



Broadband and Smart City Ad-Hoc Committee Regular Meeting

Agenda

May 24, 2023 @ 10:00 am

Commission Chambers - City Hall
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

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please note

Times are projected and subject to change.

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1. **Call to Order**
 2. **Consent Agenda**
 - a. Approve the minutes of the regular meeting, April 26, 2023. 1 minute
 - b. Approve the minutes of the regular meeting, March 30, 2023. 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 5. **Non-Action Items**
 - a. Project update from Magellan consultants. 90 minutes
 6. **Staff Updates**
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Broadband & Smart
City Ad Hoc
Committee

agenda item

item type Consent Agenda	meeting date May 24, 2023
prepared by Kim Breland	approved by
board approval	
strategic objective	

subject

Approve the minutes of the regular meeting, April 26, 2023.

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[042623 draft minutes.pdf](#)



Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

April 26, 2023 at 10:00 a.m.

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

Present:

Chris Johnson, Janelle Ward (Virtual), Paul Conway, James Everett, and Michael Poole.
Staff: Director of Information Technology Parsram Rajaram; and Recording Secretary Kim Breland

Also Present:

Magellan Consultants Courtney Violette (in Person); Mike Johnson, Al Kamuda, Matthew Southwell, Kelly De La Cruz and Greg Whelan (virtual).

1) Call to Order

Mr. Rajaram called the meeting to order at 10:01 a.m.

2) Consent Agenda

3) Public Comments (for items not on the agenda): Three minutes allowed for each speaker

4) Action Items

5) Non-Action Items

- a. Project update from Magellan consultants.

Mr. Rajaram explained that Mr. Violette would be providing an update based on the findings of all studies to date. Ms. Breland said two committee members will be appointed to the committee at today's commission meeting. In addition, she explained that the joint work session with the commission would need to be moved to August 10th due to scheduling conflicts.

Mr. Conway suggested having a planning session to prepare for the August commission work session. Mr. Violette presented the project timeline and said his goal is to have final recommendations ready for the committee to review the first week of July. Recommendations will include an analysis on the city's backbone (what it is today and may need to be from an expanded perspective), analysis of the fiber-to-home portion of the network, and wireless overlays. Mr. Violette added that the team is still working on

compiling data and stakeholder outreach. Discussion followed on deliverables and recommendations to be presented to the commission.

Mr. Whelan gave an update on market analysis and said the company WOW is making a big investment to fiber in the premises in Seminole and Orange Counties. He said that the company may be interested in paying the city to put conduit in the ground for them and they currently serve the Altamonte area. Mr. Violette said the team will be meeting with Frog next week. Discussion was held on what company the city should consider partnering with to build out its fiber network, infrastructure, the impact/disruption (construction) on the area, and the timeline to complete the project.

Mr. Violette gave updates on the Smart City Project Matrix and Asset Inventory. He said it would be helpful to have staff confirm the asset inventory data is accurate. Mr. Rajaram will review and confirm the data. Mr. Johnson gave an overview of the parking data. Mr. Everett said it would be helpful to have the parking data differentiate whether it's on-street parking or tied to a facility. Mr. Poole said that private lift stations should be included in the GIS data, if possible and discussion followed.

Mr. Violette spoke about the four pillars of the vision for the city that were discussed at the March 30th meeting. He presented a slide on use cases and spoke on components for intelligent transportation, public safety, utilities, and quality of life as they relate to the city's vision. Use cases will be included in the final report with the goal to educate and show successful applications in other places. Mr. Conway said the data included should be turned into an actionable plan. Mr. Violette said the team will be identifying solutions, and cost/pricing estimates for the components for each pillar. Mr. Poole mentioned the wellness center parking data and said it would be beneficial to have case studies with similar data. Discussion was held on technology and solutions for the following: parking/parking garages, and traffic management.

Mr. Violette said it's important to note that all of the case studies require some form of connectivity and depending on use case, may require expanded fiber. He spoke about elements of smart city infrastructure and smart city enterprise applications.

Discussion was held on the process for the community engagement meeting including time/location, set up/topics, and purpose. Director of Communications Clarissa Howard noted the commission prefers public input when these types of recommendations are being made and said it would be beneficial to have a public meeting that is cooperative with an option for online and in-person feedback. She said the city's social media platforms and newsletter could also be used to market the event and discussion continued on scheduling/location and identifying topics to be discussed at the meeting.

The committee continued to discuss data to be included in the recommendations to the commission and how to incorporate data from the community engagement meeting.

- 6) **Staff Updates**
- 7) **Board Comments**
- 8) **Upcoming Agenda Items**
- 9) **Adjournment**

The meeting adjourned at adjourn 11:51 a.m.

Respectfully,

Kim Breland

Recording Secretary



Broadband & Smart
City Ad Hoc
Committee

agenda item

item type Consent Agenda	meeting date May 24, 2023
prepared by Kim Breland	approved by
board approval	
strategic objective	

subject

Approve the minutes of the regular meeting, March 30, 2023.

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[033023 draft minutes.pdf](#)



Broadband/Smart City Ad -Hoc Committee Regular Meeting Minutes

March 30, 2023 at 10:00 a.m.

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

Present:

Chris Johnson, Janelle Ward, Paul Conway. James Everett. and Michael Poole. Staff: Director of Information Technology Parsram Rajaram; and Recording Secretary Kim Breland

Also Present:

Magellan Consultants Courtney Violette, Mike Johnson, Al Kamuda and Matthew Southwell (in Person); Kelly De La Cruz and Greg Whelan (virtual).

1) Call to Order

Mr. Rajaram called the meeting to order at 10:03 a.m.

2) Consent Agenda

- a. Approve the minutes of the February 16, 2023, regular meeting.

Approved by consensus.

- b. Approve the minutes of the March 7, 2023, regular meeting.

Approved by consensus.

3) Public Comments (for items not on the agenda): Three minutes allowed for each speaker

4) Action Items

5) Non-Action Items

- a. Project update from Magellan consultants.

Mr. Violette introduced local project team members from GIS/Design and Wireless/Broadband divisions. Introduction of team He said the team is waiting on data sets from the city to add to the design to determine cost to build the network over what has already been funded. The team has performed wireless propagation for the water service territory to show what coverage looks like for the two primary wireless applications that would support smarty cities and high-speed broadband such as video surveillance and track management.

Mr. Violette gave updates on the timeline, stakeholder outreach, "fiber to the home" design, wireless propagation and initial smart city findings. He added that the project is

still in the first two stages and the team has met with Lumen and Blue Star as well as other major vendors. He noted that Frog is the only vendor they have not met with at this time. Market Analysis will be delivered in April and the connectivity, business and financial plan will be delivered in May. Community outreach is expected to be held in the May/June timeframe.

Mr. Poole remarked that the city spends \$500,00 on home conduit and the city's budget process has already begun. He expressed the importance of having a recommendation on whether the city should continue to spend those funds should be included in the financial plan. Mr. Violette said those findings will be part of deliverable two with initial data in April and formal deliverable in May. He explained the process and variables for the financial plan and discussion followed.

Mr. Violette said the team met with city leadership, school agencies (Winter Park High School and Rollins College) the library, local businesses, nonprofits, and ISPs (Verizon, Lumen and Century Link).

Mr. Whelan summarized the market analysis and spoke about issues related to gigabit bandwidth and fiber for Spectrum, Lumen/CenturyLink, Bluewater and T-Mobile. He said Century Link/Lumen is committed to doing fiber and is working with BlueWater-Telecom for Winter Park construction. Two permits have been filed to add fiber to 900 homes in the city. In addition, they have an engineering design contract for another 8K homes. He spoke about the process Lumen will use to determine which homes will receive fiber based on their financial model. In response to questions, Mr. Violette noted the city's electric utility customers are identified through the data request for the electric meters. In-depth discussion followed on how the 8k customers will be identified and how fiber will be deployed in the project, and aspects of the "fiber to home" build-out process from Lumen and other vendors (Spectrum, Comcast).

Mr. Violette spoke about key assumptions for residential and business addresses within the city limits and presented a map highlighting commercial, and residential addresses. He said an estimated 275 miles of construction would be required to supply every household and premise in the city with fiber optic service and provided costs for construction, materials, labor, and design. In addition, he spoke about costs the city would need to fund outside of the construction cost. The plan will include a summarized capex table with costs for outside plant, design, permitting, equipment, facilities, etc.

Mr. Violette said the goal is to reduce this overall cost by adding conduit the city has deployed and plans to deploy which will generate a more accurate cost from an incremental perspective. Discussion followed on the process, cost/revenue components, and timeframe to complete the project.

Mr. Violette reviewed a map showing wireless propagations for LoRa (low-power, wide area networking protocol) and CBRS (Citizens Broadband Radio Service) LTE

Propagation. Discussion followed on the methodology used to create the propagation map, and benefits of using LoRa for lake water monitoring sensors and CBRS for surveillance cameras, and license plate readers as well as support for laptop and mobile devices.

Mr. Violette presented a slide on Smart City Project Matrix and spoke about data related to top noted use cases (smart city transportation, enhance public safety, smart utilities, and improved quality of life) and technologies supporting multiple use cases. (digital twin, 2-way citizen communication system, cameras, sensors, and drones) and discussion followed.

Mr. Violette summarized and said the team is waiting on data for underground available/spare conduit, and water, and electric meters. For stakeholder data, the only meetings left to conduct are with Frog and Summit Broadband. In-depth discussion followed on issues related to solutions for water meter coverage for all boundaries, design map data, what areas of the city to build out, time frame/cost to build the network, and topics related to undergrounding fiber by the city and other providers.

The committee discussed the meeting schedule for the April and May meetings. The next committee meetings are scheduled for April 26 and May 24 and a work session with the city commission on July 13.

- 6) Staff Updates**
- 7) Board Comments**
- 8) Upcoming Agenda Items**
- 9) Adjournment**

The meeting adjourned at 11:30 a.m.

Respectfully,
Kim Breland
Recording Secretary



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