



**CITY *of* CALABASAS**

**MINUTES OF THE  
COMMUNICATIONS AND TECHNOLOGY COMMISSION MEETING  
OF THE CITY OF CALABASAS, CALIFORNIA  
TUESDAY, JANUARY 30, 2024**

**OPENING MATTERS**

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

**CALL TO ORDER/ROLL CALL**

Commissioners Present: Vice Chair Carey Melcher  
Commissioner David Goldwater  
Commissioner Candice Weber  
Commissioner Michael Brockman  
Student Commissioner Dylan Rothman

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Student Commissioner Rothman.

**APPROVAL OF AGENDA**

Commissioner Brockman moved, seconded by Commissioner Weber to approve the agenda.

Vote: Motion carried 4-0

Yes: Vice Chair Melcher, Commissioner Weber, Commissioner Brockman and Commissioner Goldwater

**APPROVAL OF MINUTES**

Commissioner Weber moved, seconded by Commissioner Goldwater to approve the minutes of the October 17, 2023 meeting with corrections.

Vote: Motion carried 4-0

Yes: Vice Chair Melcher, Commissioner Weber, Commissioner Brockman and Commissioner Goldwater

## **ANNOUNCEMENTS & INTRODUCTIONS**

Vice Chair Melcher shared that Commissioner Sherman has joined the Parks, Recreation and Education Commission. Vice Chair Melcher wishes Commissioner Sherman well.

## **ORAL COMMUNICATION – PUBLIC COMMENT**

No one expressed a desire to speak.

## **SPECIAL ITEM**

### 1. Reorganization of the Communications & Technology Commission and Subcommittees

Commissioner Weber moved, seconded by Commissioner Brockman to nominate Vice Chair Melcher as Chair.

Vote: Motion carried 3-0

Yes: Commissioner Weber, Commissioner Brockman and Commissioner Goldwater

Chair Melcher moved to nominate Commissioner Goldwater as Vice Chair, seconded by Commissioner Brockman.

Vote: Motion carried 3-0

Yes: Chair Melcher; Commissioner Weber, Commissioner Brockman

The only change to the subcommittees was adding Vice Chair Goldwater to the Community Engagement Subcommittee (Community Updates/Emergency Response), the remaining subcommittees remain the same.

## **MONTHLY REPORTS**

### **2. Wireless Facility Minor Modification Permits**

Director Russo presented the report.

### **3. Franchise Fees Report**

Director Russo reported that the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter franchise fees are current and paid.

### **4. Cable Complaints Review**

Director Russo reported there are no complaints at this time.

### **5. Cable Company Report**

Director Russo 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/ Rothman**

Student Commissioner Rothman mentioned acquiring three Calabasas High School sports games for the CTV channel and would like to meet with the subcommittee to set a date to broadcast the games.

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

Vice Chair Goldwater reached out to Terry Dipple of the COG to find out any information on any meetings or hearings. There are none scheduled at this time. However, Mr. Dipple expressed interest in attending a future Communications & Technology Commission meeting.

**7. Community Engagement Subcommittee (Community Updates/Emergency Response) - 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. Director Russo also reported an update on the renovation of the master control room which is completed.

**STAFF UPDATE**

Media Operations Supervisor Petros also provided an update on the renovation of the master control room which is completed and provided the CTV Programming Report.

**STUDENT COMMISSIONER REPORT**

There was nothing new to report.

**FUTURE AGENDA ITEMS**

There were no future agenda items.

**ADJOURN**

Commissioner Brockman moved, seconded by Commissioner Weber to adjourn the Communications and Technology Commission meeting at 6:26 p.m. to the meeting on February 20, 2023 at 6:00 p.m.

Vote: Motion carried 4-0

Yes: Chair Melcher, Vice Chair Goldwater, Commissioner Weber, and Commissioner Brockman