

Council Meeting of  
January 24, 2006

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

Members of the Council:

**SUBJECT: Appropriation of additional funds from the Youth Council Donation Account to complete the improvements at the Torrance Teen Center (the Attic).**

**Expenditure: \$27,000**

### **RECOMMENDATION**

The Community Services Director and the Torrance Youth Council recommend that City Council appropriate an additional \$27,000 from the Youth Council Donation Account to complete the improvements at the Torrance Teen Center (FEAP-512).

### **Funding**

Funding is available in the Youth Council Donation Account.

### **BACKGROUND**

The Torrance Teen Center (the Attic) has been in operation since 1999. The facility, formerly the YWCA, was built in the 1950s and, prior to operating as a teen center, received very few structural updates. Staff, through funding approved by Your Honorable Body, recently completed a kitchen remodel that expanded food service at the Center. The food service has been a hit among local teens and has significantly increased the Attic's overall attendance. The increased attendance has created greater demand throughout the Center and has exposed other areas of facility need.

The multipurpose room, which houses several teen activities and provides widely used programming space, is one such area. The room, located on the northeast side of the facility, has not been upgraded in more than 40 years and its heating, lighting and electrical systems are in need of a major overhaul. The bathroom water heaters also require updating as the existing heaters do not produce the temperature required to meet Los Angeles County Health standards.

In March of 2005, Attic staff and Teen Advisory Committee members brought these concerns before the Youth Council. The Youth Council stated that the Attic was its highest priority and took action to improve the Teen Center by approving the use of donation funds. In response to the Youth Council's action, staff took inventory of the highest priority facility improvements and assembled a list of quotes from local vendors to

create a project cost estimate. The total cost of the improvements, including Project Management fees and a 5% contingency, was estimated at \$62,370 (see Attachment A).

### ANALYSIS

During the course of completing the items identified in the original project scope, other essential construction items were identified. Staff from the General Services Department assembled cost estimates and received a formal bid from Action Contractors to complete the structural framing work. The Youth Council considered the items at their January 4, 2006 meeting and took action to provide an additional \$27,000 in funds (see Attachment B) to finish the following.

ITEM	ESTIMATE
Structural Framing	\$ 12,800
Installation of Hot Water Heaters	\$ 1,368
Paint the Exposed Ceiling (after drop ceiling tiles are removed)	\$ 2,500
Putty and paint walls in Computer Room, Game Rooms and the Hallway that were damaged from abatement treatment.	\$ 3,000
Replace large Window in the Main Room	\$ 5,000
Subtotal	\$ 24,668
Project Management Fees at 10%	\$ 1,498
Contingency at 5%	\$ 833
<b>TOTAL</b>	<b>\$ 26,999</b>

It is staff's feeling that these improvements will further enhance programs at the Attic and allow staff to use the multipurpose room in a more creative manner. Staff hope to complete the work by the start of spring.

Respectfully submitted,



Gene Barnett,  
Community Services Director

NOTED:

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Nina Sawhney, Chairperson  
Torrance Youth Council



LeROY JACKSON  
City Manager

Attachments: A) Original Teen Center Improvement Council Item (7T, June 28, 2005)  
B) Excerpt of minutes from the January 4<sup>th</sup> Youth Council meeting.

Council Meeting of  
June 28, 2005

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

**Members of the Council:**

**SUBJECT: Appropriation of funds from the Youth Council and Attic Donation Accounts for improvements at the Torrance Teen Center (the Attic).**

**Expenditure: \$62,370**

**RECOMMENDATION**

The Community Services Director and the Torrance Youth Council recommend that City Council appropriate \$62,370 from the Attic and Youth Council Donation Accounts for improvements at the Torrance Teen Center (FEAP-512).

Funding

Funding is available in the Attic Donation Account (\$42,378) and the Youth Council Donation Account (\$19,992).

**BACKGROUND/ANALYSIS**

The Torrance Teen Center (the Attic) has been in operation since 1999. The facility, formerly the YWCA, was built in the 1950s and, prior to operating as a teen center, received very few structural updates. Staff, through funding approved by Your Honorable Body, recently completed a kitchen remodel that expanded food service at the Center. The food service has been a hit among local teens and has significantly increased the Attic's overall attendance. The increased attendance has created greater demand throughout the Center and has exposed other areas of facility need.

The multipurpose room, which houses several teen activities and provides widely used programming space, is one such area. The room, located on the northeast side of the facility, has not been upgraded in more than 40 years and its heating, lighting and electrical systems are in need of a major overhaul. The Teen Center's bathroom water heaters also require updating. The existing water heaters do not produce the temperature required to meet Los Angeles County Health standards.

In March, Attic staff and members of the Teen Advisory Committee brought these concerns before the Youth Council. The Youth Council stated that the Attic remains its highest priority and took action to improve the Teen Center by approving use of Youth Council donation funds. In response to the Youth Council's action, staff took inventory of all the necessary facility improvements and assembled a list of quotes from local vendors

to create a project cost estimate. The total cost of the improvements, including Project Management fees and a 5% contingency, is estimated at \$62,370.

The following repairs and replacements will be performed with the appropriated funds:

ITEM	ESTIMATE
Remove the Tiled Drop Ceiling in the Multipurpose Room (through use of WIN's Home Improvement Program)	\$ 3,200
Trash Container Rental	\$ 300
Paint the Exposed Ceiling (after drop ceiling tiles are removed)	\$ 2,500
Increase Electrical Service in the Multipurpose Room, Add a new Lighting System and Replace damaged Wall Outlets throughout the Facility	\$ 21,335
Purchase and Install new Light Fixtures in the Multipurpose Room	\$ 3,200
Replace the non-functioning Heating System	\$ 4,500
Replace Bathroom Water Heaters (to meet County Health Standards)	\$ 3,700
Replace Windows in the Multipurpose Room	\$ 10,800
Cover existing Linoleum in the Multipurpose Room with Vinyl Tiles	\$ 4,700
Subtotal	\$ 54,235
Project Management Fees at 10%	\$ 5,423
Contingency at 5%	\$ 2,712
<b>TOTAL</b>	<b>\$ 62,370</b>

These improvements will enhance programs at the Attic and will allow staff to more creatively use the multipurpose room. The multipurpose room's existing drop ceiling, dim lighting, raised flooring and antiquated windows currently prohibit or severely limit several program activities. It should be noted that the projected total for the work is based solely on estimates and that the cost of the specific items may change. If funding is ultimately insufficient to complete all of the improvements, staff will return with a revised funding strategy or complete only the highest priority items. Staff hope to complete the work by the start of the next school year.

Respectfully submitted,

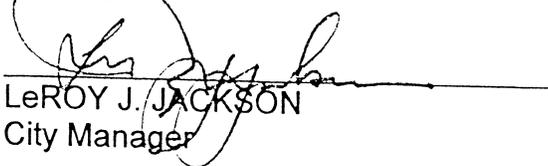


Gene Barnett,  
Community Services Director

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Sean Crandall, Chairperson  
Torrance Youth Council

NOTED:



LeROY J. JACKSON  
City Manager

- Attachments:    A) Excerpt of minutes from the March 2<sup>nd</sup> Youth Council meeting.  
                      B) Floor Plan of ATTIC

**ATTACHMENT A****EXCERPT OF MINUTES**

- Minutes Approved  
 Minutes Subject to Approval

March 2, 2005

**MINUTES OF A REGULAR MEETING  
OF THE TORRANCE YOUTH COUNCIL****2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE**

PRESENT: Jennifer Chen, Sean Crandall, Michelle Gnanakone, Vickie Hsieh, Ashley Hunt, Susan Kwak, Suzie Kwak, Timothy Lee, Catherine Lloyd, Doo Park, Maria Turcios and Nina Sawhney

ABSENT: Philip Gomez and Sheri VanBrunt

RESIGNED: Justin Ahn

STAFF: Debbie Reed, Youth Council Liaison  
 Portia Rivera, Staff Assistant to Youth Council  
 Veronica Minter, Recreation Supervisor  
 Heather Montanchez, Recreation Specialist II

**3. DONATION REQUEST**

The Chairperson of the ATTiC Advisory Board presented the Grant Donation Request to the Youth Council. The Youth Council asked questions of both, The ATTiC Advisory Board and ATTiC Staff. In a closed session the Youth Council discussed the Grant Request. Chairperson Sean Crandall pointed out that the ATTiC has always and will continue to be one of Youth Council's main projects and that TYC do what they can to maintain and support the facility and its programs.

**MOTION:** Catherine Lloyd moved, Susan Kwak seconded, to approve a donation of \$19,992 to the ATTiC. The motion carried unanimously.

PLAZA DEL AMO

STORAGE

365 sq. ft.

BIG ROOM/MAIN ROOM

1740 sq. ft.

ATTIC CAFE

(kitchen)

389 sq. ft.

LOBBY

162 sq. ft.

FRONT DESK

119 sq. ft.

DRY STORAGE

118 sq. ft.

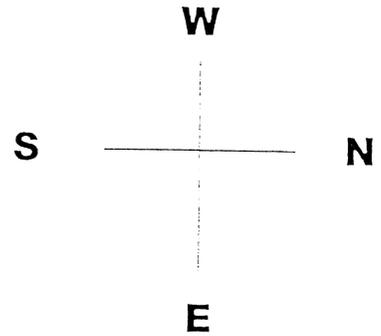
WOMEN'S  
RESTROOMS

200 sq. ft.

MEN'S  
RESTROOMS

130 sq. ft.

OUTSIDE PATIO AREA



STAFF OFFICE

149 sq. ft.

GAME ROOM

135 sq. ft.

RESTROOM

COMPUTER  
ROOM

450 sq. ft.

CARSON STREET

MULTI-PURPOSE ROOM

1972 sq. ft.

FITNESS  
ROOM  
(MODULAR)

300 sq. ft.

THE ATTIC

2320 West Carson St.

Torrance, CA 90501

ATTACHMENT B**EXCERPT OF MINUTES**


Minutes Approved

Minutes Subject to Approval

January 4, 2006

**MINUTES OF A REGULAR MEETING  
OF THE TORRANCE YOUTH COUNCIL****2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE**

PRESENT: Jennifer Chen, Alyssa Hall, Nicole Hartig, Vickie Hsieh, Ashley Hunt, Susan Kwak, Tommy Nguyen, Doo Park, Joseph Park, Nina Sawhney, Cheiny Shiao, Annie To, Deva Trejo and Maria Turcios

ABSENT: Anthony Tangoan, Grace Wu and Christina Yuen

ABSTAINED: None

STAFF: Debbie Reed, Sr. Recreation Supervisor; Youth Council Liaison  
Portia Rivera, Staff Assistant to Youth Council  
Veronica Minter, Recreation Supervisor

**11. DONATION REQUEST**

Amanda Proo and Veronica Minter presented the grant application for The ATTIC; additional monies to complete renovations of the multi-purpose room. A discussion ensued amongst the Council as why the Attic is important and why the Council supports the facility.

**MOTION:** Deva Trejo moved, Doo Park seconded, to approve the grant request from The ATTIC Advisory Committee in the amount of \$27,000. The motion carried unanimously