



Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

May 24, 2023 at 10:00 a.m.

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

Present:

Chris Johnson, Paul Conway, James Everett, Susie Grace and Michael Poole (In-person); Sean McDermott and Janell Ward (Virtual). Staff: Director of Information Technology Parsram Rajaram; Director of Communications Clarissa Howard and Recording Secretary Kim Breland

Also Present (Virtual):

Magellan Consultants Courtney Violette, Mike Johnson, and Matthew Southwell, Kelly De La Cruz and Greg Whelan.

1) Call to Order

Mr. Rajaram called the meeting to order at 10 a.m. and introduced new committee members Susie Grace and Sean McDermott.

2) Consent Agenda

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

Approved by consensus

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

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.

Courtney Violette informed that the team met with Michael Voll from Frog and said the backbone extension/connectivity project for the 18 city sites identified, is in the final stages and will be completed soon. He said the team and Mr. Voll discussed Frog's purpose, goals, and vision and noted that Frog's intent is to plan to build out citywide at some point and is focused on that effort. Mr. Rajaram added supply chain issues have caused the backbone extension/connectivity project to be delayed. He said the 18 city

sites are connected via dark fiber, are well-designed, and should provide full redundancy.

Discussion followed on what data collected from the project can be included in the final report versus exempt information. Mr. Rajaram will follow up with legal counsel for guidance on what information might be exempt from the final report. He remarked that the city has applied for a Florida cyber security grant and was advised that there is a clause in that statute that exempts some network information from public record.

Mr. Poole said the commission will need the data to understand what percentage of the city is included in the backbone extension and how many residences/businesses it passes. Mr. Violette said the city's backbone is well-defined in the Frog network and the fiber-to-home project is a separate discussion as it relates to the extra conduit the city is installing.

Mr. Violette said the team spoke with the Electric Utility department about the undergrounding project and presented a map identifying primary (backbone/feeder cable) and secondary (distribution/services) zones. The electric utility has informed that there has only been a second telecom conduit added in sections of primary and none in secondary. He pointed out primary and secondary zones on the map and noted that while some areas of undergrounding appear complete, the electric utility believes only 30% of the primary line has a secondary conduit to it. He said the team is working to reconcile what has/has not been placed.

In-depth discussion was held on which areas of the city have been identified to have conduit installed. Mr. Violette noted the team is waiting for Electric Utility to provide data on "as-builts" for the telecom conduit and electric undergrounding projects. Mr. Conway expressed concern that delays in gathering information may impact the overall timeline of the project. Mr. Poole suggested reaching out to the contractor to obtain the map identifying where conduit was installed and the cost paid by the city, as a way to gather the data. Mr. Violette noted timeline issues and suggested, from a fiber-to-home analysis, using the full cost of the city that has already been established as the full cost to build fiber- to the home within the city of winter park. In addition, taking a portion of the 2.5 million dollars, to show as a capital contribution in the first year. Discussion continued on costs and the current condition of the existing conduit.

Mr. Violette said the three components the team is focusing on as part of the connectivity study are backbone extension, fiber-to-home, and wireless connectivity. He said the team will look at certain classes of assets from transportation; utilities and stormwater as part of the backbone/fiber expansion as well as sensors for a wireless overlay. Discussion followed on collecting existing installation data and identifying costs and assets to enable Smart City for Winter Park.

Mr. Violette said he has been working with Mrs. Howard on the community outreach initiative. The team is working on various sets of graphics and images the city can utilize

to build its project website as well as provide public advertisements and social media posts for the upcoming community meeting scheduled for June 15th, at the Winter Park Country Club.

Mr. Violette reviewed the vision, layout and goals for the meeting. He showed images of posters that will identify the four pillars that have been identified for Smart City – Intelligent Transportation, Public Safety, Smart Utilities, and Quality of life and the three supporting infrastructure components – Digital Infrastructure, Smart City Infrastructure, and Common Data Infrastructure. In addition, there will be schematic drawings highlighting different types of use cases. Communications will be sending a newsletter and utility bill inserts with meeting information on June 1st. Mrs. Howard added that the information has also been sent to local news media outlets to further notify the community. Mr. Violette said the intent is to open the feedback mechanism on June 15th – 20th and any feedback will be added to the final report.

Mr. Violette said the draft connectivity plan will be distributed to the committee for review the week of June 15th followed by the smart city plan the first week in July.

In response to questions regarding the community outreach plan, Mrs. Howard will inquire about repurposing displays from the community meeting at the library as a way to bring awareness of the smart city efforts to more people.

Mr. Rajaram readdressed the topic of the city being an ISP provider. Mr. Poole expressed the importance of showing the community in the final report that the city looked at the parameters of becoming an ISP and explaining the idea was rejected. Discussion continued on aspects of the three broadband options – the city being a retail provider, city-owned infrastructure managed by a third-party and waiting to see what the industry does.

Mr. Poole left the meeting at 11:03 a.m.

6) Staff Updates

7) Board Comments

8) Upcoming Agenda Items

9) Adjournment

The meeting adjourned at 11:06 a.m.

Respectfully,

Kim Breland

Recording Secretary

Minutes approved the board on 06/8/2023.

/s/ Recording Secretary Kim Breland