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**GRAYCE LIU**  
GENERAL MANAGER

[www.EmpowerLA.org](http://www.EmpowerLA.org)

January 11, 2017

Sent Via Email

Re: Hermon Neighborhood Council Subdivision Application

Dear Hermon Neighborhood Council Formation Committee (HNCFC):

Thank you for your submission of a subdivision petition to create a Hermon Neighborhood Council. The Department of Neighborhood Empowerment (Department) has reviewed the attached application and documents per Section 22.819 the Los Angeles Administrative Code on Neighborhood Council Subdivision and has deemed it sufficient to proceed to the elections phase.

The proposed Hermon Neighborhood Council must meet the components of a regular Neighborhood Council Certification Application stated in Article III, Section 2 of the Plan for a Citywide System of Neighborhood Councils (Plan), including information on boundaries, bylaws, outreach, financial accountability, and ethics.

### **Boundaries**

Requirement - Boundaries must include a detailed written description of proposed boundaries within the City of Los Angeles, including rationale for drawing the proposed boundaries. The boundaries should be comprised of no less than 20,000 Neighborhood Council stakeholders unless exceptions apply. These exceptions are:

1. The proposed area is separated from adjacent communities by significant geographic features; or
2. The proposed area is identified by name within any of the 36 adopted Community Plan Areas of the City Planning Department; or
3. The proposed area represents a historic, identifiable neighborhood or community that is serviced by City service providers, such as a public library, park, recreation center, fire or police station, or a public school.

Determination - The boundaries submitted by the HNCFC meet the boundaries requirement since the proposed area is separated from adjacent communities by significant geographic features.

The HNCFC indicated in its application that an exception to the minimum 20,000 stakeholders existed because the proposed area is separated from adjacent communities by significant geographic features. Information was provided to show what these significant geographic features are, and when Department staff reviewed the area, significant geographic features were observed. Therefore, staff determination is that there is an exception to the minimum 20,000 stakeholders apply to the HNCFC subdivision petition.

## **Outreach**

Requirement - The outreach process used to identify stakeholders within the proposed Neighborhood Council boundaries must be described in detail and 200-500 signatures from stakeholders that have an interest within the proposed Neighborhood Council boundaries must be submitted and should reflect the broadest array of stakeholders who will actively participate in the proposed Neighborhood Council.

Stakeholder signature petitions must include the stakeholder's first and last name, a contact email and/or phone, type of stakeholder (live, work, own real property or community interest) and the physical address associated with their stakeholdership. The physical address cannot be a post office box. The petition should also include language that states that the stakeholders understand that they are signing to support the creation of a new Neighborhood Council via the subdivision of existing Neighborhood Councils.

Determination - The HNCFC met the outreach requirement.

## **Bylaws**

Requirement - Bylaws for the proposed Neighborhood Council must be submitted that meet the Plan.

Determination - The HNCFC submitted bylaws which meet this component of the Plan.

## **Financial Accountability**

Requirement - Standard language for financial accountability and the position of a Treasurer must be included in the petition.

Determination - The HNCFC met the financial accountability component in the bylaws.

## **Ethics**

Requirement - The proposed Neighborhood Council must acknowledge that all applicable laws of local, state and federal government shall be the minimum ethical standard for a certified Neighborhood Council.

Determination – The HNCFC met the ethics requirement in the bylaws.

## Contacts

Requirement - Pursuant to the subdivision policy, the petition shall identify five stakeholders who are authorized to receive notice and make decisions regarding the subdivision petition, including any bylaw changes.

Determination - The HNCFC met this requirement in the petition.

## Conclusion

The subdivision petition for the Hermon Neighborhood Council meets all the components of a regular Neighborhood Council Certification Application as stated by the Plan and will move forward to the elections phase.

## Next Steps


The Department will now work with the HNCFC on the following next steps:

1. Hold an election within 90 days. The election is to determine stakeholder support of the HNCFC subdivision petition. Stakeholders of the Arroyo Seco Neighborhood Council will be qualified to vote in the election, which will include a polling location in the proposed Neighborhood Council boundaries and may also include online voting. To ensure maximum outreach, we will be holding the election the first week of April with a final date to be determined with the HNCFC.
2. Set up a webpage on the [www.EmpowerLA.org](http://www.EmpowerLA.org) website for the HNCFC to provide information on the proposed Neighborhood Council and the upcoming election.
3. Work with the HNCFC on any other issues that come up regarding the elections and outreach for the elections.

The Department will notify the Arroyo Seco Neighborhood Council (ASNC) of the HNCHC subdivision petition with the instruction that while the ASNC can take a position on the petition, it will not be able to use public funds to advocate for the position.

Please contact Mike Fong at [mike.fong@lacity.org](mailto:mike.fong@lacity.org) or (213) 978-1551 if you have any questions.

Sincerely,



Grayce Liu  
General Manager

cc: Mike Fong, Director of Policy and Government Relations  
Tom Soong, Neighborhood Empowerment Advocate

Attachment: Hermon Neighborhood Council Subdivision Petition