Council Meeting of
July 17, 2007

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

Members of the Council:

SUBJECT: Assignment of Chairs and Members for City Council Committees

Expenditure: N/A

RECOMMENDATION

The City Manager recommends that appointments be made to the following Council Committees and Boards:

1. Standing Committees
2. Outside Regional Boards and Agencies
3. Ad Hoc Committees
4. City Council Liaisons

Funding

N/A

BACKGROUND AND ANALYSIS

It is the policy of the City Council that chairpersons and members be selected for the six City Council standing committees and the representatives to other boards, agencies, and committees following a Council election or any other change in Council makeup.

Because there are four separate areas to make appointments, the Council may wish for the appointments to proceed in all four areas, or they may wish to only appoint the City Council committees at tonight's meeting and defer the other appointments until a later time.

1. Standing Committees

The City Council adopted the current Council committee structure at the June 20, 1978, City Council meeting. At that meeting, the jurisdiction of the six standing committees, as well as the criteria for selection of the members was established – that being that each Councilmember, other than the Mayor, shall select their chair responsibility in order of seniority. Further, it was decided that the second round selection should be based on reverse order of seniority and the third round would revert back to the original seniority order.

On June 2, 1998, the Finance and Governmental Operations Committee met to review Council seniority issues and discussed possible revisions to the committee selection policy. The Committee voted to make selections based on years of continuous service as a Councilmember and number of votes obtained in the most recent election.

Based on that criteria, current seniority on the Council, excluding the Mayor, is as follows:

Councilmember Hope Witkowsky
Councilmember Paul Nowatka
Councilmember Bill Sutherland
Councilmember Tom Brewer
Councilmember Gene Drevno
Councilmember Gene Barnett

The most recent standing committee chairs and members were:

Committee	**Chair**	**Members**
Citizen Development and Enrichment	Paul Nowatka	Tom Brewer Gene Drevno
Community Planning and Design	Gene Drevno	Paul Nowatka Pat McIntyre
Employee Relations	Bill Sutherland	Pat McIntyre Gene Drevno
Finance and Governmental Operations	Pat McIntyre	Paul Nowatka Hope Witkowsky
Public Safety	Hope Witkowsky	Bill Sutherland Tom Brewer
Transportation	Tom Brewer	Bill Sutherland Hope Witkowsky

At this time, the Council may begin the process of choosing chairs and members of the Council standing committees:

Committee	**Chair**	**Members (2)**
Citizen Development and Enrichment		_____
Community Planning and Design		_____
Employee Relations		_____
Finance and Governmental Operations		_____
Public Safety		_____
Transportation		_____

2. Outside Regional Boards and Agencies

It has been the policy of the City Council that members are appointed by the Mayor to various regional boards and agencies. Some of these organizations require Council action to appoint a voting delegate and an alternate. The representatives hold their appointment for a one-year period, unless otherwise noted. The following were the most recent voting delegates and alternates for outside boards:

Board	Voting Delegate	Alternate
South Bay Cities Council of Governments (SBCCOG)	Nowatka	Brewer
South Bay Economic Development Partnership (SBEDP)	Mayor Scotto	McIntyre
Independent Cities Association	Brewer	Drevno
Municipal Area Express (MAX)	Brewer	Sutherland
LA County Sanitation District	Mayor Scotto	Nowatka
LA County West Vector Control District	Witkowsky *(effect. 1/1/07)* *Appointment for 2-year term*	
So. Calif. Association of Governments (SCAG)	Approved by Council Action Mayor Scotto	Approved by Council Action Sutherland
League of California Cities – LA Division	Approved by Council Action Witkowsky	Approved by Council Action Sutherland
Workforce Investment Network (WiN) Policy Board*	Nowatka	Drevno

At this time, the Mayor and Council may begin the process of appointing voting delegates and alternates for outside boards:

Board	Voting Delegate	Alternate
South Bay Cities Council of Governments (SBCCOG)	Nowatka	Brewer
South Bay Economic Development Partnership (SBEDP)	Mayor Scotto	Barnett
Independent Cities Association	Brewer	Drevno
Municipal Area Express (MAX)	Brewer	Sutherland
LA County Sanitation District	Mayor Scotto	Nowatka

* Councilmembers no longer appointed to the WiN Policy Board as of 6/30/07, due to the dissolution of the WiN Board under City of Torrance administration and subsequent merger with the City of Long Beach

LA County West Vector Control District	Witkowsky *(effect. 1/1/07)* *Appointment for 2-year term*	
So. Calif. Association of Governments (SCAG)	Approved by Council Action Mayor Scotto	Approved by Council Action Sutherland
League of California Cities – LA Division	Approved by Council Action Witkowsky	Approved by Council Action Sutherland

3. Ad Hoc Committees

The ad hoc committees are appointed by the Mayor, and convene for a short period of time. The creation of ad hoc committees was discouraged by the original report on committees, and it was recommended that subjects or issues be assigned to one of the standing committees whenever possible. Where ad hoc committees are created, they should exist only for the life of the assigned subject matter and should not be continually reconstituted.

Special Standing Committee

Due to its ongoing status, Council designated the Armed Forces Day Committee as a special standing committee. The most recent members of this committee were:

Committee	Chair	Members
Armed Forces Day	Nowatka	Sutherland McIntyre

At this time, the Mayor appoints the following members to the Armed Forces Day Committee:

Committee	Chair	Members
Armed Forces Day	Nowatka	Sutherland Brewer

Legislative Ad Hoc Committee

The Legislative Committee functions well as an ad hoc committee, as legislation tends to cross the business functions of all standing committees. This committee is also designated by the Mayor. His appointments will be made at the time this committee is needed.

Naming of Public Facilities Ad Hoc Committee

This ad hoc committee was created at the request of Council to develop guidelines and a policy for Council to be used for the future naming of public facilities. The most recent members of this committee were:

Committee	Chair	Members
Naming of Facilities Ad Hoc	Sutherland	Nowatka Brewer

At this time, the Mayor appoints the following members to the Naming of Public Facilities Ad Hoc Committee:

Committee	Chair	Members
Naming of Facilities Ad Hoc	Sutherland	Nowatka Barnett

4. City Council Liaisons

The Mayor also appoints liaisons to outside committees. The most recent appointments of the liaisons to the Sister City Association were:

Organization	Liaison	Alternate
Sister City Association	McIntyre	Nowatka

At this time, the Mayor appoints the following liaisons to the Sister City Association:

Organization	Liaison	Alternate
Sister City Association	Barnett	Nowatka

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By _____
Fran Fulton
Management Associate

CONCUR:

_____
LeRoy J. Jackson
City Manager

FF:LJJ/dle