Utilities Advisory Board
Regular Meeting

Agenda

August 24, 2021 @ 12:00 pm

Virtual

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at 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) 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.

agenda	time

1. **Call to Order**
2. **Consent Agenda**
   a. Minutes for July 27, 2021 — 1 Minute
3. **Staff Updates**
   a. Electric Utility – Dan D'Alessandro — 10 Minutes
   b. Water & Wastewater Utility – David Zusi — 5 Minutes
   c. Performance Measurement – (attachment only) — 0 Minutes
   d. Financial – (attachment only) — 0 Minutes
   e. Sustainability Action Plan – Vanessa Balta — 15 Minutes
4. **Citizen Comments (for items not on the agenda): Three minutes allowed for each speaker**
5. **Action Items**
   a. Time of Use Rate Discussion - Wes Hamil — 20 Minutes
   b. Proposed Rate Increase for Water & Wastewater – Wes Hamil & David Zusi — 10 Minutes
   c. Review Financial Report Format & Additional Information Regarding Key Performance Measures – Wes Hamil — 15 Minutes
   d. Service Drop Discussion – Dan D'Alessandro — 15 Minutes
6. **Board Comments**
7. **Adjournment**

Utilities Advisory Board

agenda item

item type Consent Agenda	meeting date August 24, 2021
prepared by Karen Hood	approved by
board approval	
strategic objective	

subject
Minutes for July 27, 2021

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:
UAB Minutes 07272021-Draft1.pdf

Utilities Advisory Board
Draft Minutes

July 27, 2021 at 12:00 p.m.

Public Safety Bldg., Ray Beary Community Room
500 N. Virginia Ave. | Winter Park, Florida

Present

Jack Miles (Chair), Paul Conway, Mary Dipboye, Frederic Guitton, Leon Huffman (Phoned In), Linda Lindsey

City of Winter Park Staff

Dan D'Alessandro, Director of Electric Utility

Michael Passarella, Engineer Electric Utility

David Zusi, Director of Water & Wastewater Utility

Wes Hamil, Director of Finance

Vanna Lawitzke, Chief Accountant

Vanessa A. Balta, Sustainability Program Manager

Karen Hood, Recording Secretary

Guest

Navid Nowakhtar, FMPA – Phoned In

Absent

Michael Poole (Vice Chair)

Justin Isler, Operations Manager

Jason Riegler, Asst. Director of Water & Wastewater Utility

Clarissa Howard, Director of Communications

Agnieszka Tarnawska, Sustainability Specialist

Craig Shepard, Leidos

Meeting called to order

Jack Miles called the meeting to order at 12:03 p.m.

Approval of minutes

Motion made by Mary Dipboye and seconded by Paul Conway to approve the minutes from the May 25, 2021 meeting. Motion carried 6-0

Motion made by Paul Conway and seconded by Mary Dipboye to approve the minutes from the June 22, 2021 meeting. Motion carried 6-0

Citizen Comments

None

Items for discussion

A. Time of Use Rate Discussion - Wes Hamil presented the report. Questions and discussion ensued, there was no action taken. Wes Hamil will look at coincident peak of customers with TOU rate, and give a suggestion next month.

B. Rate Policy Guidelines – Wes Hamil made the presentation. Questions were asked and comments were made. A motion was made by Paul Conway and seconded by Mary Dipboye approve the Winter Park Utility Rate Guidelines as presented (attached). Motion carried 6-0

C. Proposed Rate Increase for Water & Wastewater - discussion was led by Wes Hamil. Questions were asked and a discussion ensued particularly regarding the compounding on the index the model. Discussion to be continued next month.

D. Utility Assistance Program – Wes Hamil presented the report and there was a brief discussion.

E. Review and Discuss the Electric, Water and Wastewater Budget – discussion was led by Wes Hamil.

Department Updates

A. Water & Wastewater Utility – David Zusi spoke about capital improvement projects and their impact on the budget. Questions were asked and a discussion ensued.

B. Electric Utility – Dan D'Alessandro presented the report. Questions were asked and a discussion ensued.

C. Performance Measurements – report was attached.

D. Financial – Wes Hamil presented the financial report. Discussion regarding the format of quarterly financial reports took place. Wes Hamil asked for a sub-committee of interested UAB members to look at the financial reporting that we do and suggest changes that may be made to help provide the board with the kind of information it would like to see.

Adjournment

Chmn. Miles adjourned the meeting at 2:10 p.m. Next meeting is September 28, 2021.

Respectfully Submitted,
Karen Hood
Recording Secretary
Approved _____

Utilities Advisory Board

agenda item

item type Staff Updates	meeting date August 24, 2021
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:

AUG MTG DD-July 21 Electric Utility.docx

Monthly Electric Utility Update 8/1/21

Miles of Undergrounding performed

- Project G: 4.1 miles (97% complete) *anticipate finish 09/30/21*
- Project I: 6.9 miles (99% complete)
- Project J: 1.9 miles (1% complete)
- Project Q: 1.85 miles (55% complete) Reliability project
- Project R: 4.31 miles (21% complete) Commission approved advancement
- Project O (Rapidan Trl): 0.15 miles (Completed) Reliability project
- Project O (Mandan Trl): 0.15 miles (Completed) – Reliability (deteriorated line)
- Project U: (Oaks Blvd. n/o Beloit): 0.11 miles (Completed) Reliability project

TOTAL so far for FY 2021- 7.4 miles

OH/UG Budget update

2020 Undergrounding budget = 5M

- FYTD = 4.05M

Total Project Review

- Total Citywide Project Miles- 127.5
- Total Miles Completed- 87
- Percentage Completed- 67.6 %
- Total miles remaining- 40.5

Notes of Interest

- The Commission directed the Utility to move project R up to facilitate the Progress Point improvement and trail as well as mitigate reliability issues in the Mead Garden area. Locates have been called in and the project is underway
- RFP for solar was withdrawn and will be resubmitted… There were issues with multiple applicants that necessitated cancellation.
- Our Circuit switcher has been replaced and is in service. Our substations are back in full operation

Issues/Concerns

- Materials are going up exponentially (especially anything resin based like conduit) and the lead-time is extending.
- We have had no applicants for lineman.

2021 Goals

- Zero personal injuries within work group
  - We had an employee injure his shoulder requiring light duty
- Zero controllable vehicle accidents within work group
  - We had an employee bump into a parked vehicle causing damage to customer vehicle
- Complete 8 miles (to include stretch goal) of underground conversions on the projects as designed
  - G and H , I & J
- Identify and complete areas with poor reliability for targeted undergrounding advancement (stretch goal of 2 miles) Project "Q" is our first target.
- We will utilize targeted overtime with Heart crews to accomplish the additional 2 mile stretch goal
- Negotiate and secure a 2nd interconnection with OUC
  (Obviously depends on appropriate deal)

- 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 August 24, 2021
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 August 24, 2021
prepared by Jennifer Guittard	approved by
board approval	
strategic objective	

subject

Performance Measurement – (attachment only)

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

Utility PM Aug2021-BW.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.

Water Sewer Utility

Service **Type**	**Measure**	**Goal**	**Apr**	**May**	**June**	**On Target**
Environment	Count of Rebates Processed		4	0	1	
	Total MWh generated from Aloma solar system	>15 MWh	17.22	20.37	15.93	Met Goal
Operational	Average % Water meters reporting	>98.50%	98.88%	98.75%	98.45%	Near Goal
	Count of Wastewater Incidents	0	0	0	0	Met Goal
	Wastewater Incident Overflow in 1,000s Gallons	0	0	0	0	Met Goal
	Water pumped compared to CUP allocation	<12.4 mgd	10.80	10.30	11.53	Met Goal

Both

Service **Type**	**Measure**	**Goal**	**Apr**	**May**	**June**	**On Target**
Customer Service	Call Abandonment Rate		23.40%	No data	No data	
	Utility Billing Call Average Wait Time		6:25	No data	No data	
	Volume of calls to City Utility Billing		4763	No data	No data	
	Number of disconnects for non-pay		141	119	155	
Financial	Accounts receivable/billed revenue – FYTD	<10%	5.63%	6.66%	6.52%	Goal Met
	Average cost of purchased power per kWh - FYTD	<$0.05	$0.0455	$0.0426	$0.0451	Goal Met
	Average revenue per kWh – FYTD	>$0.10	$0.1040	$0.1055	$0.1042	Goal Met
	Bad debt expense/billed revenue – FYTD	<0.25%	0.20%	0.16%	0.17%	Goal Met
	Debt service coverage ratios - W&S - FYTD	>1.5	2.40	2.49	2.72	Goal Met
	Debt service coverage ratios - Electric - FYTD	>1.5	3.33	3.93	3.45	Goal Met
	Percentage of utility accounts receivable over 60 days outstanding		2.90%	2.15%	1.95%	
	Utility accounts receivable over 60 days outstanding		$142,349	$130,926	$118,580	

**Technical issues in our call reporting system caused no collection of data during system interruption. Working towards resolution.*

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.

Electric Utility

Service **Type**	**Measure**	**Goal**	**Apr**	**May**	**June**	**On Target**
Efficiency	Rate Comparison to Duke	<100%	80.8%	80.9%	81.2%	Met Goal
	Rate Comparison to State Avg	<105%	94.5%	95.6%	95.6%	Met Goal
Environment	Electric Car Charger kWh use		5,100	5,960	5,391	
	Solar Net new metering Customers		1	3	1	
Financial	Rolling 12 month kWh	407 (FY21)	421,398,974	423,237,618	428,529,113	Met Goal
Operational	Heart of Florida United Way Emergency Utility Assistance Program: Assistance provided to customers		$506	$250	Data not yet available from HFUW	
	Heart of Florida United Way Emergency Utility Assistance Program: Available balance		$65,922	$68,460	Data not yet available from HFUW	
	Heart of Florida United Way Emergency Utility Assistance Program: Number of customers approved for assistance		5	1	Data not yet available from HFUW	
	Underground System Complete (%)		66.00%	67.00%	67.60%	
Reliability	CAIDI		134.5	131.7	123.25	
	Outage Occurrences		10	13	28	
	SAIDI		1.0	3.1	13.0	
	SAIDI Rank to Peers (12 mo rolling)	Top 5	4th/20	6th/18	3rd/17	Met Goal
	SAIDI Sum	< 19 Annually	36.0	36.3	32.3	Below Goal

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

Translation Table

L-Bar	*Measures the average length of a single outage*
SAIDI	*Measures the average frequency of momentary interruption events for the average customer*
KWH	*Kilowatt hour*
CUP	*Consumptive Use Permit*
YTD	*Year to Date*
MWh	*Megawatt hour*

Utilities Advisory Board

agenda item

item type Staff Updates	meeting date August 24, 2021
prepared by Wes Hamil	approved by
board approval	
strategic objective	

subject
Financial – (attachment only)

motion / recommendation

background
The attached file is in the current format being reported to the UAB. Potential additional information is presented in a separate agenda item.

alternatives / other considerations

fiscal impact

ATTACHMENTS:
Financial Report - Current Format.pdf

WINTER PARK WATER AND WASTEWATER METRICS
July 31, 2021

	FY 2021 YTD Actual	FY 2021 YTD Budget	FY 2020 YTD Actual	FY 2020 Actual	FY 2019 Actual
Operating Performance:					
Water and Irrigation Sales (thousands of gallons)					
Sewer - inside city limits	883,029	851,297	865,800	1,042,266	1,011,909
Sewer - outside city limits	710,461	744,821	712,957	864,206	875,441
Water - inside city limits	1,389,899	1,255,110	1,371,220	1,648,234	1,570,520
Irrigation - Inside City	489,496	489,020	501,065	600,301	597,526
Water - outside city limits	1,017,923	1,033,122	978,936	1,183,691	1,191,314
Irrigation - Outside City	94,384	96,380	92,072	113,192	113,481
Total	**4,585,192**	**4,469,750**	**4,522,050**	**5,451,890**	**5,360,191**
Operating revenues:					
Sewer - inside city limits	$ 5,937,000	$ 5,744,342	$ 5,683,814	$ 6,870,798	$ 6,578,659
Sewer - outside city limits	6,126,865	5,989,475	5,954,224	7,225,392	6,904,201
Water - inside city limits	8,381,369	8,150,564	8,257,077	9,977,058	9,311,730
Water - outside city limits	5,141,998	4,954,771	4,908,960	5,959,849	5,715,448
Other operating revenues	1,357,584	1,226,087	1,469,886	1,773,249	1,774,573
Total operating revenues	**26,944,816**	**26,065,239**	**26,273,961**	**31,806,347**	**30,284,611**
Operating expenses:					
General and adminstration	1,615,481	1,553,166	1,675,438	2,081,314	1,935,137
Operations	10,464,725	10,721,787	10,417,608	12,567,762	13,048,300
Wastewater treatment by other agencies	4,756,857	4,527,883	4,364,872	5,316,122	5,114,188
Total operating expenses	**16,837,063**	**16,802,836**	**16,457,918**	**19,965,198**	**20,097,625**

WINTER PARK WATER AND WASTEWATER METRICS
July 31, 2021

	FY 2021 YTD Actual	FY 2021 YTD Budget	FY 2020 YTD Actual	FY 2020 Actual	FY 2019 Actual
Net Operating income	**10,107,753**	**9,262,403**	**9,816,043**	**11,841,149**	**10,186,986**
Other sources (uses):					
Investment earnings	(3,656)	97,050	180,153	222,203	446,431
Miscellaneous revenue	62,834	7,500	18,710	22,698	19,899
Transfer from Electric Fund	462,000	346,500	-	-	-
Transfer to Renewal and Replacement Fund	(1,625,210)	(1,462,689)	(1,358,991)	(1,630,789)	(2,096,335)
Transfer to General Fund	(2,123,184)	(1,910,866)	(2,122,451)	(2,546,941)	(2,446,548)
Transfer for Organizational Support	(65,422)	(58,880)	(64,708)	(77,650)	(77,354)
Transfer to Capital Projects Fund	(206,250)	(185,625)	(172,917)	(207,500)	(351,538)
Other Capital Spending	(1,444,303)	(3,307,690)	(591,980)	(181,995)	(169,358)
Debt service sinking fund deposits	(3,824,498)	(3,491,557)	(4,039,306)	(4,846,491)	(5,176,360)
Total other sources (uses)	**(8,767,688)**	**(9,966,256)**	**(8,151,490)**	**(9,246,464)**	**(9,851,163)**
Net increase (decrease) in funds	**$ 1,340,065**	**$ (703,853)**	**$ 1,664,553**	**$ 2,594,685**	**$ 335,823**
Debt service coverage	**2.66**		**2.48**	**2.44**	**2.09**

WINTER PARK ELECTRIC UTILITY METRICS
July 31, 2021

	FY'21 YTD Actual	FY'21 YTD Budget	FY'20 YTD Actual	FY'20	FY'19
Technical Performance					
Net Sales (kWh)	338,822,062	325,793,758	335,613,634	422,834,590	425,487,483
Average Revenue/kWh	0.1050	0.1062	0.1018	0.1019	0.1098
Wholesale Power Purchased (kWh)	350,709,427	344,116,036	352,008,008	437,181,072	439,804,052
Wholesale Power Cost/kWh	(0.0458)	(0.0429)	(0.0441)	(0.0432)	(0.0591)
Gross margin	0.0592	0.0633	0.0577	0.0587	0.0507
Sold vs. Purchased kWh Ratio	96.61%	94.68%	95.34%	96.72%	96.74%
Revenues and Expenses Directly Related to Sales of Electricity:					
Electric Sales:					
Customer charges - residential	2,052,631	2,068,595	2,052,160	2,462,962	2,232,225
Customer charges - commercial and public authority	449,837	456,969	453,147	543,319	499,223
Demand charges	2,375,143	2,430,407	2,348,360	2,866,683	2,694,021
Street Lighting	283,449	319,250	314,268	377,120	380,733
Non-Fuel kWh charges	22,346,967	21,264,857	21,758,397	27,749,383	28,308,084
Fuel	8,063,752	8,048,372	7,242,739	9,091,571	12,623,109
Purchased Power :					
Fuel	(9,283,447)	(8,075,953)	(7,288,118)	(9,057,266)	(12,616,487)
Non-Fuel	(4,591,983)	(4,390,489)	(5,626,479)	(6,708,454)	(9,916,779)
Transmission Power Cost	(2,195,298)	(2,279,552)	(2,607,202)	(3,139,275)	(3,468,020)
Net Revenue from Sales of Electricity	**19,501,052**	**19,842,455**	**18,647,272**	**24,186,043**	**20,736,109**
Other Operating Income (Expenses):					
Other Operating Revenues	361,899	167,083	269,820	255,681	319,801
General and Adminstrative Expenses	(1,676,913)	(1,956,937)	(1,732,406)	(2,100,245)	(2,011,213)
Operating Expenses	(4,197,924)	(5,083,969)	(4,343,845)	(5,421,884)	(5,721,815)
Total Other Operating Income (Expenses)	(5,512,938)	(6,873,823)	(5,806,431)	(7,266,447)	(7,413,227)
Net Operating Income	**13,988,114**	**12,968,632**	**12,840,841**	**16,919,595**	**13,322,883**

WINTER PARK ELECTRIC UTILITY METRICS
July 31, 2021

	FY'21 YTD Actual	FY'21 YTD Budget	FY'20 YTD Actual	FY'20	FY'19
Nonoperating Revenues (Expenses):					
Investment Earnings	(42,449)	(25,000)	(55,099)	(35,720)	(386,874)
Principal on Debt	(2,257,500)	(2,508,333)	(2,429,167)	(2,915,000)	(2,670,000)
Interest on Debt	(1,327,191)	(1,474,657)	(1,545,022)	(1,854,026)	(2,218,854)
Miscellaneous Revenue	70,567	-	33,898	36,910	22,635
Proceeds from Sale of Assets	11,815	20,833	49,475	55,398	25,886
Contributions in Aid of Construction (CIAC)	204,692	416,667	240,983	264,227	479,648
Residential Underground Conversions	90,845	58,333	83,890	92,280	68,245
Capital (including the costs of improvements paid for by CIAC revenues)	(1,151,926)	(2,253,000)	(642,823)	(1,058,970)	(2,174,625)
Reimbursement of Hurricane Irma recovery costs	-	-	-	356,943	
Reimbursement of Fairbanks Distribution Line Costs	29,881	-	2,871,548	2,092,676	1,333,048
Undergrounding Fairbanks Distribution Lines	(176,271)	-	(2,871,548)	(3,260,841)	(1,333,048)
Undergrounding of Power Lines	(4,578,315)	(4,207,447)	(3,402,057)	(4,171,735)	(3,851,032)
Total Nonoperating Revenues (Expenses)	**(9,125,853)**	**(9,972,604)**	**(7,665,922)**	**(10,397,857)**	**(10,704,970)**
Income Before Operating Transfers	**4,862,261**	**2,996,028**	**5,174,919**	**6,521,738**	**2,617,913**
Operating Transfers In/Out:					
Transfers from Water and Sewer Fund	123,633	123,633	151,663	181,995	188,431
Transfer to Water and Sewer Fund	(462,000)	(385,000)	-		
Transfers to General Fund	(1,900,407)	(1,825,476)	(1,891,193)	(2,376,904)	(2,577,382)
Tranfers for organizational support	(96,514)	(96,514)	(102,665)	(123,198)	(126,258)
Tranfers to capital projects	(114,583)	(114,583)	(110,417)	(132,500)	(99,615)
Total Operating Transfers	**(2,449,871)**	**(2,297,940)**	**(1,952,612)**	**(2,450,607)**	(2,614,824)
Net Change in Working Capital	**2,412,390**	**698,088**	**3,222,307**	**4,071,131**	**3,089**
Other Financial Parameters					
Debt Service Coverage	3.89		3.22	3.38	2.59
Fixed Rate Bonds Outstanding	52,935,000			55,945,000	56,595,000
Auction Rate Bonds Outstanding	-			-	-

WINTER PARK ELECTRIC UTILITY METRICS
July 31, 2021

	FY'21 YTD Actual	FY'21 YTD Budget	FY'20 YTD Actual	FY'20	FY'19
Total Bonds Outstanding	52,935,000			55,945,000	56,595,000
Principal Retired	3,010,000			2,915,000	2,670,000
Fuel Cost Stabilization Fund Balance:					
Beginning Balance	1,320,208		1,315,743		
Fuel Revenues	8,054,914		5,627,119		
Fuel Expenses	(9,283,447)		(5,111,311)		
Ending Balance	91,676		1,831,550		
Current year change in fuel stabilization fund	**(1,228,533)**		**515,807**		

Notes
Fiscal Years run from October to September; FY'20 is 10/1/20 to 9/30/21

Utilities Advisory Board

agenda item

item type Staff Updates	meeting date August 24, 2021
prepared by Vanessa Balta	approved by
board approval	
strategic objective	

subject

Sustainability Action Plan – Vanessa Balta

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:
Sustainability Action Plan Update - Draft.pdf

ATTACHMENTS:
20210824 UAB Meeting SAP Update Agenda Item.pdf

Winter Park Sustainability Action Plan

2021 Update

Presented by:
Vanessa Balta, M.S., Urban and Regional Planning, Sustainability Program Manager
Agnieszka Tarnawska, M.E., Environmental Protection, Sustainability Program Specialist
Keep Winter Park Beautiful & Sustainable Advisory Board

Contents

Background

Vision and Purpose

The 2021 Sustainability Action Plan (SAP) updates and expands upon the City of Winter Park's 2015 SAP. The purpose of the SAP remains the same, to create a roadmap depicting where the city is today and where it would like to be in the future, in regard to sustainability.

The city defines sustainability as responsible and proactive decision-making that minimizes negative impact and maintains balance between social, environmental, and economic growth to ensure a desirable planet for all species now and in the future.

By integrating elements of this plan, the will:

- Increase quality of life while improving individual and community health
- Become more energy independent
- Protect and enhance air quality, water quality, and natural systems
- Save money
- Increase economic value

It is the intention of this document to provide high level objectives that are conceptually approved by the City Commission and leadership. The actions listed under each category are put forth as possible avenues for achievement of the approved goals, and do not represent required or prescriptive measures. The plan is a living document intended to evolve over time as the city experiences both progress and challenges.

A progress report will be presented to the City Commission on an annual basis. This annual report will include:

- Summary of progress made toward the previous year's indicators and actions
- Proposed project/action list
- Estimated project costs
- City Staff and budget allocations
- Outside funding opportunities

History

On January 14, 2008 the Winter Park City Commission passed a resolution stating the City would pursue measures to become a certified Green Local Government through the Florida Green Building Coalition (FGBC). In 2009 Public Works Director Troy Attaway hired Tim Maslow to coordinate the city's sustainability efforts and to develop a plan for achieving the certification. In 2011, after working with each department on a multitude of new projects, policies and programs, the city was officially certified as a Green Local Government at the Gold

level, also earning the highest score for a local government that year. The Sustainability Action Plan was originally drafted based upon the structure provided by the Green Local Government certification.

In 2012 the city's Environmental Review and Keep Winter Park Beautiful (Keep America Beautiful affiliate since 1993) boards merged with a shared focus of improving community sustainability and achieving the Green Local Government Platinum certification. The new Keep Winter Park Beautiful and Sustainable (KWPB&S) Advisory Board held monthly workshops in addition to their regularly scheduled monthly board meetings in an effort to develop and refine the Sustainability Action Plan with community involvement. The 2015 SAP, presented by Kris Stenger, Assistant Director of Building, Permitting & Sustainability and Abby Gulden, Sustainability and Permitting Coordinator, was accepted by unanimous vote of the City Commission on February 9, 2015.

2012-2013 KWPB&S Board Members		**2014-2015 KWPB&S Board Members**	
Mary Dipboye, Chair	James (Bob) Robinson	Michael Poole, Chair	Mark Roush
Stephen Pategas, V. Chair	Pat Schoknecht	Stephen Pategas, V. Chair	Bruce Thomas
Michele Hipp	Julia Tensfeldt	Michele Hipp	Steven DiClemente
Michael Poole	Kent Tse	Raymond Randall	Mary Dipboye
Raymond Randall	Laura Walda	Pat Schoknecht	John Tapp
John Rife	Carol Kostick	Julia Tensfeldt	Fred Kosiewski
Lucy Roberts	Mark Roush	Laura Walda	Cathy Blanton
Joseph Robillard		Carol Shenck (Kostick)	

About the 2021 SAP Update

Overview

The year 2020 was the first target goal year for many of the 2015 SAP Metrics. Due to the COVID-19 Pandemic, data from 2020, in many cases, is not comparable to previous years. For this reason, many of the metrics' trend data in this document are expressed through the year 2019 (pre-COVID-19 pandemic). The City's progress toward 2015 SAP Objectives, Indicators and Actions through 2020 is provided in the 2020 Annual Report available at cityofwinterpark.org/sap.

The 2021 SAP revises baselines, where necessary, for more complete and accurate data collection and analysis. It also includes a new category, Climate Resiliency, to help the better understand and withstand weather and climate-related risks and vulnerabilities. The update also includes actions to assist the city in learning how to apply a racial equity lens to ensure a future where race can no longer be used to predict life outcomes and outcomes for all groups are improved.

2021 SAP Update Community Engagement Process

The 2021 SAP integrates discussion and feedback from joint virtual KWPB&S Advisory Board work sessions, which allowed for public comments, with the following city advisory boards and

respective staff liaisons: Economic Development, Lakes, Parks and Recreation, Tree Preservation, Planning & Zoning, Transportation and Utilities. Additional community input on SAP priorities were gathered using an online survey that had over 200 respondents (over two-thirds of which identified as residents). Community input was also gathered from community organizations via an online survey from Hannibal Square Heritage Center, Ideas for Us Orlando, League of Women Voters Orange County, The Nature Conservancy, WP Garden Club, WP History Museum and WP Public Library.

Keep Winter Park Beautiful & Sustainable Advisory Board

The mission of Keep Winter Park Beautiful and Sustainable (KWPB&S) is to improve the quality, sustainability and aesthetics of our environment in order to create a healthier, more beautiful place to live, work, and play.

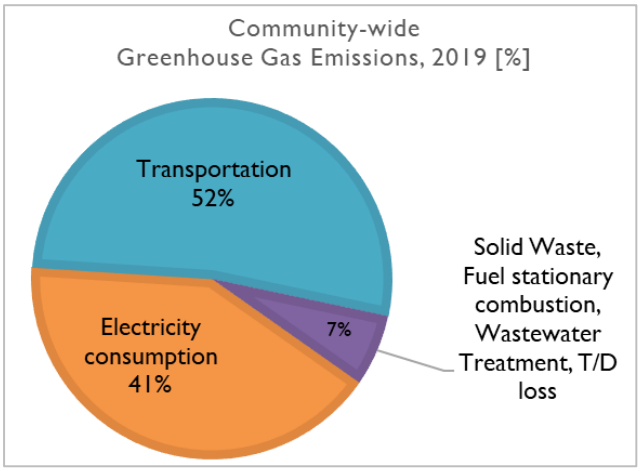
2021 Board Members	Appointed By	End of Term
Ben Ellis, Chair	Mayor Anderson	2024
Danielle Flipse, Vice Chair	Commissioner Sullivan	2023
Carey Bond	Commissioner DeCiccio	2022
Lynne Bachrach	Mayor Anderson	2024
Kay Hudson	Mayor Anderson	2024
Stephen Pategas	Commissioner Weaver	2022
Rosemary Salow	Commissioner Cooper	2022

Highlights and Accomplishments

- East Central Florida Regional Resilience Collaborative Partner
- America In Bloom's 2020 Outstanding Achievement Award for Environmental Efforts
- SolSmart Gold Designee
- EV Charging Infrastructure Readiness Ordinances (3203-21, 3204-21)
- Backyard Chicken Permit Pilot Program Ordinance (3182-20)
- Single-use Products Policy for City Facilities Pilot Program Resolution (2238-20)
- Electrified the Building & Permitting Department's entire fleet
- Purchased 20MWof utility-scale solar, expanding the city's renewable portfolio
- Launched Green Business Recognition Program
- Collaborations with UCF and Rollins College students on energy benchmarking and Green Business recruitment
- Rollins College Bonner Leaders Program Partner
- Awarded over $100,000 in Florida Department of Transportation Keep America Beautiful Florida Affiliates Grants
- Single-stream Residential Recycling Program including Schedule Reminding and Waste Lookup Tool Digital Service
- Electric Vehicle Charging Stations available to the public throughout the city at no cost
- Residential audit and rebate programs encouraging energy and water conservation

Climate Resiliency

The Climate Resiliency category outlines long-term objectives and short-term actions focused on improving the city's capacity to cope with climate change impacts, respond or reorganize in ways that allow the city to maintain its essential functions while also maintaining the capacity for adaptation, learning and transformation. The 2019 Intergovernmental Panel on Climate Change (IPCC) *Special Report on Global Warming of 1.5°* asserts that human activities are estimated to have caused approximately 1°C of global warming and human-induced global warming will likely reach 1.5°C (2.7°F) between 2030 and 2052. Warming at this level is projected to increase the mean temperature of most land and ocean regions, increase hot extremes in most inhabited regions, and increase climate-related risks to health, livelihoods, food security, water supply, human security and economic growth.



The city's Community-wide Greenhouse Gas (GHG) Emissions Inventory consists of all major direct and indirect GHG emissions generated and occurring within the City of Winter Park's administrative boundary. Transportation-related (52%) and electricity consumption-related (41%) activities contribute the largest proportion of greenhouse gases emissions in the city. As a municipally owned-utility, the Electric Utility is uniquely situated to increase the percentage of its energy portfolio coming from renewable and clean alternative sources. Transitioning to 100% renewable energy, for electricity by 2035 and for transportation by 2050 may be more feasible and accessible for the city of Winter Park than many of its neighbors given that it has purchasing power over its electricity and is implementing policies that will *ready* future developments for a transition to electric vehicles.

OBJECTIVES

1. Increase the city's resiliency to the impacts of climate change, ensuring a healthy, livable and sustainable community for present and future generations
2. Increase proportion of renewable energy in Winter Park Electric Utility's Energy portfolio
3. Reduce community wide greenhouse gas emissions
4. Encourage on-site renewable energy generation for residential and commercial buildings
5. Ensure access to affordable, healthy food options (community gardens, grocery stores or farmers markets)

INDICATORS

	Indicator Description	Baseline	2025 Target	2035 Target
CR-1	Proportion of renewable energy in Winter Park Electric Utility's Energy portfolio[1] – Baseline Year: 2012	4%	60%	100%
CR-2	Community wide greenhouse gas emissions [Tons of carbon dioxide equivalent][2] – Baseline Year: 2018	398,919	14% less than baseline year	41% less than baseline year
CR-3	WP Electric Utility Customers with Solar[3] - – Baseline Year: 2012	7	Upward trend	Upward trend
CR-4	Proportion of Residents within 1/2 mile of affordable, healthy food options[4] – Baseline Year: 2012	-	50%	maintain

[1]In 2020, the proportion was 20%; in 2024, 20MW bulk solar purchase will come online, raising the proportion to 40%; the 2025 target assumes an additional 10MW of renewables being added to the portfolio.

[2]2018 is the earliest year of available transportation emissions data using Google EIE tool

[3]By the end of 2020, there were 79 WP Electric Utility Customers with Solar

[4]The baseline for this updated indicator will be calculated in 2022, previous indicator did not include "affordable" identifier

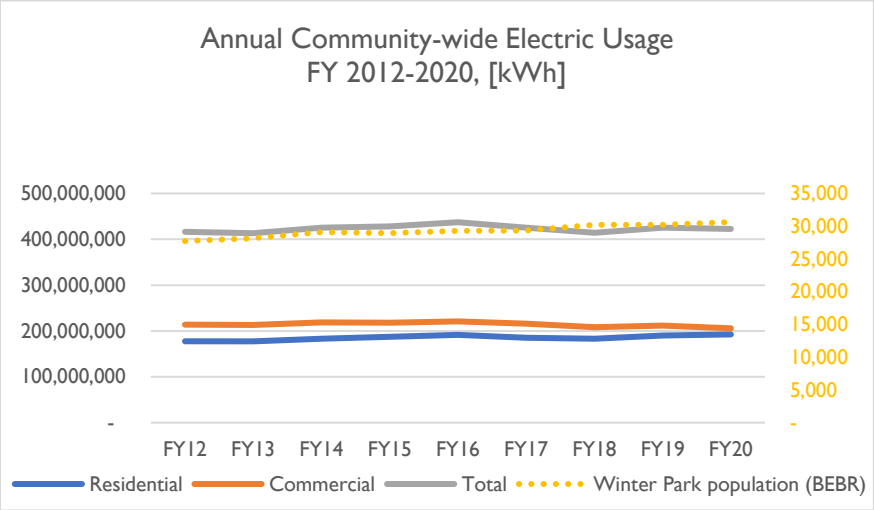
ACTIONS

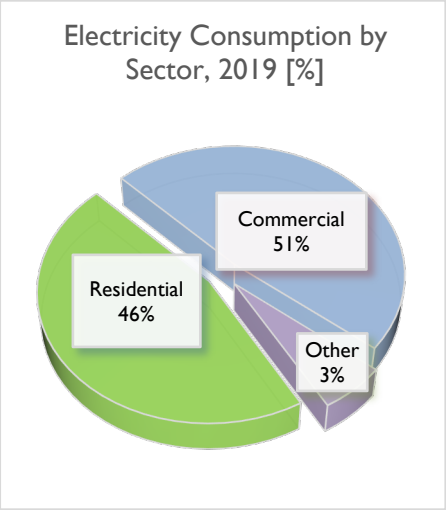
Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Evaluate potential for increasing proportion of Winter Park Electric Utility's Energy Portfolio coming from renewable resources (e.g., wind, solar)	Policy	Sustainability Program, WP Electric Utility
Continue Annually	Conduct Community-wide Greenhouse Gas Emissions Inventory and track proportion of renewables in the WP Electric Utility's portfolio	Project	Sustainability Program
Continue Annually	Participate in Regional Sustainability and Resilience Professional Networks (Urban/Southeast/Florida Sustainability Directors Networks, East Central Florida Regional Resilience Collaborative, Good Food Central Florida Regional Policy Council, etc.)	Collaboration	Sustainability Program
Continue Annually	Provide community wide education and outreach on reducing consumption of carbon-intensive foods	Program	Sustainability Program
Continue Annually	Provide green building best practices education to building professionals and residents	Program	Building & Permitting
2022	Pass resolution committing the City to 100% of all electricity consumed in the City to come from renewable energy resources by 2035 and to 100% of all energy (electricity,	Policy	Sustainability Program, WP Electric Utility

	transportation and stationary combustion) used in the City to come from renewable resources by 2050		
2022	Solicit proposals to meet 100% Renewable Goals	Project	Sustainability Program, Procurement
2022	Develop a policy to replace gas-powered leaf blowers with alternatives that have fewer environmental and health impacts (e.g., air quality, noise pollution)	Policy	Sustainability Program
2022	Update Land Development Code, to allow food processing and handling in accordance with F.S. 500.80 (Cottage Food Operations) as a home occupation to encourage local food production	Policy	Planning & Transportation, Sustainability Program
2022	Revisit Backyard Chicken Pilot Program (exp. September 2022) to evaluate program outcomes and possibility of expanding and extending the program	Policy	Sustainability Program, Planning & Transportation
2022	Promote programs that expand access to seeds and increase the community's capacity to grow food locally	Program	Sustainability Program, Communications
2022	Provide community wide education and outreach that promotes growing edible gardens at home, community supported agriculture and local food consumption	Program	Sustainability Program
2023	Identify risks and vulnerabilities that climate change poses to the City of Winter Park by conducting a Climate Risk and Vulnerability Assessment	Project	Sustainability Program
2023	Work with Planning & Transportation Department to ensure Comprehensive Plan Update incorporates sustainability and resilience related goals, objectives and policies	Project	Planning & Transportation, Sustainability Program
2023	Research and design policies to increase green building standard requirements in residential & commercial developments	Policy	Sustainability Program, Planning & Transportation
2024	Research and explore opportunities to create resiliency hubs in the city	Project	Sustainability Program, Public Works
2025	Upon completion of Climate Risk and Vulnerability Assessment, create Climate Mitigation and Adaptation Plan (CMAP)	Project	Sustainability Program
2025	Ensure CMAP includes actions that will reduce the impacts of climate change on human health, especially for the most vulnerable communities	Project	Sustainability Program

Energy

The Energy category focuses on measures that can reduce the environmental consequences of the construction, reconstruction and operation of buildings and infrastructure with a focus on energy efficiency and energy conservation. With buildings' energy usage contributing to nearly half of all of the community-wide greenhouse gas (GHG) emissions in 2019, implementing the prescribed actions is critical to achieving a more sustainable city. Electricity is primarily being used to power buildings for commercial (51%) and residential (46%) activities, while a smaller fraction (3%) is being used to power city scale infrastructure such as streetlights and transporting water and waste water. Between 2012 and 2019, electric usage per capita remained generally stable.





All utility data is sourced from the city's Comprehensive Annual Financial Reports, which can be reviewed on the city's website.

OBJECTIVES

1. Increase energy efficiency of residential and commercial buildings
2. Increase energy conservation in residential and commercial sectors
3. Increase residential and commercial customers knowledge of energy efficiency and conservation best practices and benchmarking tools

INDICATORS

	Indicator Description	Baseline	2025 Target	2035 Target
E-1	Energy usage intensity in residential buildings [kWh/customer/year][1] – Baseline Year: 2012	15,263	TBD	TBD
E-2	Energy usage intensity in commercial buildings [kWh/customer/year][1] – Baseline Year: 2012	91,850	TBD	TBD
E-3	Residential building audits performed annually – Baseline: Average # of audits/yr between 2017-2020	63	75	100
E-4	Commercial buildings added to benchmarking portfolio per year– Baseline Year: 2012	0	10	25

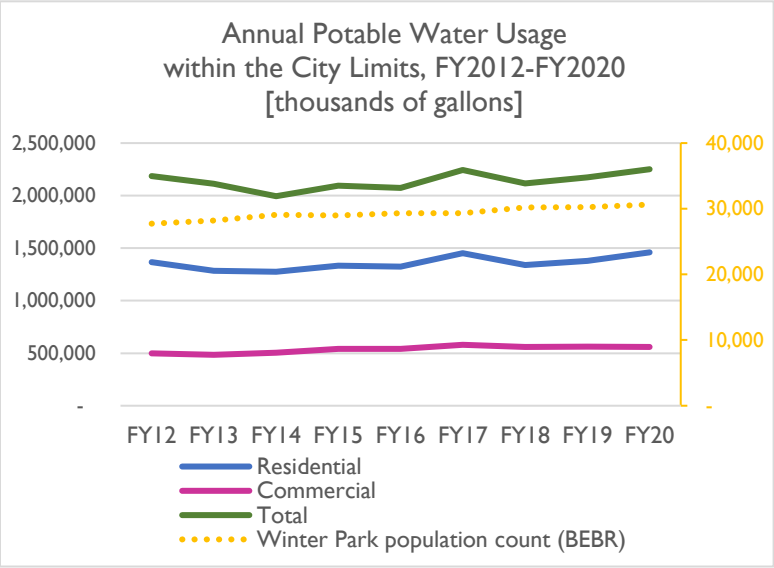
[1] *Targets will be determined and baseline adjusted in 2022 to be in kWh/ square foot/year after GIS analysis project*

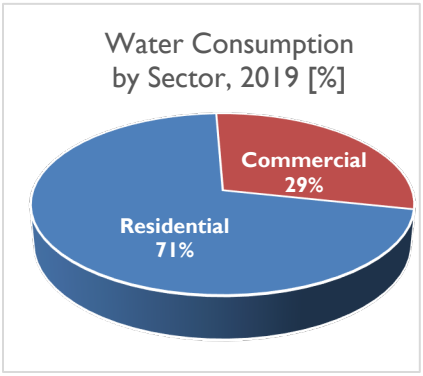
ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Promote existing Energy Conservation opportunities such as audits and rebates	Program	Sustainability Program, WP Electric Utility, Communications
Continue Annually	Provide energy conservation kits and solar feasibility reports for customers that undergo energy audits	Program	Sustainability Program, WP Electric Utility
Continue Annually	Continue Sustainability Education Program in Winter Park Schools that includes energy and water conservation education	Program	Sustainability Program, WP Electric Utility
Continue Annually	Provide technical assistance and education to commercial property owners and tenants on Energy Star Portfolio Manager	Program	Sustainability Program
2022	Identify methodology for expressing energy use intensity in kWh per square foot for residential and commercial customers	Project	GIS, Sustainability Program
2023	Explore incentive programs for commercial customers that encourage energy conservation	Program	Sustainability Program, WP Electric Utility
2025	Explore feasibility of residential energy and water benchmarking and disclosure	Project	Sustainability Program, WP Electric Utility, WP Water & Wastewater Utility
2025	Establish commercial building energy and water benchmarking and disclosure policy	Policy	Sustainability Program, WP Electric Utility, WP Water & Wastewater Utility

Water

The Water category focuses on measures that can increase water efficiency and water conservation in residential and commercial sectors. In the City of Winter Park, residential and commercial customers use potable water for indoor and outdoor (irrigation) purposes. Over the last decade, potable water has remained generally stable, reflecting the minimal change in population growth over that time. The majority of potable water consumed in the city is used by residential customers (71%), with nearly half of residential water usage being spent on irrigation.





All utility data is sourced from the city's Comprehensive Annual Financial Reports, which can be reviewed on the city's website.

OBJECTIVES

1. Increase water efficiency of residential and commercial buildings
2. Increase water conservation in residential and commercial sectors
3. Increase residential and commercial customers knowledge of water efficiency and conservation best practices and benchmarking tools

INDICATORS

	Indicator Description	2012 Baseline	2025 Target	2035 Target
W-1	Water usage intensity in residential buildings [gallons/customer/year][1]	123,651	TBD	TBD
W-2	Water usage intensity in commercial buildings [gallons/customer/year][1]	294,098	TBD	TBD
W-3	Reclaimed water usage [gallons/year]	To be provided by WW	maintain	50% more

[1] *Targets will be determined (in per capita) upon the renewal of St. Johns River Water Management District Consumptive Use Permit in 2025*

ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Promote existing water conservation opportunities such as audits and rebates	Program	WP Water & Wastewater Utility, Sustainability Program, Communications
Continue Annually	Promote water conservation education to residential and commercial customers through on-line and print campaigns	Program	WP Water & Wastewater Utility, Sustainability Program, Communications
2022	Implement Advanced Metering Infrastructure (AMI) to allow for more effective monitoring of water usage, system efficiency, detecting malfunctions and recognizing irregularities	Project	WP Water & Wastewater Utility
2022	Implement Water/Sewer Impact Fee Deferral Program throughout the city to reduce customer upfront costs for connecting to the sewer system	Policy	WP Water & Wastewater Utility
2022	Explore grant opportunities for septic to sewer conversion projects	Project	WP Water & Wastewater Utility
2022	Increase public awareness of Florida-friendly landscaping and landscape irrigation regulations to residential and commercial customers	Program	WP Water & Wastewater Utility, Sustainability Program, Building & Permitting, Communications
2023	Explore the creation of an incentives program for commercial customers that encourages water conservation	Program	Sustainability Program, WP Water & Wastewater Utility
2023	Using AMI system to identify customers in non-compliance with SJRWMD irrigation policies and provide non-compliant customers with water conservation best practices	Program	WP Water & Wastewater Utility, Sustainability Program
2024	Identify methodology for expressing water use intensity in gallons per capita	Project	WP Water & Wastewater Utility, Sustainability Program

	upon renewal of SJRWMD Consumptive Use Permit		
2025	Explore feasibility of residential energy and water benchmarking and disclosure	Project	Sustainability Program, WP Electric Utility, WP Water & Wastewater Utility
2025	Establish commercial building energy and water benchmarking and disclosure policy	Policy	Sustainability Program, WP Electric Utility, WP Water & Wastewater Utility
2025	Upon renewal of SJRWMD Consumptive Use Permit, review water utility rate structure to increase water conservation	Project/Policy	WP Water & Wastewater Utility
2025	Upon renewal of SJRWMD Consumptive Use Permit, expand reclaimed water system	Project	WP Water & Wastewater Utility

Community Engagement & Green Economy

The Community Engagement and Green Economy category outlines long term objectives and actions focused on encouraging residents, business owners, schools and other organizations in the city of Winter Park to begin incorporating more sustainable solutions in their daily activities. To foster and build upon a culture that values health, environmental stewardship and financial wellbeing, the city will support public engagement campaigns to educate, inspire and offer some of the most cost effective, healthy and easy solutions. The campaign will seek to engage diverse partners and sectors of the community; create a shared community vision, goals and progress indicators of a low-carbon future; connect individuals and organizations to education, tools and resources; and celebrate positive changes and successes. A fully engaged community is the key to successfully making the city a more sustainable community.

OBJECTIVES

1. Communicate, educate and motivate residents to begin incorporating more sustainable solutions in their daily actions to change their behaviors in ways that support the objectives of the Sustainability Action Plan
2. Engage businesses, offer sustainable solutions and recognition for greening their daily operations that support the objectives of the Sustainability Action Plan
3. Provide opportunities for schools to implement sustainable practices in their daily operations that support the objectives of the Sustainability Action Plan
4. Work collaboratively with community organizations to identify and implement sustainable solutions that support the objectives of the Sustainability Action Plan

INDICATORS

	Indicator Description	Baseline	2025 Target	2035 Target
CEGE-1	Community engagement events – Baseline Year: 2012	12	No less than 12	No less than 12
CEGE-2	Green Businesses Recognized per year – Baseline Year: 2012	0	10	25
CEGE-3	Green School Grant Funding[1] – Baseline: Average amount of funding between 2017-2020	$3,300	Equal or more than $3,300/year	Equal or more than $3,300/year

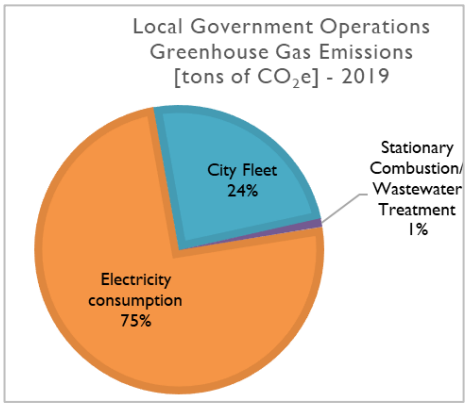
ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Promote sustainability program initiatives through various social media platforms and traditional print media, at in-person events, and maintain and update	Project	Sustainability Program, Communications

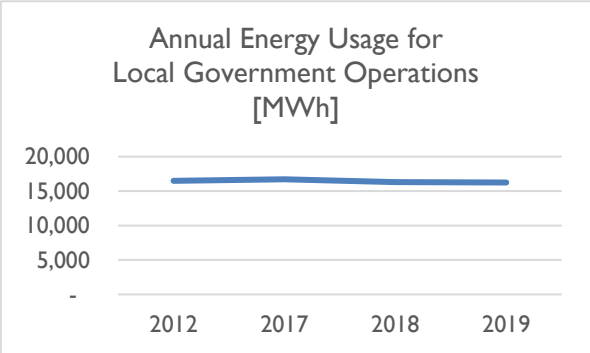
	Sustainability Program's website		
Continue Annually	Administer Green Business Recognition Program and promote Green Business initiatives	Program	Sustainability Program, Communications
Continue Annually	Administer Green School Grant Program and Green Education opportunities for educators	Program	Sustainability Program
Continue Annually	Partner with local universities (e.g., University of Central Florida, Rollins College) to provide educational trainings on sustainability-related subjects	Project	Sustainability Program
Continue Annually	Ensure all requirements are met for remaining a Keep America Beautiful affiliate	Program	Sustainability Program
Continue Annually	Provide volunteer opportunities for litter cleanups of city's lakes and rights-of-way	Project	Sustainability Program, Lakes Division
Continue Annually	Provide volunteer opportunities for beautification of city parks and greenspaces	Project	Sustainability Program, Parks & Recreation
Continue Annually	Provide education on Sustainability Program at Neighboring Community Events	Project	Sustainability Program
2022	Determine the feasibility of participating in America In Bloom's annual nationwide competition	Project	Sustainability Program
2022	Create and install Environmental Education opportunities at parks and city buildings (e.g., Howell Branch Creek)	Project	Sustainability Program, Parks & Recreation, Communications
2022	Facilitate Green Business networking events	Project	Sustainability Program
2023	Create Green Event Guide and Volunteer Program for city events	Project	Sustainability Program, Parks & Recreation, Communications

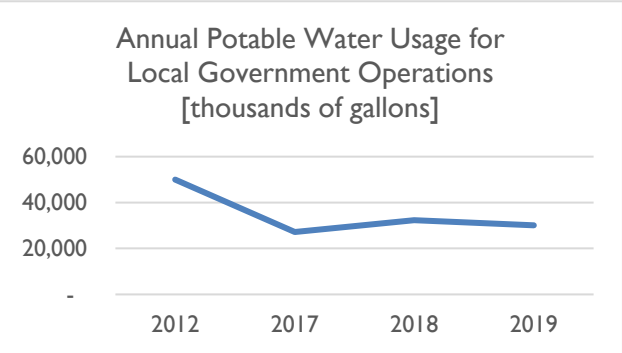
Local Government Operations

The Local Government Operations category outlines long term objectives and actions focused on reducing GHG emissions of municipal operations, increasing municipal facilities' resiliency to the impacts of climate change, and encouraging resource protection and conservation. Creating healthier and more comfortable environments for employees and building occupants are also anticipated benefits from the city renovating existing buildings and building new city facilities to meet high performance, green building standards.

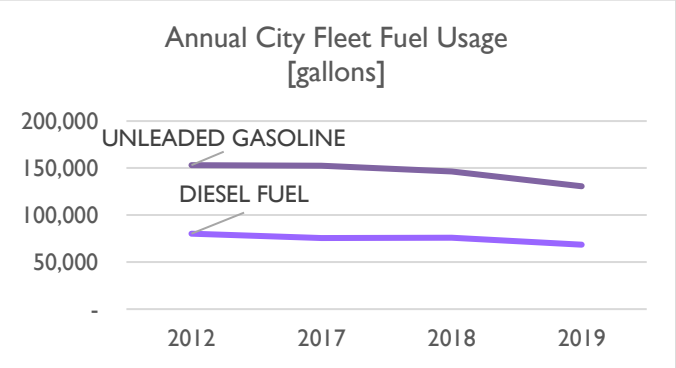


The city's Local Government Operations GHG Emissions Inventory consists of all major direct emissions from the burning of fossil fuels by the City's fleet and indirect GHG emissions associated with the electricity consumption for local government operations. City Fleet-related (24%) and electricity consumption-related (75%) activities contribute the largest proportion of greenhouse gases emissions in government operations. Energy usage has remained generally stable since the baseline year of 2012. Energy audits of city facilities would allow for the city to identify and select projects that will provide the greatest energy reduction at the best return on investment. Recent potable water usage has declined from the baseline. Several city parks use reclaimed water, lake or well water, reducing the amount of high-quality potable water being used by the city to irrigate. Efforts to expand the use of lower-quality water for park irrigation are planned.





City fleet gasoline and diesel consumption has remained generally stable since the baseline year. Establishing a policy that creates a vehicle replacement and purchase tiered structure that prioritizes zero tail pipe emissions and high fuel efficiency vehicles would help further fleet electrification and fuel usage reduction.



OBJECTIVES

1. Increase the city's municipal facilities resiliency to the impacts of climate change
2. Reduce Local Government Operations (LGO) greenhouse gas emissions
3. Increase energy and water efficiency of existing and new city-owned and city-operated facilities
4. Encourage on-site renewable energy generation at city-owned and city-operated facilities
5. Reduce fossil fuel consumption by city fleet vehicles
6. Communicate, educate and motivate city employees to incorporate more sustainable solutions in their daily actions to change their behaviors in ways that support the objectives of the Sustainability Action Plan
7. Reduce the amount of waste generated from local government operations
8. Encourage reuse and other means of disposal that divert generated waste away from the landfill

INDICATORS

	Indicator Description	2012 Baseline	2025 Target	2035 Target
LGO-1	Local Government Operations greenhouse gas emissions [Tons of carbon dioxide equivalent]	11,315	40% less than baseline year	80% less than baseline year
LGO-2	Energy usage for Local Government Operations [MWh/yr]	16,471	5% less	15% less
LGO-3	Installed renewable energy capacity [MW][1]	0	TBD	TBD
LGO-4	City-owned and city-operated facilities audited	3	50%	100%
LGO-5	Potable water usage [million gallons][2]	49.5	50% less	TBD
LGO-6	City Fleet fuel usage [gallons of unleaded gasoline][3]	143,268	Downward trend	TBD
LGO-7	City Fleet fuel usage [gallons of diesel fuel][3]	80,235	Downward trend	TBD
LGO-8	Number of city-owned Electric Vehicles[4]	0	Increase	Increase
LGO-9	Number of Electric Vehicle charging Stations available for city business use [ports][4]	1	Increase	Increase

[1] *By the end of 2020, the city had 266kW of installed solar capacity (City Fleet Building, Aloma Water Treatment Plant)*

[2] *Target will be determined upon the renewal of St. Johns River Water Management District Consumptive Use Permit in 2025*

[3] *Target will be determined after pathway to reach 100% Renewable Goals proposal is received*

[4] *By the end of 2020, the city had 6 electric vehicles (2% of total fleet) and 7 EV Charging Ports for Fleet Use*

ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Monitor city buildings' energy and water usage through ENERGY STAR Portfolio Manager	Program	Sustainability Program
Continue Annually	Conduct Local Government Operations Greenhouse Gas Emissions Inventory	Project	Sustainability Program
Continue Annually	Shift from potable water to lower-quality water resources (e.g., well or lake water) for parks irrigation while prioritizing water conservation and continuing use of reclaimed water at existing sites	Policy	Parks & Recreation, WP Water & Wastewater Utility Utilities
Continue Annually	Ensure that all new, significantly renovated, occupied, city-owned and city-operated buildings will be designed and built to incorporate measures that would allow them to be FGBC certified or certified at a minimum of LEED "Silver Certification" level or a comparable performance criterion	Policy	Public Works, Sustainability Program
Continue Annually	Shift from fossil-fuel powered landscaping equipment to electric powered equipment as equipment is being replaced	Policy	Parks & Recreation
Continue Annually	Continue to partner with FDOT's reThink Your Commute program to encourage employees' use of SunRail, Lynx, vanpools and bike and walking to work	Program	Human Resources, Sustainability Program
2022	Solicit proposals for energy conservation audits for all city facilities	Project	Public Works, Procurement, Sustainability Program, WP Electric Utility
2022	Establish sustainable & resilient fleet policy that creates a vehicle replacement and purchase tiered structure that prioritizes zero tail pipe	Policy	Fleet, Sustainability Program

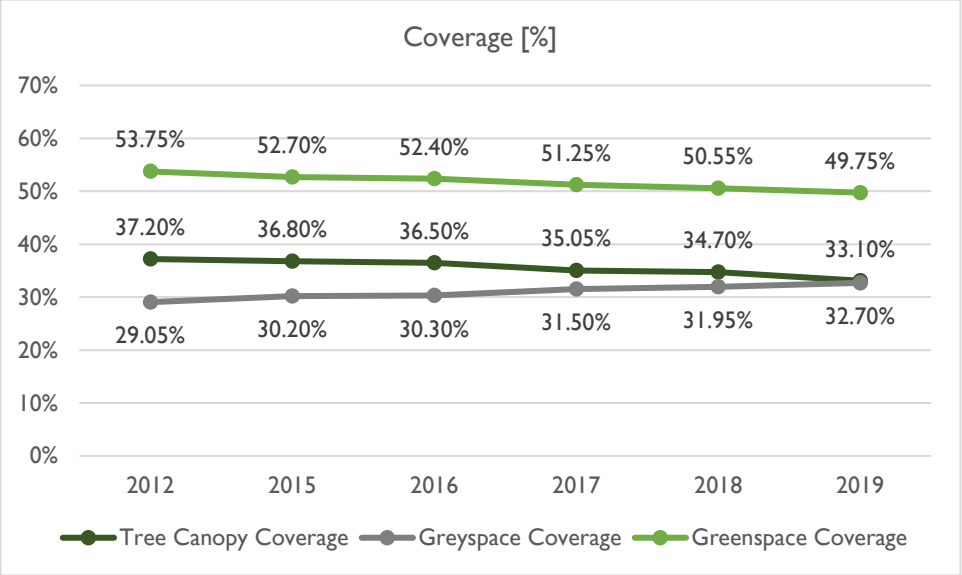
	emissions and high fuel efficiency vehicles		
2022	Develop educational workshop for city employees that cover best practices for workplace energy & water conservation, sustainable transportation modes and waste management	Program	Sustainability Program, Human Resources
2022	Revisit Single Use Product Policy Pilot Program (exp. May 11, 2022) to evaluate program outcomes and possibility of expanding and extending the program	Policy	Sustainability Program, City Administration
2022	Review Best Workplaces for Commuters criteria and apply for designation	Project	Human Resources, Sustainability Program
2023	Explore establishing a Revolving Energy Efficiency Loan Fund for city owned buildings and infrastructure.	Program	Finance, Public Works, Sustainability Program
2023	Solicit proposals for solar feasibility study for all city facilities	Project	Public Works, Sustainability Program, Procurement, WP Electric Utility
2023	Research energy and water management software capable of identifying low-efficiency city facilities and early detection of usage anomalies	Project	Sustainability Program, Public Works
2023	Update Personnel Policy Manual to reduce idling time by city fleet users and create educational campaign to inform city employees.	Policy/Program	Fleet, Sustainability Program
2023	Identify funding opportunities and training provider for racial equity training for all elected officials and department heads	Program	City Administration, Sustainability Program
2023	Pilot food scrap collection program at City Hall	Project	Sustainability Program
2024	Explore opportunities to install dishwashing machines and water bottle filling stations at city facilities to facilitate the reuse of dishware for city-business meetings and gatherings	Program	Public Works, Sustainability Program

2024	Utilize racial equity lens to assess city policies, initiatives, programs, and budget issues	Program	All City Departments
2024	Design and implement sustainable procurement policy that is fiscally responsible, promotes work health, conserves natural resources, prevents pollution, and aligns with the city's sustainability goals	Program	Procurement, Sustainability Program
2024	Explore ways to quantify waste generated from city offices	Project	Sustainability Program
2025	Upon renewal of SJRWMD Consumptive Use Permit, assess and identify opportunities for water conservation measures for all city facilities	Project/Policy	WP Water & Wastewater Utility

Natural Resources

The Natural Resources category is focused on preserving and enhancing the City of Winter Park's valuable natural features that help make the city such a great place to live. The city is known for its lush tree canopy and pristine lakes. Both of these features provide a multitude of benefits including improved air quality, wildlife habitat, cooler temperatures through reduced urban heat island effect, beautification and increased property values. In recognition of a downward trend from 2012 to 2019, the target goals for tree canopy coverage and greenspace coverage reflect a commitment to reversing the trend.

In 2020, the city's Urban Forestry Division began using i-Tree Canopy. The online tool randomly lays points onto Google Earth imagery and then the user manually classifies what cover class (e.g., tree) each point falls upon. While 500-1,000 points are suggested, the Urban Forestry Division classified 2,000 points, increasing the accuracy of the estimates. Since the aerial imagery from Google Earth is normally about 2 years old, the assessment presented goes only through 2019.



Using i-Tree Canopy, Urban Forestry was able to determine the city's tree canopy coverage (includes trees and shrubs), greenspace coverage (includes trees, shrubs, grass and herbaceous cover) and greyspace coverage (includes impervious surfaces and buildings). A trend of gradual decline in tree canopy and greenspace coverage and gradual incline of greyspace coverage is evident during the reporting years. Tree canopy loss is most likely attributable to changes in land development use, rather than from extreme weather events. Land development regulations and city programs that protect and expand the existing canopy are critical to ensure tree canopy coverage does not continue to decline.

City parks play a crucial role in residents and visitors mental and physical well-being and stimulate social cohesion. The city's Parks and Recreation Division has consistently exceeded its goal of more than 10 park acres per 1,000 people. Maintaining the percentage of residents living within a half mile from park space will not only ensure that residents are within walking distance of places that are good for their mind and body, but these green areas also help mitigate localized air pollution and provide habitat for numerous animal and plant species.

In 2021, the city's Lakes Division will begin tracking the percentage of the city's Main Lakes meeting the "Good" Water Quality Standard [average annual trophic state index (TSI) below 60]. The city's Main Lakes include Lakes Baldwin, Berry, Killarney, Maitland, Mizell, Osceola, Sue and Virginia. TSI is a classification system designed to "rate" individual lakes, ponds and reservoirs based on the amount of biological productivity occurring in the water. Using the index, one can gain a quick idea about how productive a lake is.

OBJECTIVES

1. Maintain and expand an equitable urban tree canopy
2. Increase overall greenspace
3. Reduce grey space (including paved parking lot, street, sidewalk, rooftop, impermeable)
4. Maintain percentage of residents living within a half mile from park space
5. Maintain number of lakes meeting good water quality standard
6. Increase residents' and businesses' knowledge of best practices for pollution prevention of natural water resources, including impacts of stormwater runoff and over-fertilizing.

INDICATORS

	Indicator Description	Baseline	2025 Target	2035 Target
NR-1	Tree Canopy Coverage - Baseline Year: 2019	33.10%	Maintain	5% more
NR-2	Greenspace Coverage - Baseline Year: 2019	49.75%	Maintain	5% more
NR-3	Greyspace Coverage - Baseline Year: 2019	32.70%	Maintain	5% less
NR-4	Residents living within ½ mile from park space[1] - Baseline Year: 2012	95%	TBD	TBD
NR-5	Percentage of City of Winter Park's Main Lakes[2] meeting Good Water Quality Standard [Average Annual Trophic State Index (TSI) below 60] – Baseline Year: 2012	100%	Maintain	Maintain

[1] *Includes Community Parks, Mini Parks, Neighborhood Parks, Open space/conservation, Special Purpose Parks*

[2] *Lakes Baldwin, Berry, Killarney, Maitland, Mizell, Osceola, Sue and Virginia*

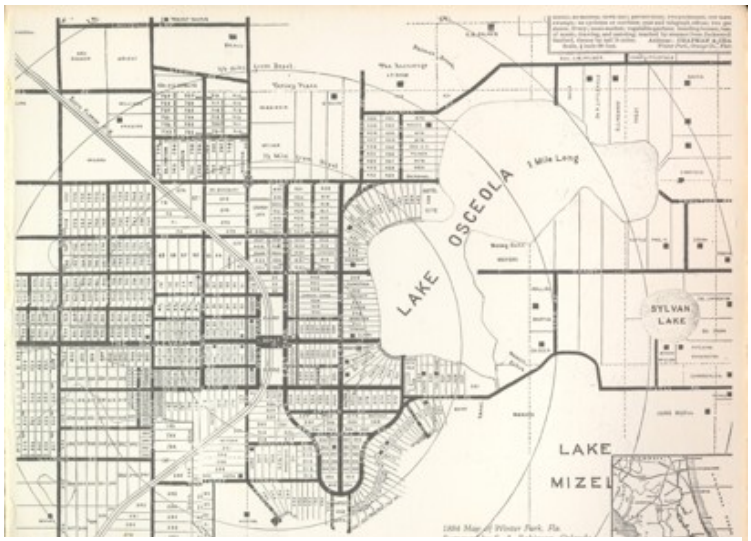
ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Administer city's tree management program	Program	Urban Forestry
Continue Annually	Consider the usefulness and availability of state and federal grant programs for the acquisition of lands for conservation areas or passive recreation	Policy	City Administration, Parks & Recreation, Planning & Transportation

Continue Annually	Administer integrated aquatic plant management program	Program	Lakes Division
2022	Provide Tree Canopy Conservation education to residents and businesses through on-line and print campaigns	Program	Urban Forestry, Sustainability Program
2022	Provide education on pollution prevention of natural water resources (e.g., impacts of stormwater runoff and over-fertilizing) to residents and businesses through on-line and print campaigns	Program	Lakes Division, Sustainability Program
2023	Research establishing an Energy-Savings Tree Giveaway Program that delivers canopy and understory trees to residents	Program	Urban Forestry, Sustainability Program,
2023	Conduct tree equity study to determine if tree canopy cover is distributed in a way that all residents can experience the climate, health and other benefits that trees provide	Project	Urban Forestry
2023	Develop long term reforestation plan to increase tree canopy coverage	Policy	Urban Forestry
2023	Explore funding opportunities to build a green infrastructure (bio-swales, rain gardens, green roofs, etc.) demonstration project within the city limits	Project	Sustainability Program, Stormwater Division

Transportation and Urban Form

The Transportation and Urban Form category is focused on encouraging healthier, more active forms of transportation such as walking, bicycling and using mass transit such as LYNX bus and SunRail commuter rail. As the first planned community in Florida, the city was founded around the concept of walkability and human scaled urbanism. Since owning a car was a rarity in the 1880s, the city's founders designed the original plan around the Train Station which was the town's first constructed building. Future development was patterned off quarter mile walks around the station.



The original Town Plan for Winter Park, FL placing the train station in the center with development planned around it. The circles represent quarter mile distances.

As discussed in the Climate Resiliency category, transportation is a significant (52%) contributor to the city's community-wide GHG emissions. The category also emphasizes a more human scaled, compact, mixed use neighborhood pattern and design that makes it easier for people to choose these more sustainable transportation options.

Common design elements of complete streets tend to be human scaled, narrow, with continuous sidewalks, bike lanes, landscaping and shade trees. These design characteristics combined with green infrastructure such as bio-swales and rain gardens also help reduce stormwater runoff, enhance lakes water quality and reduce the urban heat island effect.

OBJECTIVES

1. Improve pedestrian and bicyclist environments with sustainable and safe transportation infrastructure such as sidewalks, multimodal paths, and transit shelters
2. Encourage more human scaled, compact, mixed use land use development and planning
3. Create an environment that encourages residents, businesses and visitors to transition to electric and less carbon-intensive modes of transportation
4. Achieve a level of air quality that is healthy for all residents and the natural environment
5. Increase residents and businesses' knowledge of benefits and importance of sustainable transportation choices

INDICATORS

	Indicator Description	2012 Baseline	2025 Target	2035 Target
TUF-1	Sidewalk/Street improvements allowing for pedestrian and bicyclist use [Linear feet][1,2] - *Starting year 2022*	-	1 mile (cumulative)	3.5 miles (cumulative)
TUF-2	Pedestrian infrastructure improvements (enhanced crossings, benches, water bottle filling stations, sitting shelters) [improved site/year][2] - *Starting year 2022*	-	TBD	TBD
TUF-3	Bicyclist infrastructure improvements (enhanced crossings, bike racks, bike storage, bike repair stations) [improved site/year][2] - *Starting year 2022*	-	TBD	TBD
TUF-4	Improved transit stops (benches, transit shelters, waste receptacles, etc.) [improved transit stop/year][2] - *Starting year 2022*	-	TBD	TBD
TUF-5	Public EV Charging Stations [# of Ports]**	7	Maintain	Maintain

[1]E.g., converting a sidewalk to a mixed use trail or adding a bike lane to an existing road

[2]Targets for TUF-1,TUF-2,TUF-3 and TUF-4 will be determined and baseline adjusted upon completion of Mobility Plan

[3]As of 2020, the city has 14 EV Charging Ports for Public Use

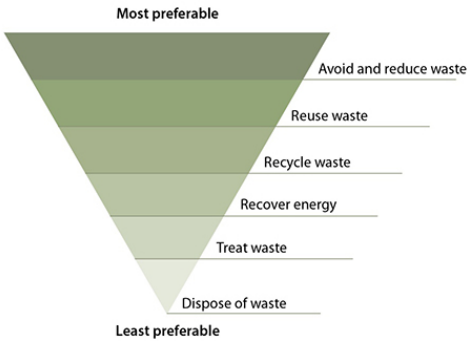
ACTIONS

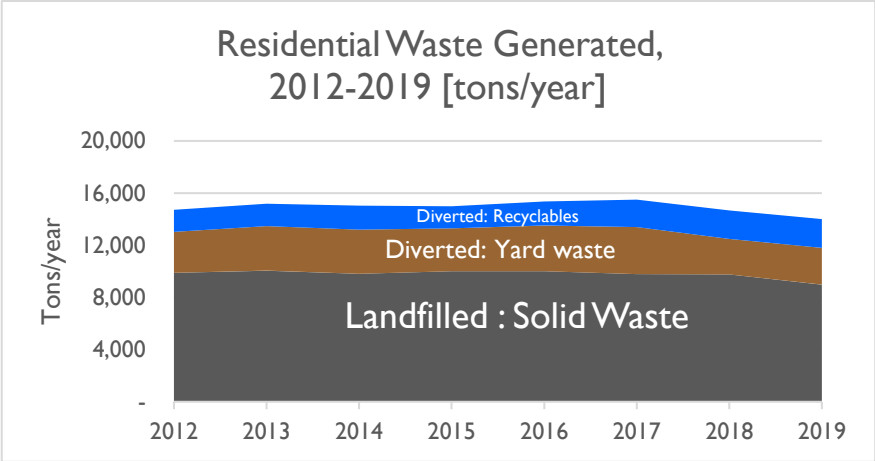
Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Encourage private developments to increase safety and ease of walking and cycling through site plan review process	Policy	Planning & Transportation
Continue Annually	Publicize affordable & workforce housing located within a quarter mile from major employers	Program	Economic Development, Planning & Transportation
Continue Annually	Maintain Electric Vehicle Charging Stations available to the public	Program	Sustainability Program
Continue Annually	Provide education on pedestrian and bicyclist safety, routes, and proximity to amenities to residents and businesses through on-line and print campaigns	Program	Planning & Transportation, Police Department
Continue Annually	Provide education on benefits and importance of sustainable transportation choices to residents and businesses	Program	Planning & Transportation, Sustainability Department

	through on-line, print campaigns, and in-person events		
Continue Annually	Evaluate bus stop infrastructure for accessibility and amenities	Program	Planning & Transportation
2022	Develop Mobility Plan, considering SunRail, Lynx, safe routes to schools, Complete Streets, and linkages of the City's trails with adjacent counties and municipalities	Policy	Planning & Transportation, Sustainability Program
2022	Consider waiving building permit fee for EV Charging Station installation in residential and commercial properties	Policy	Building & Permitting
2023	Explore opportunities to pilot an autonomous electric shuttle	Project	City Administration, Economic Development, Sustainability Program
2023	Improve bike storage at SunRail Station (e.g., bike shelter)	Project	Planning & Transportation
2023	Work with Sustainability Program to ensure Comprehensive Plan Update incorporates sustainability and resilience related goals, objectives and policies as it relates to transportation	Project	Planning & Transportation, Sustainability Program
2023	Work with regional transit agencies to expand Lynx and SunRail service in the city	Project	Economic Development, Planning & Transportation, Sustainability Program
2024	Research and implement a Complete Streets Project Design Checklist	Policy	Planning & Transportation

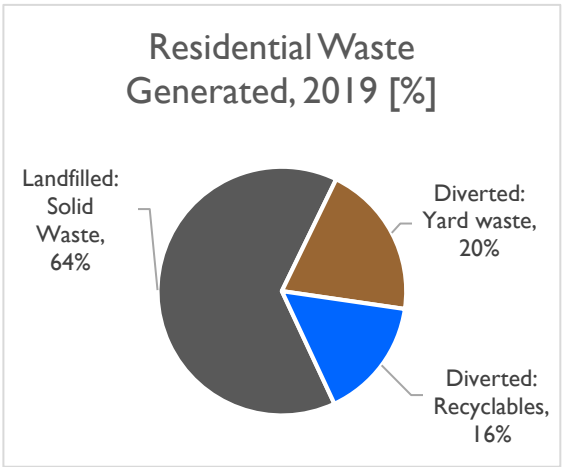
Waste Management

The Waste Management category is focused on reducing the amount of waste generated, encouraging the reuse and repair of products, and diverting waste from the landfill. The EPA developed the non-hazardous materials and waste management hierarchy in recognition that no single waste management approach is suitable for managing all materials and waste streams in all circumstances. The hierarchy ranks the various management strategies from most to least environmentally preferred.





The City of Winter Park has a franchise agreement with WastePro for hauling of solid waste, yard waste and recyclables from residential properties. Under this contract, WastePro hauls solid waste and yard waste to the Seminole County Transfer Station. Solid waste is landfilled and yard waste is used primarily as road cover at the landfill, allowing yard waste to be counted as diverted waste. WastePro hauls recyclables to the Orange County Transfer Station. There, recyclables are graded by Waste Management as being "acceptable" or "rejectable" based on the level of contamination. Acceptable loads are transported to Waste Management's sorting facility in Cocoa for sorting, baling and compaction and then prepared for market. Unacceptable loads are landfilled. In recent years, the city has had very few rejected loads. Consistency in updating residents to what is acceptable and not acceptable in the recycling bin is key to keeping rejections low.



It is important to recognize that at the top of the waste management hierarchy is avoidance and reduction of waste. The city is leading by example with its Single Use Product Policy Pilot program that prohibits plastic bags, plastic straws and Styrofoam products at city facilities. The Green Business Recognition Program provides a way

for businesses to receive recognition for switching from single-use to reusable and compostable alternatives. It is critical to reinforce the message that most environmentally preferable choice an individual can make in regards to waste is to not create it in the first place.

OBJECTIVES

1. Reduce the amount of waste generated
2. Increase repair, reuse and donation of materials
3. Divert waste generated away from the landfill

INDICATORS

	Indicator Description	2012 Baseline	2025 Target	2035 Target
WM-1	Residential Waste Generated [tons][1]	14,714	5% less	10% less
WM-2	Residential Solid Waste Landfilled [tons]	9,890	10% less	20% less
WM-3	Residential Waste Diverted from Landfill [tons][2]	4,824	5% less	10% less

[1] *Includes tonnage collected from residential households (solid waste, yard waste and recycling)*

[2] *Includes tonnage of waste diverted for other purposes (i.e., recyclables recycled and yard waste used for landfill cover)*

ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Provide in-person, online and print education on waste management hierarchy (reduce, reuse, recycle)	Program	Sustainability
Continue Annually	Hold Annual Household Hazardous Waste (HHW) and Electronics Waste Collection Event	Program	Sustainability Program
Continue Annually	Publicize Regional Partners' Waste Diversion Programs (HHW & E-Waste Collection Events, Food Scrap Collection, etc.) and Drop-Off Facilities	Project	Sustainability Program
Continue Annually	Provide composting education and backyard composters to residents	Program	Sustainability Program
Continue Annually	Provide residents with online waste management tool that provides collection	Program	Sustainability Program

	schedules, reminders and look-up tool to determine how items should be disposed of		
Continue Annually	Maintain the list of the city's Registered Haulers	Policy	Sustainability Program
Continue Annually	Assist multi-family and commercial buildings with creating a recycling education and outreach plans	Program	Sustainability Program
Continue Annually	Participate in Florida Food Waste Prevention Week	Project	Sustainability Program
2022	Consider Waste Contractors' ability to provide single stream recycling for residential and multifamily households, food scrap collection, and Pay As You Throw options in Scope of Work description for Solid Waste Hauler Franchise Solicitation	Project	City Administration, Sustainability Program
2022	Explore feasibility of monthly residential food scraps collection at Farmers' Market	Project	Parks and Recreation, Sustainability Program
2022	Increase recycling opportunities at city-owned public facilities and parks	Program	Parks and Recreation, Sustainability Program
2022	Relaunch "Fix It, Don't Pitch It" regional community repair event	Project	Sustainability Program
2023	Increase availability of water bottle filling stations at city-owned public facilities and parks	Project	Parks and Recreation, Sustainability Program
2023	Develop and launch educational promotion campaign to encourage food recovery	Project	Sustainability Program, Communications

Glossary

Best Work Places for Commuters is an innovative membership program that provides qualified employers with national recognition and an elite designation for offering outstanding commuter benefits such as offering at least $30 per month towards a transit pass to employees, employee shuttle to transit stations, etc.

Carbon-intensive foods include beef (6.61 lbs. of CO_2e per serving), cheese (2.45 lbs. of CO_2e per serving), and other animal-based products.

Climate change refers to a change in the state of the climate that can be identified (e.g., by using statistical tests) by changes in the mean and/or the variability of its properties and that persists for an extended period, typically decades or longer. Climate change may be due to natural internal processes or external forcings such as modulations of the solar cycles, volcanic eruptions and persistent anthropogenic changes in the composition of the atmosphere or in land use.

Climate Resilience The capacity of social, economic and environmental systems to cope with a hazardous event or trend or disturbance, responding or reorganizing in ways that maintain their essential function, identity and structure while also maintaining the capacity for adaptation, learning and transformation.

Complete Streets are streets for everyone. They are designed and operated to prioritize safety, comfort, and access to destinations for all people who use the street, especially people who have experienced systemic underinvestment or whose needs have not been met through a traditional transportation approach, including older adults, people living with disabilities, people who cannot afford or do not have access to a car, and Black, Native, and Hispanic or Latino/a/x communities. Complete Streets make it easy to cross the street, walk to shops, jobs, and schools, bicycle to work, and move actively with assistive devices. They allow buses to run on time and make it safe for people to walk or move actively to and from train stations.

Connectivity reduces the distances traveled to reach destinations, increases the options for routes of travel, and can facilitate walking and bicycling. Well-connected, multimodal networks are characterized by seamless bicycle and pedestrian infrastructure, direct routing, accessibility, few dead-ends, and few physical barriers. Increased levels of connectivity are associated with higher levels of physical activity from transportation. Connectivity via transportation networks can also improve health by increasing access to health care, goods and services, etc.

Florida Food Waste Prevention Week raises awareness and inspires action to prevent food waste, save money, reduce hunger and protect the environment.

Florida Green Building Coalition has developed green certification programs that apply to construction projects and local government operations. Seeking FGBC certification demonstrates a commitment to providing your customers with products or services that are green and sustainable.

Food Recovery is the practice of collecting wholesome food that would otherwise go to waste and donating it to local food distribution agencies to help feed those in need.

Google EIE uses exclusive data sources and modeling capabilities in a freely available platform to help cities measure emission sources, run analyses, and identify strategies to reduce emissions — creating a foundation for effective action. Starting in 2021, the city's Greenhouse Gas emissions inventory uses Google EIE estimates for transportation emissions (baseline year 2018).

Green Economy is defined as an economy that is low carbon, resource efficient and socially inclusive. In a green economy, growth in employment and income are driven by public and private investment into such economic activities, infrastructure and assets that allow reduced carbon emissions and pollution, enhanced energy and resource efficiency, and prevention of the loss of biodiversity and ecosystem services.

Green Infrastructure includes a range of measures that use plant or soil systems, permeable pavement or other permeable surfaces or substrates, stormwater harvest and reuse, or landscaping to store, infiltrate, or evapotranspirate stormwater and reduce flows to sewer systems or to surface waters.

Greenhouse gases are those gaseous constituents of the *atmosphere*, both natural and *anthropogenic*, that absorb and emit radiation at specific wavelengths within the spectrum of terrestrial radiation emitted by the Earth's surface, the atmosphere itself and by clouds. This property causes the greenhouse effect. Water vapour (H_2O), *carbon dioxide* (CO_2), *nitrous oxide* (N_2O), *methane* (CH_4) and *ozone* (O_3) are the primary GHGs in the Earth's atmosphere.

Integrated Plant Management Program, established by the City of Winter Park, attempts to meet the challenges of maintaining beneficial plants while minimizing undesirable ones. The program includes chemical, biological and mechanical control methods.

LEED (Leadership in Energy and Environmental Design) is the most widely used green building rating system in the world. Available for virtually all building types, LEED provides a framework for healthy, highly efficient, and cost-saving green buildings. LEED certification is a globally recognized symbol of sustainability achievement and leadership.

Pay As You Throw is a system in which residents pay for municipal solid waste (MSW) services per unit of waste discarded rather than solely through a fixed fee or property tax.

Racial Equity occurs when race can no longer be used to predict life outcomes and outcomes for all groups are improved.

Reclaimed water is wastewater that has been thoroughly treated to remove harmful organisms and substances, such as bacteria, viruses and heavy metals, so it can be reused.

Renewable energy is energy from sources that are naturally replenishing but flow-limited; renewable resources are virtually inexhaustible in duration but limited in the amount of energy that is available per unit of time. The major types of renewable energy sources are: Biomass, Hydropower, Geothermal, Wind and Solar.

Resilience Hubs are community-serving facilities augmented to support residents, coordinate communication, distribute resources, and reduce carbon pollution while enhancing quality of life. Hubs provide an opportunity to effectively work at the nexus of community resilience, emergency management, climate change mitigation, and social equity while providing opportunities for communities to become more self-determining, socially connected, and successful before, during, and after disruptions.

Urban Heat Islands occur when cities replace natural land cover with dense concentrations of pavement, buildings, and other surfaces that absorb and retain heat. This effect increases energy costs (e.g., for air conditioning), air pollution levels, and heat-related illness and mortality.

Tree Equity Score is an indicator of whether an area has a sufficient amount of tree canopy cover distributed in a way that all residents can experience the climate, health and other benefits that trees provide.

Tree Management Program, established by the City of Winter Park, maintains existing vigorous trees, removes dead/diseased/dying trees, and replants with a diverse species. The Urban Forestry division is also responsible for maintaining trees in parks and around facilities, trees coexisting with electrical facilities, rights of way trees, and community outreach and education.

Trophic State Index (TSI) is a classification system designed to "rate" individual lakes, ponds and reservoirs based on the amount of biological productivity occurring in the water. Using the index, one can gain a quick idea about how productive a lake is.

Trophic State Index	Trophic State Classification	Water Quality
0-59	Oligotrophic through Mid-Eutrophic	Good
60-69	Mid-Eutrophic through Eutrophic	Fair
70-100	Hypereutrophic	Poor

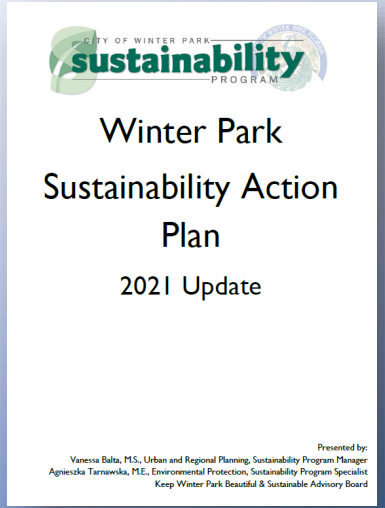
Waste Management Hierarchy: EPA developed the non-hazardous materials and waste management hierarchy in recognition that no single waste management approach is suitable for managing all materials and waste streams in all circumstances. The hierarchy ranks the various management strategies from most to least environmentally preferred. The hierarchy places emphasis on reducing, reusing, and recycling as key to sustainable materials management.

Wastewater is used water. It includes substances such as human waste, food scraps, oils, soaps and chemicals. In homes, this includes water from sinks, showers, bathtubs, toilets, washing machines and dishwashers.

Sustainability Action Plan Update

- Revises baselines, where necessary, for more complete and accurate data collection and analysis, includes new category on Climate Resiliency, and includes actions related to racial equity.

- Integrates discussion and feedback from
  - Joint virtual KWPB&S Advisory Board work sessions
  - City staff follow-up discussions
  - Public comments and Community online survey responses from over 200 respondents (over two-thirds of which identified as residents)
  - Input from Community Organizations (Hannibal Square Heritage Center, Ideas for Us Orlando, League of Women Voters Orange County, The Nature Conservancy, WP Garden Club, WP History Museum and WP Public Library)



Sustainability Action Plan Update

- Incorporates Keep Winter Park Beautiful & Sustainable Advisory Board's recommendation to the City Commission to adopt a 100% renewable energy goal for electricity by 2035, setting an interim 2025 target of 60%
- Sets long-term objectives
  - Increase energy efficiency of residential and commercial buildings
  - Increase energy conservation in residential and commercial sectors
  - Increase residential and commercial customers knowledge of energy efficiency and conservation best practices and benchmarking tools
- Tracks and sets targets for WP Electric Utility (WPEU)-related Indicators:
  - Proportion of WPEU portfolio from renewables
  - Greenhouse gas emissions reductions (community-wide & local govt. operations)
  - # of Solar Customers
  - Energy usage intensity of residential, commercial and local govt. operations
  - Installed renewable energy capacity on city facilities
  - EV Charging stations available for the public and city fleet
- Provides action items through 2025 to help meet long-term objectives

Sustainability Action Plan Update

- Takes into consideration Water Utility's upcoming renewal of St. Johns River Water Management District Consumptive Use Permit in 2025

- Sets long-term objectives
  - Increase water efficiency of residential and commercial buildings
  - Increase water conservation in residential and commercial sectors
  - Increase residential and commercial customers knowledge of water efficiency and conservation best practices and benchmarking tools

- Tracks and sets targets for WP Water & Wastewater Utility-related Indicators:
  - Water usage intensity of residential and commercial buildings
  - Reclaimed water usage

- Provides action items through 2025 to help meet long-term objectives

Utilities Advisory Board

agenda item

item type Action Items	meeting date August 24, 2021
prepared by Wes Hamil	approved by
board approval	
strategic objective	

subject
Time of Use Rate Discussion - Wes Hamil

motion / recommendation
Continue discussion from July meeting and develop recommendation regarding time of use rates

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:
TIme of Use Discussion - II.pdf

Time of Use Rate Discussion

Background:

When we were going through the electric cost of service study, the question was asked if we should consider eliminating time of use (TOU) rates since this class has been closed to new customers since 2006. The cost of service study was approved along with a commitment to examine the TOU class at a later date. If we were to eliminate this customer class, customers currently on TOU rates would move to the general service demand class.

Here are the current classes the City uses for billings its electric customers:

		Test Year 2020
Customer Class	**Number of Customers**	**Annual kWh**
Residential (RS)	12,180	187,842,000
Commercial and Public Authority:		
General Service Non-Demand (GS)	1,310	12,532,063
GS Non-Demand (100% Load Factor) (G2)	63	550,325
General Service Demand (GSD-1)	1,108	148,871,248
General Service Demand Time of Use (TOU)	23	68,080,417
Lighting	795	2,123,947
Total System	15,479	420,000,000

Customer class definitions:

Residential - Residential customers in a single dwelling house, a mobile home, or individually metered single apartment unit or other unit having housekeeping facilities, occupied by one family or household as a residence.

General service non-demand (GS) - To any customer, other than residential, for light and power purposes for which no other rate schedule is specifically applicable.

General service non-demand 100% load factor (G2) - To any customer, other than residential, with fixed wattage loads operating continuously throughout the billing period (such as traffic signals and cable TV amplifiers)

General service demand (GSD-1) - To any customer, other than residential, for light and power purposes for which no other rate schedule is specifically applicable with a measured annual kWh consumption of 24,000 kWh or greater per year.

General service demand time of use (TOU) - At the option of the customer, otherwise eligible for service under Rate Schedule GSD-1, provided that all of the electrical load requirements on the customer's premises are metered through one point of deliver (closed to new customers as of 06/01/06).

The City bills its general service demand and TOU customers a demand charge equivalent to the applicable demand rate times the amount of kW consumed during the customer's highest usage hour in a given billing cycle. It is a bit like a speedometer recording the highest speed achieved during a trip. Also, the City pays a demand charge to its bulk power providers based on its highest hour of electricity usage during a monthly billing cycle.

TOU rates provide lower demand and kWh charges for energy used in off-peak hours and higher rates during on-peak hours. Here are the definitions used for on-peak hours:

For the calendar months of November through March, Monday through Friday	6:00 am to 10:00 am, and 6:00 pm to 10:00 pm
For the calendar months of April through October, Monday through Friday	12:00 noon to 9:00 pm

The City's peak demand (coincident peak) for purchased power typically occurs on a late afternoon for most of the year except during the months of December – February where it sometimes occurs in the early morning hours.

Here are the coincident peaks for the City's electric system for the past twelve months:

Day	Hour	Peak Demand (coincident peak)
July 14, 2020	5:00 PM	93.003
August 4, 2020	3:00 PM	90.814
September 4, 2020	3:00 PM	91.615
October 7, 2020	4:00 PM	85.935
November 11,2020	3:00 PM	66.687
December 26, 2020	10:00 AM	67.690
January 19, 2021	9:00 AM	64.046
February 4, 2021	8:00 AM	78.308
March 31, 2021	5:00 PM	74.830
April 29, 2021	5:00 PM	75.534
May 5, 2021	5:00 PM	88.874
June 11, 2021	5:00 PM	90.385

The purpose of TOU rates is to incentivize the customer to shift their usage of power to the off-peak hours. This reduces the overall peak demand for power and, in turn, reduces the City's cost of bulk power purchases.

The City closed the TOU class to new customers because our power purchases do not have time of use characteristics. However, other utilities like Ocala, New Smyrna Beach, and Lake Worth Beach also do not generate power but do offer TOU rates.

In the table below, you can see the difference in rates charged to a general service demand customer vs. a TOU customer.

Rates to be implemented October 1, 2022:

	General Service Demand Rates	Time of Use Rates
Customer charge:		
Secondary	$18.28	$29.01
Primary	$231.26	$234.93
Demand charge:		
On peak	$5.22	$4.00
Off peak	$5.22	$1.40
Energy charge:		
On peak	$0.04425	$0.07100
Off peak	$0.04425	$0.02843
Fuel charge*:		
On peak	$0.03007	$0.03854
Off peak	$0.03007	$0.02732

* These are the current fuel rates for General Service Demand and Time of Use and will be adjusted periodically to cover the cost of the fuel component of bulk power purchases

Below are some points developed by Craig Shepard from Leidos (electric rate study consultant) regarding TOU rates. In addition, Craig has estimated that if load factors of our TOU customers were the same as average load factors of our general service demand customers, the cost of bulk power purchases would increase by about $300,000 on an annual basis (see attached computation).

1. Utilities often promote TOU rates to benefit the entire system and all customers by promoting use in off-peak periods and avoid peak demand related costs.
2. The PSC has recognized the benefit of TOU rates in avoiding demand related costs, even if the hourly energy costs do not change, as shown in establishing Tallahassee's TOU rate.
3. Many utilities in Florida have TOU rates, including non-generating utilities such as Ocala.
4. Winter Park's TOU customers use about 75% of their energy during off-peak periods. The high load factor means that they have shifted significant energy to off-peak hours. This indicates that the TOU class is benefitting the system and all customers.
5. The on- and off-peak hours are typical of other Florida utilities and are identical to those shown on the PSC website.
6. Even if the hourly costs do not vary, the TOU rate provides for avoiding purchased demand costs.
7. The proposed TOU rate has an increased on-peak demand charge, providing a further incentive to avoid purchased demand costs.
8. The TOU class has a significantly higher load factor than the GSD class, so it is appropriate to have a separate class for TOU.
9. This is not a protected rate class, in the sense that if a customer uses too much on-peak energy and demand, the rate is higher than the GSD rate.

10. The City may want to make this rate available to others that might benefit themselves and the City.
11. The TOU rate is not necessarily unfair to other customers, but may actually benefit other customers. If the City eliminates this class, there may be more on-peak usage and higher purchased demand costs, which could mean higher rates for the residential class.
12. If the City eliminates the TOU class, it should wait to see the effect on purchased demand costs for at least a one-year period.
13. The TOU customers may have made capital improvements to make use of the TOU rate and therefore it may not be appropriate to eliminate this class.
14. Eliminating the TOU class would be a rate structure change that the PSC would have to approve, which they may not since they promote TOU rates.
15. The City should periodically review customers on the TOU rate and determine if they are on the appropriate rate.

Staff reached out to Adventist Health System, Rollins College, and Publix regarding actions they may take to shift load to off peak periods and any capital investments to help shift load. Rollins College and Publix responded that while they have invested in energy efficiency improvements, these do not necessarily shift load to off peak hours.

Here is part of the response received from the Energy Manager of Publix Super Markets:

"Publix runs our refrigeration and HVAC 24/7/52, typically the only thing we turn-off are the lights, which causes our stores to have very high load factors at 72-74%. (i.e we use electricity during low demand periods) Publix receives electricity from 112 different electric suppliers, If the utility has a TOU rate the Publix store is on it. I am frustrated by the utilities that have two rates residential and commercial. Does it make sense that a Doctor's office open 8:00 to 5:00 (with a load factor of less than 50%) versus a Grocery Store that is open from 7:00 AM to 11:00 PM and has refrigeration running all night be on the same rate? The cost to serve the Doctor's office is much higher since most of their usage is on peak."

CITY OF WINTER PARK, FLORIDA
Electric Cost of Service Study

Estimated Increase in Purchased Demand Costs if TOU Class Had GSD Load Factor

1	Average TOU Class monthly kW	7,967	Table 4-2 page 42
2	TOU 12 CP Load Factor	90.00%	Table 4-2 page 42
3	GSD 12 CP Load Factor	63.10%	Table 4-2 page 42
4	Average TOU monthly kW if GSD 12 CP Load Factor	11,363	Line 1 x Line 2 / Line 3
5	Increase in Average kW	3,396	Line 4 - Line 1
6	2021 Purchased Demand Cost	$7,347,531	2021 Wholesale Power Budget Estimate
7	2021 Purchased Demand 12 Month kW	992,000	2021 Wholesale Power Budget Estimate
8	Purchased Demand Cost $/kW/Mo	$7.41	Line 6 / Line 7
9	Monthly Increase in Purchased Demand Cost	$25,164	Line 5 x Line 8
10	Annual Increase in Purchased Demand Cost	$301,968	Line 9 x 12

Current Time of Use (TOU) Customers

Customer Name	Address	Average Annual On-Peak kWh	On-Peak Percentage	Average Annual Off-Peak kWh	Off-Peak Percentage	Average Total Annual kWh	Average Monthly Load Factor	Projected Annual Increase in Costs of Moving to General Service Demand Rates
ADVENTIST HEALTH SYSTEMS	200 LOCH LOMOND DR	2,760.00	28%	7,070.00	72%	9,830.00	62.55%	(99.32)
PUBLIX SUPER MARKETS	2345 ALOMA AVE	10,659.20	23%	34,860.80	77%	45,520.00	57.58%	142.47
ROLLINS COLLEGE	400 S PARK AVE	51,354.40	24%	159,123.20	76%	210,477.60	67.46%	979.83
WINTER PRK GRDNS OWNR ASSOC	700 MELROSE AVE	76,352.00	24%	245,232.00	76%	321,584.00	85.45%	1,751.23
ALOMA BOWLING CENTER	2530 ALOMA AVE	161,832.00	24%	501,456.00	76%	663,288.00	56.96%	3,404.71
ROLLINS COLLEGE INC	200 E NEW ENGLAND AVE	170,240.00	26%	496,224.00	74%	666,464.00	62.68%	3,124.40
ROLLINS COLLEGE	500 OSCEOLA AVE	189,936.00	26%	547,392.00	74%	737,328.00	51.00%	3,365.63
ADVENTIST HEALTH SYSTEMS	2100 GLENWOOD DR	232,528.00	25%	695,680.00	75%	928,208.00	70.73%	4,650.36
MAYFLOWER RETIREMENT CTR INC	1620 MAYFLOWER CT	370,960.00	25%	1,103,520.00	75%	1,474,480.00	63.54%	7,219.78
MAYFLOWER RETIREMENT CTR INC	1620 MAYFLOWER CT	386,240.00	26%	1,124,080.00	74%	1,510,320.00	65.05%	7,168.73
ROLLINS COLLEGE PROPERTY MGMT	1000 HOLT AVE	362,880.00	24%	1,166,400.00	76%	1,529,280.00	49.83%	8,328.18
WINTER PK RETIREMENT CTR INC	1550 GAY RD	482,880.00	24%	1,523,760.00	76%	2,006,640.00	73.40%	11,013.77
PUBLIX SUPER MARKETS	741 S ORLANDO AVE	775,920.00	29%	1,925,600.00	71%	2,701,520.00	72.41%	8,408.20
PUBLIX SUPER MARKETS	2295 ALOMA AVE	691,840.00	26%	2,000,960.00	74%	2,692,800.00	72.48%	13,012.82
MAYFLOWER RETIREMENT CTR INC	1620 MAYFLOWER CT	663,456.00	24%	2,062,656.00	76%	2,726,112.00	66.62%	14,962.91
EMBARQ FLORIDA INC	151 S NEW YORK AVE	708,680.00	24%	2,269,320.00	76%	2,978,000.00	91.63%	17,052.24
PUBLIX SUPER MARKETS	440 N ORLANDO AVE	838,240.00	25%	2,495,200.00	75%	3,333,440.00	73.00%	16,725.82
EMBARQ FLORIDA INC	500 N NEW YORK AVE	1,124,240.00	25%	3,425,280.00	75%	4,549,520.00	74.04%	29,456.32
PRESBYTERIAN RETIRE COMM	1111 S LAKEMONT AVE	1,113,920.00	24%	3,617,520.00	76%	4,731,440.00	92.47%	21,886.73
ADVENTIST HEALTH SYSTEMS	200 N LAKEMONT AVE	2,127,408.00	24%	6,626,576.00	76%	8,753,984.00	71.28%	47,062.78
ROLLINS COLLEGE -PHY PL	201 E COMSTOCK AVE	3,407,040.00	24%	10,995,840.00	76%	14,402,880.00	78.48%	81,984.12
CITY OF WINTER PARK LIBRARY	460 E NEW ENGLAND AVE	122,480.00	26%	342,280.00	74%	464,760.00	43.17%	2,013.26
WINTER PARK HIGH SCHOOL	2100 SUMMERFIELD RD	2,265,600.00	28%	5,941,440.00	72%	8,207,040.00	49.66%	30,893.62
								334,508.61

The load factors above for each TOU customer are based on the non-coincident peaks NCP for each customer. The non-coincident peaks are the absolute peaks during billing cycles. The coincident peaks are based on the peak hour each month on a system wide basis for all customers. Coincident peaks for TOU customers as a whole average 90% as compared to 63% for the general service demand class as a whole (see attached Table 4-2 from the cost of service study). This means that overall, our TOU customers use power more evenly throughout billing cycles than the general service demand customers. Thus, contributing less to the demand charges the City pays as part of its bulk power purchases.

Here are some definitions:
Non-coincident peak load factor (NCP) – the numerator is all kWh used by the customer during a billing cycle. The denominator is the customer's demand (highest kW hour in the billing cycle) times the total number of hours in the billing cycle. It should be noted that the higher a customer's load factor, the less ability they have to further shift their use of electricity to off peak hours.

Coincident peak load factor (CP) – the numerator is all kWh used by the customer during a billing cycle. The denominator is the customer's kW used during the peak hour for the system as a whole times the number of hours in the billing cycle. A TOU customer's highest hour of KW consumption is usually something different than the system wide highest hour of consumptions. As a result, their CP load factor would be higher than their NCP load factor (the denominator would be greater in the NCP

The non-coincident peaks are the absolute peaks during billing cycles. The coincident peaks are based on the peak hour each month on a system wide basis for all customers. Coincident peaks for TOU customers as a whole average 90% as compared to 63% for the general service demand class as a whole (see attached Table 4-2 from the cost of service study). This means that overall, our TOU customers use power more evenly throughout billing cycles than the general service demand customers. Thus, contributing less to the demand charges the City pays as part of its bulk power purchases.

Options for consideration:

1. Keep TOU rates in place for current TOU customers and keep the class closed to any new customers.

Pros	Cons
Keeps our largest customers happy because they stay at the same rates which reward them for using a large portion of their power in off-peak hours	General service demand customers with the same usage patterns pay more on average for power simply because they were not on TOU rates at the time the City acquired the electric utility

2. Keep TOU rates in place but move those below a certain annual kWh and demand usage to the General Service Demand class.

Pros	Cons
Keeps our largest customers happy and moves the smallest TOU rates to the general service demand class	Customers moved to general service demand will pay higher rates than they are used to paying.
	May be difficult to determine the appropriate cutoff.

3. Close the TOU rate class and move the current TOU rate customers to the General Service Demand Class (could provide one year advance notice)

Pros	Cons
Would increase revenue to the City by about $300,000 on an annual basis	Would effectively increase rates for some of the City's largest customers
	Could potentially increase costs of purchased power if TOU customers reduced efforts to shave peak load

4. Make TOU rates available to new commercial customers on a case by case basis for those likely to use most of their power in off peak hours, phase in more customers over time who meet a to be established criteria

Pros	Cons
Potentially reduces the City's cost of purchasing power if the customer can shift load to off peak hours and if by doing so, it reduces total demand for the City	If more than 63% of the customers power usage is in off-peak hours, the City's electric revenues will decrease
	If new customers to TOU rates keep their same usage patterns, City revenues will decrease with no corresponding decrease in the City's cost of purchasing power

Utilities Advisory Board

agenda item

item type Action Items	meeting date August 24, 2021
prepared by Wes Hamil	approved by
board approval	
strategic objective Fiscal stewardship and accountability	

subject
Proposed Rate Increase for Water & Wastewater – Wes Hamil & David Zusi

motion / recommendation

background
Projected upcoming capital and operating requirements will require rate increases above the Public Service Commission index adjustments.

alternatives / other considerations

fiscal impact
Nearly $12M in future capital requirements

ATTACHMENTS:
Water and sewer rate increase.pdf

Water and Wastewater Rate Increase

Background:

We have upcoming capital improvements that will be too large to fund from operating revenues and will require increasing rates to either fund these improvements on a pay as you go basis or debt finance. The purpose of this agenda item is to begin the discussion on the upcoming requirements that will culminate in a recommendation to the City Commission to become effective October 1, 2022.

In 1998, the City Commission adopted ordinances providing for increases in water and wastewater rates equal to the water and wastewater utility index published annually by the Florida Public Service Commission (PSC). Since that time, these increases have ranged from a low of 0.56% to a high of 3.09%.

For most years, these index increases have been adequate to keep pace with cost increases. The exceptions have been when water and wastewater rate studies were completed in 2004 and 2012.

Upcoming capital requirements:
The table below shows the upcoming capital project requirements that will be too significant to be funded from operating revenues of the water and wastewater utility.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Iron Bridge	$1,572,235	$1,379,317	$1,394,789	$3,042,580	$1,442,320	
SR 434 utility line relocated		$2,200,000	$25,000	$25,000		
Richard Crotty Parkway utility line relocates					$865,000	$50,000
	$1,572,235	$3,579,317	$1,419,789	$3,067,580	$2,307,320	$50,000

Winter Park is responsible for 14.90% of the costs of improvements to the Iron Bridge wastewater treatment facility owned by City of Orlando. In the past, these improvements have been debt funded but, the last of the debt proceeds were exhausted in FY 2020.

The water and wastewater utility has a healthy reserves balance ($14,810,548, or 207 days, in working capital as of September 30, 2020). This will allow the City to pay for some of these improvements from reserves without depleting working capital to an unacceptable level. The Government Finance Officers Association recommends and the City's Administrative Policy requires a minimum of 45 days working capital for enterprise funds. If no action is taken to increase rates above those provided for by the PSC index, working capital of the water and wastewater utility is projected to dip below 45 days beginning in FY 2025.

At our July UAB meeting, it was requested that calculations be made of the increase necessary to meet these large capital requirements if the increase were treated as a temporary surcharge rather than being built into the base rates. This option is presented in Scenario 2 of the attached.

Our projected non-recurring capital requirements total $11,996,241. This is based on the latest info we have available. There will likely be others beyond FY 2026, particularly for Iron Bridge. The following three scenarios are presented in the attached schedule:

Scenario 1:
In this scenario, we only increase rates by the projected PSC index increase of 2%. Under this scenario, working capital dips below our 45 day minimum in FY 2025 and goes negative in FY 2028.

Scenario 2:
In this scenario, we increase rates by an additional 1.29% in FYs 2023 – 2026. The 1.29% is the projected minimum increase necessary to generate an additional $11,996,241 in working capital to cover the capital requirements. In this case the additional increase is built into the regular rates providing a compounding increase to future rates. The monthly water and sewer bill for a residential customer using 8,000 gallons increases from $89.31 in FY 2031 using the index only to $93.91 with the additional 1.29% in FYs 2023 – 2026.

Scenario 3:
In this scenario, we apply a surcharge in FYs 2023 – 2026 that does not get built into the base rates. This requires an additional 10.22% during those fiscal years to generate the same $11,996,241 in additional working capital. In FY 2027, the monthly bill for a residential customer using 8,000 gallons returns to $82.51 and matches the rates in Scenario 1.

As we consider the best approach to funding these future capital requirements as well as the operating costs of the water and wastewater utility, it may be best to simply revisit upcoming requirements each year. At that point, we will have updated historical data for working capital, firmer projections of future capital and operating needs, and can project revenues for the next fiscal year based on the PSC index. The PSC index is usually available by the end of March for the upcoming budget year beginning in October. Any increase in rates above the PSC index will require City Commission approval and can be presented to the Commission during the budget process.

	FY 2021	2022 Review Budget	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Total
Non-recurring capital requirements:												
Iron Bridge	1,572,235	1,379,317	1,394,789	3,042,580	1,442,320							8,831,241
SR 434 utility line relocation		2,200,000	25,000	25,000								2,250,000
Richard Crotty Parkway utility line relocation					865,000	50,000						915,000
	1,572,235	3,579,317	1,419,789	3,067,580	2,307,320	50,000	-	-	-	-	-	11,996,241
Projected sales in thousands of gallons:												
Sewer - inside city limits		1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	1,015,000	
Sewer - outside city limits		890,000	890,000	890,000	890,000	890,000	890,000	890,000	890,000	890,000	890,000	
Water - inside city limits		1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	
Irrigation - Inside City		585,000	585,000	585,000	585,000	585,000	585,000	585,000	585,000	585,000	585,000	
Water - outside city limits		1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	
Irrigation - Outside City		115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	
		5,340,000	5,340,000	5,340,000	5,340,000	5,340,000	5,340,000	5,340,000	5,340,000	5,340,000	5,340,000	
Scenario 1:												
PSC index only:												
Charges for services revenue		32,320,794	32,976,355	33,645,256	34,327,769	35,024,172	35,734,750	36,459,792	37,199,593	37,954,455	38,724,687	
Working capital		10,422,927	8,457,019	4,421,427	1,443,399	801,910	63,801	(891,884)	(2,079,406)	(3,514,534)	(5,229,410)	
No. of days of working capital		142	111	56	18	10	1	(10)	(23)	(38)	(54)	
Monthly water and sewer bill for residential customer using 8,000 gallons		74.73	76.23	77.75	79.31	80.89	82.51	84.16	85.85	87.56	89.31	
Scenario 2:												
PSC index increase plus for FYs 2023 - 2026 (additional percentage built into base rates):	1.29%											
Charges for services revenue		32,320,794	33,369,075	34,451,464	35,569,071	36,723,046	37,467,601	38,227,300	39,002,452	39,793,371	40,600,381	
Working capital		10,422,927	8,815,094	5,514,586	3,668,354	4,575,867	5,417,739	6,073,634	6,529,923	6,771,485	6,766,831	11,996,241
No. of days of working capital		142	116	70	46	55	64	69	72	73	71	
Monthly water and sewer bill for residential customer using 8,000 gallons		74.73	77.19	79.73	82.35	85.06	86.76	88.50	90.26	92.07	93.91	
Scenario 3:												
PSC index increase plus for FYs 2023 - 2026 (additional percentage not built into base rates):	10.22%											
Charges for services revenue		32,320,794	36,167,337	36,900,057	37,647,667	38,410,468	35,734,750	36,459,792	37,199,593	37,954,455	38,724,687	
Working capital		10,422,927	11,367,592	10,300,784	10,350,917	12,798,151	12,060,042	11,104,357	9,916,835	8,481,707	6,766,831	11,996,241
No. of days of working capital		142	150	131	129	155	141	126	110	91	71	
Monthly water and sewer bill for residential customer using 8,000 gallons		74.73	84.02	85.70	87.41	89.16	82.51	84.16	85.85	87.56	89.31	

Utilities Advisory Board

agenda item

item type Action Items	meeting date August 24, 2021
prepared by Wes Hamil	approved by
board approval	
strategic objective	

subject

Review Financial Report Format & Additional Information Regarding Key Performance Measures – Wes Hamil

motion / recommendation

background

Attached for the UAB's review are some key financial performance indicators as well as statements in GAAP format (although they do not include all fiscal year end journal entries that were be prepared for the comprehensive annual financial report).

alternatives / other considerations

fiscal impact

ATTACHMENTS:
Financial Report - July 31, 2021.pdf

ATTACHMENTS:
Key Financial Performance Indicators.pdf

Management's Discussion and Analysis (Unaudited)

The following discussion and analysis provides 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 July 31				Variances			
	Actual 2021	YTD Budget 2021	Actual 2020		Actual vs Budget		2021 vs 2020	
Water	13,523,367	13,027,450	13,166,037		495,917	3.81%	357,330	2.71%
Wastewater	12,063,865	11,826,735	11,634,835		437,130	3.76%	429,030	3.69%
Electric	35,571,529	34,381,366	34,189,060		1,190,163	3.46%	1,382,469	4.04%
Other - Water and Wastewater	1,357,584	1,362,318	1,437,396		(4,734)	(0.35%)	(79,812)	(5.55%)
Other - Electric	687,317	642,083	833,834		45,234	7.04%	(146,517)	(17.57%)

Budget Analysis:
Both water and wastewater and electric revenues were higher than budget. Water sales to date were 2,991,703 thousands of gallons as compared to a YTD budget of 2,873,632. Electric sales in particular were forecasted conservatively. YTD sales in kWh were 338,822,062 as compared to a YTD budget of 325,793,758.

Prior Year Analysis:
Despite the pandemic, water sales to date were 2,991,703 thousand of gallons as compared to 2,943,293 in the prior year. Water and sewer rates were increased by 1.79% effective October 1, 2020. Electric sales in kWh are 1% higher than the prior year. Fuel rates were increased January 1, 2021 and again on July 1, 2021 which is driving the increase in electric revenues.

Operating Expenses Analysis:

	As of July 31				Variances			
	Actual 2021	YTD Budget 2021	Actual 2020		Actual vs Budget		2021 vs 2020	
Water:								
Admin	1,615,481	1,725,740	1,656,142		110,259	6.39%	(40,611)	(2.46%)
Operating	15,368,941	17,253,663	16,244,725		1,884,722	10.92%	(875,784)	(5.39%)
Depreciation and amortization	3,009,608	0	2,913,705				95,903	3.29%
Electric:								
Admin	1,676,915	1,956,937	1,690,141		280,022	14.31%	(13,226)	(0.78%)
Operating	20,393,590	24,897,832	22,799,096		4,504,242	18.09%	(2,405,506)	(10.55%)
Depreciation and amortization	3,329,605		3,119,656				209,949	6.73%

Budget Analysis:
Water and Wastewater:
Administrative budgetary savings are largely in engineering studies that have not been completed yet. Costs for wastewater treatment by City of Orlando have not been as significant as anticipated in the budget.

Electric:
Significant areas where spending to date has been less than budgeted are meter replacements (will be completed in FY 2022 after go live of new utility billing system), street lighting and tree trimming.

Prior Year Analysis:
Water and Wastewater:
Spending has been less in the current year on water line maintenance and personnel costs due to vacant positions.

Electric:
Operating expenses were $2.7M higher in the prior year due to the undergrounding of power lines on Fairbanks Avenue. These lines are in Duke Energy's service territory which is why the costs were expensed vs being capitalized. The City's net investment in this $15,450,000 project was $1,168,166 which came from the Electric Fund. This is the net cost that was not reimbursed by Florida Department of Transportation.

Other items of Note:

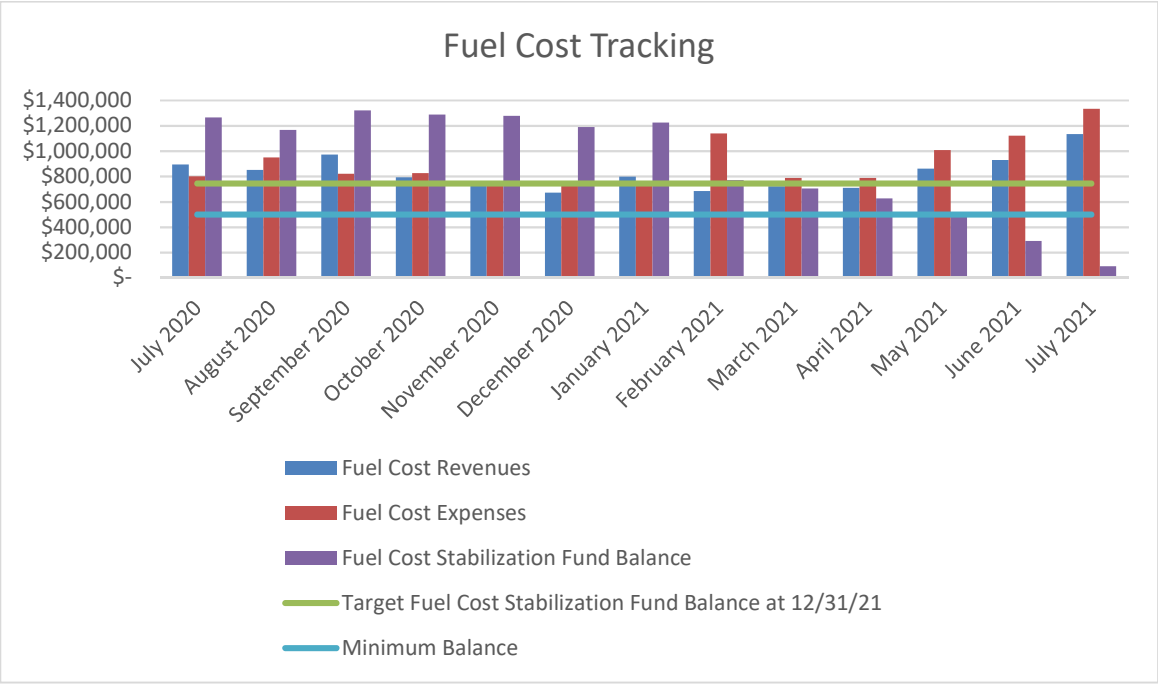
Unrestricted cash in the Electric Fund has improved from a deficit of $3,393,061 as of July 31, 2020 to a positive balance of $2,141,253 at July 31, 2021. This improvement results from savings in the purchase of bulk power as well as payment from Florida Department of Transportation for undergrounding power lines on Fairbanks Avenue.

Even though the Water and Wastewater Fund advanced $2,800,000 to the Capital Projects Fund for improvements to Ward Park and Mead Gardens, the cash balance at July 31, 2020 is $9,516,105 as compared to $10,421,307 in the prior year. The advance will be repaid over a ten year period.

For Future Consideration:

The Water and Wastewater Fund has some large capital expenditures totaling $12M to be funded over the next five years. The normal Public Service Commission index increases will not be adequate to accommodate these costs. Proposed additonal rate increases will be presented to the Utility Advisory Board for recommendation to the City Commission in the coming fiscal year budgets.

Increasing natural gas prices are severely depleting the fuel cost stabilization fund balance. The City's target range is $500,000 on the low end and 10% of projected fuel costs rounded up to the nearest $100,000 on the high end. Although fuel rates were increased July 1, 2021, additional increases will be necessary to keep pace with costs. Staff will keep the UAB apprised of any adjustments. The table below tracks the fuel revenues, fuel costs and the stabilization fund balance over the current fiscal year:



The City of Winter Park, Florida
Statement of Net Position
Proprietary Funds
July 31, 2021
Unaudited

	Water and Wastewater		Electric	
	July 31, 2021	July 31, 2020	July 31, 2021	July 31, 2020
ASSETS				
Current Assets:				
Cash, Cash Equivalents and Investments	$ 9,516,105	$ 10,421,307	$ 2,141,253	$ (3,393,061)
Restricted Cash, Cash Equivalents and Investments	4,666	40,702	-	-
Accounts Receivable - Net	1,466,640	1,402,747	3,342,452	3,441,387
Unbilled Service Charges	2,474,880	2,210,333	3,826,036	3,719,094
Accrued Interest Receivable	39,911	55,121	-	-
Inventories	1,002,138	999,426	3,597,637	3,095,611
Prepaid Items	81,403	80,455	-	-
Advances to Other Funds	2,800,000	-	-	-
Total current assets	17,385,743	15,210,091	12,907,378	6,863,031
Non-Current Assets:				
Restricted Assets:				
Cash, Cash Equivalents and Investments:				
Sinking/Debt Reserve Funds	2,455,821	2,327,185	3,090,696	3,047,175
Renewal and Replacement Funds	4,905,683	3,804,556	-	-
Impact Fee Funds	16,886,862	17,185,382	-	-
Capital Project Funds	15,189	1,588,509	-	-
Customer Deposits	1,782,402	1,652,816	2,017,320	1,831,719
Accrued Interest Receivable:				
Impact Fee Funds	58,160	77,025	-	-
Renewal and Replacement Funds	13,196	18,102	-	-
Special Assessments Receivable	-	-	20,900	54,826
Capital Assets:				
Non-depreciable	3,502,333	4,407,851	10,134,277	10,000,000
Depreciable - Net	95,535,800	92,511,731	83,619,082	80,795,212
Other Assets:				
Deposits	274,000	274,000	-	-
Total non-current assets	125,429,446	123,847,157	98,882,275	95,728,932
Total Assets	142,815,189	139,057,248	111,789,653	102,591,963
DEFERRED OUTFLOWS OF RESOURCES				
Deferred Expense on Refunding Bonds	3,752,839	4,243,066	3,680,420	4,141,236
Deferred Expense Other Postemployment Benefits Obligation	39,723	23,215	15,005	8,760
Total Deferred Outflows of Resources	3,792,562	4,266,281	3,695,425	4,149,996
LIABILITIES				
Current Liabilities:				
Accounts Payable	437,650	164,312	2,665,245	2,556,324
Accrued Liabilities	107,035	132,596	20	-
Due to Other Governments	30,813	10,151	103,443	91,907
Accumulated Unused Compensated Absences	202,738	210,636	71,815	68,643
Accrued Interest Payable	201,214	300,885	582,363	618,009
Current Portion of Revenue Bonds Payable	3,365,000	3,040,000	3,010,000	2,915,000
Customer Deposits	1,782,402	1,652,816	2,017,320	1,831,719
Total current liabilities	6,126,852	5,511,396	8,450,206	8,081,602
Noncurrent Liabilities:				
Bonds Payable	45,660,913	48,981,533	50,975,302	54,053,319
Other Postemployment Benefits	1,591,431	1,449,136	607,858	554,031
Accumulated Unused Compensated Absences	496,687	411,060	118,706	98,256
Total noncurrent liabilities	47,749,031	50,841,729	51,701,866	54,705,606
Total Liabilities	53,875,883	56,353,125	60,152,072	62,787,208
DEFERRED INFLOW OF RESOURCES				
Other Postemployment Benefits Related Deferred Inflows	150,007	169,154	58,419	65,662
NET POSITION				
Net Investment in Capital Assets	53,780,248	50,729,624	43,448,477	37,968,129
Restricted for:				
Capital Projects (expendable)	16,937,859	15,682,961	-	-
Renewal and Replacement (expendable)	4,869,219	3,779,830	-	-
Unrestricted	16,994,535	16,608,835	11,826,110	5,920,960
Total Net Position	**$ 92,581,861**	**$ 86,801,250**	**55,274,587**	**$ 43,889,089**

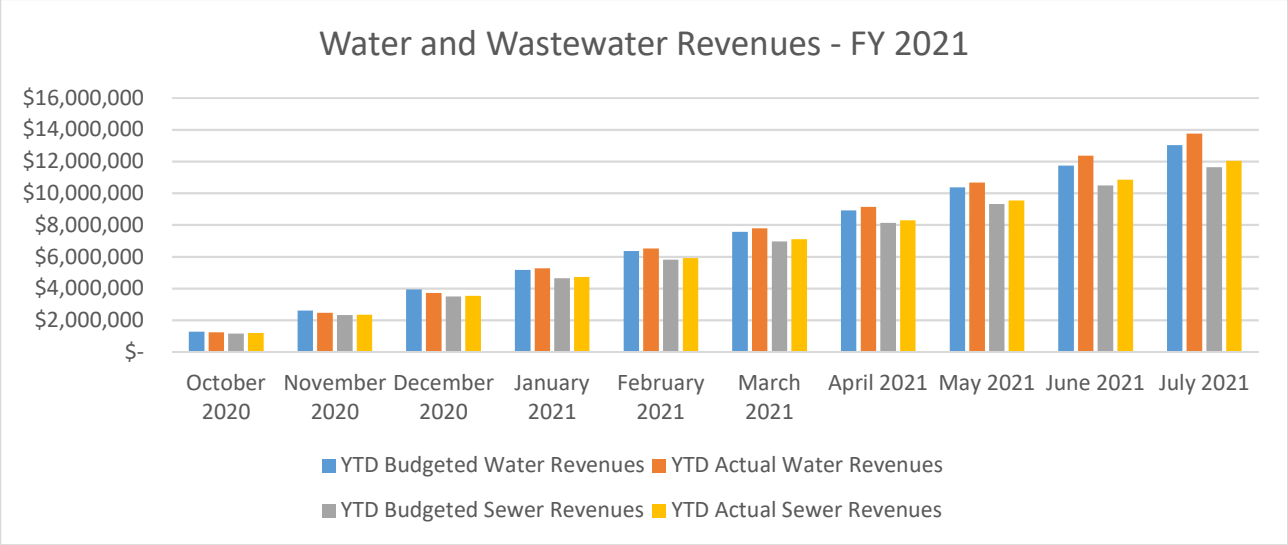
Note: the information above does not include all journal entries that would be completed for the comprehensive annual financial report

The City of Winter Park, Florida
Statement of Revenues, Expenses and Changes in Fund Net Position
Proprietary Funds
July 31, 2021
Unaudited

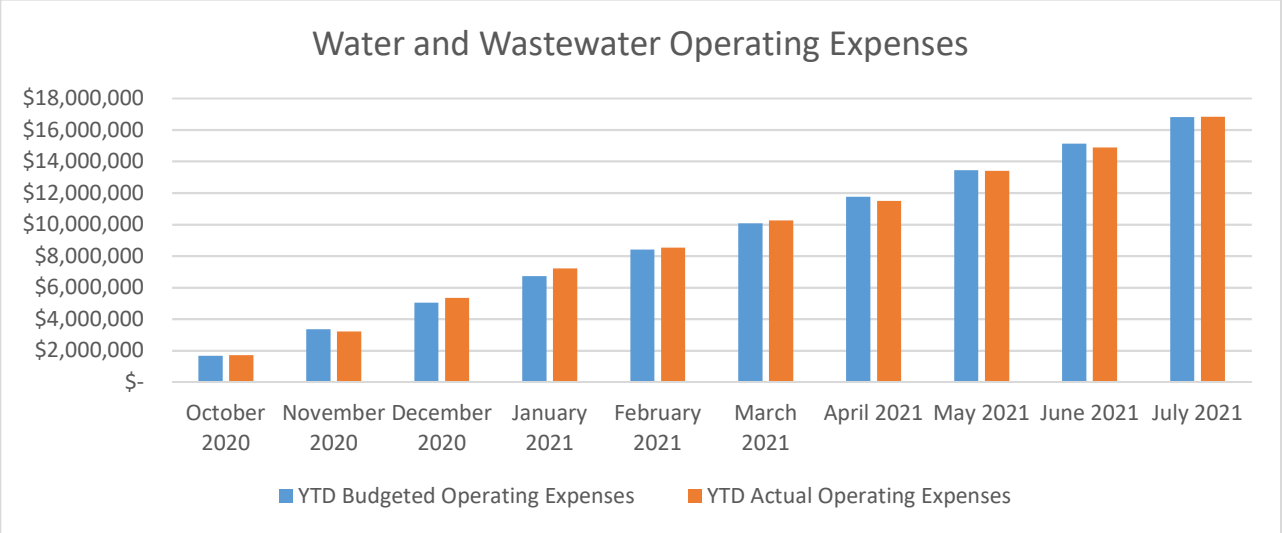
	Water and Wastewater			Electric		
	Actual July 31, 2021	YTD Budget July 31, 2021	Actual July 31, 2020	Actual July 31, 2021	YTD Budget July 31, 2021	Actual July 31, 2020
Operating Revenues:						
Water	$ 13,523,367	$ 13,027,450	$ 13,166,037	$ -	$	$ -
Wastewater	12,063,865	11,626,735	11,634,835	-		-
Electric	-	-	-	35,571,529	34,381,366	34,189,060
Other	1,357,584	1,362,318	1,437,396	687,317	642,083	833,834
Total Operating Revenues	**26,944,816**	**26,016,503**	**26,238,268**	**36,258,846**	**35,023,449**	**35,022,894**
Operating Expenses:						
General and Administrative	1,615,481	1,725,740	1,656,142	1,676,915	1,956,937	1,690,141
Operations	15,368,941	17,253,663	16,244,725	20,393,590	24,897,832	22,799,096
Depreciation and Amortization	3,009,608	-	2,913,705	3,329,605		3,119,656
Total Operating Expenses	**19,994,030**	**18,979,402**	**20,814,572**	**25,400,110**	**26,854,770**	**27,608,893**
Operating Income	**6,950,786**	**7,037,101**	**5,423,696**	**10,858,736**	**8,168,680**	**7,414,001**
Nonoperating Revenues (Expenses):						
Investment Losses	(102,610)	149,500	768,684	(50,949)	(25,000)	(57,430)
Gain on Disposal of Assets	39,874	-	-	11,815	20,833	49,475
Interest and Fiscal Charges	(1,499,711)	(1,120,479)	(1,839,296)	(1,795,739)	(1,474,657)	(1,904,676)
Miscellaneous Revenue	22,960	8,333	18,134	70,566	-	32,345
Total Nonoperating Revenues (Expenses)	**(1,539,487)**	**(962,646)**	**(1,052,478)**	**(1,764,307)**	**(1,478,823)**	**(1,880,286)**
Income Before Contributions and Transfers	**5,411,299**	**6,074,455**	**4,371,218**	**9,094,429**	**6,689,856**	**5,533,715**
Contributions and Transfers:						
Capital Contributions	662,124	-	2,813,664	-		-
Transfers In	462,000	385,000	-			-
Transfers Out	(2,394,856)	(2,394,856)	(2,360,076)	(2,573,504)	(2,496,504)	(2,334,166)
Total Contributions and Transfers	**(1,270,732)**	**(2,009,856)**	**453,588**	**(2,573,504)**	**(2,496,504)**	**(2,334,166)**
Change in Net Position	**4,140,567**	**4,064,600**	**4,824,806**	**6,520,925**	**4,193,352**	**3,199,549**
Total Net Position - Beginning, as Restated	**88,441,294**		**81,976,444**	**48,753,662**		**40,689,540**
Total Net Position - Ending	**$ 92,581,861**		**86,801,250**	**55,274,587**		**43,889,089**

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

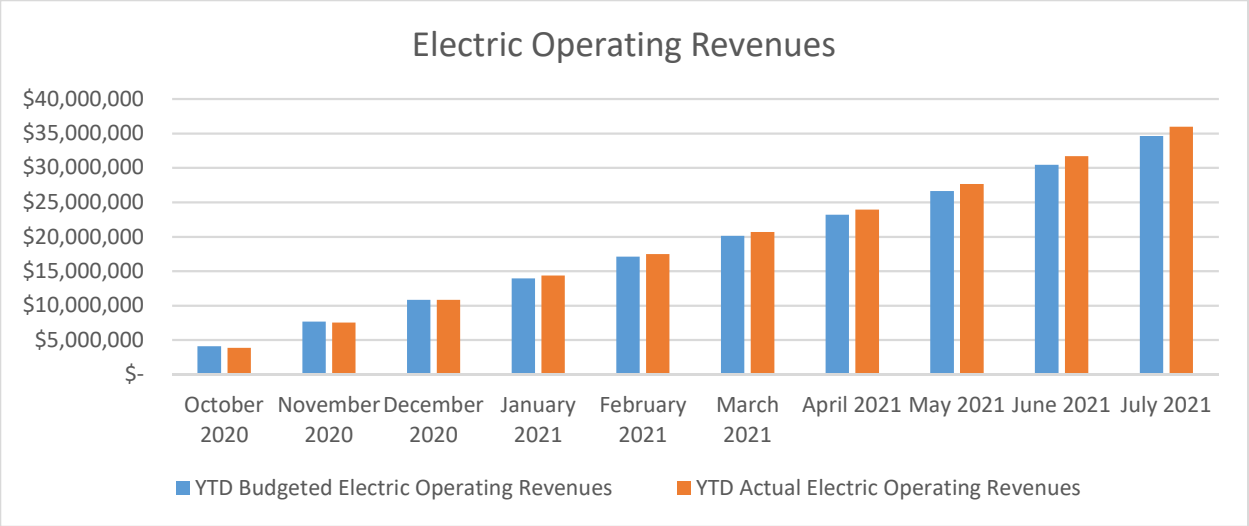
Key Financial Performance Indicators



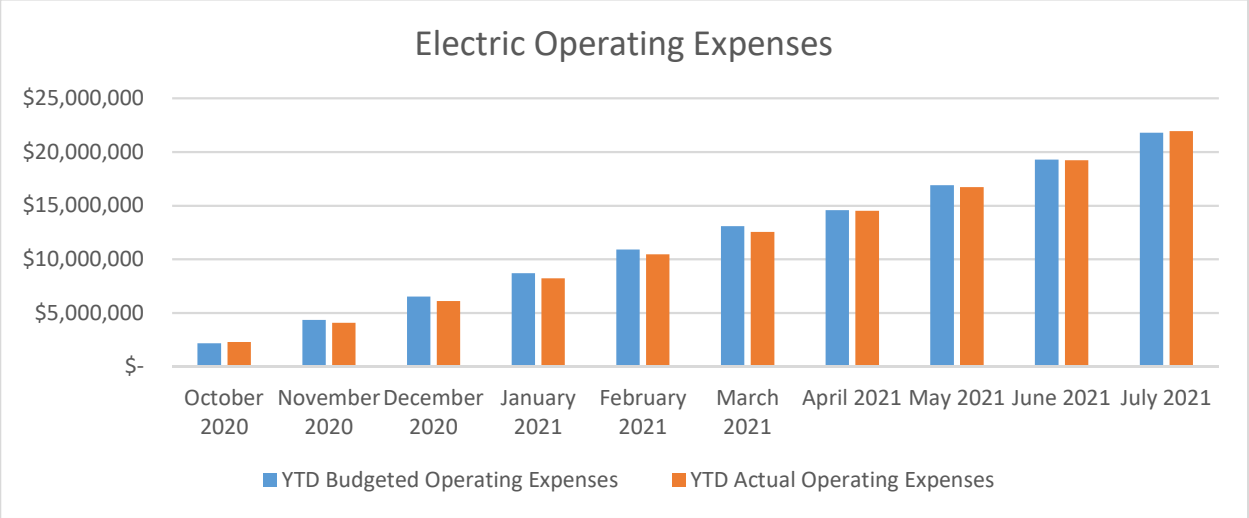
After being behind budget for the first quarter, water and wastewater revenues are exceeding the YTD budget each month.



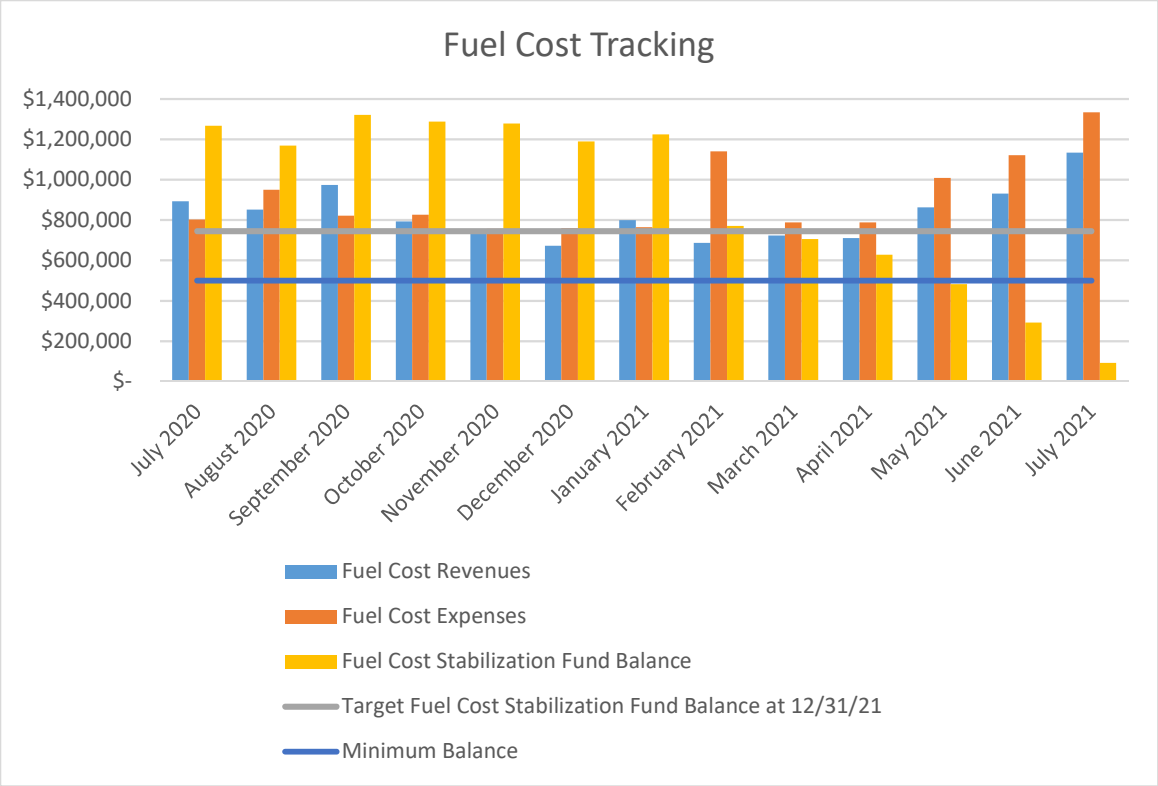
Water and wastewater operating expenses are within budget each month



Electric operating revenues are exceeding budget projections. Total kWh sales were projected at 407,000,000 but, will likely exceed 420,000,000 for the fiscal year.



Electric operating expenses are within budget each month



The rising cost of natural gas has eroded the fuel cost stabilization fund balance below $100,000 as of July 31, 2021. Fuel rates were increased July 1, 2021 but, will likely require another increase either September 1 or October 1 in order to avoid continued under recovery of fuel costs.

Utilities Advisory Board

agenda item

item type Action Items	meeting date August 24, 2021
prepared by Daniel Dalessandro	approved by
board approval	
strategic objective	

subject

Service Drop Discussion – Dan D'Alessandro

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

AUG MTG DD-Underground Conversion draft 8-16-2019.docx

Underground service conversion proposal

Problem Statement

As we move through the city and annexed service areas to underground the distribution portion of our infrastructure, we encourage residents and businesses to underground their service as well. This has been strictly voluntary and to-date we have at best, a fifty percent conversion rate (opt-in). As a result, when we complete the distribution portion of each project, a large number of power poles must remain to continue above ground service to the customer's locations. We have ramped up our program to promote awareness of our schedule through door hangers, post cards, and direct phone contact via our Project Coordinators, however, these efforts have not sufficiently improved our opt-in success.

Proposal

Provide a program that give customers a choice for how they would finance the cost to underground service to their location. It would however, eliminate their choice to opt-in or out. As we complete our undergrounding work, service to every location within the project boundary would be undergrounded as well. The financing flexibility could be accomplished in one of three alternatives:

1. Flat rate of $1750
2. Installment payments over a defined period including finance charges
3. Installment payments over a long period of time through an annual tax assessment charge

Framework for implementing

- How we fund the program
  - Defer to Wes for comment
- How we schedule the rollout
  - The first phase would include all services within a project currently being worked
  - The second phase would be a systematic approach that would take place after the undergrounding for the City is complete and this would be post 2026
- Options for how we manage the work
  - The price would include the electrical work for the meter can change out. This would save the City massive amounts of time currently spent on waiting on Electrical contractors and, more importantly, save our residents the anxiety and cost of finding and hiring an electrician as they currently do.
  - City would have option of hiring an electrician to work in the Electric Utility or secure a contractor that is exclusive for the City for this use. We could also have an internal employee like Dan or Justin obtain a masters license which would allow us to utilize our line workers to perform this work under the licensure of our Master Electrician
  - Currently Heart performs the service conversion work. We intend to perform this work internally with our Linemen. We will attempt to do this work (in the current operating structure) with no additional FTEs. If we get this proposal passed it will require 2 FTEs that would be paid at a lower rate than a lineman but would report through the electric utility.
  - These 2 positions would be eliminated , through attrition near the 2026 timeframe as the need for reliability linemen will be reduced and when the service undergrounding is

completed the positions and total makeup of the electric utility will be evaluated and re configured to match or current state of operations

- Benefits of the Program
    - Accelerate the completion of full undergrounding
    - Eliminate
        - The securing of an electrician for our older residents causes high anxiety in many cases
        - Our customers pay a varying amount from electricians for their meter can conversions and often are taken advantage of by electrical companies.
    - With the electrician delays and the inconsistency of service requests our efficiency in performing service work is poor. We could, likely, double the amount of services being installed and the same cost if we implemented this plan.