



Broadband and Smart City Ad-Hoc Committee Regular Meeting

Agenda

March 30, 2023 @ 10:00 am

City Hall - Commission Chambers
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 February 16, 2023, regular meeting. 1 minute
 - b. Approve the minutes of the March 7, 2023, regular meeting. 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 mins
 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 March 30, 2023
prepared by Kim Breland	approved by
board approval	
strategic objective	

subject

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

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Broadband-Smart City Ad-Hoc Committee Meeting Minutes 021623.pdf](#)



Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

February 16, 2023, at 9:00 a.m.

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

Present:

Chris Johnson, Janelle Ward, Paul Conway, Michael Poole and James Everett (Virtual).

Also Present:

Magellan Consultants Courtney Violette, Kelly De La Cruz and Greg Whelan and Director of Information Technology Parsram Rajaram; and Recording Secretary Kim Breland.

1) Call to Order

Mr. Rajaram called the meeting to order at 9:02 a.m. He notified the board that members Richard James and Wes Naylor have resigned and staff is waiting for new appointments from the commission.

2) Consent Agenda

- a. Approve the minutes of the December 13, 2022, 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. Presentation and discussion with Magellan consultants

Mr. Rajaram explained that the Magellan Consultants team has been reviewing data and conducting interviews similar to the ones held by the ad-hoc committee with staff and stakeholders. He anticipates a report for the committee to review in four months.

Mr. Violette introduced the project team and said his team has been onsite engaging with staff and well as outside entities to gather data. The intent of this meeting is to provide an update to the committee and identify goals and the creative vision for Winter Park's smart city initiative. He spoke with City Manager Randy Knight to discuss key focus areas he feels are needed to make Winter Park a smart city: transportation, public safety, and natural resources.

Mr. Violette said the goal this week is to gain an understanding of the city's vision statement, and goals to be accomplished during this process, then move on to

initiatives and actual projects. Discussion followed on the schedule for project updates. The Magellan team will have bi-weekly calls with the city project team and monthly meetings with the ad-hoc committee with interim notes and updates being provided in Basecamp for everyone to review.

Mr. Violette said that analysis is underway for the broadband market, city infrastructure, and department and community needs. Meetings were held with a number of businesses on the outreach list provided by the Communications department. Interviews are being rescheduled with Public Works, Transportation, Sustainability, the WP Chamber of Commerce and neighboring cities. He explained that discussions with the department primarily focused on connectivity and added that supported business case and financials will be delivered for all smart city initiatives as part of the final master plan. He outlined the process for community feedback and feels the entire project should wrap up this summer.

Mr. Violette continued his presentation and spoke on the following topics:

- Why cities should be smart.
- Smart City is the natural evolution of a City's IT Infrastructure.
- Smart City Eco System
- Smart City Application by Department

Discussion was held on determining when to engage the commission on initiatives that may require priority funding. Mr. Violette suggested waiting until the project is closer to 80%-90% complete before presenting to the commission so they have more complete data when prioritizing projects. Mr. Rajaram added that his hope is the end product would be inserted into the budgeting process for capital improvement projects by each department identified. Mr. Violette said there will be a range of costs for potential items as part of a 5 year CIP plan at the end of the project. Discussions followed on capital project prioritization and funding.

After discussion, Mr. Violette continued his presentation with a review of the following topics:

- Key Experience – Similar Projects
- Other User Cases (from other cities)
- List of discussion points asked during stakeholder interviews

Discussion followed on what the key pieces of the project are for the committee members and what the concept of a smart Winter Park means. Mr. Poole feels the city having its own fiber system is the backbone and feels there can't be a smart city with an infrastructure that the city controls. In-depth discussion was held on fiber infrastructure, the undergrounding process, state statute requirements for municipalities to become retail providers, connectivity, timeline, delivery and funding for fiber and smart city initiatives.

Mr. Conway asked what the process should be for the city to determine whether to move forward with its own fiber or another alternative. Mr. Violette responded that part of the analysis will have to include updated cost to build out the entire network and analysis for "break-even" scenarios. He said ultimately the city will have to make the decision on how to move forward. Discussion was held on funding marketing and competition from existing companies. Mr. Violette suggested an easy way to fund the initiative would be to put it on the ballot and have the community fund the infrastructure through capital arrays over a 10-year period and discussion continued on aspects of undergrounding, marketing, and public outreach.

Discussion moved on to smart city initiatives the committee would like the consultant team to focus on. The following topics were discussed at length: public safety, police cameras, license plate readers, smart technology for parks, interaction with residents regarding city services (outage management), traffic signaling, connected signals, interoperation with FDOT and adjacent cities, and open data concepts.

After discussion, Mr. Rajaram said he'd like the consultants to use the experience they have from projects they've done in other cities to create an actionable plan Winter Park can use.

Mr. Conway readdressed the topic of the city being its own provider for fiber and said he would like to see a visual of what the current network is and any gaps the consultant identifies. Mr. Poole feels it is important to have a map to help people understand and visualize where the city is, and isn't and what it will take to achieve its own fiber. Discussion ensued.

After discussion, Mr. Violette and his team will work on what can be accomplished in the next 2-3 weeks and determine the best way to leverage the committee going forward at the next meeting. The next meeting will be held on Tuesday, March 7, 2023.

6) Staff Updates

7) Board Comments

8) Upcoming Agenda Items

9) Adjournment

The meeting adjourned at 10:45 a.m.

Respectfully,

Kim Breland



Broadband & Smart
City Ad Hoc
Committee

agenda item

item type Consent Agenda	meeting date March 30, 2023
prepared by Kim Breland	approved by
board approval	
strategic objective	

subject

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

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Broadband-Smart City Ad-Hoc Committee Meeting Minutes 030723.pdf](#)



Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

March 7, 2023, at 9:00 a.m.

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

Present:

Chris Johnson, Janelle Ward, Paul Conway and James Everett. Absent: Michael Poole.

Also Present:

Magellan Consultants Courtney Violette, Kelly De La Cruz and Greg Whelan (virtual) and Director of Information Technology Parsram Rajaram; and Recording Secretary Kim Breland.

1) Call to Order

Mr. Rajaram called the meeting to order at 9:00 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. Presentation and discussion with Magellan consultants

Mr. Violette explained the team is in the middle of tasks related to the scope and he will be giving the committee an update on those items. He gave a presentation outlining meetings with stakeholders: city leadership and department heads, schools, library, staff, library, Chamber, nonprofits, and local businesses. The team is in the middle of with meetings ISPs, stakeholder outreach is ongoing and meetings with staff have been completed. The consultant and city project teams will be meeting soon to discuss their findings. He added that all of the data from the committee's meetings and consultants has been aggregated and is in review.

Greg Whelan spoke about outreach with stakeholders and said the team has created themes identifying where applications and feedback are coming from such as pure efficiency, community improvement and two-way communication between residents to government (the city). He said the outcome of the research is to identify the top five priorities which are

1. Smart transportation
2. Public safety
3. Smart utilities.

4. Overall environmental monitoring
5. Two-way communication

Mr. Whelan added that the meetings have provided a lot of useful, supporting information for the use cases.

Mr. Violette and Ms. De La Cruz reviewed the master plan and smart city data request checklist. Topics reviewed and discussed included:

- City fiber-optic assets and network maps
- City-owned property and sites
- Site and location list
- Other geographical data
- City's 5-10-year capital project plan
- Documentation supporting current and future municipal initiatives

Mr. Violette continued the update and said the team will be meeting with several providers as part of stakeholder outreach and a final version of that report will be distributed soon.

Mr. Whelan gave an update on the market analysis and said the team is looking at existing providers. He said the team spoke with Spectrum to understand what their upgrade strategy is for the city. The team will be having meetings with Summit and Frog to understand their plans as well. The goal is to determine what the environment will look like in Winter Park in a few years.

Brief discussion was held on the city's internal network for dark fiber, building redundancy and back-up solutions, and initiatives Frog is working on for the city.

Mr. Whelan added that the team will be speaking with mobile providers as well and Mr. Violette will update the committee as those meetings are held.

Mr. Violette provided design updates and said initial findings on fiber to the home construction effort will be available in the next two weeks. He said the design is complete in GIS and the team has reached out to the electric utility department to get data on conduit layers. He said at the next meeting the team will provide an overview of that design and findings to understand what the cost is to continue to build out the city from a fiber-to-home perspective.

Mr. Violette noted that the team has completed RF Propagation studies on lightweight wireless protocol and CBRS LTE, results of that data will be available in a few weeks.

Mr. Rajaram spoke on challenges the Wastewater department is experiencing with VHF communications. He explained that there are 108 lift stations that all communicate back to the plant using VHF and said recent storm events uncovered critical infrastructure issues. Mr. Violette said the team is aware that the current legacy VHF is constrained by low bandwidth and CBRS in a private LTE system can be an alternative. Mr. Whelan

added that in talks with the utilities team, the goal is to harden and upgrade the Supervisory Control and Data Acquisition (SCADA) system. Mr. Rajaram asked that during the design creation, the team identify, based on fiber, if a completely physical, separate SCADA network can be created with a firewall in between. Discussion continued on access control protocols and infrastructure management.

Mr. Violette concluded his presentation and said the project schedule will be finalized after the stakeholder meetings with local businesses are completed. In reference to traffic issues, Mrs. Ward suggested the team speak to businesses on Park Avenue and Hannibal Square, and the Historic District areas for input. Mrs. Ward will provide additional local businesses that can provide feedback.

Mr. Violette spoke about government restrictions on what cities can and cannot do as it relates to the placement of cell towers. He said that a map provided by IT during data collection identifies several existing and planned locations in development and getting ready to be deployed from Verizon and AT&T. Mr. Rajaram said the city struck a cooperative approach with AT&T and Verizon as opposed to other cities, in an effort to control the aesthetics of the poles/towers and worked with a manufacturer to design the poles.

Mr. Violette said providers are deploying small cells as “fill ins” and not deploying 5G ubiquitously across Winter Park at one time but deploying where there are known issues with bandwidth constraints due to traffic, large amounts of devices and where they are getting complaints. Discussion followed on the definition of 5G, where towers/poles will be located and who has control. Mr. Johnson feels this is an ingredient in the broad brand strategy that the city has. Discussion ensued. After discussion, Mr. Violette reiterated that his design team will be present at the next meeting to provide updates.

The next Smart City/Broadband regular meeting will be held March 30, 2023 at 10:00 a.m.

6) Staff Updates

7) Board Comments

8) Upcoming Agenda Items

9) Adjournment

The meeting adjourned at 11:00 a.m.

Respectfully,

Kim Breland



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agenda item

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subject

Project update from Magellan consultants.

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