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CITY CLERK

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EXECUTIVE OFFICER

City of Los Angeles  
CALIFORNIA



OFFICE OF THE  
CITY CLERK

Council and Public Services Division  
200 N. Spring Street, Room 395  
Los Angeles, CA 90012  
General Information - (213) 978-1133  
FAX: (213) 978-1040

When making inquiries relative to  
this matter, please refer to the  
Council File No. **17-0102**

BRIAN WALTERS  
DIVISION MANAGER

[clerk.lacity.org](http://clerk.lacity.org)

ERIC GARCETTI  
MAYOR

January 31, 2017

(Sent via email to:)

Mr. Gary Lee Moore, City Engineer  
Public Works / Bureau of Engineering  
1149 South Broadway, Suite 700  
Mail Stop 490

Ms. Seleta J. Reynolds, General Manager  
Department of Transportation  
100 South Main Street, 10th Floor  
Mail Stop 725

Mr. Vince Bertoni, Director of Planning  
Department of City Planning  
City Hall, Room 525  
Mail Stop 395

**SUBJECT: NAMING / RENAMING OF A COMMUNITY – GLENCREST HILLS; REQUEST FOR  
DEPARTMENT EVALUATION**

Dear Department Heads:

The Los Angeles City Council, at its meeting on January 31, 2006 (Council File 02-0196), adopted a policy for the naming and renaming of a community. Part of that policy requires various City departments to review and evaluate whether the proposed name reflects the historical and cultural significance of the community. If your department may have previously been instructed by a Council office, or other entity, to install signs or establish community boundaries within the proposed boundaries of this pending application, please include a copy of the request along with the actual location of the sign placement and/or boundaries of the community with your evaluation.

The Council file and all related documents relative to the application for naming a community **Glencrest Hills** can be viewed via the following link: [www.lacouncilfile.com](http://www.lacouncilfile.com) (enter Council file No. **17-0102**). Due to the six-month deadline to schedule a public hearing on the application, it is imperative that your department's evaluation be received no later than 4:30 p.m., **Tuesday, February 28, 2017**, by the Office of the City Clerk, Room 395, City Hall, Mail Stop 160. The evaluation will be considered, together with findings received from your department, prior to the public hearing(s).

If you have any questions or require additional information, please contact me at (213) 978-1071 or via e-mail at [richard.williams@lacity.org](mailto:richard.williams@lacity.org).

Sincerely,



RICHARD E. WILLIAMS  
Legislative Assistant  
Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee

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