



# Broadband and Smart City Ad-Hoc Committee Regular Meeting

## Agenda

**February 16, 2023 @ 9:00 am**

City Hall Commission Chambers  
401 S. Park Avenue

### welcome

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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 regular meeting, December 13, 2022. 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. Presentation and discussion with 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 February 16, 2023
prepared by Kim Breland	approved by
board approval	
strategic objective	

**subject**

Approve the minutes of the regular meeting, December 13, 2022.

**motion / recommendation**

**background**

**alternatives / other considerations**

**fiscal impact**

**ATTACHMENTS:**

[Broadband-Smart City Ad-Hoc Committee Meeting Minutes 121322.pdf](#)



# Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

December 13, 2022, at 9:00 a.m.

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

## Present:

Chris Johnson, Janelle Ward Richard James, James Everett, Paul Conway and Michael Poole (Virtual). Absent: Wes Naylor.

## Also Present:

Director of Information Technology Parsram Rajaram; and Recording Secretary Kim Breland.

### 1) Call to Order

Mr. Rajaram called the meeting to order at 10:02 a.m.

### 2) Consent Agenda

- a. Approve the minutes of the October 20, 2022, regular meeting.

Approved by consensus.

- b. Approve the minutes of the November 17, 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. Formal Kick-Off of Consultant Engagement with Magellan

Mr. Rajaram explained that the core of the meeting is the formal kick-off with Magellan consultants and added that the project team will include himself, Division Manager of OMB Peter Moore, and Public Works Director Charles Ramdatt.

Magellan Project Lead Courtney Violette introduced the Magellan project team and reviewed engagement, timelines, and key dates/deliverables for each project:

- Connectivity Master Plan – Focus on connectivity needs of the city, review of current trends, analysis of existing internet service providers and broadband infrastructure, market research and analysis, GIS maps, stakeholder outreach, identify initial projects

with a 5-year business plan and identify funding and development of a 5-year financial plan.

- Smart City Initiatives Plan – Review the city’s existing assets and initiatives and recommendations for improvement, and develop a 5-year business plan to determine prioritization and funding of each smart city project/program.
- Community Outreach Plan – Develop plans for community outreach and proposed smart city projects/plans, create a website landing page, develop a feedback survey tool and launch, community outreach and input sessions and develop the final report and presentation.

In response to questions on engagement, Mr. Violette said the project team can meet and update the commission at various points in the project. Mr. Conway feels it is important to engage the commission in the connectivity plan. The project team will coordinate one on one meetings with the commission to determine commission involvement and participation.

Discussion was held on engaging the local businesses including the arts and culture community. Mr. Violette reviewed the stake holder outreach plan. Director of Communications Clarissa Howard offered the communication department’s resources and support with the community outreach plan and noted the department is the liaison to the Arts and Culture Alliance which consists of all nonprofit arts organizations in the city.

Mr. Violette spoke about the data collection process and criteria the team will use to conduct research for the projects.

Lastly, Mr. Violette spoke about the Stakeholder outreach and said the team would like to begin the planning framework for this engagement as soon as possible and reviewed criteria to identify stakeholders and outlined the work plan and critical tasks for the first 30 days of the project. Discussion followed on the project team meeting schedule. Mr. Rajaram and Mr. Violette will work on providing potential meeting dates.

Discussion was held on the timeline for data collection, division and future goals as it relates to data collection. Mr. Rajaram said the city already has most of the data and will work with the GIS team compile the information. Mr. Moore said that the capital projects for the next 5-years are part of the city’s CIP plan and noted that the commission has working document for 25-year projects.

Director of Water and Wastewater Utilities David Zusi spoke about the scope of the project(s) and noted that the city’s utilities service a 22-mile area outside the city limits. He said he would like to connect that data into the reports. Mr. Violette said the intent is

to focus on city limits water and electric service territories and if the city has assets that span outside the city boundaries, those assets would be included in the scope.

Mr. Johnson spoke about the connectivity challenges the committee heard about during the department interviews. He suggested reviewing the feedback from those discussions prior to Magellan's site visit so the areas can be investigated for trouble spots and discussion followed.

## **6) Staff Updates**

### **a. 2023 Meeting Schedule**

The committee discussed meeting schedule options based on the project timeline and deliverables. After discussion, consensus was to continue the bi-weekly meeting schedule for the ad-hoc committee for the first 30 days of the project and then re-evaluate adjusting the schedule.

### **b. Extension of Broadband/Smart City Ad-Hoc Committee**

Mr. Rajaram informed that he is requesting a one-year extension of the ad-hoc committee at the January 11, 2023 city commission meeting.

## **7) Board Comments**

## **8) Upcoming Agenda Items**

## **9) Adjournment**

The meeting adjourned at 11:00 a.m.

Respectfully,

Kim Breland



# Broadband & Smart City Ad Hoc Committee

# agenda item

item type Non-Action Items	meeting date February 16, 2023
prepared by Parsram Rajaram	approved by
board approval	
strategic objective	

## subject

Presentation and discussion with Magellan consultants.

## motion / recommendation

## background

On the 28th of July 2021, the City Commission adopted Ordinance 3210-21 establishing a Broadband and Smart City Ad-Hoc Committee. The Committee recommended the hiring of a consultant to assist in delivering outcomes. An RFP was published on August 31st 2022. The Commission awarded the contract to Magellan Consultants on October 6th 2022.

The City has provided the consultant with initial data. The consultant will analyze this, along with other publicly available data, and present the findings to the committee. The consultant has also scheduled a series of public outreach/engagement meetings and will report back to the committee.

## alternatives / other considerations

## fiscal impact