



Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

March 3, 2022 at 9:00 a.m.

401 S. Park Avenue
Winter Park, FL

Present:

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

Also Present:

Director of Information Technology Parsram Rajaram; Director of Parks and Recreation Jason Seeley, Recreation & Family Service Manager Mike McCosker, and Recording Secretary Kim Breland

Call to Order:

Mr. Rajaram called the meeting to order at 9:01 a.m.

Consent Agenda

- a. Approval of the February 3, 2022 regular meeting minutes. Approved by consensus.
- b. Approval of the February 17, 2022 regular meeting minutes. Approved by consensus.

Staff Updates

- a. RFP Process.

Mr. Rajaram explained that he submitted the language for the RFP to Procurement and reviewed the timeline for the process:

- RFP expected to be released in two weeks
- Responses are opened 30 days after release
- Selection Committee members are proposed and approved by City Management (Two people from Broadband/Smart City Committee and three members of city staff)
- Committee will have one week to review submittals after they are opened
- Normal timeframe between RFP release and award of contract is usually 2-3 months, but can be longer depending on contract terms.

Discussion followed on the overall process and possible opportunity for input from the Broadband/Smart City Committee members.

Mr. Rajaram presented a document provided by Dr. James regarding smart city initiatives in North Orange County, FL, and the benefits to the community. Mr. Rajaram noted that the City has been in discussions for long term plans to convert all of the city to fiber optics and discussion followed.

Procurement Manager Jennifer Maier joined the meeting and answered questions regarding the RFP process and reviewed how and what type of input the Broadband/Smart City Committee members who are not part of the selection committee can provide. Mrs. Maier will

Public Comments (for items not on Agenda)

There was no public comment.

Non-Action Items

a. Technology discussion with Parks and Recreation Department

Mr. Seeley explained that the biggest thing Parks and Recreation is working on is getting fiber out to all of the park locations as a lot of their systems operated on computer software and said that once the tennis center and cemeteries are on fiber it will be easier to tie in Meade Garden. Mr. Rajaram added that the locations are part of the dark fiber plan the city has with Frog. Discussion followed on the timeline to have all locations on fiber by the end of 2022.

Mr. Seeley stated that it would be beneficial to have Smart meters to help understand pedestrian traffic in the parks and noted the meters are currently used on Park Avenue. He explained that having the data would assist the city with setting services levels and meter how many people are coming through the parks.

In addition, Mr. Seeley stated that safety and security with integrated lighting that senses people would be another helpful solution and discussed how the city's field stadium lights and booking system are tied together and self-controlled so no physical person is needed to turn the lights on/off. He added he would like to have the same high-end security cameras on the golf course would be good to have in targeted areas such as parking lots. In-depth Discussion was held on smart technology solutions maintenance and servicing of facilities and what systems would help with infrastructure and data for tracking, staff management and preventative maintenance.

Mr. Poole asked if there were any IT hardware staff needs out in the field the Parks & Recreation department needed to work more efficiently. Mr. Seeley stated that staff often relies on their cellphones and tablets when out in the field depending on their work and tasks and gave examples of how the devices are used. He added that the City provides up to date devices which is helpful to staff. In response to questions regarding fiber upgrade, Mr. McCosker stated that having VPN capability to access city servers would be beneficial. He explained that the servers cannot be accessed through Frog. Discussion was held on sensor technology for playground safety and irrigation system tracking, pet counters, park lot vehicle counters and fraud data from public wifi. After discussion, Mr. Conway noted that there are a lot of different technologies that would benefit city parks and suggested using one of the parks as a testing ground for some of the different solutions discussed. Discussion ensued.

Staff Update for RFP Process discussion continued.

Procurement Manager Jennifer Maier joined the meeting and answered questions regarding the RFP process and reviewed how and what type of input the Broadband/Smart City

Committee members who are not part of the selection committee can provide. Mrs. Maier will send out invitations to the meetings once they are set.

Action Items

None

Board Comments

None.

Adjournment

The meeting adjourned at 10:18 a.m.

The next committee meeting will be held Thursday, March 31, 2022 at 9:00 a.m.

Minutes approved the board on 03/31/2021

/s/ Recording Secretary Kim Breland