

**RESOLUTION NO. 2012-88**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF TORRANCE HONORING  
*EMELITA P. VILLAREAL*  
UPON HER RETIREMENT FROM THE CITY  
AFTER TWENTY-FOUR YEARS OF SERVICE**

**WHEREAS,** Emelita Villareal began her career with the City of Torrance as a Secretary in the Civil Service Department on September 12, 1988. Only six months later, on March 16, 1989, she was promoted to Administrative Secretary/Aide to Ralph Grippo, the Director of Building & Safety. She was transferred to the Community Services Department on October 30, 2005, to work as assistant to Director Gene Barnett; and

**WHEREAS,** Milette received numerous Awards of Recognition and Spot Awards over the course of her tenure with the City for her outstanding contributions to both the Building and Safety and Community Services Departments; and

**WHEREAS,** Milette received a Personal Achievement Award in 2001 for the completion of her Masters Degree in Public Administration from California State University, Dominguez Hills; and

**WHEREAS,** Milette has advocated professionalism for secretaries and has trained and mentored secretarial support staff over the past two decades; and

**WHEREAS,** Milette's work ethic, high professional standards, and exemplary organizational skills were assets to the departments she worked for; and

**WHEREAS,** Milette will be remembered for her dedication, professionalism, loyalty, effectiveness, and ability to get the job done. She has distinguished herself as an excellent assistant, a supportive co-worker, and good friend during her 24 years of service to the City and citizens of Torrance.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Torrance, California, does hereby commend, honor, and congratulate

***EMELITA VILLAREAL***

for her dedication, professionalism, and contributions to the City of Torrance while in our employ; and, be it further resolved, that Milette be wished a full and rewarding life in her retirement years.

**INTRODUCED, APPROVED AND ADOPTED** this 18<sup>th</sup> day of December 2012.

APPROVED AS TO FORM:  
JOHN FELLOWS III, City Attorney

by \_\_\_\_\_  
Patrick Sullivan, Assistant City Attorney

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Mayor Frank Scotto

ATTEST:

\_\_\_\_\_  
Sue Herbers, CMC  
City Clerk

