



# 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.

Minutes approved the board on 03/30/2023

/s/ Recording Secretary Kim Breland