



Utilities Advisory Board Regular Meeting

Agenda

October 24, 2023 @ 12:00 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings/ and include virtual meeting instructions.

assistance & appeals

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"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 September 26, 2023 1 minute

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**4. Action Items**

- a. Disconnect utility service for non-pay during extreme weather policy 5 minutes
- b. Heart of Florida United Way Emergency Utility Assistance Program 5 minutes

5. Non-Action Items

- a. Adapt smart meters to open network 5 minutes
- b. Discussion of Green Boxes being an issue (transformers) 5 minutes
- c. EV - Rates for city charging stations 15 minutes
- d. Water and Wastewater Strategic Plan - David Zusi 5 minutes

6. Staff Updates

- a. Electric Utility - Dan D'Alessandro 5 minutes
- b. Water & Wastewater Utility – David Zusi 5 minutes
- c. Performance Measurement – Wes Hamil 5 minutes
- d. Educational Campaign – Clarissa Howard 1 minute
- e. Meet Lisa Vedder (Integrated Resource Program Manager) 5 minutes
- f. Quarterly Finance Report - Wes Hamil

7. Board Comments

- a. Broadband and Smart City Ad-Hoc Committee Update – Paul Conway 5 minutes

8. Upcoming Agenda Items**9. Adjournment**



Utilities Advisory Board

agenda item

item type

Consent Agenda

meeting date

October 24, 2023

prepared by**approved by****subject**

Approve the minutes of September 26, 2023

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. Utilities Advisory Board Draft Minutes



Utilities Advisory Board Meeting Minutes

September 26, 2023 at 12:00 p.m.

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

Present

Michael Poole, Linda Lindsey, Paul Conway, Leon Huffman and Mary Dipboye.

Absent

Fred Guitton and Alison Yurko.

Staff Present

Director of Electric Utility Dan D'Alessandro; Director of Finance Wes Hamil; Electric Operations Manager Miguel Cruz; Virtually: Board Coordinator Tatia Ghviniashvili.

1) Call to Order

The meeting was called to order at 12:01 p.m.

2) Consent Agenda

- a. Approve the minutes of regular meeting August 22, 2023

Motion made by Paul Conway to approve the minutes as presented; seconded by Linda Lindsey. Motion carried unanimously with a 5-0 vote.

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

Richard Parker, 1807 Alice Ave., spoke about purchasing electricity from different suppliers other than Covanta, and use excess on more sustainable power generation that is municipally grown.

Mr. D'Alessandro responded and highlighted that that Covanta contract is expiring December 2024, and the load will be picked up by the Florida Municipal Power Agency (FMPA) with a more favorable rate than Covanta.

4) Action Items

- a. Disconnect for Non-Pay during Extreme Weather Policy - Wes Hamil

Mr. Hamil spoke briefly about the item and noted that the modification made from the previous draft was to simplify the policy. When Orange County Weather Services issue a heat warning, or a freeze warning, disconnects for non-pay will be suspended.

Staff will include the draft attachment of the policy at the next months meeting and the board will hold a formal approval at that time.

- b. Determining rates for public-facing Electric Vehicle (EV) Charging Stations
- Dan D'Alessandro

The Keep Winter Park Beautiful & Sustainable Board asked that this board determine and vote on rates for EV charging stations. Staff provided the board with recommendations for rates, which included a Kilowatt per hour rate along with a fee for idle time.

The floor opened for discussion and the board asked questions pertaining to what entity receives the funding that will be collected from the charging stations, and various other logistics associated with the charging stations. A further discussion ensued and staff will bring back more detailed information about this initiative at the next meeting.

- c. Heart of Florida United Way Emergency Utility Assistance Program
Eligibility Criteria

Mr. Hamil spoke in detail about the assistance program, and an at-length discussion ensued about reasoning behind applicants receiving denial for the program, along with what the Heart of Florida United Way considers sufficient "proof" of a financial hardship that would deem someone eligible for the program. A further discussion ensued and the board asked staff to bring back a draft document highlighting that in order to be eligible for the program, an individual doesn't need to provide "proof" of a hardship, rather a description of what the hardship is. Staff will also provide statistics related to how many people apply vs. get denied/approved, along with any other relevant information that could benefit the board in their discussion and decision.

5) Non-Action Items

- a. Broadband and Smart City - Paul Conway

Various updates were provided, and Mr. Conway noted that the task force had presented the latest findings and recommendations to the City Commission in August. The City Commission did provide feedback, and voiced support for expanding the fiber back-bone of the city over time. Staff noted a recommendation made to the Commission, to hire a full-time/part-time employee responsible for coordinating and managing smart-city initiatives throughout the city. A further discussion ensued about the upcoming steps.

- b. City of Winter Park Energy Audit Study (15 Lightyears) - Dan D'Alessandro

Mr. D'Alessandro shared insights from the 15 Lightyears presentation that was given to the Keep Winter Park Beautiful & Sustainable Advisory Board. The presentation highlighted what was done in terms of auditing various city facilities, and what changes can be made in both the short and long term.

A discussion ensued and the board asked questions.

- c. Utility bill format

Various utility bill formats were presented (found in the agenda packet) and a brief discussion was held with staff highlighting the modifications/additions to the utility bill.

The board offered comments and suggestions, and staff will make the necessary adjustments before the finalization and debut in a couple of months.

6) Staff Updates

a. Electricity Utility - Dan D'Alessandro

The monthly report was presented and a brief discussion was held about the undergrounding project. The board asked questions about the Strategic Plan and staff highlighted the progress made, noting that an update will be provided at every meeting.

b. Educational Campaign - Clarissa Howard

Attachments were included in the agenda packet, but no discussion was held.

c. Performance measurement

A brief discussion was held and staff noted various significant numbers in the data, including the decrease of the cost stabilization fund balance by \$300,000.00 a month.

7) Board Comments

There were none.

8) Upcoming Agenda Items

- Weather Policy
- EV Charging Policy
- Heart of Florida United Way
- Broadband Update

All regular staff updates will carry over every month.

A discussion was held about upcoming meeting dates, and the board agreed to cancel the November meeting due to holidays, and move the December meeting.

9) Adjournment

The meeting adjourned at 1:28 p.m.

Next meeting is scheduled for October 24, 2023.

Minutes approved by the board on _____.
/s/ Tatia Ghviniashvili, Board Coordinator



Utilities Advisory Board

agenda item

item type

Action Items

meeting date

October 24, 2023

prepared by

Wes Hamil, Director of Finance

approved by

Rene Cranis, City Clerk

subject

Disconnect utility service for non-pay during extreme weather policy

motion | recommendation

Approve revised policy for disconnecting utility services for non-pay customers during times of extreme weather.

background

At its August 22, 2023 meeting, the Utilities Advisory Board was presented with a draft policy regarding when disconnects for non-payment of utility bills would be suspended as a result of an extreme weather event. At this meeting, the board suggested the policy be simplified to only reference data issued by the National Weather Service for Orange County. Below is the City's revised draft policy for the board's consideration:

City of Winter Park Disconnect For Non-Pay Extreme Weather Policy

The City of Winter Park monitors the weather forecast from the National Weather Service to determine if there is a need to suspend disconnections for non-payment due to extreme weather. The Utility Services Manager and/or Customer Service Supervisor suspend disconnections for non-pay when any of the following extreme weather events occurs:

1. Heat advisory issued for Orange County, Florida by the National Weather Service
2. Freeze warning or hard freeze warning issued for Orange County, Florida by the National Weather Service

The weather policy does not apply to accounts already disconnected because of non-payment.

Exception: The City of Winter Park reserves the right to disconnect accounts, regardless of temperature forecasts, that are under investigation for fraudulent activity such as identity theft, tampering, and theft of service.

strategic objectives

alternatives | other considerations

Suggest edits to or reject proposed policy

fiscal impact

None. Accounts not disconnected for non-payment as a result of extreme weather will be disconnected when weather no longer meets the criteria established by this policy.

attachments

None



Utilities Advisory Board

agenda item

item type

Action Items

meeting date

October 24, 2023

prepared by

Wes Hamil, Director of Finance

approved by

Wes Hamil, Director of Finance

subject

Heart of Florida United Way Emergency Utility Assistance Program

motion | recommendation

Relax requirements for obtaining assistance from the HFUW emergency utility assistance program to remove requirement to provide proof of a financial hardship

background

The City has participated in the Heart of Florida United Way (HFUW) Emergency Utility Assistance Program since shortly after acquiring the electric utility in 2005. This is the same program OUC and Duke Energy also utilize to allow their customers to contribute to and assist other customers experiencing financial hardships. Winter Park customers can designate one time or repetitive contributions to the program to be added to their utility bill. Customers desiring to utilize this assistance can access the program at <https://www.hfuw.org/utilities/>. The program allows customers to receive up to \$650 per household in a 12 month period. Payment is made directly from HFUW to Winter Park and applied to the customer's account. At the August 22, 2023 Utilities Advisory Board meeting, the board asked what could be done to make this program more available to customers as the number of Winter Park customers receiving assistance each month is usually in the low single digits. As of now, here are the program criteria and requirements:

Program Criteria:

1. Must be a Winter Park Electric Utility customer
2. Must be a City of Winter Park customer or an authorized user on an account
3. Account must not have a history of tampering or theft of services

Must provide:

1. Name and contact information
2. Winter Park Electric Utility account number
3. Not involved in criminal activity related to tampering
4. Proof of financial hardship (job loss, reduction of hours at work, medical expense, car repair, loss or gap in benefits, change in household, unexpected emergency expense, or other)
5. Most recent Winter Park Electric Utility bill showing past due status

According to staff at HFUW, the vast majority of denials result from the customer not providing proof of financial hardship. The City could relax this requirement to only require a written description of the financial hardship the customer is facing. In addition to the HFUW program, customers also have other programs available to them in the event of a financial hardship.

It should be noted this program is only available to customers who receive their electric service from City of Winter Park. For those in Duke Energy or OUC service territories, they can still receive assistance from the program but, would be applying for help with their Duke or OUC bills as applicable.

For the twelve months ended September 2023, a total of 82 customers applied for assistance from the program. 57 customers were approved for assistance and 25 were denied.

strategic objectives

alternatives | other considerations

Keep program requirements the same or change

fiscal impact

The city provides matching funds to the HFUW Emergency Utility Assistance Program. This amounts to about \$6,000 on an annual basis.

attachments

None



Utilities Advisory Board

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Non-Action Items

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prepared by**approved by**

Pamela Bracko, Administrative
Coordinator III

subject

Adapt smart meters to open network

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

None



Utilities Advisory Board

agenda item

item type

Non-Action Items

meeting date

October 24, 2023

prepared by

Daniel D'Alessandro, Director of Electric Utility

approved by

Pamela Bracko, Administrative
Coordinator III

subject

Discussion of Green Boxes being an issue (transformers)

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. SElectric- 23101211100

Coffeetime Responses

The green boxes you are referring to are public electric transformers that serves power to homes and other facilities nearby.

The LDC you are referring to is most likely Section 58-71 (h)(3):

- Mechanical equipment, which includes air-conditioning equipment, swimming pool equipment, generators, and similar type equipment, shall not be located in any front yard or required side yard with street frontage unless totally shielded from view from the street by walls or vinyl fences otherwise complying with the zoning code. Mechanical equipment may be located up to ten feet from a rear lot line as long as they are adjacent to the accessory structure or principal structure. Mechanical equipment shall not be located in any required side yard or within ten feet from the rear lot line except that they may be permitted up to six feet from a side or rear property line if surrounded by block wall equal in height of the equipment. Propane tanks shall not be located within five feet of any side or rear lot line. Any mechanical equipment placed on a roof must be screened from view from surrounding properties and from public streets.

This code refers to residential properties' private accessory structures and not public utilities.

However, with that being said, the City is actually researching a more aesthetically pleasing alternative for these public utility boxes including traffic signal cabinets as a lot of them gets tagged with graffiti. That has always been a challenge for many municipalities including Winter Park, but we have been reaching out to other municipalities for their solutions, if any, and any other comments that they may have. I hope this answered your question, but please feel free to reach out if you have any further questions or comments.

The LDC that references this issue is ARTICLE III- Zoning/Sec 58-71

(t) 1: It is the intent of the city to improve the aesthetic appeal of the city and the reliability of the utility device by requiring that utility lines, such as electric, telephone, cable tv, fiber optics and other utilities, be placed underground in conjunction to the substantial renovation of any existing building. Substantial renovations shall be interpreted as when the building permit value of such renovations and/or additions exceeds 50 percent of the existing improvements on the most current property tax roll. Property owners shall provide space on site within the private property or within the building for any necessary pad-mounted transformers and switch gear and all screen such to the degree possible with landscaping or other approved screening when visible from the public right of way.



Utilities Advisory Board

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October 24, 2023

prepared by

Wes Hamil, Director of Finance

approved by

Wes Hamil, Director of Finance

subject

EV - Rates for city charging stations

motion | recommendation

Discuss charging station options as well as the development of rate tariff for public charging stations

background

The focus of this meeting will be having a general discuss regarding city EV charging stations. Currently, the city does not charge for use of its EV charging stations. Proposed rates will be presented to the board at a future meeting.

strategic objectives**alternatives | other considerations**

Some potential alternatives include:

1. Continue to provide the city EV charging stations at no cost to the consumer
2. Develop hourly rates for using city EV charging stations
3. Develop rates per kWh for using EV charging stations

fiscal impact

To be determined

attachments

None



Utilities Advisory Board

agenda item

item type

Non-Action Items

meeting date

October 24, 2023

prepared by**approved by**

Pamela Bracko, Administrative
Coordinator III

subject

Water and Wastewater Strategic Plan - David Zusi

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. Utility Advisory Board Pam

Utility Advisory Board,

I am suggesting we delay the formal start of the Strategic Plan until the first of the year. While I have made significant progress on the financial sections and accumulating data for other sections, the bulk of my free time has been working on some large grant submittals, and updating the Comprehensive Plan Policy Book, and Data, Inventory and Analysis Book, both of which had tight deadlines and had to take priority.

Our wastewater treatment facility operating permit expires this month and that permit renewal required an extensive application process that took months of work to prepare. This is a 10-year permit and is critical to our wastewater and reclaimed water operations. As you know, I am without an Assistant Director and another key position so all of this extra workload has fallen to me.

In addition to the above, Bob Bailey, our consultant for the Strategic Plan, has had to take some time to care for his wife who underwent complex neurosurgery and has at least a 6-week recovery. He has suggested that we pause our efforts until after the first of the year so he can concentrate on his wife's recovery. This will also benefit me, as I have to take an extended trip to the west coast relating to my father's care. I will be able to spend some time working on the Strategic Plan during the trip and will have limited communication with Bob during that time.

Because of my father's needs, I will again be forced to miss the UAB meeting in person, but may be available to attend virtually. I will make every effort to call in.

I appreciate the importance of keeping the Strategic Plan moving forward and will strive to make that happen. Thank you all for your continued patience.

On a positive note, there is a good candidate for the Assistant Director position that is moving through the application process and should be available to start around the first of the year.

I am suggesting we delay the formal start of the Strategic Plan until the first of the year.

Monthly Electric Utility Update 10/02/23

Miles of Undergrounding performed

- Project J: 2.72 miles (45% complete)
- Project L: 9.57 miles (88.4% 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: 25
- RSC YTD: 367
- RSC LTD (beginning FY22): 438

TOTAL for FY 2023 – 2.79 miles

- Total Citywide Project Miles- 127.5
- Total Miles Completed- 95.6
- Percentage Completed- 75.0%
- Total miles remaining- 31.88

Bldg. 14 Solar output

- Awning Capacity: 268 KW
- This Month total Production: 35.5 MWh

OH/UG Budget update

2023 Undergrounding budget = 7.4M

- FYTD = 6.6M

Notes of Interest

- We are full complement on linemen
- Nikki Malambri (project Coordinator) resigned as of 10/13/23
- A scope for a strategic plan has been given to procurement for an RFP solicitation

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

Utility Monthly Performance Measurements

These measures are used as management tools to evaluate performance in key areas and draw attention to those that may require further investigation. This report organizes the performance measurements by service type.

Electric Utility

Service Type	Measure	Goal	June	July	August	On Target
Efficiency	Rate Comparison to Duke	<100%	81.3%	60.07%	63.56%	Met Goal
	Rate Comparison to State Avg	<105%	93.7%	83.34%	83.53%	Met Goal
Financial	Rolling 12 month kWh	421 (FY23)	432,107,797	428,054,684	425,935,430	Met Goal
Operational	Heart of Florida United Way Emergency Utility Assistance Program: Assistance provided to customers		\$251	\$932	\$188	
	Heart of Florida United Way Emergency Utility Assistance Program: Available balance		\$30,488	\$29,556	\$29,368	
	Heart of Florida United Way Emergency Utility Assistance Program: Number of customers approved for assistance		1	4	1	
	Underground System Complete (%)		74.7%	74.8%	75.0%	
Reliability	SAIDI		1.9	8.29	1.13	
	SAIDI Rank to Peers (12 mo rolling)	Top 5	TBD	TBD	TBD	
	SAIDI Sum	<52	41.51	37.33	31.95	
	Outage Occurrences		9	28	19	
Environmental	Total MWh generated from Aloma solar system (rolling 12 month average)	>15 MWh	17.19	15.86	N/A	
	Total MWh generated from WP garage solar system (rolling 12 month average)		9.1	8.7	6.8	
	Total MWh generated from WP Events Center (rolling 12 month average)		3.07	4.27	N/A	
	Total MWh generated from Electric Solar Awning (rolling 12 month average)		41.46	39.4	40.2	

Both

Service Type	Measure	Goal	June	July	August	On Target
Customer Service	Total calls to customer service queue:		7,402	6,779	7,243	
	Customer hangup without selecting a queue		1,540	1,415	1,456	
	Turn on/off service		908	933	898	
	Billing info		1,321	1,296	1,571	
	Pay utility bill		1,331	906	945	
	Paymentus information		75	32	56	
	Report power outage		475	496	566	
	System error and flow disconnect		130	142	121	
	Demolition		26	17	19	
	Commercial garbage		35	61	56	
	Transfer to water and wastewater		44	44	42	
	Spectrum service		126	166	133	
	Permits		1,304	1,173	1,310	
	Engineering inspections		87	98	70	
	Average wait time for customers selecting a queue		1m26s	1m14s	1m18s	
	Abandoned call % for customers selecting a queue		5%	4%	5%	
	Number of disconnects for non-pay		86	34	48	
Financial	Accounts receivable/billed revenue – FYTD	<8%	5.14%	6.15%	5.30%	Met Goal
	Average cost of purchased power per kWh – FYTD – Fuel		\$0.0309	\$0.0299	\$0.0297	
	Average cost of purchased power per kWh – FYTD – Non-Fuel	<\$0.03	\$0.0222	\$0.0212	\$0.0207	Met Goal
	Average revenue per kWh-FYTD-Fuel		\$0.0404	\$0.0382	\$0.0366	
	Average revenue per kWh-FYTD-Non-Fuel		\$0.0825	\$0.0831	\$0.0828	
	Bad debt expense/billed revenue – FYTD	<0.25%	N/A	N/A	N/A	
	Debt service coverage ratios - W&S - FYTD	>1.5	2.57	2.50	2.63	Met Goal
	Debt service coverage ratios - Electric - FYTD	>2.75	4.37	4.61	4.20	Met Goal
	Percentage of utility accounts receivable over 60 days past due		10.97%	9.67%	10.36%	
	Utility accounts receivable over 60 days past due		\$703,521	\$700,796	\$668,449	
	Fuel cost stabilization fund (minimum balance trigger point for adjustment is \$1,425,000 and maximum balance trigger point is \$2,375,000)	\$1,900,000 target balance	\$2,755,955	\$2,411,098	\$1,950,447	Max exceeded, rate reduced 05/01/23

Water Sewer Utility

Service Type	Measure	Goal	June	July	August	On Target
Environment	Count of Rebates Processed		3	2	N/A	
Operational	Average % Water meters reporting	>98.5%	94.98%	93.68%	93.94%	Near Goal
	Count of Wastewater Incidents	0	0	0	N/A	
	Wastewater Incident Overflow in 1,000s Gallons	0	0	0	N/A	
	Water pumped compared to CUP allocation	<12.4 mgd	10.85	11.19	N/A	

**FMPA and FMEA data often lag 1or2 months.*

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.

info & updates

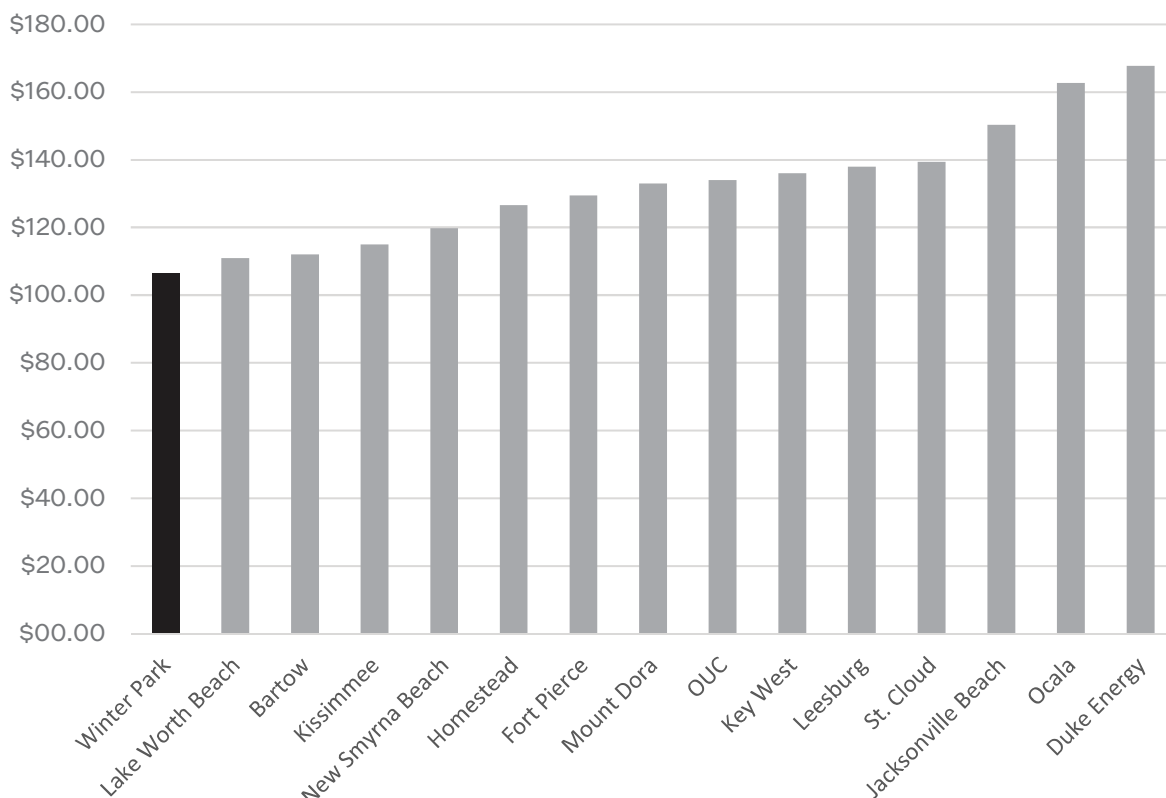
November utility bill insert



Winter Park continues to hold the lowest electric rates for Florida municipalities

1,000 kWh Residential Bill Comparison for August 2023

Florida Municipal Utilities with Customer Counts between 5,000 and 100,000 with the addition of neighboring utilities OUC & Duke Energy® Florida



CoffeeTalk

Mark your calendars for a cup of conversation and coffee for this season's final CoffeeTalks. Virtual link registration will be live approximately one week prior to each date by accessing cityofwinterpark.org/meetings.

Thursdays | 8:30-9:30 a.m.

Commission Chambers @ 401 S. Park Ave.

DEC 07 Commissioner Todd Weaver
JAN 11 Mayor Phil Anderson

learn CPR & save a life

when **saturday, dec 09** 9 a.m. to noon
OR **tuesday, dec 19** 6 to 9 p.m.

where 343 W. Canton Ave.

info 407-599-3317 | rmattingly@cityofwinterpark.org

registration required | cost = \$40



scan or access
wpfd.org/classes

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



Thursday, November 30

what Christmas in the Park
when 6:15 p.m.
where Central Park, downtown Winter Park
info 407.645.5311

Friday, December 1

what Winter on the Avenue featuring the Annual Tree Lighting
when 5 p.m.
where Central Park, downtown Winter Park
info 407.644.8281

Saturday, December 2

what Winter Park "Ye Olde Hometown" Christmas Parade
when 9 a.m.
where Park Avenue, downtown Winter Park
info 407.644.8281

Sunday, December 3

what Holiday Pops Concert
when 5 p.m.
where Central Park Main Stage, downtown Winter Park
info 407.770.0071

Saturday, December 16

what Merry TUBACHRISTMAS
when 9 a.m. practice; 1 p.m. concert
where Central Park Main Stage, downtown Winter Park
info 407.599.3463

what Wreaths Across America
when noon
where Palm Cemetery
 & 1005 N. New York Ave.
 Pineywood Cemetery
 1810 S. Lakemont Ave.
info 407.599.3252

Thursday, December 28

what Pop-Tarts® Bowl Parade of Bands
when 11 a.m.
where Park Avenue & Central Park
info 407.599.3463

cityofwinterpark.org/holiday-events

starting @ the end of November
DM your fav pic to us!



scan the code
 or access
facebook.com/WinterParkFla



scan the code
 or access
instagram.com/WinterParkFla



send us pics in 3 or more cards



for a chance to win a **Winter Park prize basket**
Happy Holidays from all of us to all of you!

Waste Pro® Holiday Collection Schedule

Household garbage & yard trash

will not be collected:

- Thanksgiving Day ■ Christmas Day
- New Year's Day

Recycling **will not be collected:**

- Thanksgiving Day ■ Christmas Day

Normal services will resume on your next regularly scheduled collection day.

please note

City Hall CLOSED

1/2 day friday & all day monday

DEC 22 & 25

in observance of **Christmas**



2024 election information [updated]

Due to Commissioner Sheila DeCiccio's resignation from Commission Seat 2 (effective April 10, 2024) to run for Mayor, the March 2024 election will now have two open positions: Mayor and Commission Seat 2.

■ qualifications

candidates must be a qualified elector AND reside within Winter Park city limits [per City Charter]

For pre-qualification documents, please make an appointment by contacting 407-599-3447 or cityclerk@cityofwinterpark.org.

■ **candidate packet** » available now

■ **qualifying** » Monday, December 4 @ noon - Monday, December 11 @ noon

■ **general election** » Tuesday, March 19

■ **run-off election** » Tuesday, April 16 [if necessary]



Utilities Advisory Board

agenda item

item type

Staff Updates

meeting date

October 24, 2023

prepared by

Pamela Bracko, Administrative Coordinator III

approved by

Pamela Bracko, Administrative
Coordinator III

subject

Meet Lisa Vedder (Integrated Resource Program Manager)

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. Lisa Vedder

Ms. Vedder has more than two decades of experience in the utility industry with special emphasis on electric and natural gas industry restructuring in the U.S. Her career spans the electric, natural gas, solid waste, wastewater, water, and telecommunications utility sectors. Her specializations include utility cost of service and rate design, strategic business planning, and organizational assessments. Her areas of expertise include finance, regulatory policy, cost allocation, complex quantitative modeling, power markets, power supply contracts, and auditing. She specializes in regulatory treatment methodologies for costs associated with both regulated and competitive activities, fuels portfolios, bond financing, transmission rates and services, and the electric and natural gas sectors at the wholesale and retail levels.

Ms. Vedder created a Strategic Energy Roadmap that included a municipalization analysis for Henderson, Nevada. She led feasibility studies for Community Choice Aggregation Programs for the City of San Diego, CA and for Santa Barbara, San Luis Obispo, and Ventura Counties. She led Electric Utility Formation Feasibility Studies for Tribal entities in California, New Mexico, and the Pacific Northwest. She has served as an Independent Auditor to an Investor-Owned Utility for procurement of 187 MW utility-scale third-party solar and 750 MW utility-scale third-party wind, and as a subject matter expert to the Provincial Auditor of Saskatchewan in an audit of a competitive power solicitation. She was the Technical Lead to the Joint Outreach Team for the Department of Energy's Defining the Future of the Grid Initiative under Secretary Chu. Efforts focused on re-design of transmission and ancillary service rates and evaluation of the Integrated Resource Planning Process of the Western Area Power Administrator (WAPA) including review of 102 IRPs and 104 Finance Plans.

Ms. Vedder has conducted privatization and securitization analyses, negotiated complex deals, and mediated disputes. She has led workshops; prepared written testimony, white papers, and briefs; and submitted to the Federal Energy Regulatory Commission (FERC), various state regulatory agencies, and an international tribunal. She is a trained facilitator and studied leadership and change management at Harvard where her Methodological Areas of Concentration included Negotiation & Conflict Resolution and Regulation & Industry Analysis.

Ms. Vedder holds a Master in Public Administration from Harvard University and a B.S. Industrial Engineering from the University of Wisconsin-Madison with a focus on Operations Research—Stochastic and Deterministic Modeling. Ms. Vedder, a member of Tau Beta Pi and Alpha Pi Mu, was the Women's Leadership Initiative Fellow for her class at Harvard. She is a Certified Internal Auditor and holds a Certification in Control Self-Assessment.

Lisa Vedder
689.312.4982



Utilities Advisory Board

agenda item

item type

Staff Updates

meeting date

October 24, 2023

prepared by**approved by**

Charisma Lowery, Board Coordinator

subject

Quarterly Finance Report - Wes Hamil

motion | recommendation

No action is necessary

background

Attached for the board's information is the preliminary and unaudited financial report for the fiscal year ended September 30, 2023.

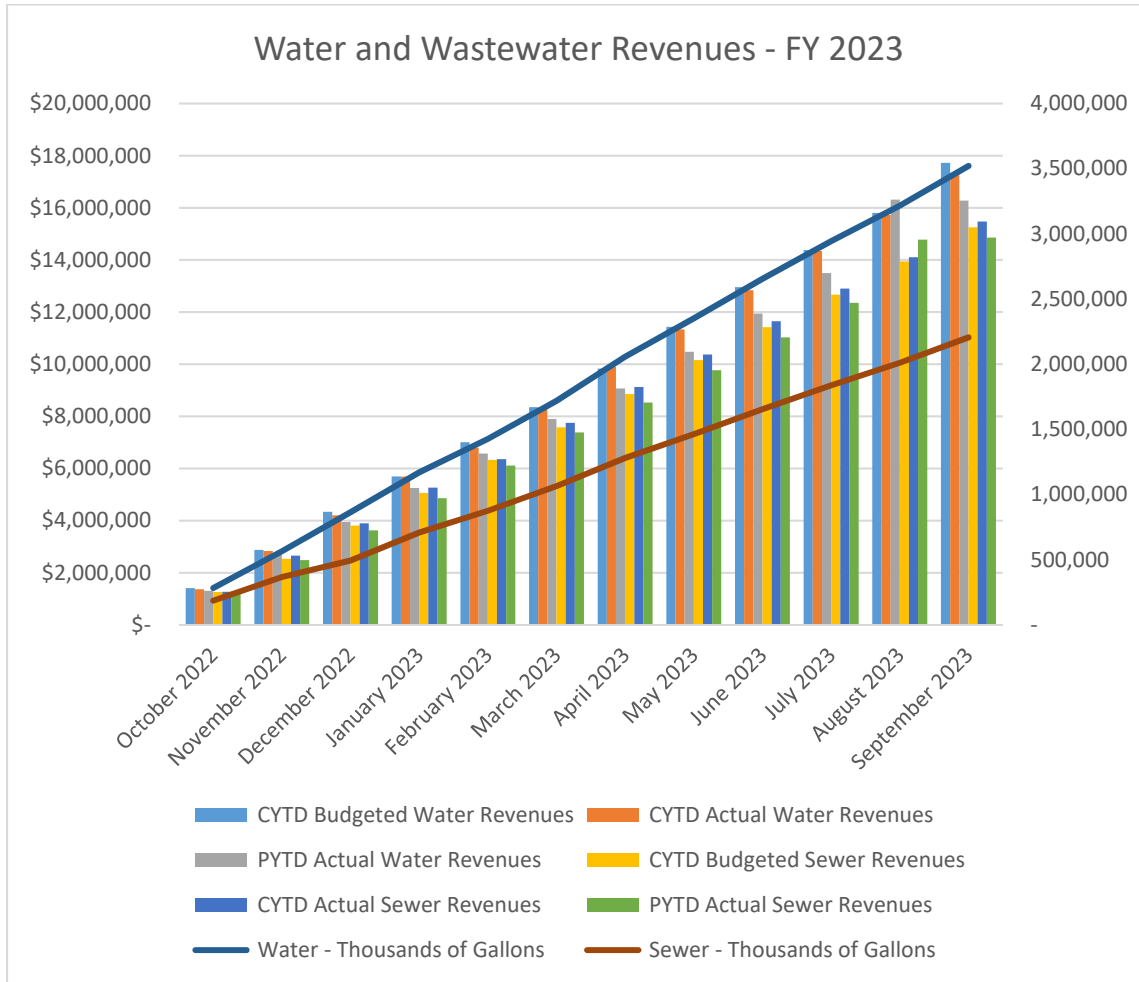
strategic objectives**alternatives | other considerations****fiscal impact**

None

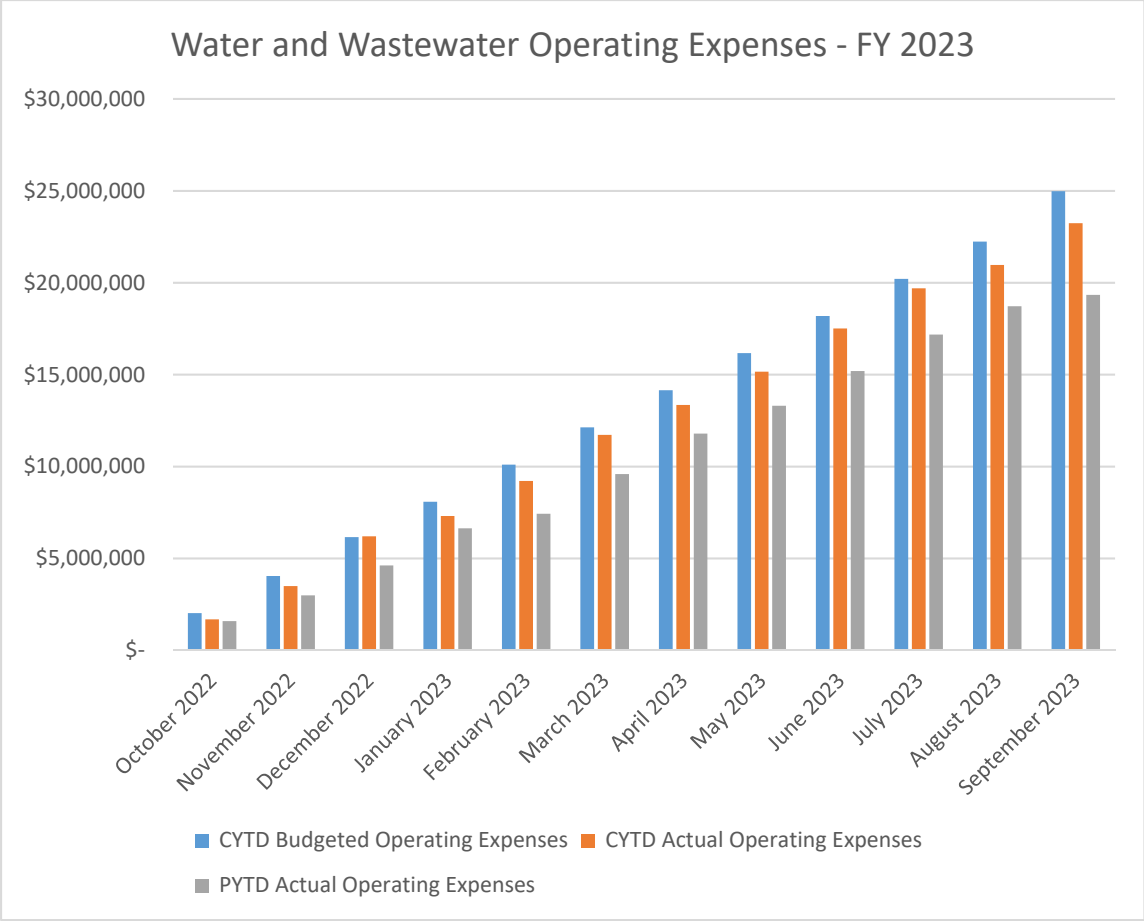
attachments

1. UAB Financial Report - September 2023

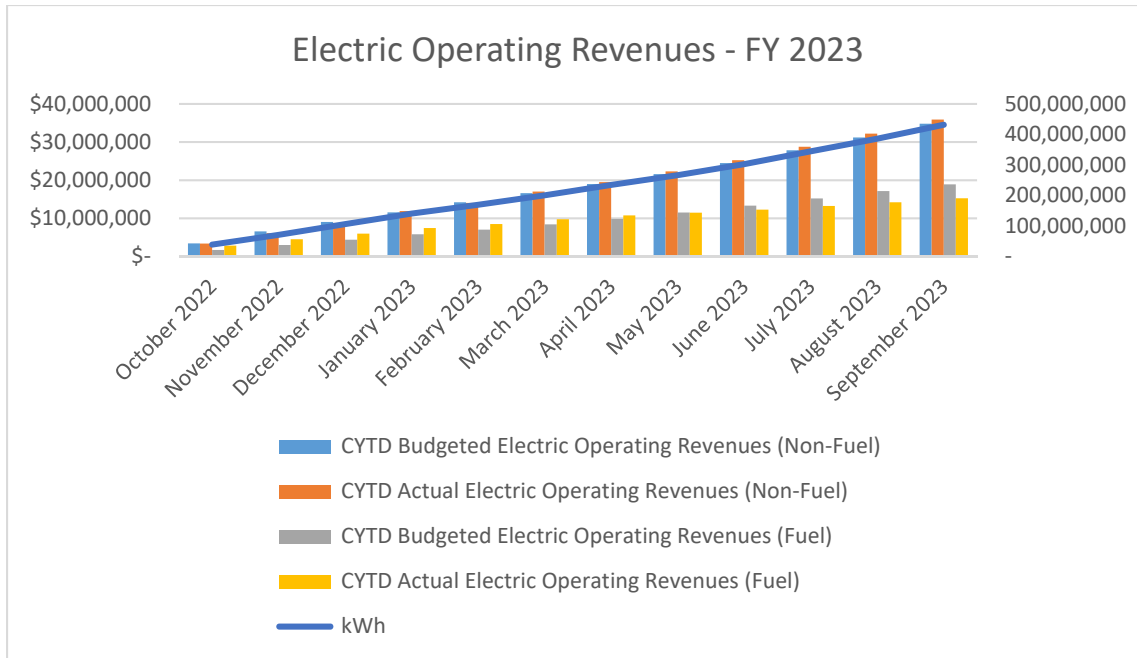
Key Financial Performance Indicators



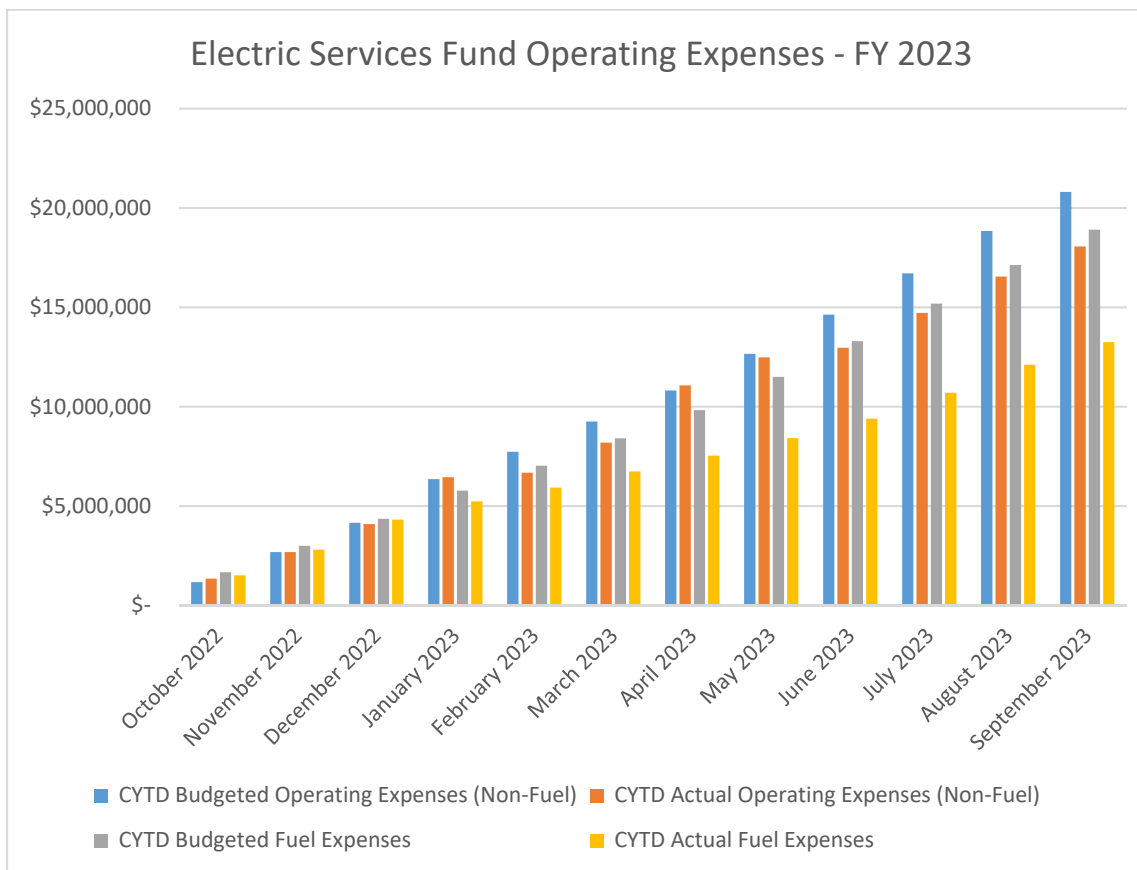
Water revenues have a negative budget variance of 2.68% and wastewater has a positive 1.45% variance in comparison to budget. Both have a positive variance in comparison to the prior year.



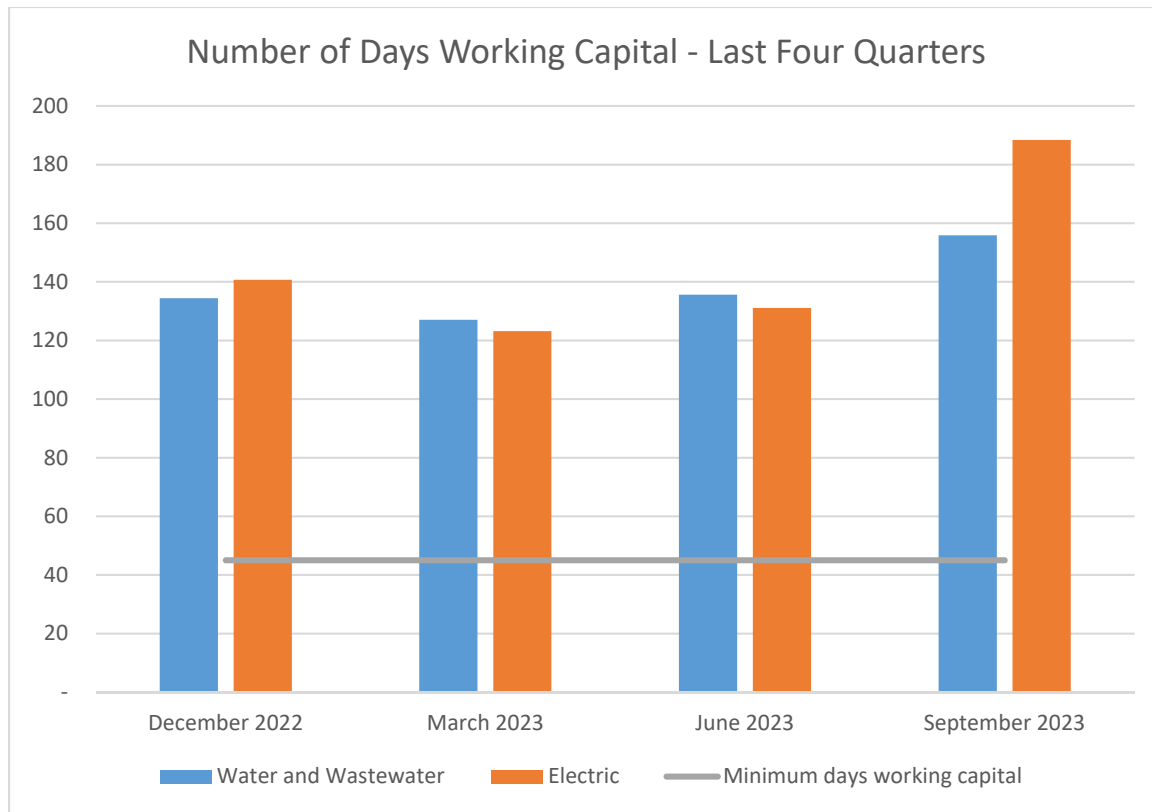
Water and wastewater operating expenses are within budget



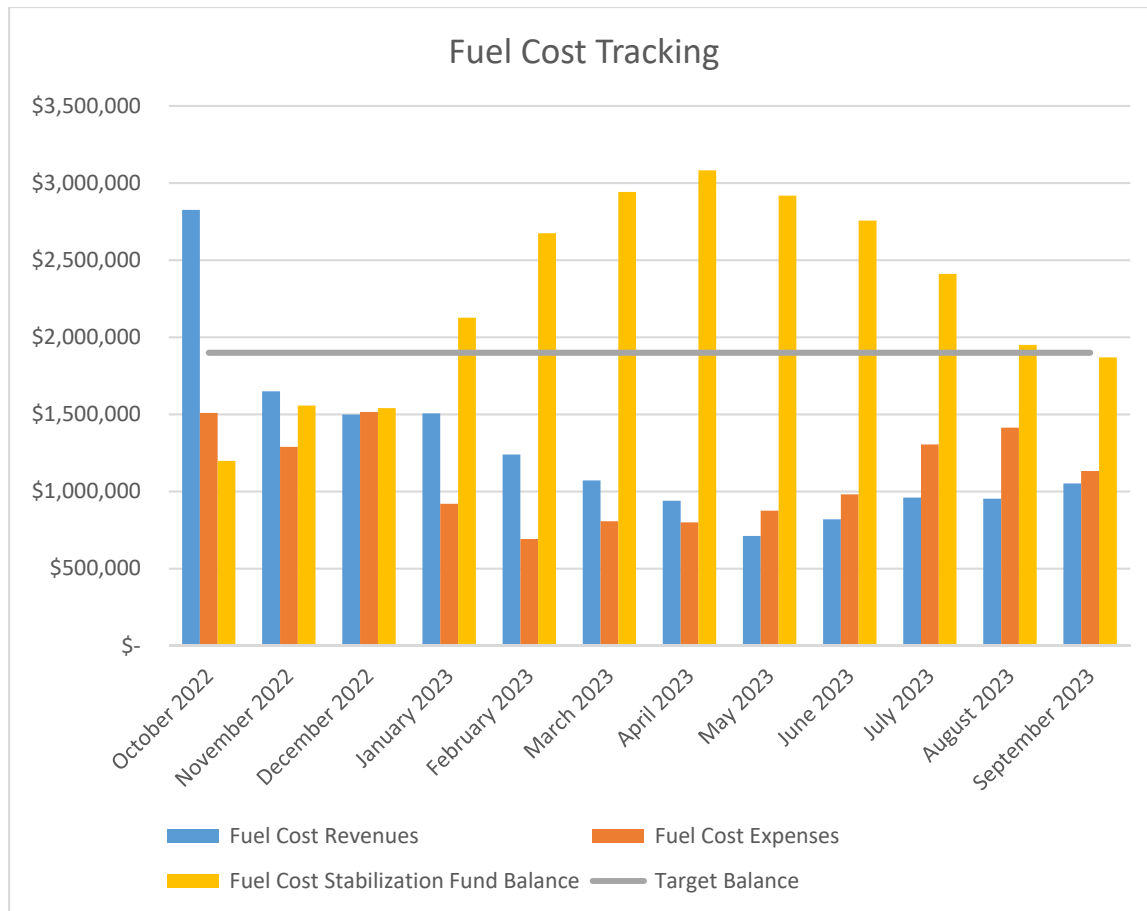
Electric operating revenues (non-fuel) are 3.10% greater than budget.



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 City reduced its fuel cost recovery rates most recently effective May 1, 2023 with the goal of returning the excess over its target balance over the May – October time frame following the fuel rate adjustment policy.

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 September 30				Variances			
	Actual 2023	YTD Budget 2023	Actual 2022		Actual vs Budget		2023 vs 2022	
Water	17,249,224	17,724,074	16,272,415		(474,850)	(2.68%)	976,809	6.00%
Wastewater	15,471,581	15,250,616	14,854,618		220,965	1.45%	616,963	4.15%
Electric	50,815,211	53,494,445	58,660,516		(2,679,234)	(5.01%)	(7,845,305)	(13.37%)
Other - Water and Wastewater	1,431,812	1,443,281	1,557,100		(11,469)	(0.79%)	(125,288)	(8.05%)
Other - Electric	1,030,407	703,000	1,263,391		327,407	46.57%	(232,984)	(18.44%)

Budget Analysis:

Water revenues have a negative budget variance of 2.68% and wastewater has a positive 1.45% variance in comparison to budget. The negative variance in electric revenues is due to the reduction in fuel rates to reduce the fuel cost recovery fund balance. The city under recovered its fuel costs in FY 2023 by \$1,988,398 and ended the fiscal year with a fuel cost recovery fund balance of \$1,869,588 in comparison to a target balance of \$1,900,000. Contributions in aid of construction (charges to developers to connect to the City's electric grid) are reported in Other – Electric and were \$280,390 greater than the budget estimate.

Prior Year Analysis:

Water and wastewater rates were increased by 4.53% effective October 1, 2022.

Electric fuel revenues were \$8,014,045 lower than the prior year as fuel costs declined and the city reduced its fuel cost recovery rates accordingly. Prior year other electric revenues included \$415,904 in reimbursements from FEMA and the State of Florida for Hurricane Irma recovery costs.

Operating Expenses Analysis:

	As of September 30			Variances			
	Actual 2023	YTD Budget 2023	Actual 2022	Actual vs Budget		2023 vs 2022	
Water:							
Admin	2,102,608	2,591,817	2,072,135	489,209	18.88%	30,473	1.47%
Operating	21,133,099	22,385,500	20,263,081	1,252,401	5.59%	870,018	4.29%
Depreciation and amortization	3,120,192	0	3,607,780			(487,588)	(13.51%)
Electric:							
Admin	2,397,379	2,379,234	2,951,680	(18,145)	(0.76%)	(554,301)	(18.78%)
Operating	28,876,498	37,175,621	37,100,809	8,299,123	22.32%	(8,224,311)	(22.17%)
Depreciation and amortization	3,713,374	0	4,185,384			(472,010)	(11.28%)

Budget Analysis:

Water and Wastewater:

The Water and Wastewater admin budget includes funding for master planning, design, and engineering services that were not spent. Operating expenses are under budget for materials that are not available as a result of supply chain issues and vacant positions.

Electric:

Bulk power purchases are \$8,942,257 less than the budget as a result of lower fuel costs.

Prior Year Analysis:

Water and Wastewater:

Current year water and wastewater costs that are higher than the prior year include chemicals and water meters.

Electric:

Prior year admin costs include \$603,642 for refunds of the electric undergrounding fees paid while crews were working in their neighborhood. On a go forward basis, no direct payment is required from the customer to underground their service line. Bulk power costs were \$9,494,994 higher in the prior year due to higher fuel costs.

The City of Winter Park, Florida
Statement of Net Position
Proprietary Funds
September 30, 2023
Unaudited

	Water and Wastewater		Electric	
	September 30, 2023	September 30, 2022	September 30, 2023	September 30, 2022
ASSETS				
Current Assets:				
Cash, Cash Equivalents and Investments	\$ 6,310,093	\$ 6,642,815	\$ 8,002,568	\$ 997,259
Restricted Cash, Cash Equivalents and Investments	89,490	94,406	-	-
Accounts Receivable - Net	2,090,703	2,938,468	4,210,855	9,164,879
Unbilled Service Charges	2,894,436	2,894,436	5,430,745	5,430,745
Accrued Interest Receivable	20,134	20,134	-	2,437
Due from Other Funds	-	-	-	-
Due from Other Governments	-	-	-	-
Inventories	1,259,025	1,123,632	5,812,404	4,863,874
Prepaid Items	128,395	128,395	-	(725)
Advances to Other Funds	2,240,000	2,520,000	-	-
Total current assets	15,032,276	16,362,286	23,456,572	20,458,469
Non-Current Assets:				
Restricted Assets:				
Cash, Cash Equivalents and Investments:				
Sinking/Debt Reserve Funds	3,431,427	3,398,962	3,985,697	3,943,220
Renewal and Replacement Funds	8,059,569	7,820,932	-	-
Impact Fee Funds	11,941,157	14,337,842	-	-
Capital Project Funds	-	14,844	-	-
Customer Deposits	1,978,354	1,937,067	2,025,822	2,052,478
Accrued Interest Receivable:				
Impact Fee Funds	42,316	42,316	-	-
Renewal and Replacement Funds	23,376	23,376	-	-
Special Assessments Receivable	-	-	131	5,304
Capital Assets:				
Non-depreciable	4,554,447	4,554,447	10,981,584	10,981,584
Depreciable - Net	97,620,693	96,968,327	91,613,685	86,795,192
Other Assets:				
Deposits	274,000	274,000	-	-
Total non-current assets	127,925,339	129,372,113	108,606,919	103,777,778
Total Assets	142,957,615	145,734,399	132,063,491	124,236,247
DEFERRED OUTFLOWS OF RESOURCES				
Deferred Expense on Refunding Bonds	2,796,588	3,238,050	2,737,326	3,162,545
Deferred Expense Other Postemployment Benefits Obligation	529,736	529,736	207,533	207,533
Total Deferred Outflows of Resources	3,326,324	3,767,786	2,944,859	3,370,078
LIABILITIES				
Current Liabilities:				
Accounts Payable	940,399	3,910,243	2,731,506	1,469,998
Accrued Liabilities	107,035	431,556	17	130,470
Due to Other Funds	-	-	-	-
Due to Other Governments	44,328	1,194,893	214,222	3,041,901
Accumulated Unused Compensated Absences	212,917	212,917	73,493	73,493
Accrued Interest Payable	910,876	382,296	760,698	818,220
Current Portion of Revenue Bonds Payable	3,695,000	3,620,000	3,225,000	3,125,000
Customer Deposits	1,978,354	1,937,067	2,025,822	2,052,478
Total current liabilities	7,888,909	11,688,972	9,030,758	10,711,560
Noncurrent Liabilities:				
Bonds Payable	38,334,634	42,022,421	44,450,949	47,761,460
Other Postemployment Benefits	2,087,163	2,087,163	802,339	802,339
Accumulated Unused Compensated Absences	376,943	376,943	102,669	102,669
Total noncurrent liabilities	40,798,740	44,486,527	45,355,957	48,666,468
Total Liabilities	48,687,649	56,175,499	54,386,715	59,378,028
DEFERRED INFLOW OF RESOURCES				
Other Postemployment Benefits Related Deferred Inflows	435,600	435,600	170,317	170,317
NET POSITION				
Net Investment in Capital Assets	62,942,094	59,133,247	57,656,646	50,052,861
Restricted for:				
Capital Projects (expendable)	11,983,453	11,373,381	-	-
Renewal and Replacement (expendable)	8,028,690	7,790,053	-	-
Unrestricted	14,206,453	14,594,405	22,794,672	18,005,119
Total Net Position	\$ 97,160,690	\$ 92,891,086	\$ 80,451,318	\$ 68,057,980

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
September 30, 2023

Unaudited						
	Water and Wastewater			Electric		
	Actual September 30, 2023	YTD Budget September 30, 2023	Actual September 30, 2022	Actual September 30, 2023	YTD Budget September 30, 2023	Actual September 30, 2022
Operating Revenues:						
Water	\$ 17,249,224	\$ 17,724,074	\$ 16,272,415	\$ -	\$ -	\$ -
Wastewater	15,471,581	15,250,616	14,854,618	-	-	-
Electric	-	-	-	50,815,211	53,494,445	58,660,516
Other	1,431,812	1,443,281	1,557,100	1,030,407	703,000	1,263,391
Total Operating Revenues	34,152,617	34,417,971	32,684,133	51,845,618	54,197,445	59,923,907
Operating Expenses:						
General and Administrative	2,102,608	2,591,817	2,072,135	2,397,379	2,379,234	2,951,680
Operations	21,133,099	22,385,500	20,263,081	28,876,498	37,175,621	37,100,809
Depreciation and Amortization	3,120,192	-	3,607,780	3,713,374	-	4,185,384
Total Operating Expenses	26,355,899	24,977,317	25,942,996	34,987,251	39,554,855	44,237,873
Operating Income	7,796,718	9,440,654	6,741,137	16,858,367	14,642,590	15,686,034
Nonoperating Revenues (Expenses):						
Investment Earnings/(Losses)	761,875	(54,569)	(3,078,724)	175,041	(200,000)	(466,652)
Gain on Disposal of Assets	-	-	11,546	42,041	25,000	34,843
Interest and Fiscal Charges	(1,941,807)	(1,101,834)	(1,597,433)	(1,863,684)	(1,600,917)	(2,025,107)
Miscellaneous Revenue	16,429	30,000	26,773	332,720	20,000	26,877
Total Nonoperating Revenues (Expenses)	(1,163,503)	(1,126,403)	(4,637,838)	(1,313,882)	(1,755,917)	(2,430,039)
Income Before Contributions and Transfers	6,633,215	8,314,251	2,103,299	15,544,485	12,886,673	13,255,995
Contributions and Transfers:						
Capital Contributions	696,960	-	704,932	-	-	-
Transfers In	-	-	10,770	-	-	1,530
Transfers Out	(3,060,567)	(3,060,567)	(2,906,863)	(3,151,141)	(3,151,141)	(3,476,919)
Total Contributions and Transfers	(2,363,607)	(3,060,567)	(2,191,161)	(3,151,141)	(3,151,141)	(3,475,389)
Change in Net Position	4,269,608	5,253,684	(87,862)	12,393,344	9,735,532	9,780,606
Total Net Position - Beginning, as Restated	92,891,082		92,978,948	68,057,974		58,277,374
Total Net Position - Ending	\$ 97,160,690		92,891,086	80,451,318		68,057,980

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