ADMINISTER OATH OF OFFICE TO RICHARD (RICK) HAWES - MAYOR OWEN

Pledge of Allegiance and Invocation – Chairman Biedenbach

ROLL CALL

1. Agenda Changes, Additions and Deletions

2. Public Participation* (Virtual)

**3. Approval of Consent Items

   a. ✓ Minutes of Public Hearing and Regular U.C. Meeting Held 5-26-20 (held via Webex Mtg. No. 791 380 880) (U.C. and State Requirements)
   b. ✓ Granted and Accepted Third Party Utility Easement (NSB City Hall Annex Project) – J. Couillard (U.C. and State Requirements)
   c. ✓ Project Approval – Miscellaneous Sewer Improvements Project and Including Ratification of Task Authorization No. 12 to CPH, Inc. – J. Couillard (U.C. and State Requirements)
   d. ✓ Developer’s Infrastructure, Capacity and Inspection Agreement – Hyatt New Smyrna Beach – Lagoon Hospitality, LLC – J. Couillard (U.C. and State Requirements)
   e. ✓ Change Order No. 1 – Smyrna Substation Expansion Project – Team Fishel – J. Couillard (U.C. and State Requirements)
   f. ✓ ITB No. 18-20 – Vegetation Management Tree Trimming (Recommend Award to Asplundh Tree) - J. Couillard (U.C. and State Requirements)

4. General Manager’s Report – J. Bunch

   a. ✓ Proclamation Declaring Dedication of the U.C.’s Dechlorination Building in Honor of David B. Hoover and Presentation of Plaque
   b. Introduction of new Director of Water Resources – Thomas West
   c. Financial Status – May 2020 – E. Chavez
   d. Balanced Scorecard and Enterprise Metrics – May 2020 – E. Chavez
   e. Electric Feeder Level Reliability Plans (FY21-23) – Presentation – J. Couillard
AGENDA***
VIRTUAL MEETING /
REGULAR MEETING
OF THE UTILITIES COMMISSION
CITY OF NEW SMYRNA BEACH, FLORIDA
TO BE HELD MONDAY, JUNE 22, 2020, AT 3:00 P.M.
200 CANAL STREET, DEBERRY ROOM, 3RD FLOOR
NEW SMYRNA BEACH, FLORIDA
Webex Meeting Number/Access code: 132 522 7418
Phone +1-510-338-9438

5. **Commission Counsel's Report – General Counsel**
   
   **ADD-ON**

6. **Old Business**

7. **New Business**
   
a. ✓ Rate Reduction – Modification to Fuel and Purchased Power Cost Adjustment Clause – (FPPCAC) - E. Chavez (U.C. and State Requirements)

   b. ✓ Retirement Advisory Services (RFP 11-20) – (Recommend Award to SageView Advisory Group, LLC) – B. Pitcher (U.C. and State Requirements)

8. **Possible Other Business - Time for Commissioners**
   
a. ✓ Presentation – Appreciation of Honorable Service - Lee Griffith (Resolution No. 2020-09) – J. Bunch (U.C. and State Requirements)

✓ A Check Mark Indicates Items Which Commission Approval Has Been Requested On This Agenda
Please Note B Most Discussion Items Will Not Have Documentation, Will Be Listed On Agenda Only

** Consent items to be approved as recommended or accepted as appropriate without further comments unless discussion is requested by Commissioner.

*** Pursuant to Section 286.0105 of the Florida Statutes, if an individual decides to appeal any decision made by the Utilities Commission, City of New Smyrna Beach, Florida, with respect to any matter considered at a meeting or a hearing, that individual will need a record of the proceedings, and will need to ensure that a verbatim record of the proceedings is made. The transcription of such a verbatim will be provided an individual at a cost to be determined by the Utilities Commission in accordance with the full cost to reproduce such transcriptions and copies.

*** In accordance with the American with Disabilities Act, persons needing special accommodations to participate in this proceeding should contact the individual or agency sending this notice as soon as possible but no later than two days prior to the proceeding at the address given on the notice.
Minutes of Regular U.C. Meeting Held 5-26-20

Subject: Minutes of Regular U.C. Meeting

Summary:
Presenting detailed transcription of public meeting minutes for Regular U.C. Meeting held 5-26-20.

(Note - Due to emergency declarations associated with COVID-19 and in accordance with UCNSB Resolution No. 2020-06 and extended by 2020-07, this Commission Meeting was held virtually - via Webex)

Recommended Action:
A motion to approve the minutes of the Regular U.C. Meeting held 5-26-20.

Funding Source(s): N/A

Recommending Officer: Joseph Bunch

Note: All agenda items must be in the General Manager's Office by noon Monday to Friday two weeks prior to the regular Monday Commission meeting.
MINUTES OF REGULAR MEETING OF THE UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, HELD MONDAY, MAY 26, 2020, AT 3:00 P.M., AT 200 CANAL STREET, NEW SMYRNA BEACH, FLORIDA
(NOTE – DUE TO THE CORONAVIRUS/COVID-19 DECLARED EMERGENCY THIS REGULAR U.C. MEETING WAS HELD TELEPHONICALLY – VIA WEBEX MTG. NO 791 380 880)

5-26-20 Webex Meeting Instructions:
After assisting and confirming connectivity to the Webex meeting, Mr. Bunch thanked all for logging on early and stated he would be turning this over to Mrs. Pitcher, the assigned Meeting Facilitator, to get things started.

Mrs. Pitcher stated good afternoon, this meeting is being conducted remotely consistent with the Governor’s Executive Order 20-91, Essential Services and Activities during the COVID-19 Emergency. To mitigate transmission of the virus and reduce risk of COVID-19 illness we have been advised and directed to suspend public gatherings and as such, the Governor’s Order suspends the requirement of the Sunshine Law to have all meetings in a publicly accessible physical location. Further all members of public bodies are allowed and encouraged to participate remotely. The Order, which you can find posted with agenda materials for this meeting, allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. Although this meeting is virtual, it will accommodate public participation as usual. Only members of the public who wish to engage in the public participation segment of this meeting will be required to identify themselves. For this meeting, the Utilities Commission is convening by video conference via Webex and streaming the meeting live on Facebook. The meeting instructions are posted on the U.C.’s website identifying how the public may join and participate. Please note that recording of this meeting is in process. The agenda is posted on our website and will be presented through video during this meeting.

Mrs. Pitcher continued by stating before we proceed with the posted agenda permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes. Commissioners – the Chairman will introduce each section and each speaker on the agenda. After they conclude their remarks the Chairman will invite each Commissioner by name to provide any comments, questions, or motions. Please hold until your name is called. Remember to mute your phone or computer when you are not speaking. Remember to speak clearly and in a way that generates accurate minutes. For any response, please wait until the Chairman yields the floor to you and state your name before speaking. If Commissioners wish to engage in discussion with other members, please do so through the Chairman, making sure to identify yourself. UCNSB staff or CEO will refer to you specifically if comment is required. Please keep your phone or computer muted when you are not speaking. Please speak clearly and remember to identify yourself by name and title before speaking. Members of the Public – Public participation will be moderated by the Meeting Facilitator. The Facilitator will afford public comment as follows: The Facilitator will first ask members of the public who are on the line and wish to speak to identify their names and addresses only. Please do not proceed with your comments at that time. After obtaining all names, the Facilitator will proceed by introducing each participating member one at a time. You may proceed with your comments when your name is called. Once your time is complete, please mute your line. After participation of the public on the line, comments
5-26-20 Webex Meeting Instructions (cont.):
previously received will then be read into the record by the Facilitator. Mrs. Pitcher then stated as a preliminary matter we’re going to confirm that all members are participating.

After Mrs. Simmons confirmed participating Commissioners, Chairman Biedenbach stated all right, we will start this meeting with the Pledge of Allegiance and a quick prayer. Mr. Bunch, will you please lead us in the Pledge of Allegiance. After the pledge, Chairman Biedenbach led in an invocation and then requested for an official roll call of the Commissioners taken. The below Commissioners, and staff members, were in attendance at this virtual meeting:

Commissioner Jack Holcomb
Chairman William E. Biedenbach
Commissioner Lillian Conrad
Commissioner James Davenport
Vacant Comms. Position – Awaiting City Appointment

Others in attendance were as follows: J. Bunch, General Manager/CEO; E. Chavez, Director, Finance/ CFO; J. Couillard, Director, Engineering; M. Mines, Director, Electric Ops.; B. Pitcher, Director, Central Services; T. Beyrle, Director, System Ops.; B. Keehn, Director, Information Technology; E. Fisher, Communications Coordinator /RMLO; T. Holt, I.T. Cabling Technician; D. Simmons, Exec. Services Mgr./ Recording Secretary; General Counsel Thomas Cloud Esquire – Gray | Robinson Attorneys at Law; and a few unidentified WEBEX/call-in participants.

(1) Agenda Changes, Additions and Deletions:

Chairman Biedenbach asked Mr. Bunch if there were any agenda changes additions or deletions to our agenda.

Mr. Bunch indicated he had no changes.

(2) Public Participation:

Chairman Biedenbach then stated Mrs. Pitcher it’s yours to take over, I guess, for public participation.

Mrs. Pitcher stated okay, sure, we will now proceed with the public participation segment of our meeting. In just a moment I will ask anyone on the line who wishes to speak to identify themselves. Please do not proceed with your comments or questions at that time. Only name and address should be stated. If you are on the line and wish to speak, you may now unmute your line by pressing star six on your phone or clicking the microphone icon on your computer. Please state your name and address only. After pausing, she then stated hearing none we’ll move on, and added there were no written requests to read into the record. This concludes the public participation section of the meeting; Chairman?

Chairman Biedenbach thanked Mrs. Pitcher.
(3) Approval of Consent Items:

Chairman Biedenbach then stated all right, we have the consent agenda, which is a. through d., Commissioners, do any of you want to pull anything for further discussion.

Commissioner Davenport stated he would like to pull consent item c. please, for discussion.

Chairman Biedenbach stated pull item c., anybody else? There being none, he stated okay I need a motion to approve a., b. and d.

Commissioner Holcomb stated so moved; specifically a motion to approve the remaining consent items, items a., b., and d., item 3-a. Minutes of Regular U.C. Meeting held 4-27-20, approve as submitted; item 3-b. ITB No. 22-20 – Electric Transformers (Polemount and Padmount), approve and award ITB No. 22-20 to the evaluated low bidders, Gresco in a total amount of $384,875.33 and Wesco in a total amount of $25,430.02 (sales tax included), for a combined total amount of $410,305.35; and item 3-d. Ratification of Emergency Repair – South Riverside Drive Force Main Replacement Project, ratification of this project in the total amount of $147,543.00, including sole sourcing for Force Enterprises, Inc. in the amount of $142,543.00, capital labor in the amount of $2,500.00 and archaeological monitoring to Environmental Services, Inc. in the amount of $2,500.00; and authorization for the General Manager/CEO or his designee to execute any additional documents associated with this project.

Commissioner Davenport seconded this motion.

Chairman Biedenbach confirmed the first and second and then requested a roll call vote be taken on the motion.

Commissioner Holcomb’s motion then passed unanimously on a roll call vote.

(3-c) Project Approval – 5th Street Bridge Replacement and Including Amendment No. 1 to Contract 1 Between DRMP, Inc. and UCNSB:

Chairman Biedenbach then stated Commissioner Davenport you’re up.

Commissioner Davenport stated in regards to the cost of the 5th Street Bridge, the cost of that is right now at $900,000, that’s our portion correct, $895,000?

Ms. Couillard stated yes, that is correct sir.

Commissioner Davenport stated my question is with the City participating and the U.C., what’s the total cost of this bridge? Is the U.C. paying for the whole bridge?

Ms. Couillard stated we are only paying for our utilities, the bridge work and any other work related to the bridge is by the City. I don’t have the total number, but I can get that for you.

Commissioner Davenport stated no, that’s all right, I’ll just keep up on that with the City. Thank you, that answers my question.
(3-c) Project Approval – 5th Street Bridge Replacement and Including Amendment No. 1 to Contract 1 Between DRMP, Inc. and UCNSB (cont.):

Ms. Couillard stated you’re welcome.

Commissioner Davenport then stated I’d like to move we approve item c.; specifically a motion to approve the 5th Street Bridge Replacement Project in its entirety in the amount of $879,000.00, and the approval of the supplemental agreement / Amendment No. 1 for electric design work with DRMP, Inc. in the amount of $14,790.00 and authorize the General Manager/CEO or his designee to execute all documents associated with this matter.

Commissioner Holcomb seconded the motion.

Chairman Biedenbach confirmed there was no further discussion and requested a vote to be taken on the motion.

Commissioner Davenport’s motion then passed unanimously on a roll call vote.

(4) General Manager’s Report:

Chairman Biedenbach stated Mr. Bunch, it’s your team.

Mr. Bunch stated okay, thank you Chairman. Just a quick run through of the agenda items for the General Manager’s Report. Mr. Chavez is going to cover the financial status and he’s going to come back and talk a little bit about balanced scorecard and enterprise metrics. And then we’re going to talk about our billing collection processes as we move back to normal from the COVID virus pandemic. And I’m going to do a quick briefing of a presentation we did last week to the Public Service Commission at a hurricane preparedness workshop. So with that, we’ll turn it over to Mr. Chavez.

(4-a) Financial Status – April 2020:

And

(4-b) Balanced Scorecard and Enterprise Metrics – April 2020:

Mr. Chavez then started to review his prepared slides/presentation which had been distributed electronically to the Commissioners just prior to the meeting. He stated so for April year to date we had a positive change in net income in net assets of $1.2 million. What we did, and what we’re doing right now, Ms. Couillard and I are actually under review on a number of these things, but revenues are still strong but what we’re seeing is lower contributed capital. So we’re working on it and investigating what’s driving the drop. We know that COVID, of course, has thrown a slow down on some of these items but we’re still seeing substantial residential growth in building and development. So what we’re looking into is what’s dropped, what are the other drivers between this year and the prior year in contributed capital. That’s why our April month end financials it’s negative, $200,000, and that’s really a much lower contributed capital that we’re seeing.

Mr. Bunch stated so remind us of where in the income statement that would show up. Does that actually show up as income as the developers contribute capital?
(4-a) Financial Status – April 2020 (cont.):

Mr. Chavez stated it shows up, it’s an in and an out, so it’s at the top and it’s at the bottom. So realistically it’s net, it just affects the net assets.

Mr. Bunch stated so that’s when it would appear at the top, that’s why it appears that income’s down year over year.

Mr. Chavez stated yes.

Mr. Bunch stated okay, thank you.

Mr. Chavez then stated April 2020 capital expenditures, $1.1 million, so slightly lower than the month before, and on the year to date basis $6 million. Then going to the next slide and stated annual projects $0.3 million and $800,000 of major projects (April 2020). And then went to the next slide and stated again, year to date $6 million, with $2.5 million in annual projects and $3.5 million in major. Annual projects are normal – overhead and underground, switch gear, pole replacements, and water meters; so typical new services, things that we do every year. On the major projects side, $3.5 million, Western Utilities Complex, Smyrna Substation Expansion, and Wastewater Sanitary Sewer Systems 10 and 11 work. Then going to the next slide, commented I know this is always eye chart type of stuff but overall what we’re seeing is revenues, when you look at year over year on the electric side at the top, right corner there, we appear to be down $900,000 from the prior year but what’s driving that is we’re seeing growth, we’re seeing revenue from the growth and the volume usage, customers and volume. What we have that’s offsetting our revenues on the electric side is the over recovery of fuel which is about $1.8 million higher than the year before. So that’s why electric revenue appears down but that is because once again, the fuel, the system operations group is able to purchase power at much lower rates than what we’re charging our customers. But as part of the work that Raftelis is doing, we’re looking to see what the right fuel and purchased power adjustment is and what kind of reserve we want to have. If you look towards the middle, purchased power, you’ll see $41.77 per megawatt hour, that’s $7.16 better than a year ago, at this same time last year. Cooling and heating degree days, so it’s been much hotter, so our cooling degree days are much higher than they were than the prior year. And of course since it’s been hotter, there have been less heating degree days. If you go to the very bottom there, we’re still seeing growth in the volumes, electric sales are up 3.5%, commercial still 2.8%, water 2.0%, and then wastewater 4.3%. At the very bottom right corner, from a percentage basis, our year over year customer growth is still pretty good – 2.7% on electric, 3.0% on water, 3.5% wastewater, and of course 20.1% on reclaimed, but that’s just because it’s a small customer base.

(4-a) Financial Status – Presentation: Series 2020 Bond Update:

Mr. Chavez went to the next slide and stated I wanted to give you a bond update. So we did, right before the long holiday weekend, we’ve been seeing, for probably the past couple of weeks, that the market even with the COVID pandemic occurring, things were starting to settle down. Market sentiment in the bond market was starting to kind of have no significant fluctuations up or down every day. Every day of the past couple of weeks has been incremental improvement. So for example on April 28th we were at 3.36% for an all in total interest cost, and on May 19th we were at 3.01%; so steady improvement over the last month.
When we actually pulled the trigger, when we looked at Wednesday, in essence there’s a 24-hour window, you meet with the underwriter to kind of determine does it look like a good entry point. So we met on Wednesday, we had initial discussions on Thursday and where we decided it seemed like a pretty good entry point. And we entered and we ended at a pretty good, at the lowest rate we had seen since we had been monitoring the markets since November of last year. Then went to the next slide and stated so we ended up on Thursday afternoon at a 2.76% all in total interest cost, which is excellent. We had on our $70.0 million par value bonds, we had $644.0 million of demand, way oversubscribed, over nine times oversubscribed. So we were really able to get to lock in a very, very attractive rate. The interest savings on refunding the legacy debt was just about $1 million. So when we had been discussing back in 2019, and even the early part of this year, we had estimated $700,000, so we even got more savings than our best case scenario from previous. He stated I’ll pause there for a second if there’s any questions.

Chairman Biedenbach stated Commissioners if you have any questions identify yourself and do it now.

Commissioner Davenport stated Mr. Bunch what a great job, oh my gosh, the citizens in New Smyrna Beach should be very proud of this refinancing and all of this future construction costs; super job done, thank you.

Mr. Bunch said thank you Commissioner and just to add to what Mr. Chavez said, locking in that low rate for the additional $65 million will save millions if you compare that cost of money to the historical or even recent numbers that he was citing. So sometimes you’re lucky, sometimes you’re good, whatever the sequence of events it all just seemed to line up last week. So, thank you for those comments Commissioner.

Mr. Chavez stated so I’ll pause there, and when we discuss the budget, stating to Mr. Bunch now or later?

Mr. Bunch stated so if there are no other questions or comments, Mr. Chavez will move forward to the next portion of his presentation.

(4-a) Financial Status – Presentation: FY2021 Budget:

Mr. Chavez stated all right, went to the next slide and stated Mrs. Simmons emailed a pdf version that we could actually email out to all of you. That was in essence was our complete budget book. We do have bound copies but from the perspective of the COVID we got you the whole book electronically, but we do have hard copies here in the office. We had a pretty successful overall budget run. This was the second year of the revamped CIP or capital improvement plan and on the O&M side the second year of our new philosophy or at least concerted effort as a team to really focus on providing reliable utility services with a very cost-conscious manner. So on this slide just really the CIP reflecting the master plans, a lot of the projected growth that we have, expected usage, and since we’re still kind of in the transitional period in the optimization studies, we have placeholders in this 10 year cycle. But as we have a modernization discussion and a modernization road plan, road map discussion later this year, and of course we can always come back to the Commission with approval on
these future projects; there will be more to come. The studies in that will be incorporated, estimates refined, and every year we’ll fine tune those budget estimates that much more.

Mr. Bunch stated it’s safe to say you’re just putting in the place holder now, rather than fill in other things in the capital budget and then have to rejumble them again later this year or next Mr. Chavez, is that why we’re putting it there now?

Mr. Chavez stated yes, we’re putting it there now and then this way when we incorporate some of these studies we’ll have better estimates on detailed projects, where those placeholders get replaced with refined projects that are good for the short term and the long term.

Mr. Bunch stated so nothing will move forward until we have the modernization workshop, you see the plan, some of the details, get a chance to have discussion, and then as Mr. Chavez just said, any subsequent project that would go forward, you would approve those individually. So right now you’re really just giving him the nod to a placeholder that you’ll discuss later in the year in the workshop.

Mr. Chavez stated and to that end a big portion on the capital side, Ms. Couillard, this was her first year going through the budget and she really did a collaborative and a really, a great effort by her team to get through working on the budgets. They’re getting a feel for the project management aspect of it, and really looking at owning and digging into it on how we budget and then forecast during the year. So a really great effort by Ms. Couillard and the team.

Mr. Chavez went to the next slide and stated as part of the 2021 budget we looked at the O&M and Capital, we’ve had several challenge sessions to go through the budgets. On the O&M side we went through division by division and looking at a couple of key points, 2019 actuals, 2020 forecast, and then the 2020 budget. This way it gives us a good comparable since fundamentally our operations haven’t changed but we’re always looking to see how we can do, how we can plan in our budget to reflect we can do it better, faster, more effective. And it’s a good sense check on having those other points of reference in that.

Mr. Chavez went to the next slide and stated as part of the overall budget process we do have baked in on this year’s, on the 2021 budget, we had baked in the debt service costs for this debt issuance. It’s actually probably a little higher because we weren’t final at the time so I believe the debt that we have in the 2021 budget is at an over 3% rate, but we ended up being under 3% but that’s, it’s explainable, we have the backup there. We wanted to make sure that we reflected the known information at this time. At the bottom here, kind of key, I think what really contributed to our success is there was a lot of demand in the market, in the bond market for high quality low risk type of bonds. Which our rating with Fitch, which was reiterated by Fitch a few weeks ago, reflected that, so hence the oversubscription and the $644 million in demand really helped out a lot.

Mr. Chavez went to the next slide and stated this just talks about the interest savings of the bonds. And then went to the next slide and stated so this is where we’re looking at the capital and this is the grid and water modernization and optimization studies where we can make
(4-a) Financial Status – Presentation: FY2021 Budget (cont.):

strategic process and infrastructure improvements investments. So this is where we had indicated that we’re going to have a whole modernization or discussion later this year but we have initial place holders. So we’re at $180.8 million for the full 10 year versus $150 million from the 2020 to 2029. But some of the key drivers, $19 million for modernization projects primarily for 2021-2026, but those will be revisited. So first we’ll have the discussion further with the Commission in the fall and then we will revisit those annually as we start to layer in those projects as part of the over long term strategic plan. And the modernization is really required in the sense of for our long term stability and infrastructure of the system, we really need to have these things in that model for the reliability resiliency of the system.

Commissioner Holcomb stated when we put this together, obviously we have different assets, different facilities that we are going to improve, expand, or just completely new. When we put the grid together will a visual aid support where, you know the current assets, where the improvements are going to be, with obviously a date or a time, best guess would be what I’m looking at is when we see us starting that project or improving that asset or bringing a new plan online and what the investment is. So just the visual aid follows the investment and so people can understand what we’re actually building. Because I think for the general public to try to understand what we’re saying and what we’re investing in I think some visual aids with a map and a timeline and then a budget. But the dollars we budget to that area and what the benefit is would be easier to move through the community in explaining what this is when you start talking about numbers at this scale.

Mr. Chavez stated no, that’s a great point, great question. As part of this, so when we go into the fall, that’ll be laid out pretty well. And to your point, we have to have it where it’s understandable. So at a higher level, you know what’s the overall plan and over the next few years. So from your standpoint of visuals around what kind of systems do we have now, and where do we want to go, what are some of those benefits. So for example, we currently don’t have a work order management system or work management system. In anything that we do those are some basic building blocks that we need to put in but we’ll lay that out so this way then it’s understandable for the community. And it’s going to get us to standard of what others, our peers have currently.

Mr. Bunch stated just to add to that it will be a visual, so there might be a 30 deck slide deck Commissioner also but there will be a one page graphical summary that shows these are the dollars, these are the years, and start to completion when you do, when do you begin this, and when do you finish the effort. So we envision that to be boiled down to a roadmap and that’s why we keep calling it a modernization roadmap so that we can all look at a single page or two and understand it.

Mr. Chavez stated and for example, some of the work that Quanta did is it laid out some of those building blocks and that’s where we’ll take that to present as part of the overall plan to review with you. So this way we have your buy in and we are then able to leverage that within the community, and of course, tailor the message to the extent needed.

Mr. Bunch stated and there’s some additional things next year, and even later in this year we’ll get a little more line of sight on. Like the Williamson Boulevard extension, assuming that gets approved between the County, the State, and the City, the stakeholders in that
(4-a) Financial Status – Presentation: FY2021 Budget (cont.):

process and then we begin the plan with a little more details of some of the development of our buildings out there. We’ll have a better line of sight of that later in the year and next year as well. But we do anticipate that Williamson Boulevard construction costs will be borne by others. We may have some costs putting in our roads for our buildings, we expect that overall extension to be borne by people in the community outside of us, the developer, builder, whoever is working with the County and State to get that built.

Commissioner Holcomb stated and when do we have this, again we vaguely speak of time end of the year, next year, when do we see all of this actually put it in place so we can start moving forward with it? Actually we’re kind of piecemealing right now, when does the whole plan, you know, again I can say maybe in the next five years, maybe not necessarily the ten, but when we get a little more clarity in the next five years of what plans, where we’re at and where the investments going. Because I mean, basically, that the $65, $70 million that we’re talking about probably should get us through the next five years I believe.

Mr. Bunch stated correct, and when you talk about plans, are you being, is that specific to what we plan for the Western Complex or all?

Commissioner Holcomb stated all of it, right. We just borrowed $65 million I think they’ll want to know what we’re spending it on. I think we could draw them a nice map and give them a little bit. Great job, and again like I said the money was like you said we’re lucky, you’re good, I’ll take both. But again when we walk through the community and people ask us what are we doing, when you start to try to explain this to people their eyes roll back in their head and I need to refer them to something, that is a visual aid, you know refer them back to the web page and it’s here. Let’s go look at it here, this is where I live in; you know what I mean.

Mr. Bunch stated yes, that will be part of our deliverables for the roadmap and what we’ll be reviewing with you when we do that maybe August, hopefully August, maybe September. But that’s part of the consultant’s deliverable, giving us a simple to understand, boiled down modernization plan.

Commissioner Holcomb stated August or September, that’s what I was looking for.

Mr. Chavez then went to the next slide and stated so formulate the plan, we have these placeholders in but we’ll be back in the fall to really go over the overall plan and how we do year by year. And of course as we start to formulate, we’ll refine subsequent years budgets. Then went to the next slide and stated revenue, we’re just going through the high level O&M and Capital, we’ll go a little further. Revenue projections are based on the historical data, forecast to future consumption. Every year we have a ten year look back and then we do have some escalation factors built in looking forward. We’re still seeing the growth, we’re still seeing the year over year customer growth and the volumes. You know a lot of the questions that Fitch had indicated was are you going to see or do we see significant increases in revenue because of customers. And we’re not, our revenue thankfully is really driven by the weather and then the increased revenue on top is the continued customer growth that we’re seeing year over year. So the revenues in 2021 was 1.8% higher than 2020 budget. And on the last point very critical, you know we had these challenge sessions on both O&M and Capital to make
(4-a) Financial Status – Presentation: FY2021 Budget (cont.):

Sure that we were focused on realistic, cost effective operating expenses budget to run this system to make sure that we’re running it for the long term. One of the key things, and it’s probably further in the deck, we had 186 head count in the 2020 budget. We actually budgeted 180 in the 2021 budget, because it’s based on what we’re really simply needing to operate. The one area that’s critical from a headcount perspective that we were refocusing and redesigning was on the T&D side and getting linemen, qualified linemen. We’d rather have good than not at all, that’s really going to be our focus coming up.

Mr. Chavez went to the next slide and stated operating expenses including purchased power were in 2021 2.1% lower than the 2020 budget. It’s really because we focused on what we need to operate in a cost conscious, cost effective manner. And it still does reflect the wage escalation, employee pension and benefits. Typically when we looked at how does a current year, the subsequent year’s budget related to the current year we had seen, Mrs. Merchant and I looked over the last few years, it’s anywhere from a 3% to 6% increase over the prior year’s budget. We actually had a decrease this year, so it’s a conservative budget, we believe it’s enough to get the job done. And we tried to really look at each division and how they operate and what their underlying assumptions were, to make sure that we had the right amount of dollars. But, of course, as we give updates during the year we’ll continue to update the Commission.

Mr. Bunch stated I want to give the team some credit on this item specifically. You know a lot of organizations will budget with the assumptions you have last year’s budget plus some inflation adder. And Mr. Chavez and his team took a different approach where you do bottoms up. What are the things that we really are going to do, how many people do I have actually doing it, and basing the budget on real needs and using that and going through the challenge sessions that he mentioned, they were able to carve out 2.7%, almost 3% over year over year budget. And we’re in turn with the fact that the economy around us has had a lot of challenges and while our revenue and our business tends to be more stable, we were really cognizant of trying to manage those inflationary pressures. So the team sharpened their pencils and under Mr. Chavez’ leadership developing the budget, they did a really good job; so I just wanted to make note of that.

Mr. Chavez stated thank you and then went to the next slide. He stated so here is where I talked a little bit about earlier, 180 head count versus 186 in the prior year’s budget. But in some of the areas that we want to make note of, so currently in the Transmission and Distribution, Mr. Mine’s group, we’ve included a supplemental contracted work force or labor because we are having a hard time with that, we’ve got a couple of retirements. So we wanted to make sure we had enough dollars in there for Mr. Mines to get a crew working on O&M and Capital, to supplement his current workforce. On the purchased power we’re at $20.6 million, that’s 3.6% lower than the 2020 budget and that’s driven really by Mr. Beyrle’s management of those purchased power contracts, and we do still see continued favorability in the power markets. So as you see natural gas still at an all time low, you’re seeing west Texas in the media, very low. Mind you we’re using purchased power that is drive, primarily by natural gas, but when those prices in the related energy markets are depressed or low, we still see the benefit of that. On the Water Treatment Plant, lower operations expense, they’re done cleaning up the lagoons so we were able to lower their sludge disposal because they don’t expect to need clean up until 2024.
(4-a) Financial Status – Presentation: FY2021 Budget (cont.):

Mrs. Pitcher stated if I can just make a comment on the reduced level of head count, to answer any questions that might be lingering out there right now, is the reduction from 186 to 180 is not any current employees. It doesn’t affect current employees, they are vacancies that we currently have and have had for more than six or seven months that we determined we can move forward without. So I just wanted to make sure that was clarified.

Mr. Chavez stated yes, that’s a really good thing. So it’s really the head count and operating with what we have. They’re vacant positions that we either couldn’t fill or decided that we did not need at this time. I appreciate that. Then went to the next slide and stated on the I.T. side Mrs. Keehn’s team has done a really nice job of centralizing all the software, licensing, all the I.T. related items. Managing it with her department to really optimize the cost of running our shop from an I.T. perspective. And we realized $400,000 in the annual ongoing O&M savings just by centralizing these contracts, looking at how we can restructure them to make sure that we’re getting the best for what we’re spending. And it’s a centralized model looking at what do we have out there and instead of each individual area negotiating their own software licenses in that we’re able to have Mrs. Keehn’s team manage it from a consolidation perspective. Similarly on the Central Services side, the centralization of Fleet and Facilities, really to maximize those cost savings and asset optimization through standardization, so we were able to reduce. In essence our vehicle fleet was somewhat older in certain instances, so we really, through standardization and eliminating unneeded vehicles and then the locked in pricing because we looked at what we’re purchasing over the next five years. So that really sets us up to get the best pricing when you’re doing, for lack of a better word, bulk ordering. And then from that, from really standardization on the vehicles, a half a million in capital savings on those five year vehicle purchases.

Mr. Chavez went to the next slide and stated so on the capital side, so we had it and we established this last year, annual projects and major projects. So the annual projects are stuff that we do day in and day out every year, it’s pretty standard stuff. The major projects they could be in one year or multi year but they’re typically you know a defined start and finish, it’s not the same thing year over year. So I think what the team did a really nice job at this year was putting in numbers for the annual projects, that pretty well fell in line with what we’re currently spending because these are the same things we do every year. So due to the benefit of looking at what we spent previously, we were really honing in and challenging to make sure we had the right amounts, either increases or decreases. On the major projects side, Ms. Couillard’s team, and then asked are you on?

Ms. Couillard stated I’m here.

Mr. Chavez stated so if you want to go through just some of the higher level major projects on this slide; if you could, that would be good.

Ms. Couillard stated sure, so the Engineering team has the majority of the capital projects and we went through each category, reviewed the status of the current projects, currently underway, and re-cash flowed them as necessary. We also added new projects that arose out of the CIP and a few items that were, I have a couple of more slides that are reliability related, kind of just do it before we get our roadmap done. So we added in a placeholder for the roadmap, major water projects, we’ve got a couple of bridges, we’ve got the South Beach
(4-a) Financial Status – Presentation: FY2021 Budget (cont.):

Pump Station, lift station rehabs, 10th Street road realignment, and then some other radio systems, and Western Utility Complex around the Joint Fleet Facility.

Ms. Couillard went to the next slide and stated so around electric system reliability we have about $1.5 million, a little bit more if you go out five years, already in the budget. We are prioritizing the information we got from the Burns & McDonnell report. There are things that we can just do, because it’s stuff that we need to do anyway and that was identified in the report. So it sort of just said yes, you are doing some of these already. One is we’re going to sectionalize feeders, reduce outage impacts to customers, so if there is an outage, it’s a smaller outage. We’re going to put in pole-mounted reclosers and TripSavers on feeder taps as well. Some reconductoring that we already had planned. And then we’re doing a complete review of all of our feeders from a load transformer and feeder balancing perspective. So that we can quickly switch to get people back up and fix the problem and then switch back.

Ms. Couillard then went to the next slide and stated in addition we have two other categories that we are working on, under the electric system reliability category. And these are going to take a little bit more time and will be included in the roadmap in August / September time frame. Which is automation, integrating SCADA so that we can do remote controlling of items, also system hardening plans and selective undergrounding projects. We’re looking at where does it make sense, where are we seeing you know major outages, how can we manage on that. And then we just received our bids for a new vegetation management plan, so we’re transitioning from hot spot targeting to a three year mains and lateral cycle; this is best practices. We looked at other Florida utilities and worked with FMPA to do a quick survey. So we’re going to a “per mile” contract bid and having them available for support post any weather related items.

Mr. Bunch stated I appreciate that explanation. Could I ask you to explain something for us? So on the prior slide it talked about developing a prioritized approach to reliability improvements. Can you talk about how you’re going to do that and when we’ll have more information for the Commission and the community in the terms of what areas you’re going to be targeting over that three year period.

Ms. Couillard stated yes, so we’re starting out with our historical outage data. We’re looking at our historical outage data to date to see where we have outage hot spots and what is causing that, information. Then we are layering that over the top of the Burns & McDonnell report where they recommended improvements based on the WindMil modeling. They took our model and brought it current and then did some modeling for us. And then we’re working with FMPA and Burns & McDonnell to do a complete coordination study from relays down to fuses so that things trip when they’re supposed to trip and they don’t when they’re not supposed to. We’re going to put together a standard for the whole company so that when the folks are out in the middle of the night, they don’t have to try to figure out what to put in where, they can just replace it based on a standard. So we’re pulling all that together and we’re going to include that as part of the road map.

Mr. Bunch stated okay, and in your area of reliability and improvement plans when do you think you’ll be able to say these are the areas, these are the years that we’ll be working in those areas.
(4-a) Financial Status – Presentation: FY2021 Budget (cont.):

Ms. Couillard stated I’m hoping in the next month.

Mr. Bunch stated that’s a good answer.

Commissioner Holcomb requested to speak through the Chairman.

Chairman Biedenbach stated go ahead.

Commissioner Holcomb stated Ms. Couillard that’s one of the things that’s probably the most common question I get when I’m out in the town or it depends, like my power went out on Quay Assisi this Sunday or whatever night.

Chairman Biedenbach started Thursday night.

Commissioner Holcomb stated okay, whatever night that was, so, you know typically after that happens is when I see people saying why is this happening or why is this happening so much. I think for me the mapping that we talked about is prioritizing and you guys have talked about this for about a year now, which is good. I mean I’m glad to hear you say a month to show the public how we’re going to attack this, a. financially and then b. through different layers of how we’re going to prioritize who goes first, because everybody wants to go first. You know what I’m saying because I think everybody always assumes the worst. And I’ve been doing this for, I don’t know, four or five years. There really is, there actually is a plan that goes with it, and there is cynicism. But everybody can believe that this will be data driven and they can kind of look to their map to see when their area, based on their outages, should have a realistic idea of attacking their area. I think this gives, and again I’m just communicating, it gives us the Commissioners better tools. You know I’ve sat in a lot of meetings with a lot of you folks and trying to go explain what you’re explaining to us to the public isn’t quite that easy. But I can refer them to a map, okay where do you live, okay let me walk you, I can pull this up on my phone and say here’s the map. This is where you’re going to go, it looks like 2021 is when we have you on the map based on these two standards that we used to prioritize. I mean it just makes it easier for the Commissioners to communicate to the public, it’s going to help us because I’d say that’s the number one question I probably get. And it’s more prominent in the summer, so I’m just getting ready for this summer, is all I’m asking, so that month, I feel really good about your month projection.

Ms Couillard stated yes, we’re planning to lay all that out, show how we came to our determinations and then also a target metric, here’s where we’re trying to get to, so that we can track it internally as well.

Commissioner Holcomb stated I guess the credibility to the decision-making process, it eliminates the cynics in the crowd that kind of want to say they’ll find somebody who lives there that has some kind of relationship and that will be the reason they get it. So that’s why I think it just makes it easier if it is data driven.

Mr. Bunch stated the last comment I would make in this area is the reason we’ve had consultants’ engagement is so that when we’re spending this money we’re going to get the biggest bang for the buck with known technology in a predictable manner. I can tell you I’ve
(4-a) Financial Status – Presentation: FY2021 Budget (cont.):

seen people in large and small utilities alike not get it right in terms of order, not get the system compatibility right and they ended up spending a lot more than they needed to and got benefits less than desirable ones. So the folks we’ve had working with this, Quanta on modernization, Burns & McDonnell on the reliability project and Stantec on water optimization. These folks are very confident, very credible industry consultants and I’m confident at the end of the day those plans that you’re going to see laid out in just in a short period of time are going to make a lot of sense to you as well.

Commissioner Holcomb stated let me ask you a question, and Ms. Couillard spoke of this and they deal with it, you know building, coming out of dealerships that were built 25 years ago to dealerships that are built with today’s technology, the efficiencies. Some were intended, and like you said it’s that lucky and good part again, and I’ve got to believe the more uniformed we get this and the more organized we get this, then the productivity per employee in the field, it’s got to be, it’s got to go up. That’s another part, it’s another benefit, and obviously the customers’ down time has got to be less. But I’ve got to believe because what I’ve seen from my employees, my employees can go faster and be more accurate because they can get information quicker. So that, am I comparing it accurately?

Mr. Bunch stated there are a lot of things done manually today and because we don’t have automation on some things it takes us longer and more people to do things. So that will be part of the benefits analysis, but the short answer is yes, there will be operational cost savings associated with the investments.

Commissioner Holcomb stated okay, thanks, just curious.

Ms. Couillard indicated she had one more slide and stated so I just wanted to bring you up today on the impacts of COVID-19 on the projects we’re working on and cash flows. We are seeing project schedule delays due to the no travel orders. It’s taking two to three times longer to process contract documents because we mail them to the company, the people are working from home, they have to go get them; that whole deal. We have the same issue with some design deliverables. So, we’re about two to two and a half months behind schedule on a number of things. We are also seeing a drop, a significant drop in invoices coming in. And so I expect that’s also people working remotely and then how they process them and get them to us. So I expect in June, most likely in July, we’re going to get hit with either a lot of invoices or a lot them with large amounts. And then lastly, because of the no travel orders that were in place a number of our bid documents and submittals are delayed as well. So what I’ve been doing with Mr. Chavez is acknowledging that, looking at well maybe what are some things we can pull forward as we wait for those things to come in, and we’re juggling projects around so that we can try to stay. We’re going to be lower than our budget this year just because we’re trying to adjust where we can appropriately.

Ms. Couillard then went to the next slide and stated this slide is the capital summary page that breaks out the annual projects by department and then the major projects. And you’ll see we have our electric reliability line item and the modernization roadmap item in there.

Mr. Chavez stated Ms. Couillard yes, so this summary here just kind of lays out exactly what we’re working on. From the annual side we broke out the vehicles and broke out a number of
items to show at a high level. As you look at, just for example, electric $3.9 million in 2021, $3.7 million in 2022, those annual projects make up the normal bread and butter stuff we do. If you go down below in the majors, this is where you’ll see, depending on the initiative and the efforts going on, you’ll see that each year is different. Electric reliability and the modernization are in 2021 to 2026 and then on the water and wastewater we do have the Western Utility Complex broken out as well. So it really gives us a good feel once we look at all the projects, kind of making sure at the highest level you know does it flow all together, does it make sense, is it something we can execute. Because at the end of the day too we are constricted by how many folks we have, how many things we need go through. So we always try to keep in the reasonable aspect of the budget and really the execution side of it.

Ms. Couillard stated and one more thing, we are also seeing a large amount of County and FDOT projects on the fast track. There’s 10th Street, we have the bridge, there’s the bridge over there on Quay Assisi, there are two interchanges. The Pioneer Trail interchange, which is a new interchange, and then they’re redoing the one on Route 44 (S.R. 44). And there’s relocating on Sugar Mill. So in talking with my folks, this is the most they’ve seen from those agencies in a very long time; so that adds a lot to our projects as well.

Mr. Bunch stated and those aren’t an option, we get noticed and you have to proceed, is that pretty much it Ms. Couillard?

Ms. Couillard stated yes.

Chairman Biedenbach inquired about the City, or the County and the State dropping these projects on us, what does that do to our budget out there and how do we take care of that and not put a hole in our own budget. Or do we have those placeholders in there for our process.

Ms. Couillard stated yes, so for new ones we have to layer them in. We either have to make adjustments to other projects or we come to you and say hey, we just got this, we didn’t anticipate it, will you allow us to go over budget and include this. But the ones we do know we budgeted this year and out years based on what we know is going to happen. We try to fit them within our budget but sometimes we can’t. Now this year with the COVID, you know we have a little extra money so we can do design work ahead of time and take it out of the future year budget.

Mr. Chavez stated so in summary, yes, we manage it and Ms. Couillard seems really good about bringing things up and then we discuss them and at least factor them in even if they’re just in initial discussions.

Ms. Couillard added, and we have monthly meetings with the whole team and Finance and we go over every project and the cash flow status, etc. So we’re all up to speed when these things come in from left field, we can address them quickly.

Chairman Biedenbach stated okay, and added those projects that come in from left field or whatever, those tend to scare me because with the state they’re never inexpensive projects, they’re always big deals and that bothers me. But it sounds like you’ve got a fairly good handle on it and I’ll be a little less concerned; thank you.
Ms. Couillard commented we keep our ear to the ground.

Commissioner Holcomb stated Ms. Couillard can I ask a question, and this is just because we are in a situation now that’s just a little different. There’s been this talk of this major infrastructure investment, and God forbid our government can ever actually communicate and get along, but if by chance we did get lucky one day and that happened, are we an area that would be impacted or is that more directed towards older or areas with bridges. I mean do we have, even looked at that because again it’s been out there for a couple of years now, but as circumstances get worse and if they look at stimulus, that’s been something that’s being thrown around and I think both sides agree on it but just can’t agree enough to get it voted on. Do we have any worry there that if a major, major $3, $4, or $5 trillion infrastructure plan came out to get the economy rolling again, is that something that can come into being or is it just too hard to project?

Ms. Couillard stated I think that’s hard to project, we’re keeping our eyes on it, watching where the money’s going, but for right now it’s like it could go anywhere, as you know.

Commissioner Holcomb stated that’s more a of curious question, I don’t have that much confidence in our government to get along in a vote that big; it’s just been talked about a lot.

Ms. Couillard stated and maybe, maybe we can get in and get some of that money for, I don’t know, solar panels or something if it’s available. But at this point we’re just kind of watching and once we see some movement we’ll put together a tactic on what we think it’s going to hit. I think the bigger cities are going to get the money though.

Commissioner Holcomb stated I figured that, I appreciate it, thank you.

Mr. Chavez thanked Ms. Couillard and proceeded to the next slide. So slide 28 here, just a quick recap, some stuff we’ve already gone over, and then proceeded to the next slide. Next steps, really, in the fall, August or September, we’ll come back and go over the modernization road map. We’ll address the higher level pictorials or pictures of where we’re going in this way and then we’ll have a consolidated message. We’ll continue to implement the long term plans, as Ms. Couillard had indicated the reliability and resiliency and really on those just do its and things that would help us minimize the impact of outages. Things we need to do and really for lack of a better word, low hanging fruit or quick hits.

Mr. Chavez then proceeded to the next slide and stated so next steps unless there’s any issues or questions, we’ll submit the budget to the City by this Friday. And then really nothing is done with it until August, September, when they’ll do reads of the budget, of our budget, and then it’s approved at that time by the City. But until then our next step is presenting them a copy, electronic that we post on our website after this gets approved, and we would deliver hard copies to the City as well. He then stated I guess I’ll stop there and asked Mr. Bunch if he wanted to add anything or had questions.

Mr. Bunch stated no, if there are any questions feel free to ask, if not, Chairman we’ll return it back to you for the request that the budget be considered for approval. (Approval of FY2021 UC Budget listed on the agenda under New Business item 7-a.)
Chairman Biedenbach stated Commissioners, do anyone of the three have anything you want to ask that you haven’t done? All right, hearing nothing I need a motion to approve the budget and a second.

Commissioner Conrad stated I make a motion to approve the budget that’s been presented to us; specifically a motion approving the FY2021 Budget and Capital Improvement Plan (FY2021-2030) and U.C. Resolution No. 2020-08. (Upon approval the proposed Budget Estimate will be forwarded to the City and final, formal adoption of the FY2021 U.C. Budget is pending City Commission approval by Ordinance.)

(Additional note – Also in accordance with Laws of Fla., ch. 85-503 and chapter 15 of City of NSB Charter, the required newspaper publication of the proposed U.C. budget, the Combined System page, will occur during the month of June.)

Commissioner Davenport stated I second that.

Chairman Biedenbach confirmed with the Commissioners there was no further discussion and then requested for a roll call vote to be taken on the motion.

Commissioner Conrad’s motion then passed unanimously on a roll call vote.

(4-c) COVID -19 Customer Billing – Collection Processes:

Mr. Bunch stated okay, I think that’s it for the budget. Mr. Chavez what else do you have in your items?

Mr. Chavez stated I have the customer connections.

Mr. Bunch stated okay, do you want to talk us through that at a real high level?

Mr. Chavez stated so at the end of last week I believe, we sent out two emails. One on the successful sale of the Series 2020 bonds and we also sent to you our, kind of approach on customer connections and such, and how we’re treating that. Right now we have suspended the disconnections and late fees. So in our proposal is what we outlined in that email, and we’re keeping it at a high level and if you have separate questions you can send me an email and we can discuss further. But in essence we’re going to use June and July as a transition month. Our commitment is to really work with all of our customers, and of course, particularly the ones that may be struggling to pay or cover their bills at this time. So we worked out a detailed, fairly detailed plan on how we would address each cycle within our system, we have 27 billing cycles and we have 27 collection cycles related to that. We would use June and July to work with our customers prior to the disconnection process. So that’s really our plan and it’s outlined in that email but I think that is the best, it’s a win, win for us and the customer. We need to work with them because if we delay, just keep putting it off and not work with them, it just makes the problem, if there is one, that much bigger. So realistically it’s better for the customer and us, work with them, residential and commercial, to
(4-c) COVID-19 Customer Billing – Collection Processes (cont.):

really put a plan together and get a payment plan if necessary to keep their services but also
work down any outstanding balance over a period of time.

Mr. Bunch stated so if they’re making efforts to work with you Mr. Chavez, I’m struggling,
tried to pay my bills, and need a little bit, how long do I have as a residential customer?

Mr. Chavez stated so for a residential customer what we’re targeting is anywhere from three
to six months, approximately. But really, it’s dependent on the customer and kind of the
situation, so each one will be, each situation will be unique. Same similarly on the
commercial side. The good thing is we have a very tight relationship with our customers,
there’s always a lot of communications with a lot of them already. So we’re just going to use
June to reach out and really try to work on addressing it, and then July again to do that, and
really work with our customers.

Mr. Bunch stated so, just a note, I believe that FPL basically gave their customers a month,
some others two. And if you add ours up from March until June and July you’ve got a three
to five month timeline where we’re working with customers through this. And I’ve worked
through this in other locales before and the challenge is if you let the arrearages grow too far
for any particular customers who are having a difficult time paying, you’re really not helping
them in the end of the day because what happens is at some point on the timeline they get
disconnected. They have a large amount that’s in arrears that turns into a write off. So if you
can work with them individually and help them work it down, it actually works out better for
the customers and the utility. And that’s the approach that Mr. Chavez and Mrs. Wood are
going to try to employ. And again I feel like we’re leveraging some really good practices
here and hopeful that the Customer Service team will be able to work with our customers on
this.

Mr. Chavez stated yes, and I’d like to commend Mrs. Wood and her team, they’re really,
really helpful. You know during these times we didn’t miss a beat with Customer Service and
we got some really positive feedback. We plan to continue to leverage that and really focus
on doing that. It’s a win win with us and the customer because if we get them on a reasonable
play, that prevents a write off and keeps their service on. So that’s our approach and that’s
how we plan to execute. And of course we’ll give you updates throughout the process. He
then asked if there were any questions, just to open it up.

Chairman Biedenbach indicated he did, what have we seen so far in the number of people,
percentage of our customers that are struggling to pay their bills at this point. Have we seen
any major? And what do you expect in the way of percentages of people that are going to
have these and we’re going to have deal with and your team is going to have to work with.

Mr. Chavez stated so, what we’ve been doing, right when this started and we kind of used
February as our benchmark, because the February month end was kind of pre-COVID. We
are in the 94% to 96% as it relates to our accounts receivable being current. We are typically
only just over 2% or around there for being over the 120, so we’ve ticked up a little bit, 3%,
4%. But still nothing really to, no significant degradation. On the flip side we ran, a few
weeks ago, we ran what the disconnects would have been and it was about 600, just under 600
customers. We ran it as of today if we had to do disconnects, we were at just over 900 and in
(4-c) COVID-19 Customer Billing – Collection Processes (cont.):

total it added up to a couple hundred to three hundred thousand. But in reality when we
looked at even those customers, most of it, there wasn’t a big, old balance. So we’re working
these customer lists now to prevent a bigger issue. Now, in comparison, our peers are having
a much, their numbers are much worse, they’re having much more customers and their
balances are much bigger. So we’re relatively doing fairly well in comparison, but we’re
using this time to really proactively work with them to come up with a solution.

Mr. Bunch stated and what you’ll also find in the first month is there are a number of people
who know we’re not disconnecting right now and they haven’t paid their bill but probably
have the ability, so in the first couple of weeks you’ll see them pay the bills. And then within
that end of that first month, before we start doing the disconnects, we’ll get a sense of how
many are really out there that are struggling and they’re the ones that will work with Mr.
Chavez and his team to develop the payment plans. And even then, as long as they’re
working with us and stick to the payment plan they will be able to avoid disconnect. And so
that’s the recommended going in position and hopefully it pans out like we think.

Mr. Chavez stated and we’re monitoring the items, the late notices, daily my folks are putting
into spreadsheets on you know what’s the cash collections, what’s our accounts receivables
look like. So we’ve been tracking it all along and it’s like I had indicated earlier for the times,
not bad. But we plan to keep those good numbers by proactively working with our folks.

Mr. Bunch stated and it sounds like just the numbers you quoted, we’re probably in the 3%
range that are disconnect eligible.

Mr. Chavez stated yes, eligible.

Mr. Bunch stated not that you would necessarily cut because a number of them are going to
offer to pay, is that correct?

Mr. Chavez stated yes, that’s correct.

Chairman Biedenbach stated sounds like you guys are doing a very good job of getting ahead
of this thing. Basically you’re telling me that the rest of our competitors are in much worse
shape than we are. Thank you for figuring that out Mr. Chavez, you and your team. You
need to get an attaboy and attagirl.

Mr. Chavez stated thanks, I appreciate it.

Commissioner Holcomb stated I’d like to comment on that too. What I like is the flexibility
because it’s not, everybody’s circumstances aren’t the same, and when you try to put it all in
one box, and we’re still in phase one bringing people back. So I like the fact that you guys
have the, and I use just common sense, if it makes sense but it sounds like you’ve got the
flexibility built in with your payment plans to see the customer through the tough times.
Because if I get a call back to work and my neighbor didn’t, then our circumstances are
different and they would be handled different. So I just, you know, by the time the State goes
full phase three, you know when we get there in the next amount of time, it sounds like you
(4-c) COVID -19 Customer Billing – Collection Processes (cont.):

guys have the ability to be flexible with the customers through that time. So I appreciate that because sometimes we try to put it all in one box and it doesn’t work that easy.

Mr. Chavez stated no, that’s exactly it because residential is different than commercial, you’re exactly right and Mrs. Wood’s team has done a really nice job in working with the folks.

(4-d) FL PSC Hurricane Preparation Workshop – UCNSB Presentation:

Mr. Bunch stated okay, if there’s no other questions on that, item d. really quick. There’s a slide deck that the U.C. team helped me put together. FMEA reached out to us about a month ago and asked us to represent the municipal utilities in Florida, to do a presentation to the Public Service Commission on our plans and response to Hurricane Dorian. Now that presentation is in the agenda package and we focused on plans using our playbook, working across municipalities, leveraging the incident command structure, which is a consistent format on titles for who’s running the show, who’s doing this and that. And then also the communications that our team put in place during the hurricane and our response using Facebook, giving updates, areas that were out, pictures, those things, and when things were back in service. And we got a lot of, actually a lot of positive feedback through the Facebook and our website during that event. And I highlighted those items with the Public Service Commission. And we got good feedback on that presentation, that was last week on the 19th. And so the other presenters included Florida Power & Light, Duke, Tampa Electric, an electric cooperative whose name eludes me at the moment. It was a good group of presenters and I felt like at the end of the day our team made a good show of our response to Dorian. So it would likely not be us next year. Typically they choose the utility that has been involved in a hurricane and the previous year it was Tallahassee. But we were actually the closest as the hurricane moved by the Atlantic coast of Florida last year. So again, that was the reason why FMEA reached out to us, as well as the kudos that the team got on the response last year. Again the presentation’s in the slide deck if you want to have a look at it at another time.

Mr. Bunch stated and the last thing I’ll mention is two months ago we announced that our Director of Water Resources, Dave Hoover, was retiring. We selected a successor for him, Tom West, from the City of Venice, so he’s got about six or eight years experience in Florida. He headed up a good portion of the Chicago water department at some point along the way, and early in his career worked in some Connecticut utilities as well as a regulatory role in Connecticut. So he brings about 25 years in the industry to us. And Mr. Hoover has offered generously to stay on for another couple of our weeks to work through the transition with Mr. West. So we’ll be celebrating Mr. Hoover’s retirement, hopefully we’ll do an in person meeting in June and they will be able to be here for that. So that’s all I have for the General Manager’s Report Chairman. That would take us to section five, General Counsel.

(5) Commission Counsel’s Report – General Counsel:

(5-a) Restated, Amended Communications Site Lease Agreement – SpectraSite Communications LLC dba American Tower Corporation:

Mr. Cloud stated yes, the only item that I need you to approve is an agreement for a tower that was constructed by Nextel pursuant to a 2001 agreement. Their successor in interest,
SpectraSite Communications, LLC, which is known as American Tower, approached us about extending the agreement. We’ve had, I would say, about six, eight months of negotiations with them and I think that we’ve come up to an agreement that clarifies a number of uncertain provisions in the 2001 agreement. The 2001 agreement sort of talks out of both sides of its mouth. At one point, claims to be an easement, which we really should not grant for something like this. At another point, claims to be a lease. We've restated the agreement so it's clear it's nothing but a lease. We're going to receive $55,000, I know that's not a lot of money when you consider the figures you've dealt with mostly in this meeting but it's better than a poke in the eye with a sharp stick. Mr. Chavez and I, primarily Mr. Chavez, have been able to negotiate better financial provisions for increasing the annual rent that's paid. This tower was constructed some time ago by Nextel and it’s used for communications. We also retained the right to put up to five antennae on the pole. Because this agreement will last for more than four years, we’ll need the City’s consent and we’ve made arrangements to submit this to the City. So we recommend that this agreement be approved subject to take effect upon the approval by the City Commission. He then offered to answer any questions.

Chairman Biedenbach asked where the tower was located, is that the one out at the Water Treatment Plant (WRF)?

Mr. Cloud stated no, I think this is near 10th Street is my understanding, and then corrected to Field Street.

Chairman Biedenbach stated all right, I don’t have anything else. Any other Commissioners? There being none, he stated I need a motion to approve this.

Commissioner Holcomb stated he would make the motion to approve the recommended action, the lease agreement, specifically a motion to approve the Restated and Amended Communications Site Lease Agreement with SpectraSite Communications, LLC (dba American Tower Corporation), and authorize the General Manager/CEO or his designee to execute and enter into this agreement; and due to the length of the agreement, for the agreement to take effect upon approval by the City Commission.

Commissioner Conrad stated she would second this motion.

Chairman Biedenbach asked Mr. Cloud if he needed anything read or is it just okay to have a vote on it.

Mr. Cloud stated you can just have a vote on it.

Chairman Biedenbach stated Mrs. Simmons, would you please call the roll?

Commissioner Holcomb’s motion then passed unanimously on a roll call vote.

(5) Commission Counsel’s Report – General Counsel (cont.):

Mr. Cloud stated the only other thing that I would like to add to my report is that we are
(5) Commission Counsel’s Report – General Counsel (cont.):

continuing to make progress on the long-term joint use agreement with AT&T and we are continuing to make progress on the Williamson Boulevard right-of-way agreement. And of course, there will be a bond closing in the very near future. I have submitted a status report on our current litigation that you can read. You can ask me questions now or anytime you desire. Then stated that’s all I have.

Chairman Biedenbach stated thank you sir.

(6) Old Business:

There were no Old Business items for consideration.

(7) New Business:

(7-a) Consideration of U.C.’s FY2021 Budget and Capital Improvement Plan FY2021-2030 – Proposed Resolution No. 2020-08:

Chairman Biedenbach commented let’s turn the page here, consideration of the budget and capital improvement plan, didn’t we just do that? Then asked for confirmation of this from Mr. Bunch, and also asked was there anything else.

Mr. Bunch stated nothing on my behalf.

(8) Possible Other Business – Time for Commissioners:

Chairman Biedenbach then stated okay, for the Commissioners. Commissioner Conrad do you have anything you want to say before we close?

Commissioner Conrad stated no, I do not. Although I would point out that the email I saw regarding getting back to normal, whatever normal is going to be, was very well written. I appreciate the information.

Chairman Biedenbach stated all right, Commissioner Holcomb?

Commissioner Holcomb stated nope, I’m good.

Chairman Biedenbach stated Commissioner Davenport?

Commissioner Davenport stated I just want to tell Mr. Bunch and Mr. Chavez what a great job you all are doing. I tell you it just seems like a few years ago I joined this, got appointed, and I know you and I kind of looked at each other and didn’t know what they were talking about. It sure is good to see a financial report and things and accomplishments; it’s so strong. Personally with me, and I was scared to death when I first got on here. But I’ve got to reinforce what I just said, thank you for everything and I feel very confident where we’re going; thank you.
Chairman Biedenbach then stated Mr. Bunch, your whole team is to be congratulated and as I’ve said, an attagirl and an attaboy. I think this is probably the first time, and Mr. Chavez if you went through this the same way last year I’m going to say I’m sorry that I didn’t remember it. But this is the first time I can say that I feel confident of where you guys are heading this place and it’s nice to be a part of it going along with that. I don’t have anything else, we’re done for today; thank you all very much.

There being no further business to come before the Commission, the Regular U.C. Meeting closed at 4:24 p.m.

APPROVED: 

ATTEST:

________________________                                    _____________________________
CHAIRMAN                                                              SECRETARY-TREASURER

These minutes were formally approved by the Utilities Commission at their ______________, 2020 meeting.
AGENDA ITEM 3-b

CONSENT ITEM FOR MEETING OF: June 22, 2020

NEW BUSINESS FROM: Director of Engineering

OLD BUSINESS SIGNATURE: Julie Couillard

EXHIBITS: Third Party Easement - Accepted by Director of Engineering -
City of New Smyrna Beach for City Hall Annex - Phase 1

SUBJECT: Granted and Accepted Third Party Utility Easements

SUMMARY:
In accordance with U.C. Resolution No. 2019-05, approved and effective on 9-23-19, limited delegation was authorized by the Utilities Commission to the General Manager-CEO and Director of Engineering to accept granted third party utility easements if presented to the Utilities Commission for ratification of acceptance within 90 days following execution.

Please find attached a utility easement granted to the U.C. by the City of New Smyrna Beach for their City Hall Annex Project - Phase 1.

RECOMMENDED ACTION:
A motion to ratify the acceptance of the third party granted utility easement granted by the City of New Smyrna Beach for the City Hall Annex Project - Phase 1; attached hereto and hereby submitted to the Commission.

GM/CEO Joseph Bunch

NOTE: ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER'S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.
UTILITY EASEMENT

THIS UTILITY EASEMENT (the "Easement") is made this 10 of June 2020, by and among CITY OF NEW SMYRNA BEACH (the "Grantor"), having a mailing address of 210 SAMS AVENUE NEW SMYRNA BEACH, FL 32168, and the UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH (the "Grantee"), having a mailing address of 200 Canal Street, New Smyrna Beach, FL 32168.

WHEREAS, Grantor is the fee simple owner of that certain real estate parcel located in Volusia County, Florida, as more particularly described in Exhibit A attached hereto (the "Grantor's Property"); and,

WHEREAS, Grantor desires to convey to Grantee a perpetual non-exclusive easement, the right of ingress and egress and right-of-way over a portion of Grantor's Property as more particularly described in Exhibit B attached hereto ("Easement Lands"), for the purposes of installing, constructing, operating, operation and inspection, relocating, replacing, maintaining and repairing, from time to time, cables, conduits, transformers, pipes and all necessary utility facilities and fixtures, which easement shall run with the land for the benefit of the Grantee, its respective successors and assigns. Grantee, by acceptance of this Easement, has agreed to be bound by all terms and conditions set forth herein.

NOW THEREFORE, in consideration of the sum of Ten and No/100 Dollars ($10.00) and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor and Grantee agree as follows:

1. GRANT OF UTILITY EASEMENT; MAINTENANCE OF UTILITIES. Grantor hereby grants to Grantee, its successors, assigns, and grantees, a non-exclusive perpetual easement across, over, upon and under the Easement Lands for the purposes of installing, constructing, operating, operation and inspection, relocating, replacing, maintaining and repairing, from time to time, cables, conduits, transformers, pipes and all necessary utility facilities and fixtures (collectively, the "Utility Facilities") for use in connection therewith, together with the right of ingress and egress to and from the Utility Facilities over and along the Easement Lands (together, the "Utility Easement").

2. REPRESENTATION AND WARRANTY. Grantor hereby represents and warrants to Grantee that (i) Grantor is lawfully seized of the Easement Land, (ii) the same is either (a) unencumbered by a mortgage or other lien (excluding lien(s) for ad valorem taxes not yet due and payable), or (b) encumbered only by a mortgage, as to which the mortgagee has executed a joinder and consent to this Easement and the rights granted hereunder, and (iii) Grantor has the right, power and authority to enter into this Easement and grant the Utility Easement herein.

3. RESERVATION BY GRANTOR/NONEXCLUSIVE USE. Notwithstanding the rights and easements granted by Grantor under this Easement, Grantor specifically reserves the
right to use the Easement Lands for any lawful purposes, however, Grantor shall not build, construct, install or permit to be built, constructed or installed, any improvements, structures, fences, foliage or vegetation, or other improvements of any nature or description on, upon, over or across the Easement Lands which would materially inhibit or impair the use of the Easement Lands by Grantee for utility purposes. However, Grantor, its successors and/or assigns, may install any structure or object, including, but not limited to, fences, gates, signs, trees or poles, foliage or vegetation, which will not materially inhibit or impair the use of the Easement Lands by Grantee for utility purposes within the Easement Lands after Grantor shall obtain written approval from Grantee of such encroachment. In consideration of Grantee’s consent to an encroachment, Grantor, its successors and/or assigns, shall agree to indemnify and hold Grantee harmless from and against all liabilities or damages which may be imposed upon or asserted against Grantee as a result of or in any way connected to an encroachment approved by Grantee. In the case of an emergency needed repair, removal or replacement, in the event Grantee determines that it is necessary to construct, maintain, repair, remove or replace any of its Utility Facilities located under, over or upon the Easement Lands, the Grantor, its successors and/or assigns, of the portion of the Property affected shall immediately remove the encroachment from the Easement Lands upon the request of Grantee at Grantor, its successors and/or assigns’ sole cost and expense. If Grantor, its successors and/or assigns fail to remove the encroachment, Grantee shall have the right to remove the encroachment from the Easement Lands, Grantor, its successors and/or assigns shall pay all costs incurred by Grantee related to removing the encroachment from the Easement Lands. The Grantee, and its contractors, agents, and employees, shall have the right to trim or cut trees, shrubbery or vegetation, and roots that may endanger or interfere with the Utility Facilities and shall have free access to the Utility Facilities and every part of it at all times, for the purpose of exercising the rights herein granted.

4. **ENFORCEMENT; ATTORNEYS FEES.** In the event of a failure of any party or parties to perform any of its obligations contained in this Easement, any party or parties affected by this instrument shall be entitled to institute proceedings for full and adequate relief from the consequences of such default, including but not limited to injunctive relief. In the event an action is instituted pursuant to Paragraph 3, the non-prevailing party or parties shall pay the reasonable attorney's fees and expenses of the prevailing party or parties.

5. **BINDING EFFECT; MODIFICATION.** This Easement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. This Easement and the terms and provisions hereof shall be deemed covenants running with the land for all purposes and may be amended or modified only by an instrument in recordable form, executed by all of the parties hereto. Without limiting the foregoing, Grantor acknowledge that Grantee’s rights under this Easement are assignable; that Grantee may enter into agreements to sell or otherwise may transfer Grantee’s Property, either to affiliates of Grantee or to third parties, and that Grantor hereby consent to Grantee’s assignment of all of its right, title and interest and its delegations of all of its obligations created under this Easement upon any such sale or transfer and, upon any such assignment, Grantee shall be forever released and discharged from any and all claims, demands and damages which Grantor may have, make or suffer as a result of anything done or occurring after the date of such assignment. The term “Grantee” shall also mean any successors, assigns, employees or contractors of Grantee.

6. **NO DEDICATION.** Nothing contained in this Easement shall be deemed to create a gift or be deemed a dedication of any portion of the Easement Land to the general public or for any public use or purpose whatsoever, it being the intention of the parties that nothing in this Easement, expressed or implied, shall confer upon any person, other than the parties hereto and their respective successors and assigns, any rights or remedies under or by reason of this Easement.
7. **SEVERABILITY.** If any term or provision of this Easement or the application thereof to any person or circumstances shall, to any extent, be invalid and unenforceable, the remainder of this Easement or the application of such terms or provision to persons or circumstances other than those as to which it is invalid or unenforceable shall not be affected thereby, and each term or provision of this Easement shall be valid and shall be enforced to the fullest extent permitted by law.

8. **INDEMNIFICATION OF THE PARTIES.** The parties shall indemnify and hold each other harmless from and against any and all claims, liens, demands, losses, liabilities, costs (including attorney's fees), or expenses of any kind arising from the parties, their members, tenants, agents, employees, and invitees use of the Easement Lands in connection with the parties' exercise of their rights under this Easement.

(Signatures to follow)
IN WITNESS WHEREOF, the Grantor and Grantee have set their hands and seals as of the day and year first above written.

Signed, Sealed and Delivered in Our Presence:

Witnesses:

(Sign on this line)

(Sign on this line)

(Print name legibly on this line)

(Print name legibly on this line)

Grantor: City of New Smyrna Beach

By: Russ Owen

Its: Mayor

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 2nd day of June, 2020, by Russ Owen, as Mayor of City of New Smyrna Beach, to me personally known or who has provided the following identification, , who did take an oath.

Notary Public State of Florida
Kelly McQuillen
My Commission GG 977126
Expires 04/12/2024

Notary Public, State of Florida
My Commission Expires: 4/12/2024
Signed, Sealed and Delivered in Our Presence:

Grantee: UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FL

Witnesses:  

[Signature]

(Sign on this line)

ALINA DAWSON

(Print name legibly on this line)

[Signature]

(Sign on this line)

Anthony Marine

(Print name legibly on this line)

By: JULIE COWILLARD

[Signature]

Its: Director of Engineering

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this 10 day of June, 2020, by JULIE COWILLARD, P.E., as Director of Engineering of UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, personally known to me, who did take an oath.

MELISSA COX

Notary Public, State of Florida

My Commission Expires: 6/6/2023
EXHIBIT A
(GRANTOR’S PROPERTY)

All of Block "C" and North 25 feet of Lot 7 and Lots 8, 14 and 15, Block "D", SAMS ESTATE, New Smyrna, Florida, as shown on map book 7, page 44 of the Public Records of Volusia County, Florida.
NEW SMYRNA BEACH CITY HALL ANNEX UTILITY EASEMENT – PHASE 1:

A portion of Lots 6, 7, 8, 13 and 15, Block "D", SAMS ESTATE, according to the map or plat thereof as recorded in Map Book 7, Page 44, Public Records of Volusia County, Florida, being described as follows: Commence at the northwesterly corner of said Lot 13; thence North 66° 06' 18" East, along the northerly line of said Lot 13, a distance of 143.37 to the northeasterly corner of said Lot 13 and for the Point of Beginning; thence North 24° 14' 34" West, a distance of 73.43 feet; thence North 43° 41' 20" West, a distance of 8.92 feet; thence North 60° 31' 38" West, a distance of 24.08 feet; thence North 53° 36' 14" West, a distance of 19.85 feet; thence North 36° 23' 46" East, a distance of 5.00 feet; thence South 53° 36' 14" East, a distance of 19.55 feet; thence South 60° 31' 38" East, a distance of 24.52 feet; thence South 43° 41' 20" East, a distance of 7.72 feet; thence North 66° 08' 43" East, a distance of 75.42 feet to a point of curvature; thence 23.49 feet along the arc of a curve to the right, said curve having a radius of 25.26 feet, a central angle of 53° 17' 06" and a chord of 22.65 feet which bears South 87° 12' 44" East; thence South 29° 25' 49" West, along a radial line, a distance of 5.00 feet, thence 18.84 feet along the arc of a curve to the left, said curve having a radius of 20.26 feet, a central angle of 53° 17' 06" and a chord of 18.17 feet which bears North 87° 12' 44" West to a point of tangency; thence South 66° 08' 43" West, a distance of 27.86 feet; thence South 18° 37' 35" East, a distance of 7.75 feet; thence South 71° 22' 25" West, a distance of 5.00 feet; thence North 18° 37' 35" West, a distance of 7.30 feet; thence South 66° 08' 43" West, a distance of 40.73 feet; thence South 43° 41' 20" East, a distance of 7.57 feet; thence South 46° 18' 40" West, a distance of 3.56 feet; thence South 24° 14' 34" East, a distance of 49.09 feet; thence North 66° 03' 26" East, a distance of 30.34 feet; thence North 24° 40' 04" West, a distance of 3.97 feet; thence North 65° 19' 56" East, a distance of 5.00 feet; thence South 24° 40' 04" East, a distance of 3.97 feet; thence North 64° 43' 32" East, a distance of 65.19 feet; thence North 37° 44' 51" West, a distance of 4.19 feet; thence North 52° 15' 09" East, a distance of 5.07 feet; thence North 00° 29' 16" East, a distance of 38.73 feet; thence North 45° 22' 40" West, a distance of 48.34 feet; thence North 27° 45' 42" West, a distance of 15.87 feet; thence South 65° 57' 03" West, a distance of 4.19 feet; thence North 24° 02' 57" West, a distance of 5.00 feet; thence North 65° 57' 03" East, a distance of 8.88 feet; thence South 27° 45' 42" East, a distance of 19.79 feet; thence South 45° 22' 40" East, a distance of 55.12 feet; thence South 44° 37' 20" West, a distance of 5.61 feet; thence South 00° 29' 16" West, a distance of 41.93 feet; thence South 64° 43' 32" West, a distance of 72.43 feet; thence South 66° 03' 26" West, a distance of 32.88 feet; thence South 24° 14' 34" East, a distance of 15.86 feet; thence South 10° 32' 04" West, a distance of 32.93 feet; thence North 79° 27' 56" West, a distance of 5.00 feet; thence North 10° 32' 04" East, a distance of 28.13 feet; thence South 81° 04' 12" West, a distance of 2.96 feet; thence North 08° 55' 48" West, a distance of 5.00 feet; thence North 81° 04' 12" East, a distance of 3.50 feet; thence North 24° 14' 34" West, a distance of 2.76 feet to the Point of Beginning. Containing 2,549 square feet more or less.
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EXHIBIT B

REPORT:
1. Description prepared by the undersigned at the request of the client.
2. Bearings refer to Warranty Deed recorded in Official Records Book 4737, Page 1351 of the Public Records of Volusia County, Florida and based on the east line of Block "E", said Sams Estate as being North 26° 06' 49" West.
3. Subject to restrictions, reservations, limitations, easements and rights of way, if any, appearing of record.
4. This sketch of description and report prepared without the benefit of an abstract and no title work has been performed or provided to this surveyor.
5. This sketch of description and report is subject to any facts that may be disclosed by a full and accurate title search.
6. The location of any subsurface foundations, improvements, features or utilities which may or may not exist and which may or may not violate deed or easement lines are not determined or addressed by this survey.
7. Dimensions indicated hereon are in U.S. standard feet and decimals thereof, unless otherwise noted.
8. **This sketch is not an actual Boundary Survey.**
9. Additions or deletions to this survey map or report by other than the signing party or parties is prohibited without written consent of the signing party or parties per F.A.C. Rule 5J-17.051(3)(b)6.
10. The survey map and report or copies thereof are not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

SEE PAGE 3 FOR SKETCH

SEE PAGE 4 FOR CALLS

DATE PREPARED: 03/13/2020

I hereby certify that this sketch of description of the subject property is true and correct to the best of my knowledge, information and belief as prepared under my supervision on the dates shown thereon. I further certify that this sketch of description meets the Standards of Practice set forth in F.A.C. Rule 5J-17, adopted by the Florida Board of Professional Surveyors and Mappers, pursuant to Florida Statutes Ch. 472.027, subject to the qualifications noted hereon.

Signed: ___________________________ Seal:
Jeffrey W. Cory
Professional Surveyor and Mapper License Number 4139

THIS SKETCH OF DESCRIPTION CONTAINS 4 PAGES
EACH PAGE IS NOT FULL AND COMPLETE WITHOUT THE OTHER PAGES

Daniel W. Cory Surveyor, LLC
Certificate of Authorization Number LB 7883
300 Canal Street
New Smyrna Beach, Florida 32168
(386) 427-9575

FILE # 1004
Work Order #20-02-024
Part of Lots 6, 7, 8, 13 & 15
Block "D", Sams Estate
Page 2 of 4
<table>
<thead>
<tr>
<th>Course</th>
<th>Bearing</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1</td>
<td>N 24°14'34&quot; W</td>
<td>73.43'</td>
</tr>
<tr>
<td>L2</td>
<td>N 43°41'20&quot; W</td>
<td>8.92'</td>
</tr>
<tr>
<td>L3</td>
<td>N 60°31'38&quot; W</td>
<td>24.08'</td>
</tr>
<tr>
<td>L4</td>
<td>N 53°36'14&quot; W</td>
<td>19.85'</td>
</tr>
<tr>
<td>L5</td>
<td>N 36°23'46&quot; E</td>
<td>5.00'</td>
</tr>
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**NOT A BOUNDARY SURVEY**

(DESCRIPTION ON PAGE 1, SKETCH ON PAGE 3)

THIS SKETCH OF DESCRIPTION CONTAINS 4 PAGES

EACH PAGE IS NOT FULL AND COMPLETE WITHOUT THE OTHER PAGES
AGENDA ITEM 3-c

CONSENT ITEM FOR MEETING OF: June 22, 2020

NEW BUSINESS FROM: Director of Engineering

OLD BUSINESS SIGNATURE: Julie Couillard

EXHIBITS: Memo from D. Hale dated 6-4-20; Budget Sheet for W.O. #20-UP3019; and Task Authorization No. 12 to CPH, Inc.

SUBJECT: Project Approval - Miscellaneous Sewer Improvements Project and Including Ratification of Task Authorization No. 12 to CPH, Inc.

SUMMARY:

The Engineering Department is requesting Commission approval for corrective maintenance to our sewer system in the amount of $425,000. Several deficiencies were discovered in our sewer system during the current lining project with LMR Construction, Inc.

Engineering would like to do the following corrective maintenance actions:

- Install seven (7) precast manholes
- Replace approximately 400 linear feet of 8” clay sewer main with 8” PVC, including 9 laterals
- Replace/reconnect seven (7) sanitary sewer laterals
- Convert an abandoned wet well into a manhole, including inverts, bench, channel and ring and cover

Due to the excavation depth, dewatering and asphalt restoration required with this project, the cost is higher than typical sewer work. In an effort to keep this project moving forward and ready to go to bid in July, Task Authorization No. 12 for CPH, Inc. was executed in the amount of $8,935.00 for survey work under our Continuing Service Agreement. It is to the benefit of UCNSB to do this corrective maintenance work so the sewer system will have a longer life span.

This project will be funded by W.O. #20-UP3019 and be bridged between FY20 and FY21 with $14,000.00 budgeted for FY20 for capital labor and consultant fees and $411,000.00 budgeted for FY21 for capital labor and construction.

RECOMMENDED ACTION:

A motion to approve the Miscellaneous Sewer Improvements Project in its entirety in the amount of $425,000.00, and including the ratification of Task Authorization No. 12 for associated survey work to CPH, Inc. in the amount of $8,935.00, and authorize the General Manager/CEO or his designee to execute all documents associated with this matter.

GM/CEO Joseph Bunch

NOTE: ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER’S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.
During the current lining project, several deficiencies were discovered in our sewer system. This is corrective maintenance and will benefit the sewer system in the future and increase its life span.

- Install (7) precast manholes which will provide an access point (where there is not currently one) to the gravity sanitary sewer main(s).
  - Washington St. & Rush St. (2 each)
  - Ronnoc Lane (1 each)
  - Murray Street (2 each)
  - N. Atlantic Ave. & Crawford Rd. (1 each)
  - S. Riverside Dr. & Grandview Dr. (1 each)
- Replace approx. 400 linear feet of 8" clay sewer main with 8" PVC, including 9 laterals. The existing clay sewer main is badly distorted both vertically and horizontally.
  - Between 5th Street & 6th Street in an easement along back property lines
- Replace/reconnect (7) sanitary sewer laterals which are currently connected to a random parallel sewer main (not connected to the sewer main intended to serve these Customers).
  - Between 5th Street & 6th Street along S. Riverside Dr.
- Convert an old, abandoned wet well into a manhole, including inverts, bench, channel and ring & cover. The old wet well is currently acting like a manhole but was never converted properly.
  - Sugar Mill Development - Manhole #76-16

Although this work is typical, common sewer work in our industry, the cost is surprisingly high because of the excavation depth, dewatering and asphalt restoration required.

I’ve attached a budget sheet showing $14,000 in FY20 for capital labor and survey work (consultant) and $411,000 in FY21 for capital labor and construction.

I would like to get this project on June Commission agenda so I can issue a bid in July.

Thank you.

D.Hale 06/04/2020
**Project Name:** MISC. SEWER IMPROVEMENTS

**Fixed Asset Description:** INSTALL MANHOLES, REPLACE CLAY SEWER MAIN, REPLACE LATERALS, CONVERT WET WELL TO MH

**Justification for Project:** CORRECTIVE MAINTENANCE

**Alternatives:** N/A

**Location/Address:** SEVERAL LOCATIONS

**Site Preparation or Removal of Existing Assets:**

**Anticipated Start Date:**

**Anticipated Completion Date:**

**Project Manager:** Dana Hale

**Required Contracts:** INVITATION TO BID, CONTRACTOR AGREEMENT, CITY RIGHT-OF-WAY PERMITS

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**Proposed Funding Sources:**

**Mandatory**

**Additional**

**Alternative Financing**

**Restricted R&R**

**Total**
TASK AUTHORIZATION FORM

In accordance with the Agreement for Continuing Professional Surveying and Mapping Services, between the UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, hereinafter referred to as "COMMISSION", located at 200 Canal Street, New Smyrna Beach, Florida 32168, and CPH, INC., hereinafter referred to as "CONSULTANT", located at 500 West Fulton Street Sanford, FL 32771, dated June 25, 2018, COMMISSION hereby authorizes CONSULTANT to proceed with the services as set forth in the attached proposal and the following:

Task No.: 12  
Project No.: N3218  
Consulting Firm: CPH, Inc. 500 W. Fulton Street Sanford, FL 32771  
Scope of Work: General Survey Services  
(Reference separate Document) See Exhibit 1 for Scope of Services  
Estimated Man-Hours:  
Estimated Cost:  
Not-to-Exceed Cost: $8,935.00  
Consultant’s Project Mgr.: Thomas J. Galloway, PSM  
Commission's Designated Project Leader: Dana Hale, P.E.

CONSULTANT
Accepted By: ________________________________ Date: May 20, 2020
Name & Title: Thomas J. Galloway, Director of Surveying and Mapping

UTILITIES COMMISSION
Reviewed By: ________________________________ Date: 5/21/2020
Julie A. Couillard, P.E.
Director of Engineering

Accepted By: ________________________________ Date: 5/21/2020
Joseph G. Bunch and/or Efren Chavez
General Manager/CEO Director of Finance/CFO
EXHIBIT 1

UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH SURVEY FOR STREET 5TH AND 6TH STREET SCOPE OF WORK BY CPH, INC. May 15, 2020

SURVEY TASK 1

Establish Right of Way Geometry:
- Compute right of way geometry. The following will be used to depict the right of way alignment for the project area:
  - Recorded Plats
  - Right of way documentation
  - Viewable Legal Descriptions recorded in Official Records
- Field locate existing monumentation and verify platted rights of way contained within the plats (See “Survey Site Exhibit” for limits).
- Evaluation of ownership and encumbrances, i.e., title reports, are not included in this scope of services.

Topographic Survey: Perform a Topographic Survey as per Rule Chapter 5J-17 of the Florida Administrative Code in compliance with the Standards of Practice of Surveying and Mapping of the State of Florida within the area depicted in blue on the attached “Survey Site Exhibit”.
- Location of existing visible above ground improvements & visible utilities within the apparent rights-of-way of 5th & 6th Street between Live Oak Street and S. Riverside Drive, S. Riverside Drive between 5th and 6th Street to include 50 feet in all directions on the intersecting roadways and on Riverside Drive up to the seawall within project limits where accessible. This shall include fences, gates, hydrants, culverts, drainage inlets, signs, pipes, etc. (excluding shots on aerial electric facilities, ground contours, ground spot elevations).
- Exposed drainage pipes shall be located and shall have the pipe diameter, type of material, and pipe invert identified (if accessible).
- If encountered and accessible, manhole and catch basins will have the rim, pipe invert, bottom of structure, pipe size, and types identified.
- Horizontal control shall be based on the Florida State Plane Coordinate System, North American Datum (NAD) 83/90, Florida East Zone.
- Vertical control (elevations) shall be based on North American Vertical Datum with 1988 adjustment (NAVD 88) vertical datum.
- Horizontal control monumentation for road center-lines, right-of-way lines, reference lines or base lines shall be at least a minimum of two (2) points placed so that no point on the line being monumented is more than 700 feet from a control monument.
- Vertical control for linear type construction sites such as roads and sewer lines shall have a maximum of 1,100 feet between existent or established benchmarks.

SURVEY FEE: $8,935.00

The following related services are not included in the scope of this proposal, and may or may not be required, but can be provided at an additional fee: ALTA/NSPS Land Title Survey, Boundary Survey, As-built Survey, Platting, Sketch and Descriptions and Ordinary High Water/Mean High Water Location, Wetland Delineation/Location, Ground Contours, Ground Spot Elevations, or Shots on Aerial Electric Facilities.
DELIVERABLES:

- AutoCAD 2019 Format
- Signed and Sealed Survey
- Complete Point File

SURVEY SITE EXHIBIT

Fees and Payment

The surveyor agrees to perform this work as outlined above to include reimbursable expenses such as travel, long distance phone calls, prints, and copies. Reimbursable expenses will be paid for at the actual cost thereof without increase.

We propose to perform the work described in this scope of services on the basis of the hourly rate schedule included in our current contract with the Utilities Commission, City of New Smyrna Beach (UCNSB). The fee reflected above is based only on the work outlined in this agreement. Should extra services be required by the regulatory agencies and/or authorized by the UCNSB or its representative. Services included for outside consulting that we hire directly, will be charged with a ten percent (10%) mark-up to cover administration and handling of the work. All permit application and impact fees will be paid by the Owner. The fee schedule is based on a once-through survey process without any major changes in scope once the surveying process has started based on owner’s approval of the scope described previously in this proposal. We will only bill for actual time and expenses incurred. Payment for our services will be due monthly upon rendering of a statement based upon the percentage completed by the engineer.

We agree to work closely with you under your general direction and control, keeping you apprised of progress on the project. If you are in agreement with the above scope of services and fees, please have a purchase order (P.O.) issued to cover this proposal.

Sincerely,

CPH, INC.

Thomas J. Galloway, P.S.M.
VP, Director of Surveying and Mapping
Attached is the Developer's Infrastructure, Capacity and Inspection Agreement for Hyatt Place - New Smyrna Beach - Lagoon Hospitality, LLC. This project is located at 429 E. 3rd Avenue and will connect a proposed 114 room Hyatt Hotel and Restaurant to the U.C.'s utilities.

The Engineering Department staff has reviewed the Agreement and recommends approval as submitted.

(Note Only - This developer's agreement includes the added Section 6.5 for temporary deferral of infrastructure fee payments - expected continuation in subsequent agreements until rate study recommended changes to DA agreement adopted and executed.)
DEVELOPER'S
INFRASTRUCTURE, CAPACITY AND INSPECTION
AGREEMENT

"HYATT PLACE – NEW SMYRNA BEACH"

This Developer's Infrastructure, Capacity and Inspection Agreement, ("AGREEMENT") is made this __________ day of __________, 2020, by and between the UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, ("COMMISSION"), and LAGOON HOSPITALITY, LLC., (OWNER), LICENSED IN THE STATE OF FLORIDA, authorized to do business in the State of Florida, ("DEVELOPER").

RECITALS

WHEREAS, DEVELOPER owns certain property ("PROPERTY") located in Volusia County, Florida, within COMMISSION's service area(s) and is described in EXHIBIT "A";

WHEREAS, DEVELOPER, requests utility service with connections for electric, potable water, irrigation water, wastewater, and/or reclaimed water, or any combination thereof;

WHEREAS, COMMISSION is willing to provide electric, potable water, irrigation water, wastewater, and/or reclaimed water service to DEVELOPER in accordance with and subject to the terms and conditions of this AGREEMENT and all applicable rules, regulations, specifications, laws, and requirements. Any changes, additions or deletions made to the language in this AGREEMENT are shown in the attached EXHIBIT "B";

WHEREAS, COMMISSION has other charges and fees for development, as detailed in COMMISSION's Rates Charges and Fees Summary, which are not detailed in AGREEMENT, which DEVELOPER may also need to pay;

WHEREAS, the utility infrastructure (involving electric, water, wastewater, and reclaimed water supply facilities herein referred to as utility infrastructure) of COMMISSION to support growth as planned is impacted by the aggregate of all surrounding development;

WHEREAS, to apportion the costs for the utility infrastructure needs to support a given area, COMMISSION desires to fairly apportion costs to DEVELOPER for the future or existing infrastructure to meet needs to serve multiple developments of differing size, use, and scope;

WHEREAS, in recognition of the benefits of conceptual long-range planning for the build out of an area pursuant to the comprehensive plan, and detailed planning for specific areas, consistent with the comprehensive plan; to further the intent of Florida Statutes s. 163.3177(11) which supports innovative and flexible planning and development strategies, and the purposes of Chapter 163, Florida Statutes, and to avoid the disproportionate distribution of costs upon existing customers for necessary services for new customers;

WHEREAS, COMMISSION will not review, consider, or sign any permit applications until DEVELOPER has remitted payment, in full, of infrastructure and inspection fees;
WHEREAS, DEVELOPER has developed plans and specifications relative to the COMMISSION’s facilities to serve DEVELOPER’s PROJECT as described in EXHIBIT “C” and located in EXHIBIT “D” and surrounding areas;

WHEREAS, DEVELOPER shall submit with this AGREEMENT, all documents as detailed in the AGREEMENT and other documents requested by COMMISSION, as deemed practical, for review and approval by COMMISSION;

WHEREAS, DEVELOPER represents that it expects to develop PROPERTY in accordance with County of Volusia or City of New Smyrna Beach’s Land Development Regulations and other policies in (2) phases, COMMISSION agrees to provide service for (2) phases; and,

WHEREAS, electric, potable water, irrigation water, wastewater, and reclaimed water service for PROPERTY shall be provided in the manner described below and subject to the terms and conditions described herein.

NOW, THEREFORE, in consideration and incorporation of the RECITALS hereof; for and in consideration of the mutual understanding and agreement herein contained and assumed, and other good and valuable considerations received by each party from the other, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby AGREE as follows:

SECTION 1
DEFINITIONS

The parties agree that in construing this AGREEMENT, the following words, phrases, and terms shall have the following meanings unless the context requires otherwise:

1.1 THE HYATT PLACE – NEW SMYRNA BEACH (“PROJECT”) is the trade name or commercial name of the improvements described herein, which are to be constructed on the PROPERTY. Project Summary and Location Map are located in EXHIBITS “C” and “D”. EXHIBITS “C” and “D” shall be provided by DEVELOPER.

1.2 “Adjustments to the Infrastructure and Capacity Fee Payments” means if DEVELOPER alters the Plan and Specifications to DEVELOPER’s Facilities and is re-permitted for such alterations, and the number of services, meters, or any other points of connections to the COMMISSION’s system is affected, the amount paid hereby shall be adjusted upward or downward accordingly.

1.3 “Assignment” means DEVELOPER may assign all of the right, title and interest in and to and under this AGREEMENT, subject, however, to the express condition precedent that the written consent is first obtained from COMMISSION. Assignee agrees to perform all of the duties and obligations of DEVELOPER under AGREEMENT. If DEVELOPER has provided a Guarantee of Payment for the monies subject to this AGREEMENT in any form, (i.e. Irrevocable Letter of Credit), said Guarantee of Payment shall remain in effect until the obligations hereof have been paid in full or Assignee institutes a subsequent Guarantee of Payment to the satisfaction of the COMMISSION.
1.4 "Business Day and Working Day" - These terms are used interchangeably and shall mean weekdays Monday through Friday, 8:00 a.m. to 5:00 p.m., inclusive, excluding legal holidays.

1.5 “Capacity Fees” means fees based on capital costs spent to provide potable water, irrigation water, wastewater, and reclaimed water, and the impact that each individual structure(s) has on said systems.

1.6 "DEVELOPER's Facilities" means those collection, distribution, and transmission facilities the DEVELOPER will construct to provide electric, potable water, irrigation water, wastewater, and reclaimed service.

1.7 "PROPERTY" means that real property described in EXHIBIT "A" hereof.

1.8 "Disclosure of Beneficial Interest Pursuant to Florida §286.23 Form" - Pursuant to Florida §286.23 (1), any person or entity holding real property in the form of a partnership, limited partnership, corporation, trust or any form of representative capacity whatsoever for others, shall, before entering into any contract whereby such real property held in representative capacity is sold, leased or taken by eminent domain, or otherwise conveyed to the state or any local governmental unit, make a public disclosure in writing, under oath, and subject to the penalties described for perjury, stating the name and address of any and every person having a beneficial interest in the real property, however small or minimal. The written disclosure shall be made to the local government unit, in this case, General Manager/CEO, Utilities Commission, City of New Smyrna Beach, Florida, P.O. Box 100, New Smyrna Beach, Florida 32170-0100. Said disclosure will be made an integral part of this AGREEMENT and will be referred to as EXHIBIT "E".

1.9 "Final Acceptance" means DEVELOPER has complied with all the requirements per this AGREEMENT and with all the requirements included in the Electric Rules and Standards, Potable Water Rules, Design and Construction Specifications, Wastewater Rules, Design and Construction Specifications, and Reclaimed Water Rules, Design and Construction Specifications, current editions.

1.10 “Infrastructure Fees” means fees paid by DEVELOPER to COMMISSION for such infrastructure improvements necessary to support the planned growth for the future or existing infrastructure to meet needs to serve multiple developments of differing size, use, and scope. COMMISSION shall use all or a portion of such escrowed monies at any time for said utility infrastructure improvements as deemed necessary by said COMMISSION. Infrastructure Fees shall be due and payable on or before the execution of this AGREEMENT and prior to signing off on any permit applications.

1.11 "Inspection Fee" means an Inspection Fee will be charged to a DEVELOPER for potable water, wastewater, and reclaimed water for inspection services rendered by COMMISSION for the development referenced herein. Inspection Fees shall be due and payable on or before the execution of this AGREEMENT and prior to signing off on any permit application.

1.12 "Plans and Specifications" means those documents and drawings prepared and submitted by DEVELOPER's engineer and/or their consultant in compliance with COMMISSION's requirements for the construction of DEVELOPER's Facilities.
1.13 "Rate Resolutions" means all resolutions or tariffs either currently in effect or to be adopted in the future by the COMMISSION, which establish or fix rates, fees, charges and deposits for the water, wastewater, and reclaimed water system of the COMMISSION.

SECTION 2
TIME FOR COMPLETION

2.1 DEVELOPER and COMMISSION agree that all terms and conditions of this AGREEMENT shall be performed within four (4) years of the date of execution by all parties after such time, AGREEMENT shall become Null and Void.

SECTION 3
PAYMENTS

3.1 INFRASTRUCTURE PAYMENTS - DEVELOPER shall pay the amount as set forth below to pay for such infrastructure improvements necessary to support the planned growth. COMMISSION shall use all or a portion of such escrowed monies at any time for said utility infrastructure improvements as deemed necessary by COMMISSION.

3.2 ADJUSTMENTS TO INFRASTRUCTURE PAYMENTS - If DEVELOPER alters the Plans and Specifications to DEVELOPER's Facilities and it is re-permitted for such alterations, the amount paid hereby shall be adjusted upward or downward accordingly.

3.3 TIME FOR PAYMENT - Payment of Inspection and Infrastructure Fees shall be made within 180 days from the COMMISSIONER'S authorization for the CEO/GM to execute this AGREEMENT, or any permit applications, whichever shall first occur, after which this AGREEMENT shall be null and void. Upon payment, COMMISSION will issue paid receipts, review and execute permit applications for utility extensions by DEVELOPER for electric, potable water, irrigation water, wastewater and reclaimed water. Payment of Capacity Fees shall be made in full in advance of building permit application, at which time COMMISSION will issue a receipt for Capacity Fee payment for DEVELOPER's use. No relevant permit will be issued without payment in full.

SECTION 4
DESIGN AND CONSTRUCTION OF DEVELOPER'S FACILITIES

4.1 DESIGN OF DEVELOPER'S POTABLE WATER, IRRIGATION WATER, WASTEWATER, AND RECLAIMED WATER FACILITIES - As a condition precedent to this right to receive potable water service capacity, irrigation water service capacity, wastewater service capacity, and reclaimed water service capacity from COMMISSION, DEVELOPER shall, at its expense, cause its own Florida Registered Professional Engineer to design, produce and submit to COMMISSION for its review, approval or rejection, prior to construction, graphic plans and written specifications for the construction of DEVELOPER's Facilities to serve HAYATT PLACE – NEW SMYRNA BEACH.

4.2 DESIGN OF THE DEVELOPER'S ELECTRIC SYSTEM - As a condition for AGREEMENT approval by COMMISSION, DEVELOPER shall at its expense, cause its own Florida Registered Professional Electrical Engineer or a licensed electrician to submit the Electric Information Load Sheet and the PROJECT's Electric Riser or Line Diagram. As a condition
precedent to the right to receive electric service capacity, and upon receipt of payment of the Inspection Fees and Infrastructure Fees, COMMISSION will design the Electric Conduit System. DEVELOPER shall, at its expense, cause its own contractor to purchase and install conduits and appurtenances in accordance with COMMISSION issued drawings.

4.3 APPROVAL OF PLANS AND SPECIFICATIONS FOR DEVELOPER'S FACILITIES - COMMISSION shall review, approve or reject, any such plans, specifications, electric load sheets, and electric line diagram submitted pursuant to subsection 4.1 and 4.2 hereof within forty-five (45) days after receipt of said documents. At DEVELOPER's expense, DEVELOPER's Engineers shall make corrections or modifications to any portion of the plans and specifications which are unacceptable to COMMISSION, and shall resubmit the corrected or modified plans and specifications to COMMISSION for further review until COMMISSION approves the plans and specifications. COMMISSION shall have, in each case, thirty (30) additional days within which to approve or reject any such revisions to said plans and specifications.

4.4 PERMITTING - DEVELOPER shall, at its expense, obtain all necessary federal, state and local permits or approvals required for the construction of DEVELOPER's Facilities to be constructed pursuant to this AGREEMENT. DEVELOPER shall send written copies of all permit applications filed with federal, state or local governmental entities to COMMISSION and shall also provide COMMISSION with copies of all written permits, approvals, requests for additional information, or denials received by DEVELOPER in connection with such permit applications.

4.5 CONSTRUCTION OF DEVELOPER'S FACILITIES - After COMMISSION's approval of the plans and specifications for any phase or portion of DEVELOPER's Facilities, DEVELOPER shall, at its expense, construct and install that phase or portion of DEVELOPER's Facilities as the same are depicted in COMMISSION's approved plans and specifications therefore. DEVELOPER warrants that DEVELOPER's Facilities to be constructed by it pursuant to this AGREEMENT shall be constructed in accordance with the approved plans and specifications, and also in accordance with all applicable state, federal and local laws regulations, rules and ordinances.

4.6 INSPECTION AND APPROVAL OF CONSTRUCTION –
a. COMMISSION shall have the continuing right to enter upon PROPERTY, right-of-ways, and easement areas within which DEVELOPER's Facilities are constructed to inspect the construction of any such facilities at any time without prior notice. COMMISSION shall have the right to disapprove all or any portion of DEVELOPER's Facilities which are not constructed in accordance with the approved plans and specifications thereof and shall give notice within three (3) working days of any construction deficiencies discovered during the course of any such inspection. Within ten (10) days after the date COMMISSION inspects any such facilities, COMMISSION shall give written notice to DEVELOPER of the existence of construction deficiencies.

b. The written notice of construction deficiencies shall specify the nature of the particular construction deficiencies. All corrective action shall be done by DEVELOPER at its expense. Upon correction of such deficiencies, DEVELOPER shall notify COMMISSION of the correction(s) and COMMISSION shall thereafter re-inspect the construction within five (5) business days from the receipt of said notice. COMMISSION reserves the right to inspect DEVELOPER during corrective action.
c. Prior to application for a City or County building permit for any structures within the
PROJECT, DEVELOPER shall give written notice to COMMISSION of an anticipated
completion of construction of those DEVELOPER's Facilities necessary to enable
COMMISSION to provide electric, water, wastewater, and reclaimed water service to said
structures. Said notice shall request a specific date for COMMISSION's acceptance
inspection (also to be the date when the pressure test, bacteriological test and any other
tests shall be performed), and shall not be less than thirty (30) days from the date of said
notice, provided said date shall not fall on a Saturday, Sunday, or legal holiday.
COMMISSION shall inspect the construction of, and witness the tests for, any such
DEVELOPER's Facilities for which it has received said written notice. Within thirty (30)
days after COMMISSION receives notification of all such test results, COMMISSION
shall prepare and send written notice to DEVELOPER of acceptance or the rejection of
said facilities.

d. Upon correction of any construction deficiencies discovered during the inspection referred
to in subsection 4.5 (c) hereof, DEVELOPER shall notify COMMISSION of the
correction(s) and the date when new tests and another inspection shall be performed, which
date shall be no less than five (5) business days from the date of receipt of said notice.
Upon passage of all necessary tests, COMMISSION shall approve DEVELOPER's
compliance with all other applicable regulations and subsection 4.8 hereof, assume
ownership, control and responsibility for the operation and maintenance of the same
pursuant to SECTION 4 hereof.

e. The time limits for COMMISSION inspections, reviews, approvals and rejections of
design and construction, set forth herein, shall apply to inspections, reviews, approvals,
and rejections of DEVELOPER's Facilities only, and shall not bind COMMISSION with
respect to any other inspections, reviews, approvals and rejections concerning
PROPERTY.

f. If DEVELOPER desires to carry on work at night or outside the Business Day,
DEVELOPER shall submit a request to COMMISSION. DEVELOPER shall provide
three (3) Business Days’ notice to enable satisfactory arrangements to be made for
inspecting the work in at night or outside the Business Day. When granted permission,
DEVELOPER shall reimburse COMMISSION for overtime incurred by its inspection
personnel.

4.7 CONVEYANCE OR DEDICATION OF FACILITIES AND EASEMENTS –

a. No later than ten (10) days after request by COMMISSION (but prior to
COMMISSION's final acceptance of any phase of DEVELOPER's Facilities),
DEVELOPER shall provide COMMISSION an opinion from DEVELOPER's counsel
to COMMISSION, upon which COMMISSION will rely, to the effect that the lands to
be encumbered by all easements to be conveyed or dedicated by DEVELOPER to
COMMISSION pursuant to this AGREEMENT with respect to that phase or portion of
DEVELOPER's facilities to be accepted by COMMISSION for ownership, operation
and maintenance are, in fact, owned by DEVELOPER, free and clear of all liens
(including mechanics' liens) and encumbrances. In the event that liens and encumbrances
exist, they shall be listed in the opinion, other than those acceptable and approved, in
writing, by COMMISSION. Such opinion of counsel, when rendered, may reflect that
the lands involved are encumbered by a development mortgage or mortgages, but any such
mortgage or mortgages must be subordinated to or released from the lands upon which
easements are to be granted to COMMISSION pursuant to this AGREEMENT at the
time such DEVELOPER's Facilities and easements are granted to COMMISSION.
b. Prior to final acceptance of DEVELOPER's Facilities for ownership, operation and maintenance by COMMISSION, DEVELOPER shall:

1) convey, grant or dedicate to COMMISSION, free and clear of all liens and encumbrances, such easements as are necessary for COMMISSION to own, operate, maintain, repair, expand and replace DEVELOPER's Facilities accepted by COMMISSION, including all DEVELOPER's Facilities constructed thereon, and,

2) transfer and convey to the extent that the same are transferable all governmental approvals and permits that will enable COMMISSION to operate the applicable phase or portion of those DEVELOPER's Facilities and provide electric service capacity, water service capacity, wastewater service capacity, and reclaimed water service capacity (as appropriate) to DEVELOPER's PROPERTY, and notify all governmental agencies of such transfer and conveyance as may be required by law. COMMISSION shall review and approve or reject within twenty-one (21) days after receipt thereof, all documents submitted by DEVELOPER pursuant to this subsection 4.7(b).

4.8 MAINTENANCE BOND –

a. DEVELOPER shall submit an itemized construction costs for the Utilities extended by DEVELOPER, suitable to COMMISSION prior to final acceptance or approval of such facilities. COMMISSION will retain the right to accept or reject the construction costs. This itemized construction costs submitted shall be used to determine the amount of the bond or letter of credit for purposes of this subsection 4.8.

b. Prior to the final acceptance by COMMISSION of said phase or portion of said facilities, DEVELOPER shall obtain a maintenance bond for the period of one (1) year from an agreed upon date for acceptance in a form acceptable to COMMISSION. The Maintenance Bond will be made payable to COMMISSION, in an amount equal to twenty-five percent (25%) of the construction cost of said phase or portion of said facilities in order to guarantee the correction of any defects in workmanship or materials of said facilities.

c. In lieu of providing maintenance bonds as set forth in this subsection 4.8.b, DEVELOPER may, at its option, provide irrevocable letters of credit, drawn on a bank located and doing business in Volusia County, Florida, made payable to COMMISSION in an amount equal to twenty-five percent (25%) of the construction cost of said phase or portion of said facilities and in a form acceptable to COMMISSION.

4.9 EFFECT OF REVIEWS, INSPECTIONS, APPROVALS AND ACCEPTANCES -
Any reviews, inspections, approvals, and acceptances or the absence thereof by COMMISSION of the plans and specifications and construction shall not constitute a waiver of any claims arising from (1) faulty or defective design, (2) faulty or defective construction, (3) unsettled liens and encumbrances, and (4) tort claims.

4.10 EXPANSION AND INTERCONNECTION BY THE COMMISSION -
COMMISSION may expand any of DEVELOPER's Facilities which it accepts pursuant to this AGREEMENT, or interconnect said facilities with other portions of COMMISSION's electric, potable water, irrigation water, wastewater, or reclaimed water systems (as appropriate) at any time at COMMISSION's expense. COMMISSION may allow other connections to the systems as COMMISSION deems appropriate for service to adjacent properties.
4.11 SAVE HARMLESS CLAUSE - DEVELOPER covenants and agrees to indemnify and save harmless COMMISSION and to defend it from all costs, expenses, damages, attorney’s fees, injury or loss, to which COMMISSION may be subjected by any person, firm, corporation or organization by reason of any wrongdoing, misconduct, want or need to care of skill, negligence or default or breach of contract, guaranty, or warranty, by DEVELOPER, his employees, his agent or assigns.

SECTION 5
ACCEPTANCE FOR OPERATION AND MAINTENANCE OF DEVELOPER’S FACILITIES

5.1 Subject to DEVELOPER's compliance with the current editions of each utilities Rules and Specifications (Standards) and the provisions hereof, COMMISSION or its successors shall accept ownership and assume responsibility for the operation and maintenance of those DEVELOPER's Facilities for which COMMISSION has accepted, up to, including, but not further than, the location of each individual point of service connection.

1) For electric, the point of connection will be the transformer or pedestal.
2) For potable, irrigation, and reclaimed water, the point of connection is the meter.
3) For wastewater, the point of connection is the cleanout placed at the right-of-way lines or easement lines.

5.2 COMMISSION shall not be responsible for the operation and maintenance of any DEVELOPER's Facilities located outside of right-of-ways or easements granted to COMMISSION pursuant to the AGREEMENT.

5.3 Upon acceptance of DEVELOPER's Facilities by COMMISSION as contemplated in this AGREEMENT, all customers of those facilities shall be deemed customers of the COMMISSION. COMMISSION shall collect all electric, potable water, irrigation water, wastewater, and reclaimed water rates, fees, charges and deposits for those facilities, without exception, in accordance with COMMISSION's Rate Resolutions, prior to setting meters requested by the customers.

5.4 In addition to other applicable requirements, all property owners and customers must provide, at their expense, necessary electric conduits from point of service to the customer desired meter location and potable water, irrigation, wastewater, and reclaimed water plumbing service lines as a condition precedent to receiving electric, potable water, wastewater, and reclaimed water services from COMMISSION.

5.5 Applicable capacity fees for potable water, irrigation, wastewater and reclaimed water services will be paid to COMMISSION prior to issuance of building permits.

5.6 DEVELOPER’s contractual rights, duties, and responsibilities herein shall not be assignable unless agreed to, in writing, by COMMISSION.
SECTION 6

FEE PAYMENTS

6.1 INSPECTION FEES - Payment of Inspection Fees shall be made within 180 days from the COMMISSIONER’S authorization for the CEO/GM to execute this AGREEMENT, or any permit applications, whichever shall first occur.

Potable Water* 33 x $50.00 per ERU = $1,650.00
Wastewater 33 x $50.00 per ERU = $1,650.00
Reclaimed Water 0 x $50.00 per ERU = N/A
Irrigation Water 8 x $50.00 per ERU = $400.00

Total Inspection Fees* $3,700.00

*2” Water Meter = 8 ERU’s; 4” Water Meter = 25 ERU’s; Total 33 ERU’s
Wastewater base on water ERUS.
2” Irrigation Meter = 8 ERU’s;

6.2 INFRASTRUCTURE FEES - Payment of Infrastructure Fees shall be made within 180 days from the COMMISSIONER’S authorization for the CEO/GM to execute this AGREEMENT, or any permit applications, whichever shall first occur.

The Infrastructure Fees are calculated by the COMMISSION’s Engineering Department. The results of the calculations are based on DEVELOPER supplied drawings, calculations, and other miscellaneous forms.

ELECTRIC $18,468.12
POTABLE WATER $21,469.14 – 14,312.76 = $7,156.38
WASTEWATER $20,172.57 - 13,448.38 = $6,724.19
RECLAIMED WATER $n/a
IRRIGATION WATER $10,409.28 – 6,505.80 = $3,903.48

Total Infrastructure Fees** $36,252.17

**Electric based on (1) 4,000-Amp 3-phase service and (1) 600-Amp 3-Phase service
ERU’s for 4,000-amp service 39 x 3 = 117 ERU’s
4000-Amp Fee (Zone 3) = 117 ERU’s x $139.91/ERU = $16,369.47
ERU’s for 600-amp service 5 x 3 = 115 ERU’s
600-Amp Fee (Zone 3) = 15 ERU’s x $139.91/ERU = $2,098.65
Water Fee: Based on (1) 2” potable meter and (1) 4” potable meter
33 Total ERUs x $650.58/ERU = $21,469.14
Wastewater Fee: Based on flow from (1) 2” potable meter and (1) 4” potable meter
33 Total ERUs x $611.29/ERU = $20,172.57
Irrigation Fee: Based on (1) 2” Irrigation meter
8 Total ERUs x $1,301.16/ERU = $10,409.28
Credit for Existing infrastructure:
(9) 5/8” Water Meters and (1) 1-1/2” Water Meter and, (1) 2” Water Meter
Existing Water Meter Credits due to existing = $(14,312.76)
Wastewater Credits due to existing = $(13,448.38)
(1) 1-1/2” Irrigation Meter
Existing Irrigation Meter Credit due to existing = $(6,505.80)

6.3 CAPACITY FEES - Payment of Capacity Fees shall be made in full in advance of building permit application, at which time COMMISSION will issue a receipt for Capacity Fee payment for DEVELOPER’s use. No relevant permit will be issued without payment in full.

The Capacity Fees are calculated by the COMMISSION’s Engineering Department. The results of the calculations are based on DEVELOPER supplied drawings, calculations, and other miscellaneous forms.

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<tr>
<th>Utility</th>
<th>Meter Size # 1</th>
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Sub-Total: $108,230.00

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Sub-Total: $(71,260.00)

Total Capacity Fees: $36,970.00

Insert calculations for alternative (e.g., a 3” or 4”, etc.) larger size water, irrigation, reclaimed and wastewater services below.

6.4 FEE PAYMENT SUMMARY

<table>
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<th>Description</th>
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<td>TOTAL INSPECTION FEES</td>
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<td>TOTAL INFRASTRUCTURE FEES</td>
<td>$36,252.17</td>
</tr>
<tr>
<td>TOTAL APPLICATION FEES</td>
<td>$76,922.17</td>
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6.5. TEMPORARY DEFERRAL OF INFRASTRUCTURE FEES – The DEVELOPER has requested that, given the unique nature and scope of DEVELOPER’s overall project, a temporary deferral be granted in the payment under subsection 6.2 of the infrastructure fees. Notwithstanding subsection 6.2, and in consideration of the unique nature and scope of the DEVELOPER’s overall project, the COMMISSION hereby grants a temporary deferral until prior to the signing of the final letter of acceptance by the Director of Engineering.

SECTION 7
REBATES, CREDITS, AND/OR COMMISSION PARTICIPATION

7.1 REBATES:  
TOTAL REBATES $ N/A

7.2 CREDITS:  
TOTAL CREDITS $ N/A

7.3 COMMISSION PARTICIPATION:

TOTAL COMMISSION PARTICIPATION $ N/A

(Commission participation is an estimated amount pursuant to this agreement and shall be non-binding on the Commission until final Commission participation has been determined after final acceptance and as-built plans have been submitted to the Commission.)

TOTAL DEVELOPER CONTRIBUTIONS TO UTILITY INFRASTRUCTURE

= $ N/A

(signatures to follow)
IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed in their respective name, by their proper officers and their seals to be affixed this ______ day of June, 2020.

Signed, Sealed and Delivered in the presence of:

FOR THE DEVELOPER: Company Name: Lagoon Hospitality, LLC

(CORPORATE SEAL)

STATE OF Florida
COUNTY OF Volusia

Before me, personally appeared DANIEL ESDEN, MANAGER of LAGOON HOSPITALITY, LLC., well known and known to be the person acknowledged to and before me that he executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid, this ______ day of June, 2020.

Notary Public, State of Florida

Approved as to form and correctness:

UTILITIES COMMISSION ATTORNEY
EXHIBIT "A"

LEGAL DESCRIPTION OF PROPERTY

PROVIDED BY THE DEVELOPER

OVERALL PROPERTY
THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF VOLUSIA, STATE OF FLORIDA, AND IS DESCRIBED AS FOLLOWS:

LOTS 5 THROUGH 13, INCLUSIVE, BLOCK 24, PLAT OF FIRST ADDITION TO J. Y. DETWILER SUBDIVISION OF NEW SMYRNA BEACH, AS SHOWN ON MAP BOOK 22, PAGE 129, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, TOGETHER WITH A STRIP OF LAND (OR STREET) LYING WESTERLY OF SAID LOT 13, AND EXTENDING SOUTHERLY FROM THE SOUTHERLY PROLONGATION OF THE SAID WESTERLY LINE OF LOT 13, AND A PORTION OF U.S. LOT 5, SECTION 16, TOWNSHIP 17 SOUTH, RANGE 34 EAST, ALL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 5; THENCE SOUTH ALONG THE EASTERLY LINE OF SAID LOT 5 AND ITS SOUTHERLY PROLONGATION THEREOF, A DISTANCE OF 175.00 FEET; THENCE EAST AND PARALLEL TO THE NORTH LINE OF SAID BLOCK 24, A DISTANCE OF 200.00 FEET TO THE WESTERLY LINE OF THE SOUTHERLY PROLONGATION OF COOPER STREET, FORMERLY AVENUE E AS SHOWN ON SAID DETWILER SUBDIVISION; THENCE SOUTH ALONG THE LAST DESCRIBED LINE, A DISTANCE OF 243.00 FEET; THENCE WEST A DISTANCE OF 1110.00 FEET TO A POINT ON THE EAST BANK OF THE CALLALISA CREEK; THENCE NORTH 12 DEGREES 00' 00" WEST ALONG THE BANK OF SAID CREEK, A DISTANCE OF 335.00 FEET; THENCE NORTH 30 DEGREES 15' 00" WEST ALONG SAID CREEK, A DISTANCE OF 103.48 FEET TO THE POINT OF INTERSECTION OF THE WESTERLY PROLONGATION OF THE SOUTHERLY LINE OF STATE ROAD A1A, ALSO DESCRIBED AS THIRD STREET OR DETWILER BLVD. AS SHOWN ON SAID DETWILER SUBDIVISION; THENCE EAST ALONG THE LAST DESCRIBED LINE, A DISTANCE OF 1032.40 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT FROM THE FOREGOING DESCRIBED PROPERTY THE FOLLOWING PORTION THEREOF:

LOTS 5 THROUGH 8, INCLUSIVE, AND A PART OF THE EASTERLY 35.00 FEET OF LOT 9, BLOCK 24, PLAT OF FIRST ADDITION TO J. Y. DETWILER SUBDIVISION OF NEW SMYRNA BEACH, AS SHOWN ON MAP BOOK 22, PAGE 129, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, TOGETHER WITH A PORTION OF U.S. LOT 5, SECTION 16, TOWNSHIP 17 SOUTH, RANGE 34 EAST, ALL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 5; THENCE SOUTH 00 DEGREES 00' 00" EAST ALONG THE EASTERLY LINE OF SAID LOT 5 AND ITS SOUTHERLY PROLONGATION THEREOF, A DISTANCE OF 160.00 FEET; THENCE NORTH 00 DEGREES 00' 00" WEST AND PARALLEL TO THE NORTH LINE OF SAID BLOCK 24, A DISTANCE OF 236.00 FEET; THENCE NORTH 00 DEGREES 00' 00" EAST, A DISTANCE OF 89.32 FEET TO A POINT ON THE EDGE OF AN EXISTING ASPHALT DRIVE; THENCE ALONG THE CURVE CONCAVE TO THE NORTHWEST, SAID CURVE HAVING A RADIUS OF 148.74 FEET, A CENTRAL ANGLE OF 18 DEGREES 51' 04", AND THROUGH AN ARC DISTANCE OF 46.90 FEET TO THE POINT OF TANGENCY OF SAID CURVE; THENCE NORTH 00 DEGREES 00' 00" EAST, A DISTANCE OF 24.55 FEET ALONG THE EDGE OF AN ASPHALT DRIVE TO THE POINT OF INTERSECTION OF THE WESTERLY PROLONGATION OF THE SOUTHERLY LINE OF STATE ROAD A1A, ALSO DESCRIBED AS THIRD STREET OR DETWILER BLVD., A 100 FOOT R/W AS SHOWN ON SAID DETWILER SUBDIVISION; THENCE NORTH 00 DEGREES 00' 00" EAST ALONG THE LAST DESCRIBED LINE, A DISTANCE OF 227.87 FEET TO THE POINT OF BEGINNING.
EXHIBIT "B"

CHANGES, ADDITION OR DELETIONS

No changes, additions or deletions to this AGREEMENT.
Utility Project Description:

To construct four (4) sanitary manholes; 480 LF of 8-inch PVC gravity sewer line; 10 LF of 8-inch PVC sewer lateral line; and 13 LF of 6-inch PVC sewer lateral line. In addition, the project will include 45 LF of 10-inch PVC line; 170 LF of 12-inch HDPE Directional Drill under 3rd Avenue; and 20 LF of 4-inch PVC line. Portions of the potable water system and fire mains on the development side of the meters will be privately owned and maintained. The sewer system will be owned and maintained by the UCNSB. An Underground Electric Conduit system will be installed by the developer and conveyed to the UCNSB to own and maintain.

The proposed utilities will connect the proposed 114 room Hyatt Hotel and the Restaurant building to the City Utility Systems.
STATE OF FLORIDA
COUNTY OF VOLUSIA

Before me, the undersigned authority, personally appeared DANIEL ESDEN, who, being by me first duly sworn, on oath deposes and says:

1. That my name is DANIEL ESDEN and my address is 100 E. FAITH TERRACE, MAITLAND, FLORIDA 32751.

2. That the names and addresses of every person having a beneficial interest in the real property described in Exhibit "A" attached hereto, are as follows:

   DANIEL ESDEN
   100 E. FAITH TERRACE
   MAITLAND, FLORIDA 3275

   LAILA WITWICKY
   100 E. FAITH TERRACE
   MAITLAND, FLORIDA 32751

3. That this disclosure is made pursuant to §286.23, Florida Statutes, and under oath and subject to the penalties prescribed for perjury.

DANIEL ESDEN, MANAGER
LAGOON HOSPITALITY, LLC.

Sworn to and subscribed before me this 12th day of June, 2020.

Karen Hautz
Notary Public, State of Florida

My commission expires:

Karen Lee Hautz
Notary Public - State of Florida
Commission # GG 294253
My Comm. Expires Jan 30, 2023
Bonded through National Notary Assn.
AGENDA ITEM  3-e

☑ CONSENT ITEM  FOR MEETING OF: June 22, 2020
☐ NEW BUSINESS
☐ OLD BUSINESS
☐ EXHIBITS: Memo from J. Parker dated 6-12-20, Change Order No. 1 - Smyrna Sub. Expansion Project with Quote from Team Fishel for Additional Scope

SUBJECT: Change Order No. 1 - Smyrna Substation Expansion Project - Team Fishel

SUMMARY:
The Engineering Department is requesting approval for Change Order No. 1 for the Smyrna Substation Expansion in the amount of $222,665.80. The current contract with Team Fishel (formally J.L. Malone), was originally approved by UCNSB on April 22, 2019 (agenda item 3-g) in the amount of $4,206,311.24 but did not include a scope of work for the installation of conduit for all feeder exits at the substation. This change order will bring the total project amount from $4,206,311.24 to $4,428,977.04.

In order to tie the distribution line to the substation feeder exits are required. In order to prevent future excavation of the substation once it is finished the Engineering Department recommends installing all of the feeder exits now. In addition, crossing the WRF driveway now with the necessary conduits will prevent the need for future driveway conduit crossings out of the substation when new feeders are installed.

The Engineering Department has reviewed the attached Change Order request and recommends it be approved as submitted. This project is funded by W.O. Nos. 20-UE1006 and 20-IE1006.

FUNDING SOURCE(S)  W.O. Nos. 20-UE1006 and 20-IE1006

RECOMMENDED ACTION:
A motion to approve Change Order No. 1 for the Smyrna Substation Expansion Project in the amount of $222,665.80, bringing the total contract amount with Team Fishel for this project to $4,428,977.04 and authorize the General Manager/CEO or his designee to execute any documents associated with this matter.

GM/CEO Joseph Bunch

NOTE: ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER’S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.
DATE: June 12, 2020
TO: Julie Couillard, P.E., Director of Engineering
FROM: Jameson Parker, P.E., Electrical Engineering Manager
RE: Smyrna Substation Expansion Change Order
    Project #: UE1006 / IE1006

The original plan set / scope of work for the Smyrna Substation Expansion did not have accommodations for the substation feeder exits.

A design and scope was forwarded to FW&A and Team Fishel for installing substation exit conduits for all feeders (both existing and future). This additional scope also includes crossing the WRF driveway with all necessary conduits now and pulling the wire for circuits 11 and 12 to distribution poles.

Team Fishel is quoting an additional $222,665.80 to perform this scope of work. This would increase the total project cost from $4,206,311.24 to $4,428,977.04.

Feeder exits are required in order to tie the distribution line to the substation. By installing all of the feeder exits now, it will prevent having to dig up a finished substation site. Additionally, by crossing the WRF driveway with all necessary conduits now, it prevents the need for any future driveway conduit crossings out of the substation when new feeders are installed.

I recommend the approval of this expenditure for the aforementioned reasons.

Should you have any questions, feel free to contact me.

______________________________________________
Jameson Parker, P.E.
Electrical Engineering Manager
Change Order No. 1  Request Date: 6/12/2020  Effective Date: 

Owner: Utilities Commission, City of New Smyrna Beach, FL
Contractor: Team Fishel
Project: Smyrna Substation Expansion

Owner and Contractor agree to make the following changes to the Contract Documents:

**Description of Request:**
UCNSB is requesting an additional $222,665.80 to the Fishel contract for additional scope for the Smyrna Substation Expansion project.

**Reason for Change Order:**
The additional scope will cover the installation of conduit for all feeder exits at the Smyrna substation. By adding this scope to the work Fishel is already performing, it will provide a means for circuits to exit the substation fence and tie into distribution infrastructure. Additionally, the scope eliminates future expenses for feeder exits at the Smyrna Substation.

**List of Attachments (supporting documents):**
Feeder Size CO Cost Document

SEE PAGE 2 FOR CONTRACT CHANGES AND SIGNATURES
Change Order No. 1  Request Date: 6/12/2020  Effective Date: ____________

Owner: Utilities Commission, City of New Smyrna Beach, FL
Contractor: Team Fishel
Project: Smyrna Substation Expansion

Owner and Contractor agree to make the following changes to the Contract Documents:

**ORIGINAL CONTRACT**

Cost: $4,206,311.24
Substantial Completion: 4/30/2020 Calendar Days
Final Completion: 5/30/2020 Calendar Days
Total: 382 Calendar Days

**PREVIOUS CONTRACT CHANGE**

Cost: $0.00
Substantial Completion: 0 Additional Days
Final Completion: 0 Additional Days
Total: 0 Additional Days

**CURRENT CONTRACT**

Cost: $4,206,311.24
Substantial Completion: 4/30/2020 Calendar Days
Final Completion: 5/30/2020 Calendar Days
Total: 382 Calendar Days

**PROPOSED CONTRACT CHANGE**

Cost: $222,665.80
Substantial Completion: 11/3/2020 Additional Days
Final Completion: 12/3/2020 Additional Days
Total: 187 Additional Days

**FINAL CONTRACT THIS CHANGE ORDER**

Cost: $4,428,977.04
Substantial Completion: 11/3/2020 Calendar Days
Final Completion: 12/3/2020 Calendar Days
Total: 569 Calendar Days

PREPARED AND SUBMITTED BY:

Brandon Cannon

Printed Name
Project Manager
Title
6/16/2020
Date

APPROVED AND ACCEPTED BY:

Signature
Joseph G. Bunch
Printed Name
General Manager/CEO
Title
Date
Change Order 10 – 8” Feeder Change  
6/3/2020  
To whom it may concern,

Please see below price and breakout for the extra work asked for in regards to changing the feeder conduit to 8” along with other items per the drawing – UCNSB- Smyrna Substation Conduit Exit Design – Signed (3-27-2020)

- **Trench and Backfill and install conduit from feeder bay to outside of fence** – 4 days
  - Labor/Equipment = $14,754.18
  - Material = $63,861.31
- **Open cut and repair existing road and provide trenching and conduit installation along south side of fence**
  - Road Section – 4-5 days
    - Labor/Equipment = $38,973.20
    - Material = $11,708.79
  - Remaining Trench along Fence – 10-15 days
    - Labor/Equipment = $71,660.40
    - Material = $26,061.76
- **Stake and Survey for New Pole**
  - Labor/Equipment = $754.34
- **Installation of 1000 MCM feeder cable and terminations (material by owner)** – 2 days
  - Labor/Equipment = $6,588.00
- **Extra cost to keep concrete plant open during weekend outage (previously approved 4/23)**
  - Labor/Equipment = $8,000.00
- **Credits from prior feeder size change**
  - 6” Conduit Credit = ($11,407.18)
  - Directional Drill Credit = ($8,289.00)

**Total Price for additional work with credits deducted = $222,665.80**

Please review this and let me know if you have any questions. The quicker this is reviewed and turned around the better. We are currently on the low side of the substation getting it complete with the intent to lay mirafi and rock very soon, so I need to know how to proceed with this before we lay that material down.

Sincerely,

Brandon Cannon  
Project Manager  
Team Fishel
AGENDA ITEM 3-f

☑ CONSENT ITEM FOR MEETING OF: June 22, 2020
☐ NEW BUSINESS FROM: Director of Engineering
☐ OLD BUSINESS SIGNATURE: Julie Couillard
☐ EXHIBITS: ITB No. 18-20 Bid Tab (Price Per Mile Section)

SUBJECT: ITB No. 18-20 - Vegetation Management Tree Trimming

SUMMARY:
The Engineering Department is requesting Commission approval to award ITB No. 18-20 - Vegetation Management Tree Trimming contract to Asplundh Tree in the amount of $775,000. UCNSB received five (5) bids for ITB#18-20 which were evaluated for various cost and conditions. Asplundh Tree was the lowest evaluated, qualified bidder for this contract.

Tree trimming services are required to supplement the Utilities Commission's power line clearing program by trimming or removing trees and other vegetation in close proximity to energized distribution power lines. Tree trimming is an integral part of maintaining service reliability and continuity of service to the U.C.'s electric customers.

Engineering and T&D staff has reviewed the bids and recommends awarding the contract to Asplundh Tree with the option to extend the contract for up to three (3) additional one year periods upon mutual agreement. This will be funded by O&M account 260-010-593-5350.

RECOMMENDED ACTION:
A motion to approve the award of ITB No. 18-20 Vegetation Management Tree Trimming for an annual contract to Asplundh Tree, lowest evaluated qualified bidder, to provide tree trimming services in the amount of $775,000; and with an option to extend to up to three additional one year periods upon mutual agreement.

GM/CEO Joseph Bunch

NOTE: ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER'S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.
<table>
<thead>
<tr>
<th>ITB 18-20 Vegetation Management Tree Trimming</th>
<th>Davey Tree</th>
<th>Asplundh Tree</th>
<th>Core Services LLC</th>
<th>Kendall Vegetation (Multiple exceptions listed in Bid Document)</th>
<th>Danella</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Trimming Cycle</strong></td>
<td>Price Per Mile</td>
<td>Price Per Mile</td>
<td>Price Per Mile</td>
<td>Price Per Mile</td>
<td>Price Per Mile</td>
</tr>
<tr>
<td>Non - Truck Accessible - Climbing Crew</td>
<td>$13,352.00</td>
<td>$13,265.73</td>
<td>$6,600.00</td>
<td>$2,000.00</td>
<td>$26,603.33</td>
</tr>
<tr>
<td>Truck Accessible Street Access - Aerial Lift Crew Trimming</td>
<td>$13,352.00</td>
<td>$9,350.18</td>
<td>$5,200.00</td>
<td>$25,000.00</td>
<td>$18,928.50</td>
</tr>
<tr>
<td>Limited Access (Not Maintained Roadway)</td>
<td>$13,352.00</td>
<td>$10,587.50</td>
<td>$6,000.00</td>
<td>$39,400.00</td>
<td>$25,907.71</td>
</tr>
</tbody>
</table>
AGENDA ITEM 4.

☐ CONSENT ITEM  FOR MEETING OF: June 22, 2020

☐ NEW BUSINESS FROM: General Manager/CEO

☐ OLD BUSINESS SIGNATURE: Joseph Bunch

☑ General Manager's Report EXHIBITS: GM Report for May 2020

SUBJECT: General Manager's Report for May 2020

SUMMARY:

Executive and Departmental monthly reporting regarding systems, operations, projects and staff.

RECOMMENDED ACTION:

Informational detailed monthly reporting - no action required.

GM/CEO Joseph Bunch

NOTE: ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER'S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.
EXECUTIVE SUMMARY

Modernization Program. During the Regular U.C. Meeting held April 27, 2020, the scheduled May 20th Commission Workshop was approved for postponement to support completion of the three engineering studies (Grid Modernization Roadmap, Reliability Improvement Planning Study, Phase I, and Water Resources System Operations Assessment and Optimization Plan) and the finalization of the integrated Modernization Project Plan by UMS Group, Inc., which will include all of the associated modernization costs and expenses. The Commission’s Modernization Workshop has been re-scheduled for August 19th at 1:00 p.m.

Series 2020 Bond Issuance. The issuance of FY2020 Utility System Improvement and Refunding Revenue Certificates was completed on May 21, 2020. Series 2020 Refunding of $17.5 M and Series 2020 new money of $65.7 M for a total of $83.2 M. An overall outstanding final All-in Total Interest Costs of 2.76%* was achieved. (*Lowest All-in TIC since tracking began in Nov. 2019 – approx. 0.6% lower than originally discussed.) There were $644 M in purchase offers – oversubscribed 9X vs. par value. The final closing on the Series 2020 Bonds occurred on June 4th.

FL PSC Hurricane Preparation Workshop. The U.C.’s GM/CEO represented the Florida municipal utilities by presenting a PowerPoint during the Public Service Commission’s Workshop on May 19, 2020. The presentation included the U.C.’s preparations, incident command structure and plan, and response to Hurricane Dorian, as well as customer communications and positive feedback received from the U.C. customers.

GM/CEO Processed Legal Services Invoices. (Per discussion at 11-29-18 U.C. Mtg., AI 4.)

<table>
<thead>
<tr>
<th>Legal Invoices</th>
<th>FY2020 O&amp;M Budget – Legal Expenses $275,000*</th>
<th>General Counsel – Gray Robinson / T. Cloud</th>
<th>$23,901.77</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray Robinson / T. Cloud</td>
<td>Approv'd by GM/CEO 6-10-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY2020 Legal Exps. Sub-Total as of 6-10-20</td>
<td></td>
<td></td>
<td>$152,450.61</td>
</tr>
<tr>
<td>FY2020 P.O. No. 00015894</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*FY2020 Budget increased to $275,000. Resolution of several legacy and ongoing lawsuits has increased anticipated legal expenses.)

<table>
<thead>
<tr>
<th>Current Month</th>
<th>FY 2020 YTD /Annualized</th>
<th>FY 2020 Target</th>
<th>FY 2021 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLIC RECORDS RESPONSES</td>
<td>1.3*</td>
<td>1.35*</td>
<td>3 Working Days</td>
</tr>
</tbody>
</table>

*Incs. Required Legal Response/Reviews &/or Production

U.C. Commissioner Appointment. The City Commission appointed Richard “Rick” Hawes to fulfill the unexpired term of Lee Griffith – until September 2021. Mayor Owen is scheduled to be in attendance at the U.C.’s next Regular U.C. Meeting on 6-22-20 to perform the Oath of Office.
EXECUTIVE SUMMARY (cont.):

Temporary Change in Disinfection Process.
Commenced on May 13th for approximate six-week period, using chlorine instead of chloramine residual in the U.C.’s potable water treatment process. This treatment modification will be continuing until June 24th. System flushing is also being performed to ensure consistency throughout the distribution system.

Communications.

COVID-19 (Coronavirus).
Employee/Customer messaging (status and updates) and associated business continuity planning are continuing. The second U.C. Employee Townhall, a virtual meeting, was held on June 9, 2020.

The suspension of late fees and disconnects was extended to July 1st and the month of June to be used as a transition period to assist customers identify different payment methods and/or develop a reasonable payment plan if necessary. Providing a focused effort to find unique, proactive solutions for customers during this month before normal collections / physical disconnections recommence. Will support the goal of preventing write-offs and enabling the continuance of utility services.

Joint U.C. City Projects.
Evaluation of joint projects and potential partnering opportunities ongoing. Status of the projects being evaluated are provided in the I.T. Department section monthly.

I.T. DEPARTMENT

CURRENT PROJECTS
1. Video Conferencing Standardization
2. Computer Lifecycle Management Solution
3. Enterprise Communication Standardization
4. PRI to SIP Migration

SECURITY/ CYBERSECURITY
1. Organizational Simulated Phishing Attack
2. Organizational Interactive Monthly IT Security Awareness Training | Multi-Factor
3. NUARI – Simulated cyber-attack to stress test incident repose plans
4. FMPA Joint Action Cybersecurity Assessment
5. Business Continuity/Disaster Recovery Planning / Update

PURCHASING / WAREHOUSE
1. Paramount Workplace Procurement, Expense Management Software

UCNSB / CITY OF NSB COLLABORATION
1. Joint Fiber Optic Infrastructure
2. Geographic Information System (GIS) Sharing
3. Data Center Resources Sharing

ELECTRIC
1. SCADA Upgrade Sys. Ops. – Vendor Delay
2. Switched Ethernet (ASE) upgrade
3. FRCC/FPL Communication Project
I.T. DEPARTMENT (cont.):

OPEN GRANTS
1. American Public Power Association / Florida Municipal Power Agency (DOE Grant) Response Plan | Approved - In Process
2. American Municipal Power / Florida Municipal Power Agency (DOE Grant) Cybersecurity Roadmap | Approved - In Process
4. Norwich University Applied Research Department (DOE / HGrant), Citywide Command and Control Exercise | Approved - In Process

SYSTEM OPERATIONS & GENERATION DEPARTMENT
The electric system's Net Energy for Load ("N.E.L.") for May 2020 was 38,898 MWH. This is 0.9% above the amount projected for the month.

N.E.L. is 1.6% below projections for Fiscal Year 2020 to date.

The May energy came from the sources listed below on the next page.

On-Site and Remote Generation
FMPA - St. Lucie Units 16.7
Field Street Generation 0.0
Total: 16.7%

Contract Purchased Power
FPL NLF Purchase 79.0
Other Purchases 4.3
Total: 83.3%

<table>
<thead>
<tr>
<th></th>
<th>FY2020</th>
<th>FY2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peak Load (MW)</td>
<td>89</td>
<td>94</td>
</tr>
<tr>
<td>Lowest Valley Load (MW)</td>
<td>26</td>
<td>29</td>
</tr>
<tr>
<td>Load Management Relief on Peak (MW)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Average Degree Cooling Days</td>
<td>9.7</td>
<td>13.0</td>
</tr>
<tr>
<td>Average Degree Heating Days</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

St. Lucie #2 operated as expected.

ELECTRIC OPERATIONS DEPARTMENT

Electric Transmission and Distribution:

Maintenance:

T&D crews are continuing routine maintenance and storm hardening throughout the service territory where crews replaced, three (3) 25kVA and one (1) 50kVA polemount transformer along with three (3) pedestals and one (1) 30’ and two (2) 50’ poles.

Wayne and Willow: Replaced old disconnect switches A, B, & C phases.
ELECTRIC OPERATIONS DEPARTMENT - Maintenance (cont.):

Smyrna Substation: Installed 900’ of 750 aluminum underground (URD) temporary primary exit cable for ongoing Substation upgrade.

209 Oak St.: Replaced a 35/3 vehicle damaged pole #UC7736 and streetlight. An invoice in the amount of $3,000.00 was prepared for this repair.

2475 Boat Ramp Drive: Replaced a 50/2 vehicle damaged pole #UC5506. An invoice in the amount of $4,156.43 was prepared for this repair.

Capital:

1314 North Atlantic Ave: Installed a 40’ pole to resolve encroachment issues.

4865 E. Saxon Dr.: Installed a 45’/3 pole to resolve clearance issue over South Atlantic Ave.

4516 Katy Dr.: Installed 50’ of 350 triplex cable and a new secondary pedestal for a new customer’s point of service.

2530 Glencoe Farms Rd.: Installed a 40/3 pole to resolve clearance issues and improve wind loading.

c/o Pioneer Trail and Clubhouse Blvd.: Installed a 50/2 pole for future 3-phase termination pole for new conduit installation in the Sugar Mill subdivision.

Callilisa Creek Vistas: Installed 900’ of 1/0 primary cable, a 50 kVA padmount transformer and two (2) pedestals.

705 Faulkner St.: Relocated a 40/3 pole to property line for a new customer’s point of service.

6524 South Atlantic Ave.: Installed a new 30/4 pole for new customer’s point of service.

The Palms Phase 3: Installed 3,800’ of 3-phase 750 aluminum URD cable and one (1) PME 9 switchgear.

The Palms Phase 4: Installed ten (10) 50 kVA and three (3) 75 kVA transformers, seventeen (17) pedestals, 4,000’ of 1/0 primary cable and 2,000’of 350 triplex cable.

Portofino Gardens: Installed a 50 kVA padmount transformer and two (2) pedestals.

Beacon Apartments: Installed 300’ of three-phase underground (U.R.D.”) primary 1/0 cable.

Horton and 2nd Ave.: Replaced 65/2 woodpecker damaged pole with a new 65 H2 composite pole UC5055.
ELECTRIC OPERATIONS DEPARTMENT (cont.):

Streetlights (New):

South Atlantic and 25th Ave.: Installed a new 100 watt High Pressure Sodium (HPS) open bottom street light and a 6’ mast with a turtle shield.

1200 South Glencoe Rd.: Installed a new 100 watt HPS open bottom streetlight on a 6’ mast.


Osmose Reject Pole Replacement Program:
The Osmose reject replacement program includes 670 rejected poles from the 2010-2019 timeframe. Two Hundred Ninety-two (292) poles have been replaced to date, with 30 in the month of May, leaving 378 poles to be replaced. The estimated cost of remaining replacements is $895,893.08.

ELECTRIC OPERATIONS DEPARTMENT (cont.):

Substation & Relay:

Smyrna Substation:
Assisting contractors and monitoring the progress of the station upgrade daily. Several switching orders were completed for work clearances on the 115kv ring bus for the Cassadaga line relocate as part of this project. The new breakers were installed on May 22nd. The new PT’s and CT’s on the 115 side of the transformer were installed along with conduit for the wiring. Smyrna Substation transformer was taken out of service for construction work on May 26th and will be returned to service May 29, 2020.

A new regulator was installed at Smyrna Sub.

Pulled a CT meter at Venetian Bay entrance for the meter department and reinstalled later.
ELECTRIC OPERATIONS DEPARTMENT (cont.):

Meter Testing Section:
Twenty-one (21) meters were processed this month: One (1) was disposed of and twenty (20) new meters were tested and placed in stock.

Miscellaneous:
Tested voltage at several locations and adjusted. This was due to Lines 11 and 12 being tied with 24 and 26. Installed a new capacitor bank near the entrance of Venetian Bay.

Started testing new regulator for Schoolway Substation.

WATER RESOURCES DEPARTMENT

Water Treatment:

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Treated Monthly Flow</td>
<td>178.620 MG</td>
</tr>
<tr>
<td>Average Daily Demand</td>
<td>5.762 MGD</td>
</tr>
<tr>
<td>Peak Daily Demand</td>
<td>6.883 MGD</td>
</tr>
<tr>
<td>Rainfall/Water Plant</td>
<td>5.19 Inches</td>
</tr>
</tbody>
</table>

Began the six-month cycle for the water distribution maintenance program, modifying the disinfection process from chloramine’s treatment to free chlorine on May 13th. This modification will continue to June 24th. Field Operations is performing system flushing to ensure the free chlorine residual water is consistent throughout the distribution system.

WTP staff painted the #1 high service pump, motor and related piping at the Glencoe WTP Pump Station.

Generation Division replaced two (2) engine turbos, both diesel fuel priming pumps and cooling thermostats on the Glencoe WTP emergency Generator.

Assisted Water Maintenance Division with the replacement of the manual desludge 10-inch gate valve and West lime slaker paddle shaft motor.

Lab - Water Treatment:
Seventy-two (72) distribution samples were analyzed for coliform bacteria. Eight (8) fluoride samples were sent to Pace Analytical for analysis with acceptable results. There were five (5) customer concerns that prompted home visitations.

There was one (1) planned outage for May 2020:

WATER RESOURCES DEPARTMENT - Wastewater Treatment (cont.):  

<table>
<thead>
<tr>
<th>Laboratory Parameter</th>
<th>Effluent (24 hr. Comp)</th>
<th>WRF Reuse</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVG CBOD (ppm)**</td>
<td>**ppm</td>
<td>3.51 ppm</td>
</tr>
<tr>
<td>AVG TSS (ppm)**</td>
<td>**ppm</td>
<td>0.71 ppm</td>
</tr>
<tr>
<td>AVG Total Phosphorus (ppm)</td>
<td></td>
<td>4.43 ppm</td>
</tr>
<tr>
<td>AVG Total Nitrogen (ppm)</td>
<td></td>
<td>3.21 ppm</td>
</tr>
</tbody>
</table>

- ** indicates that these parameters are sampled and analyzed for effluent outfall discharge

Water Reclamation Facility:

- Total Inf. Flow / Average Daily Flow: 94.60/3.05 MGD*
- Max. Daily Flow: 3.51 MGD*
- Bio-solids Removed from WRF Site: 248,916 Gallons
- Reclaimed Water Total Flow: 86.46 MGD
- WW Plant Total Rainfall: 2.79 Inches
- River Discharge Total Flow / Average Daily Flow: 0.00 / 0.00
- Pond influent Flow / Augmentation: 0.00 MG / 0.02 MG
- Annual Avg. % of Reuse Utilization: 100%

Maintained zero discharge to the river outfall for **10 years/11 months (131 months)** consecutively.

Other Item of Interest:

- Underground Auxiliary Power Feed Line replacement from South MCC to WRF Admin Bldg. was completed.

Lift Stations/Maintenance

Water Treatment Plant (WTP)

- Performed scheduled preventative maintenance and responded to five (5) work orders from water production.

Wells

- Inspected all production wells, performed scheduled preventative maintenance and completed one (1) work order.

Pump Stations

- Inspected all pump stations and chlorine feed equipment and performed scheduled preventative maintenance and completed one (1) work order.

Water Reclamation

- Performed scheduled preventative maintenance and completed eight (8) work orders.

Lift Stations

- Ran standard preventative maintenance routes and completed nine (9) work orders.
WATER RESOURCES DEPARTMENT (cont.):

Reuse Ponds
- Inspected all reuse pond filling facilities, performed scheduled preventative maintenance and adjusted as needed.

Equipment and Field Ops. Repairs
- Maintenance of small equipment and six (6) specific repair items.

Miscellaneous
- Ran new 120-volt, 20 amp circuit. Conduit and wires for spectrum at Field Street
- Ran new conduit and wires and installed new light fixture at Smith Street

Field Operations Division

Water Distribution

Water Breaks – Major: No major breaks for the month of May affecting customers – (two (2) breaks were fixed hot)

Water Breaks – Minor: Nineteen (19) leaks and minor breaks were repaired on water services with an average outage of 95 minutes.

Callout Time Summary
- The primary callout person had a total of fifty-five (55) hours
- The secondary callout person(s) had a total of thirty-two (32) hours
- There was a total of twenty-one (21) emergencies handled for the month of May.

Locates Performed by Contracted Crews (Venegroup)
- Approx. seven hundred thirty-one (731) locates performed for May

Work performed for the Commercial Division included replacement of ninety (90) water meters and twenty-five (25) meter registers.

Cross Connection Control Program
There were sixty-two (62) backflow preventer devices installed, three hundred eighty-four (384) DDC/RP valves tested, eleven (11) backflow preventor devices repaired, and one hundred ninety-seven (197) backflow preventor devices painted.

Summary
Sewer Breaks – Minor: Seven (7) backups were responded to; seven (7) on the U.C. side were relieved with an average time of seventy-one (71) minutes.
ENGINEERING DEPARTMENT:

General:

1. FY2020 Rate Study RSQ 01-19 – Draft Scope Review meeting completed on 10-30-19 and Rate Study approved by U.C. on 11-25-19. Work on this rate study recommenced after finalization of required bond report; remains ongoing.

Capital Projects Update:

1. Staggerbush Place Manhole Replacement – Project was completed by Force Enterprises, Inc. and a change order was processed on May 13, 2020 to deduct unspent monies from the project. The original contract amount was $129,918.00 and a deduct of $37,340.53 was processed leaving the final contract cost of $92,577.47. Project was funded from W.O.# 20-UP3013.

2. ITB #08-20 Sugar Mill Electric Upgrade - Contract documents have been received from the contractor and signed by UCNSB. Currently waiting on the contractor to confirm a preconstruction meeting date. The project total cost is $1,497,600 and will be funded from W.O. #20-UE1002, with monies spent in FY20 and FY21.

3. WRF PLC Replacement – A preconstruction meeting was held on May 12, 2020. Construction phases have started. The contractor is securing material and gathering information on our current programming and will begin fabrication of equipment in the next several months. The project total cost is $250,000.00 and is funded by W.O.# 20-UP3006.

4. Smyrna Substation Expansion – Relocation of the Cassadega transmission line was scheduled for April 3-5, 2020 and completed as planned. Contractor continues to install foundations. ABB was on site at the end of April to set and dress both new 115kV transformers. Outage request for additional work have been submitted and coordinated with Operations. Project work remains on task in light of COVID-19. UCNSB team is pursuing the rental of a mobile transformer at the Smyrna Sub location to support the surrounding areas during the Summer heat. Rental of a mobile transformer will allow the construction work to continue uninterrupted by system load constraints.

5. South Beach Pump Station Generator Replacement – Consultant awarded Change Order for additional scope and has resumed working on project. Project is in final review stages and being prepped to issue the bid documents through Purchasing.

6. Western Utility Complex – On 1-29-20 an internal project request for expenditure (PRE) form in the amount of $23,179.00 was submitted for Pond and Company (POND) to consult on a design for a potential shared fleet facility with City of NSB. Joint meeting with City completed on 2-20-20. Project will be funded by W.O. #20-UC005. POND is reviewing, creating three (3) designs and cost estimate options for discussion mid-June.
ENGINEERING DEPARTMENT – Capital Projects Update (cont.):

7. South Riverside Drive Force Main Replacement – On May 26, 2020, UCNSB ratified the emergency repair work to a crack in a 10” force main that was found at S. Riverside Dr. and Andrews St in the amount of $147,543.00. This work was sole sourced to Force Enterprises, Inc. in the amount of $142,543.00, as they were already under contract for a sewer repair. This project was budgeted from W.O. #20-UP3016.

8. Field Street Capacitor Bank – On April 27, 2020, Commission approved the budget for this project for the FY20-FY21 in the amount of $917,055.00. The total project cost is $953,710 funded by W.O # 20-UE1007 with $917,055 budgeted for FY20-FY21 and $36,654 having already been spent in FY19. The Commission also awarded the construction contract to Sayers Construction, Inc. in the amount of $773,624.98. Contract documents have been received by the contractor and executed by UCNSB. Awaiting contractor to determine material lead time so a preconstruction meeting can be scheduled and a Notice to Proceed can be issued.

9. Glencoe Wells 2 and 3 Upgrade – On May 4, 2020, a project request for expenditure form was executed in the amount of $273,000 along with Task Authorization No. 10 for CPH in the amount of $89,545. Surveyors are scheduled to begin on June 8, 2020. The total project cost is $273,000 and funded by W.O. #20-UW2013 and be bridged between FY20 and FY21.

10. 5th Street Bridge Replacement- On May 26, 2020, UCNSB approved this project in its entirety in the amount of $879,000.00 and the approval of the supplemental agreement/Amendment No. 1 for the electric design work with DRMP, Inc., in the amount of $14,790.00. This project is bridged between FY20 and FY21 and budgeted from W.O. No. 20-UW2012, 20-UP3010 and 20-UE1014.

Interagency Projects Update - City:

1. Fire Hydrant Flow Testing – The contractor, R&M Service Solutions, LLC., is scheduled to begin work on June 1, 2020.

Interagency Projects Update - County:

1. 10th Street Widening (Myrtle Ave. to U.S. 1) – Pike Engineering will evaluate the proposed use of 50’ concrete pole specs at eight (8) locations associated with the relocation of the electric infrastructure due to the roadway improvements along 10th Street. On March 25, 2020 Task Authorization #2 for Pike Engineering was executed in the amount of $5,900 which will be funded by W.O.# 20-UE1011. The County issued a notice to proceed on June 15, 2020 to P&S Paving. Awaiting scheduling of onsite utility meeting. Clearing and grubbing must take place prior to any utility construction. The UCNSB electric relocation work is anticipated to start sometime in Aug/Sept 2020.
ENGINEERING DEPARTMENT – Interagency Projects – County (cont.):

2. Sugar Mill Drive Widening – County of Volusia (Project No. 5810) will be constructing maintenance and safety improvements on the curve located on Sugar Mill Drive in conjunction with developers’ improvements (turn lanes). The U.C. has an existing 20” reclaimed water main located in the County Right-of-Way which the County has required to be relocated prior to their improvements.

Interagency Projects Update - FDOT:
1. Barracuda Bridge Replacement – On April 27, 2020 the UCNSB approved the overall budget for this project in the amount of $2,432,685 (water - $1,066,000; wastewater - $1,076,685; and electric - $290,000). UCNSB also ratified Task Authorization No. 4 for additional work with Tetra Tech in the amount of $68,042, previously executed by the General Manager/CEO. This project will be funded by W.O. #’s 20-UW2011, 20-UP3009 and 20-UE1013.

GIS:
1. Ongoing daily updating/editing of electric, potable water, reuse, wastewater databases and maps and electric distribution and feeder maps.
2. Pike continues to work on pole replacement reject poles in the system. Pole data is being updated as work orders and maps are returned. In the month of May, twenty-two (22) poles were replaced by Pike.
3. Electric dataset was edited. Eleven (11) new transformers were added and eight (8) were replaced. Added 41 new services and corrected 143. In addition, 7 new poles were added, replaced 27, and removed 18. One (1) new streetlight was added and 3 were removed.
4. Continued gathering data for existing Direct Bury primary conductors for older subdivisions and condos. There is approximately 110,000 LF (~21 miles) total of direct buried cable in 79 subdivisions and condos built before 1993.
5. ArcGIS Enterprise – Storm dashboard was configured.
6. Traced and collected outage data for April 2020 from Outage Cards received from System Ops. Prepared detailed outage summary tables for each month and extracting DBF files for each incident.
7. Water System alignments – Updated hydrant, valve and water main locations using GPS locates provided by contractors and field staff.

Developer Projects:
1. Coastal Woods Unit D – UCNSB is in the process of releasing the Issued for Construction Plan set for the Electrical Conduit Design.

2. Coastal Woods Commercial 1A - Gravity sewer main work has begun, including a jack and bore of a 10” gravity sewer main under Sugar Mill Road. Gravity sewer improvements on the east side of Sugar Mill Drive have been installed. Adjustments are needed for the Overhead Electric Issued for Construction Plan and crews are ready to rework overhead once plans are finalized and poles are staked in the field.

3. Coastal Woods Multi-family (renamed The Cove) - 270-unit apartments. Site plan approved. Developer’s Agreement issued and authorized. Construction continuing on the water main and reclaim main to serve their site.
ENGINEERING DEPARTMENT – Developer Projects (cont.):

4. Tractor Supply Co. – Utilities construction completed. Processing project close out documents.

5. Beacon Apartments – Project under construction. Water and sewer 90% completed. Electric conduit and poles relocation completed. Off-site poles relocation and OH to URD conversion is completed.

6. Oak Leaf Preserve – Electrical pre-construction meeting was held on May 19, 2020 and project is under construction.

7. Isles at Venetian Bay – Project under construction.

8. Turnbull Shores at Westwood – Under construction.

9. City Hall Annex, City of NSB – Project is under construction. Awaiting close out documents for water, sewer and electric improvements.

10. River Deck – Open cutting one lane of Riverside Drive for water, sewer and reclaim connections, scheduled for early June. Existing power pole with transformers near building were in conflict with sanitary plumbing. The owner requested temporary power in order to remove the pole. Established temporary electric service requests until Final Electric plan is constructed per Issued for Construction plan.

New Business:

1. Attended a City Technical Review Staff (TRS) meeting in May to discuss the following projects: S-5-19 - Ocean Gate and PUD-4-19 – 1st Minor Amendment to Ocean Gate.

2. Attended Pre-Site Plan (Application submittal), City Ready/Due Diligence Meetings to discuss the following projects:
   - Rick Dixon, P.E. – Gulfstream Villas 3403 S. Atlantic Ave. – 8-unit townhomes
   - Tom DeSimone, AIA – 323 Canal St. – Change of use to bar/restaurant
   - Rick Dixon, P.E. – Kenny’s Liquor 111 N. Causeway – Building Addition

3. Developer’s Agreement and Addendum approved pending payment of fees:
   - Saint James Estates Subdivision (St. James Estates, LLC) – Dec. 2017
   - N. Causeway Townhomes (Silvestri Investments of Florida, Inc.) – Feb. 2019
   - The Palms Phase 5 (Palms Land Holdings, LLC) – July 2019 – Revised for Temp. Deferral of Infrastructure Fees on 3-23-20
   - Coastal Woods Amenity Center (GEOSAM) – Sept. 2019 - Revised for Temp. Deferral of Infrastructure Fees on 3-23-20 – Inspection Fees Paid 4-2-20
   - Coastal Woods Unit D (GEOSAM) – Jan. 2020 - Revised for Temp. Deferral of Infrastructure Fees on 3-23-20
ENGINEERING DEPARTMENT – New Business – DA&A Pending (cont.):

- Coastal Woods, Commercial Phase 1B (GEOSAM) – Feb. 2020 - Revised for Temp. Deferral of Infrastructure Fees on 3-23-20

4. Submitted City of NSB Right-of-Way Use Permits for following project:
   - 178 Warren Ave – County R/W permit – Domestic water service

5. The following Demolition Notification Requests processed during this month:
   - 114 Florida Ave.

6. Pre-construction Meeting:
   - 640 Dora Street
   - Oak Leave Preserve (City of Edgewater - Electric only)

7. Water Main Extension Costs Paid:
   - One (1) for this period

New Projects:

Table 1 – Service and Meter Set Fees Paid:

<table>
<thead>
<tr>
<th>Description</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Capacity Fees Based on 5/8” Meter</td>
<td>26</td>
</tr>
<tr>
<td>Wastewater Capacity Fees Based on 5/8” Meter</td>
<td>25</td>
</tr>
<tr>
<td>Reclaimed Water Capacity Fees Based on ¾” Meter</td>
<td>24</td>
</tr>
<tr>
<td>Reclaimed Water Capacity Fees Based on 1” Meter</td>
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<tr>
<td>Irrigation Capacity Fees Based on 5/8” Meter</td>
<td>1</td>
</tr>
<tr>
<td>Meter Setting Fees for Water – 5/8” Meter</td>
<td>25</td>
</tr>
<tr>
<td>Meter Setting Fees for Water – 2” Meter</td>
<td>1</td>
</tr>
<tr>
<td>Meter Setting Fees for Irrigation – 5/8” Meter</td>
<td>1</td>
</tr>
<tr>
<td>Temporary construction/fire hydrant meter – 2” Meter</td>
<td>2</td>
</tr>
<tr>
<td>Meter Setting Fees for Reclaimed – 3/4” Meter</td>
<td>24</td>
</tr>
<tr>
<td>Meter Setting Fees for Reclaimed – 1” Meter</td>
<td>2</td>
</tr>
<tr>
<td>Temporary Underground Electric Services</td>
<td>4</td>
</tr>
<tr>
<td>Permanent Underground Electric Services</td>
<td>28</td>
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<tr>
<td>Temporary Overhead Electric</td>
<td>2</td>
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</table>
ENGINEERING DEPARTMENT – New Business (cont.):

Table 2 – Requests for New Service (2018-2020):

<table>
<thead>
<tr>
<th></th>
<th>2018 No. of New Homes</th>
<th>2018 No. of Condo Units</th>
<th>2018 No. of Town Home Units</th>
<th>2019 No. of New Homes</th>
<th>2019 No. of Condo Units</th>
<th>2019 No. of Town Home Units</th>
<th>2020 No. of New Homes</th>
<th>2020 No. of Condo Units</th>
<th>2020 No. of Town Home Units</th>
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</thead>
<tbody>
<tr>
<td>Jan.</td>
<td>12</td>
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<td>0</td>
<td>17</td>
<td>5</td>
<td>0</td>
<td>20</td>
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<tr>
<td>Feb.</td>
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<td>39</td>
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<td>16</td>
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<td>23</td>
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<td>33</td>
<td>254</td>
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<tr>
<td>May</td>
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<td>0</td>
<td>71</td>
<td>229</td>
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<td>23</td>
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<td>June</td>
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<td>48</td>
<td>0</td>
<td>5</td>
<td>6</td>
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<tr>
<td>July</td>
<td>32</td>
<td>0</td>
<td>0</td>
<td>37</td>
<td>0</td>
<td>0</td>
<td>7</td>
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<tr>
<td>Aug.</td>
<td>10</td>
<td>9</td>
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<td>50</td>
<td>78</td>
<td>5</td>
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<tr>
<td>Sept.</td>
<td>7</td>
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<td>51</td>
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<td>0</td>
<td>Sept.</td>
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<tr>
<td>Oct.</td>
<td>33</td>
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<td>101</td>
<td>0</td>
<td>0</td>
<td>Oct.</td>
<td></td>
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<tr>
<td>Nov.</td>
<td>22</td>
<td>0</td>
<td>0</td>
<td>28</td>
<td>0</td>
<td>0</td>
<td>Nov.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec.</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>65</td>
<td>0</td>
<td>0</td>
<td>Dec.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>181</td>
<td>9</td>
<td>0</td>
<td>546</td>
<td>312</td>
<td>10</td>
<td>TOTAL</td>
<td>133</td>
<td>254</td>
</tr>
</tbody>
</table>

CENTRAL SERVICES DEPARTMENT

Human Resources

General:
Reference Metrics books for information related to Turnover, Customer to Employee Ratio, Employee Headcount Budgeted vs. Actual, Recruitment, and Absence Rate.

Payroll and Benefits:
Payroll is being processed remotely due to COVID-19 remote work implementation. The process has been smooth with no interruptions to normal pay processes.

Employee Health & Wellness:
May’s Workplace Wellness took the form of an attachment to May 28th’s “In The Know”, highlighting May as Men’s Health Month.

Employee Training & Development:
Due to the current COVID-19 pandemic, training scheduled for Peer to Leadership and all additional training sessions have been postponed.

Community Relations:
Published communications for various printed materials, social media platforms, UC website, and radio. Communications focused on COVID-19 topics, UC meeting changes, and #thepositive stories in which positive stories were featured about UC employees, projects, etc., moving forward despite the pandemic.

Targeted communication with customers on beachside regarding sewer lining project.
CENTRAL SERVICES DEPARTMENT (cont.):

Safety & Risk Management:

Safety during the month of **May** held a large focus on hygiene and social distancing to protect employees against COVID-19.


Fleet and Facilities Management:

Following charts, on next pages, display information related to maintenance on the UC’s fleet and is broken down as follows:

**Number of UC’s Fleet serviced in the month.**

**Type of service performed:** Preventative Maintenance (PM), Corrective Maintenance (CM), and Other (includes, decal placement, reflective tape, decommissions, recalls, and warranties).

**Severity of Corrective Maintenance:** High, Mid, and Low – defined by cost.

**Services by Department** – shows by number, what portion of services for each department.

![Chart](image)

Chart reflects the number of vehicles serviced in the month, compared with total vehicles in the UC’s fleet.
CENTRAL SERVICES DEPARTMENT - Fleet & Facilities (cont.):

Services in each category: preventative maintenance (PM), corrective maintenance (CM), and other (e.g., adding decals, reflective tape, decommission, warranty, and recalls, etc.). Shown as number of vehicles.

Breakout of Corrective Maintenance displayed by severity (shown as the number of vehicles). Severity is defined by cost of service.
CENTRAL SERVICES DEPARTMENT - Fleet & Facilities (cont.):

Shows breakdown of the number of vehicles and type of service by department.
AGENDA ITEM 4-a

CONSENT ITEM

NEG BUSINESS

OLD BUSINESS

☑ General Manager's Report

SUBJECT: Proclamation Declaring the Dedication of the U.C.'s Dechlorination Building in Honor of David B. Hoover

SUMMARY:
In recognition of extraordinary devotion to the U.C. and our community's sustainable water resources services for 39 years, the U.C. would like to formally recognize and dedicate the Dechlorination Building to David B. Hoover, the former Director of Water Resources.

One very notable achievement under Mr. Hoover's leadership is the U.C. has not discharged treated wastewater effluent into the river since July 2009. This was commemorated at the 10 year mark by the County of Volusia which included the proclamation of June 25, 2019 as "Utilities Commission of New Smyrna Beach Day".

The Dechlorination Building is located next to the U.C.'s river outfall and is a concrete block building. It will be a symbolic honor - depicting all U.C. discharges have been "blocked" and will also serve as a remembrance of a long distinguished career in public service.

Upon adoption and approval of this proclamation, a ribbon cutting and dedication event will be scheduled.

RECOMMENDED ACTION:
A motion adopting and approving the attached proclamation dedicating the U.C.'s dechlorination building in honor of David B. Hoover; followed by presentation of a plaque.

GM/CEO Joseph Bunch

NOTE: ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER'S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.
Utilities Commission,
City of New Smyrna Beach, Florida

PROCLAMATION

WHEREAS, David B. Hoover has provided expertise, insight, and devotion to sustainable water resources services as a Utilities Commission employee for 39 years; and

WHEREAS, David B. Hoover supported numerous water resources improvements and technological advancements throughout this period on behalf of the Utilities Commission and our community; and

WHEREAS, under David B. Hoover’s leadership the Utilities Commission embraced and successfully implemented all elements of the Indian River Lagoon System and Basin Act of 1990, and the Utilities Commission has not discharged treated wastewater effluent into the river since July 2009; and

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Chairman, and on behalf of all of the Utilities Commissioners and Utilities Commission employees, do proclaim the Utilities Commission Dechlorination Building (adjacent to the river outfall on the North Causeway) will hereby be dedicated to David B. Hoover:

**This Building is Dedicated in Honor of David B. Hoover –
Devoted 39 Years Toward Sustainable Water Resources Services for the Utilities Commission, City of New Smyrna Beach, Florida**

**JUNE 22, 2020**

The Utilities Commission does hereby express our appreciation of David B. Hoover’s genuine, enduring, and long-term efforts to improve Water Resources for our company and community.

Proclaimed and Adopted on this ______ day of __________________, 2020.

_________________________________
William E. Biedenbach, Chairman

ATTEST: ____________________________________
Jack Holcomb, Vice Chairman
AGENDA ITEM  4-b

☐ CONSENT ITEM  FOR MEETING OF:  June 22, 2020

☐ NEW BUSINESS  FROM:  General Manager/CEO

☐ OLD BUSINESS  SIGNATURE:  Joseph Bunch

☑ General Manager's Rpt.  EXHIBITS:  None

SUBJECT:  Introduction of New Director of Water Resources

SUMMARY:

General Manager-CEO will be providing an introduction of the new Director of Resources - Mr. Thomas West.

RECOMMENDED ACTION:

No action required - Information only.

GM/CEO  Joseph Bunch

NOTE:  ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER'S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.
AGENDA ITEM  4-c

☐ CONSENT ITEM FOR MEETING OF: June 22, 2020

☐ NEW BUSINESS FROM: Director of Finance/CFO

☐ OLD BUSINESS SIGNATURE: Efren Chavez

☑ General Manager's Report EXHIBITS: May 2020 Financial Statement

SUBJECT: May 2020 Monthly Financial Statement

SUMMARY:


RECOMMENDED ACTION:

Acceptance of May 2020 Financial Statement.

GM/CEO Joseph Bunch

NOTE: ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER'S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.
UTILITIES COMMISSION
CITY OF NEW SMYRNA BEACH, FL

FINANCIAL STATEMENT

MAY 2020
Summary of Significant Accounting Policies

The accounting policies of the Utilities Commission conform to the generally accepted accounting principles as promulgated by the American Institute of Certified Public Accountants, the Financial Accounting Standards Board, the Federal Energy Regulatory Commission and the Governmental Accounting Standards Board. The following is a summary of the significant policies:

Reporting Entity
The Utilities Commission, City of New Smyrna Beach, Florida was created in 1967 through the passage of Chapter 67-1754, Laws of Florida, Special Acts of 1967 (House Bill 1669) which amended the Charter of the City of New Smyrna Beach. The special act was approved by a referendum vote of the people. Pursuant to Chapter 67-1754, the Commission has full and exclusive authority to the extent permitted by law over the management, operation and control of the City’s electric, water, and reclaimed water systems. On May 28, 1975, the Utilities Commission, City of New Smyrna Beach, Florida, passed Resolution Number 16-75, which established the electric, water, and reclaimed water systems as a single utility fund. This utility fund is accounted for as an enterprise fund.

Basis of Accounting
Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The Utilities Commission, City of New Smyrna Beach, utilizes the accrual basis of accounting. By utilizing this method, revenues are recognized as they are earned, and expenses are recognized as they are incurred. Unbilled electric, water and reclaimed water utility service receivables are recorded so as to provide a better matching of service with the costs of providing the service.

Charter and Resolution 28-78
The Utilities Commission was duly created and validly exists under and by virtue of Chapters 67-1754 and 85-503, Laws of Florida. UC Resolution No. 28-78, the “Governing Resolution” contains and states the Utilities Commission’s bond covenants, terms and provisions, i.e., use of funds, rates and collection enforcement, maintenance of system, no free service, etc.

Utility Plant
The cost of additions, replacements, and renewals of units of property is added to utility plant. The cost (estimated, if not known) of units of property retired, less net salvage, is charged to accumulated depreciation and credited to the appropriate asset account. Maintenance and repairs of property and replacements and renewals of items determined to be less than units of property are charged to maintenance expenses. Depreciation is provided for by utilization of the straight-line method calculated on a service-life basis to amortize the cost of the asset over the economic estimated useful lives.

Accounts Receivable
As of May 31, 2020, the allowance for doubtful accounts was $121,165. This is an estimate of uncollectable customer accounts receivable based on historical trends.

Other Receivable
As of May 31, 2020, Other Receivable – Disaster Assistance (Net) was $304,929. This is an estimate of FEMA and State receivable primarily due to Hurricane Irma.
Unbilled Accounts Receivable
As of May 31, 2020, Unbilled Accounts Receivable was $2,547,093. The ($6,484,530) over recovery of fuel costs is separately stated.

Inventory of Material and Supplies
The inventory is priced at cost by the use of the “First-in, first-out” method of accounting.

Electric line transformers, electric meters, water meters, and replacement units for the diesel generating plants are classified as utility plant in accordance with accepted industry practices set forth by the National Association of Regulatory Utility Commissions.

Contribution-In-Aid-of-Construction (CIAC) includes a dollar valuation of non-cash contributed capital assets. These assets are accounted for in Forecast Report under R&R Contribution and on the Statement of Revenue Expenses and Changes in Net Assets under Capital Contributions. A total of $94,050 was contributed for the Combined System. A detailed breakdown is listed below:

<table>
<thead>
<tr>
<th></th>
<th>$94,050</th>
<th>$0</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Long-Term Debt
Long-term debt outstanding at May 31, 2020 is as follows:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities System Refunding Revenue Certificates, Series 2009 - 3.96% due serially to 2020, debt service requirements allocated as follows: Electric 50.66%, Water 15.69%, and Reclaimed 33.65%</td>
<td>$0.00</td>
<td>$1,900,000</td>
</tr>
<tr>
<td>Utilities System Refunding Revenue Certificates, Series 2013A - 2.26% due serially to 2027, debt service requirements allocated as follows: Reclaimed 100.00%</td>
<td>$7,830,000</td>
<td>$8,840,000</td>
</tr>
<tr>
<td>Utilities System Refunding Revenue Certificates, Series 2013B - 2.32% due serially to 2027, debt service requirements allocated as follows: Water 100.00%</td>
<td>$5,730,000</td>
<td>$6,485,000</td>
</tr>
<tr>
<td>TOTAL OUTSTANDING LONG-TERM DEBT</td>
<td>$13,560,000</td>
<td>$17,225,000</td>
</tr>
</tbody>
</table>
UTILITIES COMMISSION
City of New Smyrna Beach, Florida
NOTES TO THE FINANCIAL STATEMENTS

Current Maturities:

<table>
<thead>
<tr>
<th>Series</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Series 2009</td>
<td>$1,900,000</td>
<td>$3,325,000</td>
</tr>
<tr>
<td>Series 2011</td>
<td>$0.00</td>
<td>$1,190,000</td>
</tr>
<tr>
<td>Series 2013A</td>
<td>$1,010,000</td>
<td>$280,000</td>
</tr>
<tr>
<td>Series 2013B</td>
<td>$755,000</td>
<td>$725,000</td>
</tr>
<tr>
<td><strong>CURRENT MATURITIES</strong></td>
<td><strong>$3,665,000</strong></td>
<td><strong>$5,520,000</strong></td>
</tr>
<tr>
<td><strong>LONG-TERM PORTION OF DEBT</strong></td>
<td><strong>$13,560,000</strong></td>
<td><strong>$17,225,000</strong></td>
</tr>
</tbody>
</table>

**TOTAL DEBT (NET OF UNAMORTIZED DISCOUNT)**

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$17,225,000</td>
<td>$22,745,000</td>
</tr>
</tbody>
</table>

Summary of the Debt Service Requirements Allocated by Issues:

<table>
<thead>
<tr>
<th>Series</th>
<th>Electric</th>
<th>Water</th>
<th>Reclaimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>50.66%</td>
<td>15.69%</td>
<td>33.65%</td>
</tr>
<tr>
<td>2013A</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>2013B</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The authorization for all outstanding certificates and all subsequent issues provides that the Utilities Commission will not issue additional obligations except for the construction and acquisition of additions, extensions, and improvements to the system or for refunding purposes and except upon the conditions provided in the authorizing resolution.

The payment of the principal of and interest on the 2009, 2013A, and 2013B Certificates referred to herein are secured by a first lien on and a pledge of the net revenues of the system on a parity with all outstanding certificates. These Certificates do not constitute general indebtedness of the Utilities Commission or the City of New Smyrna Beach, Florida (City) and the City is not obligated to levy any taxes for the payment thereof.

Under the terms of its long-term debt agreements, the Utilities Commission has agreed to maintain certain restricted funds and to comply with the covenants contained in such agreements. Certain of these agreements contain the following provision relating to the right of the obligation holder:

"Any holder of certificates or any coupons appertaining hereto issued under the provision hereof or any trustee acting for the holders of such certificates may by suit, action, mandamus or other proceedings in any court of competent jurisdiction, protect and enforce any and all rights, including the right to the appointment of a receiver, existing under the laws of the State of Florida, or granted and contained herein, and may enforce and compel the performance of all duties herein required or by any applicable statutes to be performed by the Commission or by any officer thereof. Nothing herein, however, shall be construed to grant to any holder of the certificates any lien on any real property of the Commission or the City."

Series 2020 Bond Issuance

The UC Financing Team successfully executed the sale of the Series 2020 Bonds on Thursday, May 21st for an All-In Total Interest Cost (All-In TIC) of 2.76% and closed on Thursday, June 4th. The Series 2009 certificates were completely paid and the Series 2013 (A&B) certificates were refunded. There was $1M in interest savings with the $15.3M in legacy UC debt refunding. In addition, $65M in new capital was also obtained at a low rate – All-In TIC of 2.76%.
COMMITMENTS

Construction Work-In-Progress: As of May 31, 2020, approximately 17.3 million of construction work-in-progress consisted primarily of the engineering, planning and construction cost. As a result of these ongoing construction activities, the Utilities Commission has unrecognized commitments.

RATE COMPARISON

The Utilities Commission’s electric rates continue to be among the lowest in the state for residential consumers of municipal utilities. With the October 2016 reduction in the Fuel and Purchase Power rate, a U.C. customer who uses 1,200 kWh per month has a monthly bill of $124.61, which is the eleventh lowest in the State, according to the April 2020 survey published by the Florida Municipal Electric Association. This rate compares favorably to investor-owned utilities as well.

A U.C. commercial customer fairs similarly well. A non-demand 1,500 kWh per month commercial customer has a monthly bill of $151.82, which is the eighth lowest in the State for municipal utilities.

The Utilities Commission’s water resources rates also remain very competitive. Based upon a 2019 rate survey by the St. John’s River Water Management District, the U.C.’s water and reclaimed rates for a 4,000 gallon per month residential user, of $15.99 and $34.89, respectively, are the lowest in water and third lowest in water/reclaimed combined rates as compared to other east Volusia coastal cities*. (*comparable water source and treatment levels)

For commercial water and reclaimed rates for a typical 8,000 gallon per month user, of $24.48 and $60.53, respectively, the U.C.’s commercial rates are the third lowest for water/reclaimed combined when compared to the east Volusia coastal cities.

DEFINITIONS

Operating Expenses

Fuel & Purchased Power Expense – This line item encompasses the costs of electricity purchased by the Utilities Commission for resale to its customers.

Other Production Expense – This category includes the cost of labor, materials and associated expenses to produce an end utility deliverable for customer utilization.

• For the Electric system, expenses are associated primarily with in-house generation and System Operations salaries.
• For the Water system, expenses are to produce potable water for customers, including maintenance of water treatment equipment.

Transmission, Distrib. & Collection – This category contains the cost of labor, materials and associated expenses to transfer an end utility deliverable between an originating processing point, to/from end consumers.

• For the Electric system, this incorporates maintenance of: poles, overhead/underground lines, and substations & relays.
• For the Water system, this involves maintenance of mains, hydrants and meters.
• For the Reclamation system, this takes into account all reclaimed treatment expenses, as well as, maintenance of sewer lines and treatment equipment.

Customer Accounting – This line item consists of the cost of labor, materials and associated expenses to read a customer’s meter, generate and collect a monthly bill, and provide customer service.
Administrative and General - This category comprises the cost of labor, materials and expenses associated with general administration of the Utility Commission’s operations, including: General Manager, Information Technology, Human Relations, Engineering, Accounting and Materials Management.

Required Payments to City of NSB – This line item contains the 6% of revenues levy (pursuant to UC Charter) paid directly to the City.

Depreciation and Amortization – This line item shows the expense of depreciation of Utility property over their estimated useful lives.
Financial Highlights

Combined Financial Highlights

<table>
<thead>
<tr>
<th></th>
<th>YTD 2020</th>
<th>YTD 2019</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues</td>
<td>$ 35,551,469</td>
<td>$ 37,431,178</td>
<td>-5.02%</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>38,031,092</td>
<td>38,676,132</td>
<td>-1.67%</td>
</tr>
<tr>
<td>Interest &amp; other income</td>
<td>716,897</td>
<td>1,096,908</td>
<td>-34.64%</td>
</tr>
<tr>
<td>Interest Expense &amp; other non-operating exp.</td>
<td>557,548</td>
<td>671,549</td>
<td>-16.98%</td>
</tr>
<tr>
<td>Income before contributions</td>
<td>(2,320,274)</td>
<td>(819,595)</td>
<td>183.10%</td>
</tr>
<tr>
<td>Capital Contributions</td>
<td>3,093,968</td>
<td>9,660,552</td>
<td>-67.97%</td>
</tr>
<tr>
<td>Utility plant, net</td>
<td>195,048,269</td>
<td>186,013,860</td>
<td>4.86%</td>
</tr>
<tr>
<td>Total assets</td>
<td>236,907,483</td>
<td>236,226,260</td>
<td>0.29%</td>
</tr>
<tr>
<td>Long-term debt, net</td>
<td>13,560,000</td>
<td>17,225,000</td>
<td>-21.28%</td>
</tr>
<tr>
<td>Net assets</td>
<td>202,802,862</td>
<td>197,315,358</td>
<td>2.78%</td>
</tr>
</tbody>
</table>

Debt Service Coverage Ratio*    | 3.05      | 2.41      | 26.60% |
*(Note - Ratio formula is fiscal YTD net revenues divided by fiscal YTD debt service requirements)

Electric Financial Highlights

<table>
<thead>
<tr>
<th></th>
<th>YTD 2020</th>
<th>YTD 2019</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues</td>
<td>$ 23,410,287</td>
<td>$ 25,504,062</td>
<td>-8.21%</td>
</tr>
<tr>
<td>Fuel &amp; Purchased Power Expense</td>
<td>11,064,209</td>
<td>12,094,926</td>
<td>-8.52%</td>
</tr>
<tr>
<td>Operating &amp; Maintenance Expense</td>
<td>14,509,383</td>
<td>14,919,133</td>
<td>-2.75%</td>
</tr>
<tr>
<td>Change in Net Assets</td>
<td>(1,379,178)</td>
<td>547,286</td>
<td>-352.00%</td>
</tr>
</tbody>
</table>

Water Financial Highlights

<table>
<thead>
<tr>
<th></th>
<th>YTD 2020</th>
<th>YTD 2019</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues</td>
<td>$ 5,382,352</td>
<td>$ 5,340,596</td>
<td>0.78%</td>
</tr>
<tr>
<td>Operating &amp; Maintenance Expense</td>
<td>6,085,256</td>
<td>5,874,316</td>
<td>3.59%</td>
</tr>
<tr>
<td>Change in Net Assets</td>
<td>462,279</td>
<td>2,543,909</td>
<td>-81.83%</td>
</tr>
</tbody>
</table>

Reclamation Financial Highlights

<table>
<thead>
<tr>
<th></th>
<th>YTD 2020</th>
<th>YTD 2019</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues</td>
<td>$ 6,758,829</td>
<td>$ 6,586,520</td>
<td>2.62%</td>
</tr>
<tr>
<td>Operating &amp; Maintenance Expense</td>
<td>6,372,243</td>
<td>5,787,755</td>
<td>10.10%</td>
</tr>
<tr>
<td>Change in Net Assets</td>
<td>1,690,594</td>
<td>5,749,764</td>
<td>-70.60%</td>
</tr>
</tbody>
</table>

Notes:
The May 2020 YTD Electric System Change in Net Assets of ($1.4M) was lower than the prior year driven by decreased operating revenues and lower capital contributions partially offset by lower operating expenses and one-time AT&T pole rental settlement of $0.275M. May YTD revenues are lower than the prior year primarily due to the purchased power adjustment. Total kWh sales are up 2.6% from prior year.

The May 2020 YTD Water System Change in Net Assets of $0.5M was approximately $2.1M less than prior year driven by lower capital contributions and higher operating expenses. May 2020 YTD revenues are slightly higher than prior year YTD revenues. Kilogallon sales are flat to the prior year.

The May 2020 YTD Wastewater/Reclaim System Change in Net Assets of $1.7M was approximately $4.1M less than the prior year driven by lower capital contributions and increased operating expenses offset by higher revenues. May YTD wastewater/reuse kilogallon sales and revenues are higher than the prior year.
### Electric Statistical Highlights

<table>
<thead>
<tr>
<th>Metric</th>
<th>May, 2020</th>
<th>May, 2019</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sales (kWh)</td>
<td>31,311,110</td>
<td>32,469,568</td>
<td>-3.57%</td>
</tr>
<tr>
<td>Demand Sales (kWh)</td>
<td>9,130,301</td>
<td>11,011,199</td>
<td>-17.08%</td>
</tr>
<tr>
<td>Total Active Accounts</td>
<td>29,516</td>
<td>28,729</td>
<td>2.74%</td>
</tr>
<tr>
<td>Average Residential Use (kWh)</td>
<td>845</td>
<td>841</td>
<td>0.39%</td>
</tr>
<tr>
<td>Average Residential Revenue per kWh</td>
<td>$0.0825</td>
<td>$0.1051</td>
<td>$(0.0226)</td>
</tr>
</tbody>
</table>

### Water Statistical Highlights

<table>
<thead>
<tr>
<th>Metric</th>
<th>May, 2020</th>
<th>May, 2019</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sales (kilogallons)</td>
<td>141,538</td>
<td>146,573</td>
<td>-3.44%</td>
</tr>
<tr>
<td>Total Active Accounts</td>
<td>28,143</td>
<td>27,411</td>
<td>2.67%</td>
</tr>
<tr>
<td>Average Usage per Account (gallons)</td>
<td>5,029</td>
<td>5,347</td>
<td>-5.95%</td>
</tr>
<tr>
<td>Average Revenue per gallon</td>
<td>$0.0047</td>
<td>$0.0046</td>
<td>$0.0002</td>
</tr>
</tbody>
</table>

### Wastewater Statistical Highlights

<table>
<thead>
<tr>
<th>Metric</th>
<th>May, 2020</th>
<th>May, 2019</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sales</td>
<td>78,198</td>
<td>82,219</td>
<td>-4.89%</td>
</tr>
<tr>
<td>Total Active Accounts</td>
<td>22,851</td>
<td>22,114</td>
<td>3.33%</td>
</tr>
<tr>
<td>Average Usage per Account (gallons)</td>
<td>3,422</td>
<td>3,718</td>
<td>-7.96%</td>
</tr>
<tr>
<td>Average Revenue per gallon</td>
<td>$0.0098</td>
<td>$0.0094</td>
<td>$0.0004</td>
</tr>
</tbody>
</table>

### Reuse Statistical Highlights

<table>
<thead>
<tr>
<th>Metric</th>
<th>May, 2020</th>
<th>May, 2019</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sales (kilo gallons)</td>
<td>67,854</td>
<td>64,308</td>
<td>5.51%</td>
</tr>
<tr>
<td>Total Active Accounts</td>
<td>3,065</td>
<td>2,580</td>
<td>18.80%</td>
</tr>
<tr>
<td>Average Usage per Account (gallons)</td>
<td>22,138</td>
<td>24,926</td>
<td>-11.18%</td>
</tr>
<tr>
<td>Average Revenue per gallon</td>
<td>$0.0013</td>
<td>$0.0012</td>
<td>$0.0000</td>
</tr>
</tbody>
</table>

Current Ratio: 1.44
Eight Months Ended - May 31, 2020
$ -83.79
## UTILITIES COMMISSION
City of New Smyrna Beach, Florida

### May-20

#### STATISTICAL COMPARISON-SALES

<table>
<thead>
<tr>
<th>ELECTRIC</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
<th>NO. ACCTS BILLED</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
<th>REVENUE (1)</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>21,910,426</td>
<td>21,192,891</td>
<td>3.39%</td>
<td>25,944</td>
<td>25,193</td>
<td>2.98%</td>
<td>1,807,034.63</td>
<td>2,227,410.65</td>
<td>-18.87%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Services</td>
<td>9,130,301</td>
<td>11,011,199</td>
<td>-17.08%</td>
<td>2,471</td>
<td>2,435</td>
<td>1.48%</td>
<td>763,473.12</td>
<td>1,139,104.71</td>
<td>-32.98%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Lights</td>
<td>270,383</td>
<td>265,478</td>
<td>1.85%</td>
<td>1,101</td>
<td>1,101</td>
<td>0.00%</td>
<td>51,019.90</td>
<td>55,777.64</td>
<td>-8.53%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>31,311,110</td>
<td>32,469,568</td>
<td>-3.57%</td>
<td>29,516</td>
<td>28,729</td>
<td>2.74%</td>
<td>2,621,527.65</td>
<td>3,422,293.00</td>
<td>-23.40%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WATER</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
<th>NO. ACCTS BILLED</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
<th>REVENUE</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. GAL SALES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metered Sales</td>
<td>141,538</td>
<td>146,573</td>
<td>-3.44%</td>
<td>28,143</td>
<td>27,411</td>
<td>2.67%</td>
<td>671,698.88</td>
<td>672,577.96</td>
<td>-0.13%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydrants</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>141,538</td>
<td>146,573</td>
<td>-3.44%</td>
<td>28,143</td>
<td>27,411</td>
<td>2.67%</td>
<td>671,698.88</td>
<td>672,577.96</td>
<td>-0.13%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WASTEWATER</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
<th>NO. ACCTS BILLED</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
<th>REVENUE</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic &amp; Commer.</td>
<td>22,851</td>
<td>22,114</td>
<td>3.33%</td>
<td>763,990.33</td>
<td>770,128.87</td>
<td>-0.80%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>22,851</td>
<td>22,114</td>
<td>3.33%</td>
<td>763,990.33</td>
<td>770,128.87</td>
<td>-0.80%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WATER REUSE</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
<th>NO. ACCTS BILLED</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
<th>REVENUE</th>
<th>May-20</th>
<th>Apr-19</th>
<th>% (Change +/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic &amp; Commer.</td>
<td>3,065</td>
<td>2,580</td>
<td>18.80%</td>
<td>85,656.85</td>
<td>80,083.65</td>
<td>6.96%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,065</td>
<td>2,580</td>
<td>18.80%</td>
<td>85,656.85</td>
<td>80,083.65</td>
<td>6.96%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

1. **Fuel and Purchased Power Adjustment**
   - May-20: $0.00 per 1,000 kWh
   - April-19: $22.68 per 1,000 kWh
   - (1) Net of Load Management Credits
     - May-20: (14,618.34)
     - April-19: (15,249.15)
# Utilities Commission
## City of New Smyrna Beach, Florida
### Statement of Net Assets (Unaudited)
#### For the Eight Months Ending May 31, 2020

#### Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Utility Plant in Service:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric Plant</td>
<td>$109,817,394</td>
<td>$105,279,257</td>
</tr>
<tr>
<td>Water Plant</td>
<td>75,466,679</td>
<td>72,739,589</td>
</tr>
<tr>
<td>Wastewater/Reclamation Plant</td>
<td>79,095,502</td>
<td>75,505,429</td>
</tr>
<tr>
<td>Water Reuse Plant</td>
<td>15,871,757</td>
<td>15,574,240</td>
</tr>
<tr>
<td>General Plant</td>
<td>43,346,291</td>
<td>40,906,186</td>
</tr>
<tr>
<td>Less Accumulated Depreciation and Amortization</td>
<td>(145,814,835)</td>
<td>(139,001,605)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Work in Progress</td>
<td>17,265,481</td>
<td>15,010,764</td>
</tr>
<tr>
<td><strong>Total Utility Plant (Net)</strong></td>
<td>195,048,269</td>
<td>186,013,860</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restricted Assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Service Funds</td>
<td>2,520,523</td>
<td>3,791,965</td>
</tr>
<tr>
<td>Renewal &amp; Replacement Fund-Unrestricted</td>
<td>10,446,367</td>
<td>17,938,683</td>
</tr>
<tr>
<td>Renewal &amp; Replacement Fund-Restricted</td>
<td>14,587,939</td>
<td>12,245,152</td>
</tr>
<tr>
<td>Developer Infrastructure Fund</td>
<td>3,183,478</td>
<td>3,801,184</td>
</tr>
<tr>
<td>1981 Sewer Assessment Fund</td>
<td>49,676</td>
<td>49,297</td>
</tr>
<tr>
<td>Customer Deposit Fund</td>
<td>3,199,826</td>
<td>3,174,970</td>
</tr>
<tr>
<td><strong>Total Restricted Assets</strong></td>
<td>33,977,909</td>
<td>41,001,251</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>4,287,322</td>
<td>731,302</td>
</tr>
<tr>
<td>Accounts Receivable (Net)</td>
<td>2,671,539</td>
<td>2,745,481</td>
</tr>
<tr>
<td>Other Receivable - Disaster Assistance (Net)</td>
<td>304,929</td>
<td>843,115</td>
</tr>
<tr>
<td>Unbilled Accounts Receivable</td>
<td>2,547,093</td>
<td>3,238,847</td>
</tr>
<tr>
<td>(Over) Under Recovery Fuel Cost</td>
<td>(6,484,530)</td>
<td>(2,533,124)</td>
</tr>
<tr>
<td>Inventories</td>
<td>2,500,999</td>
<td>2,237,332</td>
</tr>
<tr>
<td>Prepaid Expenses and Other Assets</td>
<td>333,443</td>
<td>405,373</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>6,160,795</td>
<td>7,668,326</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deferred Charges and Other Non Current Assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Outflows on Pensions</td>
<td>874,526</td>
<td>869,386</td>
</tr>
<tr>
<td>Deferred Charges &amp; Other Assets</td>
<td>845,984</td>
<td>673,437</td>
</tr>
<tr>
<td><strong>Total Def. Charges and Other Assets</strong></td>
<td>1,720,510</td>
<td>1,542,823</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Assets</strong></td>
<td>$236,907,483</td>
<td>$236,226,260</td>
</tr>
</tbody>
</table>
# Statement of Net Assets (Unaudited)

**For the Eight Months Ending May 31, 2020**

## Liabilities and Net Assets

### Net Assets:

<table>
<thead>
<tr>
<th>Description</th>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invested in Utility Plant, Net of Related Debt</td>
<td>$111,027,007</td>
<td>$111,027,007</td>
</tr>
<tr>
<td>Restricted for Debt Service</td>
<td>12,539,107</td>
<td>12,539,107</td>
</tr>
<tr>
<td>Restricted for Renewal &amp; Replacement</td>
<td>6,586,206</td>
<td>6,586,206</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>71,876,848</td>
<td>58,322,080</td>
</tr>
<tr>
<td>YTD Profit/(Loss)</td>
<td>773,694</td>
<td>8,840,958</td>
</tr>
</tbody>
</table>

**Total Net Assets**

<table>
<thead>
<tr>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>202,802,862</td>
<td>197,315,358</td>
</tr>
</tbody>
</table>

### Long Term Debt:

<table>
<thead>
<tr>
<th>Description</th>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Certificates Payable</td>
<td>13,560,000</td>
<td>17,225,000</td>
</tr>
</tbody>
</table>

**Total Long Term Debt**

<table>
<thead>
<tr>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>13,560,000</td>
<td>17,225,000</td>
</tr>
</tbody>
</table>

### Restricted Fund Liabilities:

<table>
<thead>
<tr>
<th>Description</th>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Certificates Payable (Current Portion)</td>
<td>3,665,000</td>
<td>5,520,000</td>
</tr>
<tr>
<td>Interest on Long Term Debt Payable</td>
<td>81,050</td>
<td>111,962</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>45,423</td>
<td>7,442</td>
</tr>
<tr>
<td>Retainage Payable</td>
<td>250,000</td>
<td>250,000</td>
</tr>
<tr>
<td>Customers Deposits</td>
<td>3,189,926</td>
<td>3,174,970</td>
</tr>
<tr>
<td>Developer Infrastructure</td>
<td>4,637,730</td>
<td>3,827,523</td>
</tr>
<tr>
<td>Deferred Inflows on Pensions</td>
<td>398,360</td>
<td>531,735</td>
</tr>
</tbody>
</table>

**Total Restricted Fund Liabilities**

<table>
<thead>
<tr>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,267,489</td>
<td>13,423,632</td>
</tr>
</tbody>
</table>

### Current Liabilities:

<table>
<thead>
<tr>
<th>Description</th>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>2,594,502</td>
<td>2,853,477</td>
</tr>
<tr>
<td>Accrued Liabilities</td>
<td>614,155</td>
<td>637,605</td>
</tr>
<tr>
<td>Due to Other Governments</td>
<td>1,069,659</td>
<td>1,174,861</td>
</tr>
</tbody>
</table>

**Total Current Liabilities**

<table>
<thead>
<tr>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,278,316</td>
<td>4,665,943</td>
</tr>
</tbody>
</table>

### Other Noncurrent Liabilities:

<table>
<thead>
<tr>
<th>Description</th>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Compensated Absences</td>
<td>532,984</td>
<td>521,224</td>
</tr>
<tr>
<td>OPEB Obligation</td>
<td>843,421</td>
<td>702,253</td>
</tr>
<tr>
<td>Net Pension Liability</td>
<td>2,622,411</td>
<td>2,372,850</td>
</tr>
</tbody>
</table>

**Total Other Noncurrent Liabilities**

<table>
<thead>
<tr>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,998,816</td>
<td>3,596,327</td>
</tr>
</tbody>
</table>

### Total Liabilities

<table>
<thead>
<tr>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>34,104,621</td>
<td>38,910,902</td>
</tr>
</tbody>
</table>

### Total Liabilities and Net Assets

<table>
<thead>
<tr>
<th>20</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>$236,907,483</td>
<td>$236,226,260</td>
</tr>
</tbody>
</table>
### UTILITIES COMMISSION
CITY OF NEW SMYRNA BEACH, FLORIDA
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET ASSETS (UNAUDITED)
Combined System
For the Eight Months Ending May 31, 2020

<table>
<thead>
<tr>
<th></th>
<th>May 20</th>
<th>FISCAL YEAR TO DATE</th>
<th>May 19</th>
<th>FISCAL YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>$4,165,672</td>
<td>$35,173,101</td>
<td>$5,444,091</td>
<td>$36,998,636</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>31,324</td>
<td>378,368</td>
<td>60,083</td>
<td>432,542</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING REVENUES</strong></td>
<td>4,196,996</td>
<td>35,551,469</td>
<td>5,504,174</td>
<td>37,431,178</td>
</tr>
</tbody>
</table>

| **OPERATING EXPENSES:** |          |                     |          |                     |
| Fuel & Purchased Power Expense | 1,521,660 | 11,064,209         | 1,773,399 | 12,094,926         |
| Other Production Expense | 650,538   | 5,163,885          | 1,030,012 | 6,490,960          |
| Transmission, Distrib. & Coll. | 652,296   | 5,466,031          | 848,758   | 5,085,008          |
| Customer Accounting | 129,585   | 705,367            | 150,968   | 914,316            |
| Administrative and General | 873,120   | 7,559,338         | 1,006,507 | 6,606,143          |
| Required Payments to City of NSB | 251,395   | 2,369,226          | 300,341   | 2,347,815          |
| Depreciation and Amortization | 758,730   | 5,703,036         | 642,316   | 5,136,964          |
| **TOTAL OPERATING EXPENSES** | 4,837,424 | 38,031,092         | 5,752,301 | 38,676,132         |

| **OPERATING INCOME (LOSS)** | (640,428) | (2,479,623) | (248,127) | (1,244,954) |

| **NON-OPERATING REVENUES:** |          |                     |          |                     |
| Interest Earnings | 10,496  | 241,945            | 60,868   | 512,302            |
| Other Income | 46,030  | 474,952            | 61,067   | 584,606            |
| **TOTAL NON-OPERATING INCOME** | 56,526   | 716,897           | 121,935  | 1,096,908          |

| **NON-OPERATING EXPENSES:** |          |                     |          |                     |
| Interest Expense | 42,455  | 312,620            | 55,981   | 447,852            |
| Other Expenses | 12,433  | 244,928            | 8,317    | 223,697            |
| **TOTAL NON-OPERATING EXPENSES** | 54,888   | 557,548           | 64,298   | 671,549            |

| **INCOME BEFORE CONTRIBUTIONS** | (638,790) | (2,320,274) | (190,490) | (819,595) |
| **CAPITAL CONTRIBUTIONS** | 187,458 | 3,093,968       | 1,795,926 | 9,660,552 |
| **CHANGE IN NET ASSETS** | (841,332) | $773,694 | $1,605,436 | $8,840,957 |

**Note:** Contribution in Aid of Construction (CIAC) includes cash contribution and an dollar valuation of non-cash contributed capital assets.
# UTILITIES COMMISSION
## CITY OF NEW SMYRNA BEACH, FLORIDA
### STATEMENT OF REVENUE, EXPENSES, AND
### CHANGES IN NET ASSETS (UNAUDITED)
#### Electric System
For the Eight Months Ending May 31, 2020

### OPERATING REVENUES:

<table>
<thead>
<tr>
<th></th>
<th>May 20</th>
<th>FISCAL YEAR TO DATE</th>
<th>May 19</th>
<th>FISCAL YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>$2,671,062</td>
<td>$23,179,895</td>
<td>$3,875,699</td>
<td>$25,234,080</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>15,822</td>
<td>230,392</td>
<td>36,919</td>
<td>269,982</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING REVENUES</strong></td>
<td>$2,686,884</td>
<td>$23,410,287</td>
<td>$3,912,618</td>
<td>$25,504,062</td>
</tr>
</tbody>
</table>

### OPERATING EXPENSES:

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>May 20</th>
<th>FISCAL YEAR TO DATE</th>
<th>May 19</th>
<th>FISCAL YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel &amp; Purchased Power Expense</td>
<td>1,521,660</td>
<td>11,064,209</td>
<td>1,773,399</td>
<td>12,094,926</td>
</tr>
<tr>
<td>Other Production Expense</td>
<td>461,790</td>
<td>3,555,577</td>
<td>625,417</td>
<td>4,674,554</td>
</tr>
<tr>
<td>Transmission, Distrib. &amp; Collection</td>
<td>323,311</td>
<td>2,737,756</td>
<td>432,721</td>
<td>2,363,878</td>
</tr>
<tr>
<td>Customer Accounting</td>
<td>71,267</td>
<td>283,787</td>
<td>84,699</td>
<td>528,188</td>
</tr>
<tr>
<td>Administrative and General</td>
<td>453,876</td>
<td>4,016,288</td>
<td>544,732</td>
<td>3,602,701</td>
</tr>
<tr>
<td>Required Payments to City of NSB</td>
<td>159,900</td>
<td>1,634,793</td>
<td>207,767</td>
<td>1,633,227</td>
</tr>
<tr>
<td>Depreciation and Amortization</td>
<td>289,626</td>
<td>2,281,182</td>
<td>257,700</td>
<td>2,116,585</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING EXPENSES</strong></td>
<td>3,280,830</td>
<td>25,573,592</td>
<td>3,926,435</td>
<td>27,014,059</td>
</tr>
</tbody>
</table>

**OPERATING INCOME (LOSS):**

<table>
<thead>
<tr>
<th>May 20</th>
<th>FISCAL YEAR TO DATE</th>
<th>May 19</th>
<th>FISCAL YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>($593,946)</td>
<td>($2,163,305)</td>
<td>($13,817)</td>
<td>($1,509,997)</td>
</tr>
</tbody>
</table>

### NON-OPERATING REVENUES:

<table>
<thead>
<tr>
<th>Item</th>
<th>May 20</th>
<th>FISCAL YEAR TO DATE</th>
<th>May 19</th>
<th>FISCAL YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Earnings</td>
<td>2,797</td>
<td>126,934</td>
<td>32,475</td>
<td>243,916</td>
</tr>
<tr>
<td>Other Income</td>
<td>44,018</td>
<td>368,963</td>
<td>56,316</td>
<td>442,240</td>
</tr>
<tr>
<td><strong>TOTAL NON-OPERATING INCOME</strong></td>
<td>46,815</td>
<td>495,897</td>
<td>88,791</td>
<td>686,156</td>
</tr>
</tbody>
</table>

### NON-OPERATING EXPENSES:

<table>
<thead>
<tr>
<th>Item</th>
<th>May 20</th>
<th>FISCAL YEAR TO DATE</th>
<th>May 19</th>
<th>FISCAL YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Expense</td>
<td>4,244</td>
<td>31,251</td>
<td>10,610</td>
<td>84,880</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>2,409</td>
<td>96,742</td>
<td>7,172</td>
<td>189,159</td>
</tr>
<tr>
<td><strong>TOTAL NON-OPERATING EXPENSES</strong></td>
<td>6,653</td>
<td>127,993</td>
<td>17,782</td>
<td>274,039</td>
</tr>
</tbody>
</table>

**INCOME BEFORE CONTRIBUTIONS:**

<table>
<thead>
<tr>
<th>May 20</th>
<th>FISCAL YEAR TO DATE</th>
<th>May 19</th>
<th>FISCAL YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>($553,784)</td>
<td>($1,795,401)</td>
<td>57,192</td>
<td>($1,097,880)</td>
</tr>
</tbody>
</table>

### CAPITAL CONTRIBUTIONS

<table>
<thead>
<tr>
<th>May 20</th>
<th>FISCAL YEAR TO DATE</th>
<th>May 19</th>
<th>FISCAL YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>103,127</td>
<td>416,223</td>
<td>375,018</td>
<td>1,645,166</td>
</tr>
</tbody>
</table>

**CHANGE IN NET ASSETS:**

<table>
<thead>
<tr>
<th>May 20</th>
<th>FISCAL YEAR TO DATE</th>
<th>May 19</th>
<th>FISCAL YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>($450,657)</td>
<td>($1,379,178)</td>
<td>$432,210</td>
<td>$547,286</td>
</tr>
</tbody>
</table>

---

Note: Contribution in Aid of Construction (CIAC) includes cash contribution and an dollar valuation of non-cash contributed capital assets.
### Statement of Revenue, Expenses, and Changes in Net Assets (Unaudited)

#### Water System

For the Eight Months Ending May 31, 2020

<table>
<thead>
<tr>
<th></th>
<th>May 20</th>
<th>Fiscal Year To Date</th>
<th>May 19</th>
<th>Fiscal Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>$666,892</td>
<td>$5,239,717</td>
<td>$702,648</td>
<td>$5,184,066</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>15,111</td>
<td>142,635</td>
<td>22,403</td>
<td>156,530</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>682,003</td>
<td>5,382,352</td>
<td>725,051</td>
<td>5,340,596</td>
</tr>
</tbody>
</table>

| **Operating Expenses:** |           |                     |           |                     |
| Other Production Expense | 188,748   | 1,608,307           | 404,595   | 1,816,406           |
| Transmission, Distrib. & Collection | 70,226    | 595,207             | 97,224    | 642,945             |
| Customer Accounting     | 32,165    | 234,087             | 36,816    | 214,268             |
| Administrative and General | 202,407   | 1,712,208           | 222,324   | 1,448,793           |
| Required Payments to City of NSB | 41,122    | 325,470             | 41,551    | 320,512             |
| Depreciation and Amortization | 233,433   | 1,609,977           | 179,254   | 1,431,392           |
| **Total Operating Expenses** | 768,101   | 6,085,256           | 981,764   | 5,874,316           |

| **Operating Income/(Loss)** | (86,098) | (702,904)           | (256,713) | (533,720)           |

| **Non-Operating Revenues:** |           |                     |           |                     |
| Interest Earnings         | 1,549     | 69,027              | 17,774    | 133,420             |
| Other Income              | 1,001     | 49,259              | 2,420     | 74,718              |
| **Total Non-Operating Income** | 2,550     | 118,286             | 20,194    | 208,138             |

| **Non-Operating Expenses:** |           |                     |           |                     |
| Interest Expense          | 15,106    | 111,234             | 17,225    | 137,803             |
| Other Expenses            | 995       | 98,628              | 1,051     | 24,557              |
| **Total Non-Operating Expenses** | 16,101    | 209,862             | 18,276    | 162,360             |

| **Income Before Contributions** | (99,649) | (794,480)           | (254,795) | (487,942)           |

| **Capital Contributions** | 38,390    | 1,256,759           | 493,949   | 3,031,851           |

| **Change in Net Assets** | (81,259) | $462,279            | $239,154  | $2,543,909          |

Note: Contribution in Aid of Construction (CIAC) includes cash contribution and an dollar valuation of non-cash contributed capital assets.
UTILITIES COMMISSION  
CITY OF NEW SMYRNA BEACH, FLORIDA  
STATEMENT OF REVENUE, EXPENSES, AND  
CHANGES IN NET ASSETS (UNAUDITED)  
Reclaim Water System  
For the Eight Months Ending May 31, 2020

<table>
<thead>
<tr>
<th>May 20</th>
<th>FISCAL YEAR TO DATE</th>
<th>May 19</th>
<th>FISCAL YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>$827,717</td>
<td>$6,753,488</td>
<td>$865,744</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>391</td>
<td>5,341</td>
<td>762</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING REVENUES</strong></td>
<td>828,108</td>
<td>6,758,829</td>
<td>866,506</td>
</tr>
</tbody>
</table>

| **OPERATING EXPENSES:** | | | |
| Transmission, Distrib. & Collection | 238,859 | 2,133,067 | 318,813 | 2,078,184 |
| Customer Accounting | 26,153 | 187,493 | 29,453 | 171,860 |
| Administrative and General | 216,827 | 1,830,841 | 239,451 | 1,554,649 |
| Required Payments to City of NSB | 50,973 | 408,964 | 51,023 | 394,076 |
| Depreciation and Amortization | 235,671 | 1,811,878 | 205,362 | 1,588,986 |
| **TOTAL OPERATING EXPENSES** | 788,493 | 6,372,243 | 844,102 | 5,787,755 |
| OPERATING INCOME/(LOSS) | 39,615 | 386,586 | 22,404 | 798,765 |

| **NON-OPERATING REVENUES:** | | | |
| Interest Earnings | 6,150 | 45,985 | 10,619 | 134,966 |
| Other Income | 1,011 | 56,730 | 2,332 | 67,648 |
| **TOTAL NON-OPERATING INCOME** | 7,161 | 102,715 | 12,951 | 202,614 |

| **NON-OPERATING EXPENSES:** | | | |
| Interest Expense | 23,105 | 170,135 | 28,146 | 225,169 |
| Other Expenses | 9,029 | 49,558 | 93 | 9,981 |
| **TOTAL NON-OPERATING EXPENSES** | 32,134 | 219,693 | 28,239 | 235,150 |
| INCOME BEFORE CONTRIBUTIONS | 14,462 | 269,608 | 7,116 | 766,229 |
| CAPITAL CONTRIBUTIONS | 45,940 | 1,420,986 | 926,958 | 4,983,535 |
| **CHANGE IN NET ASSETS** | $60,582 | $1,690,594 | $834,074 | $5,749,764 |

Note: Contribution in Aid of Construction (CIAC) includes cash contribution and a dollar valuation of non-cash contributed capital assets.
<table>
<thead>
<tr>
<th>Line No</th>
<th>Description</th>
<th>Fund 60</th>
<th>Fund 61</th>
<th>Fund 62</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Unrestricted</td>
<td>Restricted R&amp;R</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>1</td>
<td>Balance Per Balance Sheet 5/1/2020</td>
<td>$10,765,198.70</td>
<td>$14,515,199.05</td>
<td>$3,191,939.53</td>
</tr>
<tr>
<td>2</td>
<td>Monthly Transfer From Operations</td>
<td>268,679.41</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Connection Fees</td>
<td>0.00</td>
<td>72,740.00</td>
<td>2,485.65</td>
</tr>
<tr>
<td>4</td>
<td>Extensions</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>Water Meter Set Fees</td>
<td>5,720.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6</td>
<td>Fire Detector/Hydrant/General</td>
<td>5,870.38</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7</td>
<td>General Electric/URD Conversions</td>
<td>9,059.32</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>8</td>
<td>Renewable Energy Contributions</td>
<td>18.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>9</td>
<td>Journal Entries</td>
<td>57,383.10</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>10</td>
<td>Interest (Investment)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11</td>
<td>Transfer Between Funds</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>12</td>
<td>Adjust Differences</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>13</td>
<td>Inventory Issued</td>
<td>(219,446.73)</td>
<td>0.00</td>
<td>(3,180.37)</td>
</tr>
<tr>
<td>14</td>
<td>Capitalized Labor</td>
<td>(83,237.98)</td>
<td>0.00</td>
<td>(1,996.14)</td>
</tr>
<tr>
<td>15</td>
<td>Capitalized Fringes</td>
<td>(34,960.08)</td>
<td>0.00</td>
<td>(838.38)</td>
</tr>
<tr>
<td>16</td>
<td>Checks Issued</td>
<td>(327,917.67)</td>
<td>0.00</td>
<td>(4,932.65)</td>
</tr>
<tr>
<td>17</td>
<td>Account Payable</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>18</td>
<td>Journal Entries (Investment Premium)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>19</td>
<td>Balance Per Balance Sheet 5/31/2020</td>
<td>$10,446,366.45</td>
<td>$14,587,939.05</td>
<td>$3,183,477.64</td>
</tr>
<tr>
<td>20</td>
<td>Committed Funds</td>
<td>($8,299,712.03)</td>
<td>$284,265.76</td>
<td>($1,455,090.40)</td>
</tr>
<tr>
<td>21</td>
<td>Accruals/Encumbrances</td>
<td>45,059.73</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>22</td>
<td>Total Committed Or Encumbered</td>
<td>($8,254,652.30)</td>
<td>$284,265.76</td>
<td>($1,455,090.40)</td>
</tr>
<tr>
<td>23</td>
<td>Unallocated Balance</td>
<td>$18,701,018.75</td>
<td>$14,303,673.29</td>
<td>$4,638,568.04</td>
</tr>
</tbody>
</table>
Utilities Commission,  
City of New Smyrna Beach, Florida  
Capital Improvements Project Activity  
5/31/2020  
($ Thousands)

<table>
<thead>
<tr>
<th>Prior Years Administrative/IT/Central Services</th>
<th>PRIOR YEARS THRU 09/30/2019</th>
<th>YE BDG</th>
<th>YE FCST</th>
<th>VARI</th>
<th>MO. BDG</th>
<th>MO. ACTL</th>
<th>VARI</th>
<th>YTD BDG</th>
<th>YTD ACTL</th>
<th>VARI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Years Electric</td>
<td>1,045</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prior Years Water</td>
<td>2,405</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prior Years Wastewater</td>
<td>1,493</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total - Prior Years</strong></td>
<td><strong>$5,402</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer to Plant in Service</td>
<td>$1,380</td>
<td>$115</td>
<td>$1,733</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Administrative/IT/Central Services

<table>
<thead>
<tr>
<th>Annual Projects</th>
<th>2,367</th>
<th>2,440</th>
<th>(73)</th>
<th>575</th>
<th>28</th>
<th>547</th>
<th>1,612</th>
<th>322</th>
<th>1,290</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Projects</td>
<td>415</td>
<td>2,488</td>
<td>2,436</td>
<td>52</td>
<td>252</td>
<td>41</td>
<td>211</td>
<td>1,456</td>
<td>519</td>
<td>937</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$415</strong></td>
<td><strong>$4,823</strong></td>
<td><strong>$4,876</strong></td>
<td><strong>($21)</strong></td>
<td><strong>$627</strong></td>
<td><strong>$69</strong></td>
<td><strong>$758</strong></td>
<td><strong>$3,068</strong></td>
<td><strong>$841</strong></td>
<td><strong>$2,227</strong></td>
</tr>
</tbody>
</table>

### Electric

<table>
<thead>
<tr>
<th>Annual Projects</th>
<th>3,505</th>
<th>3,505</th>
<th>-</th>
<th>180</th>
<th>158</th>
<th>22</th>
<th>1,711</th>
<th>1,778</th>
<th>(70)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Projects</td>
<td>2,804</td>
<td>8,129</td>
<td>8,129</td>
<td>557</td>
<td>108</td>
<td>470</td>
<td>6,587</td>
<td>3,034</td>
<td>3,551</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$2,804</strong></td>
<td><strong>$11,634</strong></td>
<td><strong>$11,534</strong></td>
<td><strong>$8</strong></td>
<td><strong>$727</strong></td>
<td><strong>$266</strong></td>
<td><strong>$491</strong></td>
<td><strong>$8,297</strong></td>
<td><strong>$4,512</strong></td>
<td><strong>$3,481</strong></td>
</tr>
</tbody>
</table>

### Water

<table>
<thead>
<tr>
<th>Annual Projects</th>
<th>1,062</th>
<th>1,062</th>
<th>-</th>
<th>92</th>
<th>33</th>
<th>58</th>
<th>356</th>
<th>597</th>
<th>(241)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Projects</td>
<td>434</td>
<td>1,299</td>
<td>1,299</td>
<td>92</td>
<td>33</td>
<td>58</td>
<td>984</td>
<td>71</td>
<td>915</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$434</strong></td>
<td><strong>$2,561</strong></td>
<td><strong>$2,561</strong></td>
<td><strong>$8</strong></td>
<td><strong>$92</strong></td>
<td><strong>$151</strong></td>
<td><strong>$600</strong></td>
<td><strong>$1,340</strong></td>
<td><strong>$667</strong></td>
<td><strong>$674</strong></td>
</tr>
</tbody>
</table>

### Wastewater

<table>
<thead>
<tr>
<th>Annual Projects</th>
<th>1,306</th>
<th>5,439</th>
<th>5,464</th>
<th>15</th>
<th>23</th>
<th>(8)</th>
<th>227</th>
<th>130</th>
<th>87</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Projects</td>
<td>1,306</td>
<td>5,439</td>
<td>5,464</td>
<td>15</td>
<td>23</td>
<td>(8)</td>
<td>227</td>
<td>130</td>
<td>87</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$1,306</strong></td>
<td><strong>$6,031</strong></td>
<td><strong>$6,036</strong></td>
<td><strong>($25)</strong></td>
<td><strong>$709</strong></td>
<td><strong>$197</strong></td>
<td><strong>$312</strong></td>
<td><strong>$3,541</strong></td>
<td><strong>$1,729</strong></td>
<td><strong>$1,802</strong></td>
</tr>
</tbody>
</table>

FY 2020 CIP Budget (less Infrastructure)  
$19,922  $19,968  ($46)  $1,993  $672  $1,342  $12,003  $6,624  $5,367

| Transferred to Plant in Service             | $0    | $23   | $48   | ($25) | $0    | $23    |      |         |          |      |
Utilities Commission  
Statement of Cash Flows  
For the 8 Months Ended  
May 31, 2020

<table>
<thead>
<tr>
<th>Cash Flow from Operating Activities (Direct Method)</th>
<th>Month</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Collected from Revenues</td>
<td>$4,494,994</td>
<td>$40,630,106</td>
</tr>
<tr>
<td>Cash Payments for Expenses</td>
<td>($4,128,635)</td>
<td>($33,139,851)</td>
</tr>
<tr>
<td>Interest &amp; Other Non-Operating Expenses</td>
<td>($54,887)</td>
<td>($557,548)</td>
</tr>
<tr>
<td>Non-Operating Income</td>
<td>$56,626</td>
<td>$716,897</td>
</tr>
<tr>
<td>Capital Contributions</td>
<td>$187,457</td>
<td>$3,093,968</td>
</tr>
<tr>
<td></td>
<td>$555,555</td>
<td>$10,743,572</td>
</tr>
</tbody>
</table>

Cash Flow from Investing Activities

<table>
<thead>
<tr>
<th></th>
<th>Month</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition of Plant, Property &amp; Equipment</td>
<td>($768,405)</td>
<td>($7,044,553)</td>
</tr>
<tr>
<td>Property Disposals</td>
<td>$0</td>
<td>($1,125,230)</td>
</tr>
<tr>
<td>Restricted Fund Liabilities</td>
<td>$39,276</td>
<td>($1,533,140)</td>
</tr>
<tr>
<td>Other NonCurrent Liabilities</td>
<td>$3,607</td>
<td>$28,856</td>
</tr>
</tbody>
</table>

Cash Flow from Financing Activities

<table>
<thead>
<tr>
<th></th>
<th>Month</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment of Revenue Certificates</td>
<td>$0</td>
<td>($5,520,000)</td>
</tr>
<tr>
<td>Issuance of Revenue Certificates</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Payment of Revolving Loans</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Deferred Assets</td>
<td>$57,383</td>
<td>$57,383</td>
</tr>
</tbody>
</table>

Net Increase (Decrease) in Cash

<table>
<thead>
<tr>
<th></th>
<th>Month</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>($112,584)</td>
<td>($4,393,112)</td>
</tr>
</tbody>
</table>

Cash Balance Beginning of Period

<table>
<thead>
<tr>
<th></th>
<th>Month</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$38,328,137</td>
<td></td>
<td>$42,608,666</td>
</tr>
</tbody>
</table>

Cash Balance May 31, 2020

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$38,215,553</td>
<td></td>
<td>$38,215,553</td>
</tr>
<tr>
<td></td>
<td>3. Water Revenues</td>
<td>8,736,882</td>
</tr>
<tr>
<td></td>
<td>4. Reclaimed Water</td>
<td>10,117,285</td>
</tr>
<tr>
<td></td>
<td>5. Total Revenues</td>
<td>66,643,738</td>
</tr>
<tr>
<td>6. Other Revenue Sources:</td>
<td>8. R &amp; R Contribution</td>
<td>3,816,950</td>
</tr>
<tr>
<td></td>
<td>9. Infrastructure Contribution</td>
<td>225,000</td>
</tr>
<tr>
<td></td>
<td>11. Total Other Sources</td>
<td>3,841,950</td>
</tr>
<tr>
<td></td>
<td>15. Electric Operations</td>
<td>10,326,000</td>
</tr>
<tr>
<td></td>
<td>16. Water Operations</td>
<td>4,472,100</td>
</tr>
<tr>
<td></td>
<td>17. Reclaimed Operations</td>
<td>3,478,700</td>
</tr>
<tr>
<td></td>
<td>18. Administration/Supplemental Benefits</td>
<td>3,272,451</td>
</tr>
<tr>
<td></td>
<td>19. Central Services/HR</td>
<td>7,025,700</td>
</tr>
<tr>
<td></td>
<td>20. Engineering</td>
<td>1,771,100</td>
</tr>
<tr>
<td></td>
<td>23. Balance</td>
<td>15,602,417</td>
</tr>
<tr>
<td>24. To Sinking Fund:</td>
<td>25. 2009 Certificate</td>
<td>1,991,390</td>
</tr>
<tr>
<td></td>
<td>27. 2013A Certificate</td>
<td>1,231,299</td>
</tr>
<tr>
<td></td>
<td>28. 2013B Certificate</td>
<td>905,452</td>
</tr>
<tr>
<td></td>
<td>29. Total Debt Service</td>
<td>4,128,141</td>
</tr>
<tr>
<td>30. Balance</td>
<td>11,474,276</td>
<td>(7,783)</td>
</tr>
<tr>
<td>32. Transfer to R &amp; R - Contribution</td>
<td>3,224,152</td>
<td>266,679</td>
</tr>
<tr>
<td>33. Transfer to R &amp; R - Restricted Contribution</td>
<td>1,231,299</td>
<td>102,904</td>
</tr>
<tr>
<td></td>
<td>34. Additional Required</td>
<td>3,895,629</td>
</tr>
<tr>
<td></td>
<td>35. Contributed Capital &amp; Easement</td>
<td>150,000</td>
</tr>
<tr>
<td></td>
<td>37. Transfer to Infrastructure - Contribution</td>
<td>225,000</td>
</tr>
<tr>
<td></td>
<td>38. Total to Capital Improvement</td>
<td>7,494,681</td>
</tr>
<tr>
<td>40. Transfer to City</td>
<td>3,979,595</td>
<td>303,051</td>
</tr>
<tr>
<td></td>
<td>41. Balance</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: Contribution in Aid of Construction (CIAC) includes a dollar valuation of non-cash contributed capital assets.
UTILITIES COMMISSION  
CITY OF NEW SMYRNA BEACH, FLORIDA  
FORECAST REPORT  
For the Eight Months Ending May 31, 2020  
ELECTRIC SYSTEM

<table>
<thead>
<tr>
<th></th>
<th>1. TOTAL BUDGET</th>
<th>2. BUDGET</th>
<th>3. ACTUAL</th>
<th>4. BUDGET FISCAL YEAR-TO-DATE</th>
<th>5. ACTUAL FISCAL YEAR-TO-DATE</th>
<th>6. FAVORABLE (UNFAVORABLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Direct Sales:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Metered Billings</td>
<td>$36,089,123</td>
<td>$2,659,963</td>
<td>$2,035,787</td>
<td>$21,836,564</td>
<td>$21,836,564</td>
<td>$29,730</td>
</tr>
<tr>
<td>4. Load Management Credits</td>
<td>(197,965)</td>
<td>(13,070)</td>
<td>(14,516)</td>
<td>(117,775)</td>
<td>(120,424)</td>
<td>($2,648)</td>
</tr>
<tr>
<td>5. Energy Cost Adjustments</td>
<td>9,905,671</td>
<td>729,500</td>
<td>395</td>
<td>5,099,029</td>
<td>5,220,672</td>
<td>($762,952)</td>
</tr>
<tr>
<td>6. (Over) Under Recovery of Fuel Costs</td>
<td>750,000</td>
<td>53,409</td>
<td>472,433</td>
<td>446,877</td>
<td>2,386,841</td>
<td>($2,810,718)</td>
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<tr>
<td>8. Non Operating Revenue</td>
<td>430,762</td>
<td>35,897</td>
<td>26,817</td>
<td>287,175</td>
<td>332,186</td>
<td>$45,010</td>
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<td>10. Other Revenue Sources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. R &amp; R Contributions</td>
<td>903,950</td>
<td>75,330</td>
<td>103,127</td>
<td>602,633</td>
<td>418,223</td>
<td>($186,410)</td>
</tr>
<tr>
<td>12. Infrastructure Contribution</td>
<td>75,000</td>
<td>6,250</td>
<td>0</td>
<td>50,000</td>
<td>0</td>
<td>$50,000</td>
</tr>
<tr>
<td>13. Total Other Sources</td>
<td>978,950</td>
<td>81,580</td>
<td>103,127</td>
<td>652,633</td>
<td>418,223</td>
<td>($336,410)</td>
</tr>
<tr>
<td>15. Operation &amp; Maintenance Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>16. Direct Cost Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Purchased Power</td>
<td>21,317,970</td>
<td>1,807,218</td>
<td>1,521,660</td>
<td>14,192,319</td>
<td>11,064,209</td>
<td>$3,128,110</td>
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<tr>
<td>18. Electric Operations</td>
<td>10,928,000</td>
<td>1,043,978</td>
<td>801,048</td>
<td>7,198,674</td>
<td>6,416,815</td>
<td>$782,759</td>
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<tr>
<td>19. Indirect Cost Centers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Information Technology</td>
<td>1,410,685</td>
<td>129,446</td>
<td>66,563</td>
<td>932,848</td>
<td>596,211</td>
<td>$336,637</td>
</tr>
<tr>
<td>21. Human Resources</td>
<td>2,513,760</td>
<td>250,705</td>
<td>206,743</td>
<td>1,649,449</td>
<td>1,711,364</td>
<td>($61,915)</td>
</tr>
<tr>
<td>22. Central Services</td>
<td>681,113</td>
<td>65,725</td>
<td>44,900</td>
<td>448,337</td>
<td>356,237</td>
<td>$92,100</td>
</tr>
<tr>
<td>23. Engineering</td>
<td>771,160</td>
<td>81,685</td>
<td>48,576</td>
<td>502,957</td>
<td>530,786</td>
<td>($27,829)</td>
</tr>
<tr>
<td>25. Total O&amp;M Expenses</td>
<td>39,600,720</td>
<td>3,588,333</td>
<td>2,831,904</td>
<td>26,215,992</td>
<td>21,657,619</td>
<td>$4,558,373</td>
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<tr>
<td>27. To Sinking Fund:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. 2009 Certificates</td>
<td>1,008,638</td>
<td>84,070</td>
<td>84,456</td>
<td>672,859</td>
<td>672,944</td>
<td>($50,076)</td>
</tr>
<tr>
<td>29. Total Debt Service</td>
<td>1,008,638</td>
<td>84,070</td>
<td>84,456</td>
<td>672,859</td>
<td>672,944</td>
<td>($50,076)</td>
</tr>
<tr>
<td>30. Balance</td>
<td>8,158,952</td>
<td>(58,490)</td>
<td>340,957</td>
<td>2,747,070</td>
<td>3,395,252</td>
<td>$648,182</td>
</tr>
<tr>
<td>31. Transfer to R &amp; R - Contribution</td>
<td>1,833,622</td>
<td>152,802</td>
<td>152,802</td>
<td>1,222,415</td>
<td>1,222,415</td>
<td>$0</td>
</tr>
<tr>
<td>32. Additional Required</td>
<td>3,330,303</td>
<td>277,525</td>
<td>0</td>
<td>2,220,202</td>
<td>0</td>
<td>$2,220,202</td>
</tr>
<tr>
<td>33. Contributed Capital &amp; Easement</td>
<td>6,000</td>
<td>4,167</td>
<td>94,050</td>
<td>33,333</td>
<td>131,022</td>
<td>($97,689)</td>
</tr>
<tr>
<td>34. Transfer to Infrastructure - Contribution</td>
<td>75,000</td>
<td>6,250</td>
<td>0</td>
<td>30,000</td>
<td>0</td>
<td>$50,000</td>
</tr>
<tr>
<td>35. Total to Capital Improvement</td>
<td>5,288,925</td>
<td>440,744</td>
<td>246,852</td>
<td>3,525,950</td>
<td>1,353,437</td>
<td>$2,172,513</td>
</tr>
<tr>
<td>36. Balance</td>
<td>2,870,027</td>
<td>(499,234)</td>
<td>94,105</td>
<td>(778,880)</td>
<td>2,041,815</td>
<td>$2,820,695</td>
</tr>
<tr>
<td>37. Transfer to City</td>
<td>2,870,027</td>
<td>204,381</td>
<td>159,300</td>
<td>1,710,066</td>
<td>1,634,793</td>
<td>$75,273</td>
</tr>
<tr>
<td>38. Balance</td>
<td>0</td>
<td>(703,615)</td>
<td>(65,195)</td>
<td>(2,488,946)</td>
<td>407,022</td>
<td>$2,895,968</td>
</tr>
</tbody>
</table>

Note: Contribution in Aid of Construction (CIAC) includes a dollar valuation of non-cash contributed capital assets.
## UTILITIES COMMISSION
### CITY OF NEW SMYRNA BEACH, FLORIDA
### FORECAST REPORT
For the Eight Months Ending May 31, 2020
WATER SYSTEM

### 1. Revenues:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Budget May 19</th>
<th>Actual May 19</th>
<th>Budget Fiscal Year-to-Date</th>
<th>Actual Fiscal Year-to-Date</th>
<th>Favorable (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metered Billings</td>
<td>$8,223,289</td>
<td>$740,096</td>
<td>$671,699</td>
<td>$5,452,040</td>
<td>($182,894)</td>
</tr>
<tr>
<td>Hydrant Rental</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Misc Operating Revenue</td>
<td>265,286</td>
<td>21,274</td>
<td>14,380</td>
<td>170,190</td>
<td>135,296 ($34,894)</td>
</tr>
<tr>
<td>Non-Operating Revenue</td>
<td>268,309</td>
<td>21,526</td>
<td>2,286</td>
<td>172,206</td>
<td>117,436 ($54,770)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>8,736,883</strong></td>
<td><strong>782,896</strong></td>
<td><strong>688,365</strong></td>
<td><strong>5,794,436</strong></td>
<td><strong>($239,528)</strong></td>
</tr>
</tbody>
</table>

### 2. Other Revenue Sources:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget Fiscal Year-to-Date</th>
<th>Actual Fiscal Year-to-Date</th>
<th>Favorable (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R &amp; R Contribution</td>
<td>1,380,000</td>
<td>115,000</td>
<td>38,390</td>
<td>920,000</td>
<td>1,256,759 ($336,759)</td>
</tr>
<tr>
<td>Infrastructure Contribution</td>
<td>75,000</td>
<td>8,250</td>
<td>0</td>
<td>50,000</td>
<td>0 ($50,000)</td>
</tr>
<tr>
<td><strong>Total Other Sources</strong></td>
<td><strong>1,455,000</strong></td>
<td><strong>123,250</strong></td>
<td><strong>38,390</strong></td>
<td><strong>970,000</strong></td>
<td><strong>1,256,759</strong> ($286,759)</td>
</tr>
</tbody>
</table>

### 3. Balance:

<table>
<thead>
<tr>
<th>Assistance</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget Fiscal Year-to-Date</th>
<th>Actual Fiscal Year-to-Date</th>
<th>Favorable (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R &amp; R Contribution</td>
<td>623,869</td>
<td>51,989</td>
<td>51,989</td>
<td>415,913</td>
<td>415,913</td>
</tr>
<tr>
<td>Transfer to R &amp; R - Restricted Contribution</td>
<td>0</td>
<td>0</td>
<td>26,800</td>
<td>0</td>
<td>0 ($26,800)</td>
</tr>
<tr>
<td>Additional Required</td>
<td>(135,870)</td>
<td>(11,323)</td>
<td>0</td>
<td>(90,580)</td>
<td>(90,580)</td>
</tr>
<tr>
<td>Contributed Capital &amp; Easement</td>
<td>50,000</td>
<td>4,167</td>
<td>0</td>
<td>33,333</td>
<td>334,824 ($301,491)</td>
</tr>
<tr>
<td>Transfer to Infrastructure - Contribution</td>
<td>75,000</td>
<td>6,250</td>
<td>0</td>
<td>50,000</td>
<td>0 ($50,000)</td>
</tr>
<tr>
<td><strong>Total to Capital Improvement</strong></td>
<td><strong>612,999</strong></td>
<td><strong>51,083</strong></td>
<td><strong>78,789</strong></td>
<td><strong>408,666</strong></td>
<td><strong>1,364,392</strong> ($595,726)</td>
</tr>
</tbody>
</table>

### 4. Balance:

<table>
<thead>
<tr>
<th>Assistance</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget Fiscal Year-to-Date</th>
<th>Actual Fiscal Year-to-Date</th>
<th>Favorable (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R &amp; R Contribution</td>
<td>623,869</td>
<td>51,989</td>
<td>51,989</td>
<td>415,913</td>
<td>415,913</td>
</tr>
<tr>
<td>Transfer to R &amp; R - Restricted Contribution</td>
<td>0</td>
<td>0</td>
<td>26,800</td>
<td>0</td>
<td>0 ($26,800)</td>
</tr>
<tr>
<td>Additional Required</td>
<td>(135,870)</td>
<td>(11,323)</td>
<td>0</td>
<td>(90,580)</td>
<td>(90,580)</td>
</tr>
<tr>
<td>Contributed Capital &amp; Easement</td>
<td>50,000</td>
<td>4,167</td>
<td>0</td>
<td>33,333</td>
<td>334,824 ($301,491)</td>
</tr>
<tr>
<td>Transfer to Infrastructure - Contribution</td>
<td>75,000</td>
<td>6,250</td>
<td>0</td>
<td>50,000</td>
<td>0 ($50,000)</td>
</tr>
<tr>
<td><strong>Total to Capital Improvement</strong></td>
<td><strong>612,999</strong></td>
<td><strong>51,083</strong></td>
<td><strong>78,789</strong></td>
<td><strong>408,666</strong></td>
<td><strong>1,364,392</strong> ($595,726)</td>
</tr>
</tbody>
</table>

### 5. Transfer to Capital Improvement:

<table>
<thead>
<tr>
<th>Assistance</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget Fiscal Year-to-Date</th>
<th>Actual Fiscal Year-to-Date</th>
<th>Favorable (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R &amp; R Contribution</td>
<td>623,869</td>
<td>51,989</td>
<td>51,989</td>
<td>415,913</td>
<td>415,913</td>
</tr>
<tr>
<td>Transfer to R &amp; R - Restricted Contribution</td>
<td>0</td>
<td>0</td>
<td>26,800</td>
<td>0</td>
<td>0 ($26,800)</td>
</tr>
<tr>
<td>Additional Required</td>
<td>(135,870)</td>
<td>(11,323)</td>
<td>0</td>
<td>(90,580)</td>
<td>(90,580)</td>
</tr>
<tr>
<td>Contributed Capital &amp; Easement</td>
<td>50,000</td>
<td>4,167</td>
<td>0</td>
<td>33,333</td>
<td>334,824 ($301,491)</td>
</tr>
<tr>
<td>Transfer to Infrastructure - Contribution</td>
<td>75,000</td>
<td>6,250</td>
<td>0</td>
<td>50,000</td>
<td>0 ($50,000)</td>
</tr>
<tr>
<td><strong>Total to Capital Improvement</strong></td>
<td><strong>612,999</strong></td>
<td><strong>51,083</strong></td>
<td><strong>78,789</strong></td>
<td><strong>408,666</strong></td>
<td><strong>1,364,392</strong> ($595,726)</td>
</tr>
</tbody>
</table>

### Note:
Contribution in Aid of Construction (CIAC) includes a dollar valuation of non-cash contributed capital assets.
<table>
<thead>
<tr>
<th>1. Revenues:</th>
<th>2. TOTAL BUDGET</th>
<th>2. BUDGET May 19</th>
<th>3. ACTUAL May 19</th>
<th>4. BUDGET FISCAL YEAR-TO-DATE</th>
<th>5. ACTUAL FISCAL YEAR-TO-DATE</th>
<th>6. FAVORABLE (UNFAVORABLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>$9,900,701</td>
<td>$877,273</td>
<td>$849,647</td>
<td>$8,576,145</td>
<td>$8,617,272</td>
<td>$238,127</td>
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<tr>
<td>Misc. Operating Revenue</td>
<td>6,042</td>
<td>754</td>
<td>327</td>
<td>6,028</td>
<td>4,705</td>
<td>($1,325)</td>
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<tr>
<td>Non-Operating Revenue</td>
<td>207,541</td>
<td>17,296</td>
<td>7,120</td>
<td>338,381</td>
<td>102,476</td>
<td>($235,885)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>10,117,284</strong></td>
<td><strong>895,322</strong></td>
<td><strong>857,094</strong></td>
<td><strong>6,723,534</strong></td>
<td><strong>6,924,451</strong></td>
<td><strong>$200,917</strong></td>
</tr>
<tr>
<td>6. Other Revenue Sources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R &amp; R Contribution</td>
<td>1,333,000</td>
<td>111,083</td>
<td>45,940</td>
<td>888,887</td>
<td>1,420,988</td>
<td>$532,319</td>
</tr>
<tr>
<td>Infrastructure Contribution</td>
<td>75,000</td>
<td>6,250</td>
<td>0</td>
<td>50,000</td>
<td>0</td>
<td>($50,000)</td>
</tr>
<tr>
<td><strong>Total Other Sources</strong></td>
<td><strong>1,408,000</strong></td>
<td><strong>117,333</strong></td>
<td><strong>45,940</strong></td>
<td><strong>938,887</strong></td>
<td><strong>1,420,986</strong></td>
<td><strong>$482,319</strong></td>
</tr>
<tr>
<td>11. Balance</td>
<td>11,525,284</td>
<td>1,012,655</td>
<td>903,034</td>
<td>7,662,201</td>
<td>8,345,437</td>
<td>$683,236</td>
</tr>
<tr>
<td>12. Operation &amp; Maintenance Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Cost Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reclaimed Water Operations</td>
<td>3,478,700</td>
<td>381,360</td>
<td>258,644</td>
<td>2,280,694</td>
<td>2,129,571</td>
<td>$131,023</td>
</tr>
<tr>
<td>Indirect Cost Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
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<td>14,377</td>
<td>126,880</td>
<td>107,288</td>
<td>$22,592</td>
</tr>
<tr>
<td>Information Technology</td>
<td>508,772</td>
<td>46,686</td>
<td>23,934</td>
<td>335,437</td>
<td>214,655</td>
<td>$121,782</td>
</tr>
<tr>
<td>Human Resources</td>
<td>1,750,648</td>
<td>174,598</td>
<td>92,115</td>
<td>1,148,723</td>
<td>725,422</td>
<td>$423,301</td>
</tr>
<tr>
<td>Central Services</td>
<td>373,902</td>
<td>37,930</td>
<td>32,657</td>
<td>244,656</td>
<td>236,036</td>
<td>$6,620</td>
</tr>
<tr>
<td>Engineering</td>
<td>552,771</td>
<td>58,995</td>
<td>36,492</td>
<td>359,891</td>
<td>385,977</td>
<td>($26,080)</td>
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<tr>
<td>Finance/Service/Management</td>
<td>573,389</td>
<td>61,340</td>
<td>34,660</td>
<td>373,883</td>
<td>350,484</td>
<td>$22,399</td>
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<tr>
<td>20. Total O&amp;M Expenses</td>
<td>7,435,723</td>
<td>780,705</td>
<td>501,849</td>
<td>4,854,070</td>
<td>4,151,401</td>
<td>$702,669</td>
</tr>
<tr>
<td>21. Balance</td>
<td>4,089,561</td>
<td>231,950</td>
<td>401,185</td>
<td>2,808,131</td>
<td>4,194,036</td>
<td>$1,385,905</td>
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<tr>
<td>22. To Sinking Fund:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2009 Certificates</td>
<td>670,103</td>
<td>59,842</td>
<td>55,088</td>
<td>446,735</td>
<td>446,991</td>
<td>($258)</td>
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<tr>
<td>2013A Certificates</td>
<td>1,231,299</td>
<td>102,930</td>
<td>104,493</td>
<td>820,893</td>
<td>822,710</td>
<td>($1,844)</td>
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<tr>
<td>25. Total Debt Service</td>
<td>1,941,402</td>
<td>156,450</td>
<td>166,551</td>
<td>1,267,601</td>
<td>1,269,701</td>
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<tr>
<td>26. Balance</td>
<td>2,188,159</td>
<td>73,500</td>
<td>240,634</td>
<td>1,540,530</td>
<td>2,924,355</td>
<td>$1,383,805</td>
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<tr>
<td>28. Transfer to R &amp; R - Contribution</td>
<td>796,692</td>
<td>63,889</td>
<td>63,889</td>
<td>511,108</td>
<td>511,108</td>
<td>$0</td>
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<tr>
<td>29. Transfer to R &amp; R - Restricted Contribution</td>
<td>0</td>
<td>0</td>
<td>45,940</td>
<td>0</td>
<td>899,152</td>
<td>($899,152)</td>
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<tr>
<td>30. Additional Required</td>
<td>701,095</td>
<td>58,425</td>
<td>0</td>
<td>467,397</td>
<td>0</td>
<td>$467,397</td>
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<tr>
<td>31. Contributed Capital &amp; Easement</td>
<td>50,000</td>
<td>4,167</td>
<td>0</td>
<td>38,333</td>
<td>0</td>
<td>($400)</td>
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<tr>
<td>33. Transfer to Infrastructure - Contribution</td>
<td>75,000</td>
<td>6,250</td>
<td>0</td>
<td>50,000</td>
<td>0</td>
<td>$50,000</td>
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<tr>
<td>34. Total to Capital Improvement</td>
<td>1,592,757</td>
<td>132,713</td>
<td>109,829</td>
<td>1,061,838</td>
<td>1,919,750</td>
<td>$857,912</td>
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<tr>
<td>35. Balance</td>
<td>595,402</td>
<td>(59,231)</td>
<td>130,805</td>
<td>478,692</td>
<td>1,064,585</td>
<td>$525,893</td>
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<tr>
<td>36. Transfer to City</td>
<td>596,402</td>
<td>52,395</td>
<td>50,973</td>
<td>399,538</td>
<td>408,964</td>
<td>($12,426)</td>
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<tr>
<td>37. Balance</td>
<td>0</td>
<td>(111,626)</td>
<td>79,832</td>
<td>82,154</td>
<td>595,621</td>
<td>$513,467</td>
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</table>

Note: Contribution in Aid of Construction (CIAC) includes a dollar valuation of non-cash contributed capital assets.
<table>
<thead>
<tr>
<th>Department</th>
<th>Total Budget</th>
<th>Month Budget</th>
<th>Month Actual</th>
<th>Year-to-Date Budget</th>
<th>Year-to-Date Actual</th>
<th>Variance</th>
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<tbody>
<tr>
<td>Administration</td>
<td>$3,272,451</td>
<td>$311,118</td>
<td>$166,869</td>
<td>$2,157,049</td>
<td>$1,553,484</td>
<td>$603,565</td>
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<td>Central Services/HR</td>
<td>7,025,700</td>
<td>699,068</td>
<td>501,102</td>
<td>4,611,100</td>
<td>3,986,473</td>
<td>624,627</td>
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<tr>
<td>Electric Operations</td>
<td>32,243,970</td>
<td>2,851,196</td>
<td>2,322,708</td>
<td>21,390,893</td>
<td>17,480,024</td>
<td>3,910,869</td>
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<td>Water &amp; Reclaimed Water</td>
<td>7,950,800</td>
<td>866,333</td>
<td>517,364</td>
<td>5,170,123</td>
<td>4,329,477</td>
<td>840,646</td>
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<tr>
<td>Engineering</td>
<td>1,771,100</td>
<td>187,710</td>
<td>116,011</td>
<td>1,155,057</td>
<td>1,252,051</td>
<td>(96,994)</td>
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<tr>
<td>Finance/Customer Service/Materials Management</td>
<td>2,619,250</td>
<td>279,059</td>
<td>203,243</td>
<td>1,707,262</td>
<td>1,357,320</td>
<td>349,942</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td><strong>$54,883,271</strong></td>
<td><strong>$5,194,484</strong></td>
<td><strong>$3,827,297</strong></td>
<td><strong>$36,191,484</strong></td>
<td><strong>$29,958,829</strong></td>
<td><strong>$6,232,655</strong></td>
</tr>
</tbody>
</table>
### AGENDA ITEM 4-d

| ☑ | CONSENT ITEM | FOR MEETING OF: | June 22, 2020 |
| ☐ | NEW BUSINESS | FROM: | Director of Finance/CFO |
| ☐ | OLD BUSINESS | SIGNATURE: | Efren Chavez |
| ☑ | General Manager's Report | EXHIBITS: | May 2020 Scorecard and Metrics |

**SUBJECT:** Balanced Scorecard and Enterprise Metrics - May 2020

**SUMMARY:**

Submission of the Balanced Scorecard and Enterprise Metrics for May 2020.

**RECOMMENDED ACTION:**

Detailed monthly performance measurement reporting - no action required.

**GM/CEO** Joseph Bunch

**NOTE:** ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER'S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.
### SAFETY & RISK

| Metric                          | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | YTD RATE | TARGET |
|---------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|--------|
| OSHA Incident                   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0.84     | Y < 2.5 |
| OSHA Severity Rate              | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0.09     | Y < 7.0 |
| Preventable Motor Vehicle Accidents | 0   | 0   | 1   | 0   | 0   | 2   | 0   | 0   | 0   | 9.98 | Y < 0.030 |
| Third Party Claims              | 0   | 0   | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 0.007 | Y MONITOR |

### ELECTRIC

#### Electric Reliability

<table>
<thead>
<tr>
<th>Metric</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>YTD RATE</th>
<th>TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAIDI</td>
<td>243.67</td>
<td>127.92</td>
<td>108.11</td>
<td>85.91</td>
<td>76.03</td>
<td>66.17</td>
<td>61.80</td>
<td>72.91</td>
<td>72.91</td>
<td>A &lt; 100.47</td>
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</tr>
<tr>
<td>SAIFI</td>
<td>0.45</td>
<td>0.01</td>
<td>0.24</td>
<td>0.01</td>
<td>0.06</td>
<td>0.02</td>
<td>0.09</td>
<td>0.19</td>
<td>1.61</td>
<td>A &lt; 1.41</td>
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</tr>
<tr>
<td>CAIDI</td>
<td>45.14</td>
<td>46.53</td>
<td>38.74</td>
<td>40.18</td>
<td>40.56</td>
<td>41.62</td>
<td>40.60</td>
<td>45.21</td>
<td>45.21</td>
<td>Y &lt; 73.99</td>
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### WATER RESOURCES

#### Water Resources Reliability

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<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>YTD RATE</th>
<th>TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>WR Major Breaks/100 Miles</td>
<td>0.00</td>
<td>0.00</td>
<td>1.00</td>
<td>2.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.28</td>
<td>Y &lt; 4.00</td>
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<tr>
<td>WR Break Repair Time (hr/100 miles)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.86</td>
<td>1.04</td>
<td>0.23</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2.14</td>
<td>Y &lt; 8.00</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>WW Major Breaks/100 Miles</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Y &lt; 1.91</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>WW Break Repair Time (hr/100 miles)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Y &lt; 0.40</td>
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### CUSTOMER SERVICE

#### Customer Service

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<tr>
<th>Metric</th>
<th>OCT</th>
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<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>YTD RATE</th>
<th>TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service Level</td>
<td>83.3%</td>
<td>80.3%</td>
<td>74.9%</td>
<td>85.3%</td>
<td>87.8%</td>
<td>97.4%</td>
<td>97.0%</td>
<td>98.4%</td>
<td>Y &gt; 85.0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abandoned Call Rate</td>
<td>5.8%</td>
<td>5.8%</td>
<td>7.7%</td>
<td>5.9%</td>
<td>2.4%</td>
<td>0.5%</td>
<td>0.7%</td>
<td>0.9%</td>
<td>3.77</td>
<td>Y &lt; 7.0%</td>
<td></td>
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</tr>
<tr>
<td>Average Speed to Answer</td>
<td>121</td>
<td>139</td>
<td>177</td>
<td>108</td>
<td>73</td>
<td>24</td>
<td>27</td>
<td>86</td>
<td>Y &lt; 106</td>
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</table>

#### Billing & Collections

<table>
<thead>
<tr>
<th>Metric</th>
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<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>YTD RATE</th>
<th>TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Meters Read - EL</td>
<td>99.90%</td>
<td>99.90%</td>
<td>99.92%</td>
<td>99.92%</td>
<td>99.93%</td>
<td>99.93%</td>
<td>99.93%</td>
<td>99.93%</td>
<td>99.93%</td>
<td>Y &gt; 99.9%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent of Meters Read - WR</td>
<td>98.58%</td>
<td>98.72%</td>
<td>98.96%</td>
<td>99.14%</td>
<td>99.15%</td>
<td>98.88%</td>
<td>98.88%</td>
<td>98.88%</td>
<td>98.88%</td>
<td>Y &gt; 98.5%</td>
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</tr>
<tr>
<td>Percent of Re-reads - combined</td>
<td>0.66%</td>
<td>0.64%</td>
<td>0.51%</td>
<td>0.49%</td>
<td>0.41%</td>
<td>0.44%</td>
<td>0.53%</td>
<td>0.52%</td>
<td>0.54%</td>
<td>Y &lt; 0.75%</td>
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<tr>
<td>Estimated Bills</td>
<td>0.15%</td>
<td>0.15%</td>
<td>0.09%</td>
<td>0.16%</td>
<td>0.19%</td>
<td>0.10%</td>
<td>0.10%</td>
<td>0.15%</td>
<td>0.13%</td>
<td>Y &lt; 0.25%</td>
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<tr>
<td>Uncollectible Rev. as % of Billed Rev.</td>
<td>0.17%</td>
<td>0.15%</td>
<td>0.13%</td>
<td>0.09%</td>
<td>0.16%</td>
<td>0.19%</td>
<td>0.10%</td>
<td>0.10%</td>
<td>0.15%</td>
<td>Y &lt; 0.25%</td>
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### ORGANIZATIONAL CAPACITY

#### Materials Management

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<th>JAN</th>
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<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>YTD RATE</th>
<th>TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avg. # of day to issue PO &lt;$75,000</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>Y &lt; 8</td>
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<tr>
<td>Avg. # of day to issue PO &gt;$75,000</td>
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<td>6</td>
<td>5</td>
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<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>Y &lt; 20</td>
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### Human Resources

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<th>SEP</th>
<th>YTD RATE</th>
<th>TARGET</th>
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#### Information Technology

<table>
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<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>YTD RATE</th>
<th>TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cybersecurity Training - Participation</td>
<td>100.00%</td>
<td>81.00%</td>
<td>85.00%</td>
<td>94.00%</td>
<td>95.00%</td>
<td>74.00%</td>
<td>84.00%</td>
<td>82.00%</td>
<td>87.25%</td>
<td>Y &gt; 80%</td>
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<tr>
<td>Help Desk Ticket Resolution Rate</td>
<td>94.94%</td>
<td>94.42%</td>
<td>95.56%</td>
<td>93.67%</td>
<td>97.97%</td>
<td>95.33%</td>
<td>95.72%</td>
<td>95.56%</td>
<td>Y &gt; 90%</td>
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</table>
### Utilities Commission, City of New Smyrna Beach
#### Balanced Scorecard FY 2019

**Perspective**

<table>
<thead>
<tr>
<th>Safety &amp; Risk</th>
<th>Elec.</th>
<th>Water Resources</th>
<th>Customer Service</th>
<th>Organizational Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHA Incident</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>OSHA Severity Rate</td>
<td>-</td>
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<tr>
<td>Preventable Motor Vehicle Accidents</td>
<td>-</td>
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<tr>
<td>Third Party Claims</td>
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<tr>
<td><strong>Electric</strong></td>
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<tr>
<td>Electric Reliability</td>
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<tr>
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<td>1.41</td>
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<td><strong>Financial</strong></td>
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<td>EL O&amp;M Cost/Customer</td>
<td>$&lt;582</td>
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<td>EL Avg Capital Cost/Customer</td>
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<td><strong>Water Resources</strong></td>
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<td>Water Resources Reliability</td>
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<tr>
<td>Real Water Loss (gal/connection/day)</td>
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<td>Apparent Water Loss (gal/connection/day)</td>
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<td>WR Major Breaks/100 Miles</td>
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<tr>
<td>WR Break Repair Time (hr/mile)</td>
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<td>WW Major Breaks/100 Miles</td>
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<td>WW Break Repair Time (hr/mile)</td>
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<td>Financial</td>
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<tr>
<td>WR O&amp;M Cost/Customer</td>
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<td><strong>Customer Service</strong></td>
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<td>Customer Service Level</td>
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<td>Abandoned Call Rate</td>
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<td>Average Speed to Answer</td>
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<td>Billing &amp; Collections</td>
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<tr>
<td>Percent of Meters Read - EL</td>
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<tr>
<td>Percent of Meters Read - WR</td>
<td>-</td>
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<tr>
<td>Percent of Re-reads - combined</td>
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<tr>
<td>Estimated Bills</td>
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<td>Uncollectible Rev. as % of Billed Rev.</td>
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<td><strong>Organizational Capacity</strong></td>
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<td>Materials Management</td>
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<tr>
<td>Avg. # of day to issue PO &lt;$50,000</td>
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<tr>
<td>Avg. # of day to issue PO &gt;$50,000</td>
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<tr>
<td>Human Resources</td>
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<tr>
<td>Employee Count (Actual vs. Budget)</td>
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<tr>
<td>Average Recruitment Time</td>
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<td>Information Technology</td>
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<tr>
<td>Cybersecurity Training - Participation</td>
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<tr>
<td>Help Desk Ticket Resolution Rate</td>
<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>

**Target**

- Under target
- Monitoring: +/- 3% of target
- Exceeds target

**Notes**

- Monitoring: Monitoring for data information
- Under target: Under target for data information
SAFETY AND RISK

MAY 2020

YTD 2020

OSHA INCIDENT RATE

DEFINITION: OSHA 29 CFR Part 1904 defines OSHA Recordable Incidents as work-related injuries or illnesses that cause fatalities, unconsciousness, loss of workdays, restricted work activities, job transfers, or medical care beyond first aid.

The OSHA Rate is calculated using the following formula and shows as a number per 100 FTEs (Refer to OSHA 29):

\[
\text{# of Recordable Incidents YTD} \times 200,000 \div \text{Total Hours Worked YTD.}
\]

The Bureau of Labor Statistics’ (BLS) Industry Injury and Illness Data for 2017 reports an OSHA Incident Rate of 5.3 for utilities, including electric transmission and distribution, and water, sewage, and other systems (percent relative standard errors for rates of nonfatal occupational injuries and illnesses).

TARGET: < 2.5

* March 2019 - Employee had an insect bite.

*January 2020 - Water Resources (Field Ops) Employee experienced an injury to the foot when asphalt fell from the bucket of a mini excavator onto his foot. Employee was wearing steel toed safety boots. No significant injury was sustained.

**Safety Lesson Learned - Incident Review
SAFETY AND RISK

DEFINITION: The OSHA Severity Rate is an average of the number of lost work days per recordable incident. The calculation is made by dividing the total number of lost workdays YTD by the total number of recordable incidents YTD (Refer to OSHA 29).

The Bureau of Labor Statistics’ (BLS) Industry Injury and Illness Data for 2017 reports an OSHA Severity Rate of 0.8 for utilities, including electric transmission and distribution, and water, sewage, and other systems.

TARGET: < 7.0

*January 2020 - Although an injury was sustained in January, no lost work time occurred.
SAFETY AND RISK

YTD 2020 (based on last 3 years’ average)

**November 2019 - Meter:** hit a pole in COB parking lot; **Water Resources:** New Lift Station Maintenance truck was too tall to enter a gated neighborhood entrance and hit the building.

**Planning a defensive driving course.**

**Safety Message - Distracted Driving**

**Safety Lessons Learned - Incident Review**

The UC Target for FY2020 was determined using the last three years’ average. Based on the current trend and the calculation method for this metric, we do not predict our PMVA year-to-date rate to be green (at or below the UC Target) the remainder of the fiscal year. Once we implement telematics, we plan to change our metric calculation method from a formula based on the number of vehicles in service to one based on mileage driven during the period and YTD. We believe this will provide a more accurate picture of our PMVA in the future.

**March 2020 - Electric:** (1) employee scraped side of passenger door on an underground transformer on the OUC practice field; (2) employee hit the side steps of another UC bucket truck while pulling around the vehicle.

**January 2020 - Electric:** employee hit another vehicle while crossing SR 44 eastbound, turning onto SR 44 westbound from Ingham Rd.

**Safety Message - Distracted Driving**

**Safety Lessons Learned - Incident Review**

*November 2019 - Meter: hit a pole in COB parking lot; Water Resources: New Lift Station Maintenance truck was too tall to enter a gated neighborhood entrance and hit the building.** Planning a defensive driving course.

*January 2020 - Electric: employee hit another vehicle while crossing SR 44 eastbound, turning onto SR 44 westbound from Ingham Rd.*

**Safety Message - Distracted Driving**

**Safety Lessons Learned - Incident Review**

*March 2020 - Electric: (1) employee scraped side of passenger door on an underground transformer on the OUC practice field; (2) employee hit the side steps of another UC bucket truck while pulling around the vehicle.*

**The UC Target for FY2020 was determined using the last three years’ average. Based on the current trend and the calculation method for this metric, we do not predict our PMVA year-to-date rate to be green (at or below the UC Target) the remainder of the fiscal year. Once we implement telematics, we plan to change our metric calculation method from a formula based on the number of vehicles in service to one based on mileage driven during the period and YTD. We believe this will provide a more accurate picture of our PMVA in the future.**

**DEFINITION:**

PMVAs are all motor vehicle incidents that resulted because the driver failed to exercise every reasonable precaution. This is irrespective of whether or not there is property damage or personal injury, the extent of the loss of injury, to whom it occurred, the location of the accident, or whether or not a citation was issued to the driver.

The PMVA Rate is calculated using the following formula (Refer to OSHA Academy https://www.oshatrain.org/notes/fleetsafetyplan.html):

\[
\text{PMVA Rate} = \frac{\text{Number of Incidents}}{\text{Number of Vehicles Operated}}
\]

**TARGET:** < .03 (based on last 3 years’ average)
SAFETY AND RISK

DEFINITION: TPCs are claims submitted by customers for renumeration for property damage due to preventable incidents and include claims processed and approved by insurance, as well as those processed as small claims via Accounts Payable. The TPC Rate is calculated using the following formula and shows as a percentage:

\[
\text{# of TPCs YTD} \times 100 / \text{# of Customers}
\]

*December 2019: Residential customer power surge due to low service line getting caught on Davey Tree bucket truck and pulling wire off transformer.

*January 2020: Result of January’s PMVA.

*April 2020 - although there were no TPC’s resulting from UCNSB; there were resulting from FPL. Customers will have to work through FPL for renumeration.
**DEFINITION:**

*System Average Interruption Duration Index*

This index is based on the amount of time the average UCNSB customer experiences a sustained outage (being without power for more than five minutes) in a given year. (Refer to FMPA Distribution Reliability Reports)

*It is important to note that this value is annualized for reporting purposes.*

**SAIDI:**

\[
\text{SAIDI} = \frac{\text{Sum of all Customer Minutes Interrupted}}{\text{Total number of Customers Served}}
\]

**TARGET:**

< 100.47  (mean less high and low outliers)

*Significant Outage Events:*

*October 2019: (4) outages of entire feeders; (3) caused by failed lightning arrestors, (1) substation transformer bushing failure. Each outage had >100,000 customer minutes interrupted.

*November 2019: SAIDI value is annualized. Current month's value is effected by October's outages.

*December 2019: (3) feeder outages: (1) due to weather, (1) caused by vehicle accident, (1) switch failure.

*February 2020: (1) feeder and (1) recloser outage due to vegetation, (2) recloser outages due to weather.

*March 2020: (1) feeder outage due to weather, (1) feeder outage - cause undetermined.

*April 2020: (1) feeder outage due to fallen conductor, (1) lateral outage from vegetation.

*May 2020: (1) feeder outage due to weather, (1) feeder outage - cause undetermined.
DEFINITION:  
*System Average Interruption Frequency Index*
This index represents the number of times the average UCNSB customer experiences a sustained outage in a given year. (Refer to FMPA Distribution Reliability Reports)

*It is important to note that the value denoted by an X on the graph is the number of monthly interruptions per customer and the bar on the right is annualized and indicates a year-end projection for the number of interruptions per customer.*

\[
\text{SAIFI} = \frac{\text{Total number of Customer Interruptions}}{\text{Total number of Customers Served}}
\]

**TARGET:**  
< 1.41  
(mean less high and low outliers)

*October 2019 = 0.45 based on 13,011 customer interruptions. (See SAIDI comments.)
*November 2019 = 0.01 based on 284 customer interruptions. (See SAIDI comments.)
*December 2019 = 0.24 based on 6,968 customer interruptions. (See SAIDI comments.)
*January 2020 = 0.01 based on 260 customer interruptions. (See SAIDI comments.)
*February 2020 = 0.08 based on 2,246 customer interruptions. (See SAIDI comments.)
*March 2020 = 0.02 based on 458 customer interruptions. (See SAIDI comments.)
*April 2020 = 0.09 based on 2,756 customer interruptions. (See SAIDI comments.)
*May 2020 = 0.19 based on 5,499 customer interruptions (See SAIDI comments.)

Based on current trends we anticipate being green (at or below UC Target) for the year end projection June 2020.
**DEFINITION:**

*Customer Average Interruption Duration Index*

This index represents the average restoration time when customers are impacted by a sustained outage. (Refer to FMPA Distribution Reliability Reports)

*It is important to note that this value is reported as year-to-date and does not indicate a year-end projection.*

\[
CAIDI = \frac{\text{Sum of all Customer Minutes Interrupted (SAIDI)}}{\text{Total number of Customer Interruptions (SAIFI)}}
\]

**TARGET:**  
< 73.99  
(mean less high and low outliers)
**DEFINITION:** The ratio of total electric utility operation and maintenance expenses, excluding all costs of power supply, to the total number of ultimate customers. Operation and maintenance expenses include the costs of transmission, distribution, customer accounting, customer services, sales, and administrative and general expenses. The costs of power supply (generation and all purchased power) are excluded from the ratio. This ratio can be affected by population density and the mix of customers between various classes (residential, commercial, industrial, or other). (Refer to American Public Power Association Financial and Operating Ratios.)

Electric O&M Cost Per Customer = \[
\frac{\text{Total O&M Expenses} - \text{Purchased Power}}{\text{Total Number of Customers}}
\]

**TARGET:** < $712  (UC FY 2020 Budget)

- *October 2019 = $528*  
- *November 2019 = $559*  
- *December 2019 = $573*  
- *January 2020 = $582*  
- *February 2020 = $582*  
- *March 2020 = $568*  
- *April 2020 = $600*  
- *May 2020 = $594*
**DEFINITION:** The ratio of total, annual, capital expenses to the total number of retail customers. This ratio measures the average capital expenditure incurred by the utility on behalf of each retail customer. Capital expenditure is money spent by the utility on acquiring, upgrading, or maintaining fixed assets, such as property, plant, and equipment.

*Admin/IT/Central Services Projects to highlight: WUC, Warehouse Storage Building

*Electric Projects to highlight: Smyrna Substation Expansion, New Feeder Line I-95, Switchgears Osmose Pole Inspections/Replacements, 10th St. FDOT Relocations, Line 17 Turnbull/Pioneer CW, 115Kv Smyrna/Field St Switch

*Water Resources Projects to highlight: Islesboro Water Main Upgrade, Sanitary Sewer Systems 10 & 11, Canal St./Julia St. FDOT Relocations, 5th St Bridge FDOT Relocations, Barracuda Bridge FDOT Relocations, Lift Station #60 Automatic Transfer Switch, 10th St. FDOT Relocations, PLC Replacement, Staggerbush Manhole Replacement, S. Riverside Dr Force Main Replacement
DEFINITION: Water loss control represents the efforts of water utilities to provide accountability in their operation by reliability auditing their water supplies and implementing controls to minimize system losses. Utilities incur real losses from pipeline leakage, incorrect plant metering, and flushing, etc. and apparent losses when customer water consumption is not properly measured or billed. (Refer to American Water Works Association: 2018 AWWA Utility Benchmarking)

Gross Loss = WTP effluent meter reading - Billed to customers

TARGET: 24.96 g/c/d  
(based on past 3 years’ average)

BENCHMARK: 32.28 g/c/d  
(AWWA median)

*The UC flushes more than our northern counterparts due to higher Florida temperatures causing chlorine to dissipate faster. This makes our adjusted water losses greater than that of the AWWA's nationally derived benchmark.

*The "WTP finished meter reading" is a precise month of data, as compared to the "billed to customers" (which has several cycles within a month and some monthly overlap). This will all average out over the course of the year.

*We are scheduled to replace the Plant Master meters (raw and finished) in fiscal year 2020 - this will assist the UC in recording a more accurate read from the WTP.
**DEFINITION:**
A break is physical damage to a potable water main pipe (6” or larger), valve, hydrant, or appurtenance that results in an abrupt loss of water, requires de-pressurizing the water main to repair, and requires a Precautionary Boil Water Notice (PBWN). A major leak, does not constitute a major break, is physical damage to a potable water main pipe (6” or larger), valve, hydrant, or appurtenance that is able to be repaired with a repair clamp without de-energizing and does not require a Precautionary Boil Water Notice. This indicator quantifies the condition of a water distribution system. (Refer to American Water Works Association: 2018 AWWA Utility Benchmarking)

\[
\text{Breaks/100 miles of pipe} = \frac{\text{total number of breaks} \times 100}{\text{total miles of distribution system pipe}}
\]

**TARGET:**
< 4.0
(based last 3 years’ average)

**BENCHMARK:**
< 5.6
(AWWA median)

*December 2019 - 806 N. Atlantic Ave: 6” main failed due to excessive rain, AC (cement based) joint began leaking and required full outage to repair. Replaced 9 feet of pipe.

*January 2020 - Conrad St/Crestwood Ave: 6”PVC main installed by Masci during stormwater project failed, requiring removal by UC crews and re-positioning of main during this emergency repair; Lagoon Ct: 4” PVC main failed due to crack which formed at a tapping saddle (installed many years ago), requiring outage to repair and retapping main for the service.

February 2020 - N. Peninsula / Minorca: City work on storm water invert caused 6” AC main to break primarily due to its shallow depth.
DEFINITION:
The average time to repair a potable break. This indicator reflects how long, on average, the utilities customers are without water due to an unplanned outage. (Refer to American Water Works Association: 2018 AWWA Utility Benchmarking)

Corrective linear maintenance to distribution system length = Total time for corrective maintenance X 100
(hr/100 miles of pipe) Total miles of distribution system piping

TARGET: < 8 hours/100 miles
(based last 3 years' average)

BENCHMARK: < 315 hours/100 miles
(AWWA top quartile)

*December 2019 - 806 N. Atlantic Ave: 6" main failed due to excessive rain, AC (cement based) joint began leaking and required full outage to repair. Replaced 9 feet of pipe.

*January 2020 - Conrad St/Crestwood Ave: 6" PVC main installed by Masci during stormwater project failed, requiring removal by UC crews and re-positioning of main during this emergency repair; Lagoon Ct: 4" PVC main failed due to crack which formed at a tapping saddle (installed many years ago), requiring outage to repair and retapping main for the service.

*February 2020 - N Peninsula / Minorca: City work on storm water invert caused 6" AC main to break primarily due to its shallow depth.
**DEFINITION:**

This indicator quantifies the condition of a wastewater collection system expressed as the annual number of failures per 100 miles of collection system piping. A collection system failure is a loss of capacity resulting from a flow restriction in gravity (8" or larger) or pressurized wastewater system. (Refer to American Water Works Association: 2018 AWWA Utility Benchmarking)

\[
\text{Collection System Integrity} = \frac{\text{Total number of failures}}{\text{Total miles of collection system piping}} \times 100
\]

**TARGET:**

< 1.91

**BENCHMARK:**

< 2

AWWA median

*There were no major breaks in fiscal year 2019.*
DEFINITION: This indicator reflects how long, on average, it took the utilities to repair a wastewater break. Reporting commenced March 2019.

Corrective linear maintenance to collection services length (hr/100 miles of pipe) = Total time for corrective maintenance x 100
Total miles of collection system piping

TARGET: < 0.40 hours/100 miles (based on past 3 years' average)

BENCHMARK: < 88 hours/100 miles (AWWA top quartile)

*There were no major breaks in fiscal year 2019.*
DEFINITION: The ratio of total water operation and maintenance expenses (less depreciation expense) to the total number of ultimate customers. Operation and maintenance expenses include the costs of transmission, distribution, collection, customer accounting, customer services, sales, and administrative and general expenses. This ratio can be affected by population density and the mix of customers between various classes (residential, commercial, multi-family, or other). (Refer to American Water Works Association: 2018 AWWA Utility Benchmarking)

\[
\text{Total O&M Cost of Potable Water} = \frac{\text{Total O&M Expenses} - \text{Depreciation Expense}}{\text{Total Number of Potable Water Accounts}}
\]

TARGET: < $299 (UC FY 2020 Budget)

*October 2019 = $168
*November 2019 = $195
*December 2019 = $208
*January 2020 = $225
*February 2020 = $229
*March 2020 = $232

*April 2020 = $241
*May 2020 = $239
DEFINITION: The ratio of total wastewater (including reuse) operation and maintenance expenses (less depreciation expense) to the total number of ultimate customers. Operation and maintenance expenses include the costs of transmission, distribution, collection, customer accounting, customer services, sales, and administrative and general expenses. This ratio can be affected by population density and the mix of customers between various classes (residential, commercial, multi-family, or other). (Refer to American Water Works Association: 2018 AWWA Utility Benchmarking)

\[
\text{Total O&M cost of wastewater} = \frac{\text{Total O&M Expenses - Depreciation Expense}}{\text{Total Number of Wastewater Accounts}}
\]

TARGET: < $324 (UC FY 2020 Budget)

*October 2019 = $190
*November 2019 = $215
*December 2019 = $237
*January 2020 = $248
*February 2020 = $253
*March 2020 = $249
*April 2020 = $267
*May 2020 = $264
CUSTOMER SERVICE LEVEL

DEFINITION: The percentage of calls answered within 60 seconds. This number is directly affected by staffing levels, outages, and walk-in traffic.

TARGET: > 85% answered within 60 seconds

*One Customer Service Representative is dedicated specifically to the call center while the remaining Customer Service Representatives handle walk-in, website/e-mail, facsimile, and telephone requests.

*March 2020 - Fully staffed; due to COVID-19 lobby closed 03/19/2020 and disconnections for non-payment suspended 03/17/20 through 05/01/20

*April 2020 - Fully staffed; due to COVID-19 lobby closed and disconnections for non-payment suspended through 06/01/2020.

*May 2020 - Fully staffed; due to COVID-19 lobby closed and disconnections for non-payment suspended through 07/01/2020.
Abandoned Call Rate: The percentage of calls that hang up or dequeue for voicemail after 30 seconds of hold time. Per Cisco, call center standard is to not count a call as abandoned if they hang up or dequeue within the first 120 seconds of hold time.

Average Speed to Answer: The average amount of time it takes for calls to be answered in a call center during a specific time period. This includes the amount of time callers wait in a waiting queue and while the Customer Service Representative's phone rings however, does not include the time it takes for callers to navigate through the IVR. This number is directly affected by staffing levels, outages, and walk-in traffic.

TARGET: Abandon < 7.0%  Speed to Answer: < 106 seconds

*One Customer Service Representative is dedicated specifically to the call center while the remaining Customer Service Representative is.

*March 2020 - Fully staffed; due to COVID-19 lobby closed 03/19/2020 and disconnections for non-payment suspended 03/17/20 through 05/01/20

*April 2020 - Fully staffed; due to COVID-19 lobby closed and disconnections for non-payment suspended through 06/01/2020.

*May 2020 - Fully staffed; due to COVID-19 lobby closed and disconnections for non-payment suspended through 07/01/2020.
**DEFINITION:**
The percent of actual meters read for the reporting period out of the total number of meters. Total meters less re-reads less estimated. The variance between services is directly related to Electronic Meter Reading, the majority of electric meters are radio read. (Refer to American Public Power Association Customer Service Survey.)

**ELECTRIC TARGET:** > 99.92%
**WATER TARGET:** > 98.55%
**BENCHMARK:** > 98%

*The percent of water meter reads is increasing due to favorable weather conditions and the continued efforts to replace outdated, manually read meters with ERT (encoder receiver transmitter) meters.*

*March 2020: Due to automated business process and timing of seasonal customers leaving, automated water re-reads increased.*
DEFINITION: Percent of meter re-reads after initial reading, prior to billing, in effort to minimize estimated bills. Re-reads can be due to a number of reasons such as, inclement weather, accessibility, damaged/failing equipment, or human error. This is the percent of re-reads divided by the total number of reads for the reporting period.

TARGET: < 0.75%

*The percent of re-reads is decreasing due to favorable weather conditions and the continued efforts to replace outdated, manually read meters with ERT (encoder receiver transmitter) meters.

*March 2020: Due to automated business process and timing of seasonal customers leaving, automated water re-reads increased.
PERCENT OF ESTIMATED BILLS

DEFINITION: Percent of utility bills estimated. (Refer to American Public Power Association Customer Service Policies Survey- average estimated is 2%)

TARGET: < .25%  BENCHMARK: < 2%
UNCOLLECTIBLE REVENUE - AS % OF BILLED REVENUE (YTD)

DEFINITION: Percentage of revenue charged off to third party collection agency by reporting period.

TARGET: < .25% (based on past 2 years' averages)
DEFINITION: The volume of purchase orders processed in the reporting period.

RFQ: Actuarial Services and Window Cleaning

RSQ: Hydralogical Services Under Review
MATERIALS MANAGEMENT

**DEFINITION:** The average number of days it took, beginning with the requisition, to issue the purchase order. The National Institute of Government Procurement has determined the average cycle time for small purchases as approximately 8 days and formal requests to be approximately 20 days.

**TARGET:**
- < 8 days (< $75,000)
- < 20 days (> $75,000)

*FY 2019 amount $50,000 - FY 2020 amount increased to $75,000 per UC Resolution 2019-04 September 23, 2019.*
**HUMAN RESOURCES**

**REPORTING PERIOD: MAY 2020**

**BRITNEY PITCHER**

**NOTES:**

- Electric Operations is under budget by (7) positions: Lineman; S/R Supervisor
- Central Services is under budget by (2) positions: Payroll/Benefits Specialist & Lead Mechanic
- IT is under budget by (2) positions: Cisco Unified…; DBA
- Finance is under budget by (2) positions: Meter / GOC
- Water Resources is under budget by (1) position: Water Plant Operator
- Engineering is under budget by (2) positions: Electrical Engineer (1); Manager, Civil(1)

*January 2020 - under budget by 14 positions; actively recruiting for 5 of the 14.
*February 2020 - under budget by 16 positions; actively recruiting for 6 of the 16.
*March 2020 - under budget by 12 positions; actively recruiting for 4 of the 12.
*April 2020 - under Budget by 14 positions; actively recruiting for 2 of the 14, and 3 additional in preparation for retirements
*May 2020 - under budget by 16 positions; actively recruiting for 6 of the 16, and 1 additional due to a retirement
HUMAN RESOURCES

MAY 2020

YTD 2020

*January 2020: Actively recruiting: Electrical Engineer, Lineman, S/R Supervisor (in preparation of the current incumbent's retirement), and Utilities Employee I


*March 2020: Actively recruiting: Electrical Engineer, Lineman, S/R Supervisor (in preparation of the current incumbent's retirement), Director of Water Resources (in preparation of retirement), General Office Clerk


*May 2020: Actively recruiting: S/R Supervisor, WTP Operator (in preparation of current employees' retirement), Director of Water Resources (in preparation of retirement), Supervisor, Plant Maintenance (in preparation of the current incumbent's retirement), Electrical Engineer, 3 Linemen

**Due to the specialized nature of the jobs we are recruiting for and the very tight labor market for these positions, we are not meeting our YTD target for recruitment. Although the country is seeing a large increase in unemployment levels due to COVID-19, the utility industry is not one that has been negatively affected, and the roles for which we are recruiting are specialized requiring specific education and experience. COVID-19 initially caused a delay in recruitment (e.g., holding interviews), however, we quickly resolved this by conducting virtual interviews. We were successful in selecting the Director, Water Resources and Supervisor, Substation/Relay via this method.

DEFINITION: This measures the time between the job announcement of an employee who is leaving the company and the selection of a candidate who will fill the opening. (Refer to Society for Human Resources Management (www.shrm.org) Talent Acquisition Benchmarking Report 2017.)

TARGET: ≤ 60 days

REPORTING PERIOD: MAY 2020

BRITNEY PITCHER

UTILITIES COMMISSION,
CITY OF NEW SMYRNA BEACH

REPORTING PERIOD: MAY 2020

BRITNEY PITCHER

TARGET:

DEFINITION:

This measures the time between the job announcement of an employee who is leaving the company and the selection of a candidate who will fill the opening. (Refer to Society for Human Resources Management (www.shrm.org) Talent Acquisition Benchmarking Report 2017.)

TARGET: ≤ 60 days

*January 2020: Actively recruiting: Electrical Engineer, Lineman, S/R Supervisor (in preparation of the current incumbent's retirement), and Utilities Employee I


*March 2020: Actively recruiting: Electrical Engineer, Lineman, S/R Supervisor (in preparation of the current incumbent's retirement), Director of Water Resources (in preparation of retirement), General Office Clerk


*May 2020: Actively recruiting: S/R Supervisor, WTP Operator (in preparation of current employees' retirement), Director of Water Resources (in preparation of retirement), Supervisor, Plant Maintenance (in preparation of the current incumbent's retirement), Electrical Engineer, 3 Linemen

**Due to the specialized nature of the jobs we are recruiting for and the very tight labor market for these positions, we are not meeting our YTD target for recruitment. Although the country is seeing a large increase in unemployment levels due to COVID-19, the utility industry is not one that has been negatively affected, and the roles for which we are recruiting are specialized requiring specific education and experience. COVID-19 initially caused a delay in recruitment (e.g., holding interviews), however, we quickly resolved this by conducting virtual interviews. We were successful in selecting the Director, Water Resources and Supervisor, Substation/Relay via this method.
**INFORMATION TECHNOLOGY**

**MAY 2020**  **YTD 2020**

**CYBERSECURITY AWARENESS - MONTHLY MANDATORY TRAINING**

**DEFINITION:** Monthly Mandatory Cybersecurity Awareness Training is used to educate all employees on cybersecurity best practices regarding a variety of security awareness training topics in effort to build a security culture that is pervasive throughout the organization, aligning people, policies, and practices with security goals. Standards and legislations that require Security Awareness Program in place: PCI DSS; Sarbanes-Oxley (SOX); NERC CIP; Health Insurance Portability & Accountability Act (HIPAA); ISO/IEC 27001 & 27002; CobiT

**TARGET:** > 80% Participation

*October 2019: During the month of October (National Cybersecurity Awareness Month), the IT Department held 4 cybersecurity promotions, conducted 3 webinars, held contests, sent out videos and provided training throughout the enterprise. IT conducted onsite vulnerability checks, screen lockout and password assessments on all equipment (laptops, phones, iPad, tablets, desktops) and also provided awareness training on a variety of cyber topics. The IT Department touched every person in the organization.

*A Phish Alert button was added to the ribbon in Outlook to provide UC email users with a quick, efficient method of reporting suspicious emails to IT.*

*March 2020: Lower than target participation for the month of March due to the transition to remote working for most of the staff in response to COVID-19.*
UTILITIES COMMISSION,
CITY OF NEW SMYRNA BEACH

INFORMATION TECHNOLOGY

REPORTING PERIOD: MAY 2020
BRANDY KEEHN

HELP DESK - TICKET RESOLUTION RATE

DEFINITION: The percent of total service tickets opened that the help desk resolved in the period. Used to measure IT vigilance and problem mitigation. Reporting commenced January 2019.

Closed: Resolved Help Desk tickets

Open: Unresolved Help Desk tickets - waiting for information or action

TARGET: > 90% Closed (ITIL - Service Desk Metrics)
APPENDIX
UTILITIES COMMISSION,
CITY OF NEW SMYRNA BEACH

ELECTRIC RELIABILITY

DEFINITION: 
Momentary Average Interruption event Frequency Index
This index is based on the number of times the average customer is interrupted by Momentary Outage events each year. (Refer to FMPA Distribution Reliability Reports)

\[
MAIfle = \frac{\text{Total number of Customer Momentary Interruption Events}}{\text{Total number of Customers Served}}
\]

TARGET: 
< 4.2 (mean less high and low outliers)
DEFINITION: *Average Length of a Service Interruption*
The average length of a single outage. (Refer to FMPA Distribution Reliability Reports)

\[
L\text{-Bar} = \frac{\text{Total minutes of interruption}}{\text{Total number of interruptions}}
\]

TARGET: < 95.78 (mean less high and low outliers)
The ratio of total electric utility administrative and general expenses to the total number of retail customers. This ratio measures the average administrative and general expenses incurred by the utility on behalf of each retail customer. Administrative and general expenses are those electric operation and maintenance expenses not allocable to the costs of power production (generation and power purchases), transmission, distribution, or customer accounting, service and sales. Items which might be included are compensation of executives, office supplies, professional fees, property insurance and claims, pensions and benefits, and other expenses not provided for elsewhere. (Refer to American Public Power Association Financial and Operating Ratios.)

Electric Administrative & General Cost Per Customer = Total Administrative & General Expenses / Total Number of Customers

TARGET: < $247 (UC FY 2020 Budget)

*A&G O&M favorable to budget primarily driven by lower pension & benefits and workmens’ comp expense.

*October 2019 = $159
*November 2019 = $168
*December 2019 = $182
*January 2020 = $189
*February 2020 = $195
*March 2020 = $196

*April 2020 = $207
*May 2020 = $204
DEFINITION: The ratio of total water utility administrative and general expenses to the total number of retail customers. This ratio measures the average administrative and general expenses incurred by the utility on behalf of each retail customer. Administrative and general expenses are those water resources operation and maintenance expenses not allocable to transmission, distribution, collection, or customer accounting, service and sales. Items which might be included are compensation of executives, office supplies, professional fees, property insurance and claims, pensions and benefits, and other expenses not provided for elsewhere.

Water Administrative & General Cost = \[
\frac{\text{Administrative & General Expenses}}{\text{Per Customer}} \times \frac{1}{\text{Total Number of Potable Water Customers}}
\]

TARGET: < $105 (UC FY 2019 Budget)

*A&G O&M favorable to budget primarily driven by lower pension & benefits and workmens’ comp expense.

*October 2019 = $70
*November 2019 = $74
*December 2019 = $77
*January 2020 = $85
*February 2020 = $87
*March 2020 = $86

*April 2020 = $92
*MAY 2020 $91
## DEFINITION:

The ratio of total wastewater utility administrative and general expenses to the total number of retail customers. This ratio measures the average administrative and general expenses incurred by the utility on behalf of each retail customer. Administrative and general expenses are those wastewater resources operation and maintenance expenses not allocable transmission, distribution, collection, or customer accounting, service and sales. Items which might be included are compensation of executives, office supplies, professional fees, property insurance and claims, pensions and benefits, and other expenses not provided for elsewhere.

\[
\text{Wastewater Administrative & General Cost} = \frac{\text{Administrative & General Expenses}}{\text{Per Customer}} \times \frac{\text{Total Number of Wastewater Customers}}{}
\]

### TARGET:

< $145  
(UC FY 2020 Budget)

*A&G O&M favorable to budget primarily driven by lower pension & benefits and workmens’ comp expense.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Administration &amp; General Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2019</td>
<td>$82</td>
</tr>
<tr>
<td>November 2019</td>
<td>$87</td>
</tr>
<tr>
<td>December 2019</td>
<td>$91</td>
</tr>
<tr>
<td>January 2020</td>
<td>$99</td>
</tr>
<tr>
<td>February 2020</td>
<td>$101</td>
</tr>
<tr>
<td>March 2020</td>
<td>$100</td>
</tr>
<tr>
<td>April 2020</td>
<td>$107</td>
</tr>
<tr>
<td>May 2020</td>
<td>$106</td>
</tr>
</tbody>
</table>
DEFINITION: Potable water use, which includes indoor uses (e.g., drinking, flushing toilets, preparing food, showering, washing clothes and dishes, etc.) as well as outdoor uses (e.g., watering lawn and gardens, washing cars, etc.). Per capital potable water use will be affected by wet weather conditions. (Refer to the Bieber Index) Reporting commenced March 2019.

TARGET: 134 gallons/capita/day
DEFINITION: These indicators provide the complaint frequency of the utility, reported to the laboratory, related to potable water, including but not limited to, taste, odor, and pressure. Only those complaints logged by the utility, whether acted on or not, are counted. Complaints unrelated to potable water are not considered. (Refer to American Water Works Association: 2018 AWWA Utility Benchmarking)

\[
\text{Technical service complaints/ 1,000 accounts} = \frac{\text{Total number of technical service complaints}}{\text{Number of water accounts}} \times 1,000
\]

TARGET: 2.6 (AWWA median)
DEFINITION: The difference between the total volume of reclaimed water treated at the Water Reclamation Facility and the total volume of reuse water consumption billed to customers in the reporting period. The percentage of reclaimed water billed is affected by weather conditions. To avoid discharge into the river the utility uses various storage ponds and irrigates UCNSB properties; during drought conditions reclaimed water is restricted.

TARGET: 90%
UTILITIES COMMISSION,
CITY OF NEW SMYRNA BEACH

CUSTOMER SERVICE

REPORTING PERIOD: MAY 2020
DANIELLE WOOD

*February 2020 - Cisco phone upgrade took place 2/24/2020 which deleted all phone reporting data prior to update. Data is not recoverable. Estimated February using available data.

*March 2020 - Fully staffed; due to COVID-19 lobby closed 03/19/2020 and disconnections for non-payment suspended 03/17/20 through 05/01/20

*April 2020 - Fully staffed; due to COVID-19 lobby closed and disconnections for non-payment suspended through 06/01/2020.

*May 2020 - Fully staffed; due to COVID-19 lobby closed and disconnections for non-payment suspended through 07/01/2020.

AVERAGE CALL DURATION (MINUTES)

DEFINITION: Call duration is the amount of time Customer Service Representatives speak with customers on the phone. (Refer to The International Finance Corporation's Global Best Practices.)

TARGET: < 4 minutes

*February 2020 - Cisco phone upgrade took place 2/24/2020 which deleted all phone reporting data prior to update. Data is not recoverable. Estimated February using available data.
CUSTOMER SERVICE

ANNUAL NUMBER OF CALLS PER CUSTOMER

<table>
<thead>
<tr>
<th></th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.20</td>
<td></td>
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<td>1.60</td>
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</tr>
</tbody>
</table>

DEFINITION: Annual number of calls per customer, not including electronic and walk-in contact.

*February 2020 - Cisco phone upgrade took place 2/24/2020 which deleted all phone reporting data prior to update. Data is not recoverable. Estimated February using available data.

*March 2020 - Fully staffed; due to COVID-19 lobby closed 03/19/2020 and disconnections for non-payment suspended 03/17/20 through 05/01/20

*April 2020 - Fully staffed; due to COVID-19 lobby closed and disconnections for non-payment suspended through 06/01/2020.

*May 2020 - Fully staffed; due to COVID-19 lobby closed and disconnections for non-payment suspended through 07/01/2020.
CUSTOMER CONTACT

DEFINITION:
The percentage of total utility customer contact for the reporting period by various contact options.

*February 2020 - Cisco phone upgrade took place 2/24/2020 which deleted all phone reporting data prior to update. Data is not recoverable. Estimated February using available data.
BILLING & COLLECTIONS

REPORTING PERIOD: MAY 2020
DANIELLE WOOD

DEFINITION:
The top graph shows the percentage of customer accounts charged a late fee, not paid within allotted 21 day period.
The second graph shows the percentage of customer accounts disconnected for non-payment after all collection attempts.

*April 2020 - Due to COVID-19 lobby closed and disconnections for non-payment suspended through 6/1/2020.
*May 2020 - Due to COVID-19 lobby closed and disconnections for non-payment suspended through 7/1/2020.
UTILITIES COMMISSION,
CITY OF NEW SMYRNA BEACH

BILLING & COLLECTIONS

REPORTING PERIOD: MAY2020
DANIELLE WOOD

PAYMENT METHOD

DEFINITION:
Payment method utilized by customers during current reporting period in FY2019 vs. FY2020.

*April 2020 - Drive-Thru closed 04/03/20 payments shown as "Drive-Thru" were left in night deposit box.
Lobby was closed entire month, zero "Walk-in" payments.
*May 2020 - Lobby was closed entire month, zero "Walk-in" payments.
DEFINITION: This is the number of utility Service Orders processed by the Meter Technicians. It includes all customer requested orders, Read Outs, Cut Ins, Temporary to Permanents, and Cut Outs; excludes disconnect for non-payment.
**UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH**

**METER READING**

**DEFINITION:** The number of meter installations completed for the reporting period by service type, and reason, either replacement of existing meter or a new installation.

**REPORTING PERIOD:** MAY 2020

**DANIELLE WOOD**

---

![Chart showing meter installations by service type and reason.](chart.png)
## PURCHASE ORDERS ISSUED IN EXCESS OF $50,000 FOR REPORTING PERIOD

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>P.O. NO.</th>
<th>VENDOR</th>
<th>ITEM/SERVICE</th>
<th>DOLLAR VALUE</th>
<th>COMMISSION APPROVAL DATE</th>
<th>AGENDA ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>16395</td>
<td>Tetra Tech</td>
<td>Task 5 LS 5</td>
<td>$118,734.00</td>
<td>4/27/2020</td>
<td>3-f</td>
</tr>
<tr>
<td>ENG</td>
<td>16396</td>
<td>Tetra Tech</td>
<td>Task 6 LS 12</td>
<td>$95,557.00</td>
<td>4/27/2020</td>
<td>3-g</td>
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<tr>
<td>ENG</td>
<td>16390</td>
<td>Sayers Construction</td>
<td>Capacitor Bank</td>
<td>$773,625.00</td>
<td>4/27/2020</td>
<td>3-h</td>
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<tr>
<td>ENG</td>
<td>16405</td>
<td>CPH</td>
<td>Task 10 Glencoe</td>
<td>$89,545.00</td>
<td>4/27/2020</td>
<td>3-i</td>
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<tr>
<td>ENG</td>
<td>16427</td>
<td>B&amp;B Underground</td>
<td>Directional Bore Sugarmill</td>
<td>$547,694.00</td>
<td>3/23/2020</td>
<td>3-e</td>
</tr>
<tr>
<td>ELEC</td>
<td>16441</td>
<td>Gresco</td>
<td>Transformers</td>
<td>$363,066.35</td>
<td>5/26/2020</td>
<td>3-b</td>
</tr>
</tbody>
</table>

**DEFINITION:**
Per UC Resolution 2019-04, approved at the September 23, 2019 Utilities Commission meeting:
Sealed bids and or requests for proposal and Commission approval are required for purchases exceeding $75,000.
DEFINITION: Tracks the percentage of workers who are absent for unscheduled/unexcused reasons during a given period of time. Reference Society for Human Resources Management (www.shrm.org).

\[
\text{absence rate} = \frac{\text{# of hours of unexcused absences \times 100}}{\text{total hours scheduled to work in the period}}
\]

The Department of Labor reports the industry average absence rate in 2018 was 2.4% for utilities and 3.2% for local governments (https://www.bls.gov/cps/cpsaat47.htm).

TARGET: < 2%  
BENCHMARK: < 2.4%
DEFINITION: Retention of Talent indicates job stability of the company. An index of high staff turnover implies high costs for the employer. The rate of retention is calculated by comparing the number of employees who joined the company in a specified period vs. those who stayed during the same period. (Refer to Society for Human Resources Management (www.shrm.org) Talent Acquisition Benchmarking Report 2017.)

\[
\text{Retention of Talent} = \frac{\text{Number of employees who remained employed for the entire measurement period}}{\text{Number of employees at the start of the measurement period}} \times 100.
\]

*December 2019 - one retirement on 12/31/2019
*January 2020 - one death (not related to employment)
*February 2020 - two voluntary resignations
*April 2020 - two retirements (Lineman; S/R Supervisor), one voluntary resignation (Lineman)
*May 2020 - one voluntary resignation (Lineman)
DEFINITION: Customer to Employee Ratio shows how many Commission customers we have per 1 Commission FTE
A Phish Alert button was added to the ribbon in Outlook to provide UC email users with a quick, efficient method of reporting suspicious emails to IT.

DEFINITION: The number of reported suspicious emails or suspicious cybersecurity activity by employees. Used to quantify the effectiveness of a Cybersecurity Awareness Training. Standards and legislations that require Security Awareness Program in place: PCI DSS; Sarbanes-Oxley (SOX); NERC CIP; Health Insurance Portability & Accountability Act (HIPAA); ISO/IEC 27001 & 27002; CobiT

Reporting commenced January 2019.
The Director of Engineering has prepared a presentation and will present during this meeting regarding the U.C.’s electric feeder level reliability plans for fiscal years 2021 through 2023.

Funding has been included in the FY2021 Budget's Capital Improvement Plan as a line item for electric reliability through FY2025.

RECOMMENDED ACTION:

No action required; information only.
SUMMARY:
Mayor Russ Owen and City Attorney Carrie Avallone requested the presence of the CEO, Chairman, and General Counsel at the City Commission workshop held on June 18th to discuss potential changes to the City Charter. A copy of a presentation made to the City Commission is attached for your information.

The City Commission has requested the Utilities Commission’s input via the General Counsel in preparing proposed charter language that would clearly define the UC’s authority to convey interests in real and personal property, require a unanimous UC approval and super-majority approval of the City Commission before conveying title to lands administered by the UC located west of Interstate-95, and acknowledge and ratify all past conveyances and grants.

RECOMMENDED ACTION:
Update to the Utilities Commissioners by General Counsel.
FLORIDA MUNICIPAL UTILITY LAND SALE PROCEDURES

Thomas A. Cloud, General Counsel
Utilities Commission, City of New Smyrna Beach
June 18, 2020
MUNICIPAL ELECTRIC UTILITIES IN FLORIDA VARY IN STRUCTURE

• THERE ARE 33 MUNICIPAL ELECTRIC UTILITIES IN THE STATE, AND THEY SERVE APPROXIMATELY THREE MILLION FLORIDIANS, OR 14 PERCENT OF FLORIDA’S POPULATION.

• THERE ARE SIX UTILITY AUTHORITIES, COMMISSIONS, & BOARDS (“UTILITY COMMISSIONS”) IN FLORIDA
  
  • FORT PIERCE UTILITIES AUTHORITY (1972)
  • UTILITY BOARD OF THE CITY OF KEY WEST (1969)
  • JACKSONVILLE ELECTRIC AUTHORITY (1967)
  • KISSIMMEE UTILITY AUTHORITY (1985)
  • UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH (1967)
  • ORLANDO UTILITIES COMMISSION (1923)

• THE REMAINING 27 MUNICIPAL UTILITIES OPERATE THEIR ELECTRIC UTILITIES AS DEPARTMENTS, SOME WITH ADVISORY BOARDS

• UTILITY COMMISSIONS RECEIVE THEIR LEGAL AUTHORITY FROM GENERAL LAWS, SPECIAL ACTS, MUNICIPAL CHARTERS, & ORDINANCES
FLORIDA UTILITY COMMISSION
TYPICAL PROVISIONS

• ALL ENJOY SOME FORM OF EXCLUSIVE CONTROL OVER UTILITY MANAGEMENT & OPERATION SUBJECT TO CHARTER REQUIREMENTS

• ALL HAVE AUTHORITY OVER EMPLOYEES

• CITY COMMISSIONS CONTROL OR SIGNIFICANTLY INFLUENCE THE MEMBERSHIP OF UTILITY COMMISSION GOVERNING BOARDS WITH ONE EXCEPTION (KEY WEST BY RATEPAYER ELECTION)

• ALL HAVE DIRECT RATE SETTING AUTHORITY WITH ONE MINOR EXCEPTION (FORT PIERCE)

• ALL BUT ONE CANNOT SELL UTILITY SYSTEMS WITHOUT CITY COMMISSION/COUNCIL APPROVAL PLUS VOTER REFERENDUM (OUC)

• SOME CAN SET THEIR OWN BUDGETS, BUT OTHERS REQUIRE CITY COMMISSION APPROVAL (UCNSB)

• MOST REQUIRE SOME FORM OF CITY COMMISSION APPROVAL OVER CERTAIN CONTRACTS OR ISSUANCE OF BONDED INDEBTEDNESS
FLORIDA MUNICIPAL CHARTER UTILITY SALE PROVISIONS

• MUNICIPAL PREROGATIVE TO SERVE UTILITIES

• HISTORIC GENERAL LAW PROPOSED UTILITY SALE REFERENDA REQUIREMENT (1899)

• CHARTER PROPOSED UTILITY SALE REFERENDA REQUIREMENT EXISTS IN AT LEAST 13 CITIES
FROM 1897 TO 1973, NO FLORIDA CITY COULD BUY AN ELECTRIC OR GAS SYSTEM WITHOUT A REFERENDUM

• IN 1895, JACKSONVILLE SUCCESSFULLY DEFEATED A LEGAL CHALLENGE BY THE INCUMBENT PRIVATE POWER COMPANY TO ENJOIN THE PURCHASE OF A POWER PLANT FROM GENERAL ELECTRIC TO SUPPLY LIGHT TO CITY RESIDENTS. See Jacksonville electric Light Company v. City of Jacksonville, 36 Fla. 229, 18 So. 677 (1895).

• DURING THE NEXT LEGISLATIVE SESSION OF 1897, THE LEGISLATURE ADOPTED A GENERAL LAW PROHIBITING THE PURCHASE, CONSTRUCTION, OR LEASE OF ELECTRIC OR GAS PLANTS BY CITIES WITHOUT A REFERENDUM. CHAPTER 4600, LAWS OF FLORIDA (1897) CODIFIED IN § 172.02, FL.ST. (1971)

• FOR THE NEXT 76 YEARS, NO FLORIDA CITY COULD START AN ELECTRIC SYSTEM WITHOUT HOLDING A REFERENDUM


• WHAT REMAINED WERE A HANDFUL OF CHARTER PROVISIONS THAT REQUIRED REFERENDA PRIOR TO THE PURCHASE OR SALE OF ELECTRIC PROPERTIES
# VARIOUS FLORIDA CHARTER PROVISIONS RELATED TO THE SALE OF MUNICIPAL UTILITIES

<table>
<thead>
<tr>
<th>City, Location</th>
<th>Year</th>
<th>Membership</th>
<th>Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bushnell</td>
<td>2006/2016</td>
<td>N/A</td>
<td>referendum prior to sale of utilities by CC</td>
</tr>
<tr>
<td>Fort Pierce</td>
<td>1959</td>
<td>Mayor + CC pick 4</td>
<td>referendum prior to sale of utilities by CC</td>
</tr>
<tr>
<td>Gainesville</td>
<td>1927</td>
<td>N/A</td>
<td>referendum prior to sale of utilities by CC</td>
</tr>
<tr>
<td>JEA</td>
<td>2018</td>
<td>Mayor picks + CC ok's</td>
<td>referendum prior to sale of utilities by CC</td>
</tr>
<tr>
<td>UB, Key West</td>
<td>1996</td>
<td>elected by ratepayers</td>
<td>referendum prior to sale of utilities by CC</td>
</tr>
<tr>
<td>KUA</td>
<td>1985</td>
<td>4/5s vote of CC</td>
<td>referenda prior to sale of utilities by CC</td>
</tr>
<tr>
<td>Lake Worth</td>
<td>1935</td>
<td>NA</td>
<td>referenda prior to sale of utilities by CC</td>
</tr>
<tr>
<td>Lakeland</td>
<td>2001</td>
<td>N/A</td>
<td>referenda prior to sale of utilities by CC by 67% vote</td>
</tr>
<tr>
<td>UCNSB</td>
<td>1967</td>
<td>CC appoints &amp; may terminate Bd. Members</td>
<td>referenda prior to sale of utilities by CC</td>
</tr>
<tr>
<td>OUC</td>
<td>1923</td>
<td>Mayor + CC pick 4</td>
<td>no referenda required</td>
</tr>
<tr>
<td>Starke</td>
<td>1927</td>
<td>N/A</td>
<td>referenda prior to sale of utilities by CC by 75% vote</td>
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<tr>
<td>Tallahassee</td>
<td>1927/1957</td>
<td>N/A</td>
<td>referenda prior to sale of utilities by CC</td>
</tr>
</tbody>
</table>
Sec. 82-1 “Before any municipally owned utility shall be sold or leased, the ordinance providing for such sale or lease must be passed by the city commission stating and stipulating the terms and conditions of the sale or lease. No such ordinance shall be passed until and unless the municipally owned utility to be sold or leased has been appraised by at least two qualified appraisers to be determined by the city commission. Thereafter, the ordinance shall not become a law nor shall it become effective in any way until the same has been approved at an election of the duly registered and qualified electors of the city residing in the city for at least 30 days immediately prior to the election and shall not become effective in any way unless more than 50 percent of the qualified electors voting at the election vote in favor of selling or leasing the utility proposed to be sold or leased. However, the question shall not be submitted to the electors for vote except upon deposit with the city manager by the applicants for the sale or lease of the expenses of such submission to the electors, which shall be determined by the city commission.”

SOURCE: 1972 ORDINANCE CODIFYING SPECIAL ACT PROVISION DATING BACK TO 1943
SINCE THE END OF WORLD WAR II, ELECTRIC SYSTEM SALES IN FLORIDA ARE RARE

- NUMEROUS CITIES HAVE CHARTERS CONTAINING PROVISIONS REQUIRING VOTER APPROVAL OF THE SALE OF CITY ASSETS
- FROM 1897 TO 1973, FLORIDA MANDATED VOTER APPROVAL BEFORE A CITY COULD BUY AN ELECTRIC OR GAS UTILITY
- SINCE 1899, FLORIDA CITIES HAVE HAD THE DISCRETION TO REQUIRE PURCHASE OPTIONS IN UTILITY FRANCHISES; 50 STILL HAVE SUCH OPTIONS
- SINCE THE 1920s, PRIVATE IOUs HAVE SOUGHT TO BUY FLORIDA MUNICIPAL ELECTRIC UTILITIES
- IN THE 1970s, A FEDERAL COURT FOUND THAT FLORIDA IOUs CONSPIRED TO FORCE MUNICIPAL ELECTRIC UTILITIES OUT OF BUSINESS
- THERE HAVE BEEN ONLY 2 SALES OF MUNICIPAL ELECTRIC UTILITIES IN THE LAST 30 YEARS (SEBRING-1993 & VERO BEACH-2019)
- THERE HAVE BEEN ONLY 2 PURCHASES OF ELECTRIC UTILITIES BY CITIES IN THE LAST CENTURY (WINTER PARK & BUSHNELL)
FLORIDA UTILITY COMMISSIONS ADDRESS SALES OR TRANSFERS OF LESS THAN THE ENTIRE SYSTEM IN SEVERAL WAYS

• FORT PIERCE UA—EXPRESS RIGHT TO ACQUIRE, NO PROHIBITION OR MENTION OF RIGHT TO TRANSFER LAND OR FACILITIES
• KEY WEST UB—EXPRESS RIGHT TO ACQUIRE & CONVEY
• JEA—EXPRESS RIGHT TO ACQUIRE & CONVEY
• KUA—EXPRESS RIGHT TO ACQUIRE, NO PROHIBITION OR MENTION OF RIGHT TO TRANSFER LAND OR FACILITIES
• UCNSB—EXPRESS RIGHT TO ACQUIRE, NO EXPRESS PROHIBITION OR MENTION OF RIGHT TO TRANSFER LAND OR FACILITIES, BUT THERE IS PROHIBITION AGAINST MORTGAGING PROPERTY AS PART OF BOND ISSUE
• OUC—EXPRESS RIGHT TO ACQUIRE, NO EXPRESS PROHIBITION OR OF RIGHT TO TRANSFER LAND OR FACILITIES

ALL UTILITY COMMISSIONS HAVE TRANSFERRED PROPERTY
UCNSB TRANSFER HISTORY

- City property acquired by City but no longer used for delivery of utility services was transferred to City sometime between 1967 and 1980
- Former UC Central Office building on 200 Sams Avenue (existing NSB Museum of History)
- Former sewer treatment plant on North Causeway (formerly City AOB site)
- Former Smith Street generation site adjacent to City Public Works (decommissioned 2017)
- Former Swoope generation site currently City boat ramp (UC has retained fleet maintenance building)
- 2004 transfer of 6.53 acres to City as Fire Station No 51 site
- From 1978 to present, City approved bond resolutions permit transfer of surplus property subject to engineering & valuation opinions
- Surplus Sales
  - At least one sale occurred within the lands west of I-95 prior to 2005
  - 2013 Asset Management Program
  - ITB#2-15 declared surplus properties
  - 4 of 7 unusable properties received bids
- UC Resolution 2-10 prohibits sale of lands west of I-95 without unanimous vote of entire UC Board
- Sewer customers & pipes located in Edgewater were transferred to Edgewater in 2007
- The same water customers with pipes located in Edgewater are being transferred now
CURRENT “LIMIT ON SALES” CHARTER PROVISION
BUSHNELL, 2018 (SUMTER COUNTY)

Sec. 7.05. - Limitation on alienation of city-owned real and personal or tangible property.

After November 1, 2016, the following properties may not be sold, leased, traded, or given away by the City unless such sale, lease, trade, or gift is first approved by a vote of the electors of the City of Bushnell and the ballot proposal to sell, lease, trade, or donate the city-owned property discloses to the voters the price, the material contract terms and conditions of the sale, lease, trade, or gift, and all material financial and contractual impact to the city and its residents and property owners. The properties are as follows:

(1) City's electric distribution system;
(2) City's water system;
(3) City's wastewater system;
(4) City's community center and related lands;
(5) City hall and related lands;
(6) Kenny Dixon Sports Complex and related lands;
(7) Evergreen Cemetery and related lands;
(8) Bushnell Public Library and related lands;
(9) Dr. Martin Luther King, Jr. Park.
As a continuance of the demonstrated commitment to the local community, by using fuel and purchased power reserves created through the U.C.'s purchase of lower cost power to benefit our customers, U.C. staff have determined that the Fuel and Purchased Power Cost Adjustment Clause (FPPCAC) can be adjusted to an updated amount approximately 31% lower than the PRE-COVID FPPCAC amount of $22.68 per 1,000 kWh.

The Utilities Commission approved the existing emergency, temporary rate reduction on April 27, 2020, agenda item 7-a., for a period of two months - May through June. (The U.C. also approved Resolution No. 2020-07 during this April Regular U.C. Meeting which included a waiver of an advanced notice publication for this FPPCAC temporary rate modification.)

Based upon the results of a current U.C. staff analysis, a modification of the FPPCAC to $15.75 per 1,000 kWh - effective with the first billing cycle in July 2020 and then continuing until the completion of the Rate Study, is hereby recommended.

The rate modification of $15.75 equates to an approximate 7% overall decrease per month in an average residential customer's monthly electric bill using 1,000 kWh's per month.

FUNDING SOURCE(S) Fuel Over/Under Recovery Reserve 000-000-242-2546-000

RECOMMENDED ACTION:
A motion approving a modification to the fuel and purchased power cost adjustment clause to $15.75 per 1,000 kWh, effective with the first billing cycle in July, 2020 and continuing until the results of the Rate Study by Raftelis are completed and approved by the Commission.
Utilities Commission  
City of New Smyrna Beach, Florida  

Residential Electric Rate for 1000 kWh Usage  
Beginning July 1, 2020  

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Customer Charge</td>
<td>$ 5.65</td>
<td>$ 5.65</td>
<td>0%</td>
</tr>
<tr>
<td>O&amp;M Energy Charge</td>
<td>$ 45.06</td>
<td>$ 45.06</td>
<td>0%</td>
</tr>
<tr>
<td>Base Fuel Energy Charge</td>
<td>$ 31.39</td>
<td>$ 31.39</td>
<td>0%</td>
</tr>
<tr>
<td>Fuel Adjustment</td>
<td>$ 22.68</td>
<td>$ 15.75</td>
<td>$ 6.93</td>
</tr>
<tr>
<td>Total*</td>
<td>$ 104.78</td>
<td>$ 97.85</td>
<td>$ 6.93</td>
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* Does not include applicable City or Volusia County taxes
SUMMARY:

To ensure our employees have the best fund options for retirement investments, including the most competitive fees, we are selecting a Retirement Advisor who is experienced in retirement programs to provide advisory and fiduciary services, including plan review and assessment, plan pricing analysis, RFP/RFI services, plan design and implementation, Investment Policy Statement (IPS), investment menu due diligence, participant education and advisory services, and will accept fiduciary liability for investment recommendations.

In accordance with our policies and procedures, the UC completed the Request for Proposal (RFP) process to obtain proposals. Seven (7) proposals were received and evaluated by a committee based upon pre-determined factors. The top three respondents are ranked as follows:

- SageView Advisory Group, LLC: 384
- NFP Retirement, Inc.: 365
- Burgess, Chamber, & Associates: 288

The evaluation committee, therefore, recommends the selection of SageView Advisory Group, LLC (“SageView”). SageView was founded in 1989 and provides consulting services to 1,282 retirement plans across the U.S. with assets totaling $104.1 billion. SageView has a Florida office, with a team of five who will be assigned to UCNSB. SageView’s first action will be to negotiate lower fund fees which will result in direct savings for our employees’ retirement accounts. SageView’s fees are 0.10 bps (0.10%) of total plan assets; equivalent to $20,000 per year; and will be paid as part of the participation fee structure, directly from the Recordkeeper.

Funding: Administrative credit account – UC will work to establish administrative credit accounts with the current UC Providers – Principal and ICMA. Once the pricing is negotiated, the Providers will place the excess revenue in an administrative credit account which will offset the Service Provider’s costs. Participant Accounts – The cost is debited pro-rata from participant accounts. Until the administrative credit account is established, the fee will be paid pro-rata from participant accounts.

RECOMMENDED ACTION:

A motion to award Retirement Advisory Services (RFP 11-20) for UCNSB's retirement plans to SageView Advisory Group, LLC (“SageView”), such services to be effective July 1, 2020, and continue for one (1) full year, until June 30, 2020, with the possibility of three (3) subsequent annual renewals.
Utilities Commission  
City of New Smyrna Beach  
RFP 11-20 Retirement Advisor

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>EVALUATOR 1</th>
<th>EVALUATOR 2</th>
<th>EVALUATOR 3</th>
<th>Evaluator 4</th>
<th>TOTALS</th>
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</thead>
<tbody>
<tr>
<td>Burgess Chambers &amp; Associates</td>
<td>86</td>
<td>60</td>
<td>62</td>
<td>80</td>
<td>288</td>
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<tr>
<td>NFP Retirement</td>
<td>94</td>
<td>79</td>
<td>92</td>
<td>100</td>
<td>365</td>
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<tr>
<td>SageView</td>
<td>91</td>
<td>93</td>
<td>100</td>
<td>100</td>
<td>384</td>
</tr>
</tbody>
</table>
SERVICES TO BE PROVIDED

Per RFP 11-20 Retirement Advisor and Fiduciary Services

- Act as investment fiduciary
- Monitoring of all plan investments quarterly
- Plan design consulting
- Plan document and amendment review
- Compliance research assistance
- Recording Committee meeting minutes
- Investment policy development & monitoring
- Annual plan fee analysis and benchmarking
- Fund menu design review
- Vendor fee negotiations
- Provider management to ensure service delivery
- Fiduciary training for Committee members
- Plan documentation organization & storage
- Participant engagement and education services (webinars, hard copy communication; 1 meeting day included)
- Sage 411 Help Center – Including Participant Advice Services via Sage 411 Participant Call Center
AGENDA ITEM 8-a

CONSENT ITEM FOR MEETING OF: June 22, 2020

NEW BUSINESS FROM: General Manager-CEO

OLD BUSINESS SIGNATURE: Joseph Bunch

☑ Time for Commissioners EXHIBITS: Proposed U.C. Resolution No. 2020-09

SUBJECT: Presentation - Appreciation of Honorable Service by Lee Griffith

SUMMARY:

A U.C. Resolution and plaque were prepared to express appreciation for the dedicated and honorable service performed by Lee Griffith from September 2012 until May 2020 on behalf of the Utilities Commission.

Commissioner Griffith provided his professional knowledge and business acumen while performing various official roles of the Commission, including Vice Chairman and Chairman.

RECOMMENDED ACTION:

A motion to approve U.C. Resolution No. 2020-09, a resolution of appreciation for the honorable service of Lee Griffith as a Utilities Commissioner from September 2012 until May 2020; followed by presentation of a plaque.

GM/CEO Joseph Bunch

NOTE: ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER'S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.
RESOLUTION NO. 2020-09

A RESOLUTION OF APPRECIATION FOR THE HONORABLE SERVICE OF LEE GRIFFITH, AS A UTILITIES COMMISSIONER ON BEHALF OF THE UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, RESCINDING ALL RESOLUTIONS, OR PORTIONS THEREOF, IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Utilities Commission, City of New Smyrna Beach, Florida, was duly created and validly existing under and by virtue of Chapters 67-1754 and 85-503, Laws of Florida, as the governing body of the utility system of the City of New Smyrna Beach, Florida; and

WHEREAS, the City Commission appointed Lee Griffith, to serve as a Utilities Commissioner commencing in September 2012; and

WHEREAS, Commissioner Griffith has provided his professional knowledge and business acumen, acquired through prior divisional leadership in a Fortune 500 company, and his comprehensive continuing support and gentle guidance in fulfilling his obligations to our community in this public service position.

NOW, THEREFORE, BE IT RESOLVED BY THE UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, AS FOLLOWS:

SECTION 1: The Utilities Commission, City of New Smyrna Beach, Florida does hereby express our appreciation to Lee Griffith, for his dedication and honorable service as a Utilities Commissioner for approximately eight years, commencing September 2012 and until May 2020. During his tenure, Mr. Griffith contributed significantly to the business performance of the Commission through effectively and diligently performing the various official roles of the Commission, including Vice Chairman and Chairman.

SECTION 2: If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 3: All Resolutions, or portions thereof, in conflict herewith are hereby rescinded and superseded.

SECTION 4: After adoption by the Utilities Commission, this Resolution shall take effect immediately upon passage.
THE ABOVE AND FOREGOING RESOLUTION was introduced at a Regular meeting of the Utilities Commission, City of New Smyrna Beach, Florida, held on June 22, 2020, by Commissioner ________________, who moved its adoption, which motion was seconded by Commissioner ________________, and upon roll call vote of the Commission was as follows:

CHAIRMAN

VICE CHAIRMAN

SECY.-TREAS.

ASST. SECY.-TREAS.

COMMISSIONER

APPROVED: ATTEST:

CHAIRMAN

SECRETARY-TREASURER

APPROVED AS TO FORM AND CORRECTNESS:

S E A L

Utilities Commission Attorney