

Council Meeting of
April 5, 2011

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

Members of the City Council:

SUBJECT: Community Services - Approve a request to subsidize the fees for the use of the Portable Stage for the North High School JROTC Golden Bear West Coast National Drill Meet to be held at the Del Amo Fashion Center on April 30, 2011.

Expenditure: \$615.79

RECOMMENDATION

Recommendation of the Community Services Director that City Council subsidize fees in the amount of \$615.79 for the use of the Portable Stage by North High School JROTC for the Golden Bear West Coast National Drill Meet to be held at the Del Amo Fashion Center on April 30, 2011.

Funding

Funding in the amount of \$615.79 is available in the City Council's Municipal Legislative Policy Program Budget. A total of \$5,755.76 of the annual budget of \$10,000.00 remains in the budget for subsidy of community events for this fiscal year. If approved, the remaining balance will be \$5,139.97.

BACKGROUND/ANALYSIS

The North High School JROTC is requesting the use of the portable stage for the Golden Bear West Coast National Drill Meet which will be held on April 30, 2011. The stage will be used for the presentation of awards. There will be over seventy schools participating in the drill meet, two of which are from Guam and twenty six schools from outside of California representing the western states. The rest of the schools will be from California. A request for use of the portable stage was received from Command Sgt. Major Raul T. Duran, Senior Army Advisor for North High School JROTC (Attachment A). The request is being made that the

Council waive the fees associated with the use of the portable stage (Attachment B).

During the September 25, 2007 Council Meeting, the Council approved the Portable Stage Usage Policy (Attachment C). The North High School JROTC will provide the City with liability insurance and will have the required security in place for the event, as stated in the Portable Stage Usage Policy (Attachment D). The fees in the amount of \$615.79 cover the cost of staff time for transportation, set-up, and break down of the stage.

Respectfully submitted,

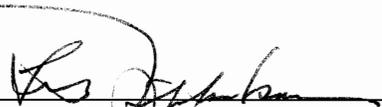
JOHN JONES
Community Services Director

By 
Robert Carson
Park Services Manager

CONCUR:



John Jones
Community Services Director



LeRoy J. Jackson
City Manager

Attachments: A. North High School JROTC application
B. Request for waiver of fees
C. Minutes Excerpt of September 25, 2007 Council Meeting
D. Portable Stage Usage Policy



**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: 24 MARCH 2011

1. Name of Organization: NORTH TORRANCE SHOTC
Address: 3620 WEST 182ND ST.
City/State/Zip: TORRANCE CA. 90504
2. Contact Person: PAUL T DURAN CSM Title: SENIOR ARMY INSTRUCTOR
Primary Phone: (909) 455-5156 Alternate Phone: 310 333-4412 Ex 7131
E-mail: 60160@BANK.NORTH Fax: 310 972-6454
3. Name of Event: GOLDER BEAK WEST COAST NATIONAL DUEL MEET
4. Drop off: Date 29 APRIL 2011 Time: 2:00 PM
5. Pick up: Date 30 APRIL Time: 7:00 PM
6. Location where stage will be set up (name of park, school, parking lot, etc.):
DEL AMO MALL 3525 CANBY ST. TORRANCE CA. 90503
7. Contact on day of the event for set-up: CSM PAUL T DURAN 909 455-5156
8. Describe details of the event: NATIONAL DUEL MEET FOR OVER 70 SCHOOLS
9. If requested for more than one day, identify security arrangements: SECURITY GUARD ON
AT NIGHT

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.

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: PAUL T DURAN Organization: NORTH TORRANCE HIGH SHOTC

Signature: Paul T Duran Title: SENIOR ARMY INSTRUCTOR Date: 24 MAR 2011

FOR OFFICE USE ONLY

The above application IS IS NOT granted per John Jones, Community Services Director.

By: _____ Date: _____ Fees: _____



DEPARTMENT OF THE ARMY
US Army 8th Brigade (ROTC), Cadet Command
North High School
3620 West 182nd Street
Torrance, CA 90504
Telephone (310) 533-4412 ext 7131/7132



TO: Councilman Pat Furey
SUBJECT: Torrance Stage

North High School JROTC is requesting the use of the Torrance mobile stage for the Golden Bear West Coast National Drill Meet. The stage will be used for the presentation of awards and to promote the events being held in the city of Torrance. There will be over seventy schools participating in the drill meet. We will have two schools from Guam and 26 schools from outside of California representing the western states. The rest of the schools will be from schools in California from San Francisco to San Diego.

The date of the event is 30 April 2011 8:00AM to 6:00PM We would like to have the stage preset on 29 April 2011. We will have security at the site all night. Thanks again for all your support.

POC is CSM Raul T. Duran (909)455-5156

Raul T. Duran

Raul T Duran
CSM USA (R)
Senior Army Instructor

12E. APPROVAL OF PORTABLE STAGE USAGE POLICY**Recommendation**

The **Parks and Recreation Commission** and **Acting Community Services Director** recommend that City Council approve the Portable Stage Usage Policy.

Acting Community Services Director Jones reported that staff and the Parks and Recreation Commission were recommending the approval of the Portable Stage Usage Policy in order to regulate the usage of the stage and preserve its condition and quality. He noted that organizations wishing to use the stage must provide proof of liability insurance in the amount of \$1 million and provide security for any event that requires the stage to be left overnight.

MOTION: Councilmember Brewer moved to concur with the staff recommendation. The motion was seconded by Councilmember Nowatka and passed by unanimous vote (absent Councilmember Sutherland).



City of Torrance, Community Services Department Policy & Procedures: PORTABLE STAGE USAGE POLICY

The Torrance Community Services Department owns and operates a portable stage; a 40 foot trailer that can be used to host special events and musical performances. This trailer is used primarily for City programs, such as the Turkey Trot Fun Run and the 4th of July event at Wilson Park. In addition to City Programs, the stage is used for other events that the City sponsors/co-sponsors, such as the Torrance Symphony and the Special Olympics. The stage is available for use by organizations located within the City of Torrance provided they meet the requirements identified in this policy.

Description: The portable stage is a 40' trailer that includes a covered 36' by 14' section with stairs on each end. There is a forward extension platform that adds 8' across the full width of the stage, with an access stair. In total there is approximately 792 sq. ft. of stage area.

Requirements: Organizations wishing to use the stage must meet the following requirements:

1. The event must be held within the Torrance City limit.
2. The location must be suitable for the towing, parking, and leveling of the stage.
3. The organization must provide proof of liability insurance in the amount of \$1,000,000 with the City of Torrance and its officers listed as additionally insured.
4. The organization must provide security for any event that requires the stage to be left overnight.

Procedure for Use:

1. Any organization requesting use of the stage is required to complete the *Application for Use of Portable Stage* and must include a site map and detailed location information. This *Application* must be submitted at least 60 days prior to the event.
2. After receiving the *Application*, the Community Services Director will approve or deny the request for use.
3. If the request is approved, the organization will receive a copy of the Fee Schedule with the costs associated with that request. This **Fee Schedule** will include the Security Deposit, Staff Charges, and Mileage Reimbursement that is necessary to cover the costs of the event. All fees must be received at least 10 business days prior to the event.

NOTE: Any request for reduction/waiver of fees or other exceptions to the policy requires City Council approval and appropriation of funds to offset the cost associated with the use of the portable stage. Such requests must be submitted for City Council approval at least 10 business days prior to the event.

Responsibilities:

City Staff: Park Services staff will be responsible for the transportation, set-up, and breakdown of the stage. A site visit may be required if the location of the event is unfamiliar, or if staff has concerns about the location requested for set-up. The site visit will be free of charge.

Organization: The organization must identify an on-site contact and cell phone number on the application that will assist Park Services staff with specific set-up location, as well as provide additional support for crowd control and access to parking lots, gates, etc. It is the responsibility of the organization to provide any generators, lighting and sound equipment that is required for the event.