



Utilities Advisory Board Regular Meeting

Agenda

February 27, 2024 @ 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 the regular meeting on January 23, 2024 1 minute
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Streetlights/Decorative Lighting Policy - Mourad Belfakih 30 minutes
 - 5. Non-Action Items**
 - a. Strategic Plan Water - David Zusi 15 minutes
 - 6. Staff Updates**
 - a. Electric Utility - Mourad Belfakih 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. EV Policy Rates - Lisa Vedder 5 minutes
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - a. Electric Strategic Plan Update - Mourad Belfakih 1 minute
 - 9. Adjournment**



Utilities Advisory Board

agenda item

item type

Consent Agenda

meeting date

February 27, 2024

prepared by

Charisma Lowery, Board Coordinator

approved by**subject**

Approve the minutes of the regular meeting on January 23, 2024

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

1. UAB -min-2024-01-23 Draft



Utilities Advisory Board Regular Meeting Minutes

January 23, 2024 at 12:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Mary Dipboye, Leon Huffman, Linda Lindsey, Paul Conway, Michael Poole, Fred Guitton (arrived at 12:08), Alison Yurko (arrived at 12:21)

Staff Present

Director of Electric Utility Dan D'Alessandro; Director of Finance Wes Hamil;, Utility Engineer Manager Mourad Belfakih; Integrated Resource Program Manager Lisa Vedder, Electric Lineman Supervisor Ben Wells

1. Call to Order

The meeting was called to order at 12:00 p.m.

Mr. D' Alessandro introduced Tara Lamourex, new Assistant Director of Water & Wastewater Utilities.

2. Consent Agenda

- a. Approve the minutes of the regular meeting December 11, 2023

Motion made by Mrs. Lindsey to approve the minutes, seconded by Mr. Conway. Motion unanimously with a 5-0 vote. (Mr. Guitton arrived after vote)

A brief discussion was held on the contents and process for review of minutes. Mr. D'Alessandro said that minutes are to be action minutes, not verbatim, and are reviewed by staff liaisons prior to publishing.

Mr. D'Alessandro stated Mrs. Dipboye had submitted to Mary a proposal for solar that is not on the agenda. Mr. Poole, said he also would like to discuss solar. (Discussed under upcoming agenda items.)

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

4. Action Items

5. Non-Action Items

- a. Electric Strategic Plan UpdateMr. D'Alessandro said they had two applicants that they interviewed (Quanta & Hometown Connections) with Paul being a member of the interview board. Hometown Connections was chosen to do the Electric Strategic Plan.

Mr. Conway gave a brief summary of the interviews and gave his opinion on the candidates.

b. Water strategic Plan

Mrs. Lamoureux spoke on behalf of David, and stated an update will be given next meeting.

6. Staff Updates

a. Electric Utility - Dan D'Alessandro

Mr. D'Alessandro stated that the city just received a number of transformers. He discussed the streetlight proposal of installing a streetlight on every corner or 150 feet apart with different output using Dark Sky Compliance streetlights. He will propose to the Commission these lights are installed in conjunction with other projects, but billing area customers and possibly removing streetlight charges has to be discussed.

Mrs. Lindsey asked the report to include the miles undergrounded in the most recent month in addition to the cumulative miles and that the Issues/Concerns be updated as conditions change relative to transformer supply and delivery lead times. She also requested a footnote "a mile is reflected once overhead service is pulled down".

Mr. Poole commented that if the Commission approves the Sustainability Action Plan, including it in this report to track implementation of critical items such as installing a large number of solar panels in seven years.

b. Water & Wastewater Utility – David Zusi

Mrs. Lamoureux being new to the City, and Mr. Zusi being out of the office, there was no update for the water and wastewater

c. Performance Measurement – Wes Hamil

Mr. Hamil presented his report stating electric rates are lower than competitors' rates. Fuel rates were reduced January 1st, 2024. The budget for this year is \$420 million, at the most \$425 million. More customers were able to utilize the help from United Way due to the city loosening the restrictions. There are no limits to what customers can contribute.

d. Educational Campaign – Clarissa Howard

Mrs. Howard reviewed the inserts for February, such as the emergency utility assistance program, bill information, \$50.00 electric leaf blower rebate and a correction to the number of golf carts. Discussion was about residents who might be willing to sell their properties to the city or Habitat for Humanity to offer more affordable housing.

e. Meet Tara Lamoureux - Assistant Director - Water & Wastewater

Ms. Lamoureux introduced herself and provided her professional background.

f. Financial Report - Wes Hamil

Mr. Hamil reviewed the quarterly report summarizing the city is financially solid with no red flags to address.

7. Board Comments

8. Upcoming Agenda Items

Action Items:

- a. EV rate policy
- b. Decorative Streetlight Policy

Non-Action Items:

- a. Water conservation (sprinklers/reclaimed water)
- b. Electric Strategic Plan update
- c. Water Strategic plan update
- d. Water/Electric- extreme heat risk assessment

9. Adjournment

The meeting was adjourned at 1:28 p.m.

Approved by the board on
/s/ Charisma Lowery, Board Secretary



Utilities Advisory Board

agenda item

item type

Action Items

meeting date

February 27, 2024

prepared by

Daniel D'Alessandro, Director of Electric Utility

approved by**subject**

Streetlights/Decorative Lighting Policy - Mourad Belfakih

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

1. City of Winter Park Lighting Policy1



General

City of Winter Park Lighting Policy

The City of Winter Park (CWP) is responsible to provide, own and maintain fixtures, conduit and wiring, lamps, and related controls. The CWP will make the initial connection to our distribution system at no charge to our customers.

Poles and decorative street poles used exclusively for street lighting must be owned, installed, and maintained by the CWP. However, for dedicated fed street light pole, the customer/residence shall pay all of the expenses. Dedicated street lighting conductors will be owned and maintained by the CWP at no charge to our customers. Underground conduits containing dedicated street lighting conductors will be installed, owned and maintained by the CWP.

CWP policy will also assist with determining objectively if an area has sufficient lighting. All improvements to existing streetlights and/or direction of new streetlights by the CWP will depend on funds available for the current fiscal budget.

Purpose

CWP purpose is to establish a set of rules with which to regulate the installation, operation and maintenance of street lighting in the CWP. The CWP seeks to make provisions for street lighting that will be beneficial to CWP residents, and to our commercial customers. To provide for this lighting in an orderly, efficient and equitable manner to protect humans, animals, and the natural environment from the opposing effects of night lighting from artificial sources. This section serves to establish a uniform standard for location of lights within the CWP electrical distribution territory/jurisdiction.

CWP Street Lighting Requirements

All lighting standards, fixtures and lamp sources shall be established in agreement with specifications determined by the CWP Electric Utility Department, in accordance to the latest revision of the illumination Engineering Society's "American National Standard for Roadway Lighting". This includes residential streets and commercial streets and in non-residential areas. All lighting standards in the public right-of-way will be installed and maintained by the CWP unless otherwise approved by the CWP Electric Utility Department.

1. All lighting fixtures should be light emitting diodes (LED).
2. Residential street lighting or decorative street lighting on 12 ft should have 55 watt 7,200 Lumens and 3000K for the warm white light shall be at each street intersection and positioned 150 to 200 feet to achieve a reasonable consistency.
3. Business area like Park Ave and New England Ave will have decorative street lighting on 12 ft with 55 watt 7,200 Lumens and 4000K cool white light.
4. Commercial streets using LED tear drop head fixture installed on a 35 ft. aluminum alloy pole at intersections and mid-block on blocks exceeding 300 feet in length but not closer than a minimum of 150 feet will have 100 Watt 9,500 Lumens and 4000K cool white light.

(Customer Owned)

5. Single-family residential customer use 4,500 lumens or more shall be full-cutoff luminaries with house side shields, as necessary.
6. Pedestrian scale post top luminaries in single-family residential with total lumens less than 4,500 it may be required to reduce the light directed towards other residences.

CWP Temporary Lighting and Special Event Lighting Exemptions

Temporary street light exemptions must be approved by CWP Electric Utility Department prior to installation. Temporary lighting is not limited to any public events or, any special business events, etc..... The temporary lighting application shall include name, phone number, location and the duration.

Any additional exception shall be represented to the CWP Electrical Utility Department for approval and potential cost.

CWP Goal and Intent

1. CWP policy does not replace or supersede existing CWP regulations or ordinances. However, this policy does replace all former street lighting policies. All street lighting installations will be required to conform to this policy.
2. Existing installations prior to June 5, 2005. Shall be replaced to our new street light standard. Attrition due to edging is be the city focus for the present and moving forward.

3. Streetlight shall be provided at all street intersections. All fixtures in residential areas shall be 55 watt, 3000K Lighting Dark Sky K137 King Luminaire Yarmouth Glob less fixture. This will help avoiding undesirable mixing of light fixture and pole types.
4. Beginning on fiscal year 2025 street lighting empty conduits and pedestals will be installed during the execution of the citywide undergrounding project, for a future installation of decorative street lighting following this new policy.

Protection of Trees

Selection of lighting and pole type should be sensitive to trees and their canopies. Installation of lights should minimize impacts to such trees. Pole locations may be adjusted by the Electric Utility Department to provide maximum protection to trees and their root systems, if deemed necessary.

CWP Parking Areas and Highway Lighting Requirements

The following lighting types are acceptable for this policy in parking areas:

Standard Parking Areas Lighting Fixtures:

- 1 Tear Drop fixture LED bulb retrofit 100 Watt 9,500 Lumens and 4000K cool white light.

The following lighting types are acceptable for this policy in highways:

Standard Highway Lighting Fixtures:

- 2 Tear Drop fixture LED bulb retrofit 100 Watt 9,500 Lumens and 4000K cool white light.



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item type

Non-Action Items

meeting date

February 27, 2024

prepared by

David Zusi, Director of Water and Wastewater
Utilities

approved by**subject**

Strategic Plan Water - David Zusi

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

None



Utilities Advisory Board

agenda item

item type

Staff Updates

meeting date

February 27, 2024

prepared by

Daniel D'Alessandro, Director of Electric Utility

approved by**subject**

Electric Utility - Mourad Belfakih

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

1. January24 Electric Utility

Monthly Electric Utility Update 2/02/24

Miles of Undergrounding performed

- Project J: 2.72 miles (46% complete)
- Project L: 9.57 miles (88% complete)
- Project R: 4.31 miles (~~45%~~ 52% complete)
- Residential Service Conversions (RSC) This month: 79
- RSC YTD: 137
- RSC LTD (beginning FY23): 575

TOTAL for FY 2024 Last Month – 0.72 miles

TOTAL for FY 2024 – 1.26 miles

- Total Citywide Project Miles- 127.5
- Total Miles Completed - 96.83
- Percentage Completed - 76.0%
- Total miles remaining- 30.66

Bldg. 14 Solar output

- Awning Capacity: 268 KW
- Last Month total Production: 21.4 MWh
- **This Month total Production: 22.5 MWh**

OH/UG Budget update

2024 Undergrounding budget = 7.7M

- FYTD = 3.61M

Notes of Interest

- Developing a policy/tariff update for the City that will identify dark sky decorative lighting for the City and outline the brightness levels for residential, business and DOT streets.
 - Dark Sky fixtures have been identified and will be assessed by COWP team.
 - 20 fixtures will be ordered and placed in a specific area , outside the CRA, for evaluation.
- Developing a tariff for EV charging station rates
- Home Town Connections was selected for the strategic plan for the Electric utility.

Issues/Concerns

- Transformers have started to arrive in good numbers. For transformers , at least, our supply issues are doing better.

2024 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



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prepared by

David Zusi, Director of Water and Wastewater
Utilities

approved by**subject**

Water & Wastewater Utility – David Zusi

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

None



Utilities Advisory Board

agenda item

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Staff Updates

meeting date

February 27, 2024

prepared by

Wes Hamil, Director of Finance

approved by**subject**

Performance Measurement – Wes Hamil

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

1. Utility Monthly Performance Measurements

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	October	November	December	On Target
Efficiency	Rate Comparison to Duke	<100%	59.96%	65.20%	62.45%	Met Goal
	Rate Comparison to Municipal State Avg	<105%	82.20%	93.24%	92.31%	Met Goal
Financial	Rolling 12 month kWh	425 (FY24)	436,868,479	438,829,713	434,697,190	Met Goal
Operational	Heart of Florida United Way Emergency Utility Assistance Program: Assistance provided to customers		\$1,764	\$4,189	\$7,698	
	Heart of Florida United Way Emergency Utility Assistance Program: Available balance		\$41,729	\$37,540	\$29,842	
	Heart of Florida United Way Emergency Utility Assistance Program: Number of customers approved for assistance		4	8	16	
	Underground System Complete (%)		75.3%	75.3%	75.5%	
Reliability	SAIDI		6.38	2.71	N/A	
	SAIDI Rank to Peers (12 mo rolling)	Top 5	TBD	N/A	N/A	
	SAIDI Sum	<52	30.8	33.4	N/A	
	Outage Occurrences		16	10	N/A	
Environmental	Total MWh generated from Aloma solar system (rolling 12 month average)	>15 MWh	N/A	N/A	N/A	
	Total MWh generated from WP garage solar system (rolling 12 month average)		7.0	2.6	N/A	
	Total MWh generated from WP Events Center, Acct 3622 (rolling 12 month average)		3.0	N/A	N/A	
	Total MWh generated from Electric Solar Awning (rolling 12 month average)		31.7	22.0	21.4	

Both

Service Type	Measure	Goal	October	November	December	On Target
Customer Service	Total calls to customer service queue:		7,398	6,577	6,561	
	Customer hangup without selecting a queue		1,234	1,095	1,166	
	Turn on/off service		956	779	706	
	Billing info		1,660	1,466	1,658	
	Pay utility bill		980	914	1,060	
	Paymentus information		54	56	56	
	Report power outage		604	561	405	
	System error and flow disconnect		125	134	109	
	Demolition		29	20	8	
	Commercial garbage		33	31	21	
	Transfer to water and wastewater		45	46	55	
	Spectrum service		156	150	122	
	Permits		1,424	1,252	1,126	
	Engineering inspections		98	73	69	
	Average wait time for customers selecting a queue		1m44s	1m31s	1m15s	
	Abandoned call % for customers selecting a queue		6%	5%	5%	
	Number of disconnects for non-pay		69	59		
Financial	Accounts receivable/billed revenue – FYTD	<8%	6.30%	7.09%	5.89%	Met Goal
	Average cost of purchased power per kWh – FYTD – Fuel		\$0.0276	\$0.0268	\$0.0265	
	Average cost of purchased power per kWh – FYTD – Non-Fuel	<\$0.03	\$0.0197	\$0.0205	\$0.0199	Met Goal
	Average revenue per kWh-FYTD-Fuel		\$0.0231	\$0.0258	\$0.0276	
	Average revenue per kWh-FYTD-Non-Fuel		\$0.0797	\$0.0795	\$0.0814	
	Bad debt expense/billed revenue – FYTD	<0.25%	N/A	N/A	N/A	
	Debt service coverage ratios - W&S - FYTD	>1.5	2.19	3.88	3.58	Met Goal
	Debt service coverage ratios - Electric - FYTD	>2.75	5.61	4.90	4.68	Met Goal
	Percentage of utility accounts receivable over 60 days past due		10.41%	9.25%	12.58%	
	Utility accounts receivable over 60 days past due		\$384,031	\$496,492	\$631,133	
	Fuel cost stabilization fund (minimum balance trigger point for adjustment is \$1,050,000 and maximum balance trigger point is \$1,750,000)	\$1,400,000 target balance	\$1,861,498	\$2,104,205	\$2,227,711	Max exceeded, rates adjusted 01/01/24

Water Sewer Utility

Service Type	Measure	Goal	October	November	December	On Target
Environment	Count of Rebates Processed		N/A	N/A	N/A	
Operational	Average % Water meters reporting	>98.5%	94.56%	94.80%	94.44%	Near Goal
	Count of Wastewater Incidents	0	N/A	N/A	N/A	
	Wastewater Incident Overflow in 1,000s Gallons	0	N/A	N/A	N/A	
	Water pumped compared to CUP allocation	<12.4 mgd	N/A	N/A	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.



Utilities Advisory Board

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Staff Updates

meeting date

February 27, 2024

prepared by

Clarissa Howard, Director of Communications

approved by**subject**

Educational Campaign – Clarissa Howard

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

1. 8.5x11utility-2024-march bill insert

info & updates

March utility bill insert



The city is participating in a regional, planning initiative aimed at enhancing transportation safety by drafting its own Vision Zero Action Plan. This plan will strengthen the safety elements included in the city's Transportation Master Plan that was adopted by the City Commission in August 2023.



Vision Zero is funded by a \$3.79 million federal grant awarded to MetroPlan Orlando. Its primary objective is to eliminate traffic deaths on all roadways.

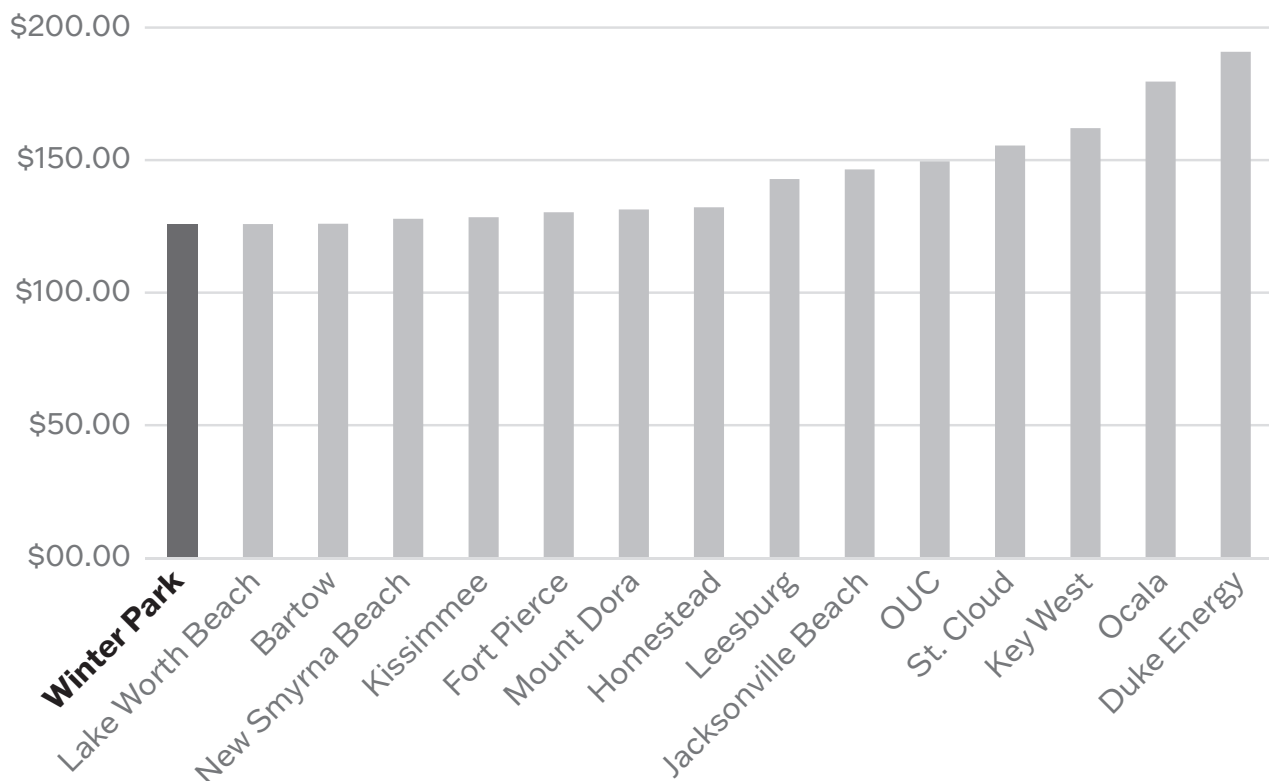
Learn more and share your feedback:

- **Saturday, March 23 | 8 a.m. to 1 p.m.**
Winter Park Farmers' Market
@ Central Park West Meadow
- **Tuesday, March 26 | 5:30 to 6:30 p.m.**
City Hall Commission Chambers
@ 401 S. Park Ave.

Or please access cityofwinterpark.org/visionzerowp.

1,000 kWh Residential Bill Comparison: December 2023

Florida municipal utilities with customer counts between 5,000 and 100,000 with the addition of neighboring utilities Orlando Utilities Commission (OUC) and Duke Energy® Florida



access the 2023 Community Impact Report @
cityofwinterpark.org/urbanforestry

**urban
forestry** &

COMMUNITY
CONOPY
An Arbor Day Foundation Program

2023 Employees of the Year



Sandra Brown

Permit Technician
Building & Permitting Services

Sometimes people perform extraordinary, heroic acts during their every day job functions. In 2023, Sandra Brown, Permit Technician, was diagnosed with stage three cancer and faced with undergoing chemo followed by radiation. At the time of her diagnosis, Building & Permitting Services was already under some strain due to various health-related issues affecting employee attendance.

However, going above and beyond throughout her cancer treatments, Sandra never missed work unless it was absolutely necessary. She knew

that her colleagues were spread thin and she made it very clear she had a strong desire to contribute. On many days, Sandra would arrive to work with crackers and ginger ale to help make it through her shift. Although there were times she was sent home because she was too ill to work, she never wanted to leave.

Throughout her treatments, Sandra continued to present a professional image on behalf of the department and the city. As she maintained her positive attitude and continued to perform all work duties, Sandra became an inspiration to her colleagues. Although she moved forward as though nothing was wrong, her team knew there were struggles. As the treatments continued affecting her energy and physical appearance, Sandra persevered, never losing her sense of humor or strong work ethic. And when her treatments were complete, several city staff members were at her side when she rang the bell, signifying she had crossed the finish line.



Jack Timmes

Firefighter
Fire-Rescue Department

Firefighter Jack Timmes consistently displays outstanding dedication, exemplary service, and a resolute commitment to the Fire-Rescue Department. His strong work ethic and the way he leads by example both contribute to the superior service the department provides to city residents to keep our community safe. In addition to being a team player, he also cultivates a spirit of collaboration with his crew members, ensuring seamless cohesiveness and timely completion of station tasks.

Jack's positive influence extends beyond day-to-day operations, significantly elevating morale among his colleagues. His strong work ethic with respect to each of his duties fosters camaraderie among his peers as he exemplifies professionalism.

As a dedicated public servant, Jack has proven to be an invaluable asset to the department as a whole. His contributions have raised department standards and had a positive impact on the mindset of his team.



Kaitlin Gonzalez

Master Police Officer
Police Department

Master Police Officer (MPO) Kaitlin Gonzalez is recognized for her dedication and service to the citizens of our community as well as her fellow law enforcement officers. She maintains a drive and determination in training both current and next generation law enforcement officers in first aid, defensive tactics, and taser and firearms. In addition, as the range master at Winter Park firearms range, she provides a new perspective to training and citizen firearms safety courses which are thoughtfully planned

and enthusiastically presented.

Kaitlin is also an instructor at the basic law enforcement academy at Seminole State College and Valencia School of Public Safety, as well as a member of the Critical Incident Stress Management team. She makes herself available to law enforcement officers and civilian employees during the aftermath of highly stressful and emotional police incidents to ensure they have the ability to debrief and decompress.

Kaitlin's prior experience as an undercover narcotics investigator at the Metropolitan Bureau of Investigations, a school resource officer in the Community Policing Unit, and her tireless determination make her an invaluable member of the department. She leads with a professional, polite and courteous manner towards our citizens, serving as an outstanding example to her colleagues.

Congratulations & thank you for your dedication!



Utilities Advisory Board

agenda item

item type

Staff Updates

meeting date

February 27, 2024

prepared by

Lisa Vedder

approved by**subject**

EV Policy Rates - Lisa Vedder

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

None



Utilities Advisory Board

agenda item

item type

Upcoming Agenda Items

meeting date

February 27, 2024

prepared by

Daniel D'Alessandro, Director of Electric Utility

approved by**subject**

Electric Strategic Plan Update - Mourad Belfakih

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

None