

CITY OF LOS ANGELES
NEIGHBORHOOD COUNCIL PETITION FOR BOUNDARY ADJUSTMENT

NEIGHBORHOOD COUNCIL NAME _____

IMPORTANT

PLEASE READ THE ATTACHED "NEIGHBORHOOD COUNCIL PETITION FOR BOUNDARY ADJUSTMENT GUIDELINES AND INSTRUCTIONS" AND REVIEW THE CONTENTS OF THE PETITION PACKAGE BEFORE COMPLETING THE MATERIALS. ANSWER THE QUESTIONS TO THE BEST OF YOUR ABILITY. FOR MANY OF THE QUESTIONS, THERE IS NO SINGLE CORRECT RESPONSE. IF YOU WOULD LIKE ASSISTANCE OR IF YOU HAVE QUESTIONS ABOUT COMPLETING THE CERTIFICATION APPLICATION PACKAGE, CONTACT YOUR PROJECT COORDINATOR IN THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT AT (213) 485-1360, or toll-free at (866) LA HELPS.

THIS PETITION FOR BOUNDARY ADJUSTMENT OF A CERTIFIED NEIGHBORHOOD COUNCIL IS BASED ON ARTICLE V. 2. OF THE ADOPTED "PLAN FOR A CITYWIDE SYSTEM OF NEIGHBORHOOD COUNCILS" ("THE PLAN") AND SECTION 4 OF LOS ANGELES CITY ORDINANCE NUMBER 174,006. IT IS STRONGLY RECOMMENDED THAT ALL NEIGHBORHOOD COUNCILS REVIEW THESE DOCUMENTS BEFORE COMPLETING THIS PETITION. COPIES OF THESE DOCUMENTS ARE AVAILABLE FROM THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT.

SECTION 1. BOUNDARIES AND AREA PROFILE

1. Describe or name the existing boundaries of the Neighborhood Council as certified in your bylaws.

2. Describe or name the proposed area that will be used to adjust the existing boundary (Proposed Area). Use the same method of naming as used to answer question # 1. Attach additional pages if necessary.

3. Attach to this petition a *map* of the Neighborhood Council boundaries that shows the Proposed Area. Your Project Coordinator can work with you to obtain an appropriate map.

4. Indicate whether the proposed revised Neighborhood Council boundaries continue to meet the requirements of the Plan and Ordinance as follows below. (Check all that applies).

----- Follows historic and contemporary community and neighborhood borders, and utilizes natural boundaries or street lines.

-----Boundaries are based on census tracts, on historical landmarks, or existing community planning areas; and

----- Boundary is geographically compact and contiguous.

-----Other. Attach additional pages as necessary.

5. Does the proposed boundary adjustment overlap with any other Neighborhood Council boundaries?

Yes _____ No _____

6. If the answer to Question 5 is "Yes", list the Neighborhood Councils that are affected by the boundary overlap.

7. If the answer to Question 5 is "Yes", what is the reason for the overlap? For example, the overlapping area may include a park, a school, a library, a facility or a building of historical significance, etc. Note: if there is an agreement with an adjacent Neighborhood Council(s) to share the area, include documentation of this agreement. Attach additional pages as necessary.

8. As required by City Ordinance, every petition that describes overlapping boundary areas must include a detailed rationale or explanation for including the overlapping area in the Neighborhood Council that is applying for the boundary adjustment. If the Proposed Area is contested by another Neighborhood Council or proposed Neighborhood Council, include in your narrative why YOUR Neighborhood Council is uniquely qualified to have the Proposed Area within your boundaries. Attach additional pages as necessary.

9. Does the Neighborhood Council area, taking into account the proposed boundary adjustment, contain at least 20,000 residents?

Yes _____ No _____

10. If the answer to Question 9 is "No", mark the space or spaces below which apply:

- (a) Neighborhood Council is separated from adjacent communities ____
- (b) Neighborhood Council is identified by name in a City Community Planning Area ____
- (c) Neighborhood Council represents an historic neighborhood or community ____
AND includes City service providers such as a library or a police station ____

11. If the population in the Neighborhood Council, taking into account the proposed boundary adjustment, contains more than 20,000 residents, estimate the total:

20,000 to 50,000 ____ Between 50,000 and 100,000 ____ More than 100,000 ____

12. Please explain *why* your Neighborhood Council is petitioning for a boundary adjustment. Attach additional pages as necessary

13. Provide a brief profile of the proposed area for inclusion or exclusion that includes the residential, commercial, business and economic profiles. A format similar to that provided in your initial Neighborhood Council application for certification is sufficient.

SECTION 2. NEIGHBORHOOD OUTREACH TO THE PROPOSED AREA

Provide a detailed description of the outreach process.

1. Describe in detail the process used to outreach to the stakeholders in the proposed area. Include the methods used to *identify* community stakeholders, activities used to *inform* stakeholders about the existence of the Neighborhood Council, and the types of outreach activities employed. Attach additional pages as necessary.

2. Were public meetings with the stakeholders in the proposed area held on behalf of the Neighborhood Council? _____. If the answer is "Yes," on average, how many people attended each meeting? _____

3. If the answer to Question 2 is "Yes", did the meetings include information about other forming or existing Neighborhood Councils in the area? Attach additional pages as necessary.

4. Were efforts made to collaborate with other certified or forming Neighborhood Councils that are also outreaching in the Proposed Area? If the answer is "Yes", describe the efforts. Attach additional pages as necessary.

5. If only signatures are used as supporting documentation for the boundary adjustment, the results of the signature collection process should show that there is a clear preference for the applicant by the stakeholders or residents in the proposed area. If this is not the case, DONE will consider the signature documentation along with other factors such as historic and contemporary boundaries, the boundaries of the community plan and/or city service districts, census tracts and zip codes.

Please *explain* how the signature collection process was used to inform and educate the stakeholders of the proposed area about neighborhood councils in general and about stakeholder options for joining a neighborhood council in the proposed area. Attach additional pages as necessary, and attach all relevant meeting notices, petition forms, and meeting agendas.

6. Outreach activities are a very important part of all Neighborhood Council operations. Outreach activities should be performed regularly in order to share ideas and to communicate news, events and information. Please describe below how you plan to *continue to conduct outreach activities* in the Proposed Area if your boundary adjustment is approved. Attach additional pages as necessary.

SECTION 3. ORGANIZATIONAL STRUCTURE

Bylaws have been established to provide a written framework and an organizational structure for the Neighborhood Council. The bylaws specify that Neighborhood Council meetings be subject to the Brown Act and certain public notice requirements. All certified Neighborhood Councils have filed a Public Notice Location Log that identifies the public posting locations that the Neighborhood Council will use.

1. Attach to this petition a copy of the current bylaws of the Neighborhood Council.
2. Attach to this petition a copy of the revised bylaws of the Neighborhood Council with/without the proposed area.
3. Describe any bylaw changes to the governance structure and selection of the governing board that may result from the proposed boundary adjustment.

4. If applicable, attach any amendments or additions to the "Public Notice Location Log."

SECTION 4. AUTHORIZATIONS

Attach a copy of the Neighborhood Council board authority (approved motion) that authorizes the signatories to this Petition for Neighborhood Council Boundary Adjustment and include a copy of the minutes from the Board meeting when the approval action occurred; or in the absence of an interim or elected board, all signatories to the original application for Neighborhood Council Certification must complete and submit the Contact Liaison Roster.

COMPLETED APPLICATION CHECKLIST

Before submitting the Petition to Adjust Boundaries, please ensure that all of the following items have been completed and included with the petition materials:

1. Petition for Boundary Adjustment (including all additional pages used to answer the questions) ____
2. Map of the Neighborhood Council ____
3. Signature Sheets, *if applicable* ____
4. Other Documentation ____
5. Current Neighborhood Council Bylaws ____
6. Revised Neighborhood Council Bylaws ____
7. Public Notice Location Log, *if applicable* ____
8. Contact Liaison Roster, *if applicable* ____
9. Board authority to submit a Petition for Boundary Adjustment, *if applicable* ____
10. Board authority to amend bylaws consistent with boundary adjustment, *if applicable* ____
11. Minutes from the Neighborhood Council meeting referenced in numbers 8 and 9, *if applicable* ____

PLEASE RETURN THE COMPLETED PETITION MATERIALS, INCLUDING THIS PAGE, TO:

**Department of Neighborhood Empowerment
 200 N. Spring street Suite 2005, Los Angeles, California 90012
 (213) 978-1551**

Or, email the completed form to NCsupport@lacity.org

THANK YOU

PETITION REV 051904

(SPACE BELOW THIS LINE FOR DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT USE)

RECEIVED BY
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DATE