

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

**Members of the Council:**

**SUBJECT: City Manager - 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.

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

Councilmember Bill Sutherland  
 Councilmember Tom Brewer  
 Councilmember Gene Barnett  
 Councilmember Susan Rhilinger  
 Councilmember Pat Furey  
 Councilmember Cliff Numark

The most recent standing committee chairs and members were:

<b>Committee</b>	<b>Chair</b>	<b>Members</b>
Citizen Development and Enrichment	Paul Nowatka	Tom Brewer Gene Drevno
Community Planning and Design	Gene Drevno	Paul Nowatka Bill Sutherland
Employee Relations	Gene Barnett	Bill Sutherland Hope Witkowsky
Finance and Governmental Operations	Bill Sutherland	Gene Barnett Hope Witkowsky
Public Safety	Hope Witkowsky	Tom Brewer Paul Nowatka
Transportation	Tom Brewer	Gene Barnett Gene Drevno

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

<b>Committee</b>	<b>Chair</b>	<b>Members (2)</b>
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:

<b>Board</b>	<b>Voting Delegate</b>	<b>Alternate</b>
South Bay Cities Council of Governments (SBCCOG)	Paul Nowatka	Tom Brewer
South Bay Economic Development Partnership (SBEDP)	Mayor Scotto	Pat McIntyre
Independent Cities Association	Tom Brewer	Gene Drevno
Municipal Area Express (MAX)	Tom Brewer	Bill Sutherland
LA County Sanitation District	Mayor Scotto	Paul Nowatka
LA County West Vector Control District	Hope Witkowsky ( <i>effective 1/1/07</i> ) appointment for two-year term	
So. Calif. Association of Governments (SCAG)	Approved by Council Action Mayor Scotto	Approved by Council Action Bill Sutherland
League of California Cities – LA Division	Approved by Council Action Hope Witkowsky	Approved by Council Action Bill Sutherland
Workforce Investment Network (WiN) Policy Board	Paul Nowatka	Gene Drevno

The Mayor has appointed the following Councilmembers as voting delegates and alternates for outside boards for the next term:

<b>Board</b>	<b>Voting Delegate</b>	<b>Alternate</b>
South Bay Cities Council of Governments (SBCCOG)	Susan Rhilinger	Tom Brewer
South Bay Economic Development Partnership (SBEDP)	Cliff Numark	Gene Barnett
Independent Cities Association	Tom Brewer	Susan Rhilinger
Municipal Area Express (MAX)	Tom Brewer	Bill Sutherland
LA County Sanitation District	Mayor Scotto	Cliff Numark
LA County West Vector Control District	Pat Furey	
So. Calif. Association of Governments (SCAG)	Approved by Council Action Mayor Scotto	Approved by Council Action Tom Brewer
League of California Cities – LA Division	Approved by Council Action Bill Sutherland	Approved by Council Action Cliff Numark

### 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:

<b>Committee</b>	<b>Chair</b>	<b>Members</b>
Armed Forces Day	Paul Nowatka	Bill Sutherland Pat McIntyre

The Mayor has appointed the following Councilmembers to the Armed Forces Day Committee for the next term:

<b>Committee</b>	<b>Chair</b>	<b>Members</b>
Armed Forces Day	Bill Sutherland	Tom Brewer Gene Barnett

#### 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:

<b>Committee</b>	<b>Chair</b>	<b>Members</b>
Naming of Facilities Ad Hoc	Bill Sutherland	Paul Nowatka Tom Brewer

The Mayor has appointed the following Councilmembers to the Naming of Facilities Ad Hoc Committee for the next term:

<b>Committee</b>	<b>Chair</b>	<b>Members</b>
Naming of Facilities Ad Hoc	Gene Barnett	Bill Sutherland Pat Furey

#### 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	Pat McIntyre	Paul Nowatka

The Mayor has appointed the following Councilmembers as liaisons to the Sister City Association for the next term:

Organization	Liaison	Alternate
Sister City Association	Gene Barnett	Pat Furey

Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Jay Scharfman  
Senior Management Associate

CONCUR:

  
LeRoy J. Jackson  
City Manager