



Broadband and Smart City Ad-Hoc Committee Regular Meeting

Agenda

February 17, 2022 @ 9:00 am

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

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

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1. Call to Order
 2. Consent Agenda
 3. Staff Updates
 4. Public Comments (for items not on the agenda): Three minutes allowed for each speaker
 5. Non-Action Items
 - a. Technology Discussion with Fire Department 60 mins
 6. Action Items
 - a. RFP for Consultant 30 mins
 7. Board Comments
 8. Adjournment



Broadband & Smart
City Ad Hoc
Committee

agenda item

item type	Non-Action Items	meeting date	February 17, 2022
prepared by	Parsram Rajaram	approved by	
board approval			
strategic objective			

subject

Technology Discussion with Fire Department

motion / recommendation

background

alternatives / other considerations

fiscal impact



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ATTACHMENTS:

[RFP_Final.docx](#)

Connectivity Infrastructure Consultant

Statement of Work

In support of the City of Winter Park's Information Technology Department and the current Broadband Ad Hoc Task Force, provide the following services and deliverables to assist in the satisfaction of the requirements of City Ordinance 3210-21 (Attachment A).

Goal:

The City Commission has reaffirmed the goal to facilitate the provision of broadband fiber-to-the-home (FTTH) connectivity for all residents and businesses to enhance the competitiveness of Winter Park within the next five (5) years (as soon as practically possible). The City's definition of "broadband" is 1Gbps, both downstream and upstream, with the capacity to readily expand to 10Gbps, or greater, in the future.

[The Commission has also embraced the vision of ensuring Winter Park is the premier regional leader in leveraging Smart City capabilities.](#)

Background:

In 2016, Magellan Advisors delivered the results of their assessment of the City's broadband infrastructure (Attachment B). The ad hoc Fiber Optics Task Force at that time recommended to the City Commission a three-phase approach to implement the recommendations of the Magellan report:

- Phase 1: Expand the current fiber optic network to connect all remaining City facilities and operations over the next year.
- Phase 2: Complete the remaining backbone infrastructure within three (3) years.
- Phase 3: Continue to review and evaluate technologies to facilitate FTTH for residents and businesses.

Phases 1 and 2 of the recommended approach have been or are currently being completed.

In addition, the City Electric Utility has continued to underground the electrical distribution lines throughout the city to residential and commercial customers. While undergrounding the electrical lines, the city has also pulled an additional conduit for future connectivity use by the

current area provider Spectrum. To date, Spectrum has made minimal use of the connectivity conduit. In addition, other telecommunication service providers have begun installing proprietary conduit in the City Right-of-Ways (RoW).

The City has also been placing a spare 2 inch conduit for internal use as part of this undergrounding process. We have approximately 1000 feet of underground conduit so far. Approximately 1000 ft of 48 strand fiber has been installed in these conduits. (can this be reworded to flow better)

Tasks:

1. Prepare a Connectivity Master Plan describing how the City can satisfy its connectivity goal while capitalizing on the accomplishments of Phases 1, 2, and the connectivity conduit undergrounding activity to date. The Connectivity Master Plan shall contain, at a minimum:
 - an analysis of the current connectivity/communications technology including a forecast of future trends
 - a conceptual architectural design, including technical description, of the connectivity infrastructure that meets the City's goal
 - an analysis of the current implementation of Phases 1 and 2 to identify any gaps or weaknesses including a recommendation on how to minimize
 - description of the methods necessary to address the security and privacy concerns of the City residents
 - approaches for methods to close the "digital divide" within the City
 - approaches to satisfy the connectivity infrastructure needs of City residents and businesses not serviced by the City Electric Utility
 - an estimated cost analysis to implement the connectivity infrastructure
 - a timeline for completing the desired connectivity within the 5-year goal.
2. Prepare a Business Plan including appropriate cost and revenue models for implementing the Connectivity Master Plan. The Business Plan shall include, at a minimum, the following information for each model:
 - capital requirements
 - assumptions
 - risks/benefit analysis
 - financial metrics (positive cash flow, payback, etc.)
 - timelines

The Business Plan shall identify a recommendation of the optimal model for the City with detailed description of the risks and benefits from our residents' viewpoint.

3. Prepare a "Smart City" Initiatives Plan describing the technologies available to improve the operation and performance of the various City Government departments (I recommend removing this since other connectivity technologies can be used to enable Smart City functionality This Plan shall include at a minimum:

- analysis of the Departmental Needs Assessment
 - analysis of current “smart city” technologies including a forecast of future trends
 - an architectural design/description of possible non-fiber connectivity technology to satisfy Departmental needs
 - approaches to meet the connectivity needs of the City Water/Wastewater Utility assets that are outside the City’s boundaries
 - analysis of security measures needed to protect City data and assets
 - an assessment of the use of wireless technologies to satisfy City needs
4. Prepare a Community Outreach Plan for obtaining input from City residents and businesses to understand their views and opinions on the drafts of the above-described Connectivity Master Plan, Business Plan, and “Smart City” Initiatives Plan. The Community Outreach Plan shall include description of the outreach approach(es) as well as proposed questionnaires.
(Are we expecting a plan, or are we expecting the consultant to propose and execute the plan? I know that makes the 6 month time period challenging)
 5. Attend, either in-person or virtually, all meetings of the Broadband Ad Hoc Task Force to provide both status of progress as well as discussion participation. As necessary, attend, either in person or virtually, any requested meetings with the City Commission in support of the Broadband Ad Hoc Task Force.
 6. Provide and maintain a timeline depicting the current schedule for the deliverables, both drafts and finals, as well as any other critical activities.

The City is expecting these tasks to be completed in a 6 month time frame.

Deliverables:

1. Connectivity Master Plan
2. Business Plan
3. “Smart City” Initiatives Plan
4. Community Outreach Plan
5. Timeline for completion of this Statement of Work