

AGENDA
CITY OF DUARTE
PUBLIC SERVICES COMMISSION
May 11, 2022 – 7 PM
Duarte Community Center

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ITEMS FROM PUBLIC
If you wish to address the Commission, please come to the front of the room when invited by the Chairperson prior to that item being addressed. Each person may speak once for no more than 3 minutes.
5. APPROVAL OF MINUTES
 - A. Minutes from the Public Services Commission meeting of March 9, 2022
6. ITEMS OF BUSINESS
 - A. PEG Channel Content Creation and Management Proposal Interviews
 - Studio Spectrum, 7:10 PM
 - Tripepi Smith, 7:30 PM
7. ITEMS FROM COMMISSION MEMBERS
8. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, you should contact City Hall at (626) 357-7931, extension 230. Notification no later than 1:00 p.m. on the day preceding the meeting will enable staff to make reasonable arrangements to assist your accessibility to this meeting.

Note: Any documents distributed by City Staff to a majority of the Commission less than 72 hours prior to the Commission meeting will be made available for public inspection at Duarte City Hall, 1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

City of Duarte - DRAFT
Public Services Commission
March 9, 2022

1. CALL TO ORDER

The meeting was called to order at 7:00 PM.

2. PLEDGE OF ALLEGIANCE

Commissioner Dalessandro led the Pledge of Allegiance.

3. ROLL CALL

Present: Rodriguez, Teleke, Dalessandro,
Riley, Tovar
Staff: Rocha

4. ITEMS FROM THE PUBLIC - None

5. APPROVAL OF MINUTES

Commissioner Riley made a motion to approve the minutes from January 12, 2022. Chair Rodriguez seconded the motion. Vice Chair Teleke and Commissioners Riley and Tovar approved the minutes. Commissioner Dalessandro abstained.

6. ITEMS OF BUSINESS

- A. Introduction of Lanae O'Shields, Public Affairs Manager, SoCalGas and brief presentation on SoCalGas' services and work in Duarte.

Lanae O'Shields introduced herself as the new Public Affairs Manager for SoCalGas assigned to Duarte. She provided an overview on SoCalGas' operations and current priorities. In Duarte, SoCalGas is focused on doing infrastructure repair. With there being 69 non-hazardous leaks in Duarte, SoCalGas intends on coming to Duarte Public Works to request the necessary permitting required to make those repairs. The second major focus in overall operations is to achieve net zero greenhouse gas emission in operations and delivery of energy by 2045. The last part of the presentation went over how gas bills change in the winter and programs to save money on one's bill.

Commissioner Teleke asked for further information on the non-hazardous leaks in Duarte. Ms. O'Shields explained that the leaks are mostly due to the age of the pipes and that engineering algorithms determine as to when those will be replaced.

- B. Review draft Request for Proposals for PEG channel content manager

Staff member Rocha shared the draft Request for Proposals for PEG

channel content creation and management and asked the commissioners for feedback.

Commissioner Tovar recommended that if the City is going to have a requirement for non-profits to financial solvency, the requirement of submitting the 2021 annual report and current year budget, in addition to optionally submitting multi-year projections would illustrate financial solvency.

Vice Chair Teleke asked if the City has a preference for the applicants to submit an up-to amount or a flat rate. Staff member Rocha explained that the cost proposal section was left purposefully open-ended for the proposers to determine.

Chair Rodriguez recommended potentially including a sample scope of service, such as, "What are your rates if you were putting up 24 City Council meetings a year and doing x amount of post-production?"

Chair Rodriguez also inquired what is the expected length for the contract, including explaining the idea of year contract that move to month-to-month to allow for more flexibility. Staff member Rocha stated that she believed the first term would be for one year which would allow for evaluation of work and potentially expanding the contract for a longer term after the initial year. Commissioners Riley and Tovar agreed that reevaluating after a year is reasonable.

Commissioner Riley recommended adding an optional section requesting other client references from the proposers.

Vice Chair Teleke expressed concerns regarding the short timeline.

Commissioner Dalessandro motioned to cancel the Regular Public Services Commission meeting on April 13, 2022, due to lack of business and have a Special Public Services Commission meeting on April 20, 2022. Chair Rodriguez seconded the motion. The motion passed by unanimous vote.

7. STAFF LIAISON COMMUNICATIONS

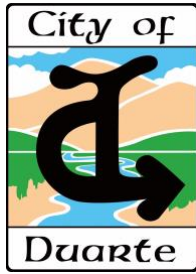
Staff member Rocha informed the Commission about the State of the City and Schools event on April 5, 2022, from 6:30 to 8 PM. Staff also informed the Commission that the next meeting will likely be in-person.

8. ITEMS FROM COMMISSION MEMBERS

Chair Rodriguez talked about participating in the 2022 Annual LAHSA, Duarte/Irwindale Homeless Count, encouraging Commission participation in 2023.

9. ADJOURNMENT

Chair Rodriguez adjourned the meeting at 8:09 PM.



Agenda Item: _____

CM Review: _____

Fiscal Review: _____

AGENDA REPORT

MEETING DATE: May 11, 2022

TO: Chair and Members of the Public Services Commission

FROM: Victoria Rocha, Assistant to the City manager

SUBJECT: PEG Channel Content Creation and Management

RECOMMENDATION: The Public Services Commission is requested to hold a discussion and make a recommendation to the Duarte City Council for a PEG channel content creation and management contract service provider.

FISCAL IMPACT: No fiscal impact in making a recommendation.

BACKGROUND

At the Duarte City Council meeting on June 22, 2021, the City Council directed staff to review long-standing city contracts and consider whether a request for proposals (RFP) is needed. Staff has undertaken such a review of the City's current Public, Education, and Government Access (PEG) channel content creation and management contracts with DCTV and Community Media of the Foothills (CMF). In light of the review, it was determined that a potential RFP process might be appropriate, subject to continued analysis and input from the Public Services Commission.

At meetings held in July 2021, both DCTV and CMF were informed that the City would consider going through an RFP process depending on input from the Public Services Commission.

At the December 8, 2021, Public Services Commission meeting, staff held a study session on the history and the federal and state oversight of PEG Channels, the City's current programming provided by DCTV and CMF, and examples of other PEG channels in neighboring cities.

Based on the study session, Commissioners recommended the City go through an RFP process for a PEG Channel Content Creation and Management provider. At the March 9, 2022, Public Services Commission meeting, Commissioners reviewed the draft RFP for a PEG Channel Content Creation and Management contractor.

DISCUSSION/ANALYSIS

The RFP was issued on March 16, 2022, including being posted on the City website, on the City LinkedIn page, and a direction invitation was sent to the current providers DCTV and CMF, in addition to a providers utilized by a neighboring city, Studio Spectrum, and the City's communications contractor, Tripepi Smith.

The RFP offered an optional onsite equipment walk-through on March 22, 2022. Tripepi Smith attended the walk-through.

Proposals were due on April 13, 2022. City staff received proposals from Studio Spectrum and Tripepi Smith.

Prior to interviewing the proposers, Commissioners were asked to review the proposals and fill out rate sheets provided by city staff.

Based on the content and quality of the proposals, and the interviews, the Public Services Commission is asked to consider as a part of their recommendation (this is not an exhaustive list):

- Is there public interest to provide all three components of the PEG channel – public, education, government?
- How should “public” be defined – individuals that want to put content on the channel? Limited to local non-profits?
- Do the two proposers have the experience and background to assist the City in setting channel usage policies the public, education, and government sectors?
- Did the proposers demonstrate the expertise, knowledge, and experience to perform the services outlined in the RFP?
- Did the proposals provide appropriate deliverables for the scope of work, and demonstrate adequate staffing and equipment?
- Do the proposers’ plans show fair cost for the quality of deliverables?

RECOMMENDATION

The Public Services Commission is requested to hold a discussion and make a recommendation to the Duarte City Council for a PEG channel content creation and management contract service provider.

FISCAL IMPACT

No fiscal impact in making a recommendation.