



CITY of CALABASAS

**MINUTES OF THE
COMMUNICATIONS AND TECHNOLOGY COMMISSION MEETING
OF THE CITY OF CALABASAS, CALIFORNIA
TUESDAY, OCTOBER 18, 2022
ZOOM CONFERENCE CALL**

OPENING MATTERS

Chair Brockman called the meeting to order at 6:00 p.m. via Zoom Conference Call.

CALL TO ORDER/ROLL CALL

Commissioners Present: Chair Brockman
Vice Chair Sherman
Commissioner Goldwater
Commissioner Melcher
Commissioner Weber
Student Member Isabella Epperson

Commissioners Absent: None

Staff Present: Michael Russo, Communications Director
Arvin Petros, Media Operations Supervisor
Yadira Zimmerman, Executive Assistant II

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Goldwater.

APPROVAL OF AGENDA

Commissioner Melcher moved, seconded by Vice Chair Sherman to approve the agenda.

Vote: Motion carried 5-0

Yes: Chair Brockman; Vice Chair Sherman; Commissioner Goldwater; Commissioner Melcher; Commissioner Weber

APPROVAL OF MINUTES

Vice Chair Sherman moved, seconded by Commissioner Weber to approve the minutes of the September 20, 2022 meeting with the following change:

- Change under Adjournment to “adjourn the Communications and Technology Commission meeting at 6:45 p.m. to the meeting on October 18, 2022 at 6:00 p.m.

Vote: Motion carried 5-0

Yes: Chair Brockman; Vice Chair Sherman; Commissioner Goldwater; Commissioner Melcher; Commissioner Weber

ANNOUNCEMENTS & INTRODUCTIONS

No one expressed a desire to speak.

ORAL COMMUNICATION – PUBLIC COMMENT

No one expressed a desire to speak.

MONTHLY REPORTS

1. Franchise Fees Report

Executive Assistant Zimmerman reported the 2nd quarter cable franchise fee report and all franchise fee reports are paid to date, and this is only an informational item only.

2. Cable Complaints Review

Executive Assistant Zimmerman reported there is nothing new at this time. Chair Sherman requested expanding the report to include other external communication issues.

3. Cable Company Report

Executive Assistant Zimmerman reported there is nothing new at this time.

SUB-COMMITTEE REPORTS

4. Wireless Subcommittee (Mobile Phone/ Wireless Technologies) – Brockman/Melcher

There was nothing new to report at this time.

5. Programming Subcommittee (CTV Programming/Video Services) - Weber/Sherman/Student Commissioner Epperson

Student Commissioner Epperson announced the MEDITalks & Thoughts PSA is published.

6. Broadband Subcommittee (Broadband/Internet/Fiber Technologies) - Melcher/Goldwater

There was nothing new to report at this time.

DIRECTOR'S REPORT

Director Russo reported the City Smart Phone App, Granicus and YouTube Usage by the Public, which were also included in the Commissioner packets. In his report to the Commissioners, Director Russo also reported on the Community Wild Fire Webinar taking place on October 19th, the Calabasas Pumpkin Festival PSA, presenting the final proposal to City Council for the renovation of CTV Master Control and AV in Council Chambers, and the new smartphone app contract that will be awarded soon.

STAFF UPDATE

Supervisor Petros provided the CTV Programming Report, and also shared the MEDITalks & Thoughts PSA.

STUDENT COMMISSIONER REPORT

Student Commissioner Epperson did not have anything new to share.

FUTURE AGENDA ITEMS

Commissioners requested an update on the Broadband Backbone Project.

ADJOURN

Vice Chair Sherman moved, seconded by Commissioner Melcher to adjourn the Communications and Technology Commission meeting at 6:48 p.m. to the meeting on November 15, 2022 at 6:00 p.m.

Vote: Motion carried 5-0

Yes: Chair Brockman; Vice Chair Sherman; Commissioner Goldwater; Commissioner Melcher; Commissioner Weber.