



Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

February 03, 2022 at 9:00 a.m.

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

Present:

Richard James, James Everett, Janelle Zurek, and Paul Conway (in person) and Wes Naylor, Chris Johnson and Michael Poole (virtual).

Also Present:

Director of Information Technology Parsram Rajaram; GIS Manager Keith Gerhartz and Recording Secretary Kim Breland

Call to Order:

Mr. Rajaram called the meeting to order at 9:00 a.m.

Consent Agenda

- a. Approval of the January 7, 2022 regular meeting minutes. Approved by consensus.
- b. Approval of the January 20, 2022 regular meeting minutes. Approved by consensus.

Staff Updates

None.

Public Comments (for items not on Agenda)

There was no public comment.

Non-Action Items

- a. Technology discussion with GIS Department

Mr. Rajaram explained that the committee is meeting with city departments to understand current technology and processes. He explained that Mr. Gerhartz was present to explain what he has done with GIS, how it has benefited the city and what the department vision is for the future.

Mr. Gerhartz explained provided a background on how he organized the city's data collection process and developed a strategic plan to outline for the city to build its GIS resources. He stated that presently the city's data is housed in a Sql server data with 4 web servers and explained how each server is used. He stated that the GIS field is constantly changing and explained how the one of the servers is used for Electric Utility outage analysis and impacts.

Mr. Gerhartz went on to explain other types of data housed on the servers such as site plans that have been georeferenced with GIS data, stormwater data automated from paper maps,

aerial photographs and data collected from the Orange County Property Appraiser. He added that presently, the city has approximately 120 layers of information some maintained internally and some from external sources. He stated that over the past ten years there have been multiple projects aiming automating data such as storm water data automated from paper source maps, field data collection with high accuracy GPS, and accrue attribute data collection tied to the facilities. He discussed department member's individual assignments and stated that there are three members of the GIS department and explained their different assignments. He added that apart from data automation projects, the other major GIS efforts include stormwater, electric, water, sewer, streets, and fiber optics.

Mr. Gerhartz stated that apart from data collection, his largest goal is to create value and discussed how processes have been improved with GIS technology at the city such as the 24/7 application used by WPPD, and the city's internal work orders management system. Discussion followed on the processes for the internal work orders management system, and long term plans for the application. He responded to questions regarding data collection for streets, fiber optics, electric, water and sewer. Mr. Gerhartz noted the importance of completing the stormwater and electric automation projects as well as additional application development, process improvement and public use of GIS technology.

Mr. Gerhartz explained how the current GIS application "@YourRequest" helps residents and internal staff and discussed various ways GIS technology can help the city in the future such as with single use applications that would identify EV charging stations in real time. He discussed how the city's GIS system integrates with Seminole County through the Fire CAD system as well as the city's utility billing and building permitting systems. He explained none of these different databases are in GIS, but integrate with them and pulls data and puts it in a single repository.

With regards to fiber, Mr. Gerhartz stated that there is a fiber geo database the city is looking at as the next phase of implementation for fiber, which will identify which strands belong to which strands. Discussion followed on GIS team member staff tasks and staffing challenges.

Michael Poole left the meeting at 10:32 a.m.

Action Items

- a. RFP for Consultant.

In-depth discussion was held on the parameters for the consultant RFP based on feedback from including background, goals, deliverables, timeline, smart city initiatives and including a connectivity master plan to respond to key components of the RFP based on the draft document developed by Dr. James and comments provided by Mr. Johnson (See video for draft RFP review https://winterpark.granicus.com/MediaPlayer.php?view_id=6&clip_id=378).

Mr. Rajaram will work with Procurement to revise the RFP for the committee to review for final edits.

Board Comments

None.

Adjournment

The meeting adjourned at 11:04 a.m.

The next meeting will be held Thursday, February 17, 2022 at 9:00 a.m.

Respectfully,

Kim Breland

Recording Secretary

Minutes approved the board on 03/03/2022.

/s/ Recording Secretary Kim Breland