



# Utilities Advisory Board Regular Meeting

## Agenda

**January 24, 2023 @ 12:00 pm**

City Hall - Commission Chambers

401 S. Park Avenue

Winter Park, FL

### welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at [cityofwinterpark.org/bpm](http://cityofwinterpark.org/bpm) and include virtual meeting instructions.

### assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

### please note

Times are projected and subject to change.

- 
1. **Call to Order**
  2. **Consent Agenda**
    - a. Approve the minutes of regular meeting, December 6, 2022 1 minute
  3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
  4. **Action Items**
    - a. Electric Strategic Plan - Dan D'Alessandra and David Zusi 20 minutes
    - b. Septic to Sewer Conversion - David Zusi 15 minutes
  5. **Non-Action Items**
    - a. Broadband and Smart City Ad-Hoc Committee Update - Paul Conway 5 minutes
    - b. Private Lift Station Policy - David Zusi 20 minutes
  6. **Staff Updates**
    - a. Electric Utility - Dan D'Alessandro 5 minutes
    - b. Water & Wastewater Utility - David Zusi 5 minutes
    - c. Performance Measurement - (attachment only) 5 minutes
    - d. Educational Campaign - Clarissa Howard 5 minutes
    - e. Finance Quarterly - Wes Hamil 10 minutes
    - f. Gloria Eby - Sustainability - Narrative update 20 minutes
      - SAP Work Session Update
      - Quanta Feasibility Study Update
      - Energy Efficiency Study Update
      - Upcoming Clean Ups, Workshops, & Events Update
        - Baldwin Park, February 18th
        - Household Hazardous Waste Drop-Off, March 4th
        - Green Business Cleanup, March 10-12th
        - Paddleboard cleanup at Dog Island, March 25th
  7. **Board Comments**
  8. **Upcoming Agenda Items**
  9. **Adjournment**





## Utilities Advisory Board

# agenda item

|                     |                |              |                  |
|---------------------|----------------|--------------|------------------|
| item type           | Consent Agenda | meeting date | January 24, 2023 |
| prepared by         | Pamela Bracko  | approved by  |                  |
| board approval      |                |              |                  |
| strategic objective |                |              |                  |

### subject

Approve the minutes of regular meeting, December 6, 2022

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact

### ATTACHMENTS:

[UAB\\_draft120622.pdf](#)



# Utilities Advisory Board Meeting Minutes

December 6, 2022 at 12:00 p.m.

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

## Present

In person: Michael Poole, Alison Yurko, Linda Lindsey, Paul Conway, Fred Guitton, Mary Dipboye; Virtually: Leon Huffman; Board Coordinator Tatia Ghviniashvili.

## Staff Present

Director of Water and Wastewater Utility David Zusi; Director of Communications Clarissa Howard; Director of Finance Wes Hamil; Assistant Director of Electric Utility Justin Isler; Assistant Director of Water and Utility Jason Riegler.

### 1) Call to Order

Michael Poole called the meeting to order at 11:59 a.m.

### 2) Consent Agenda

- a. Approve the minutes of regular meeting, October 25, 2022.

Mr. Poole suggested modifying the wording of the motions under both action items to read "the board voted to support staff recommendation".

**Motion made by Paul Conway to approve the minutes with amendments; seconded by Linda Lindsey. Motion carried unanimously with a 4-0 vote.**

### 3) Public Comments (for items not on the agenda):

Forest Michael, 358 W. Comstock Ave, spoke about flooding in his neighborhood following recent severe weather. He explained how extensive flooding in the area affects sanitary sewer in addition to stormwater sewer, and asked the board a few clarifying questions about the flood.

### **Alison Yurko arrived at 12:06 p.m.**

Martha Bryant Hall, 331 W. Lyman Ave, brought up concerns about recent flooding following severe weather events. She emphasized how proper drainage is being overlooked on new developments and infrastructure, and asked the board what they can do to combat major flooding in the future.

Maria Bryant, 450 S. Virginia Ave, presented her concern with the city of Winter Park and the lack of communication following the flooding post Hurricane Ian. She

hopes the city can make the necessary resolves before the rain season in the Spring.

The board addressed the public comments received, and held a discussion about improving communication regarding flooding to help alleviate confusion and the spread of misinformation. Staff emphasized that the city is aware and working diligently on ways to improve responses and systems to minimize damages.

**Fred Guitton arrived at 12:16 p.m.**

Staff also addressed resident concerns about sewage in floodwater and suggested the Health Department website for recommendations on disinfecting/handling potential sanitary sewer contamination. A discussion followed about the flooding and what is being actively done by staff and various departments to handle a similar flood in the future.

**4) Action Items**

**a. Septic Sewer Conversion - David Zusi**

Mr. Zusi presented on the continuation of the septic to sewer conversion. He emphasized the importance of incentivizing existing customers with access to sewer to connect to it. A proposed ordinance will be brought before the City Commission to discuss the process of incentivizing 150 service addresses that are still using septic to connect to the available sewer. With this ordinance, residents will be required to pay 20% of the conversion fee upfront, and will have the remainder 80% divided into their utility bills over the next 24 months.

The board held an on-going conversation about the costs of conversion for residents, and funding associated with converting the entire city to sewer on a large scale. Ten years ago, staff conducted a cost estimate for a city-wide conversion and findings indicated an 80-million-dollar cost at minimum. Mr. Conway distributed a draft of a potential septic sewer conversion strategy, which can be found attached to the agenda packet. The board also discussed the current conversion policy and the challenges associated with convincing residents to convert. Staff answered board questions about the septic to sewer conversion and various specifics associated with it.

Staff agreed to present the proposed ordinance to the board at next month's meeting before it's presentation to the City Commission.

## 5) Non-Action Items

Mr. Zusi gave a brief update on the Strategic Action Plan and informed the board that the project has been pushed forward without a solicitation. Staff is looking to the board for feedback in helping to define the scope of the project.

## 6) Staff Updates

### a. Electric Utility - Dan D'Alessandro

Mr. Isler presented the monthly electric utility update. The board questioned whether the goals previously set for 2023 are aligned with those that are achievable financially. Staff agreed that a reevaluation is necessary to account for variables that might hinder the completion of these goals. A discussion about delays of the undergrounding project followed, with staff iterating that residents gave positive feedback about the process. The board and staff held a brief conversation about properly managing resources through project delays.

### b. Water & Wastewater Utility - David Zusi

Mr. Zusi presented on post-storm responses and assured the board that staff is working diligently to minimize any flood-related issues that might have impacted residents. The board asked about long-term concerns to the city's sewer systems and held a brief discussion.

### c. Performance Measurement - (attachment only)

Mr. Hamil presented on the new billing system that took affect on August 1. He explained that the accounts receivable are higher in August and September because of delays in getting the new billing system out and receiving payments. Staff is actively working with a vendor to redesign the format of the bill and a sample bill will be sent to board members for feedback. A discussion followed about formatting the bill to emphasize water use, and the board brought up concerns about billing and difficulties with payments. Ms. Lindsey suggested staff prioritize repairing problems associated with the payment process.

### d. Educational Campaign - Clarissa Howard

Ms. Howard shared the two first implementations of the educational campaign previously approved by the board. She briefly explained each of the three graphs on the *info & updates* utility bill insert, and the board provided feedback, specifically about the *Residential Bill Comparison Chart*. The board pointed out that the chart is very busy, and it would be best to narrow down the comparisons to municipalities of the same size as Winter Park, and to include only a couple

comparisons to larger municipalities. Mr. Poole will work alongside staff to make the necessary modifications to the charts to reflect board suggestions.

## **7) Board Comments**

Mr. Guitton spoke briefly on the fuel adjustment process on the website, and asked about fuel calculations- a short discussion with staff followed. Staff also reminded the board that the Cost of Service Study is going before the City Commission on December 14 for approval. Mr. Poole brought up cash-flow strategies and a discussion followed.

## **8) Upcoming Agenda Items**

### **a. Upcoming Board Items**

Under action items, staff will bring back the Strategic Action Plan and the Septic to Sewer Conversion.

Under non-action items, staff will bring back the discussions on the private lift station policy, the Sustainability Plan, and the Broadband update.

Staff updates will include electric utility, water & wastewater utility, performance measurement, and the quarterly financial update.

The board held a brief discussion and agreed to combine the November and December meetings of 2023 into one meeting held on December 5, 2023.

## **9) Adjournment**

The meeting adjourned at 1:37 p.m.

Minutes approved by the board on \_\_\_\_\_.

/s/ Tatia Ghviniashvili, Board Coordinator



## Utilities Advisory Board

# agenda item

|                     |                    |              |                  |
|---------------------|--------------------|--------------|------------------|
| item type           | Action Items       | meeting date | January 24, 2023 |
| prepared by         | Daniel Dalessandro | approved by  |                  |
| board approval      |                    |              |                  |
| strategic objective |                    |              |                  |

### subject

Electric Strategic Plan - Dan D'Alessandra and David Zusi

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact



## Utilities Advisory Board

# agenda item

|                     |              |              |                  |
|---------------------|--------------|--------------|------------------|
| item type           | Action Items | meeting date | January 24, 2023 |
| prepared by         | David Zusi   | approved by  |                  |
| board approval      |              |              |                  |
| strategic objective |              |              |                  |

### subject

Septic to Sewer Conversion - David Zusi

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact



## Utilities Advisory Board

# agenda item

|                     |                  |              |                  |
|---------------------|------------------|--------------|------------------|
| item type           | Non-Action Items | meeting date | January 24, 2023 |
| prepared by         | Pamela Bracko    | approved by  |                  |
| board approval      |                  |              |                  |
| strategic objective |                  |              |                  |

### subject

Broadband and Smart City Ad-Hoc Committee Update - Paul Conway

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact



## Utilities Advisory Board

# agenda item

|                     |                  |              |                  |
|---------------------|------------------|--------------|------------------|
| item type           | Non-Action Items | meeting date | January 24, 2023 |
| prepared by         | David Zusi       | approved by  |                  |
| board approval      |                  |              |                  |
| strategic objective |                  |              |                  |

### subject

Private Lift Station Policy - David Zusi

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact



## Utilities Advisory Board

# agenda item

|                     |                    |              |                  |
|---------------------|--------------------|--------------|------------------|
| item type           | Staff Updates      | meeting date | January 24, 2023 |
| prepared by         | Daniel Dalessandro | approved by  |                  |
| board approval      |                    |              |                  |
| strategic objective |                    |              |                  |

### subject

Electric Utility - Dan D'Alessandro

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact

### ATTACHMENTS:

[Dec22 Electric Utility \(002\).docx](#)

# Monthly Electric Utility Update 01/03/23

## **Miles of Undergrounding performed**

- Project J: 2.72 miles (45% complete)
- Project L: 9.57 miles (68.5% complete)
- Project Q: 5.78 miles (100% complete)
- Project R: 4.31 miles (37.8% complete) Commission approved advancement.
- Residential Service Conversions (RSC) this month: 15
- RSC YTD: 73
- RSC LTD (beginning FY22): 144

**TOTAL so far for FY 2023 – .3 miles**

**2022 total miles 6.8**

## **Total Project Review**

- Total Citywide Project Miles- 127.5
- Total Miles Completed- 93.14
- Percentage Completed- 73.1%
- Total miles remaining- 34.36

## **OH/UG Budget update**

2023 Undergrounding budget = 7.4M

- FYTD = 1.03M

### **Notes of Interest**

- Solar array on the compound is complete and producing energy.
- We are working on pieces of projects throughout the City. I do not show miles completed until the underground lines are energized and the overhead lines are removed. With this in mind, there will be little to no advancement in underground miles documented with the supply issues we are encountering. There is continual progress being made. Emphasis will be in the service conversion area until the supply issue is resolved.

### **Issues/Concerns**

- Materials have gone up exponentially and the lead-times are extending.
  - Transformers are 12 – 18 months out for lead times. We have enough in stock for reliability purposes and handled the needs from Ian. We have very limited materials for new construction. As planned we will divert crew efforts toward service conversions to insure we continue to move forward.

### **2023 Goals**

- Zero personal injuries within work group
  - Zero controllable vehicle accidents within work group
  - Mileage goal undetermined due to supply issues
  - Identify and complete areas with poor reliability for targeted undergrounding advancement (stretch goal of 2 miles)
  - We will utilize targeted overtime with Heart crews to accomplish the additional 2 mile stretch goal
- 
- Green indicates goal has been met
  - Red indicates goal will not be met
  - Orange indicates still underway



## Utilities Advisory Board

# agenda item

|                     |               |              |                  |
|---------------------|---------------|--------------|------------------|
| item type           | Staff Updates | meeting date | January 24, 2023 |
| prepared by         | David Zusi    | approved by  |                  |
| board approval      |               |              |                  |
| strategic objective |               |              |                  |

### subject

Water & Wastewater Utility - David Zusi

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact



## Utilities Advisory Board

# agenda item

|                     |               |              |                  |
|---------------------|---------------|--------------|------------------|
| item type           | Staff Updates | meeting date | January 24, 2023 |
| prepared by         | Wes Hamil     | approved by  |                  |
| board approval      |               |              |                  |
| strategic objective |               |              |                  |

### subject

Performance Measurement - (attachment only)

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact

### ATTACHMENTS:

[Utility PM Jan2023.pdf](#)

# Utility Monthly Performance Measurements

The Utility Advisory Board identified performance measurements for the Electric and Water Utilities. These are activity and profitability measures used as management tools to set baseline performance measures to be reviewed monthly to implement strategies for improved performance on those baselines. This report organizes the performance measurements by service type.

## Both

| Service Type     | Measure                                                            | Goal    | Sept         | Oct       | Nov       | On Target  |
|------------------|--------------------------------------------------------------------|---------|--------------|-----------|-----------|------------|
| Customer Service | Total calls to customer service queue:                             |         | 12,494       | 11,364    | 7,341     |            |
|                  | Customer hangup without selecting a queue                          |         | 3,045        | 2,169     | 1,579     |            |
|                  | Turn on/off service                                                |         | 981          | 1,033     | 925       |            |
|                  | Billing info                                                       |         | 4,053        | 4,270     | 2,342     |            |
|                  | Pay utility bill                                                   |         | 1,954        | 1,730     | 1,244     |            |
|                  | Paymentus information                                              |         | 677          | 740       | 356       |            |
|                  | Report power outage                                                |         | 1,377        | 900       | 535       |            |
|                  | System error and flow disconnect                                   |         | 218          | 234       | 198       |            |
|                  | Demolition                                                         |         | 33           | 50        | 25        |            |
|                  | Commercial garbage                                                 |         | 49           | 114       | 80        |            |
|                  | Transfer to water and wastewater                                   |         | 102          | 124       | 57        |            |
|                  | Average wait time for customers selecting a queue                  |         | 13m17s       | 11m32s    | 10m55s    |            |
|                  | Abandoned call % for customers selecting a queue                   |         | 23%          | 31%       | 32%       |            |
|                  | Number of disconnects for non-pay                                  |         | 0            | 0         | 0         |            |
| Financial        | Accounts receivable/billed revenue – FYTD                          | <8%     | •13.58%      | 9.65%     | 7.55%     | Below Goal |
|                  | Average cost of purchased power per kWh - FYTD                     | <\$0.05 | •\$0.0715    | \$0.0624  | \$0.0619  | Below Goal |
|                  | Average cost of purchased power per kWh – FYTD – Fuel              |         | •\$0.0517    | \$0.0428  | \$0.0415  |            |
|                  | Average cost of purchased power per kWh – FYTD – Non-Fuel          | <\$0.03 | •\$0.0198    | \$0.0196  | \$0.0204  |            |
|                  | Average revenue per kWh – FYTD                                     | >\$0.10 | •\$0.1369    | \$0.1640  | \$0.1481  | Met Goal   |
|                  | Bad debt expense/billed revenue – FYTD                             | <0.25%  | •0.22%       | N/A       | N/A       | Met Goal   |
|                  | Debt service coverage ratios - W&S - FYTD                          | >1.5    | •2.31        | 4.47      | 4.98      | Met Goal   |
|                  | Debt service coverage ratios - Electric - FYTD                     | >1.5    | •3.89        | 9.00      | 6.53      | Met Goal   |
|                  | Percentage of utility accounts receivable over 60 days outstanding |         | •11.47%      | 7.77%     | 11.94%    |            |
|                  | Utility accounts receivable over 60 days outstanding               |         | •\$1,741,650 | \$837,180 | \$970,720 |            |

• Due to August billing cycles not being completed until September, these stats reflect September data. All billing cycles were on schedule by the end of September. The City went live with Tyler utility billing application August 1.

## Electric Utility

| Service Type | Measure                                                                                                       | Goal          | Sept        | Oct         | Nov         | On Target  |
|--------------|---------------------------------------------------------------------------------------------------------------|---------------|-------------|-------------|-------------|------------|
| Efficiency   | Rate Comparison to Duke                                                                                       | <100%         | 90.9%       | 91.6%       | 91.2%       | Met Goal   |
|              | Rate Comparison to State Avg                                                                                  | <105%         | 107.4%      | 107.1%      | 105.7%      | Near Goal  |
| Financial    | Rolling 12 month kWh                                                                                          | 418 (FY22)    | 427,942,861 | 423,454,618 | 423,847,868 | Met Goal   |
| Operational  | Heart of Florida United Way Emergency Utility Assistance Program: Assistance provided to customers            |               |             |             |             |            |
|              |                                                                                                               |               | \$2,890     | \$4,938     | \$1,345     |            |
|              | Heart of Florida United Way Emergency Utility Assistance Program: Available balance                           |               | \$52,215    | \$47,277    | \$45,932    |            |
|              | Heart of Florida United Way Emergency Utility Assistance Program: Number of customers approved for assistance |               | 9           | 13          | 6           |            |
| Reliability  | Underground System Complete (%)                                                                               |               | 72.80%      | 73.10%      | 73.10%      |            |
|              | CAIDI                                                                                                         |               | 85.68       | Unavailable | Unavailable |            |
|              | L-Bar                                                                                                         |               | 130.2       | Unavailable | Unavailable |            |
|              | L-Bar Rank to Peers (12 mo rolling)                                                                           | Top 5         | 11th/15     | Unavailable | Unavailable | Below Goal |
|              | Outage Occurrences                                                                                            |               | 20          | Unavailable | Unavailable |            |
|              | SAIDI                                                                                                         |               | 7.9         | Unavailable | Unavailable |            |
|              | SAIDI Rank to Peers (12 mo rolling)                                                                           | Top 5         | 6th/15      | Unavailable | Unavailable | Near Goal  |
|              | SAIDI Sum                                                                                                     | < 19 Annually | 57.90       | Unavailable | Unavailable | Below Goal |

## Water Sewer Utility

| Service Type | Measure                                        | Goal      | Sept   | Oct         | Nov         | On Target  |
|--------------|------------------------------------------------|-----------|--------|-------------|-------------|------------|
| Environment  | Count of Rebates Processed                     |           | 2      | 3           | 0           |            |
|              | Total MWh generated from Aloma solar system    | >15 MWh   | 12.53  | 13.37       | 9.24        | Below Goal |
| Operational  | Average % Water meters reporting               | >98.5%    | 97.96% | Unavailable | Unavailable |            |
|              | Count of Wastewater Incidents                  | 0         | 12     | 3*          | 7*          | Below Goal |
|              | Wastewater Incident Overflow in 1,000s Gallons | 0         | 1850   | 11.25       | 191.4       | Below Goal |
|              | Water pumped compared to CUP allocation        | <12.4 mgd | 9.68   | 10.44       | 9.77        | Met Goal   |

\*FMPA and FMEA data often lag 1or2 months. Count of wastewater incidents impacted by Hurricane Ian in Oct and Nicole in Nov.

Index Key- the monthly data text is colored green when the change from the previous month is an improvement, and red when it is not. The On Target column is highlighted comparing the most recent monthly data to the Goal: Red if below, Yellow if Near, Green if Above.



## Utilities Advisory Board

# agenda item

|                     |                 |              |                  |
|---------------------|-----------------|--------------|------------------|
| item type           | Staff Updates   | meeting date | January 24, 2023 |
| prepared by         | Clarissa Howard | approved by  |                  |
| board approval      |                 |              |                  |
| strategic objective |                 |              |                  |

### subject

Educational Campaign - Clarissa Howard

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact

### ATTACHMENTS:

[8.5x11 utility-2023-january bill insert.pdf](#)

### ATTACHMENTS:

[Electric Utility Awards 1.11.22.pdf](#)

### ATTACHMENTS:

[UAB Dec-Jan2023 Social Post Samples.pdf](#)

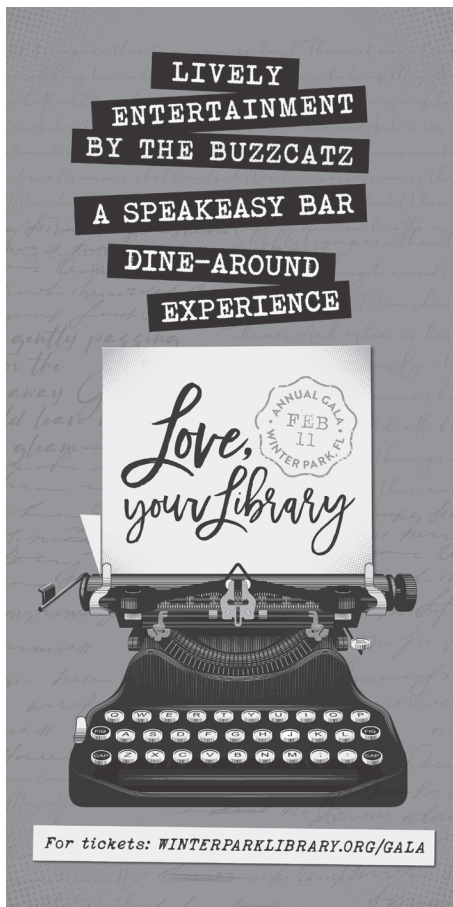
# info & updates

January utility bill insert



**Final CoffeeTalk  
to espresso  
your thoughts**

**JANUARY 11 @ 8:30 a.m.** | City Manager Randy Knight  
Commission Chambers City Hall, 2nd floor | 401 S. Park Ave.  
both in-person & virtual audiences are welcomed



**save the date**

## Friday, February 17

- what** **Mayor's Annual State of the City Address**  
featuring Employees of the Year & City Commission Highlights  
hosted by the City of Winter Park
- when** 8:30 a.m.  
mingle with neighbors & visit with city departments  
9 a.m. | program begins
- where** Winter Park Events Center  
Grand Ballroom  
1050 W. Morse Blvd.
- rsvp** by Friday, February 3,  
to [MayorsMessage@cityofwinterpark.org](mailto:MayorsMessage@cityofwinterpark.org)  
for this complimentary event



for updates on upcoming things to enjoy, please access  
**cityofwinterpark.org/events**

## election info

### Commission Seat 1 & Seat 2

**qualifying\*** » begins Tuesday 01.17.23 @ noon &  
ends Tuesday 01.24.23 @ noon

\*At time of qualifying, candidates must be qualified elector and reside within Winter Park city limits. To obtain a candidate package, please contact the City Clerk's office via the email or phone number below.

**general election** » Tuesday 03.14.23

**run-off election** [if necessary] » Tuesday 04.11.23

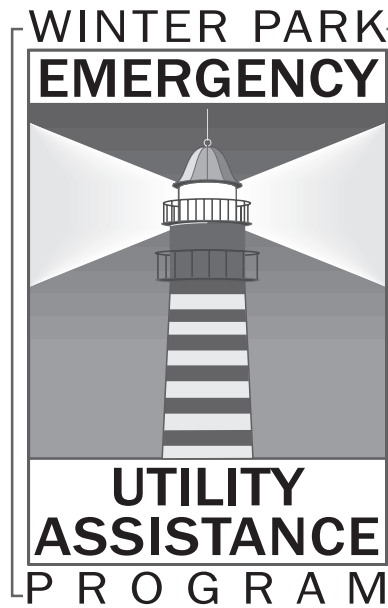
**more info** » [cityofwinterpark.org/elections](http://cityofwinterpark.org/elections)

[cityclerk@cityofwinterpark.org](mailto:cityclerk@cityofwinterpark.org) | 407-599-3277



The City of Winter Park realizes that tragedy can strike at any time. Whether it is a personal or family crisis, city residents can suddenly find themselves at the risk of unpaid bills and losing their utility service among other things. To help city residents through these times of struggle, the city created the “Winter Park Emergency Utility Assistance (EUA) Program,” to provide emergency assistance to those in need.

Because emergencies happen unexpectedly and suddenly, this program gives neighbors the chance to help neighbors through donations to the program. All donations are collected by the City of Winter Park and turned over to United Way 2-1-1 for distribution. United Way 2-1-1 is a department of the Heart of Florida United Way, a local, non-profit community assistance agency that has partnered with the city to help customers locate an agency near their home so eligibility and need may be determined.



### Donations can be made in three ways...

1. A monthly contribution added to your utility bill
2. A one-time contribution payable to the City of Winter Park Emergency Utility Assistance Program
3. Through your current United Way donation by designating specific funds to the City of Winter Park Emergency Utility Assistance program

If you would like to contribute to the Winter Park EUA Program to help your neighbors in need, fill out the enrollment form {right} and mail in or drop off at City Hall located at 401 S. Park Ave. You can also contribute by visiting [cityofwinterpark.org/EUA](http://cityofwinterpark.org/EUA) or request a form to be mailed to you by calling **407-599-3220**.

If you are a Winter Park utility customer who is experiencing a financial emergency and in need of assistance, please call United Way **2-1-1**. A household can receive a maximum benefit of \$650 in a one-year period. This program was created specifically for those customers experiencing a temporary financial hardship as a result of an emergency, not for customers with chronic or long-term financial needs.

For more information about the EUA Program, please contact Utility Billing Customer Service at **407-599-3220** or [customer\\_service@cityofwinterpark.org](mailto:customer_service@cityofwinterpark.org). If you are a Winter Park utility customer in need of assistance, please call United Way **2-1-1** or access [211uw.org/utilities](http://211uw.org/utilities).

### Yes, I would like to contribute to the City of Winter Park Emergency Utility Assistance Program.

I hereby authorize the City of Winter Park to add the pledge amount indicated below to my next monthly bill and continue to do so until the program is discontinued or until I notify them in writing that I no longer wish to participate. I understand that my contributions are 100% tax-deductible. *(NOTE: The receipt portion of the bill should be kept for your records.)*

Name

Address

City, State, ZIP

Account #

Signature

Date

Amount of monthly donation (please check one):

☐ \$1   ☐ \$2   ☐ \$5

☐ Other \$ \_\_\_\_\_

Please drop this form in the mail to:

City of Winter Park  
Emergency Utility Assistance Program  
401 S. Park Ave.  
Winter Park, FL 32789

**Thank you for your support!**



401 South Park Avenue • Winter Park, Florida 32789

**Media Inquiries: Stephanie Silva**  
407-599-3495 • 407-951-4638 cell

Communications

## PRESS RELEASE

### Winter Park electric utility honored by Florida Municipal Electric Association

**WINTER PARK, FL, an internationally recognized, award winning city with multiple accredited agencies (January 11, 2023)** The City of Winter Park's [Electric Utility Department](#) has received two outstanding awards from the [Florida Municipal Electric Association \(FMEA\)](#). Winter Park was one of just 25 Florida public power utilities to receive the 2022 [Restoring Communities Award](#) and one of just 14 utilities to receive the 2022 [Building Strong Communities Award](#).

The Restoring Communities Award recognizes public power utilities that have either provided or received mutual aid to fellow public power communities in need, or provided exemplary service to their own community following significant emergency events. Florida public power utilities were honored for their efforts to restore power quickly and safely when called upon. This not only included providing mutual aid assistance following Hurricanes Ian and Nicole, but for additional weather and non-weather-related emergencies and outages both in- and out-of-state.

The Building Strong Communities Award recognizes municipal electric associations that are making valuable investments that enhance the quality of life in its community, beyond efficient delivery of affordable, reliable and clean energy. FMEA recognized public power utilities for projects that improve the environment, provide community education, collect charitable donations, focus on crime prevention, and other special programs that strengthen the communities in which they serve.



The Florida Municipal Electric Association represents the unified interests of Florida's 33 public power communities. For more information about the FMEA, please access [flpublicpower.com](http://flpublicpower.com).

For more information regarding Winter Park's Electric Utility Department and to track their undergrounding efforts, please access [cityofwinterpark.org/electric-utility](http://cityofwinterpark.org/electric-utility).

###

[cityofwinterpark.org](http://cityofwinterpark.org) • [Facebook](#) • [Twitter](#) • [Instagram](#) • [Vimeo](#) • [YouTube](#) • [@YourRequest](#)

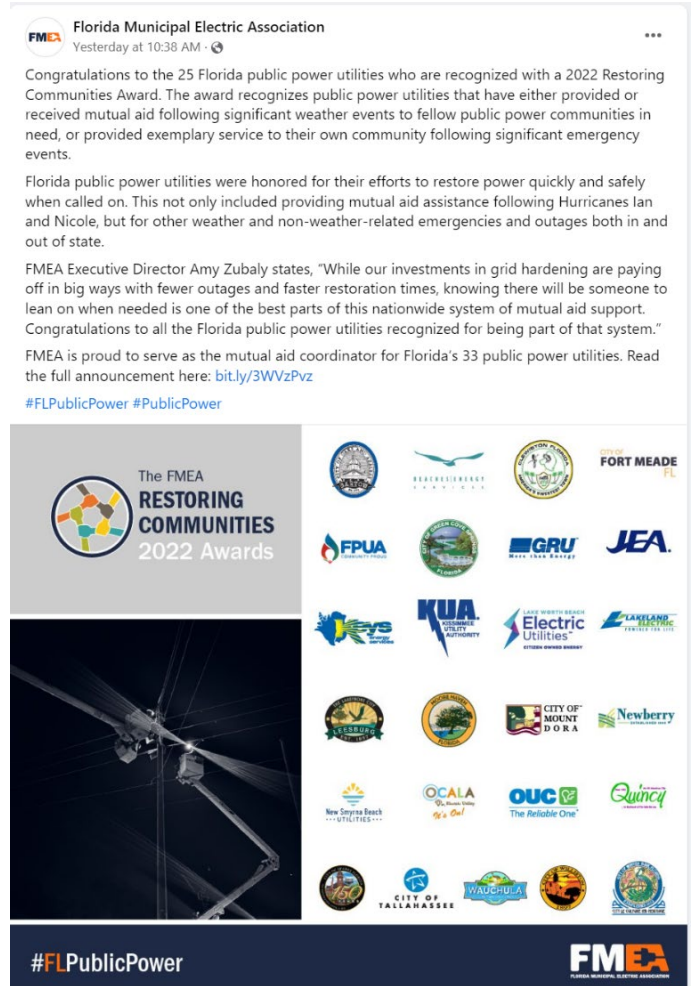
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401 South Park Avenue • Winter Park, Florida 32789

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## Communications





## Utilities Advisory Board

# agenda item

|                     |               |              |                  |
|---------------------|---------------|--------------|------------------|
| item type           | Staff Updates | meeting date | January 24, 2023 |
| prepared by         | Wes Hamil     | approved by  |                  |
| board approval      |               |              |                  |
| strategic objective |               |              |                  |

### subject

Finance Quarterly - Wes Hamil

### motion / recommendation

### background

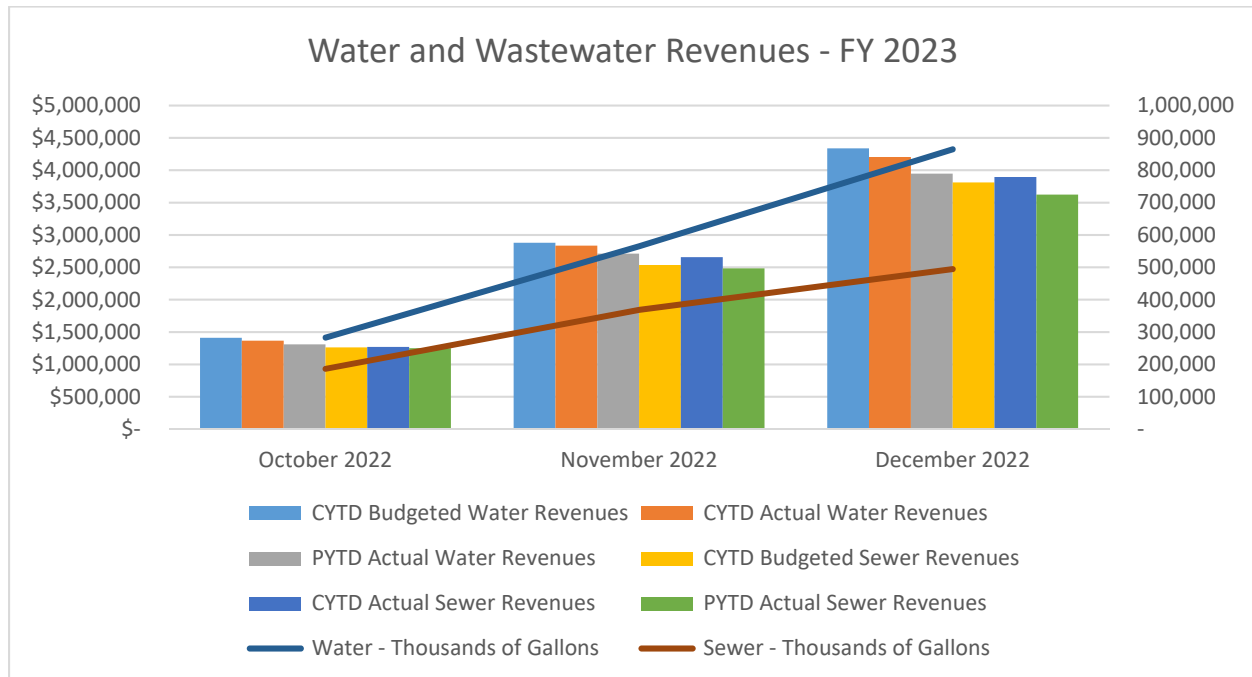
### alternatives / other considerations

### fiscal impact

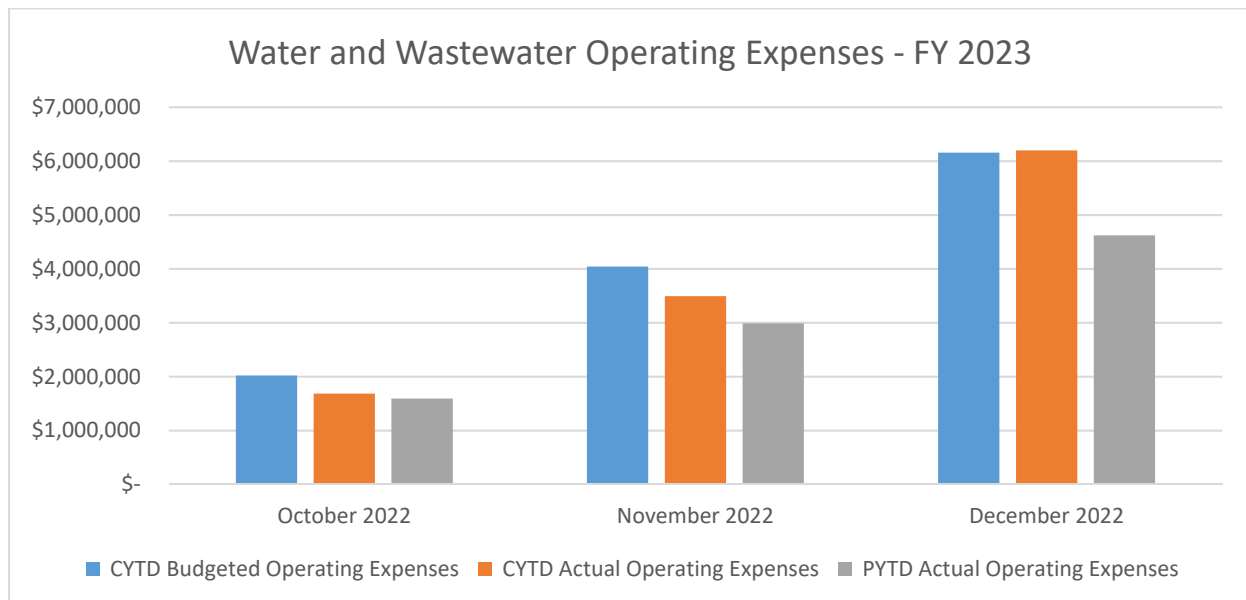
### ATTACHMENTS:

[UAB Financial Report - December 2022.pdf](#)

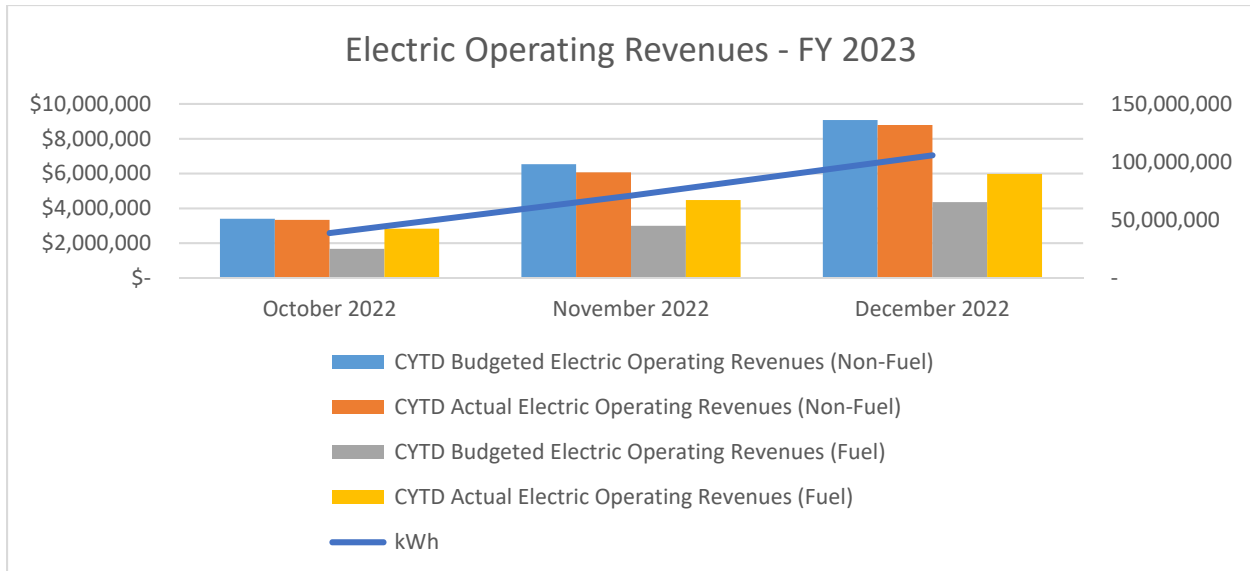
## Key Financial Performance Indicators



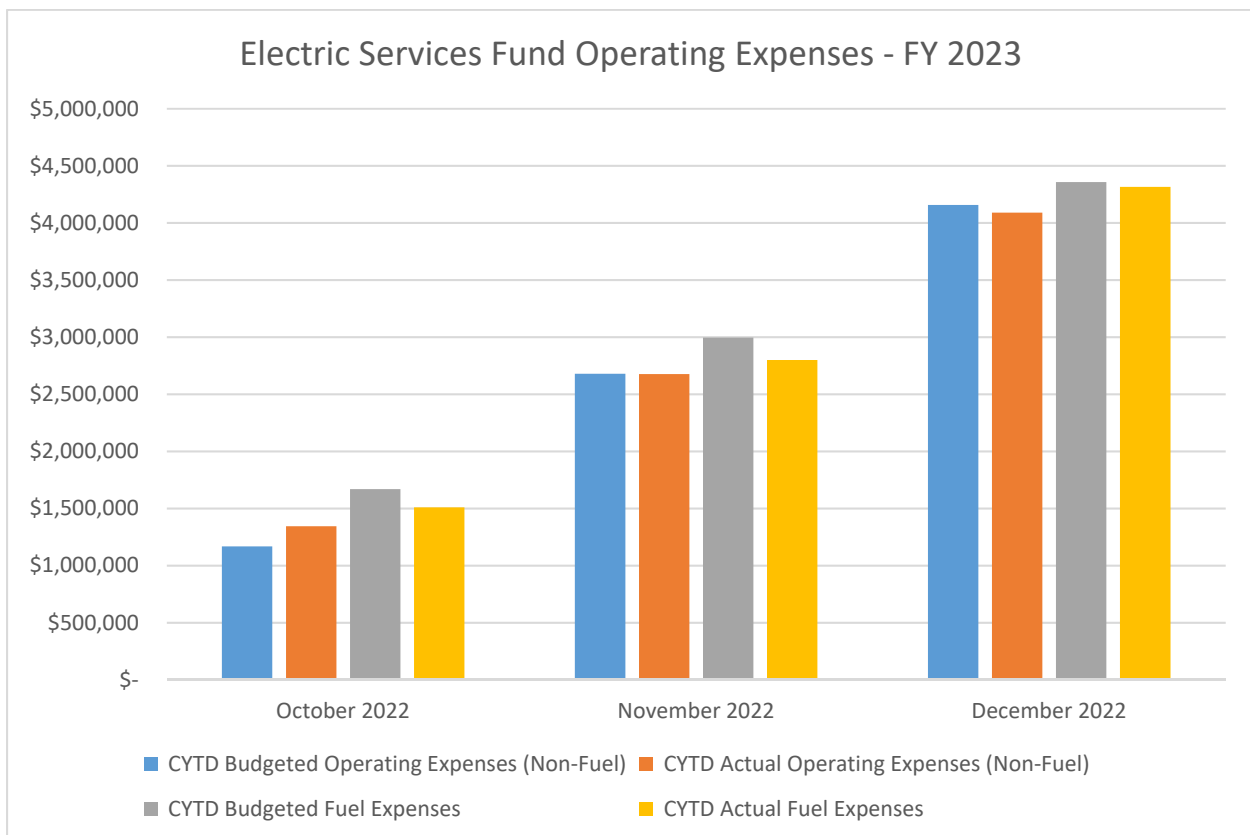
Water revenues have a negative budget variance of 2.71% and wastewater has a positive 2.14% variance in comparison to budget. Both have a positive variance in comparison to the prior year.



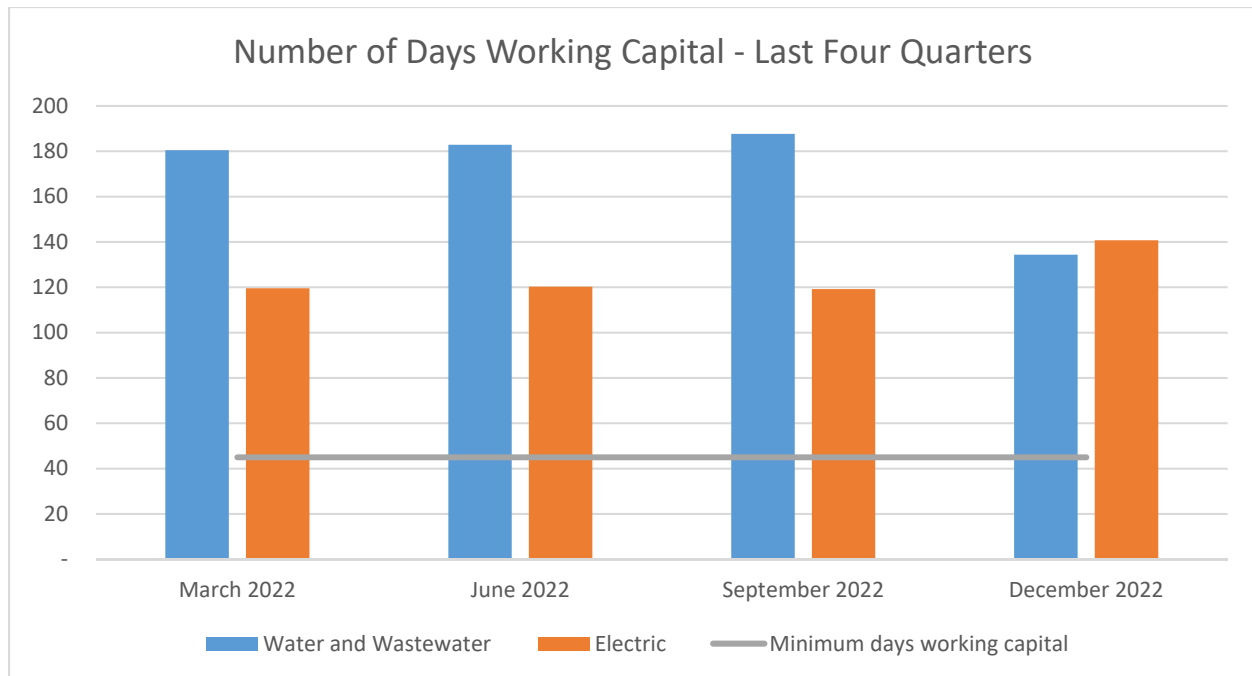
Water and wastewater operating expenses are \$43,170 greater than budget. First quarter expenses are greater than the prior fiscal year due to greater wastewater treatment costs (infiltration due to high water table following Hurricane Ian), personnel costs, electricity and generator rental.



Electric operating revenues (non-fuel) are 2.53% less than budget for the 1<sup>st</sup> quarter. Higher fuel rates are the reason for the significant variance in fuel revenues.

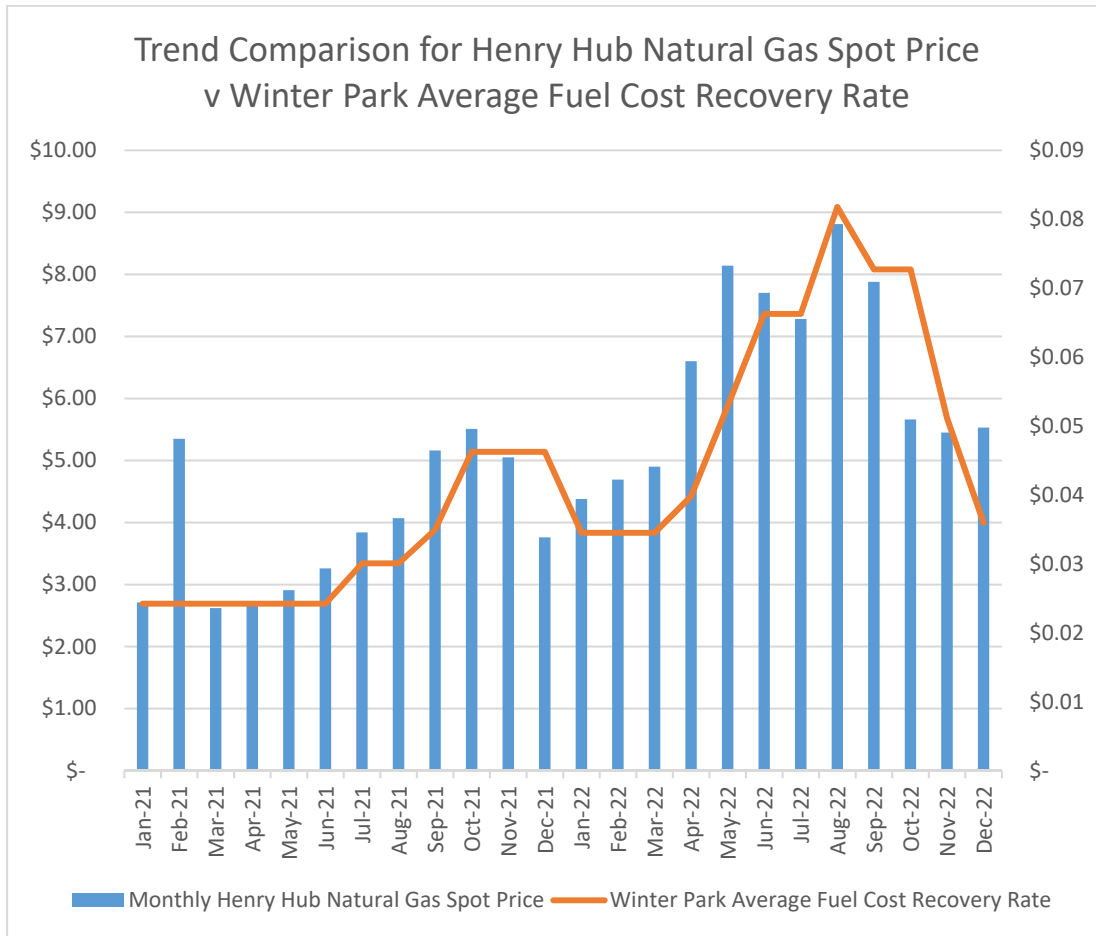


Operating expenses are within budget for both fuel and non-fuel.



Number of days of working capital exceed the minimum of 45 days in both Water and Wastewater and Electric.

The chart below illustrates the marked increase in natural gas prices (the fuel used to produce most of the electricity the City purchases) with a corresponding trend line for the City's average fuel cost recovery rate:



## Management's Discussion and Analysis (Unaudited)

The following discussion and analysis provide an overview of Winter Park's unaudited and preliminary financial position and results of operations in comparison to the approved budget and prior year equivalent period.

### Operating Revenues Analysis:

|                                    | As of December 31 |                       |                |  | Variances        |          |              |          |
|------------------------------------|-------------------|-----------------------|----------------|--|------------------|----------|--------------|----------|
|                                    | Actual<br>2023    | YTD<br>Budget<br>2023 | Actual<br>2022 |  | Actual vs Budget |          | 2023 vs 2022 |          |
|                                    |                   |                       |                |  |                  |          |              |          |
| Water                              | 4,204,124         | 4,321,019             | 3,946,427      |  | (116,895)        | (2.71%)  | 257,697      | 6.53%    |
| Wastewater                         | 3,894,215         | 3,812,654             | 3,623,439      |  | 81,561           | 2.14%    | 270,776      | 7.47%    |
| Electric                           | 14,741,954        | 13,373,611            | 13,285,371     |  | 1,368,343        | 10.23%   | 1,456,583    | 10.96%   |
| Other -<br>Water and<br>Wastewater | 240,058           | 470,820               | 454,263        |  | (230,762)        | (49.01%) | (214,205)    | (47.15%) |
| Other -<br>Electric                | 20,071            | 175,750               | 26,886         |  | (155,679)        | (88.58%) | (6,815)      | (25.35%) |

### Budget Analysis:

Water revenues have a negative budget variance of 2.71% and wastewater has a positive 2.14% variance in comparison to budget. \$1,617,811 of the budget variance for electric revenues is due to fuel revenues. Other water and wastewater revenues were behind in the 1<sup>st</sup> quarter because backflow preventer servicing and industrial waste charges had not been billed following conversion to the new utility billing system. These charges were added to customer accounts in January. Other electric revenues are behind due to less than normal charges to developers to connect to the City's electric grid.

### Prior Year Analysis:

Water and wastewater rates were increased by 4.53% effective October 1, 2022. Water sales in thousands of gallons were nearly identical to the prior year. Wastewater sales in thousands of gallons are 3.29% higher.

Electric fuel revenues were \$1,190,997 higher than the prior year due to the fuel rate increases discussed above.

Other water and wastewater revenues were lower than the prior year due to the delay in billing backflow preventer and industrial waste charges discussed above.

## Operating Expenses Analysis:

|                                     | As of December 31 |                       |                |  | Variances        |         |              |         |
|-------------------------------------|-------------------|-----------------------|----------------|--|------------------|---------|--------------|---------|
|                                     | Actual<br>2023    | YTD<br>Budget<br>2023 | Actual<br>2022 |  | Actual vs Budget |         | 2023 vs 2022 |         |
|                                     |                   |                       |                |  |                  |         |              |         |
| Water:                              |                   |                       |                |  |                  |         |              |         |
| Admin                               | 483,777           | 647,954               | 452,917        |  | 164,177          | 25.34%  | 30,860       | 6.81%   |
| Operating                           | 5,715,393         | 5,508,046             | 4,301,181      |  | (207,347)        | (3.76%) | 1,414,212    | 32.88%  |
| Depreciation<br>and<br>amortization | 919,984           | 0                     | 929,652        |  |                  |         | (9,668)      | (1.04%) |
|                                     |                   |                       |                |  |                  |         |              |         |
| Electric:                           |                   |                       |                |  |                  |         |              |         |
| Admin                               | 614,420           | 590,681               | 549,162        |  | (23,739)         | (4.02%) | 65,258       | 11.88%  |
| Operating                           | 7,791,902         | 7,923,698             | 6,854,348      |  | 131,796          | 1.66%   | 937,554      | 13.68%  |
| Depreciation<br>and<br>amortization | 1,013,725         | 0                     | 994,166        |  |                  |         | 19,559       | 1.97%   |

## Budget Analysis:

### Water and Wastewater:

The Water and Wastewater admin budget includes funding for master planning, design, and engineering services that has not been spent yet. In operations, wastewater treatment costs were high in the first quarter likely due to water infiltration into sewer lines as a result of a higher water table following Hurricane Ian.

### Electric:

The admin budget has a negative variance in the 1<sup>st</sup> quarter due to payment of the annual Florida Municipal Electric Association membership.

## Prior Year Analysis:

### Water and Wastewater:

Current year water and wastewater costs that are significantly higher than the prior year include wastewater treatment (\$627,993), personnel (\$209,991; some vacancies filled), electricity (\$149,986; higher fuel rates), generator maintenance (\$58,561; rental for Swoope Water Treatment Plant while the main generator is being repaired), and chemicals (\$49,501).

### Electric:

Personnel costs in administration were \$52,098 greater than the prior year.

The fuel portion of the City's bulk power costs were \$597,895 higher than the prior year and power transmission costs were \$220,423 greater.

**The City of Winter Park, Florida**  
**Statement of Net Position**  
**Proprietary Funds**  
**December 31, 2022**

| <b>Unaudited</b>                                          |                             |                          |                          |                          |
|-----------------------------------------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|
|                                                           | <b>Water and Wastewater</b> |                          | <b>Electric</b>          |                          |
|                                                           | <b>December 31, 2022</b>    | <b>December 31, 2021</b> | <b>December 31, 2022</b> | <b>December 31, 2021</b> |
| <b>ASSETS</b>                                             |                             |                          |                          |                          |
| <b>Current Assets:</b>                                    |                             |                          |                          |                          |
| Cash, Cash Equivalents and Investments                    | \$ 8,309,957                | \$ 9,992,257             | \$ 6,916,138             | \$ 4,483,775             |
| Restricted Cash, Cash Equivalents and Investments         | 19,389                      | 18,738                   | -                        | -                        |
| Accounts Receivable - Net                                 | 1,793,478                   | 1,211,819                | 4,055,127                | 2,922,959                |
| Unbilled Service Charges                                  | 2,894,436                   | 2,773,860                | 5,430,745                | 5,051,195                |
| Accrued Interest Receivable                               | 20,135                      | 20,664                   | -                        | 5,547                    |
| Due from Other Funds                                      | -                           | -                        | -                        | -                        |
| Due from Other Governments                                | -                           | -                        | -                        | -                        |
| Inventories                                               | 1,199,184                   | 979,266                  | 5,466,512                | 4,130,662                |
| Prepaid Items                                             | 128,395                     | 128,395                  | -                        | (725)                    |
| Advances to Other Funds                                   | 2,240,000                   | 2,800,000                | -                        | -                        |
| <b>Total current assets</b>                               | <b>16,604,974</b>           | <b>17,924,999</b>        | <b>21,868,522</b>        | <b>16,593,413</b>        |
| <b>Non-Current Assets:</b>                                |                             |                          |                          |                          |
| Restricted Assets:                                        |                             |                          |                          |                          |
| Cash, Cash Equivalents and Investments:                   |                             |                          |                          |                          |
| Sinking/Debt Reserve Funds                                | 395,981                     | 397,240                  | 1,186,599                | 1,190,360                |
| Renewal and Replacement Funds                             | 8,239,218                   | 7,351,911                | -                        | -                        |
| Impact Fee Funds                                          | 11,596,702                  | 15,457,287               | -                        | -                        |
| Capital Project Funds                                     | 14,802                      | 15,040                   | -                        | -                        |
| Customer Deposits                                         | 1,943,620                   | 1,843,666                | 2,018,027                | 2,061,392                |
| Accrued Interest Receivable:                              |                             |                          |                          |                          |
| Impact Fee Funds                                          | 42,316                      | 36,010                   | -                        | -                        |
| Renewal and Replacement Funds                             | 23,376                      | 10,554                   | -                        | -                        |
| Special Assessments Receivable                            | -                           | -                        | 5,357                    | 16,126                   |
| Capital Assets:                                           |                             |                          |                          |                          |
| Non-depreciable                                           | 4,183,708                   | 4,183,708                | 10,134,277               | 10,134,277               |
| Depreciable - Net                                         | 96,603,205                  | 94,511,367               | 88,392,580               | 84,593,387               |
| Other Assets:                                             |                             |                          |                          |                          |
| Deposits                                                  | 274,000                     | 274,000                  | -                        | -                        |
| <b>Total non-current assets</b>                           | <b>123,316,928</b>          | <b>124,080,783</b>       | <b>101,736,840</b>       | <b>97,995,542</b>        |
| <b>Total Assets</b>                                       | <b>139,921,902</b>          | <b>142,005,782</b>       | <b>123,605,362</b>       | <b>114,588,955</b>       |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>                     |                             |                          |                          |                          |
| Deferred Expense on Refunding Bonds                       | 3,127,684                   | 3,563,820                | 3,056,241                | 3,493,701                |
| Deferred Expense Other Postemployment Benefits Obligation | 529,736                     | 578,079                  | 207,533                  | 226,355                  |
| <b>Total Deferred Outflows of Resources</b>               | <b>3,657,420</b>            | <b>4,141,899</b>         | <b>3,263,774</b>         | <b>3,720,056</b>         |
| <b>LIABILITIES</b>                                        |                             |                          |                          |                          |
| <b>Current Liabilities:</b>                               |                             |                          |                          |                          |
| Accounts Payable                                          | 2,211,121                   | 1,275,536                | 3,134,042                | 1,863,434                |
| Accrued Liabilities                                       | 107,035                     | 107,035                  | 17                       | 12                       |
| Due to Other Funds                                        | -                           | -                        | -                        | -                        |
| Due to Other Governments                                  | 44,328                      | 34,543                   | 367,835                  | 96,686                   |
| Accumulated Unused Compensated Absences                   | 212,917                     | 213,003                  | 73,493                   | 71,317                   |
| Accrued Interest Payable                                  | 650,245                     | 79,568                   | 380,348                  | 409,110                  |
| Current Portion of Revenue Bonds Payable                  | 3,695,000                   | 3,620,000                | 3,225,000                | 3,125,000                |
| Customer Deposits                                         | 1,943,485                   | 1,843,666                | 1,990,197                | 2,061,392                |
| <b>Total current liabilities</b>                          | <b>8,864,131</b>            | <b>7,173,351</b>         | <b>9,170,932</b>         | <b>7,626,951</b>         |
| <b>Noncurrent Liabilities:</b>                            |                             |                          |                          |                          |
| Bonds Payable                                             | 38,329,224                  | 42,026,290               | 44,515,083               | 47,819,429               |
| Other Postemployment Benefits                             | 2,087,164                   | 2,045,219                | 802,339                  | 786,008                  |
| Accumulated Unused Compensated Absences                   | 376,943                     | 432,510                  | 102,669                  | 100,441                  |
| <b>Total noncurrent liabilities</b>                       | <b>40,793,330</b>           | <b>44,504,019</b>        | <b>45,420,091</b>        | <b>48,705,878</b>        |
| <b>Total Liabilities</b>                                  | <b>49,657,462</b>           | <b>51,677,370</b>        | <b>54,591,022</b>        | <b>56,332,829</b>        |
| <b>DEFERRED INFLOW OF RESOURCES</b>                       |                             |                          |                          |                          |
| Other Postemployment Benefits Related Deferred Inflows    | 435,599                     | 367,410                  | 170,317                  | 143,768                  |
| <b>NET POSITION</b>                                       |                             |                          |                          |                          |
| Net Investment in Capital Assets                          | 61,905,175                  | 56,627,645               | 53,843,015               | 47,276,936               |
| Restricted for:                                           |                             |                          |                          |                          |
| Capital Projects (expendable)                             | 11,632,241                  | 15,486,199               | -                        | -                        |
| Renewal and Replacement (expendable)                      | 8,208,340                   | 7,311,327                | -                        | -                        |
| Unrestricted                                              | 11,740,505                  | 14,677,730               | 18,264,782               | 14,555,478               |
| <b>Total Net Position</b>                                 | <b>\$ 93,486,261</b>        | <b>\$ 94,102,901</b>     | <b>\$ 72,107,797</b>     | <b>\$ 61,832,414</b>     |

Note: the information above does not include all journal entries that would be completed for the comprehensive annual financial report

**The City of Winter Park, Florida**  
**Statement of Revenues, Expenses and Changes in Fund Net Position**  
**Proprietary Funds**  
**December 31, 2022**

Unaudited

|                                                    | Water and Wastewater |                   |                   | Electric          |                   |                   |
|----------------------------------------------------|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                                    | Actual               | YTD Budget        | Actual            | Actual            | YTD Budget        | Actual            |
|                                                    | December 31, 2022    | December 31, 2022 | December 31, 2021 | December 31, 2022 | December 31, 2022 | December 31, 2021 |
| <b>Operating Revenues:</b>                         |                      |                   |                   |                   |                   |                   |
| Water                                              | \$ 4,204,124         | \$ 4,321,019      | \$ 3,946,427      | \$ -              | \$ -              | \$ -              |
| Wastewater                                         | 3,894,215            | 3,812,654         | 3,623,439         | -                 | -                 | -                 |
| Electric                                           | -                    | -                 | -                 | 14,741,954        | 13,372,455        | 13,285,371        |
| Other                                              | 240,058              | 470,820           | 454,263           | 20,071            | 175,750           | 26,886            |
| <b>Total Operating Revenues</b>                    | <b>8,338,396</b>     | <b>8,604,493</b>  | <b>8,024,129</b>  | <b>14,762,025</b> | <b>13,548,205</b> | <b>13,312,257</b> |
| <b>Operating Expenses:</b>                         |                      |                   |                   |                   |                   |                   |
| General and Administrative                         | 483,777              | 647,954           | 452,917           | 614,420           | 590,681           | 549,162           |
| Operations                                         | 5,715,393            | 5,508,046         | 4,301,181         | 7,791,902         | 7,923,698         | 6,854,348         |
| Depreciation and Amortization                      | 919,984              | -                 | 929,652           | 1,013,725         | -                 | 994,166           |
| <b>Total Operating Expenses</b>                    | <b>7,119,154</b>     | <b>6,156,000</b>  | <b>5,683,750</b>  | <b>9,420,047</b>  | <b>8,514,378</b>  | <b>8,397,676</b>  |
| <b>Operating Income</b>                            | <b>1,219,242</b>     | <b>2,448,493</b>  | <b>2,340,379</b>  | <b>5,341,978</b>  | <b>5,033,827</b>  | <b>4,914,581</b>  |
| <b>Nonoperating Revenues (Expenses):</b>           |                      |                   |                   |                   |                   |                   |
| Investment Earnings/(Losses)                       | 287,367              | 1,358             | (350,961)         | 27,583            | (50,000)          | (215,255)         |
| Gain on Disposal of Assets                         | -                    | -                 | -                 | 2,512             | 6,250             | 18,115            |
| Interest and Fiscal Charges                        | (801,451)            | (275,459)         | (399,361)         | (467,108)         | (400,229)         | (500,171)         |
| Miscellaneous Revenue                              | 4,127                | 7,500             | 7,216             | 9,164             | 5,000             | 7,216             |
| <b>Total Nonoperating Revenues (Expenses)</b>      | <b>(509,957)</b>     | <b>(266,601)</b>  | <b>(743,106)</b>  | <b>(427,849)</b>  | <b>(438,979)</b>  | <b>(690,095)</b>  |
| <b>Income Before Contributions and Transfers</b>   | <b>709,285</b>       | <b>2,181,892</b>  | <b>1,597,273</b>  | <b>4,914,129</b>  | <b>4,594,848</b>  | <b>4,224,486</b>  |
| <b>Contributions and Transfers:</b>                |                      |                   |                   |                   |                   |                   |
| Capital Contributions                              | 122,534              | -                 | 253,396           | -                 | -                 | -                 |
| Transfers In                                       | -                    | -                 | -                 | -                 | -                 | -                 |
| Transfers Out                                      | (765,142)            | (765,142)         | (726,716)         | (787,786)         | (787,785)         | (669,446)         |
| <b>Total Contributions and Transfers</b>           | <b>(642,608)</b>     | <b>(765,142)</b>  | <b>(473,320)</b>  | <b>(787,786)</b>  | <b>(787,785)</b>  | <b>(669,446)</b>  |
| <b>Change in Net Position</b>                      | <b>66,677</b>        | <b>1,416,750</b>  | <b>1,123,953</b>  | <b>4,126,343</b>  | <b>3,807,063</b>  | <b>3,555,040</b>  |
| <b>Total Net Position - Beginning, as Restated</b> | <b>93,419,584</b>    |                   | <b>92,978,948</b> | <b>67,981,454</b> |                   | <b>58,277,374</b> |
| <b>Total Net Position - Ending</b>                 | <b>\$ 93,486,261</b> |                   | <b>94,102,901</b> | <b>72,107,797</b> |                   | <b>61,832,414</b> |

Note: the information above does not include all journal entries that would be completed for the comprehensive annual financial report



## Utilities Advisory Board

# agenda item

|                     |               |              |                  |
|---------------------|---------------|--------------|------------------|
| item type           | Staff Updates | meeting date | January 24, 2023 |
| prepared by         | Gloria Eby    | approved by  |                  |
| board approval      |               |              |                  |
| strategic objective |               |              |                  |

### subject

Gloria Eby - Sustainability - Narrative update

### item list

- SAP Work Session Update
- Quanta Feasibility Study Update
- Energy Efficiency Study Update
- Upcoming Clean Ups, Workshops, & Events Update
  - Baldwin Park, February 18th
  - Household Hazardous Waste Drop-Off, March 4th
  - Green Business Cleanup, March 10-12th
  - Paddleboard cleanup at Dog Island, March 25th

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact