



Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

October 20, 2022 at 9:00 a.m.

Commission Chambers
401 S. Park Avenue Winter Park, FL

Present:

Chris Johnson and Janelle Zurek, Richard James, James Everett, and Michael Poole. Absent: Wes Naylor and Paul Conway

Also Present:

Director of Information Technology Parsram Rajaram; and Recording Secretary Kim Breland.

Call to Order:

Mr. Rajaram called the meeting to order at 9:09 a.m.

Consent Agenda

Approval of June 30, 2022 meeting minutes. Approved by consensus.

Staff Updates

Public Comment (for items not on Agenda)

Non-Action Items

- a. Review responses and recommendation of consultant - RFP26-22 - Connectivity Master Plan and Smart City Initiative Consultant Services.

Mr. Rajaram informed the committee that Magellan Consultants won the RFP for the Connectivity Master Plan and Smart City Initiative consultant services and the purpose of the meeting would be to review Magellan's response for committee feedback. The negotiations process will start next week and once those proceedings are concluded, the consultant will start working with the city. He anticipates the official kick-off of the project will happen in January and will have a 9-month timeline to project completion.

Mr. Rajaram noted that the committee will need an extension from the commission now that the project is moving forward and sees no issues with getting the approval. He noted Magellan has been acquired by Jacobs Engineering and Procurement will be discussing how/if the acquisition could affect the project and ensure the project team listed in the response will remain the same including Courtney Violette, who was involved in the previous Magellan study.

Connectivity Master Plan - Mr. Rajaram said the first part of Magellan's response is the connectivity master plan and the consultant is proposing an analysis of current broadband conditions and future trends. He stated that the analysis will help the city determine whether it wants to be in the ISP business. He noted that Lumen has begun pulling permits and anticipates having the entire city covered in fiber within the next 8-16 months. In response to

questions, he stated that part of the consultant analysis will include permit data which will provide more information on the Lumen project.

Non-City Owned Broadband Infrastructure - Mr. Rajaram stated the next part of the Magellan response includes an assessment of non-city owned broadband infrastructure and stated that he is hopeful the assessment will help the city determine if it should be in the broadband business for city government. Mr. Johnson added that it would be beneficial for the consultant to conduct an analysis of Spectrum to assess issues related to coverage and interference issues. Discussion followed on coverage issues throughout the city, what areas should be part of the analysis, and providing the consultant with a clear definition of Winter Park as it relates to the project. Mr. Rajaram will work with the GIS department to determine the city's boundaries. Dr. James noted that the city may annex some areas on Lee Road into the city and suggested the locations be included in the coverage map.

GAP Analysis - Following the assessment, the consultant will be doing a GAP analysis to determine where the city is and how to bridge the gap to where the city wants to be. Mr. Rajaram feels the business plan will determine what the city needs to get into an ISP model. Discussion followed on parameters needed in the business plan to determine how the city will move forward.

Smart City initiatives – Mr. Rajaram spoke about the smart city initiatives listed in the response and said he feels the consultant looked at everything the city needs to become a smarter Winter Park. He talked about various smart city initiatives being implemented in different cities around the world. Mr. Johnson remarked that he feels traffic signaling is a huge technology needed in Winter Park and should be a primary focus. Ms. Zurek suggested the committee have a discussion with the consultant to understand what they might see as objectives for the city. In-depth discussion followed on the overall objectives for the city with a focus on traffic technology needs.

SWAT Analysis – Mr. Rajaram stated that the purpose of the analysis is to address the smart city objectives. Discussion continued on traffic issues and potential solutions.

Mr. Everett spoke about the list of stakeholders in the response and feels the arts communities and institutions like the Morse Museum should be included and would benefit from smart city technologies and engagement with the community. In addition, he feels parks and local businesses should be included as well. Mr. Johnson noted that Seminole County should be included as the Winter Park Police has initiatives with Seminole County.

Discussion was held on the timeline of the project, committee involvement and business and funding plans. Mr. Poole suggested the committee meet with the project team to keep updated with the progress. Mr. Poole added that he feels the timelines for the business, financial and funding plans should be the same because the funding strategy will guide both the business and financial aspects of the project.

The committee discussed the meeting schedule for the remainder of the year. The overall consensus was to have a meeting with Magellan (if possible) prior to the holiday season to review next steps.

Action Items

None

Board Comments

None.

Adjournment

The meeting adjourned at 10:20 a.m.

Respectfully,

Kim Breland

Recording Secretary

Minutes approved by the board on 12/13/2022

/s/ Recording Secretary Kim Breland