Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

November 18, 2021 at 9:00 a.m.

City Hall Commission Chambers
401 S. Park Avenue ı Winter Park, Florida

Present:

Michael Poole, Richard James, James Everett, Chris Johnson Janelle Zurek and Paul Conway (arrived at 9:11 am). Absent: Wes Naylor

Also Present

Director of Information Technology Parsram Rajaram
Assistant Director of Information Technology Sujay Sukhadia
City Clerk Kim Breland

Call to Order

Mr. Rajaram called the meeting to order at 9:01 a.m. He introduced new committee member Janelle Zurek and the committee members introduced themselves and each spoke briefly on their technology background.

Consent Agenda

Approval of November 4, 2021, work session minutes. Approved by consensus.

Staff Updates

a. Smart City Portal

Mr. Rajaram stated that he has confirmed that there are some funds available to hire a consultant and explained that there may be challenges with trying to piggyback on the City of Orlando contract due to the RFP process, he is waiting for clarification from the city's procurement department. He raised question of whether department representatives should attend meetings prior to hiring a consultant. Mr. Johnson feels it is important to understand what technology needs from departments have, what issues they are having and how a smart city may be relevant to solving some of the issues.

Mr. Conway suggested presenting the public engagement summary from the City of Orlando to each city departments to review and give feedback from based on the City of Orlando's ideas. Ms. Zurek suggested that the document be viewed as how it looks in the context of Orlando and what it means to Winter Park. Discussion followed on the type of consultant and expertise needed to develop a business plan and additional funding sources to hire a consultant. Mr. Poole suggested reaching out to Magellan to understand the cost to building new fiber network in the city.

In-depth discussion followed on criteria needed to define what a Smart City is for Winter Park. Mr. Rajaram suggested researching vision/mission statements from other cities that have created Smart City environments for the committee to review as they develop the city's vision and mission statement. Ms. Zurek suggested going through the Orlando document and using it as an outline to develop a plan for Winter Park. Further discussion was held on including the city department heads to educate and be educated on their department's smarty city needs. Mr. Conway suggested that the document be sent to the city department heads for review followed by having them attend the committee meetings to discuss their views and provide input. In-addition, Dr. James suggested that the committee review the city's "Meet Your Department" videos to get an understanding of what each department does.

Public Comments (for items not on Agenda)

There was no public comment.

Non-Action Items

a. Review and Discuss Broadband Report from Magellan.

Mr. Rajaram stated that the Magellan report did not include any public surveys to capture information for their report, but used publicly available information and was based on what was seen from other cities and how Winter Park could benefit from its own broadband infrastructure. Mr. Conway suggested that the committee determine whether the Magellan report is valid today or needs to be updated with new information. In-depth discussion followed on aspects of the business plan and determining if the city needs a fiber network and Frog's involvement in the installation of the city's fiber conduit. Mr. Rajaram stated that Division Director of Budget and Performance Peter Moore would attend the December 2nd meeting to discuss the Frog contract.

The committee reviewed the topics of discussion at the next meeting: vision/mission statements from other cities, discussion of the Frog contract, review of the Magellan report, begin inviting staff to discuss department needs and creating a schedule of next steps for upcoming meetings.

Discussion followed on the citizen engagement portal. Mr. Rajaram briefly discussed current smart city initiatives including city webcams, automated meter reading and traffic light cameras. Mr. Conway suggested that the orientation of data should be focused around the department functions vs. technology pieces.

Action Items

None.

Board Comments

None.

Adjournment

The meeting adjourned at 10:25 a.m.

Minutes approved the board on 12/02/2021.

/s/ Kim Breland