



CITY *of* CALABASAS

**MINUTES OF THE
COMMUNICATIONS AND TECHNOLOGY COMMISSION MEETING
OF THE CITY OF CALABASAS, CALIFORNIA
TUESDAY, FEBRUAR 21, 2023
ZOOM CONFERENCE CALL**

OPENING MATTERS

Chair Sherman called the meeting to order at 6:03 p.m. via Zoom Conference Call.

CALL TO ORDER/ROLL CALL

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

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Webber.

APPROVAL OF AGENDA

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

Vote: Motion carried 5-0

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

APPROVAL OF MINUTES

Vice Chair Melcher moved, seconded by Commissioner Goldwater to approve the minutes of the January 17, 2023 meeting.

Vote: Motion carried 4-0

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

ANNOUNCEMENTS & INTRODUCTIONS

No one expressed a desire to speak.

ORAL COMMUNICATION – PUBLIC COMMENT

No one expressed a desire to speak.

NEW BUSINESS

1. Water Main Break Emergency 2/4/23

Director Russo provided a summary of the February 4, 2023 Water Main Break and the Communications Department response to the emergency.

2. Spectrum Blackout

Director Russo and Vice Chair Melcher reported on the Spectrum Blackout.

MONTHLY REPORTS

3. Wireless Facility Minor Modification Permits

In the absence of Associate Planner Jaclyn Rackerby, Director Russo presented the report.

4. Franchise Fees Report

Executive Assistant Yadira Zimmerman reported the cable franchise fee report, which are all paid to date. This is only an informational item only.

5. Cable Complaints Review

Executive Assistant Yadira Zimmerman reported there are no complaints at this time.

6. Cable Company Report

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

SUB-COMMITTEE REPORTS

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

There was nothing new to report at this time.

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

There was nothing new to report at this time.

9. 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.

STAFF UPDATE

Supervisor Petros provided the CTV Programming Report.

STUDENT COMMISSIONER REPORT

Student Commissioner Epperson shared a new PSA project with Roots & Shoots, an Environmental Club at Calabasas High School.

FUTURE AGENDA ITEMS

Chair Sherman requested the formation of a new subcommittee to focus on community updates and emergency response. Chair Sherman, Commissioner Brockman and Student Commissioner Epperson will be part of the new subcommittee.

ADJOURN

Commissioner Brockman moved, seconded by Vice Chair Melcher to adjourn the Communications and Technology Commission meeting at 6:58 p.m. to the meeting on March 21, 2023 at 6:00 p.m.

Vote: Motion carried 5-0

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