

FOR COUNCIL MEETING

July 10, 2012

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

Members of the City Council:

SUBJECT: Torrance Youth Council and Community Services - Approve and Appropriate funds for bus transportation for the 2012 Annual Youth Forum.

Expenditure: \$1,413.

RECOMMENDATION

Recommendation of the Torrance Youth Council and the Community Services Director that City Council approve and appropriate \$1,413 from the Youth Council Donation Account for warrants to be issued to Torrance Unified School District for \$808 and VIP Tours for \$605 to pay for bus transportation for the 2012 Annual Youth Forum.

FUNDING

The current balance in the Youth Council Donation Account is \$112,634.83. If approved, the new balance will be \$111,221.83.

BACKGROUND/ANALYSIS

In August 2008 City staff met with representatives from the Torrance Unified School District (TUSD) to discuss transportation, dates, and times associated with the Youth Council sponsored Youth Forum. During this meeting it was determined that the best time to have the event was in February, but that TUSD would not fund the transportation expenses related to the event.

During their regularly scheduled meetings, the Youth Council discussed its interest in using Youth Council donation account funds to pay for buses necessary to transport the students to The ATTIC, the site of the Youth Forum. Per TUSD rules, during school hours students can only travel on District buses. The District agreed to provide the buses and then bill the City for reimbursement of associated costs.

After reviewing the minutes from past meetings, it was discovered that the commitment of Youth Council donation funds was never officially agendized and/or approved by the Youth Council. Therefore, during the meeting on May 16, 2012, the Youth Council voted unanimously to approve funding in an amount not to exceed \$1,500 to cover transportation

costs for the 2012 Youth Forum. It is the recommendation of the Youth Council and the Community Services Director that City Council approve and appropriate \$1,413 from the Youth Council Donation Account for warrants to be issued to TUSD and VIP Tours to pay for bus transportation to and from the Youth Forum.

Respectfully submitted,

Francois J. Masi

Fran Masi, Chairperson
Torrance Youth Council

Richard Brunette

Richard Brunette
Recreation Services Manager

CONCUR:

John Jones

John Jones
Community Services Director

NOTED:

LeRoy J. Jackson

LeRoy J. Jackson
City Manager

- Attachments: A) Excerpt from Youth Council Minutes dated May 16, 2012, Item 8
B) Invoices from TUSD and VIP Tours of California, Inc.

EXCERPT FROM YOUTH COUNCIL MINUTES DATED MAY 16, 2012, ITEM 8**EXCERPT OF MINUTES**

- Minutes Approved
 Minutes Subject to Approval

May 16, 2012

**MINUTES OF A REGULAR MEETING
OF THE TORRANCE YOUTH COUNCIL****1. CALL MEETING TO ORDER**

A regular meeting of the Torrance Youth Council was called to order Chair Frank Masi at 7:06 p.m. on Wednesday, May 16, 2012. The meeting was held in the West Annex Commission Meeting Room, Torrance City Hall, 3031 Torrance Boulevard.

2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

PRESENT: Ryan Hirano, Diana Im, Gloria Kang, Minji Kim, Samuel Lee, Sean Lee, Nicole Ludena, Frank Masi, Chewy (Joo Hee) Pak, Anna Spallino, Christine Plascencia, Shiloh Schatzkamer, Tiffany Tran, Grant Torre, Candace Wu, Anthony Xian, Matthew Yu

ABSENT: Serena Tsay

STAFF: Debbie Reed, Sr. Recreation Supervisor; Youth Council Liaison
Toni Sexton, Staff Assistant to Youth Council

8. APPROVAL OF FUNDS – Youth Forum bus transportation

MOTIONED: Minji Kim to allocate funds to cover the cost of transportation to the Youth Forum 2012. Not to exceed \$1,500. Ryan Hirano seconded. The motion carried unanimously.

ATTACHMENT B

INVOICES FROM TUSD AND VIP TOURS OF CALIFORNIA, INC.

TORRANCE UNIFIED SCHOOL DISTRICT

REMIT TO Fiscal Service
 Torrance Unified School District
 2335 Plaza Del Amo
 Torrance, California 90509

Invoice #	12-6096
Date:	3/15/12

TO: CITY OF TORRANCE
 C/O DEBORAH REED, SENIOR RECREATION SUPERVISOR
 3031 TORRANCE BOULEVARD
 TORRANCE, CA 90503

Questions should be directed to:
 DENISE AGUAYO 310-972-6045
 FISCAL SERVICES

Terms: Due upon receipt

Please make check payable to:
 TORRANCE UNIFIED SCHOOL DISTRICT

PLEASE RETURN COPY OF INVOICE WITH PAYMENT

EXPLANATION OF CHARGES	AMOUNT
TRANSPORTATION REIMBURSEMENT	
DATE: FEBRUARY 7, 2012	
TO: THE ATTIC	
FOR: THE TORRANCE YOUTH COUNCIL	
	\$ 808.00

FOR ACCOUNTING USE ONLY	
ACCOUNT STRING	AMOUNT
VARIOUS	\$808.00

TOTAL AMOUNT DUE

\$808.00

cc: Business Services
 Fiscal Services

RECEIVED

RECEIVED

APR 18 2012

MAR 21 2012

VIP Tours of California, Inc.

9830 Bellanca Ave

Los Angeles, CA 90045

310-641-8114

800-438-1814

(Fax: 310-641-1210)

www.viptoursofcalifornia.com

2012-6062
4/13/12

Invoice

To: CITY OF TORRANCE/THE ATTIC TEEN CTR.
MELISSA
3031 TORRANCE BLVD.
TORRANCE, CA 90503

Invoice # 76086

Date Printed: Monday, March 19, 2012

Phone: (310)782-8828 Fax: (310)782-9073
Salesperson: EVELYN GOTAY

Date	# Vehicles	Size	From	To
02/07/2012	1	24-PAX BLACK W	CAL STATE DOMINGUEZ HILLS	THE ATTIC - TORRANCE and Return

COST COMPONENTS				# Units	Cost/Unit	Note	Total
5 HR MINIBUS				1.00	400.00		\$400.00
10% GRATUITY				1.00	55.00		\$55.00
Additional Charges							
\$75 ANY ADDITIONAL HR				2.00	75.00		\$150.00
Total Cost of Move:							\$605.00

Total Cost of Charter: \$605.00
Total Received to Date: \$0.00
Balance Due: January 24, 2012 \$605.00

Itinerary:

{1/24PAX MINI BUS}
P/U/P @ 8.00AM FROM CALIFORNIA ACADEMY OF MATH AND SCIENCE
CSU DOMINGUEZ HILLS-1000 E. VICTORIA ST. IN CARSON (USE
ENTRANCE ON UNIVERSITY DRIVE LOT 7) THEN TRANSFER TO THE
ATTIC - 2320 W. CARSON STREET IN CARSON.
*****WAIT & RETURN***

PAYMENT METHOD: MUST BE PAID PRIOR TO DAY OF SERVICE

Delbie

Approved by: _____	Date: ____/____/____
PO/BPO/VC#: _____	
If DP- _____	
G/L Codes: _____	

TOMMIE KNAPP