

From: [Claudia Dunn](#)
To: [John Bwarie](#)
Cc: [Karen E Kalfayan](#) ; [Shari Kuroki](#)
Sent: Thursday, October 19, 2006 2:58 PM
Subject: Porter Ranch & Council Policy on Community Renaming

Hello John:

Per our conversation today, I have attached the Council Policy and attendant documents related to the process that an Applicant Group would utilize when filing an application to name or rename a community. The Policy and Procedure Document is fairly straightforward, as you know, and can be readily accessed at the City Clerk's website: <http://cityclerk.lacity.org/>

I understand that the Porter Ranch Neighborhood Council has initiated the collection of signatures for purposes of filing a Naming/Renaming Application. To clarify the Petition Process, the persons collecting signatures must attach the completed Petition Cover Sheet to the petition forms when collecting signatures, for two purposes:

1. To have the rationale for the Petition readily available to the persons who will be signing. The Petition cover sheet should be completed and include the requested boundaries so that the individuals signing the petition are fully aware of the purpose and intent of the petition and the intended application. Transparency is an important component of this process.
2. To certify that the attached signatures were appropriately collected and valid.

The Application, requisite Petition Cover Sheets with completed Petitions, and any necessary supporting documentation, maps, etc., are to be filed with the City Clerk's office as a complete packet. The Packet will be stamped received but pending content review at that point.

My staff will then verify each signatory address against the requested boundaries to ensure that the required number of signatures have been submitted. Within a 10 day period, the City Clerk staff will inform the Applicant Group that the Application has been accepted. The Application will be returned if there are insufficient signatures or other areas of the Application are incomplete.

The remainder of the process is fairly self explanatory in that our office solicits information for the Council File from a variety of Departments, for historical reference. We also initiate a public hearing process through the Department of Neighborhood Empowerment, Education and Neighborhoods Committee and the City Council, which must be completed within 6 months of the accepted filing date.

I hope this helps clarify the issue pertaining to the actual Petition collection process. Given this is a new policy and that clarity is always important, I will have the Instructions clarified

to indicate that the completed Petition Cover Sheet should always accompany all petitions when they are being circulated for signatures.

Please don't hesitate to contact me if you have any questions at all.

Talk to you soon,

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