



**AGENDA
CITY OF DUARTE
PUBLIC UTILITIES, COMMUNICATIONS
AND TECHNOLOGY COMMISSION
May 10, 2023 – 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 8, 2023
6. ITEMS OF BUSINESS
 - A. Presentation USC MPA Capstone Project - City of Duarte Emergency Communications Plan
7. STAFF LIAISON COMMUNICATIONS
9. 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
Public Utilities,
Communications, and
Technology Commission
March 8, 2023

1. CALL TO ORDER

The meeting was called to order at 7 PM.

2. PLEDGE OF ALLEGIANCE

Commissioner Hsu led the Pledge of Allegiance.

3. ROLL CALL

Present: Rodriguez, Riley, Hsu, Tovar

Absent: Dalessandro

Staff: Rocha, Juarez, Petersen

4. ITEMS FROM THE PUBLIC

None

5. APPROVAL OF MINUTES

Commissioner Riley made a motion to approve the minutes from January 25, 2023. Chair Rodriguez seconded the motion. The minutes were approved unanimously.

6. ITEMS OF BUSINESS

A. Oath of Office for newly appointed Commissioners

City Clerk Annette Juarez administered the Oath of Office to newly appointed Commissioner, Ryan Hsu.

Commissioner Tovar arrived at 7:05 PM.

The Commissioners introduced themselves including their backgrounds and how long they have been serving on the commission.

Staff member Rocha did a recap of work that the Commission conducted in the last year, upcoming items, and overall work that the Public Utilities, Communications, and Technology Commission conducts in their meetings.

B. Presentation on new online technology services from Duarte Financial Services Manager Angela Chiaromonte and Duarte City Clerk Annette Juarez.

Angela Chiaromonte, Financial Services Manager, gave a presentation on the City's new business license portal through HdL including how to access the portal through the City's website, and the first-time application, renewal and

payment process. The portal also allows people to look up businesses in Duarte by date ranges, business types, etc.

Annette Juarez, City Clerk, gave a presentation on the updated City Council agenda software through Granicus, implementation of Netfile for easier filing and reviewing of FPPC forms, and the launch of Laserfische to make public documents easier to access. All technology is integrated into the City's website and available to the public. The City Clerk answered questions from Commissioners on their FPPC filing requirements and additional details of the software platforms.

Staff member Rocha also showed the Commissioners the new "Report an Issue" feature on the website that allows residents to submit issues to the City by category. Residents can include photos with their submissions.

7. STAFF LIAISON COMMUNICATIONS

Staff member Rocha announced the State of the City and Schools on May 2, 2023 at the Duarte High School Football field. Gates open at 5:30 PM, program at 6 PM.

Commissioner Tovar wanted to know if the Teen Center is hiring or has a job board for youth under 17.

Vice Chair Riley asked for an update on the San Gabriel Valley Regional Food Recovery program. Staff member Rocha explained the genesis of the Regional Food Recovery program and gave an update on inspections.

Staff member Rocha also explained that a USC MPA capstone class has Duarte as a client to create an Emergency Communications Plan.

8. ITEMS FROM COMMISSION MEMBERS

Commissioner Hsu asked if Nixle data was available to create a crime map. Staff member Rocha explained that crime data is only available through L.A. County Sheriff's Department given that the City contracts for services with the County.

9. ADJOURNMENT

Chair Rodriguez adjourned the meeting at 8:30 PM.