



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.

Minutes approved the board on 03/30/2023.

/s/ Recording Secretary Kim Breland