deadline for renewing memberships in time for listing in the TSCA directory.

March 8 Association Meeting
Bunka-Sai committees continued detailed planning.

APRIL 2010

- April 12 Association Meeting
Bunka-Sai planning finalized.
- April 19 Student orientation #1 was held. Orientation leaders were Eileen Yorizane and Kay Ujimori. Responsibilities and do's and don'ts were discussed.
- April 26 Orientation #2 was held. Discussed religion, historical periods and sites.

MAY 2010

- May 1-2 Bunka-Sai was held at the Ken Miller Recreation Center, the Torino Plaza, and the Toyota Meeting Hall. This Japanese Cultural Festival is the fundraiser for the Student Cultural Exchange Program.
- May 3 Student orientation #3 was held. Discussed customs, manners, family roles, education.
- May 10 Association Meeting
Host family recruitment began
Plans for the August activities initiated.
Bunka-Sai was evaluated.
- May 10 Historical Committee met to continue its work of preserving the history of TSCA.
- May 17 Student orientation #4 was held. Michael George presented history of Torrance. Practiced speeches and Kashiwa odori.
- May 24 Student orientation #5 was held with students, parents, All Nippon Airlines representative. The delegation consisted of the following:
Lisa Cho, Torrance HS junior
Brianna Heredia, Torrance HS junior
Jeffrey Johnson, Torrance HS senior
Kelley Yonezaki, El Camino College freshman
Mrs. Ellen Kircher, Adult Leader

JUNE 2010

- June 9 August Activities Committee met.
- June 14 Association Meeting
Host Families search began.
Committee formed to look into a TSCA Website/Blog..
- June 22 The Torrance exchange students were presented to the City Council where they were presented with plaques by Mayor Scotto.

JULY 2010

- July 6 Torrance delegation left for Kashiwa where they spent the next three weeks staying with host families; visiting their Mayor and city sites, elementary and high schools; learning calligraphy, koto playing, martial arts, taiko drums, tea ceremony; making soba noodles; visiting Tokyo, Nikko, Tokyo Disneyland, Kyoto, Hiroshima; participating in Kashiwa Matsuri Festival and Odori contest, et al.

July 12 Association Meeting
Continued search for host families.
Leaders for August activities were selected.

AUGUST 2010

No Association Meeting this month.

August 4 Delegation of 8 students and 1 adult leader arrived in Torrance. All students were female: 7 university and 1 high school age.

August 5 Tour of Torrance Part I (Mayor's office, Keiro Nursing Home, Oriental Motor USA, Madrona Marsh). Welcome reception held in Nakano Theater.

August 6 Cookie making at Torrance High School; YMCA Sports Day

August 7 Free Day with host families.

August 8 All day Beach Party

August 9 Long Beach tour; Hyatt Regency Hotel tour; Long Beach Aquarium

August 10 Tour of Torrance Part II (Police Station, Art Museum, Farmers' market, Fire Department, and Torrance City Cable). Presentation to City Council. YMCA Ice Cream social

August 11 Hollywood Tour; The Grove; Kodak Theater

August 12 Universal Studios

August 13 Santa Monica Tour; Performance of "Pirates of Penzance" at Armstrong Theater

August 14-15 Trip by Amtrak to San Diego; Sea World

August 16 Tour of UCLA; Getty Museum; Rodeo Drive

August 17 Tour of USC; IMAX; Natural History Museum. Dodger Game

August 18 Downtown L.A. Tour: Little Tokyo; Japanese American National Museum; Go For Broke Monument. Square Dance and Chili Cook-off

August 19 Torrance Bakery. Pool Party

August 20 Disneyland and California Adventure

August 21-22 Free weekend with host family

August 23 Final shopping trip. Sayonara Banquet

August 24 Kashiwa delegation returned to Japan.

SEPTEMBER 2010

September 9 Student Selection Committee formed and began plans for recruitment.