



**CITY OF GLENDALE, CALIFORNIA
REPORT TO THE CITY COUNCIL**

AGENDA ITEM

Report: Scope of Work regarding the Citywide Wi-Fi Master Plan

1. Motion authorizing the City Manager to enter into a professional services agreement with Magellan Advisors, LLC for the Citywide Wi-Fi master plan and providing staff any additional direction regarding the scope of work.
2. Resolution of Appropriation

COUNCIL ACTION

Item Type: Consent Calendar

Approved for June 15, 2021 **calendar**

ADMINISTRATIVE ACTION

Submitted by:

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Reviewed by:

Michele Flynn, Director of Finance
Michael J. Garcia, City Attorney

Approved by:

Roubik R. Golanian, P.E., City Manager

RECOMMENDATION

It is recommended that the Council enter into an agreement with Magellan Advisors, LLC for the Citywide Wi-Fi master plan and provide staff any additional direction, and a resolution of appropriation appropriating \$149,400 for the Wireless Network Strategic Plan.

BACKGROUND/ANALYSIS

On March 23, 2021, the Information Services Department presented a report to the Council providing a high-level summary of the possibility of extending publicly accessible, high speed Wi-Fi access at City owned parks and related facilities. At that time, staff was seeking Council direction regarding the possible expansion of wireless internet services to City owned parks, related facilities, and other possible locations within the City of Glendale.

As such, Council approved a motion directing staff to return to the Council with a scope of work developed by the City's wireless master plan consultant to develop a Wireless Master Plan to focus on areas within Glendale that meet one or more of the following criteria:

1. Dense neighborhoods with limited access to internet service for economic reasons
2. Sites in proximity to the City's existing fiber infrastructure
3. Parks facilities with buildings such as community centers.

Based on the Council's direction on March 23, 2021, staff contacted the City's wireless master plan consultant, Magellan Advisors, LLC, and solicited the Wireless Network Strategic Plan proposal (Exhibit 1) that incorporates that direction. Magellan Advisors partners with municipalities, utilities, cooperatives and regional organizations to build transformational fiber, wireless and broadband networks. Magellan serves over 400 customers across 35 states and provides turnkey fiber and broadband planning, engineering, deployment and operations.

Following a competitive Request For Proposals (RFP process) in November of 2018, the City entered into a professional service agreement with Magellan Advisors to provide Glendale Water & Power with Utility Fiber Optic Business Plan Implementation and Support Services. Over the ensuing 2.5 years, Magellan Advisors has worked extensively with City staff on planning and design of a new fiber optic backbone. Through this collaborative process Magellan Advisors has gained extensive knowledge of the City's existing infrastructure and facilities. This vast knowledge of Glendale, coupled with Magellan's established experience as one of the preeminent providers of fiber optic, wireless, broadband, and Smart City planning, design, engineering and project/construction management, positions the City to the obtain the greatest value through engaging Magellan to prepare a Wireless Network Strategic Plan. The scope of work proposed by Magellan is divided into five distinct tasks as summarized below.

Task 1- Wireless Network Needs Assessment

Magellan will begin by evaluating Glendale's needs for future wireless infrastructure and documenting potential wireless applications to better serve its residents. They will conduct interviews with City staff from applicable Departments and focus on current and future programs the City will deploy that rely on wireless infrastructure supported by the City-owned fiber backhaul. Particular focus will be provided to those City Departments with mobile staff who could benefit from improved wireless such as Fire, Police, Building Inspectors, Transportation, Parking Services, Recreation, Engineering, Code Enforcement, and other field services. As part of this task, Magellan will identify under-served dense neighborhoods that do not currently have access to robust broadband Internet access due to economic reasons.

Task 2 – Wireless Network Design

The consultant will identify sites for wireless access points to support the needs of the City and its residents with a focus on the following:

- Dense neighborhoods with limited access to broadband due to economic reasons
- Sites close to the City's existing fiber infrastructure
- Parks locations with special emphasis on those that have facilities such as community centers
- Business, economic and entertainment corridors

The consultant will create a wireless network design for serving the needs of the City, residents, businesses, and anchor institutions. Magellan will utilize existing conduit, fiber, facilities, and other assets including street light poles, traffic signal poles, utility poles, and traffic signal cabinets as a foundation to develop the network.

Task 3 – Wireless Technology Options

Based on the network design, we will evaluate a range of wireless technology options for the network that will be based on the user group interviews and specific technology requirements. We will review all available City-owned assets and infrastructure to support the attachment of Wi-Fi access points and other supporting equipment. These will include potential use of the right-of-way, conduit and fiber-optic systems (current and planned), and space on traffic signals, streetlights and utility poles. Our team will evaluate and recommend a network architecture (private and public networks) and technology choices based on the City's overall wireless goals and in support of the findings identified from the user group meetings. Any network the City invests in must be scalable and must meet the City's immediate objectives while providing significant upgrade capabilities. And lastly, the study will also identify any options to provide network resilience and survivability into the design. This could include options for solar power or other emergency backup power options.

Task 4 - Business Models & Cost Evaluation

Magellan will assist Glendale in evaluating various business models to consider for deployment of a wireless network that supports the City's documented needs. Operational and management options, including in-house or outsourced resources for managing the network, will be assessed. Some of the key questions to be addressed in this phase include:

- Should the City expand wireless services throughout the community and if so, where?
- What level of investment will be required by the City of Glendale to build and operate the wireless network?
- How will future system expansion be handled and what cost?
- How might the City commercialize the network for use by private sector providers, promoting a competitive environment that benefits the City's broadband user base?

Task 5 – Wireless Strategic Plan Development & Approval Process

Having analyzed the various opportunities, business models and financial implications with the City team, Magellan will develop a Wireless Network Strategic Plan for the City that has the following attributes:

- Addresses and meets the needs of the City, residents, and businesses
- Phased approach for deployment identifying near and long-term benefits for the community
- Options for deploying wireless technologies and infrastructure that is supported by Glendale's existing assets
- Operational and business approach based on the needs and capabilities of Glendale
- Financially prudent and designed for success

In conclusion, the final report and recommendations that will provide an investment-ready plan to implement wireless technology throughout the City. All information gained throughout the project will be used to support the recommendations of developing a sustainable wireless initiative in Glendale.

FISCAL IMPACT

The cost to execute a Professional Service Agreement (PSA) with Magellan Advisors, LLC to prepare a citywide Wireless Network Strategic Plan is \$149,400. As funding for this endeavor was not incorporated within the current fiscal year budget, staff is requesting a Resolution of Appropriation to transfer funds from the Information Services Department Infrastructure Fund, Net Position (27900-6030) to Information Services Department Infrastructure Fund, Contractual Services Account, (43110-6030-5501-USD-P0000-T0000).

As an internal service Fund, the cost for this project would ordinarily be allocated across all City funds with the most notable being the General Fund and to GWP. However, it should be noted that this project could be backfilled with the American Rescue Plan Act (ARPA) as this project meets the criteria as to how those funds could be appropriated. If backfilled with ARPA funding, it would remove the need to cost allocate this project to the General Fund, GWP and other City funds.

ALTERNATIVES

Alternative 1: The Council may authorize entering into an agreement with Magellan Advisors, LLC and provide any additional direction to staff. The benefit of preparing a master plan is that a cost effective strategy will be developed that will maximize the benefit of providing high-speed broadband Wi-Fi access to the City and its residents.

Alternative 2: The Council may direct staff to not proceed with the scope of work as presented and provide staff with further direction in regards to Wi-Fi deployment.

Alternative 3: The Council may direct staff to issue a request for proposal soliciting proposals from qualified firms to prepare a Citywide Wi-Fi Master Plan.

Alternative 3: The Council may consider any other alternatives not proposed by staff.

CAMPAIGN DISCLOSURE

In accordance with the City Campaign Finance Ordinance No. 5744, the following are the names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO Subcontractors and any person or entity with more than ten percent interest in the company proposed for contract in this agenda item report:

Officers of **Magellan Advisors, LLC:**

Full Name	Title	Business Address	City	State	Zip
John Honker	Chief Executive Officer / President	999 18 th Street, Suite 3000	Denver	CO	80202
Courtney Violette	Chief Operating Officer	999 18 th Street, Suite 3000	Denver	CO	80202

EXHIBITS

Exhibit 1 - Wireless Network Strategic Plan Proposal