Broadband/Smart City Ad-Hoc Committee
Regular Meeting Minutes

January 7, 2022 at 9:00 a.m.

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

Present:

Janelle Zurek, Richard James, Chris Johnson, Wes Naylor, Michael Poole, James Everett, and.

Also Present:

Director of Information Technology Parsram Rajaram; 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 December 2, 2021 regular meeting minutes. Approved by consensus.

b. Approval of the December 16, 2021 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. Commission Work Session Agenda Preparation.

Mr. Rajaram stated that the main topic of the meeting is to develop a unified approach to determine the questions and format that the committee will be presenting to the commission at the January 13, 2022, work session.

Mr. Poole raised the issue of funding, he feels the committee needs support from the commission for an RFP, ITN or a type of procurement process to hire a consultant, as the committee cannot achieve the deliverables as defined in the ordinance without an outside consultant. Dr. James stated that the commission needs to understand that any procurement process will push out deliverables and Ms. Zurek suggested presenting an action plan to demonstrate how the consultant fits in and timing for those deliverables.

Mr. Naylor suggested the committee ask the commission to validate the tasks outlined in the ordinance and remarked that the committee will need additional time to complete the assignment. Discussion was held on the approach the committee will take to emphasize the importance of having a consultant to achieve deliverables outlined in the ordinance. Mr.

Conway asked if the committee should raise the question of whether the city is looking to be an ISP with the commission. Mr. Naylor stated that it would be a function of the consultant to get options laid out as part of the deliverables. Mr. Poole added that a consultant is needed to walk the committee through the process. Mr. Rajaram will get clarification on board appointments.

Dr. James noted that an important point to raise is that the City of Orlando took approximately two years to complete their plan and that it may take time for the city's plan to be completed. In-depth discussion followed on a realistic timeline for funding, acquisition process for hiring a consultant, and parameters of the action plan. Mr. Poole noted that with upcoming commission elections, it is important to find out if there will be changes in board appointments for the committee based on election results.

Ms. Zurek presented a draft action plan including the committee's proposed vision, proposed mission statement and mission objectives. The committee reviewed and discussed topics related to community input and listening sessions, using the City of Orlando's plan as a framework, mission objectives, outlining and exploring implementation strategies, focus points for the joint work session agenda, a funding amount to request from the commission for a consultant and the definition of broadband vs. fiber. In-depth discussion ensued. Mr. Rajaram will work with Ms. Zurek to outline the agenda topics for the joint work session on Thursday, January 13, 2022 at 1:00 p.m.

The next committee meeting will be held January 20th, 2022 at 9:00 a.m.

Action Items

None.

Board Comments

None.

Adjournment

The meeting adjourned at 10:32 a.m.

Minutes approved the board on 2/3/2022

/s/ Kim Breland