

Your Community Impact Statement has been successfully submitted to City Council and Committees.

If you have questions and/or concerns, please contact the Department of Neighborhood Empowerment at [NCsupport@lacity.org](mailto:NCsupport@lacity.org).

This is an automated response, please do not reply to this email.

#### Contact Information

Neighborhood Council: Reseda Neighborhood Council

Name: Jamie York

Phone Number:

Email: [JamieY@resedacouncil.org](mailto:JamieY@resedacouncil.org)

The Board approved this CIS by a vote of: Yea(8) Nay(0) Abstain(0) Ineligible(0) Recusal(0)

Date of NC Board Action: 10/17/2022

Type of NC Board Action: For

#### Impact Information

Date: 10/18/2022

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: 22-1146

Agenda Date: 10/17/2022

Item Number: X. E.

Summary: The Reseda Neighborhood Council would first like to thank Councilmembers Nithya Raman and Paul Koretz for putting forth this much needed motion in response to the revelation that for an unknown period possibly extending back multiple years, CISs submitted via the DONE CIS portal to certain city departments, commissions, and committees have not arrived at their destination. We would also like to thank the numerous NC Council Members and stakeholders from all over the city, for communicating the urgency of the situation to the Los Angeles City Council and other relevant entities. This is how it's done. Great job. If passed, CF22-1146 would require: "that the City Council instruct the Department of Neighborhood Empowerment to report back in 45 days on the status of the Community Impact Statement Portal, including the issues that led to numerous Community Impact Statements not being transmitted, the length of time the errors were present in the system, the list of the City Commissions that were impacted by not having the correct email configurations on the portal, the number of Community Impact Statements that were not transmitted as intended by the Neighborhood Councils, and the steps that have been taken to remedy the issue and prevent this from happening again in the future." The Reseda Neighborhood Council applauds this much needed step. But we would also like to caution the City Council, that the Department of Neighborhood Empowerment has heretofore engaged in deceptive practices with respect to these very questions. Please see the attached document for our full statement.



**DJ FRANK**  
PRESIDENT  
**KARLA ESCOBAR**  
VICE-PRESIDENT  
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TREASURER  
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**GUILLERMO MORALES-**  
**VITOLA**  
**JOE PHILLIPS**  
**JIMMY REYES**  
**JOEL SCHLANGER**  
**GOLZAR SEPHRI**  
**MARIA SKELTON**  
**SOPHIA ZAMBRANO**

To be submitted to:

Board of Neighborhood Commissioners  
Office of Mayor Eric Garcetti  
City of Los Angeles Budget and Finance Committee  
City of Los Angeles Information Technology Agency  
City of Los Angeles Arts Parks Health Education and Neighborhoods Committee

**Reseda Neighborhood Council (RNC ) Community Impact Statement (CIS) Regarding :  
CF 22-1146 Community Impact Statement Portal / Neighborhood Council Transmissions /  
City Commissions / Technological Upgrades Date**

The Reseda Neighborhood Council would first like to thank Councilmembers Nithya Raman and Paul Koretz for putting forth this much needed motion in response to the revelation that for an unknown period possibly extending back multiple years, CISs submitted via the DONE CIS portal to certain city departments, commissions, and committees have not arrived at their destination. We would also like to thank the numerous NC Council Members and stakeholders from all over the city, for communicating the urgency of the situation to the Los Angeles City Council and other relevant entities. This is how it's done. Great job.

If passed, CF22-1146 would require:

*“that the City Council instruct the Department of Neighborhood Empowerment to report back in 45 days on the status of the Community Impact Statement Portal, including the issues that led to numerous Community Impact Statements not being transmitted, the length of time the errors were present in the system, the list of the City Commissions that were impacted by not having the correct email configurations on the portal, the number of Community Impact Statements that were not transmitted as intended by the Neighborhood Councils, and the steps that have been taken to remedy the issue and prevent this from happening again in the future.”*

The Reseda Neighborhood Council applauds this much needed step. But we would also like to caution the City Council, that the Department of Neighborhood Empowerment has heretofore engaged in deceptive practices with respect to these very questions.

For example, at the August 15<sup>th</sup> Board of Neighborhood Commissioners meeting, Department of Neighborhood Empowerment General Manager Raquel Beltran characterized the errors as a mere “glitch.” Far from being a mere “glitch, however, the CIS system has contained inaccurate data dating back to 2009. Inaccurate data is not a glitch.

Additionally, in an email dated September 22, 2022 at 11:29pm, DONE’s Director of Policy and Government Relations, Thomas Soong, indicated that their review to date had only included CIS submissions since January 2022. “As part of this maintenance, we did a Citywide review of all CIS submittals since January 2022 until now.” (Attached) Please note that this is not a review of the accuracy of the data in the CIS system or its functionality. Missing or outdated emails for departments to which CISs were not directed were not included in the review. Nor was the system reviewed for the mistaken inclusion of defunct Boards and Commissions.

Worst of all, ***in the very same email***, Thomas Soong indicated that the review only covered the time period from July 1<sup>st</sup> 2022 to present.

*“For the CISs submitted before July 1st, the CISs may have been sent to an outdated email. These include South Valley Area Planning Commission, Ethics, Rec and Park, Transportation, and Civil Rights. To make sure your CIS gets sent to the correct contact, you can send me your CISs submitted in February, March, and August. We can then submit it to the updated contact on your behalf or if you would like to re-submit through the portal, that is also an option. Please let us know your preference.”*

For the RNC, this would mean that only two meetings worth of CIS filings were actually reviewed. We ask, what then was reviewed from the January 2022 through June 31<sup>st</sup> time period, if anything? To add insult to injury, the Reseda Neighborhood Council had two CIS submitted after July 1st, 2022 on July 19th to the Rec and Parks Commission and the Police Commission that were both sent to the wrong email. In fact the outage was not even reported to DONE until August 10th, 2022 making the July 1st assertion patently impossible.

The Reseda Neighborhood Council urges caution and vigilance in ensuring that the requested review of the extent of the CIS system errors is accurately performed. To this end, we urge that the motion specify a time period to be reviewed, dating back a minimum of two years. This will ensure that what is received by the City Council will be useful information, and not just a fiscal year to-date

Further, the motion currently before the City Council also provides that:

*"I FURTHER MOVE that the City Council instruct the Department of Neighborhood Empowerment, with the assistance of the Information Technology Agency, to report back in 45 days on the necessary technological upgrades needed to the Community Impact Statement Portal to ensure that the submission of Community Impact Statements are as seamless and streamlined as possible and that technical issues of this sort will not arise in the future"*

We applaud this measure, but request reassurance that needed technological upgrades, if any, be integrated into the new city-wide technology plan, if possible. We also request that transference of the DONE CIS maintenance responsibilities to the City Clerk's office be contemplated as an option, perhaps along with the foregoing.

The measures proposed in **CF 22-1146** do a wonderful job addressing the past and the future of the NC CIS system, and themselves represent a great step forward in the collaboration of NCs and the City Council. They do, however, leave the present somewhat uncovered. With that in mind, we request that a further clause be added as follows:

"Moreover, I move that all Neighborhood Councils receive an automated alert when an email from the current NC CIS system bounces back to the server until the review above is completed and reviewed by the City Council."

We feel that with the passage of this motion and inclusion of a clause such as the above, the City of Los Angeles will be well on the way to a functional Neighborhood Council system.

From: ["Thomas Soong" <thomas.soong@lacity.org>](mailto:thomas.soong@lacity.org)  
To: ["Thomas Soong" <thomas.soong@lacity.org>](mailto:thomas.soong@lacity.org)  
Date: 9/23/2022 1:28:31 AM  
Subject: Community Impact Statement Portal Update  
Attachments: [2021 CORE Module 3 Q&A \(1\) \(2\).pdf](#)  
[CIS Town Hall - Q&A Report \(2\) \(1\).pdf](#)

Dear Reseda Neighborhood Council leaders,

We are sending this communication to update you on the Community Impact Statement (CIS) portal and the status of your 2022 CIS submissions.

In our Department's Budget proposal for the past two fiscal years, we have included a request to update this CIS filing system which is 20 years old. Unfortunately, our resource requests have not been realized to date. Therefore, we will continue our efforts to provide short-term maintenance to this antiquated system.

As part of this maintenance, we did a Citywide review of all CIS submittals since January 2022 until now. Our preliminary review shows that your council has filed CISs for a council file to City Council. We can confirm that they have been sent to the correct contacts. As a reminder, you can track CISs filed to the City Council via the City Clerk's [Council File Management System for CISs](#). We can also confirm that all CISs filed to the Board of Neighborhood Commissioners were sent or forwarded to the correct Commission contact. In addition, CISs submitted after July 1st to the Police Commission, Civil Rights, Rec and Park, Animal Services, Innovation and Performance, Planning Commission, and South Valley Area Planning Commission were sent to the correct contacts.

For the CISs submitted before July 1st, the CISs may have been sent to an outdated email. These include South Valley Area Planning Commission, Ethics, Rec and Park, Transportation, and Civil Rights. To make sure your CIS gets sent to the correct contact, you can send me your CISs submitted in February, March, and August. We can then submit it to the updated contact on your behalf or if you would like to re-submit through the portal, that is also an option. Please let us know your preference.

For CISs filed to commissions, a good practice is to follow up and establish rapport with the commission and inform them that you filed a CIS. You can request to speak at the commission to present your CIS's position.

As a reminder, Community Impact Statements are official statements or positions adopted by a Neighborhood Council on issues pending before the city's decision makers. The Community Impact Statement process was created specifically for Neighborhood Councils in order to publicly express their support, opposition, or suggestions about any matter pending before the City Council, its committees, or City commissions. This is a great tool for neighborhood councils and we encourage you to file CISs on issues that are of concern for your community.

To assist you in identifying Council Files for a CIS, we have created a Legislative Summary highlighting what the City Council approved / took action on as well as a summary of motions introduced (*New Legislation*). The latest Legislative Summary was August 25th. You can find that summary and all past Legislative Summaries [here](#).

There is more detailed information about the CIS process and how to track your CIS in the links below:

1. March 20, 2022 EmpowerLA - Budget Tribunes Community Impact Statement Townhall  
Here is the recording: <https://us02web.zoom.us/rec/play/1CHoOvUv4A4loIUFTPNjZeyGI8Joc6SbMYMlzkdpJr5O4HBC8RgmmjKT99hRo9m-RaMigHul9ZpEfb.EmplhCwWldmLC5aC?continueMode=true>

Attached is the list of Q and A from the Townhall.

2. November 30 Core Module III (We have a section that explains the legislative process and CISs). Here is the recording: [https://us02web.zoom.us/rec/play/eSPtWpHcf\\_A9eqvg1KJEDONUQ2e8qR5-EFCwbGXZOlg6depY0gDmYiYgwdFAKT\\_9RzjvofJI8fmq5hXU.NNHwc-BSx9lqum2C](https://us02web.zoom.us/rec/play/eSPtWpHcf_A9eqvg1KJEDONUQ2e8qR5-EFCwbGXZOlg6depY0gDmYiYgwdFAKT_9RzjvofJI8fmq5hXU.NNHwc-BSx9lqum2C)

Attached is the Q and A from the training.

Lastly, can you confirm these are your most up-to-date community impact statement filers? Please let us know if the people below are no longer your filers. These are who we have on file:

DJ Frank
Jamie York
Joe Phillips

Please reach out to your NEA if you need assistance to approve new filers. If you need more information on the CIS process, you can contact myself or Lorenzo Briceno [lorenzo.briceno@lacity.org](mailto:lorenzo.briceno@lacity.org) for assistance.

Thank you so much and please let us know if you have any questions.

Thomas Soong  
Director of Policy and Government Relations

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