



CITY *of* CALABASAS

MINUTES OF THE COMMUNICATIONS AND TECHNOLOGY COMMISSION MEETING OF THE CITY OF CALABASAS, CALIFORNIA, TUESDAY, DECEMBER 13, 2011

OPENING MATTERS

Chair Brockman called the meeting to order at 7:00 p.m. in the Council Chambers at City Hall, 100 Civic Center Way, Calabasas, CA 91302.

Call to Order/ Roll Call:

Commissioners Present: Chair Brockman
 Commissioner Stock
 Commissioner Weber

Absent: Vice Chair Daugherty
 Commissioner Slaten

Staff Present: Deborah Steller, Media Operations Director
 Arvin Petros, Media Operations Supervisor
 Rachel Biety, Executive Assistant

Consultants Present: Michael Friedman, Telecommunications Management Corporation

Pledge of Allegiance:

The Pledge of Allegiance was led by Cable Consultant Friedman.

Approval of Agenda:

Commissioner Weber moved, seconded by Commissioner Stock to approve the agenda with the AV Presentations at City Meetings item deferred until the next meeting when all five commissioners are present.

Vote: Motion carried 3-0

Yes: Chair Brockman; Commissioner Stock; Commissioner Weber

Approval of Minutes:

Commissioner Weber moved, seconded by Commissioner Stock to approve the November 15, 2011 Minutes.

Vote: Motion carried 3-0

Yes: Chair Brockman; Commissioner Stock; Commissioner Weber

ANNOUNCEMENTS & INTRODUCTIONS

The Commission congratulated Commissioner Slaten and his family on the birth of their new son. The Commission wished everyone a Happy Holiday.

ORAL COMMUNICATION – PUBLIC COMMENT:

Nobody expressed a desire to speak.

MONTHLY REPORTS:

1. Franchise Fee Report

Executive Assistant Biety provided the Franchise Fees Report.

2. Cable Complaints Review

Executive Assistant Biety reported that no new complaints have been filed with the City since the last CTC Meeting.

3. Cable Company Reports

a. Time Warner

There was not a Time Warner representative present.

b. Charter

There was not a Charter representative present.

CONTINUED ITEM:

4. AV Presentation at City Meetings

Item deferred until next meeting.

INFORMATIONAL ITEM:

5. AT&T MicroCell

Director Steller provided background information on the AT&T MicroCell. This was an information item only, no action was required.

DISCUSSION ITEM:

6. Recommendation to the City Council to support the CAP Act

Cable Consultant Friedman gave background information on the current legislation in Congress, H.R. 1746 – CAP Act.

Commissioner Stock moved, seconded by Commissioner Weber that the CTC recommend that the City Council write a letter supporting the CAP Act.

Vote: Motion carried 3-0

Yes: Chair Brockman; Commissioner Stock; Commissioner Weber

SUB-COMMITTEE REPORTS:

7. Wireless Subcommittee (Daugherty/Stock)

a. Update on Peer Review and Wireless Consultant

Commissioner Stock reminded the Commission that Andrew Campanelli would be at the City Council meeting on Wednesday, December 14th to discuss his suggestions for the wireless ordinance.

8. Video Services Subcommittee (Brockman/Slaten)

There is nothing new to report at this time.

9. Programming Subcommittee (Brockman/Weber)

There is nothing new to report at this time.

10. WiFi Subcommittee (Daugherty/Slaten)

There is nothing new to report at this time.

11. Emerging Technology Subcommittee (Slaten/Weber)

There is nothing new to report at this time.

DIRECTOR'S REPORT

Director Steller reported on work requests received and the Granicus usage by the public. The State of the City Address will be February 9, 2012. Council Member Jonathon Wolfson will be moving out of the city and the council will be deciding how to fill his seat. City Hall will be closed on December 23rd for Christmas Eve Observed, December 26th for Christmas Day Observed, January 2nd for New Year's Day Observed, January 16th for Martin Luther King Day and will be closing at noon on December 30th for New Year's Eve Observed.

STAFF UPDATE

- **CTV Programming Report**

Media Supervisor Petros provided the CTV Programming Report and announced the SCAN NATOA Awards received by the Media Operations Department.

FUTURE AGENDA ITEMS:

- Time Warner and WiFi – Jonathan Kramer
- Planning Department Presentation on Wireless Application Process and Checklist
- Wireless Ordinance review
- Explanation on Two Cable Capital Grants
- Recommendation to Council to Modify Commission Descriptions
- Expansion of Public WiFi throughout City
- Satellite Antennas
- Smart Phone City App

ADJOURN:

Commissioner Weber moved, seconded by Commissioner Stock to adjourn the Communications and Technology Commission Meeting at 7:42 p.m. to January 17, 2012 at 7:00 p.m. in City Hall Council Chambers, 100 Civic Center Way, Calabasas, California.

Vote: Motion carried 3-0

Yes: Chair Brockman; Commissioner Stock; Commissioner Weber