



CITY *of* CALABASAS

**MINUTES OF THE
COMMUNICATIONS AND TECHNOLOGY COMMISSION MEETING
OF THE CITY OF CALABASAS, CALIFORNIA
TUESDAY, AUGUST 15, 2023**

OPENING MATTERS

Chair Sherman called the meeting to order at 6:00 p.m.

CALL TO ORDER/ROLL CALL

Commissioners Present: Chair Sherman
 Vice Chair Melcher
 Commissioner Weber
 Student Commissioner Dylan Rothman

Staff Present: Michael Russo, Communications Director
 Arvin Petros, Media Operations Supervisor

Staff Absent: Commissioner Brockman
 Commissioner Goldwater

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Student Commissioner Rothman.

APPROVAL OF AGENDA

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

Vote: Motion carried 3-0

Yes: Chair Sherman, Vice Chair Melcher, and Commissioner Weber

Absent: Commissioner Brockman, Commissioner Goldwater

APPROVAL OF MINUTES

Vice Chair Melcher moved, seconded by Commissioner Weber to approve the minutes of the June 20, 2023 meeting with corrections.

Vote: Motion carried 3-0

Yes: Chair Sherman, Vice Chair Melcher, and Commissioner Weber

Absent: Commissioner Brockman, Commissioner Goldwater

ANNOUNCEMENTS & INTRODUCTIONS

No one expressed a desire to speak.

ORAL COMMUNICATION – PUBLIC COMMENT

No one expressed a desire to speak.

MONTHLY REPORTS

3. Wireless Facility Minor Modification Permits

Director Russo presented the report.

4. Franchise Fees Report

Director Russo reported that all the 2023 cable franchise fees are current and paid.

5. Cable Complaints Review

Director Russo reported there are no complaints at this time.

6. Cable Company Report

Director Russo 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/Rothman

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.

10. Community Engagement Subcommittee (Community Updates/Emergency Response) - Sherman/Brockman

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 included in the Commissioner packets. Additionally, Director Russo shared that City Staff participated in a large-scale emergency drill on June 27th and June 28th.

STAFF UPDATE

Media Operations Supervisor Petros provided the CTV Programming Report.

STUDENT COMMISSIONER REPORT

Student Commissioner Rothman expressed the importance of staying connected to social media especially for emergency purposes.

FUTURE AGENDA ITEMS

Director Russo and Terry Dipple will provide an update on the Fiber Backbone Project at the next meeting.

ADJOURN

Vice Chair Melcher moved, seconded by Commissioner Weber to adjourn the Communications and Technology Commission meeting at 6:28 p.m. to the meeting on September 19, 2023 at 6:00 p.m.

Vote: Motion carried 3-0

Yes: Chair Sherman, Vice Chair Melcher, and Commissioner Weber

Absent: Commissioner Brockman and Commissioner Goldwater